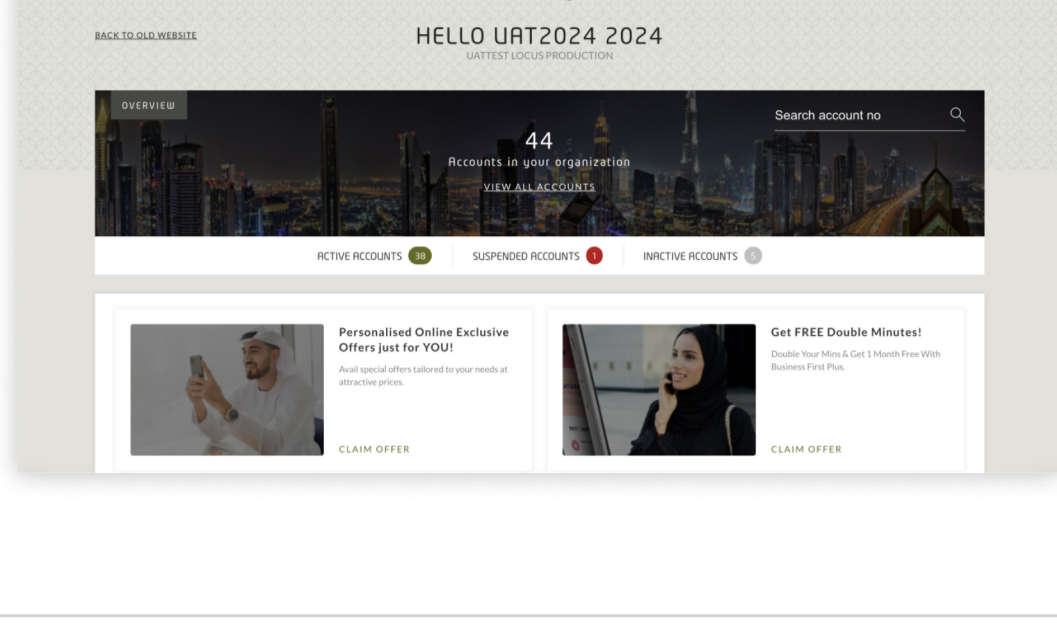


# DNCR Bulk Inquiry

Simply follow these easy steps below to upload and check customer lists on The Do Not Call Registry (DNCR)

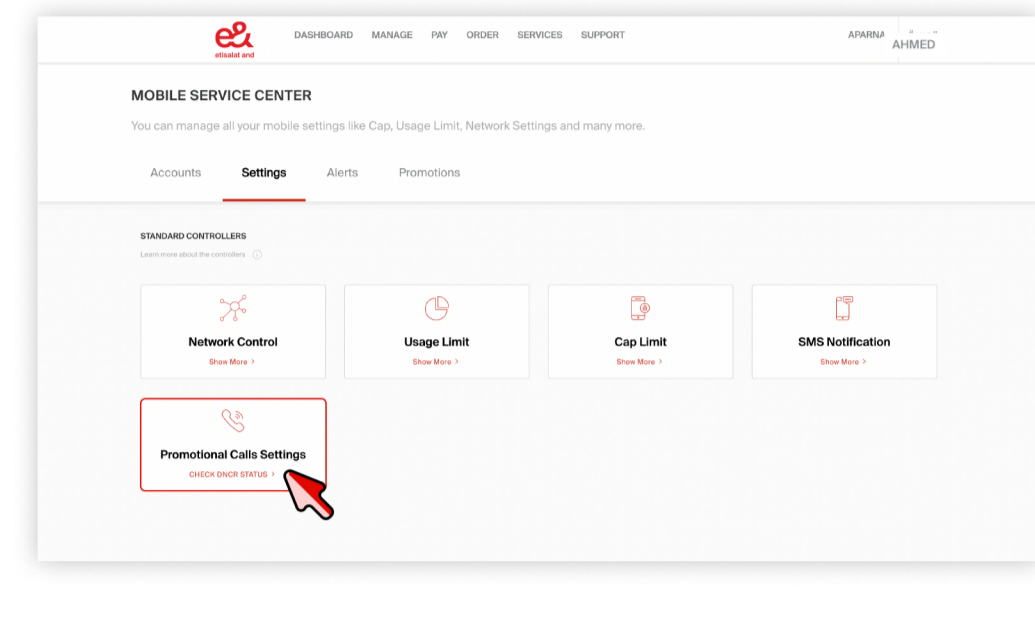
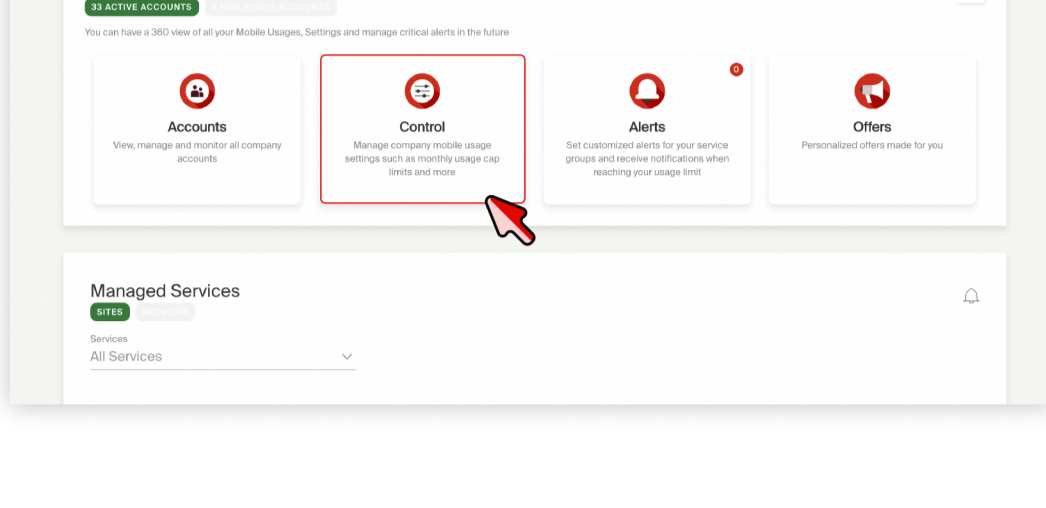


