

## **PICC Letter of Agency Requirements**

When a Carrier chooses to have their CIC carried on facilities owned by a different carrier, there are multiple billing arrangements available and a LOA is always required and must be submitted with the ASR requesting the CIC implementation.

The available ordering and billing arrangements are outlined below:

### **Billing/Ordering Options**

#### **CIC Owner Accepts Billing For FG Usage and PICC Charges**

The LOA must be received along with the ASR requesting the CIC. With this option, the CIC owner must have a Feature Group D BAN as well as a PICC BAN established or if no current BAN exists, the customer must complete the necessary steps, (i.e., credit check, potential deposit, etc.) in order to set up both billing accounts in their name. This is accomplished through the customer's account team. This may require the establishment of a "BHM-Only" account.

If the CIC owner does have a current BAN in the LATA, and the LOA is accurate and complete for the requested billing arrangement, the request can be processed.

The CIC owner's PICC BAN bills the associated PICC charges each month. The facility owner is responsible for the nonrecurring charges associated with adding and/or disconnecting the CIC.

#### **Facility Owner Accepts Billing For FG Usage Charges And The PICC Charges**

The LOA must be received along with the ASR requesting the CIC.. The CIC owner does not receive a FGD usage bill for that specific LATA. The trunk owner would also have the PICC charges associated with that CIC appear on their PICC BAN. The facility owner is responsible for the nonrecurring charges associated with adding and/or disconnecting the CIC.

Provided the LOA is accurate and complete for the requested billing arrangement, the request can be processed.

**Facility Owner Accepts Billing for the FG Usage Charges But Not The PICC Charges.**

The LOA must be received along with the ASR requesting the CIC. With this option, the CIC owner must set up their own PICC BAN (if one not already established) in order to have the PICC charges billed directly to them. The trunk owner account bills all usage charges for the CIC in the given LATA; but the PICC charges are billed directly to the CIC owner on their own PICC BAN. The facility owner is responsible for the nonrecurring charges associated with adding and/or disconnecting the CIC.

Provided the LOA is accurate and complete for the requested billing arrangement, the request can be processed. Where a PICC account for the CIC owner is not already established, the order must be held and the Billing SDC notified who then takes the necessary steps to establish a new PICC account (i.e., credit check, potential deposit, etc.)

If at any point, the customer's desired billing arrangement changes, new LOAs are required. Once the new LOA is received by the Billing SDC(s) involved, orders are issued (where necessary) and appropriate notations made on the CCRM screen and existing LOAs to note the changes.