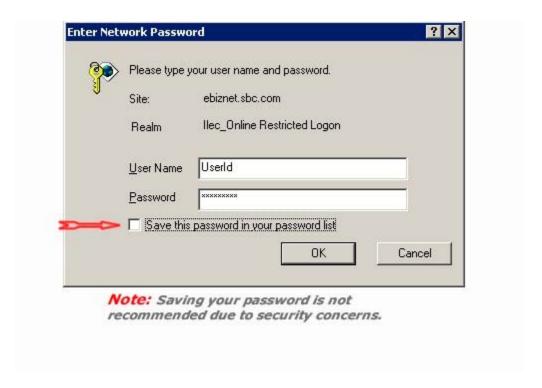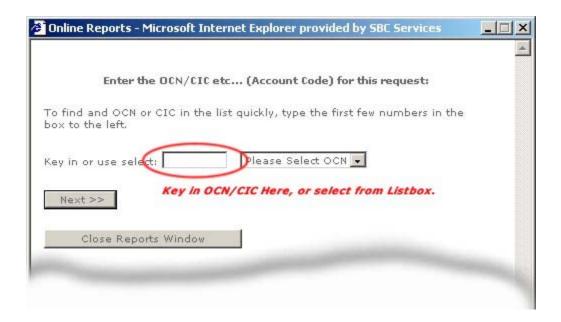# Reports Access User Guide

Logging on:

When accessing the online reporting facility you must login with your user ID and password. This password is unique to this system. If you have access to the ILEC Online (ECR) system, you will not need a new login and password.

Choose your OCN / CIC:

A list of OCN / CIC Codes will be presented in a list box. **Note:** If you only have one OCN / CIC you may not see this screen.
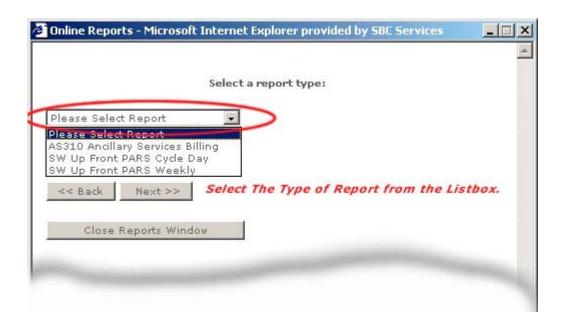

If you have a list, it may be helpful to type the first few numbers or letters of your OCN / CIC in the box to the left of the listbox. This will find the OCN / CIC in the listbox as you type.

Choose your Report Type:

Once you have selected an OCN / CIC, you will see a listbox with the report types available to you on the system.
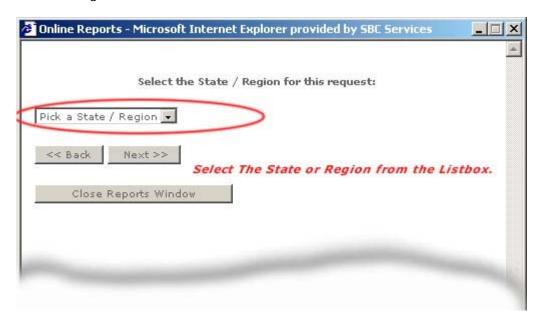

Choose your Report Type, then click the Next >> button. If you wish to go back to the OCN / CIC screen, click the << Back button.
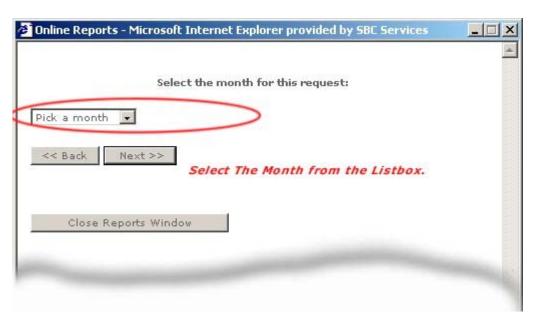
Choose The State or Region:

On this screen you can further narrow your potential list of reports by selecting the State or region from a listbox.

Only valid State and or Region information will display. If you wish to go back to the Report screen, click the << Back button.

Choose The Month:

Only valid Months will display. If you wish to go back to the State and or Region screen, click the << Back button.

Weekly Reports:

The data retrieved from the system can span different time frames. Some reports are monthly, some weekly, some even daily. The weekly Reports selection screen is below.

The last step in obtaining a weekly report is to click on the date range you wish to view. The list will highlight as your mouse moves over the selections. If you wish to go back to the Month screen, click the << Back button.

Daily Reports:

The Daily Reports selection screen is below.

The last step in obtaining a Daily report is to click on the date you wish to view. The list will highlight as your mouse moves over the selections. If you wish to go back to the Month screen, click the << Back button.

Monthly Reports:

Finally, if your report spans an entire month, the last screen you will see is the select month screen.

Once you have selected the month you wish to view, click the View Reports button. If you wish to go back to the Report screen, click the << Back button. If at any time you wish to close the report selection interface, click the Close Reports Window button.