## Step 1:

Log in to Business Online Portal and click on **'SERVICES'**.

## Step 2:

Then click on **'CONTROL'**.

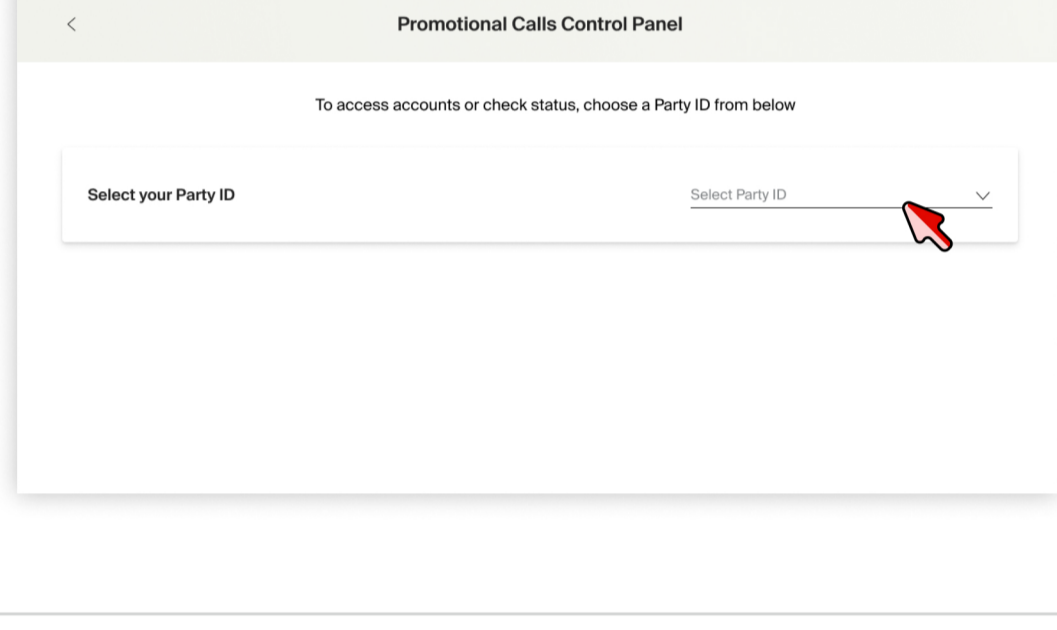
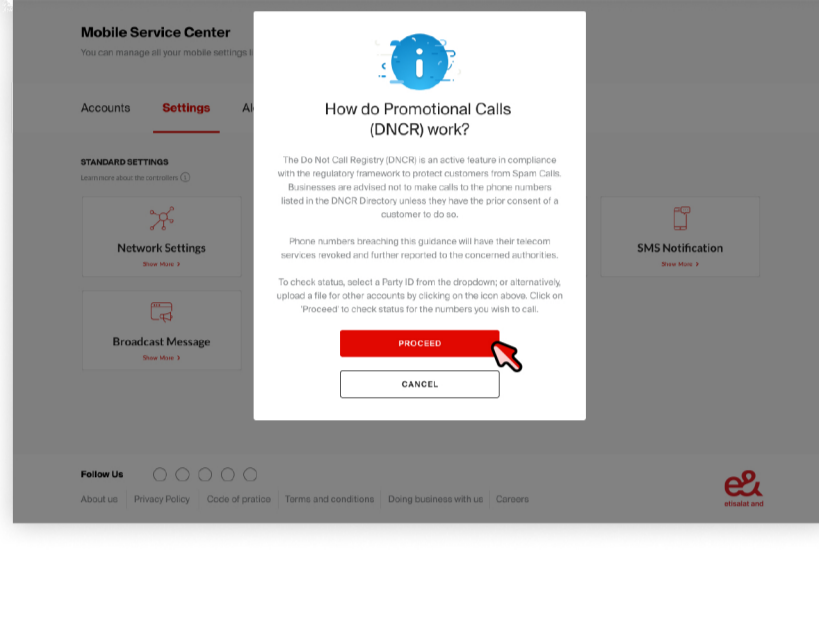


