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IMPORTANT

Submission of Activation Batch Reports

- Effective immediately, all agents are required to submit monthly activation batch reports to ERC in the following manner:

**Use of Micro Telecom
OR**

Microsoft Excel spreadsheet through email

- All agents are required to either use Micro Telecom or submit Microsoft Excel log for their monthly batch reports.
- All batch reports are to be in Microsoft Excel format. A Microsoft Excel file will be provided as a template. All logs are to be submitted to ERC no later than the 5th of the month via email to aneta@erclink.com; nicole@erclink.com; garvin@erclink.com.

**Failure to comply can result in a
delay of compensation.**

For more information & questions,
please call ERC Dealer support
@ 201-678-0200