



Law Enforcement Portal

USER GUIDE





Our Companies

Our Law Enforcement Portal will contain numbers in-service for wholesale customers of the following companies (all of which are part of our corporate family):

Sinch Voice, operating under the legal name Inteliquent, Inc.

Onvoy, LLC

Inteliquent, Inc. f/k/a Neutral Tandem, Inc.

Neutral Tandem state-specific operating subsidiaries (e.g., Neutral Tandem-Illinois, LLC)

Onvoy Spectrum ,LLC

Broadvox, LLC

Voyant Communications, LLC

Phaxio, a division of Voyant Communications, LLC

ANPI Business, LLC

Layered Communications, LLC



Application Form

Individual Access: access is generally granted **only** to individual users and requires supervising officer/agent approval (see below: we may contact to verify, as needed). Never share your profile information. Instead, please direct interested colleagues to apply for access. We will accept applications generally from officers, agents, investigators, attorneys, and support staff (see also https://www.sinch.com/legal/lea-portal/).

Application Form: complete and return to <u>LEAportal@sinch.com</u>. This is the <u>only address</u> to interact with us concerning the Portal. Please download the form via <u>https://www.sinch.com/legal/lea-portal/</u>, fill in all fields, save the file, and return it via email with subject line "Application Attached for Law Portal Access".

Send your application **ONLY** from your email address on the form and CC your supervisor (we will only contact as necessary -- e.g., contact details discrepancy; to clarify scope/responsibilities).

Never scan the form - we copy out details you have inputted.

Credentials: Attach a **second file** with a scan/image of your supporting credentials (e.g., ID, badge, business card).

| Complete: download Return: send via en Credentials: attach | ASE FULLY READ AND COMPLET d this form, type into all fillable field all to <u>LEAportal@sinch.com</u> from y with this application an image/scar direct questions to <u>LEAportal@sinch</u> | s (including signature field), our below specified email ad of your agency ID card, ba | and save. | |
|--|--|--|-------------|--|
| APPLICANT: | | | | |
| First Name | Last Name | Title | Agency | |
| Office Address | | | | |
| Email Address | Phone Num | ber (numbers only, no other o | characters) | |
| SUPERVISING AGENT / O | OFFICER FOR APPLICANT: | | | |
| Name | Title | | | |
| Email Address | Phone Num | ber | | |

The Inteliquent / Sinch Voice Law Enforcement Portal ("Portal") is <u>only</u> for use by a law enforcement agent/officer ("LEA") who is (a) conducting a verifiable investigation pursuant to which (b) the LEA's agency would otherwise need to serve legal process (e.g., subpoend, warrant, court order, or summons) to Inteliquent/Sinch Voice to (c) obtain <u>curving formation</u> about a target number is unified by the LEA'(Leag Demand") as being <u>currently in-service</u> with Omovy, LLC d/ba Inteliquent and/or its affiliates ("Inteliquent / Sinch Voice"). The above LEA applicant ("Applicant") agrees to <u>only</u> submit queries for numbers that would otherwise constitute a valid Legal Demand and understands that we reserve the right to audit queries submitted via the Applicant's Portal profile and we may request written verification from the Applicant supervising agent/officer concerning same.

Applicant acknowledges and agrees that Inteliagent / Sinch Voice may establich <u>query solume/interval limitations and uthan the same are subject to change by Inteliquent / Sinch Voice (for which notice will be directed to the email above). Such present limitations and conditions include: (1) queried numbers only return results for numbers in-service on the <u>query submission date</u> and for which we have the proactive CPM consent of the present usationer (results will specify the in-service date for that customer for that number – LEAs section of the specific date in the same studie (1) queried numbers on <u>present in-service</u> date for that customer for that number – LEAs section of the specific date in the same studies to the studies of the section of 2.5 queried numbers per user.</u>

Applicant acknowledges and agrees that the result of a Portal query submission will generally be either. (1) the identity of our garrent wholesale customer for the target number and their contact information (i.e., where the number is in-service for a customer who has proactively consented for CPNI purposes to the inclusion of their numbers into the Portal database); or (2) informing the LEA of the need to instead submit legal process valid in the LEA's jurisdiction for the information sought (i.e., the target number is one for which our customer has <u>net</u> proactively consented for CPNI purposes or the number is not presently inservice). Where <u>legal process is necessary</u>, as both the sum only via enal to LEA traceusts/arise. It does not also with a completed Cover Page Form, and consistent with our then-current Law Enforcement Agency Support Guidelines (please specifically review section 4.1 -"Necessary Detains"). Our Guidelines and Cover Page Form are posted at <u>hings/www sink-com</u>[gar]awar chargement paper].

