

# OTM Self Service Portal

The OTM Self Service Portal offers state agencies the ability to view their telecommunications costs online.

Use the OTM Self Service Portal Access form (OTM -26) to:

- request new access
- report trouble with access
- request to have access removed.

The form is available on the OTM Website at

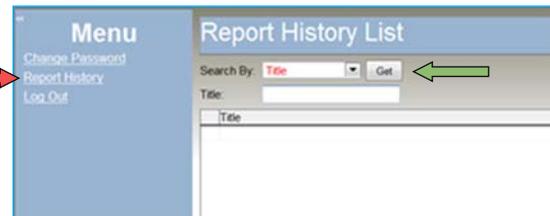
[www.doa.louisiana.gov/otm/forms/contents.htm](http://www.doa.louisiana.gov/otm/forms/contents.htm)

The form should be submitted by an authorized telecommunications coordinator (TC). Go to

[www.doa.louisiana.gov/otm/handbook/tc.htm](http://www.doa.louisiana.gov/otm/handbook/tc.htm) for information about TCs.

## Get Reports

- Go to: [www.doa.louisiana.gov/otm](http://www.doa.louisiana.gov/otm)
- Click **Self Service Portal**
- Log in
- Choose **Report History List**
- Click **Get**
- Select from the available reports.



# Billing Report Types

The types of billing reports are:

## For Saving in PDF:

### Agency Bill Summary by AuthUser

A list of grand totals due for each cost center the user is authorized to access. Best for printing or viewing in PDF.

### Agency Bill

Comprehensive report for the account number (general ledger number/cost center/accounting unit) including announcements; identifying information; summary charges by line of service, including totals for each line of service as well as a grand total; and detail charges for each line of service including charges for each telephone or circuit number. Best for printing or viewing in PDF.

### Agency Bill Summary

Summary of charges for the account number (general ledger number/cost center/accounting unit) by line of service, including totals for each line of service as well as a grand total. Best for printing or viewing in PDF.

## For Export to Excel Data Only:

### Agency Bill Detail Only Export

Monthly recurring charges for each telephone or circuit number (includes all lines of service). Best for export to Excel Data Only.

### Agency Bill 800 Call Detail Export

Call charges for each toll free number associated with the cost center. Call details include originating number, date and time, dialed digits, terminal city and state, duration, and cost. Best for export to Excel Data Only.

### Agency Long Distance Usage Export

Long distance charges associated with each telephone number. Call details include originating number, date and time, dialed digits, terminal city and state, duration, and cost. Best for export to Excel Data Only.

# Filter Reports

To see only select reports, from the Report History List screen:

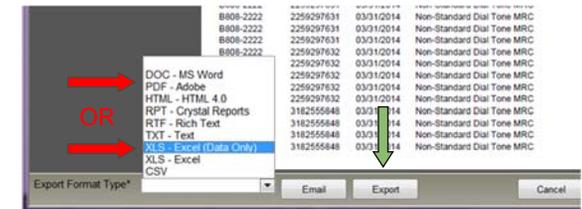
- Click in the **Title** field
- Type \* and a partial report title  
Report Title = Report Type - First Three Letters of the Month - Four Digit Year
- Click **Get**



# Save or Export Reports

To save a report in PDF or to export a report to Excel Data Only:

- Select **Export Format Type**
- Choose **XLS-Data Only** OR **PDF-Adobe**
- Click **Export**
- Save the report with a meaningful name



For more detail and step-by-step instructions, refer to the user guide at [www.doa.louisiana.gov/otm/bill/userguide.pdf](http://www.doa.louisiana.gov/otm/bill/userguide.pdf).