

## **Wholesale Co-Location Key Access and ID Distribution Process**

*Issue 2 – January 22, 2008*

Two weeks prior to close FairPoint will be express mailing a package of FairPoint Issued Central Office Keys, Central Office Card Keys and FairPoint ID Badges for all Wholesale Customers that have physical, CCOE or SCOPE Co-Locations in the FairPoint Northern New England Region of Vermont, New Hampshire and Maine.

FairPoint will be obtaining the Verizon ID Records with digital photos of your current employees. Please provide a color digital photo of any new employees you may have so a new FairPoint ID Badge can be issued for them. If a photo of an employee is not available from the Verizon ID Records, you will be notified directly and asked to submit one.

FairPoint is also requesting that for each employee requiring access to FairPoint properties a FairPoint Picture ID Request Form and a FairPoint Communications – Non-Employee Regional Access Card/Key Application be filled out and returned. Both these forms require the employee's signature. These forms should be returned FairPoint no later than 3 weeks prior to close. Forms should be sent to the attention of: Rich Murtha, 155 Gannett Rd., So. Portland, ME 04106.

This process will also be reviewed during the January 23, 2008 Wholesale User Forum. Forms will also be posted to our wholesale website at [www.fairpoint.com/wholesale](http://www.fairpoint.com/wholesale)

Questions regarding this process should be directed to Claudia D'Amato ([cdamato@fairpoint.com](mailto:cdamato@fairpoint.com)) or at 207-648-3149.