Applicant acknowledges and agrees that Portal access credentials are established on a LEA-specific basis and <u>must not be shared or negligently allowed</u> to be used by others. Portal access and use inconsistent with this application (including, but not limited to use by other persons) will result in termination of Applicant's profile without prior notice, and may further result in termination of profiles for <u>all other LEAs with the same agency</u>. Inteliquent / Sinch Voice may decline to establish further profiles for any such agency.

Applicant's responsibility to monitor the above-provided enail address for communications from hnteliquent / Sinch Voice. Dissue of an established parsumant to this applicantion will periodically expering and it will be the Applicant's responsibility to monitor the above-provided email address for communications from Inteliquent / Sinch Voice. Dissue of an established password and failure to timely update the same following its expiration may result in notice from us and thereafter, termination of the profile and the need to submit a new application. Applicant further agrees that it is the Applicant's responsibility to maintian current contact information with Inteliquent / Sinch Voice and remain as an LEA in good standing with the above-dentified agreesy at all times of Portal access and use. Where the Applicant esses serving on an active duty, good standing basis with the agrees, Applicant and agreesy <u>must promptly notify</u> Inteliquent to estore the Applicant's status inconsistent with the foregoing, and larger / Sinch Voice and yetlen to establish further profiles for any such agreesy. The larger to result and the profile to establish further profiles for any such agreesy, such agreesy, and agreesy the Applicant terminate profiles for all other LEAs with the Applicant's agreesy. Inteliquent / Sinch Voice may decline to establish further profiles for any such agreesy.

Typing Applicant's name into the box below and submission to LEAportal@sinch.com for processing constitutes agreement to the foregoing.

Applicant Signature (Type) Date

4.0

Portal Access: Initial Password / Log In



Initial Login: upon approval, you will receive 2 emails from our IT group email address. The 1st of the 2 emails will inform of your user name (subject line "....User Created"). Click link in that email within 24 hours, and set your password. You will then have immediate access to the Portal. Please also watch for a "welcome" email from <u>LEAportal@sinch.com</u>. If the link expires, email <u>LEAportal@sinch.com</u> - do NOT reply to the IT group email that provided the link. Interact only with us via LEAportal@sinch.com.

Processing Time: due to high demand for access, it can take 3-5 business days to process an application. Check junk mail and network spam filter before status inquiry.

Password Rules: case-sensitive; min. 8 characters (alpha-numeric); at least 1 specified special character; at least 1 number and 1 upper case letter; different from past 5 passwords; cannot contain first or last name or email address. **Expire every 90 days**.

Website Address: After password is set, you can log in at <u>https://portal.inteliquent.com</u>. Consider bookmarking this address.

Password Changes: see slide "Portal Use: My Account" (other changes: email to LEAportal@sinch.com).

Portal Use: Query Screen



Initial Query for Current Use : Logging in will take you to the screen for submitting queries. You can submit a query for up to 25 numbers (also your daily limit) at a time to seek ONLY information for numbers in-use on the query date (only <u>current</u> customer results are returned plus an in-service date for that customer). Simply enter your target phone numbers in a list format (<u>see picture at left</u> one phone number per line, no <u>non-numeric</u> characters [do <u>not</u> use parentheses, hyphens, etc.]) and click "Search". Results are returned immediately just <u>below</u> the search window (depending upon your scree display, you may need to scroll down for output window).

Additional Queries - Same Session: to query additional numbers up to daily limit, follow the above steps. The query screen does <u>not need to reset</u>; rather, just enter next query from same screen at which you received a prior result, and click "search" (delete prior submitted numbers - if resubmitted, they will count against your daily limit).

Limitation - 25 numbers/day: users may query up to 25 numbers/day and up to 25 numbers in a single query. A warning message will appear atop the screen when you reach the limitation. You will receive partial results within your daily limitation (result line items over the daily limit will also indicate that information cannot be provided)

Limitation - General: numbers must be those identified pursuant to a ongoing investigation for which legal process would otherwise be issued to our company.

