

## **Accessing the DO NOT CALL REGISTRY:**

### **AGENT INFORMATION: (set up your own profile)**

**\*This allows you to be able to login to the registry and receive the verification to enter the site with your own cell #)**

Here is information about creating a profile on the registry and accessing your main office's subscription to area codes.

In order to look up telephone numbers on the National Do Not Call Registry you must first have a profile on the registry and then access to a subscription that includes any area codes that you want to search in.

You can use the following steps to Create A Profile for your organization. When you finish the process successfully, your Organization ID, Representative Password, and Downloader Password will be issued to you immediately. They are not sent by separate email.

1. Go to <https://telemarketing.donotcall.gov>.
2. Click on REGISTER under NEW USERS.
3. You will be taken to the REGISTRY OVERVIEW page. Please read the information on this page to get an idea of how the registry works. When you're finished, click the CONTINUE TO CREATE A PROFILE button at the bottom of the page.
4. Complete the ORGANIZATION INFORMATION section of the CREATE A PROFILE page. For the Organization Name we suggest that you use your main office's Organization Name plus your initials.

#### **EXAMPLE: Keller Williams Realty EM**

Use our address: 2000 Winton Rd S, Rochester NY 14618

Our **EIN number is 26-3372405**

(Make sure that you follow all the formatting requirements, such as putting dashes "-" in your phone numbers, and, if you're in the United States, the International Country Code will be "001").

Select the appropriate Organization Function for your organization in the dropdown:  
(TELEMARKETER OR SERVICE PROVIDER (TM/SP).

5. Complete the AUTHORIZED REPRESENTATIVE **(YOUR INFORMATION and cell number)** section of the CREATE A PROFILE page.

6. If the information is accurate, click the SUBMIT button.
7. If you have errors, they will appear at the top of the ORGANIZATION INFORMATION section. You must resolve all errors in order to complete your profile.
8. If you clicked CREATE PROFILE, the CREATE A PROFILE - CERTIFICATION page will appear. You MUST certify that your organization will comply with the requirements of the National Registry. If you agree, click the YES button, and then the CERTIFY AND CONTINUE button. If you do not, your registration will be canceled.
9. The CREATE A PROFILE – COMPLETE page will appear. This page provides you with your Organization ID, Representative Password and Download Password. You should PRINT THIS PAGE for your records. Be careful, clicking on any of the links on this page will take you away from it, and you won't be able to return, so print before you click. Once you have printed this page, you should close the registry. It will need to be closed so that you can activate the account.
10. You will receive an email from TMRegister@donotcall.gov with instructions to click on a link in the email to activate your profile. The email will come to the address that was listed for your Authorized Representative **(YOUR EMAIL YOU PROVIDED)**. When you click on the link, you must log in with your Representative password to activate the account. If you don't receive the email within two hours, you should contact your local email administrator to make sure that emails from the "donotcall.gov" domain are allowed to pass through your server. You should also contact us, the National Do Not Call Registry Telemarketer Help Desk at tmhelp@donotcall.gov. You will not be able to log into your account until it has been activated. Once you have activated your account you are now registered on the National Do Not Call Registry.
11. Once you have successfully created your profile and can log into the registry, your next step will be to add the Subscription Account Number (SAN) of your main office to your Clients List.
12. MANAGE CLIENTS: Add a Client's Subscription Account Number (SAN) to your list

Client's Subscription Account Number (SAN): **10421305-521305-25**

Provider's Organization ID: **10071124-81124**

Search phone numbers in registry:

Go to <https://telemarketing.donotcall.gov>

- Select DOWNLOAD PHONE NUMBERS
- Next click on INTERACTIVE PHONE NUMBER SEARCH

- Enter an area code and up to 10 phone numbers in the boxes. Then click Submit.
- REGISTERED or NOT REGISTERED will appear next to each phone number. If a number is REGISTERED you MAY NOT call it.
- **Note: You can only access area codes for which Keller Williams Greater Rochester has subscribed. These include area codes 585, 315, 680, 607 and 716.**
- After the results are displayed, you may clear the screen and enter new numbers by clicking Reset.
- You can view up to 100 numbers in a 24 hour period.
- When you are finished, Log Out.