



Other User NANP Administration System (NAS) User Guide

Non-Geographic 5XX-NXX Resources

Version: 1.0

Version History

Revision History		
Date	Version	Description
October 28, 2024	1.0	Initial release of the combined NAS NANP Administration System (NAS) User Guide for Non-Geographic 5XX-NXX Resources.

1	INTRODUCTION	4
1.1	PURPOSE	4
1.2	OTHER RESOURCES SUBSCRIPTION	4
1.3	CONTENT SUMMARY	4
1.4	RELATED DOCUMENTS	4
1.5	CONVENTIONS	4
1.6	USER ACCESS	4
1.7	PREPARATIONS	5
1.8	TROUBLESHOOTING	5
2	LOGIN AND USER DATA	5
2.1	NAS LOG IN	5
2.2	MULTI-FACTOR VERIFICATION	6
2.3	RESET YOUR PASSWORD	7
2.4	UPDATE USER PROFILE	9
3	ACCESS 5XX-NXX TOOLBAR	10
3.1	ACCESSING 5XX-NXX TOOLBAR	10
4	FORMS & DOCUMENTS	11
4.1	VIEW FORMS	11
4.2	ATTACH DOCUMENTS	14
5	5XX-NXX REQUESTS	17
5.1	5XX-NXX REQUEST	18
5.2	5XX-NXX MODIFICATION	24
5.3	5XX-NXX DISCONNECT	27
5.4	5XX-NXX CANCEL DISCONNECT	30
5.5	5XX-NXX WITHDRAW PENDING REQUEST	32
5.6	SAVED 5XX-NXX REQUEST	33
6	SUBMIT PART 4	34
7	REPORTS	39
7.1	5XX-NXX ASSIGNMENTS NEEDING PART 4 REPORT	39

1 Introduction

1.1 Purpose

This document outlines the Other user tools and processes related to the non-geographic 5XX-NXX resource associated with the **Subscription Choice of Other Resources** in the web-based application of the NANP Administration System (NAS). The **Subscription Choice of Other Resources** in NAS automates the non-geographic 5XX-NXX functions and the management of these numbering resources. The administration of non-geographic 5XX-NXX is defined in the ATIS-0300052, *Non-Geographic 5XX-NXX Code Assignment Guidelines*.

The process of assigning 5XX-NXXs, is governed by a set of industry-defined forms (e.g., Part 1, Part 3, and Part 4). NAS manages these forms by electronic means so that any registered user can access them via a connection to the World Wide Web.

1.2 Other Resources Subscription

The **Subscription Choice of Other Resources** allows a user to submit and view data associated with non-geographic 5XX-NXX resources. In order to access the **5XX-NXX** toolbar, the **Subscription Choice of Other Resources** must be selected in the user's profile [see *Other User NANP Administration System (NAS) User Registration Guide*].

1.3 Content Summary

This document will guide Other users through the following tasks related to non-geographic 5XX-NXX resources:

- Submit non-geographic 5XX-NXX Applications
- Submit non-geographic 5XX-NXX Part 4 (Confirmation of In Service)
- Upload Documents for non-geographic 5XX-NXX Applications
- View non-geographic 5XX-NXX Forms
- View non-geographic 5XX-NXX Reports

1.4 Related Documents

The procedures provided in this document are consistent with the Federal Communication Commission (FCC) rules and the Industry Numbering Committee ATIS-0300052, *Non-Geographic 5XX-NXX Code Assignment Guidelines*.

Other related documents include:

- *Other User NANP Administration System (NAS) User Registration Guide*

1.5 Conventions

This document presents the text that appears on NAS screens (e.g., toolbar items, field labels and button text) as well as internal and external document references. Toolbar items, field names and internal document references are shown in **bold black**, internal document references are hyperlinked, and external document references are *black italicized*.

1.6 User Access

The data available to a NAS user with the subscription of **Other Resources** shall be restricted based on the user type selected.

1.6.1 Other user

An Other user is a representative of a Service Provider (SP) that operates in a NANP member country or is a representative of an Administrator for a NANP member country (i.e., Canada).

Other users will only be able to submit and view data for the Service Provider OCNs in their user profile.

1.7 Preparations

1.7.1 NANP Administration System (NAS) Registration

A user is required to have an approved Other user registration with the **Subscription Choice of Other Resources** selected and the Service Provider OCN in their user profile [see the *Other User NANP Administration System (NAS) User Registration Guide*].

1.7.2 Two-Factor Authentication

The NANP Administration System (NAS) requires two-factor authentication for FISMA compliance, therefore, NAS users are required to establish two-factor authentication in order to access the NAS (see the *Two-Factor Authentication User Guide*).

1.8 Troubleshooting

Any questions or issues may be emailed to support@nanpa.com or call 866-623-2282.

2 Login and User Data

To log in to NAS the user must be a registered user, have a valid and active username and password, and have established two-factor authentication.

This section provides direction on logging in and updating user profile.

- Section **2.1 NAS Log In**, how to login to the NAS GUI.
- Section **2.2 Multi-Factor Verification**, how to enter two-factor authentication to access the NAS GUI.
- Section **2.3 Reset Your Password**, requesting a password reset in the NAS GUI
- Section **2.4 Update User Profile**, updating a user profile in the NAS GUI.

2.1 NAS Log In

From the NANPA home page (<https://www.nanpa.com>), select **Login** located in the upper right corner (Figure 2-1), then the **Log In To NAS** screen will be displayed (Figure 2-2).

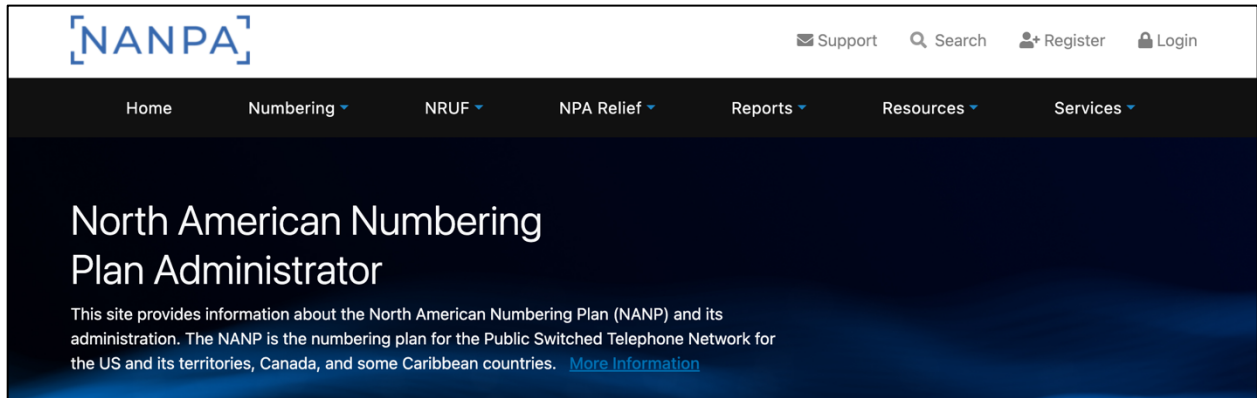


Figure 2-1

The NAS Log In screen (Figure 2-2) allows the user to enter their login credentials. All fields with a red asterisk (*) are required.

The image shows the "Log In to NAS" screen. It has a white background with a blue header "Log In to NAS". Below the header are two input fields: "Username *" and "Password *", both with red asterisks indicating they are required. Below the fields is a blue "Login" button. At the bottom, there are links for "Forgot Password", "Forgot Username", and "New User? Create an Account".

Figure 2-2

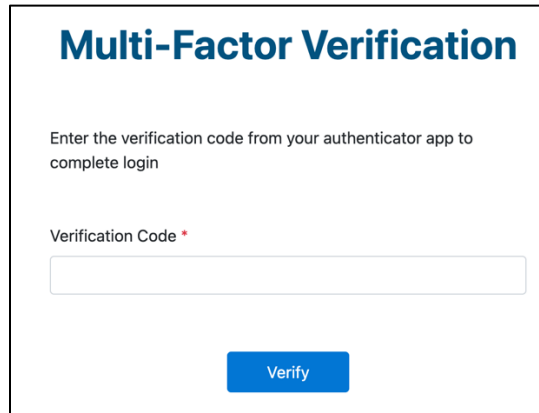
The user must enter valid data for the following fields:

- **Username**
- **Password**

When all data is entered the user must select **Login**. When all validations are met, NAS will provide the **Multi-Factor Verification** screen (Figure 2-3).

2.2 Multi-Factor Verification

The **Multi-Factor Verification** screen (Figure 2-3), the user must enter the Multi-Factor Authentication code associated with their NAS account. All fields with a red asterisk (*) are required.



The image shows a web form titled "Multi-Factor Verification". Below the title, it says "Enter the verification code from your authenticator app to complete login". There is a text input field labeled "Verification Code" with a red asterisk indicating it is required. Below the input field is a blue button labeled "Verify".

Figure 2-3

The user must enter a valid:

- **Verification Code**

When all data is entered, the user must select **Verify**. When all validations are met, NAS will provide the **Dashboard** (Figure 2-4).

