

Service Provider (SP) & Service Provider Consultant (SPC) 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.

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1 Introduction

1.1 Purpose

This document outlines the Service Provider (SP) and Service Provider Consultant (SPC) 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 *Service Provider and Service Provider Consultant NANP Administration System (NAS) User Registration Guide*.

1.3 Content Summary

This document will guide Service Provider (SP) and Service Provider Consultant (SPC) 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:

• Service Provider and Service Provider Consultant 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 Service Provider (SP)

A Service Provider (SP) user is a representative of an entity authorized to request and hold assignments of North American Numbering Plan (NANP) resources.

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

1.6.2 Service Provider Consultant (SPC)

A Service Provider Consultant (SPC) user is a representative of an entity authorized to request assignments of North American Numbering Plan (NANP) resources for a Service Provider (SP) under contract with them.

SPC 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 Service Provider or Service Provider Consultant registration with the **Subscription Choice** of **Other Resources** selected and the Service Provider OCN in their user profile (see the Service Provider and Service Provider Consultant 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

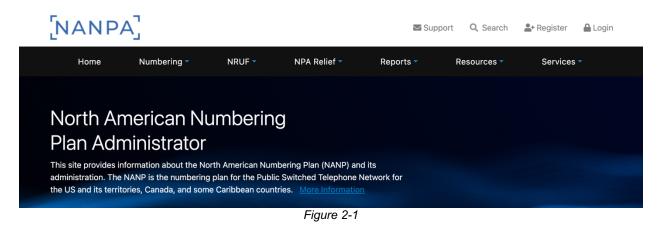
To log in to NAS the user must be a registered user, have a valid and active username and password, and have established two-factor authentication.

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



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

Log In to NA	S
Username *	
Password *	
Login	
Forgot Password Forgot Username	
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 user must enter the Multi-Factor Authentication code associated with their NAS account. All fields with a red asterisk (*) are required.

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Multi-Factor Verification

Enter the verification code from your authenticator app to complete login Verification Code *

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).



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 (see Figure 2-4), then select **Reset Password**. NAS will provide the **Change Password** screen (Figure 2-6).

SPUSERCTE (SP)
Profile
Update Switch/SPID/LRN/DPC
NAS User Report
Reset Password
Log Out
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	d
Current Password *	
New Password *	
Password Requirements:	
⊗ At least 16 characters	
⊗ At least 1 uppercase letter	
\otimes 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.

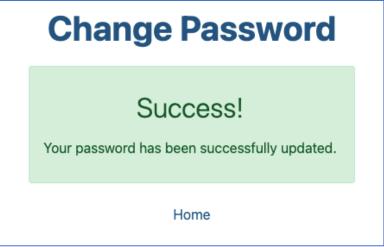


Figure 2-7

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 will be displayed (Figure 2-8).

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, select **Update Profile** to submit those changes, NAS will display the **Confirmation** screen (Figure 2-9).



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.

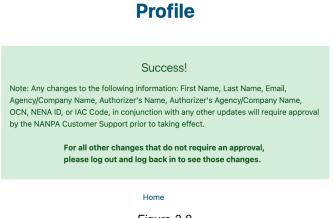


Figure 2-9

2.5 NAS User Report

The NAS User Report will show users with the same OCNs as the user querying the report. To view the **NAS User Report**, select the **Person icon** located in the upper right corner (Figure 2-5), then **NAS User Report**, the **NAS User Report** screen will be displayed (Figure 2-10).

NAS User Report

State *				
Select				\$
NPA *				
Select				÷
Service Pr	ovider OCN *			
Select				\$
Status *				
○ Active	$^{\bigcirc}$ Inactive	\bigcirc Both		
			Submit	

Figure 2-10

From the NAS User Report screen, select the following;

• State - Select a State. This is a drop-down list of states in the user's profile.

- NPA Select an NPA. This is a drop-down list of all NPAs in the user's profile.
- Service Provider OCN Select a Service Provider OCN. This is a drop-down list of all Service Provider OCNs in the user's profile.
- Status Select the Status of Active, Inactive or Both.

Select Submit to view the NAS User Report (Figure 2-11).

					NASU	lser Re	port					
Reported On: 08/29/2024											Export to XLSX	Search Again
Company/Agency First Name A	Last Name A	Street 🛎	City 🛎	Country	State/Territory 🛎	Zip≜	Phone 🛎	E-mail 🔺	State(s) ≜	NPA(s) 🛦	Create Date A	Status ≜
					Figure	2-11					64 A	

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "No results found for those search parameters."
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow highlighted shows the current sort.