## Step 3:

Select **'PROMOTIONAL CALLS SETTINGS'** from standard settings.

## Step 4:

For users accessing this for the first time, an explainer popup appears on your screen. Click on **'PROCEED'** to proceed with Party ID selection.

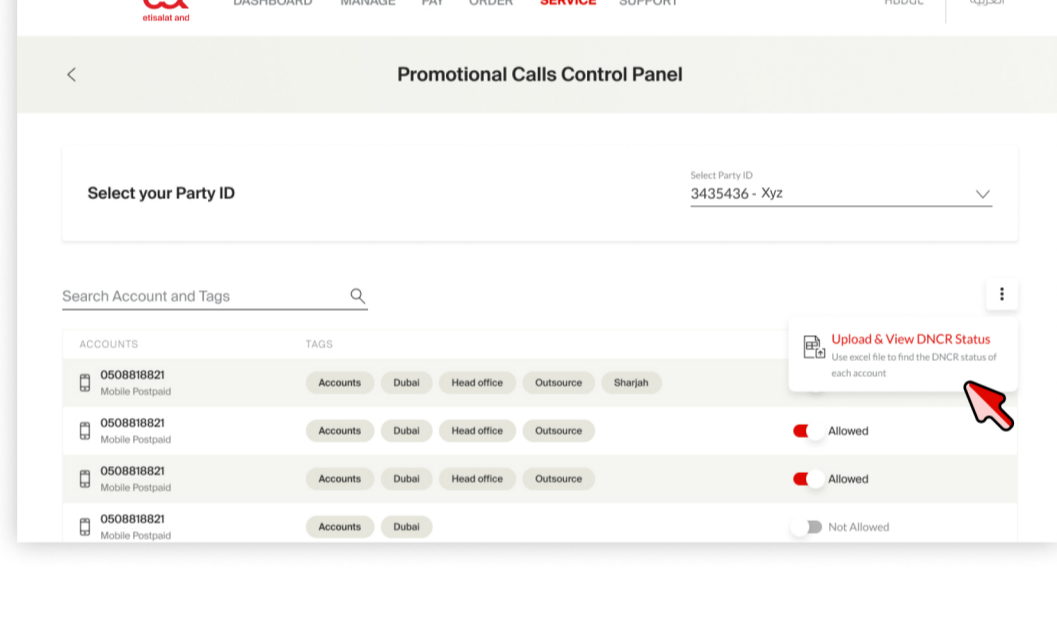
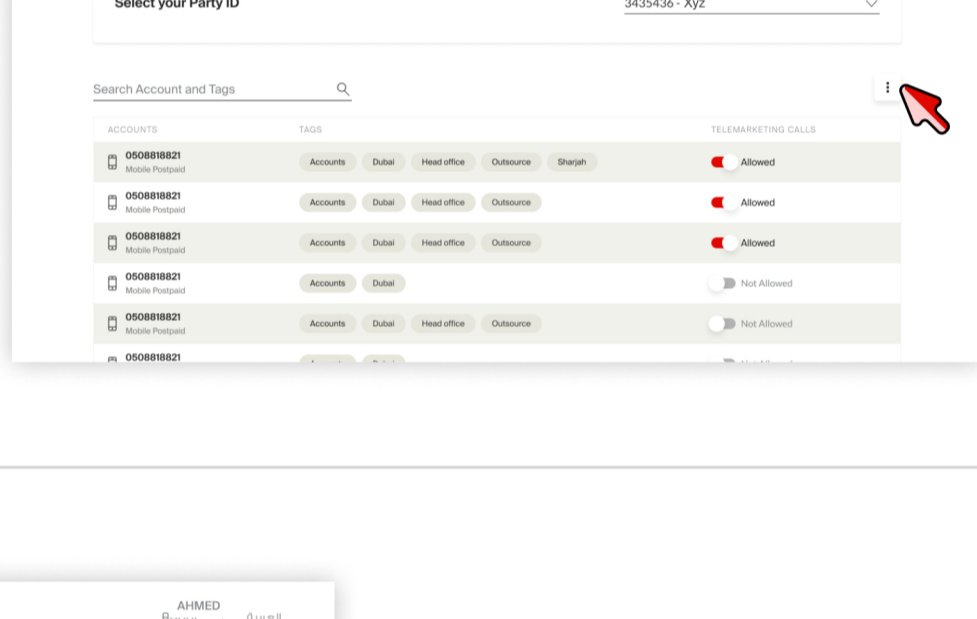