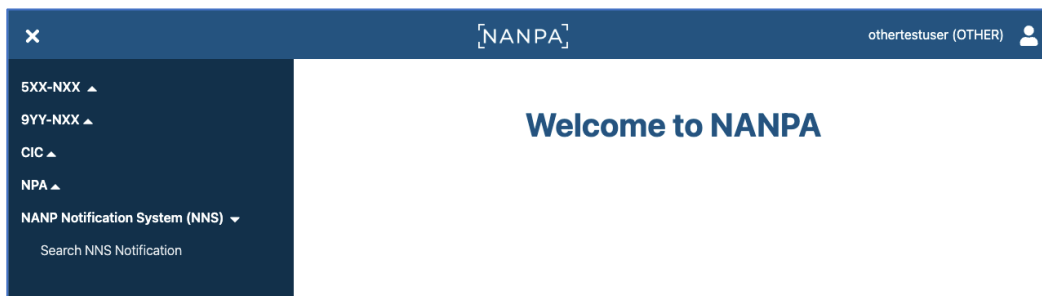


Figure 2-4

2.3 Reset Your Password

Users can reset their password at any time.

To reset your password, select the **Person icon** located in the upper right corner (Figure 2-5), then select **Reset Password**. NAS will provide the **Change Password** screen (Figure 2-6).

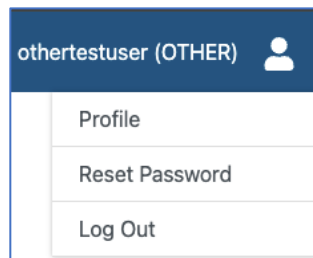


Figure 2-5

The **Change Password** screen (Figure 2-6) allows the user to change their NAS GUI password.

The user must enter a valid:

- Current Password
- New Password

When all data is entered the user must select **Change Password**. When all validations are met, NAS will provide the **Confirmation** screen (Figure 2-7).

Change Password

Current Password *

New Password *

Password Requirements:

- ⊗ At least 16 characters
- ⊗ At least 1 uppercase letter
- ⊗ At least 1 lowercase letter

Confirm New Password *

Change Password

Figure 2-6

The **Confirmation** screen (Figure 2-7) confirms the user's password was reset.

Select **Home** to return to the **Dashboard** or select a function from the toolbar to proceed with a task.

Change Password

Success!

Your password has been successfully updated.

Home

Figure 2-7

2.4 Update User Profile

To update your user profile, select the **Person icon** located in the upper right corner (Figure 2-5), then **Profile**, the **Profile** screen (Figure 2-8) will be displayed.

To edit any information, click the **Edit** link (Figure 2-8) for the applicable section, this will vary based on the type of resource subscriptions you are subscribed to. Then select **Next** to return to the **Profile** screen. After making the required changes, then select **Update Profile** to submit those changes, NAS will display the **Confirmation** screen (Figure 2-9).

Profile

You have unsaved changes. Click "Update Profile" to save your changes.

Role

Other

Resource Subscriptions

- Other Resources
- NANP Notification System (NNS)

Edit Role

User Information

Username: othertestuser

Name: Test User

Title: Number Manager

Company Name: Test Company

Work Phone: 999-111-1234

Secondary Phone: (none)

Fax Number: (none)

Email: success+othertestuser@simulator.amazonses.com

Edit User Information

Address

1111 Consultant Way
 Sacramento, CA 99999
 USA

Edit Address

Authorizer

Name: Test Authorizer

Title: Director Numbering

Company Name: Test Company

Phone: 999-999-9999

Email: success+testauthorizer@simulator.amazonses.com

Edit Authorizer

Company Identifier & Service Area

Service Provider OCN(s):

OCN	Name	Description
TEST	TEST	CLEC

Parent Company OCN(s):

OCN	Name	Description
TEST	TEST	CLEC

IAC Code(s):

TST

Edit Company Identifier & Service Area

NNS Notifications

Geographic Notifications:

- CO Code/Thousands-Block
- Jeopardy
- Other Geographic Notifications
- NPA Relief Planning

Service Areas for Geographic Notifications:

State/Territory	NPA
ALABAMA	205, 251, 256, 334, 659, 938
ALASKA	907
AMERICAN SAMOA	684
ARIZONA	480, 520, 602, 928, 929

Non-Geographic Notifications:

- INC (Industry Numbering Committee) Guideline Changes
- NSUF Reporting
- NANPA Planning Letters
- Other Non-Geographic Notifications
- Other Resources
- p-ANI

Edit NNS Notifications

Update Profile

Figure 2-8

Note: Any changes to the following information: First Name, Last Name, Email, Agency/Company Name, Authorizer's Name, Authorizer's Agency/Company Name, OCN, NENA ID, or IAC Code, in conjunction with any other updates will require approval by the NANPA Customer Support prior to taking effect. For all other changes that do not require an approval, please log out and log back in to see those changes.

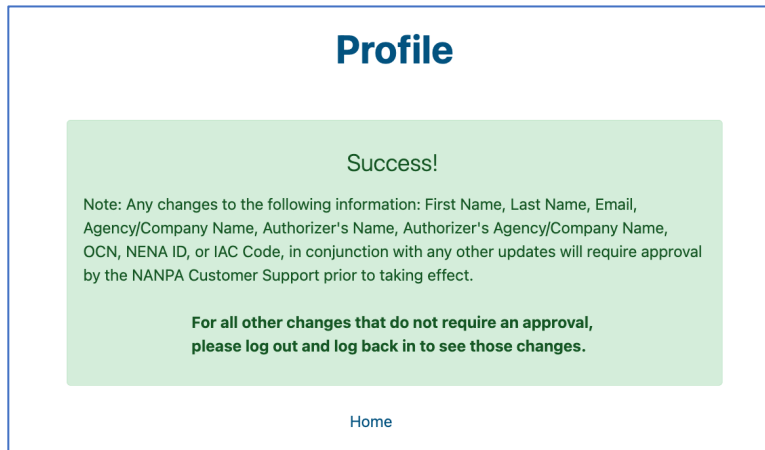


Figure 2-9

3 Access 5XX-NXX Toolbar

To access the **5XX-NXX** toolbar, which includes all tasks outlined in **1.3 Content Summary**, the user must have the **Subscription Choice** of **Other Resources** in their user profile.

3.1 Accessing 5XX-NXX Toolbar

From the **Dashboard**, select **5XX-NXX** from the toolbar (see Figure 3-1) to display the **5XX-NXX** toolbar options (Figure 3-2).

NOTE: Toolbar options will vary based on the **Subscription Choices** selected in the user's profile.

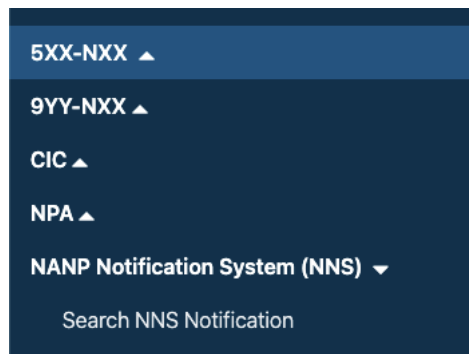


Figure 3-1

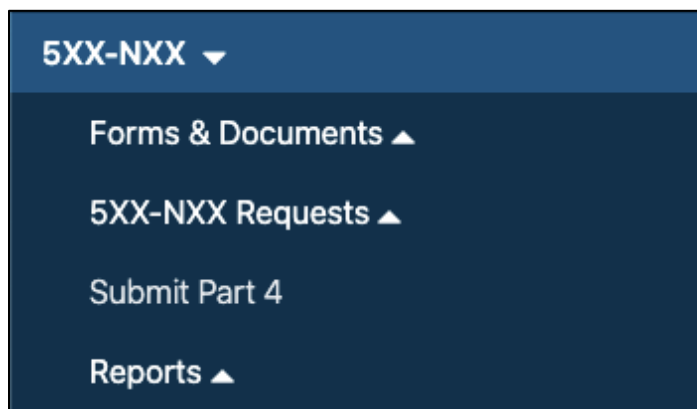


Figure 3-2

4 Forms & Documents

This section provides direction on the **Forms & Documents** functions (Figure 4-1) for 5XX-NXX resources which includes:

- Section **4.1 View Forms**, which allows users to view forms associated with 5XX-NXX applications submitted in NAS.
- Section **4.2 Attach Documents** which allows users to attach documents to 5XX-NXX applications submitted in NAS.

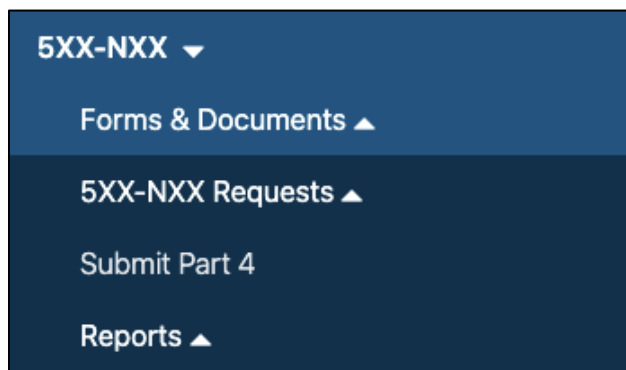


Figure 4-1

4.1 View Forms

View Forms allows a user to search for and view 5XX-NXX forms submitted in the NAS GUI.

Users with the **Subscription Choice** of **Other Resources** and the Service Provider OCN in their user profile may view all submitted forms, even if another user submitted the form.

From the **5XX-NXX** toolbar, select **Forms & Documents** (Figure 4-1). NAS will display the **Forms & Documents** toolbar (Figure 4-2). Select **View Forms**, NAS will display the **5XX-NXX Forms Search** screen (Figure 4-3).