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.

Thousands-Block/CO Code 🔺
5XX-NXX 🔺
9YY-NXX 🔺
NRUF 🔺
p-ANI 🔺
NANP Notification System (NNS)
Historic Thousands-Block/CO Code Forms and Reports 🔺

Figure 3-1

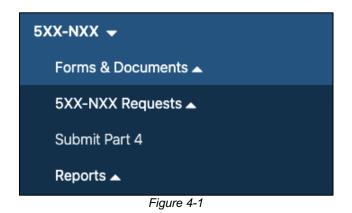
5XX-NXX 👻
Forms & Documents 🔺
5XX-NXX Requests 🔺
Submit Part 4
Reports 🔺
Figure 3-2

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.



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).

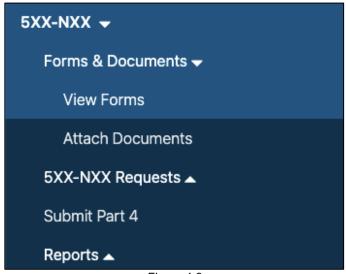


Figure 4-2

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 the 5XX-NXX resource entered.

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.

Selection					
Select		\$			
Advanced S	Search) Service Provid	er OCN		
Select	\$	Select	÷		
Date Range From mm/dd/yyyy		To mm/dd/yyyy			
Form Type					
All	\$				

Figure 4-3

Search				ms Sea			
Selection							
Advanced Searc	h √ ≑						
Advanced So	earch						
5XX	Ser	vice Provide	r OCN				
500	✓ ¢	EST - TEST	TE 🗸 🗢				
Date Range							
From	То						
01/01/2024 🗸		3/09/2024					
Form Type							
гопп туре							
	✓ ÷						
	✓ ≑						
	✓ ¢						
	√ ≑						
		arch					
All		arch					
All		Form Type	Date &	5XX-NXX &	Service Prov OCN	vider 🔺	
All Clear Form	Se		Date ≜ 03/26/20	5XX-NXX & 500-201	Service Prov OCN	vider 🔺	0
All Clear Form Tracking Number 4	Applicati on Type	Form Type ▲				rider 🔺	@ @
All Clear Form Tracking Number 4 5XX-2549948	Applicati A on Type Modificat	Form Type	03/26/20	500-201	TEST	rider 🔺	-

Figure 4-4

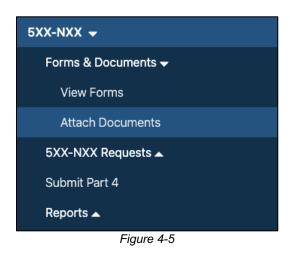
4.2 Attach Documents

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).



4.2.1 Preliminary Attach Documents

From the preliminary **Attach Documents** screen (Figure 4-6) 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.

Attach	n Documents
Tracking Numbers *	h
Clear Form Next	

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 field is provided to add additional information on the type of document e.g., certification.

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

	Attach	Documents		
Please allow for up to on receive an email confirm	e minute for your file to upload. If the f	ded Successfully ile fails our virus scan, you will no	it see this file uploaded, ins	tead you will
Tracking Number(s) • Z 5XX-2550374			Enter	new tracking numbers
Document Choose File Sample Certifica	tion.docx			
Description				
		load Document		_
Uploaded Docun	nents			Refresh
File Name 🛦	Tracking Number 🛦	Description 🛦	Create Date	Delete
		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** •
- Description •
- **Create Date** •

Attach Documents					
Please allow for up to one receive an email confirmin	minute for your file to upload. If the f	ded Successfully ile fails our virus scan, you will not see	e this file uploaded,	instead you will	
Tracking Number(s) * ☑ 5XX-2550374			Ent	er new tracking numbers	
	Document Choose File Sample Facilities Readiness.pdf				
Description					
Uploaded Docum		load Document		Refresh	
File Name 🛦	Tracking Number 🛦	Description 🛦	Create Date 🛦	Delete	
Sample Facilities Readiness.pdf	5XX-2550374	Facilities Readiness Docu	08/09/2024	Ē	
Sample Certification.docx	5XX-2550374	Certification Documentati	08/09/2024	ā	
		Rows per page:	10 🔻 1-2 of 2	$ \langle \rangle \rangle > \rangle$	

Figure 4-8

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.

