



CCI Use Only:

Date
Returned:
MM/DD/YYYY

CSR / CSI Request Manual
Retrieval Process

Company Name:	
CCNA:	
Name of Requester:	
LOA:	Yes: _____ Note: Requests will be returned when LOA on file indicator (yes) is not checked.
Date:	
CCI Commitment:	CSI/CSR (Retail & Resale) – Within 24 hours after receipt of request.
CABS CSR	The account number used for billing should be listed below for the CABS CSR retrieval. This is the non-dialable (AN) account number. Example: 207Y410010 Note: CABS CSR are only updated on Monday. When a CABS CSR request is received, the most current version will be returned based on validation of the previous Monday's information.
CSI/CSR TNs:	Please list the WTN for the CSI or CSR below. Note: When the WTN has multiple telephone numbers, please list the WTN first and all other TNs on the account below it. This will save time when retrieving the data. Send additional pages as needed. All TNs associated with WTN may be included within the same row in the word document. See example below:
Example: CSR / CSI	207 555 1818 – WTN 207 555 1819 207 555 1825 207 556 3211
Example: CABS Request	207Y410010
Additional Information:	

Updated July 2025