## Step 5:

Select **'PARTY ID'** from the dropdown.

## Step 6:

View all accounts for the Party ID selected, after which you may switch the toggle on and off to manage spam calls.

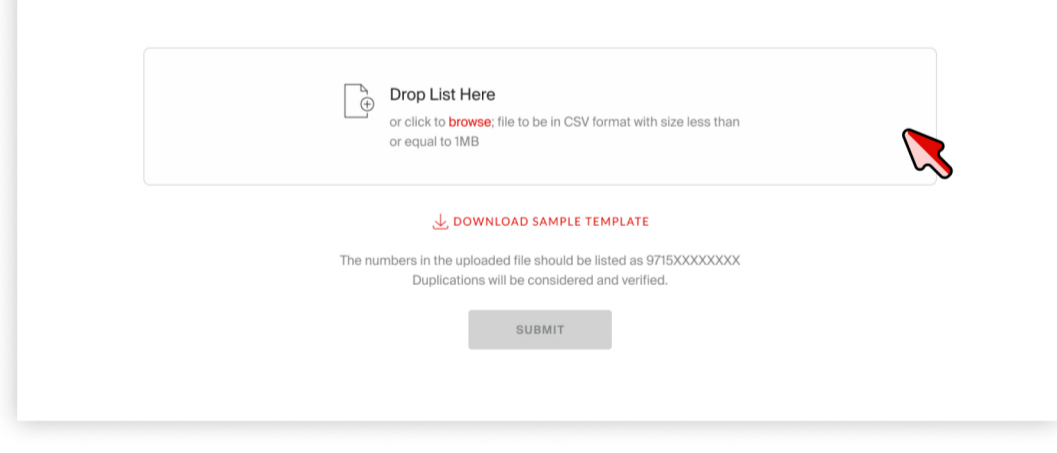
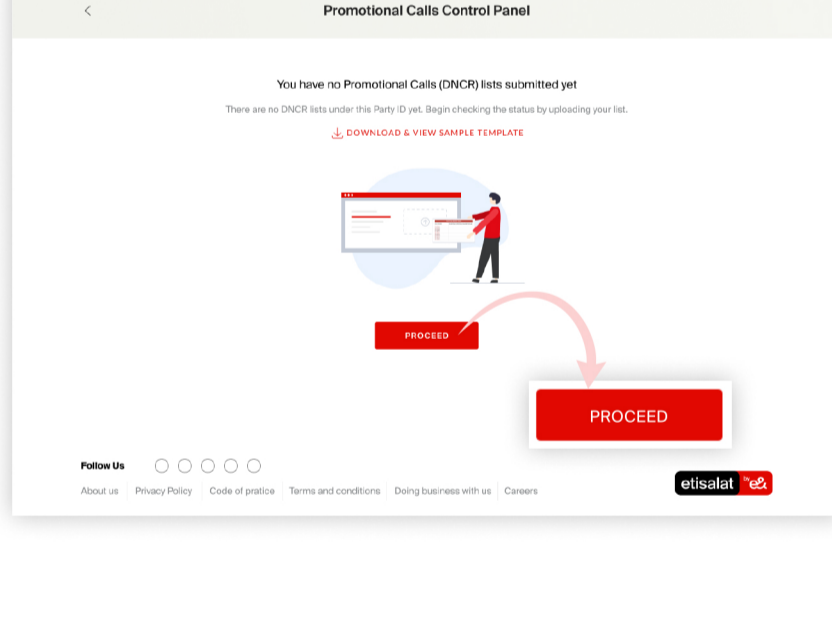


## Step 7:

Click on the 3 dots icon to **'UPLOAD & VIEW DNCR STATUS'**.