Portal Use: Successful Result Returned

| TE : USER CAN SE/ ephone Numbe | | EPHONE NUMBERS PER | DAY | | | | | |
|--|------------|--------------------|---------------------------|---|--|---|---|-------|
| 9876543210 1234567890 2345678901 3456789012 | | | | • | | | | 0 |
| i char max (approx | (25 TNs) | | | _// | | | | |
| SEARCH | CLEAR |] | | | | | | |
| | | | | | | | E | XPORT |
| EPHONE NUMBER | STATUS | IN SERVICE DATE | INTELIQUENT CUSTOMER NAME | LEA | CONTACT INFO | RMATION | | |
| 9876543210 | In Service | 2021-09-04 | | | 51 1 1 | | | |
| | In Service | 2021-09-04 | Communications, Inc. | 11 ¹ Pho Fax Em | ith, John N. Michigar one: 987654 :: 11122233 ail: Legal@C L: www.Com | 3210 33 Communica | | |
| | In Service | 2021-09-04 | Communications, Inc. | 11 ¹ Pho Fax Em UR Joh 53 Pho | N. Michigar one: 987654 :: 11122233: ail: Legal@C L: www.Com mson, Mike W. Jackson, one: 999888 | 3210 33 Communica munication Chicago, IL 7777 | itions.com ns.com | |
| 1234567890 2345678901 | | | VoIP Customer, LLC. | 111 Phu Fax Em UR Joh 53 Phu Em | N. Michigai one: 987654 :: 11122233: ail: Legal@C L: www.Com nnson, Mike W. Jackson, one: 999888 ail: subpoen elephone Number | 3210 33 communication Chicago, IL 7777 a@voipcus | ttions.com ns.com - 60604 tomerIIc.com | |
| 234567890 | In Service | 2020-06-04 | VoIP Customer, LLC. | 111 Phy Em UR Jot 53 Phy Em | N. Michigan one: 987654 :: 11122233 ail: Legal@C L: www.Com nnson, Mike W. Jackson, one: 999888 ail: subpoen ekephane Number | 3210 33 communication munication Chicago, IL 7777 a@voipcus | ations.com ns.com - 60604 tomerllc.com | |
| 1234567890 | In Service | 2020-06-04 | VoIP Customer, LLC. | 111 Phu Fax Em UR Joh 53 Phu Em | N. Michigai one: 987654 :: 11122233: ail: Legal@C L: www.Com nnson, Mike W. Jackson, one: 999888 ail: subpoen elephone Number | 3210 33 communication Chicago, IL 7777 a@voipcus | ttions.com ns.com - 60604 tomerIIc.com | |

Details Returned: Successful query results will display the following for a target number: a status of "in service"; the date the number was assigned into service for that customer; the customer name; and their contact info. Queries for multiple numbers will return line-item results per number. No other historical information is provided apart from the in-service date for the current customer.

Typically, returned details will consist of **most** of the following items: contact person, office address, phone number, fax number, email address, and website. Do **not** contact Inteliquent for any such items that are not provided or for alternative categories of information.

Please note that the columns of the returned information window are **sortable** by clicking on the desired column heading. You can change the quantity of records per page display at the bottom of the returned information window.

Returned details can be: (1) **copied** by click/drag cursor highlighting and activation of your computer's copy/paste function, or (2) **exported** to a spreadsheet file by clicking the "EXPORT" button just above the window for the returned results. Where exported, captions like "phone" and "fax" are not part of cell containing details. Where both numbers exist, the phone number will be the first number.

No Legal Demand Needed: We will require no legal demand for results that are returned. Rather, the officer/agent can immediately proceed to pursuing information through the identified wholesale customer.

Portal Use: Non-Result Returned

| Support Guidelines at this link Subport Compliance for Law Enforcement & Civil - Int C SEARCH A TELEPHONE NUMBERS NOTE: USER CAN SEARCH ONLY 25 TELEPHONE NUMBERS PER DAY Telephone Number(s) 9876553210 375 char max (approx 25 TNs) SEARCH CLEAR | eliquent and submit your Legal Demand accordingly. |
|--|--|
| TELEPHONE NUMBER STATUS IN SERVICE DATE INTELION LUSTOMER NAME 9876543210 9876543210 USTOMER NAME USTOMER NAME United in the services v Help v Log in Talk to an expert | EXPORT |
| Subpoena Compliance for Law Enforcement & Civil | |
| Law enforcement information for submitting legal demands (see also FAQ below) Download the Law Enforcement Agency Guidelines > A cover page must be submitted IN ADDITION to a valid, formal LEA Legal Demand Download the Cover Page Form > | LEArequests@sinch.com |

The Portal is populated only with <u>current in-service</u> <u>telephone numbers</u> for wholesale customers who have proactively consented for CPNI purposes. This "pool" will grow as we continue to secure CPNI consents from our existing base and add new customers.

Accordingly, in certain scenarios (e.g., no consent from customer; number not in service on query date), a nonresult message will be returned above the "Search..." heading. That message will include a link to the "Subpoena Compliance" page of our website (which hosts our LEA Support Guidelines and Cover Page Form). Please email your legal process then **only** via <u>LEArequests@sinch.com</u>, consistent with Sec. 4.1 of our Guidelines (see <u>https://www.sinch.com/legal/lawenforcement-support/), including with a completed</u> Cover Page as a 2nd attached file (**NEVER** submit legal process to <u>LEAportal@sinch.com</u> -- this address is only for Portal administration -- or any other email address).

DO NOT CALL OR EMAIL to ask for other information, exception, or clarification (e.g., to ask whether the number is not in service or instead is lacking for CPNI consent; or to try to verify if a number was in service but recently ported away or disconnected). We must prioritize processing of time-sensitive legal demands and cannot reply to such calls/emails.