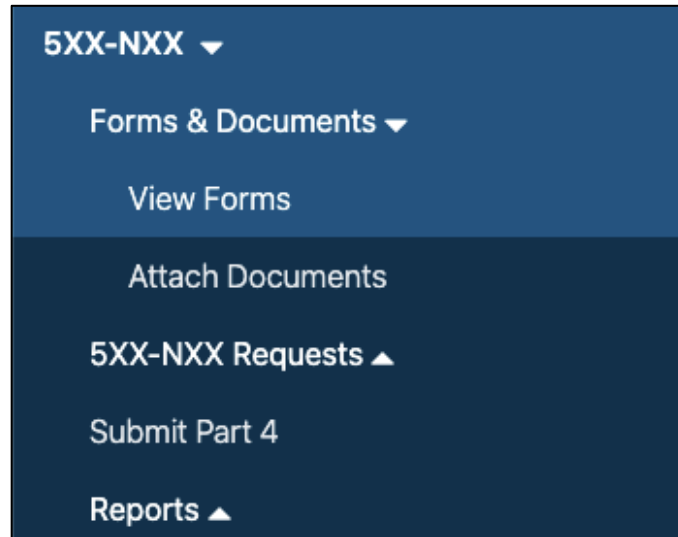


Figure 4-2

4.1.1 5XX-NXX Forms Search

From the **5XX-NXX Forms Search** screen (Figure 4-3), the user may search by a specific tracking number, 5XX-NXX or by 5XX, OCN and data range.

Select from one of the options provided in the **Selection** drop-down list under **Search**.

- **Tracking Number**
- **5XX-NXX**
- **Advance Search**

When **Tracking Number** is selected, only documents associated with the tracking number will be provided.

When **5XX-NXX** is selected, all documents associated with the Service Provider OCNs in the user's profile will be provided for 5XX-NXX resource entered will be provided.

When **Advanced Search** is selected, all documents meeting the search criteria and associated with the Service Provider OCNs in the user's profile will be provided. Select or enter the:

- **Date Range From**
- **Date Range To**
- **Form Type**

The following options may also be selected as part of the search criteria:

- **5XX**
- **Service Provider OCN**

Select **Search** to continue. When all validations are met, NAS will display the search results at the bottom of the **5XX-NXX Forms Search** screen (Figure 4-4).

When no applications meet the search criteria, NAS will display the message “**There are no records to display**” at the bottom of the **5XX-NXX Forms Search** screen.

To view a form, select the eye icon at the end of the form’s row. Forms will open in a new tab.

The screenshot shows a web form titled "5XX-NXX Forms Search". It includes a "Search" section with a "Selection" dropdown menu. Below this is an "Advanced Search" section with several input fields: "5XX" and "Service Provider OCN" (both dropdown menus), "Date Range" with "From" and "To" date pickers, and "Form Type" (dropdown menu). At the bottom of the form are "Clear Form" and "Search" buttons.

Figure 4-3

Tracking Number	Application Type	Form Type	Date	5XX-NXX	Service Provider OCN
5XX-2549948	Modificat...	PART_1	03/26/20...	500-201	TEST
5XX-2549976	Modificat...	PART_1	04/04/20...	500-245	TEST
5XX-2550155	New	PART_1	05/16/20...		TEST
5XX-2550155	New	PART_3	05/16/20...	500-262, 527-506...	TEST

Figure 4-4

4.2 Attach Documents

Attach Documents allows a user to attach documents to one or more applications using the Tracking Number(s). The user may attach documents for up to 25 tracking numbers.

NAS accepts the following file formats: PDF, Word, Excel, GIF, JPEG, TIFF, bitmap, Power Point, HTML, txt, csv, and Zip and the maximum file size for all attachments may not exceed 10 MB per tracking number.

File names must be no more than 255 characters.

From the **5XX-NXX** toolbar, select **Forms & Documents**, then select **Attach Documents** (Figure 4-5). NAS will display the **Preliminary Attach Documents** screen (Figure 4-6).

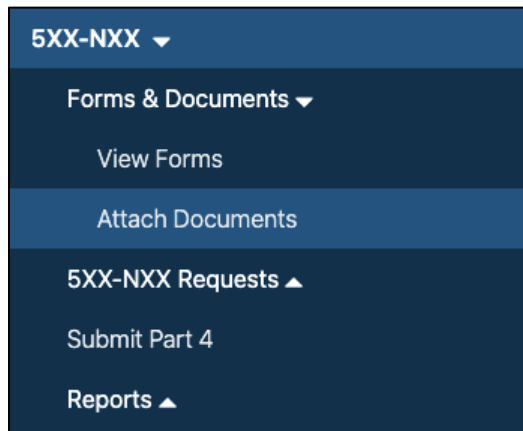


Figure 4-5

4.2.1 Preliminary Attach Documents

From the preliminary **Attach Documents** screen (Figure 4-6) allows the user to enter the **Tracking Numbers** of the application(s) to which the documents are being attached, then select **Next** to continue. NAS will provide the **Attach Documents** screen (Figure 4-7).

To clear data entered in the **Tracking Numbers** field, select **Clear Form**.

A white rectangular screen with a dark blue border. At the top center is the title 'Attach Documents' in a large, bold, dark blue font. Below the title is the label 'Tracking Numbers' followed by a red asterisk. Underneath is a large, empty white text input field with a thin grey border. At the bottom of the screen are two buttons: 'Clear Form' on the left and 'Next' on the right. Both buttons have a blue background and white text.

Figure 4-6

4.2.2 Attach Documents

To modify the **Tracking Numbers** entered on the **Preliminary Attach Documents (Section 4.2.1)** by selecting **Enter new tracking numbers**. When selected, NAS will return the user to the **Preliminary Attach Documents** screen and the Tracking Numbers field will be blank.

To attach a document, select **Choose File**, a new window will open to select a file, then select **Upload Document**. NAS will provide a **Confirmation** screen (Figure 4-7).

The **Description** is provided to add additional information on the type of e.g. certification.

If the uploaded document does not appear in the **Uploaded Documents** box (Figure 4-8), select **Refresh**.

Attach Documents

File Uploaded Successfully

Please allow for up to one minute for your file to upload. If the file fails our virus scan, you will not see this file uploaded, instead you will receive an email confirming this issue.

Tracking Number(s) *

5XX-2550374 [Enter new tracking numbers](#)

Document

Sample Certification.docx

Description

Uploaded Documents

File Name ▲	Tracking Number ▲	Description ▲	Create Date ▲	Delete
There are no records to display				

Figure 4-7

The **Uploaded Documents** box lists the following information associated with the documents successfully uploaded (Figure 4-8). It also provides the ability to delete an uploaded document by selecting the trash can icon.

- **File Name**
- **Tracking Number(s)**
- **Description**
- **Create Date**

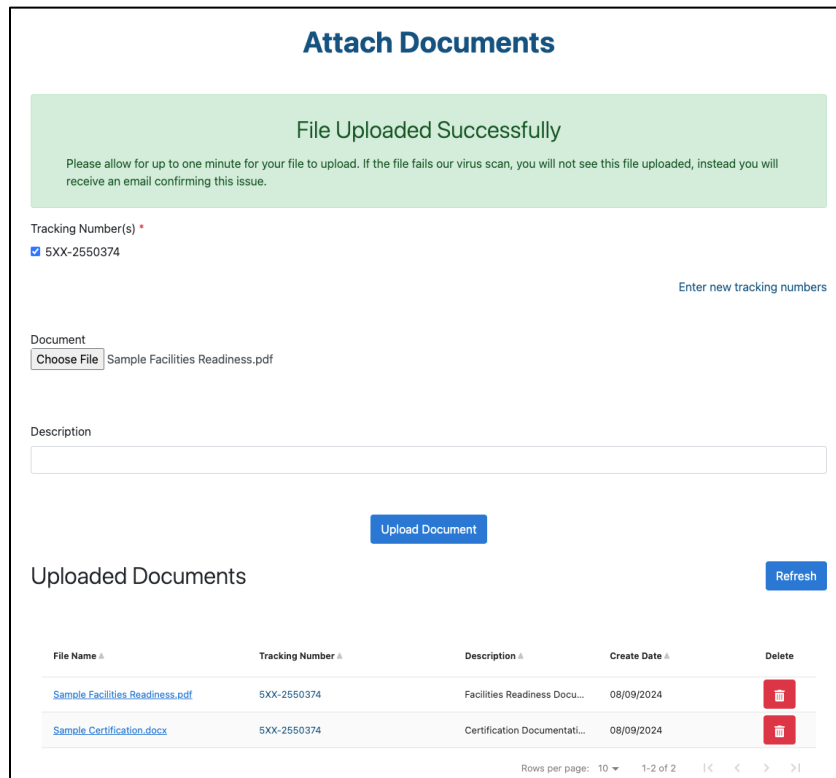


Figure 4-8

When all documents have been uploaded, the user may select another function from the toolbar or select the **NANPA** logo to return to the **Dashboard**.

5 5XX-NXX Requests

This section provides direction on creating and submitting 5XX-NXX applications (Figure 5-1). 5XX-NXX application options include:

- Section **5.1 5XX-NXX Request**, submits a new 5XX-NXX application.
- Section **5.2 5XX-NXX Modification**, submits a modification for an assigned 5XX-NXX(s).
- Section **5.3 5XX-NXX Disconnect**, submits a disconnect for an assigned 5XX-NXX(s).
- Section **5.4 5XX-NXX Cancel Disconnect**, cancels a previously approved 5XX-NXX disconnect.
- Section **5.5 5XX-NXX Withdraw Pending Request**, withdraws a new, modification, or disconnect application that has not been processed (no Part 3 created), is currently not being processed by the Administrator.
- Section **5.6 Saved 5XX-NXX Request**, allows the user to submit a previously saved application.

