

Registry Compliance Documentation Checklist

Since each jurisdiction is responsible for the enforcement of its laws and the maintenance of its registry, you must submit a separate application to each jurisdiction. However, these applications contain the same general information so we've created a checklist for you to prepare for the application process. Please see the descriptions below the checklist for more information about each item.

✓	Application Item	Required or Optional
	1. Username	Required
	2. Password	Required
	3. Account type	Required
	4. Company/Corporate Name	Required
	5. Company Physical Address	Required
	6. Country of Residence	Required
	7. Applicant First Name	Required
	8. Applicant Last Name	Required
	9. Applicant Title/Position	Required
	10. Applicant E-mail	Required
	11. Applicant Phone	Required
	12. Employer ID Number (EIN or SSN)	Required for Michigan
	13. Company Phone	Optional
	14. Company Fax	Optional
	15. DUNS Number	Optional
	16. Company Type	Optional
	17. Years in Business	Optional
	18. Types of Messages Sent	Required for Michigan
	19. Doing Business As	Required
	20. Domains Sent From	Optional
	21. IPs Sent From	Optional
	22. ESP Manager	Required
	23. Expected Compliance Volume	Optional
	24. Application Comments	Optional
	25. Public Display Consent/Denial	Required

Each of the above items is explained in detail below. Please refer to these descriptions when assembling your information.

1. *Username*. This is the username that you will use to login to your account. If you would like to manage multiple jurisdictions through a central process, you should use the same username for all accounts. This username will also be the name you use when logging into the Registry Compliance site. Usernames must be at least 6 characters long and may contain only alphanumeric characters, underscores (_), hyphens (-), and periods (.).

2. *Password.* You should choose one password for all applications. This password will be used when logging into the Registry Compliance site. You may choose any password as long as it is at least 8 characters long.
3. *Account type.* You may apply for one of two different account types: Individual or E-mail Service Provider (ESP). Upon approval, ESP accounts are authorized to perform scrubbing on behalf of their clients. Individual accounts, however, must scrub only their own lists.
4. *Company/Corporate Name.* Your company's legal name.
5. *Company Physical Address.* Your company's physical address is required for verification purposes. Mailing addresses and P.O. Boxes are not permissible.
6. *Country of Residence.* The country in which your company is physically located.
7. *Applicant's First Name.* The first name of the individual who is submitting the applications on behalf of your company.
8. *Applicant's Last Name.* The last name of the individual who is submitting the applications on behalf of your company.
9. *Applicant Title/Position.* The title or position of the individual who is submitting the applications on behalf of your company.
10. *Applicant E-mail.* The e-mail address of the individual who is submitting the applications on behalf of your company.
11. *Applicant Phone.* The phone number of the individual who is submitting the applications on behalf of your company.
12. *Employer ID number (EIN or SSN).* The U.S. employer identification number or U.S. social security number associated with your company.
13. *Company Phone.* The phone number you wish to have contacted should you need account assistance, if different from the applicant's phone number (see number 11 above.)
14. *Company Fax.* The fax number you wish to have contacted should you need account assistance.
15. *DUNS Number.* Your company's *Dun and Bradstreet* number, if the company has one. Providing this number may accelerate the approval of your application.
16. *Company Type.* Your company's incorporation status. This should be the same status as that used for U.S. tax purposes and should be current as of the day of application.

17. *Years in Business.* The number of years your company has been in business.
18. *Types of Messages Sent.* A description of the types of messages that you send. For example, if you are an alcohol retailer, your description may say, “Newsletters pertaining to wines and spirits, product advertisements for wines and spirits, and solicitations for new distributorships.”
19. *Doing Business As.* If your company does business under a name other than its legal, corporate name, please include that “DBA” name here.
20. *Domains Sent From.* This is an optional listing of the Internet domains from which your company sends messages. Providing this information may accelerate the approval of your application.
21. *IPs Sent From.* This is an optional listing of the IP addresses from which your company sends messages. Providing this information may accelerate the approval of your application.
22. *ESP Manager.* If you choose to have your account managed by an e-mail service provider, you may select that provider from a list of authorized e-mail service providers (ESPs). You may alternatively specify that your company will manage its own account and perform its own scrubbing.
23. *Expected Compliance Volume.* The number of addresses that you expect to scrub on a monthly basis. Providing this information may accelerate the approval of your application.
24. *Application Comments.* You may include any additional information here that is otherwise covered by the applications.
25. *Public Display Consent/Denial.* You may elect to have your company publicly listed as complying with the registry laws. Public listing is not required.