5XX-NXX 🗸
Forms & Documents 🔺
5XX-NXX Requests 🔺
Submit Part 4
Reports 🔺
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).

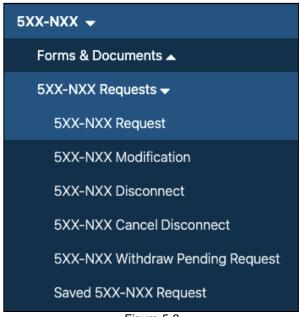


Figure 5-2

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).

New 5XX-NXX Request		
Part 1 - Service Provider	Part 1 - Service Provider	
Part 1 - Initial 5XX- NXX Part 1 -	If you need assistance, please contact us via: • Phone: 1-866-623-2282 • Email: support@nanpa.com	
Growth 5XX- NXX	Service Provider OCN *	
	Select Type of Request *	\$
	Initial 5XX-NXX Code Growth 5XX-NXX Code Quantity of 5XX-NXX(s) being requested *	
	Part 1 Form Footnotes / Instructions	
	Continue	

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).

	New 5XX-NXX Request		
	Your r	CCESS! request has been successfully er is 1040.	saved. Your reference
Ho	ome	Continue Editing This Request	View Saved Requests

Figure 5-4

rt 1 - rvice	Part 1 - Initia				
Provider Part 1 -					
tial 5XX- X		Please note that any field marked with a red asterisk (*) is a required field and must be populated based on the requirements listed below.			
rt 1 – owth X-NXX	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.				
A HAA	Service Provider OCN				
	WXYZ - TEST TELEC	0, INC.			
	Quantity of 5XX-NXX(s) being requested				
	5				
	Type of Request				
	Initial 5XX-NXX				
	5XX-NXX(s) Assignme	ent Preference in order of priori	ty		
	Month 1	Month 2	Month 3		
	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		
	0	Ū			
	Sum of months 1-6 ab	ove			
	Sum of months 1-6 ab	ove			
		ove			
	0	ove			
	0	ove			
	0 Comments I hereby certify that t knowledge, that the a	he above information is true a	and accurate to the best of my I be used in the provision of non- cation has been prepared in		
	0 Comments I hereby certify that t knowledge, that the a geographic 5XX-NXX	he above information is true assigned 5XX-NXX codes will (services, and that this appli Non-Geographic 5XX-NXX C	l be used in the provision of non- cation has been prepared in		

Figure 5-5

5.1.3 Part 1 – Growth 5XX-NXX

The Part 1 – Growth 5XX-NXX screen (

Figure 5-7Figure 5-5) 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 5-6Figure 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).

N	ew 5XX-NXX	(Request
Your	ICCESS! request has been successfully s ber is 1040 .	saved. Your reference
Home	Continue Editing This Request	View Saved Requests

Figure 5-6

	New	5XX-NXX Red	quest		
Part 1 - Service Provider Part 1 - Initial 5XX-NXX	Dant 1 Oracut				
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 n	equirements listed below.			
	The 5XX-NXX Applicant i Please periodically review	nformation on the Part 1 form is pop your user profile to ensure this info	ulated from your user profile. prmation is current.		
	Service Provider OCN *				
	TEST - TEST Quantity of 5XX-NXX(s) being requested *				
	1	ang requested -			
	Type of Request *				
	Growth 5XX-NXX				
	Growth 5XX-NXX Co 5XX-NXX(s) Assignment	de(s) Request Preference in order of priority			
	NOTE: It is the responsi	bility of the applicant to arrange v	with other entities code		
	activation, deactivation	, and changes.) Available for Assignment *			
		, Available for Assignment			
	Telephone Numbers (TNs) Assigned *			
	Total Numbering Resourc	es in Applicant's Inventory *			
	Monthly growth history	for last 6 months			
	Growth History Previous				
	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				
	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 Forecas	Average Monthly Forecast (Sum of months 1-6 divided by 6) *			
	Months to Exhaust (TNs Available for Assignment / Average Monthly Forecast) *				
	Utilization Level *				
	Comments				
			h		
	knowledge, that the ass geographic 5XX-NXX se accordance with the No	above information is true and acc igned 5XX-NXX codes will be use ervices, and that this application I n-Geographic 5XX-NXX Code As instruction	d in the provision of non- has been prepared in		
	Part 1 Form Footnotes / In	istructions			
		Save	1		

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).

