


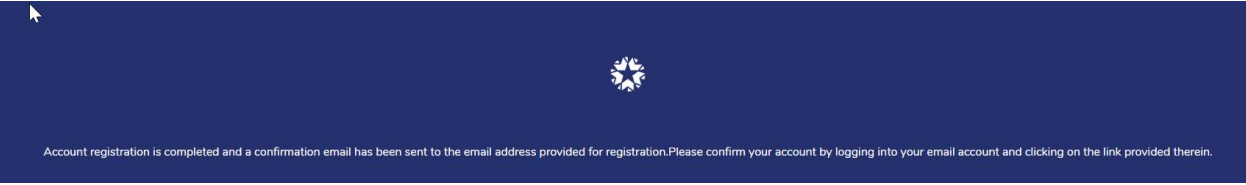

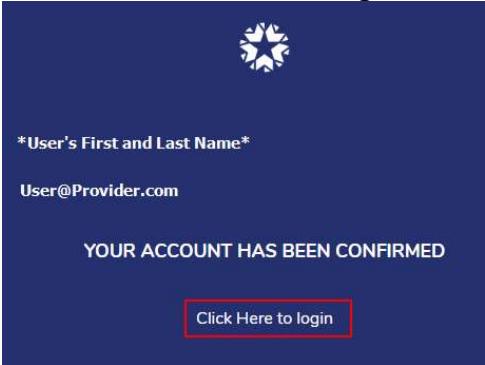
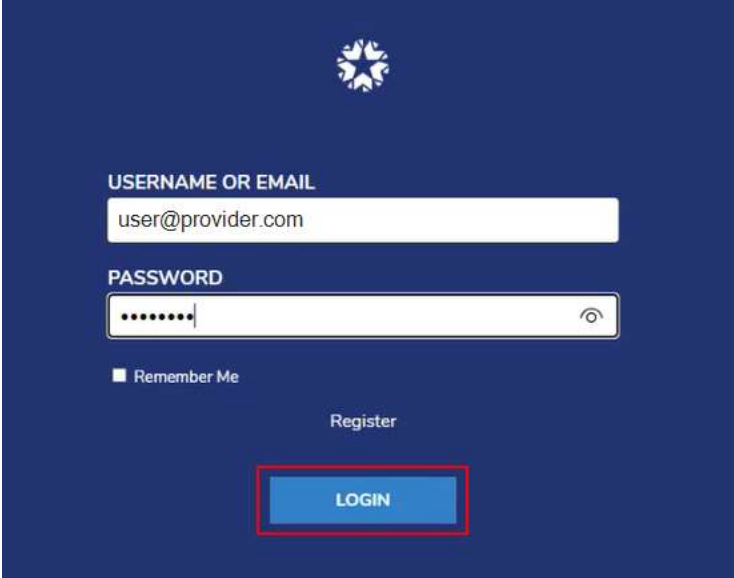
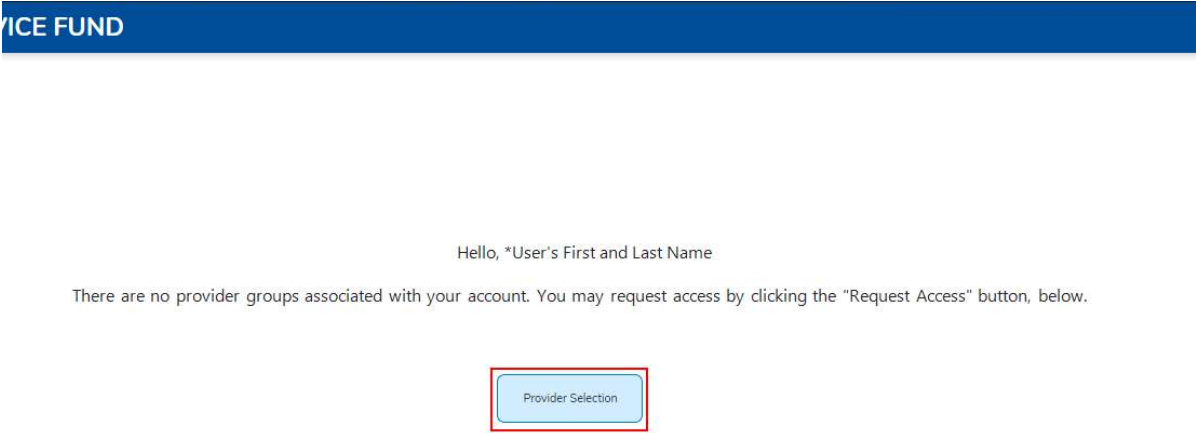


## Training Handout: How To Register For System Access

**Overview:** The following training handout reviews step-by-step instructions on how to register for access to the new MPR submission system.

