



Getting Started

(Revised July 14, 2019)

Establishing an account with LCSI for its ALIProWeb™ service is relatively easy. Once an account has been approved, you may immediately begin uploading your PS/ALI records to this new portal and ALIProWeb™ will do the rest. The following guide will walk you through the steps necessary to acquire our ALIProWeb™ service. If you have any questions, please write us at Support@ALIPro.net.

1. Acquire a National Emergency Number Association (NENA) Company ID by logging into <https://companyid.nena.org/page/CIDApplication> and filling in their NENA CID Application Form. When filling in the 'Type of Local Service' field, check either 'PBX/PS911/Shared Tenant' or check the 'Other' field and enter 'PS Owner' into the 'Other - Describ' field.

When selecting a NENA CID, check to make sure your firm does not already have one. Some of you do and don't realize it. When choosing a new CID, we encourage you to use all 5 characters available for your ID code. This code should also be something easy for you to remember and descriptive of your agency.

Please be aware that NENA charges an annual fee for this Company ID.

(You may continue with the next steps while this ID is being processed.)

2. Submit a completed ALIProWeb™ Account Profile form available on the ALIProWeb™ page of our website at www.ALIPro.net and send it back to Support@ALIPro.net.
3. Submit a completed and signed ALIProWeb™ Services Agreement and send it back to Support@ALIPro.net. The ALIProWeb™ agreement is available on the ALIProWeb™ page of our website at www.ALIPro.net. Be sure to replace Exhibit C, Letter of Agency, with the text **on your firm's letterhead.**
4. You may submit the signed ALIProWeb™ Services Agreement without completing the pricing section. LCSI will complete Exhibit B, ALIProWeb™ Service Fees, and send you a countersigned agreement and an invoice based on your current DID number count.
5. Provide LCSI with a complete list of the DID numbers to which you subscribe from your Telecommunications Services Provider (TSP). We will need this information to migrate your ALI data to your NENA CID effectively naming you the "owner" of these ALI records. The submission of this information must be provided in either one of the formats specified in the ALIProWeb™ - PS/ALI Migration Template.
6. NOTE: It is important to include all DID numbers to which you subscribe so we can verify the existing ALI information associated with non-active numbers as well as active numbers. This process will help all of us to scrub the ALI database of inaccurate legacy information.
7. LCSI will work with you and the new ALI DBMS administrator (ComTech) to migrate your DID numbers to your NENA CID.

8. Once your ALI data has been migrated, log into the ALIProWeb™ portal to register for an ALIProWeb™ PS/ALI portal account. (LCSI will provide you with a link to this portal once an agreement is signed.)
9. You may now begin updating your ALI data by submitting formatted files as described in the ALIProWeb™ PS/ALI File Submittal & Update Template Guide available at:
<http://lcsiinc.com/WPress/alipro/aliproweb/>.