NOTE: Requests are only saved for 30 calendar days.

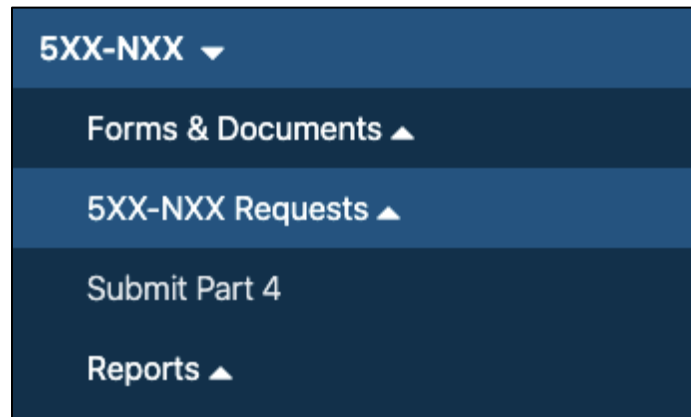


Figure 5-1

5.1 5XX-NXX Request

5XX-NXX Request allows a user to apply for a new 5XX-NXX in the NAS GUI.

From the **5XX-NXX** toolbar, select **5XX-NXX Requests**, then **5XX-NXX Request** (Figure 5-2). NAS will display the **Part 1 – Service Provider** screen (Figure 5-3).

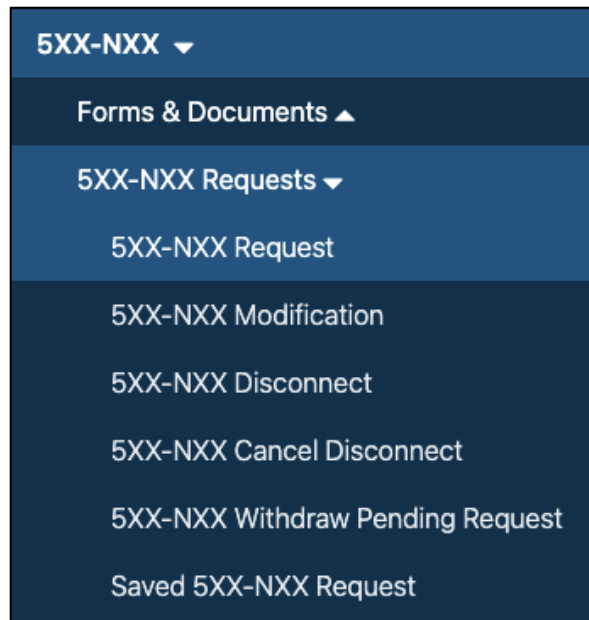


Figure 5-2

5.1.1 Part 1 – Service Provider

The **Part 1 – Service Provider** screen (Figure 5-3) allows the user to select the preliminary data for the application. The user must enter the:

- **Service Provider OCN**

- **Type of Request (Initial or Growth)**
- **Quantity of 5XX-NXX(s) being requested**

Only **Service Provider OCNs** in the user's profile will be provided in the drop-down list.

Select the **Part 1 Form Footnotes/Instructions** link at the bottom of the screen to see the Part 1 Form Footnotes/Instructions.

Select **Continue** to proceed with the application. When all validations are met, NAS will provide the:

- **Part 1 – Initial 5XX-NXX** screen (Section 5.1.2) when the application is for an Initial resource.
- **Part 1 – Growth 5XX-NXX** screen (Section 5.1.3) when the application is for a Growth resource(s).

The screenshot shows a web form titled "New 5XX-NXX Request". On the left is a sidebar with three options: "Part 1 - Service Provider" (selected), "Part 1 - Initial 5XX-NXX", and "Part 1 - Growth 5XX-NXX". The main content area is titled "Part 1 - Service Provider". It features a light blue box with contact information: "If you need assistance, please contact us via:" followed by "Phone: 1-866-623-2282" and "Email: support@nanpa.com". Below this is a "Service Provider OCN" field with a dropdown menu showing "Select". The "Type of Request" section has two radio buttons: "Initial 5XX-NXX Code" (selected) and "Growth 5XX-NXX Code". There is a "Quantity of 5XX-NXX(s) being requested" text input field. At the bottom of the form is a blue "Continue" button and a link for "Part 1 Form Footnotes / Instructions".

Figure 5-3

5.1.2 Part 1 – Initial 5XX-NXX

The **Part 1 – Initial 5XX-NXX** screen (Figure 5-5) allows the user to enter the resource data and forecast data. Complete the following:

- **5XX-NXX(s) Assignment Preference in order of priority**
- **Forecast – Next 12 months (Months 1-12)**

The following fields will automatically be calculated using the data entered in the **Forecast – Next 12 months (Months 1-12)** field:

- **Sum of months 1-6**

Enter any information for the Resource Administrator in the:

- **Comments**

Select the **Part 1 Form Footnotes/Instructions** link at the bottom of the screen to see the Part 1 Form Footnotes/Instructions.

To save the request to complete at another time, select **Save**. NAS will save the data entered and provide the **Saved Confirmation** screen (Figure 5-4), including a reference number.

Select **Submit** to complete the application. When all validations are met, NAS will provide the **Confirmation** screen (Figure 5-8).

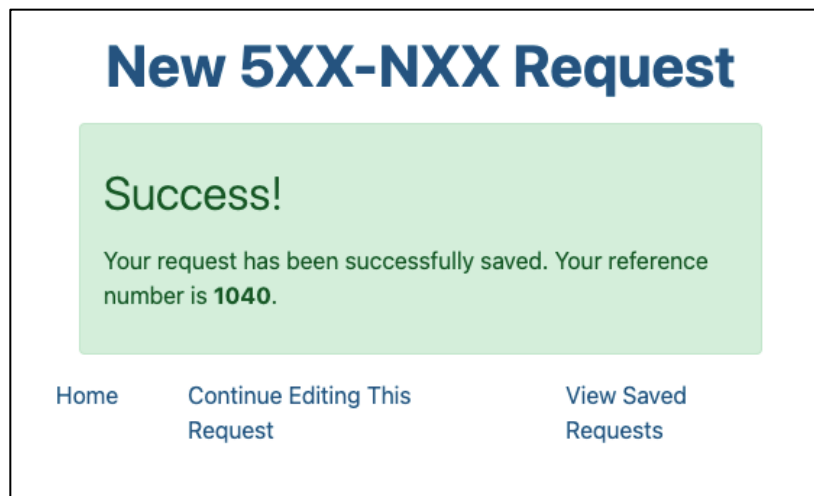


Figure 5-4

New 5XX-NXX Request

- ✔ Part 1 - Service Provider
- ⊖ Part 1 - Initial 5XX-NXX
- Part 1 - Growth 5XX-NXX

Part 1 - Initial 5XX-NXX

Please note that any field marked with a red asterisk (*) is a required field and must be populated based on the requirements listed below.

The 5XX-NXX Applicant information on the Part 1 form is populated from your user profile. Please periodically review your user profile to ensure this information is current.

Service Provider OCN

Quantity of 5XX-NXX(s) being requested

Type of Request

5XX-NXX(s) Assignment Preference in order of priority

NOTE: It is the responsibility of the applicant to arrange with other entities code activation, deactivation, and changes.

Projected monthly forecast for new TNs in the next 12 months

Forecast - Next 12 months

Month 1	Month 2	Month 3
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Month 4	Month 5	Month 6
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Month 7	Month 8	Month 9
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Month 10	Month 11	Month 12
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Sum of months 1-6 above

Comments

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 5XX-NXX codes will be used in the provision of non-geographic 5XX-NXX services, and that this application has been prepared in accordance with the Non-Geographic 5XX-NXX Code Assignment Guidelines.

[Part 1 Form Footnotes / Instructions](#)

Figure 5-5

5.1.3 Part 1 – Growth 5XX-NXX

The **Part 1 – Growth 5XX-NXX** screen (Figure 5-7) allows the user to enter the resource data, utilization data, and forecast data. Complete the following:

- **5XX-NXX(s) Assignment Preference in order of priority**
- **Telephone Numbers (TNs) Available for Assignment**
- **Telephone Numbers (TNs) Assigned**
- **Total Number Resources in Applicant’s Inventory**
- **Monthly growth history for last 6 months (Months 1-6)**
- **Projected monthly forecast for new TNs in next 12 months (Months 1-12)**

The following fields will automatically be calculated using the data entered in the **Telephone Numbers (TNs) Available for Assignment**, **Telephone Numbers (TNs) Assigned**, **Total Numbering Resources in Applicant’s Inventory**, and **Projected monthly forecast for new TNs in next 12 months (Months 1-12)** fields.

- **Average Monthly Forecast (Sum of months 1-6 divided by 6)**
- **Months to Exhaust (TNs Available for Assignment/Average Monthly Forecast)**
- **Utilization Level**

Enter any information for the Resource Administrator in the:

- **Comments**

Select the **Part 1 Form Footnotes/Instructions** link at the bottom of the screen to see the Part 1 Form Footnotes/Instructions.

To save the request to complete at another time, select **Save**. NAS will save the data entered and provide the Saved **Confirmation** screen (Figure 5-6), including a reference number.

Select **Submit** to complete the application. When all validations are met, NAS will provide the **Confirmation** screen (Figure 5-8).