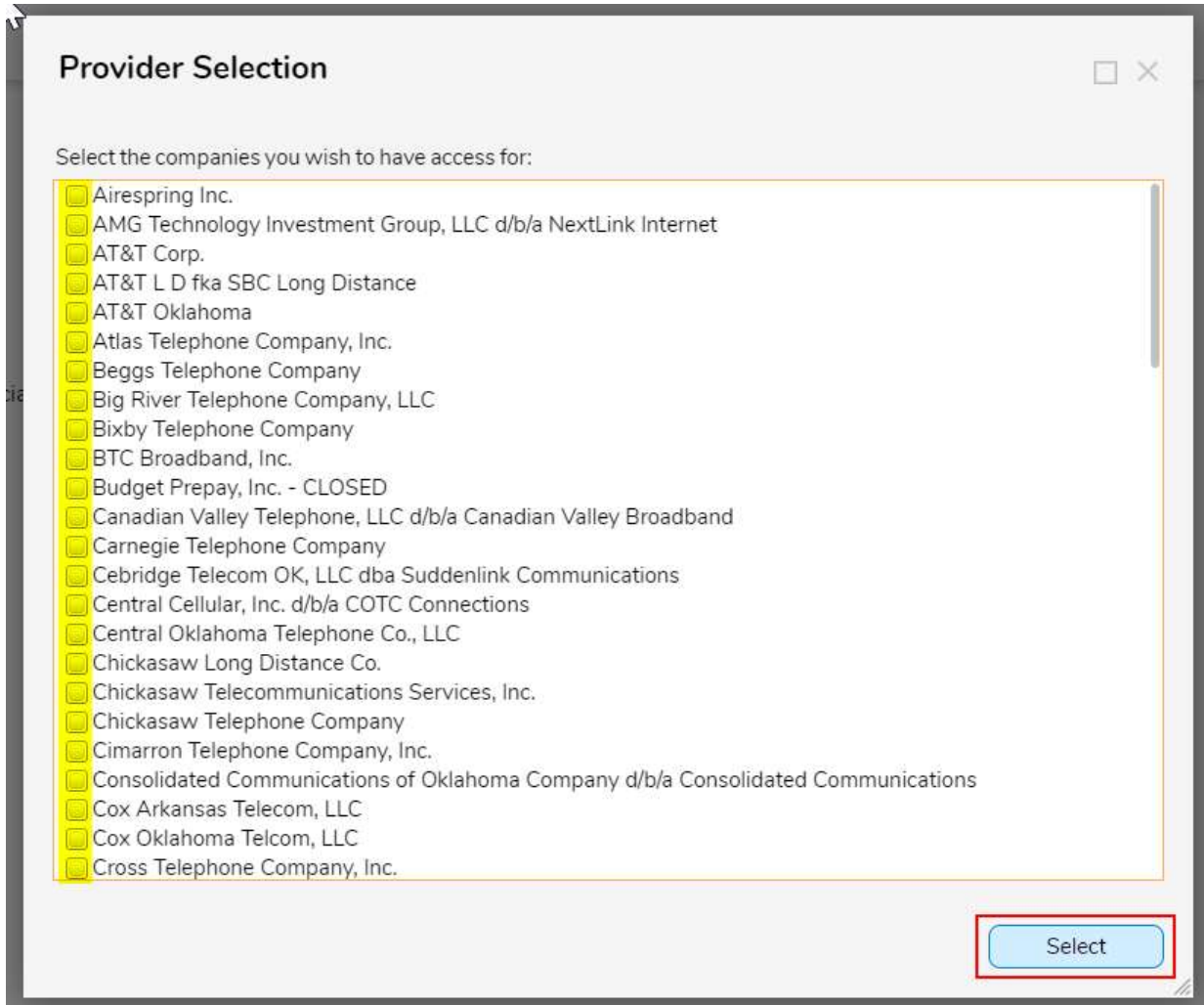
Step	Action
1.	Navigate to the Login Page: <a href="https://occ.decisions.com/">https://occ.decisions.com/</a> <ul style="list-style-type: none"> <li>Select "Register"               <div data-bbox="326 583 781 972" data-label="Image">  </div> </li> </ul>
2.	<ul style="list-style-type: none"> <li>Fill in the following fields:               <ul style="list-style-type: none"> <li>○ First and Last Name</li> <li>○ Address</li> <li>○ Zip Code</li> <li>○ City</li> <li>○ State</li> <li>○ Phone Number</li> <li>○ Email</li> <li>○ Confirm Email</li> <li>○ Password</li> <li>○ Confirm Password</li> </ul> </li> </ul> <div data-bbox="371 1463 1083 1871" data-label="Form">  <p>Register New Account</p> <ol style="list-style-type: none"> <li>FIRST AND LAST NAME</li> <li>ADDRESS</li> <li>ZIP CODE</li> <li>CITY</li> <li>STATE</li> <li>PHONE NUMBER</li> <li>EMAIL</li> <li>CONFIRM EMAIL</li> <li>PASSWORD</li> <li>CONFIRM PASSWORD</li> </ol> </div>

