



**AGENCY  
TELECOMMUNICATIONS  
REPRESENTATIVE  
**BULLETIN****

Date: September 15, 2014

ATR 14-14

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**SUBJECT: Notification to Authorization To Order (ATO) Instructions**

The purpose of this notification is to clarify the July 22, 2014 email announcement titled \*Authorization To Order (ATO) Instructions.

Local government customers that would like to order new CALNET 3 services or transition existing services from CALNET 2 to CALNET 3 are required to complete an ATO. ATOs may be completed and submitted using either of the follows methods:

1. **CALNET Application & Management Systems (CAMS)** – Customers can create an ATO and obtain approvals entirely online. This efficient method eliminates the time required to mail or route the hardcopy ATOs through the approval process. CAMS also provides the option to create a hardcopy ATO when wet signatures are required. CAMS registration and ATO creation instructions are attached to this notification.
2. **Online ATO Forms** – Customers may download the ATO forms from the CALNET 3 webpage <http://marketing.dts.ca.gov/calnet3/>. Customers are required to complete and submit the hardcopy ATO to the contractor of choice. The Contractor will sign and route the ATOs to STND for final approval. All hard copy ATOs require Customer, Contractor and STND wet signatures. Upon final approval, STND will upload all hardcopy ATOs into CAMS.

If you have any questions regarding this notification, please contact a CCSU representative at (916) 657-9150.

A handwritten signature in blue ink that reads "Barbara Garrett".

BARBARA GARRETT, Deputy Director  
Statewide Telecommunications and Network Division  
Office of Technology Services (OTech)

BG:km

## Registration Process for CALNET Application Management System (CAMS) (State and Local Government)

### New users

1. URL is <https://cams.technology.ca.gov>
2. Click on the [Request Access](#) link
3. Fill out the registration page with your information  
***You must associate yourself with your entity.***
4. If your entity is not listed, click the check box “My Customer Is Not Listed”. Fill out the required fields
5. Before you can proceed to the next screen you must read and sign the “Non-State Agency Service Policy & Agreement”
6. Enter the CAPTCHA characters and click “Submit”
7. You will receive an email with your registration confirmation

**Registration may take up to 3-5 business days and the state may contact you if further information or verification is required.**

## Customer (State & Local Government)

<https://cams.technology.ca.gov/Account/Login?ReturnUrl=%2f>

### Login Process

1. Type in your username (email address) and password

### Create New Authorization To Order (Customer)

1. On the Home page click on the “Submit Authorization To Order”
2. Select Customer and Contractor
3. If “E-Rate” eligible check “E-Rate” box and enter “E-Rate Commence Date”
4. Check “Select Service Type” and choose “Select All” or select individual service type
5. Enter comments (if any) and “Save” for later edits or “Ready For Submission”
  - a. If you have chosen “Ready for Submission” or “Save” after clicking the close button you will be brought back to the “View Authorization To Order” page
6. On the “View Authorization To Order” page click on the Submit Icon  to the far right under the “Action” column
7. If Saved, on the “View Authorization To Order” page click on the Edit Icon  to the far right under the “Action” column
8. On the next window (complete ATO if saved) scroll to bottom of page, enter any comments if any
9. Click Submit button
10. You can now print the ATO if your organization requires a wet signature by clicking on the “View (eye)” icon (     ) from the Action column, and select “Print PDF” from the next window

### Customer Approving ATO Created By Contractor/CCSU/Consultant

1. On the Home page click on “View Authorizations To Order”
2. Under ATO state column you will see “Ready For Submission”
3. Click the “Submit” icon  to the far right under the “Action” Column
4. On the next page, Scroll down and enter Submitter Comments (if any), then click “Submit” button
5. This ATO will now appear in the Contractor queue for approval

## Contractor/Consultant

<https://cams.technology.ca.gov/Account/Login?ReturnUrl=%2f>

### Contractor/Consultant Login Process

1. Enter your username (email address) and password

### Create Authorization To Order (On behalf of Customer)

1. Choose "Submit Authorization To Order"
2. Select Customer, Contractor\* and Contract Number  
**NOTE: Customer Contact information will not appear until ATO is approved by the Customer**  
\*If being submitted by consultant
3. If "E-Rate" eligible check "E-Rate" box and enter "E-Rate Commence Date"
4. Check "Select Service Type" and choose "Select All" or select individual service type
5. Enter Contractor Comments (if any) and choose "Save" for later edits or "Ready For Submission"
  - a. If you have chosen "Ready for Submission" after clicking the close button you will be brought back to the "View Authorization to Order" page
6. This ATO will now appear in the Customer queue for approval

### Contractor Approve/Reject ATO

1. On the Home page click on "View Authorizations To Order"
2. Under ATO state column "Awaiting Contractor Approval"
3. Click on the "Approve or Reject Authorization" Icon  under the Action Column
4. On the next window enter Contractors comment (if any)
5. Click Approve or Reject (if rejected, enter comments as to why and the ATO will be returned to the creator)
6. If approved, the ATO will now appear in the CSUS queue for final approval

## Definition of Symbols



Copy



PDF



Submit, Approve or  
Reject



Attachment



Delete Authorization  
to Order



Edit



View