

JOINING PROCEDURE

1. Check that you meet all the prerequisites for becoming a member of IXPN.
2. Carefully read the [Memorandum of Understanding](#) (MoU).
3. Fill in the [Online Application Form](#).
4. Upon approval of the application form, the applicant is expected to sign two copies of the Memorandum of Understanding (MoU) and sent back to IXPN.
5. Fill the [Online Connection Form](#). The connection form is required to be completed in full. A completed connection form allows IXPN to plan and perform the necessary administrative, configuration and wiring work to allow the member to connect.
6. Once the connection form is received by IXPN, the applicant will thereafter receive an invoice, the applicant shall pay the joining fee together with the membership fee (this to be pro-rated from the month in which the member joins to the end of that billing quarter), as well as pay for all other services, in accordance with IXPN MoU Clause 12(d).

Note – connection to IXPN will not be allowed until payment of all required fees has been cleared and a copy of the signed MoU received. Applicants ordering circuits terminating at IXPN, or making other commitments dependent upon their IXPN connection, prior to their membership being formally approved and their fees being paid, do so at their own risk. Confirmation of receipt of these items will be made to the applicant.

7. Upon receipt of payment of the joining and membership fees, as well as a signed copy of the MoU, an IXPN engineer will schedule your connection as follows:
 - IXPN NOC team will assign physical circuit parameters for the connection.
 - The member will establish physical link (Copper or Fibre) from its network router down to IXPN device at the chosen POP. The connection should reach IXPN rack at the chosen POP. If the new member already co-locates within the same data centre, the member will liaise with that data centre to establish cross connection from the member's router to IXPN rack.
 - For connections requiring installation of applicant's router equipment in an IXPN suite, IXPN support will terminate the physical connections between the member's device and IXPN's device. The member will be responsible for providing the material for the physical connection.

Please note that access to IXPN suite(s) by member's technical personnel cannot be guaranteed without 24 hours prior notification via email to IXPN support (noc@ixp.net.ng). The successful applicant will liaise with IXPN support staff to install appropriate equipment and lines into IXPN and prepare for peering with the IXPN Route Server.

8. After successful termination of physical connection, IXPN support will place the port on which the connection has been terminated in a Quarantine VLAN for a period of 24 hours to check and confirm unhealthy packets for the peering fabric such as STP BPDU, multiple MAC addresses, etc. (specified in IXPN Technical requirement) are not being sent from the member's device. If any anomaly is noticed, the member will be contacted to make necessary corrections before proceeding.
9. IXPN support will share (via email) peering parameters and liaise with member to schedule BGP peering with IXPN route servers. Peering with the route server is established as scheduled and member starts exchanging traffic with other members.

10. Members contacts are added to IXPN mailing list.

11. A new member shall update its peering status at PeeringDB.com to include IXPN.

Notes on your timescales for connecting to IXPN

- If you can supply as much information about your plans and deadlines as possible to IXPN, this will help us meet your schedules.
- Once your application is endorsed, you have a deadline of one month to achieve working operational peering with IXPN route server or collector router and exchange traffic with ALL existing IXPN members.