Step	Action
	<ul style="list-style-type: none"> <li>• Select the "I Agree with Terms Of Service" box.</li> <li>• Select "Register" when all fields have been filled and the "I agree with Terms Of Service" box has been checked.</li> </ul> 
3.	<p>A confirmation page will appear stating the following:          "Account registration is completed and a confirmation email has been sent to the email address provided for registration. Please confirm your account by logging into your email account and clicking on the link provided therein."</p> 
4.	<p>Navigate to the email received from <a href="mailto:admin@decisions.com">admin@decisions.com</a> and confirm the email address by clicking on the link provided:</p> 
5.	<p>The link will automatically direct to the following confirmation page:</p> <ul style="list-style-type: none"> <li>• Select "Click Here to Login" to be taken to the login page.</li> </ul> 

Step	Action
6.	<ul style="list-style-type: none"> <li>• Enter the email provided during registration into the "USERNAME OR EMAIL" field.</li> <li>• Enter the password created during registration into the "PASSWORD" field.</li> <li>• Select "LOGIN" when complete.</li> </ul> 
7.	<p>The following page will automatically appear upon login:</p> <ul style="list-style-type: none"> <li>• Select "Provider Selection" to request provider groups be added/associated with the account.</li> </ul> 

Last Updated: JUNE 23<sup>rd</sup>, 2023

- 8.
- Select the companies that you will be submitting MPRs for by checking the boxes on the left-hand side of the Company Name:
  - When complete, Click "Select"



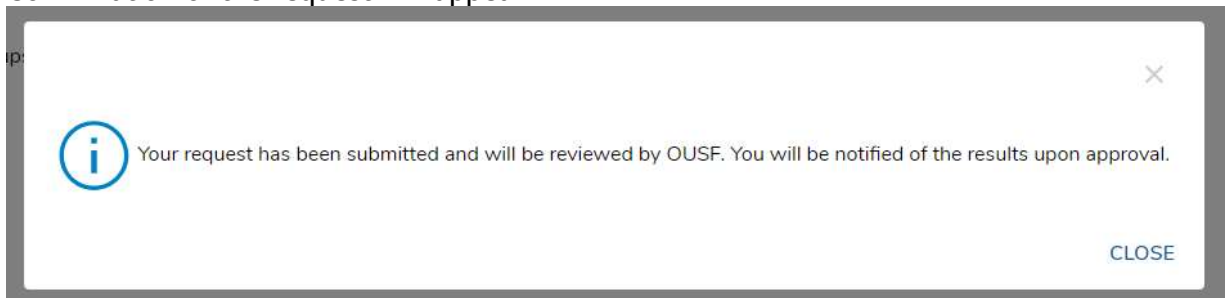
**Provider Selection**

Select the companies you wish to have access for:

- Airespring Inc.
- AMG Technology Investment Group, LLC d/b/a NextLink Internet
- AT&T Corp.
- AT&T L D fka SBC Long Distance
- AT&T Oklahoma
- Atlas Telephone Company, Inc.
- Beggs Telephone Company
- Big River Telephone Company, LLC
- Bixby Telephone Company
- BTC Broadband, Inc.
- Budget Prepay, Inc. - CLOSED
- Canadian Valley Telephone, LLC d/b/a Canadian Valley Broadband
- Carnegie Telephone Company
- Cebridge Telecom OK, LLC dba Suddenlink Communications
- Central Cellular, Inc. d/b/a COTC Connections
- Central Oklahoma Telephone Co., LLC
- Chickasaw Long Distance Co.
- Chickasaw Telecommunications Services, Inc.
- Chickasaw Telephone Company
- Cimarron Telephone Company, Inc.
- Consolidated Communications of Oklahoma Company d/b/a Consolidated Communications
- Cox Arkansas Telecom, LLC
- Cox Oklahoma Telcom, LLC
- Cross Telephone Company, Inc.

