



## INITIAL REGISTRATION

Sub Service  
(by phone only)



### Note:

During registration only: your PIN is your ACCESS ID  
At the end of registration, you will be prompted to create your PIN

1. Dial: 315 433 2640
2. Enter your **Access ID** followed by the STAR (\*) key
3. Repeat Step 2
4. Record your name followed by the STAR (\*) key  
(follow prompts)
5. Hear your callback phone number  
(follow prompts)
6. Create your own PIN  
(follow prompts) PIN criteria: cannot start with zero  
must be 4 to 9 digits

### FYI

\* Star / Asterisk Key Rules

# no hashtag / pound key!

Registration is complete after you have created YOUR OWN PIN.  
Remember your Access ID and personalized PIN for future use.

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### Best practice:

Review your profile to ensure your email address is correct.

### Common Errors:

Using pound key instead of star key

Not following STEP 3 (ie: use access ID as PIN during initial registration)

Using personal PIN before you have created it

Trying to do your INITIAL registration on website (can only be done by phone!)

Failing to provide your current email address in your profile