## Step 8:

If there are no DNCR lists submitted, click on **'PROCEED'** to submit a new list. To view sample template, click on **'DOWNLOAD & VIEW SAMPLE TEMPLATE'**.

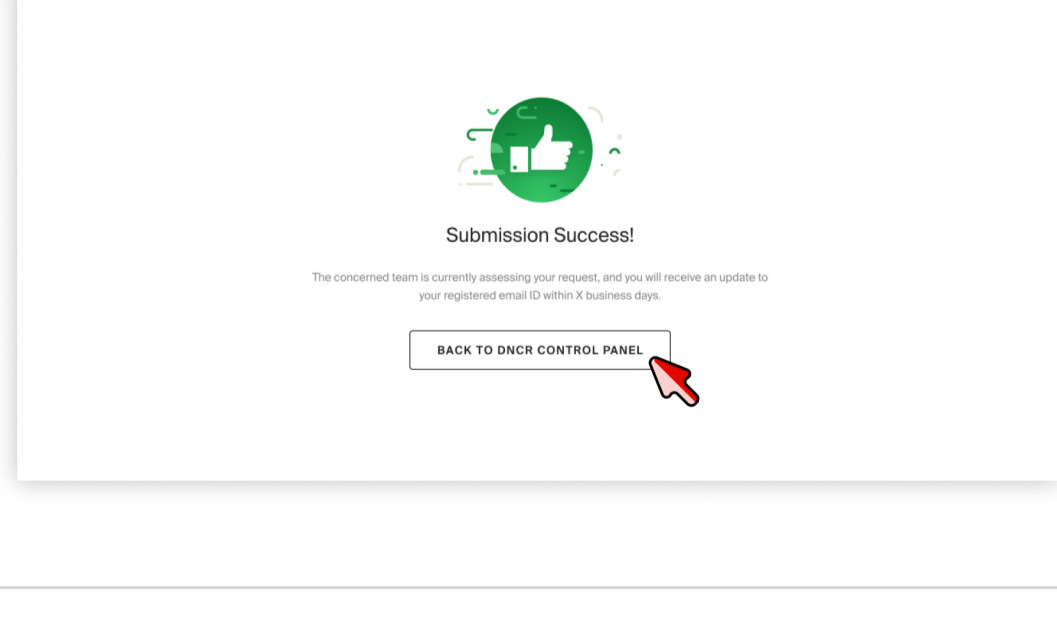
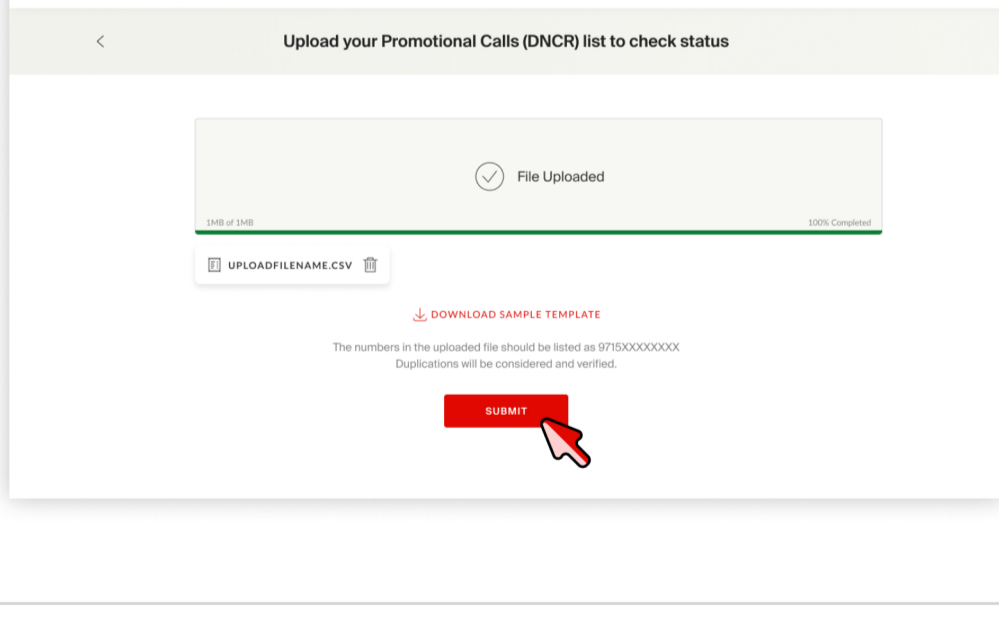


## Step 9:

Upload a DNCR list in CSV format.