Select

9. Confirmation of the request will appear:

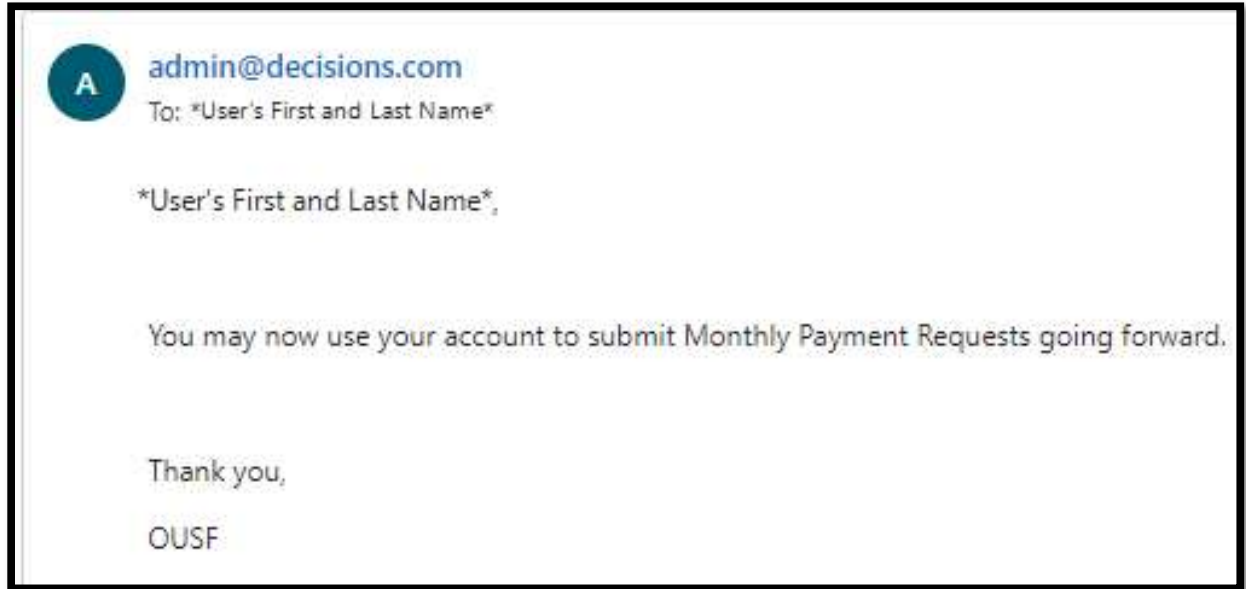


Your request has been submitted and will be reviewed by OUSF. You will be notified of the results upon approval.

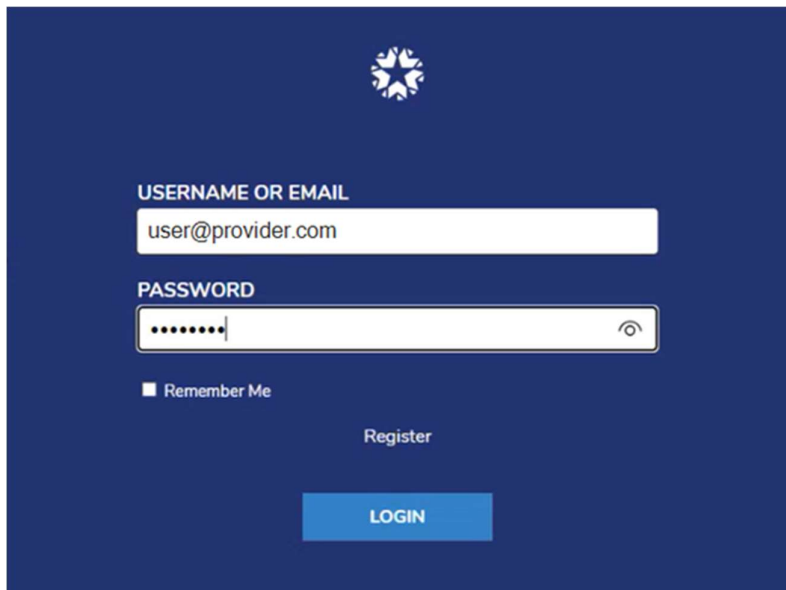
CLOSE

Last Updated: JUNE 23<sup>rd</sup>, 2023

10. Upon email confirmation from [admin@decisions.com](mailto:admin@decisions.com), access will be granted to submit Monthly Payment Requests.



11. Login: <https://occ.decisions.com/>

A screenshot of a login page with a dark blue background. At the top center is a white starburst logo. Below it are two input fields: 'USERNAME OR EMAIL' containing 'user@provider.com' and 'PASSWORD' containing '\*\*\*\*\*'. To the right of the password field is an eye icon. Below the password field is a checkbox labeled 'Remember Me'. At the bottom center is a 'Register' link and a blue 'LOGIN' button.

12. Access from this point forward will show the following:  
 Provider Dashboard/Home will automatically open upon login.