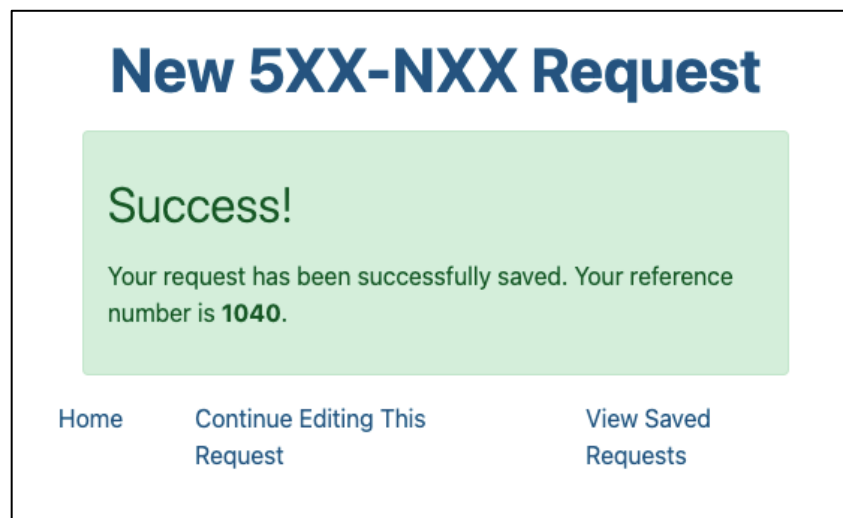


Figure 5-6

New 5XX-NXX Request

- Part 1 - Service Provider
- Part 1 - Initial 5XX-NXX
- Part 1 - Growth 5XX-NXX

Part 1 - Growth 5XX-NXX

Please note that any field marked with a red asterisk (*) is a required field and must be populated based on the requirements listed below.

The 5XX-NXX Applicant information on the Part 1 form is populated from your user profile. Please periodically review your user profile to ensure this information is current.

Service Provider OCN *

TEST - TEST

Quantity of 5XX-NXX(s) being requested *

1

Type of Request *

Growth 5XX-NXX

Growth 5XX-NXX Code(s) Request

5XX-NXX(s) Assignment Preference in order of priority

NOTE: It is the responsibility of the applicant to arrange with other entities code activation, deactivation, and changes.

Telephone Numbers (TNs) Available for Assignment *

Telephone Numbers (TNs) Assigned *

Total Numbering Resources in Applicant's Inventory *

Monthly growth history for last 6 months

Growth History Previous Six Months

Month 1	Month 2	Month 3
0	0	0
Month 4	Month 5	Month 6
0	0	0

Projected monthly forecast for new TNs in next 12 months

Forecast - Next 12 months

Month 1	Month 2	Month 3
0	0	0
Month 4	Month 5	Month 6
0	0	0
Month 7	Month 8	Month 9
0	0	0
Month 10	Month 11	Month 12
0	0	0

Average Monthly Forecast (Sum of months 1-6 divided by 6) *

0.00

Months to Exhaust (TNs Available for Assignment / Average Monthly Forecast) *

Utilization Level *

Comments

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 5XX-NXX codes will be used in the provision of non-geographic 5XX-NXX services, and that this application has been prepared in accordance with the Non-Geographic 5XX-NXX Code Assignment Guidelines.

Part 1 Form Footnotes / Instructions

Save Submit

Figure 5-7

5.1.4 Confirmation

The **Confirmation** screen (Figure 5-8) confirms successful submission of the application, provides the tracking number, and allows the user to attach documents to the application.

Select **Home** to return to the **Dashboard** or select another function from the toolbar to proceed with another task.

To attach documents to the application, select the Attach Documents link at the bottom of the screen. NAS will provide the Attach **Documents** screen (Section 4.2.2).

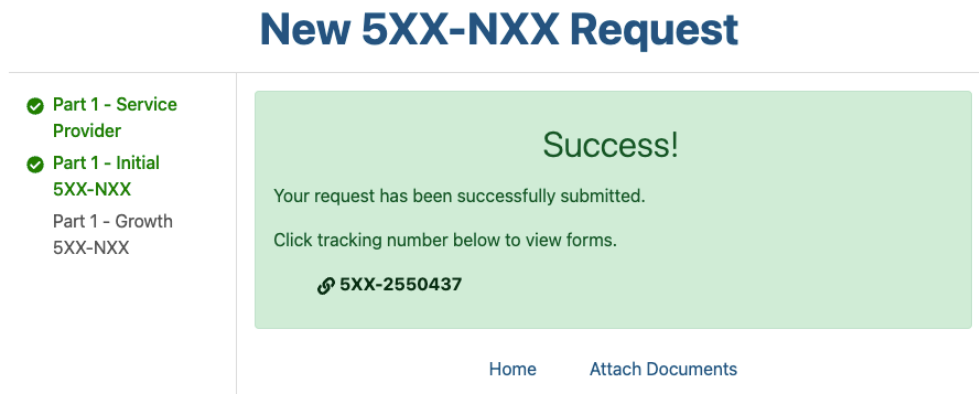


Figure 5-8

5.2 5XX-NXX Modification

5XX-NXX Modification allows a user to modify data associated with an assigned 5XX-NXX in the NAS GUI.

From the **5XX-NXX** toolbar, select **5XX-NXX Requests**, then **5XX-NXX Modification** (Figure 5-9). NAS will **display the 5XX-NXX Modification Request** screen (Figure 5-10).

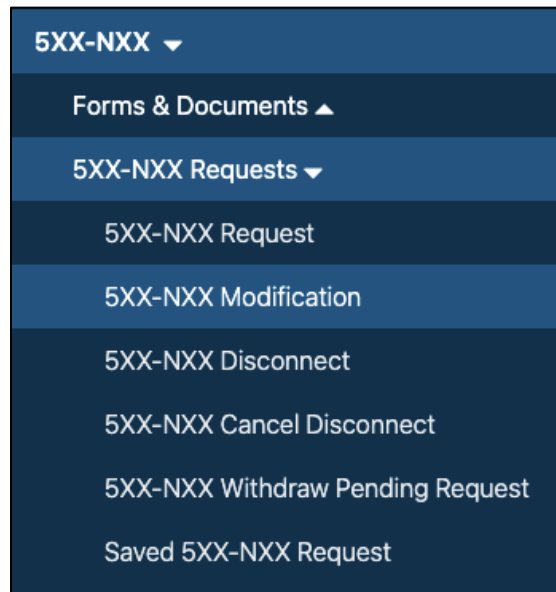


Figure 5-9

5.2.1 5XX-NXX Modification Request

The **5XX-NXX Modification Request** screen (Figure 5-10) allows the user to select the preliminary data for the application. Complete the following:

- **Type of Change (OCN: Intra-company or OCN: Inter-company)**
- **Enter the 5XX-NXX Code**
- **Service Provider OCN**

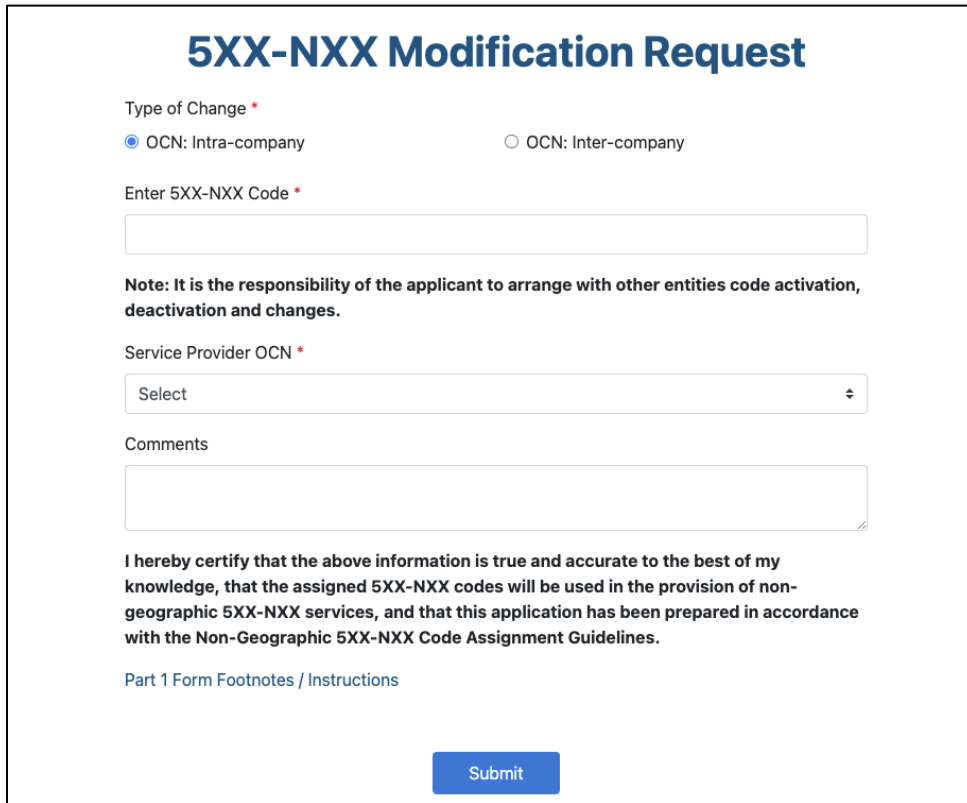
Only **Service Provider OCNs** in the user's profile will be provided in the drop-down list.

Enter any information for the Resource Administrator in the:

- **Comments**

Select the **Part 1 Form Footnotes/Instructions** link at the bottom of the screen to see the Part 1 Form Footnotes/Instructions.

Select **Submit** to complete the application. When all validations are met, NAS will provide the **Confirmation** screen (Figure 5-11).



5XX-NXX Modification Request

Type of Change *

OCN: Intra-company OCN: Inter-company

Enter 5XX-NXX Code *

Note: It is the responsibility of the applicant to arrange with other entities code activation, deactivation and changes.