## Step 10:

Click on **'SUBMIT'** once the list is successfully uploaded.

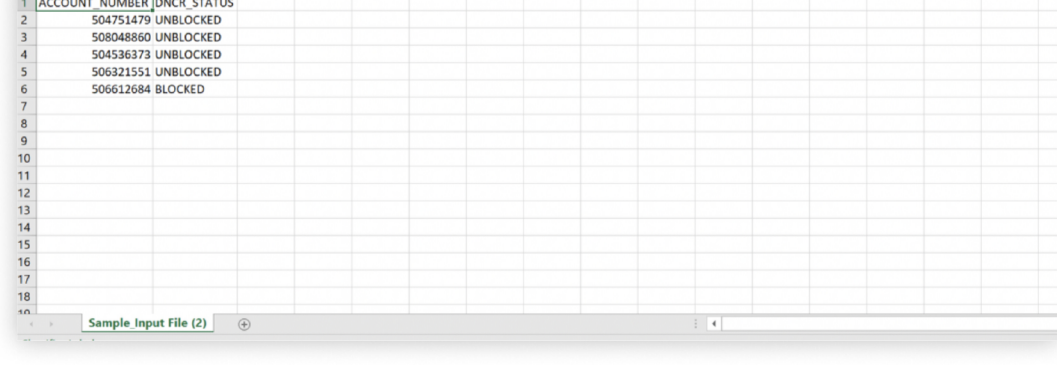
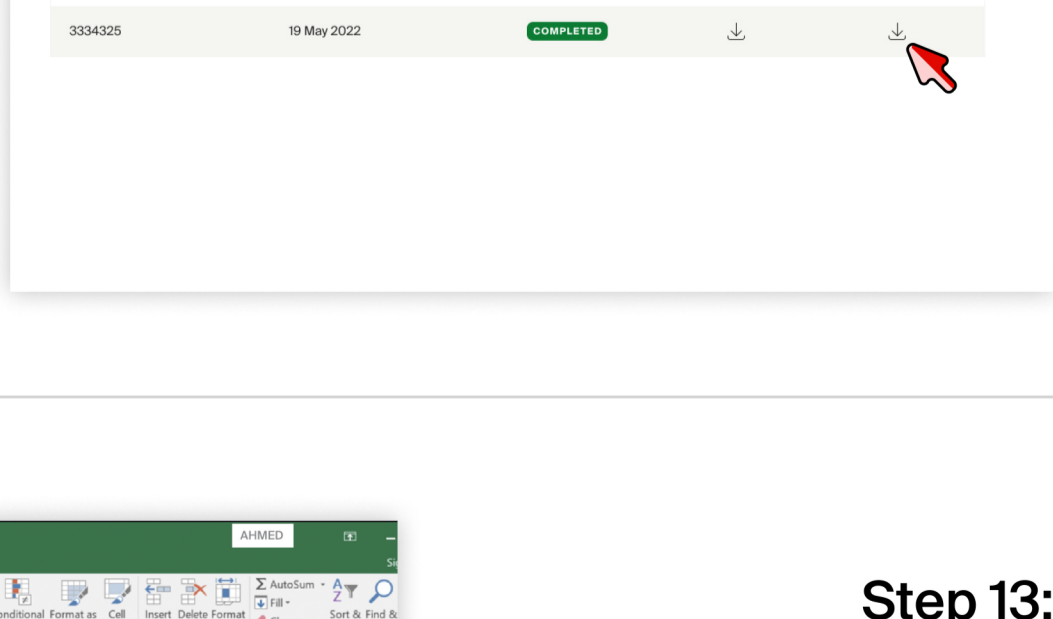


## Step 11:

Click on **'BACK TO CONTROL PANEL'** to check the status of the newly uploaded list.

## Step 12:

Click on the **'DOWNLOAD'** icon to view the processed file.



## Step 13:

The processed file will consist of the account numbers and updated DNCR statuses.