

## FAQ for Annual Reports

### **Q1. How can I find my IUB company number?**

A1. The IUB has assigned a company number to each company in its database. To find that company number, run a Company Search from the IUB's Electronic Filing System. On the Company Search page, fill in the company name and click on search. If you are not sure how the company name appears in the IUB database, you may search by industry type to get a list of all the companies in that industry. If the search results return more than one company, click on Summary next to your company. The company summary page will include the company number as part of the information about the company.

### **Q2. Where can I find the telecommunications annual report and registration forms?**

A2. Telecommunications companies will no longer use an annual report or registration form separate from their company record. The company record will now contain information that was previously entered on the TC-1 form for annual report purposes and information filed in the REG docket for registration purposes. Now, all companies will create a company profile in IUB 24/7 to interact with the Board and those that had to file two separate documents can now count the initial company record and annual update for both purposes.

### **Q3. How can I download the annual report/registration forms?**

A3. **All utilities will now have to complete their company record using IUB 24/7 in order to access their 2020 annual report.** If your company record has already been created in IUB 24/7, simply log in and view your company profile to complete your specific utility annual report by clicking the link to your company profile, scrolling down, and selecting Edit on the annual report. **To create your company record and to submit your annual report information, please visit [IUB 24/7](#).**

### **Q4. I've submitted my company record; why can't I see my annual report form?**

A4. To access your annual report, your company profile in IUB 24/7 must be in Accepted status with the IUB. To view the company's status, please login to IUB 24/7 and navigate to the Companies page. If you do not see your company in the Companies page, please submit a Company Access Request to be connected to your company.

Note: If your company was accepted in the afternoon, then the report will not be available until the next morning.

### **Q5. What is IUB 24/7? Where can I find it?**

A5. IUB 24/7 is our new customer and company web application. The new URL is: <https://iub247.iowa.gov/>

### **Q6. How can I download a copy of my company record, to evidence compliance with requirements to maintain a telecommunications service provider registration? Does this automatically update when a change is made to the company?**

A6. To print or download a copy of your telecommunications registration form, follow these steps:

- Click on Records in the navigation bar of [IUB 24/7](#)
- Select Companies
- Click on the live link on the IUB Company Number or Legal Name of Organization.
- In the Company Information - General Information tab, scroll down the page to the Annual Registration and Reporting of Revenues section. The Telecommunications Registration Document is available in this section.
- Click on the Word icon to download the document. The document can now be viewed, saved or printed by the user.

If a change is made to the Company Record that necessitates an updated Telecommunications Registration Document, an updated document can be downloaded once the revised Company Record is in Accepted status.

**Q7. What information is held confidential or encrypted in the annual report for telecommunications?**

A7. Line counts for telecommunications are confidential in the annual report information. Revenues are not held confidential.

**Q8. If I previously submitted my telecom company record, what do I select as my submission type for annual reports?**

A8. Telecom companies that previously submitted their company record can access the fields for their annual review, complete the update, and select Annual Renewal as the submission type.