Service Provider OCN *

Comments

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 5XX-NXX codes will be used in the provision of non-geographic 5XX-NXX services, and that this application has been prepared in accordance with the Non-Geographic 5XX-NXX Code Assignment Guidelines.

[Part 1 Form Footnotes / Instructions](#)

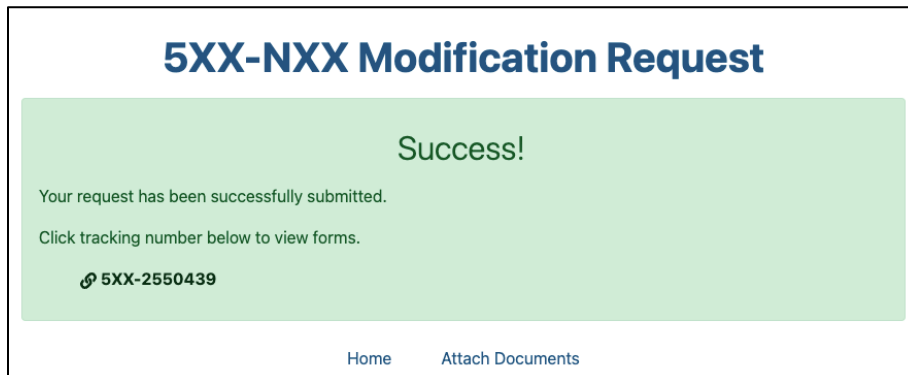
Figure 5-10

5.2.2 Confirmation

The **Confirmation** screen (Figure 5-11) confirms successful submission of the application, provides the tracking number, and allows the user to attach documents to the application.

Select **Home** to return to the **Dashboard** or select another function from the toolbar to proceed with another task.

To attach documents to the application, select the Attach Documents link at the bottom of the screen. NAS will provide the Attach **Documents** screen (Section 4.2.2).



5XX-NXX Modification Request

Success!

Your request has been successfully submitted.

Click tracking number below to view forms.

[🔗 5XX-2550439](#)

[Home](#) [Attach Documents](#)

Figure 5-11

5.3 5XX-NXX Disconnect

5XX-NXX Disconnect allows a user to disconnect an assigned 5XX-NXX in the NAS GUI.

From the **5XX-NXX** toolbar, select **5XX-NXX Requests**, then **5XX-NXX Disconnect** (Figure 5-12). NAS will display the **5XX-NXX Disconnect** screen (Figure 5-13).

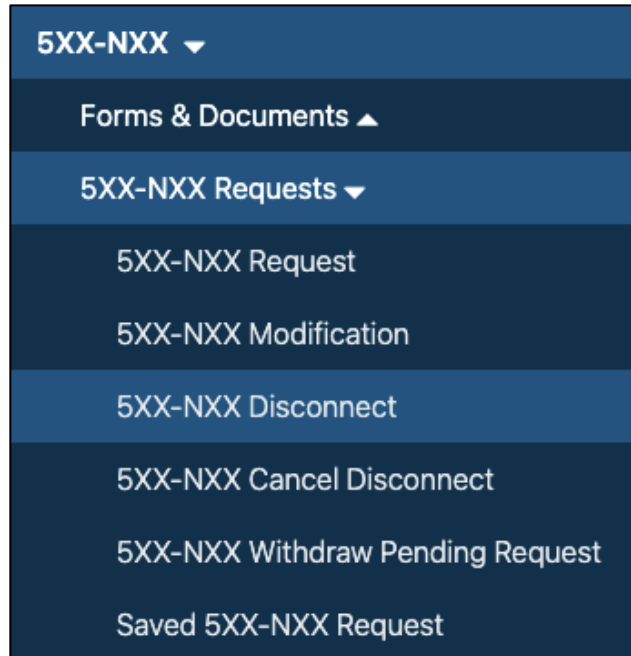


Figure 5-12

5.3.1 5XX-NXX Disconnect

The **5XX-NXX Disconnect** screen (Figure 5-13) allows the user to select the data for the 5XX-NXX to be disconnected. Complete the following:

- **Service Provider OCN**
- **5XX**

Once the selections are made, NAS will provide a list of **5XX-NXXs** (Figure 5-14). Use the checkbox next the **5XX-NXX** to select the **5XX-NXX(s)** being disconnected.

Only **Service Provider OCNs** in the user's profile will be provided in the drop-down list.

Select the **Part 1 Form Footnotes/Instructions** link at the bottom of the screen to see the Part 1 Form Footnotes/Instructions.

Select **Next** to proceed with the application. When all validations are met, NAS will provide the **5XX-NXX Disconnect Confirmation** screen (Figure 5-15).

5XX-NXX Disconnect

5XX-NXX Disconnect Confirmation

5XX-NXX Disconnect

Service Provider OCN *

Select

5XX *

Select

NOTE: It is the responsibility of the applicant to arrange with other entities code activation, deactivation, and changes.

Select a Service Provider OCN and 5XX above to retrieve a list of assigned NPA-NXX Codes(s) matching the given parameters.

Part 1 Form Footnotes / Instructions

Next

Figure 5-13

NOTE: It is the responsibility of the applicant to arrange with other entities code activation, deactivation, and changes.

Select 5XX-NXX Code(s) *

You have selected 0 rows.

Select ▼	5XX-NXX ▲
<input type="checkbox"/>	527-506

Rows per page: 10 1-1 of 1 |< < 1 > >|

Figure 5-14

5.3.2 5XX-NXX Disconnect Confirmation

The **5XX-NXX Disconnect Confirmation** screen (Figure 5-15) provides the user an opportunity to review the 5XX-NXX(s) selected.

When **5XX-NXX Code(s) Selected for Disconnect** are missing from the list or listed in error, the user will need to start the process over.

Enter any information for the Resource Administrator in the:

- **Comments.**

Select the **Part 1 Form Footnotes/Instructions** link at the bottom of the screen to see the Part 1 Form Footnotes/Instructions.

Select **Submit** to complete the application. When all validations are met, NAS will provide the **Confirmation** screen (Figure 5-16).

5XX-NXX Disconnect

5XX-NXX Disconnect Confirmation

5XX-NXX Code(s) Selected for Disconnect

5XX-NXX ▲
527-506

Rows per page: 10 1-1 of 1 |< < 1 > >|

Comments

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 5XX-NXX codes will be used in the provision of non-geographic 5XX-NXX services, and that this application has been prepared in accordance with the Non-Geographic 5XX-NXX Code Assignment Guidelines.

[Part 1 Form Footnotes / Instructions](#)

Submit

Figure 5-15

5.3.3 Confirmation

The **Confirmation** screen (Figure 5-16) confirms successful submission of the application, provides the tracking number, and allows the user to attach documents to the application.

Select **Home** to return to the **Dashboard** or select another function from the toolbar to proceed with another task.

To attach documents to the application, select the Attach Documents link at the bottom of the screen. NAS will provide the Attach **Documents** screen (Section 4.2.2).

5XX-NXX Disconnect

Success!

Your request has been successfully submitted.

Click tracking number below to view forms.

🔗 5XX-2550440

[Home](#) [Attach Documents](#)

Figure 5-16

5.4 5XX-NXX Cancel Disconnect

5XX-NXX Cancel Disconnect allows a user to cancel a disconnect of a 5XX-NXX in the NAS GUI when the 5XX-NXX is in an Aging status.

From the **5XX-NXX** toolbar, select **5XX-NXX Requests**, then **5XX-NXX Cancel Disconnect** (Figure 5-17). NAS will display the **Cancel 5XX-NXX Disconnect** screen (Figure 5-18).

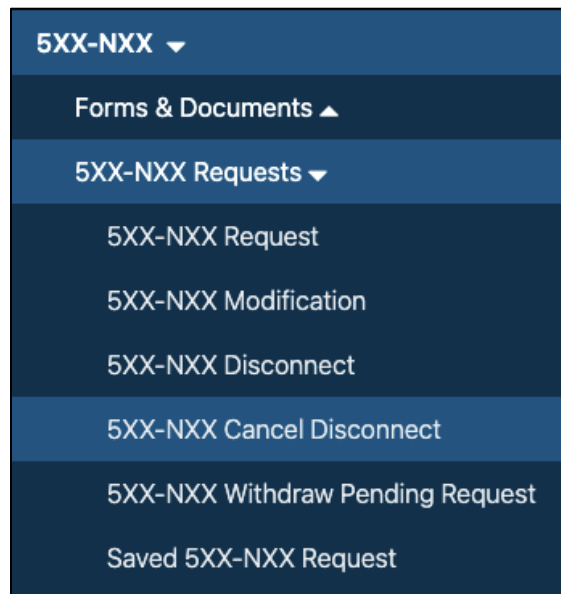


Figure 5-17

5.4.1 Cancel 5XX-NXX Disconnect

The **Cancel 5XX-NXX Disconnect** screen (Figure 5-18) allows the user to provide the data for the disconnected 5XX-NXX being cancelled. Complete the following

- **Enter 5XX-NXX Code**

Enter any information for the Resource Administrator in the:

- **Comments.**

Select the **Part 1 Form Footnotes/Instructions** link at the bottom of the screen to see the Part 1 Form Footnotes/Instructions.

Select **Submit** to complete the application. When all validations are met, NAS will provide the **Confirmation** screen (Figure 5-19).

Cancel 5XX-NXX Disconnect

Enter 5XX-NXX Code *

Comments

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 5XX-NXX codes will be used in the provision of non-geographic 5XX-NXX services, and that this application has been prepared in accordance with the Non-Geographic 5XX-NXX Code Assignment Guidelines.

