



**Instructions for
Applying for IAC code (CCNA/ACNA) and
OCN Code for
Accessing ZiPLY Fiber's Ordering System**

Effective Date: 05/01/2020

Purpose

The purpose of this document is to provide instructions on how to apply for an IAC Code, an OCN Code, and connecting to Ziplly Fiber's ordering system to conduct business with Ziplly Fiber.

Applying for the CCNA Code

An IAC Code is a three-character alphabetic code that represents the legal entity company name for a company requesting communications services.

The IAC code, commonly referred to as the CCNA, is a key driver on the **LSR** form. It is used on every order to populate the Customer Carrier Name Abbreviation field (CCNA) and, occasionally, can be simultaneously populated on some order types in the Access Customer Name Abbreviation (ACNA) fields.

The IAC Code is also used to populate the Access Customer Name Abbreviation (ACNA) and Customer Carrier Name Abbreviation (CCNA) fields within the **ASR** and is frequently referred to as the ACNA Code. However, the code is actually called an IAC Code.

The application is managed by iconectiv and can be found on the Common Language website at the following URL:

<http://store.commonlanguage.com/Codes/IAC-Code-Online.html>

If you have trouble with this website or need assistance, please contact Common Language Customer Support Center at +1 877.699.5577 or clsc@iconectiv.com.

The cost for applying for an IAC code is \$350.00 and turn-around time is two business days following receipt of your request and verification of information submitted.

Applying for the OCN code

Company Codes are used to uniquely identify telecommunications service providers per industry standard. NECA assigns all Company Codes.

The following documentation is required to obtain a Company Code:

A Legal document (e.g., Articles of Incorporation with State seal or stamp, State Registration, etc.) as proof of existence and to reflect the telecommunication service provider's legal name,

and...

- For CLEC, ULEC, Competitive Access Provider, and Local Reseller service: A copy of the certification by the state Public Utilities Commission.

The cost for applying for an OCN is \$375.00. Codes are assigned within 10 business days from the receipt of all required documentation, including payment.

<https://www.neca.org/PublicInterior.aspx?id=94>