Portal Use: My Account

| inteliquent CUSTOMER PORTAL | | Scott Kel MY ACCOUNT-LOG |
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| 🗘 USER SUMN | IARY | CHANGE PASSWO |
| Username Scott@Agency.gov | Name Scott Kellogg | |
| Email Scott@Agency.gov | Work Phone 1234567890 | |
| Mobile Phone | Description | |
| Address | Status Active | |
| Associated Accounts COMPANY RO | e categories | I |
| | rnal User | |

Access your account profile by clicking "My Account" in upper right corner. Your password can be changed proactively here.

Periodically, Inteliquent may contact you using the email address provided in your application and notify you of the necessity to update your password. You may also discover at the time you go to log in that your password has expired (presently, expect to reset every 3 months). Follow on-screen prompt to reset your password. See page "Portal Access: Initial Password / Log In" for password rules.

Please make any arrangements necessary for your junk mail or network spam filter in order to ensure you receive notices about your account. You must be able to receive our communications. Consider adding our domains (Inteliquent.com and Sinch.com) to your address book or getting them white-listed with your network administrator..

FAQ

Ω : I know someone who also wants access to the Portal. Can I just share my profile with them?

A: No. Never share access. Please tell them to apply for their own access by submitting application to LEAportal@sinch.com.

Q: I know someone with another agency who has a number that is with Inteliquent. Can I look it up for them?

A: No. Our Portal is only for use by an agent/officer whose agency is conducting the investigation that developed the phone number for which their agency would otherwise serve legal process to Inteliquent. If you/your agency are not participating in the investigation, please direct the other agent to apply for access by submitting an application to <u>LEAportal@sinch.com</u>. Inteliquent may audit use of the Portal and contact the supervising agent identified on an application to verify the basis for queries submitted where circumstances suggest occurrence of misuse.

Q: I'm leaving my agency and taking a position with another agency. Can I just continue using my profile there?

A: No. You must inform us that you are changing positions. We will discontinue your present account and work with you to promptly process a new application when you are in your new position.

Q: I've lost access to the Portal. My log-in information seems to not be working. What should I do?

A: Passwords will periodically expire, and you may have missed a notice or be overlooking on-screen notice of expiration at the log-in screen. Check your junk mail and network spam filter to resolve any reasons why you did not receive notice. We must be able to reliably communicate with you at the address provided in your application. Thereafter, contact us at <u>LEAportal@sinch.com</u> if you are unable to reset your password.

Q: The portal is not responding to my queries. What should I do?

A: Please rule out <u>other possibilities before</u> contacting Inteliquent. Specifically, ensure that there is no technical problem occurring for your agency. Please also confirm you have not exceeded your daily limit of queries (presently 25). An on-screen message will display if you are over the daily limit (see page "Portal Use: Query Screen"). After ruling out such circumstances, please then contact us at <u>LEAportal@sinch.com</u>.



FAQ

Q: I want to change my password - can I do this before it will next expire?

A: Yes, click on "My Account" in the upper right corner on the Portal.



Q: My query received a non-result, and all I want to know is if the number is on your network or not. Can I email you to find out if it is active and you just don't have CPNI consent, or if it was disconnected or ported away?

A: No. We cannot accommodate such requests and will not reply to emails to <u>LEAportal@sinch.com</u> or any other address or to calls requesting such details or clarification. Where you receive a non-result, you must submit legal process to <u>LEArequests@sinch.com</u>. Please do so consistent with our Support Guidelines, including with a Cover Page Form (both on our website <u>https://www.sinch.com/legal/law-enforcement-support/</u>).

Q: I need to submit a subpoena, warrant or order to Inteliquent. Can I send it to LEAportal@sinch.com?

A: No. Never submit legal demands to <u>LEAportal@sinch.com</u>. That address is only for administration of the Portal. All legal demands must be sent ONLY to <u>LEArequests@sinch.com</u>. This other dedicated address is connected specifically to our processing queue. Please refer to our Support Guidelines (see https://www.sinch.com/legal/law-enforcement-support/).

Q: The result returned for my query is missing an email address for your customer. I also need the name of a specific contact person for your customer. Can you email me these additional details?

A: No. Please do not call or email for additional details beyond those returned in the query result. We cannot reply to such requests

Q: Your Portal says the number is in service for your customer for the past year. However, I also need to know if it was with you for a period going back 2 years. Can I ask you for this information via email or phone call?

A: No. The Portal will present the extent of the answer that is available. Please do not present supplemental requests via email or by telephone. Rather, please pursue the matter through the customer identified or else submit legal process to <u>LEArequests@sinch.com</u> for additional details that your investigation has determined may be in our possession.