[Part 1 Form Footnotes / Instructions](#)

Submit

Figure 5-18

5.4.2 Confirmation

The **Confirmation** screen (Figure 5-19) confirms successful submission of the application, provides the tracking number, and allows the user to attach documents to the application.

Select **Home** to return to the **Dashboard** or select another function from the toolbar to proceed with another task.

To attach documents to the application, select the Attach Documents link at the bottom of the screen. NAS will provide the Attach **Documents** screen (Section 4.2.2).

Cancel 5XX-NXX Disconnect

Success!

Your request has been successfully submitted.

Click tracking number below to view forms.

[5XX-2550441](#)

Home Attach Documents

Figure 5-19

5.5 5XX-NXX Withdraw Pending Request

5XX-NXX Withdraw Pending Request allows a user to withdraw a pending request submitted in the NAS GUI where no Part 3 has been issued,.

From the **5XX-NXX** toolbar, select **5XX-NXX Requests**, then **5XX-NXX Withdraw Pending Request** (Figure 5-20). NAS will display the **5XX-NXX Withdraw Pending Request** screen (Figure 5-21).

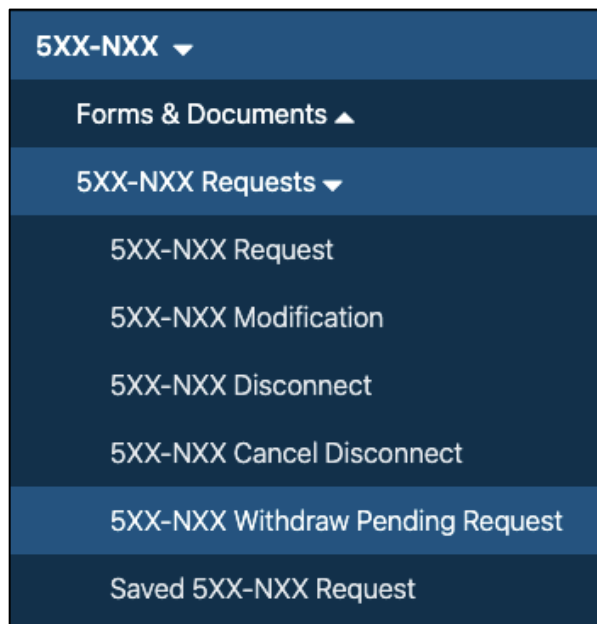


Figure 5-20

5.5.1 5XX-NXX Withdraw Pending

The **5XX-NXX Withdraw Pending Request** screen (Figure 5-21) allows the user to enter the data for application to be withdrawn. Enter the:

- **Tracking Number**

Select **Submit** to complete the application. When all validations are met, NAS will provide the **Confirmation** screen (Figure 5-22).

Cancel 5XX-NXX Disconnect

Enter 5XX-NXX Code *

Comments

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 5XX-NXX codes will be used in the provision of non-geographic 5XX-NXX services, and that this application has been prepared in accordance with the Non-Geographic 5XX-NXX Code Assignment Guidelines.

[Part 1 Form Footnotes / Instructions](#)

Submit

Figure 5-21

5.5.2 Confirmation

The **Confirmation** screen (Figure 5-22) confirms successful submission of the application, provides the tracking number.

Select **Home** to return to the **Dashboard** or select another function from the toolbar to proceed with another task.

5XX-NXX Withdraw Pending

Success!

Your request has been successfully submitted.

Withdrew pending work item with tracking number: 5XX-2550437

Home

Figure 5-22

5.6 Saved 5XX-NXX Request

Saved 5XX-NXX Request allows users to complete a previously saved 5XX-NXX Request applications in the NAS GUI. Requests are only saved for 30 calendar days, after which they are removed from NAS.

From the **5XX-NXX** toolbar, select **5XX-NXX Requests**, then **Saved 5XX-NXX Request** (Figure 5-24). NAS will display the **Saved 5XX-NXX Request** screen (Figure 5-24).

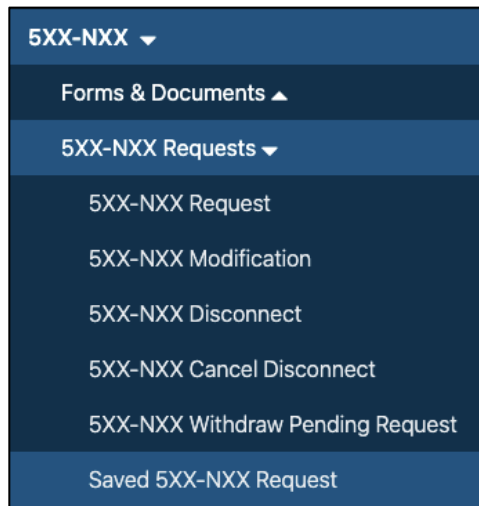


Figure 5-23

5.6.1 Saved 5XX-NXX Request

The **Saved 5XX-NXX Request** screen (Figure 5-24) allows the user to select the saved request for which they want to complete. Select the:

- **Reference Number**

NAS will walk the user through the application starting at **the Part 1 – Initial 5XX-NXX** screen (Section 5.1.2) or **Part 1 – Growth 5XX-NXX** screen (Section 5.1.3). Refer to the appropriate section for details on completing the application.

Saved 5XX-NXX Requests

Reference Number ▲	OCN ▲	Type of Request ▲	Delete
1040	TEST	Growth	🗑️

Figure 5-24

6 Submit Part 4

This section provides direction on creating and submitting the 5XX-NXX Confirmation of In Service – Part 4.

From the **5XX-NXX** toolbar, select **5XX-NXX Requests**, then **Submit Part 4** (Figure 6-1). NAS will display **the 5XX-NXX Part 4 Search** screen (Figure 6-2).

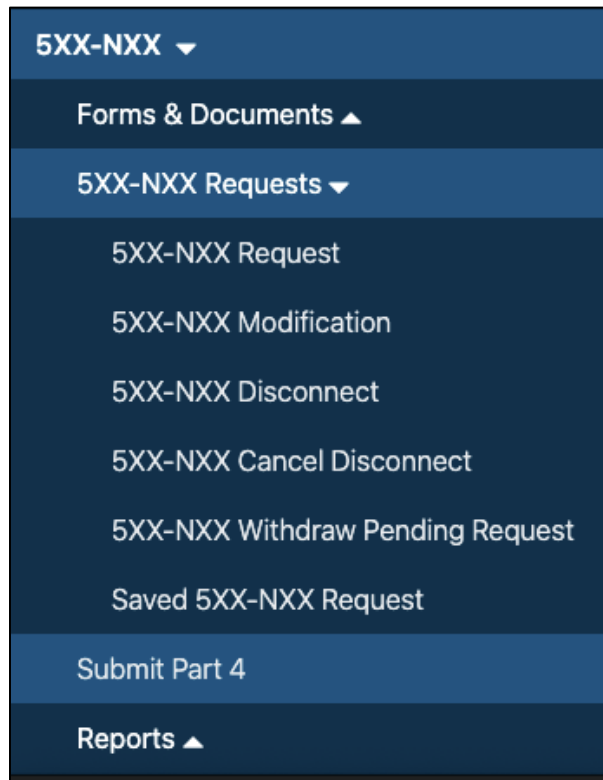


Figure 6-1

6.1.1 5XX-NXX Part 4 Search

The **5XX-NXX Part 4 Search** screen (Figure 6-2) allows the user to enter data to identify the 5XX-NXXs for which a Part 4 is being submitted. Enter one of the following:

- **Tracking Number**
- **5XX-NXX Code**
- **Service Provider OCN and 5XX**

When the user enters a **Tracking Number**, only the 5XX-NXX associated with the tracking number will be provided. NAS will provide the **Submit 5XX-NXX Part 4** screen (Figure 6-3).

When the user enters a **5XX-NXX**, only the entered 5XX-NXX will be provided. NAS will provide the **Submit 5XX-NXX Part 4** screen (Figure 6-3).

When the user enters a **Service Provider OCN and 5XX**, all 5XX-NXX that require a Part 4 and are associated with the Service Provider OCN and 5XX entered will be listed. NAS will provide the **Submit 5XX-NXX Part 4** screen (Figure 6-4).

To clear the data from the fields, select **Clear Form**.

Select **Continue** to proceed. NAS will provide the **Submit 5XX-NXX Part 4** screen (Figure 6-3 and Figure 6-4).

5XX-NXX Part 4 Search

Tracking Number *

Or

5XX-NXX *

Or

Service Provider OCN *

5XX *

Clear Form Continue

Figure 6-2

6.1.2 Submit 5XX-NXX Part 4

The Submit 5XX-NXX Part 4 screen allows the user to complete and submit the Part 4.

When a **Tracking Number** or **5XX-NXX** was entered, NAS will provide the **Submit 5XX-NXX Part 4** screen shown in Figure 6-3.

When a **Service Provider OCN** and **5XX** was entered, NAS will provide the **Submit 5XX-NXX Part 4** screen shown in Figure 6-4.

Complete the following:

- **Select** checkbox next to the 5XX-NXX
- **In-Service Date**

Select **Submit** to complete the submission of the Part 4. When all validations are met, NAS will provide the **Confirmation** screen (Figure 6-5).

5XX-NXX Part 4 Submission

By signing below, I certify that the 5XX code(s) specified below are in service (i.e., one or more telephone numbers from the code are assigned to end users or customers) and that the NXX code(s) are being used for the purpose specified in the original application (see Section 5.0, "Responsibilities of Code Applicants and Holders" in the current Non-Geographic 5XX-NXX Code Assignment Guidelines).

