

Network Services Onboarding Checklist

(Average time to connect is approximately 8-10 weeks. Green text represents tasks for the organization.)

Step	Task	Who	Peering Service	Buying Group
1	Initial interest expressed. Phone call or meeting set up to discuss needs and options	Cybera	X	X
2	Send invitation letter and information package for review	Cybera	X	X
3	Fill in technical networking form	Potential member	X	X
4	Arrange face-to-face or video conference meeting to discuss membership details, options and technical details	Cybera	X	X
5	Purchase Router	New member	X	
6	If decision is made to join, membership status initiated. Contract letter, invoice, and technical package sent.	Cybera	X	X
7	Invoice paid, membership confirmed	New member	X	X
8	Add member to web site, mailing lists and social media	Cybera	X	X
9	Obtain an ASN number from ARIN	New member	X	
10	Obtain public IP address (class C minimum)			
11	Generate map assigning IPs	Cybera	X	X
12	Request SuperNet VPN	New member	X	X
13	Contact Axia to connect client VPN	Cybera	X	X
14	Meet to instruct member on required changes to the Axia routing changes	Cybera		X
15	Meet to instruct member on required changes to Axia and ISP	Cybera & New member	X	
16	Schedule Connection Day with Cybera, Axia	New member		X
17	Schedule Connection Day with Cybera, Axia and ISP		X	
18	Configure router and Internet Routing Registry	Cybera	X	X
19	Connection Day	Cybera assists Member	X	X
20	Add connection to Cybera Portal	Cybera	X	X
21	Send completion email	Cybera	X	X
22	Monthly invoices	Cybera		X
23	Annual Membership	Cybera	X	X
24	Add annual Cybera Summit and AGM (every October) to calendar	All	X	X