Service Provider OCN: **TEST**
Service Provider Name: **TEST TELCO**

Select 5XX-NXX Code(s) *

You have selected 0 rows.

Select ▼	5XX-NXX ▲	Date of Assignment ▼	In-Service Date ▼
<input type="checkbox"/>	500-262	05/16/2024	08/23/2024 <input type="checkbox"/>

Figure 6-3

5XX-NXX Part 4 Submission

By signing below, I certify that the 5XX code(s) specified below are in service (i.e., one or more telephone numbers from the code are assigned to end users or customers) and that the NXX code(s) are being used for the purpose specified in the original application (see Section 5.0, "Responsibilities of Code Applicants and Holders" in the current Non-Geographic 5XX-NXX Code Assignment Guidelines).

Service Provider OCN: **TEST**
Service Provider Name: **TEST TELCO**

Select 5XX-NXX Code(s) *

You have selected 0 rows.

Select ▼	5XX-NXX ▲	Date of Assignment ▼	In-Service Date ▼
<input type="checkbox"/>	529-938	05/16/2024	08/23/2024 <input type="checkbox"/>
<input type="checkbox"/>	529-939	05/16/2024	08/23/2024 <input type="checkbox"/>
<input type="checkbox"/>	529-940	05/16/2024	08/23/2024 <input type="checkbox"/>
<input type="checkbox"/>	529-941	05/16/2024	08/23/2024 <input type="checkbox"/>
<input type="checkbox"/>	529-942	05/16/2024	08/23/2024 <input type="checkbox"/>
<input type="checkbox"/>	529-943	05/16/2024	08/23/2024 <input type="checkbox"/>
<input type="checkbox"/>	529-944	05/16/2024	08/23/2024 <input type="checkbox"/>
<input type="checkbox"/>	529-945	05/16/2024	08/23/2024 <input type="checkbox"/>

Rows per page: 10 ▼ 1-8 of 8 |< < 1 > >|

Figure 6-4

6.1.3 Confirmation

The **Confirmation** screen (Figure 6-5) confirms successful submission of the Part 4 and provides the tracking number.

Select **Home** to return to the **Dashboard** or select another function from the toolbar to proceed with another task.

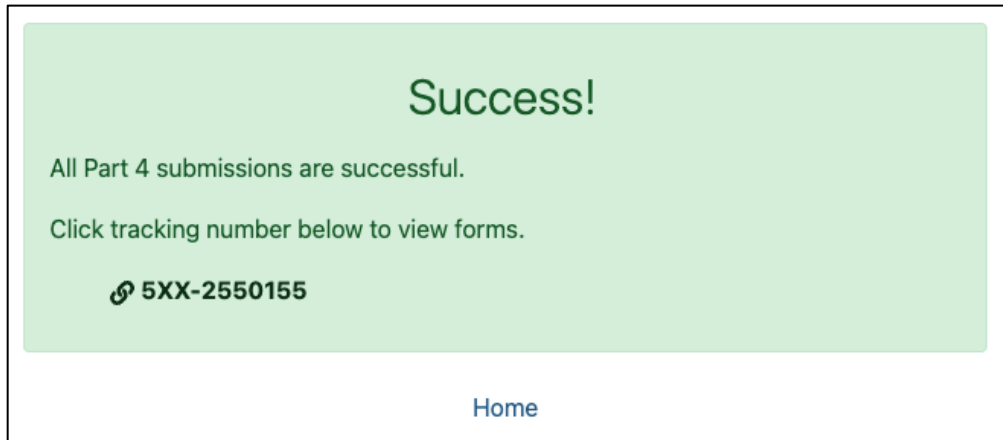


Figure 6-5

7 Reports

This section provides direction on pulling reports for 5XX-NXX data in NAS GUI (Figure 7-1). 5XX-NXX report options include:

- Section **7.1 5XX-NXX Assignments Needing Part 4 Report**, which allow the user to view data for 5XX-NXX where a Part 4 has not been submitted.

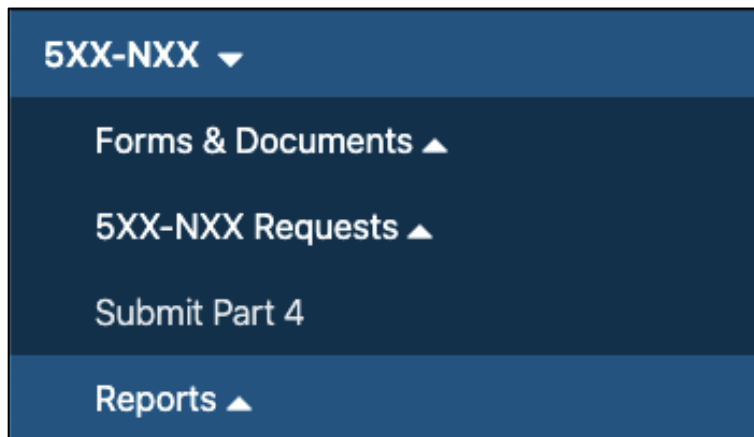


Figure 7-1

7.1 5XX-NXX Assignments Needing Part 4 Report

The **5XX-NXX Assignments Needing Part 4 Report** allows a user to pull data for 5XX-NXX where a Part 4 has not been submitted in the NAS GUI.

From the **5XX-NXX** toolbar, select **Reports**, then **5XX-NXX Assignments Needing Part 4 Report** (Figure 7-2). NAS will display the **Preliminary 5XX-NXX Assignments Needing Part 4 Report** screen (Figure 7-3).

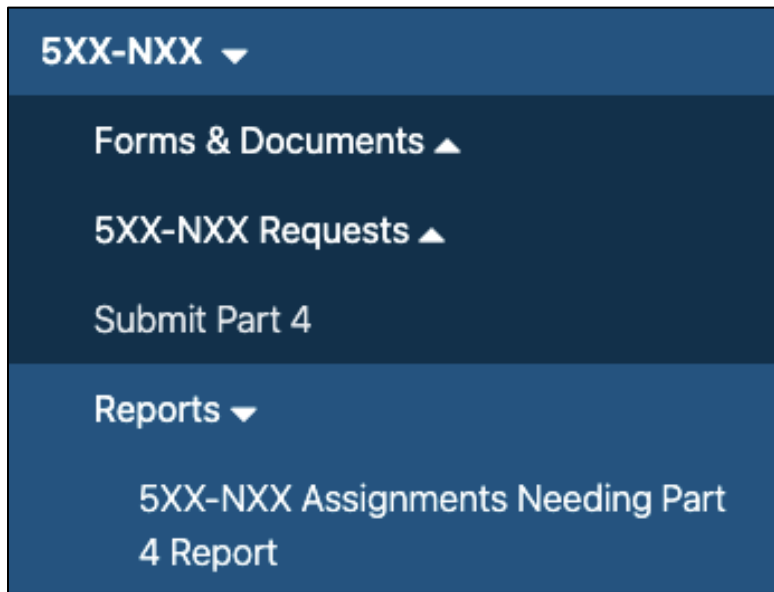


Figure 7-2

7.1.1 Preliminary 5XX-NXX Assignments Needing Part 4 Report

The **Preliminary 5XX-NXX Assignments Needing Part 4 Report** screen (Figure 7-3) allows the user to select the search data. Select the:

- **NPA**
- **Service Provider OCN,**

A **Select All** option is available to select all **5XX NPAs**.

Only **Service Provider OCNs** in the user's profile will be provided in the drop-down list. A **Select All** option is available to select all **Service Provider OCNs** in the user's profile.

To clear the data from the fields, select **Clear Form**.

Select **Submit** to proceed. NAS will provide the **5XX-NXX Assignments Needing Part 4 Report** screen (Figure 7-4).

A form titled '5XX-NXX Assignments Needing Part 4 Report' in large blue font. Below the title are two dropdown menus. The first is labeled 'NPA *' and has a 'Select' option. The second is labeled 'Service Provider OCN *' and also has a 'Select' option. At the bottom of the form are two buttons: 'Clear Form' and 'Submit'.

Figure 7-3

7.1.2 5XX-NXX Assignments Needing Part 4 Report

The **5XX-NXX Assignments Needing Part 4 Report** screen (Figure 7-4) provides the search results for the data entered. The following may be selected:

- **Export to XLSX** and the file will be download as an Excel xlsx file.
- **Search Again** and the user will be taken back to the preliminary screen, refer to Section 7.1.2 **5XX-NXX Assignments Needing Part 4 Report**.

Tracking Number ▲	NPA ▲	NXX ▲	Service Provider OCN ▲	Service Provider OCN Name ▲	Assignment Date ▲	Part 4 Due Date ▲
5XX-2550155	500	262	TEST	TEST TELCO	05/16/2024	11/16/2024
5XX-2550155	529	939	TEST	TEST TELCO	05/16/2024	11/16/2024
5XX-2550155	529	940	TEST	TEST TELCO	05/16/2024	11/16/2024
5XX-2550155	529	941	TEST	TEST TELCO	05/16/2024	11/16/2024
5XX-2550155	529	942	TEST	TEST TELCO	05/16/2024	11/16/2024
5XX-2550155	529	943	TEST	TEST TELCO	05/16/2024	11/16/2024
5XX-2550155	529	944	TEST	TEST TELCO	05/16/2024	11/16/2024
5XX-2550155	529	945	TEST	TEST TELCO	05/16/2024	11/16/2024

Figure 7-4