 Part 1 - Service	Success!	
Provider Part 1 - Initial	Your request has been successfully submitted.	
5XX-NXX Part 1 - Growth	Click tracking number below to view forms.	
5XX-NXX	@ 5xx-2550437	
	Home Attach Documents	

New 5XX-NXX Request

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).

Type of Change *	
OCN: Intra-company	○ OCN: Inter-company
Enter 5XX-NXX Code *	
Note: It is the responsibility of th deactivation and changes.	ne applicant to arrange with other entities code activation,
Service Provider OCN *	
Select	÷
Comments	
	formation is true and accurate to the best of my

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 5XX-NXX Disconnect Confirmation 	5XX-NXX Disconnect			
	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 V 5XX-NXX A					
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 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 5XX-NXX Disconnect Confirmation	5XX-NXX Disconnect Confirmation
	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).

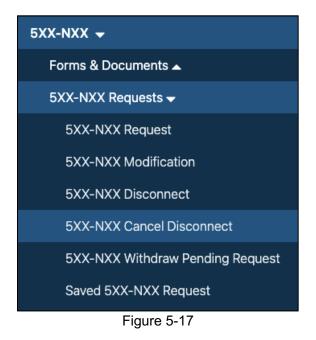
5XX-NXX Disconnect					
 5XX-NXX Disconnect 5XX-NXX Disconnect Confirmation 	Success! Your request has been successfully submitted. Click tracking number below to view forms.				
	Home Attach Documents				

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).



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).

Enter 5XX-NX	(X Code *
Comments	
knowledge, t geographic 5 with the Non	ify that the above information is true and accurate to the best of my that the assigned 5XX-NXX codes will be used in the provision of non- 5XX-NXX services, and that this application has been prepared in accordance -Geographic 5XX-NXX Code Assignment Guidelines.

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.			
<i>ው</i> 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 not 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** screen (Figure 5-21).

5XX-NXX 🗸
Forms & Documents 🔺
5XX-NXX Requests 🗸
5XX-NXX Request
5XX-NXX Modification
5XX-NXX Disconnect
5XX-NXX Cancel Disconnect
5XX-NXX Withdraw Pending Request
Saved 5XX-NXX Request

Figure 5-20

5.5.1 5XX-NXX Withdraw Pending

The **5XX-NXX Withdraw Pending** 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).

Enter 5XX-1	NXX Code *
Comments	
knowledge geographic with the No	ertify that the above information is true and accurate to the best of my e, that the assigned 5XX-NXX codes will be used in the provision of non- c 5XX-NXX services, and that this application has been prepared in accordance on-Geographic 5XX-NXX Code Assignment Guidelines. Footnotes / Instructions

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.

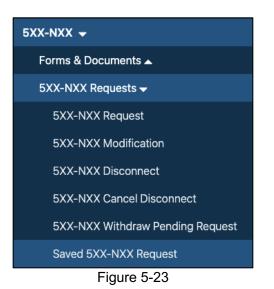
5XX-NXX Withdraw Pending
Success!
Your request has been successfully submitted. Withdrew pending work item with tracking number: 5XX-2550437
Home

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).



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.

Save	d	5XX	-NXX I	Rec	uest	S
Reference Number	•	OCN 🛦	Type of Request		Delete	
1040		TEST	Growth		Ô	



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).

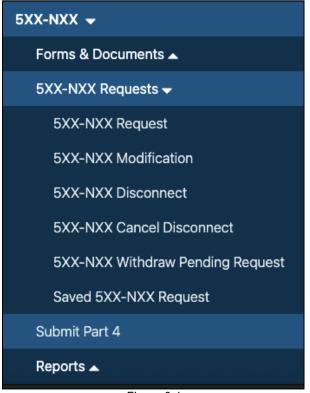


Figure 6-1

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-NXX 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-NX>	K Part 4 Search	
Tracking Number	*	
Or		
5XX-NXX *		
Or		
Service Provider	OCN *	
Select		\$
5XX *		
Select		\$
	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-1	NXX Part	4 Submission			
or more and that applicati current l	telephone numl the NXX code(ion (see Section	bers from the code are assi s) are being used for the pu 5.0, "Responsibilities of Co c 5XX-NXX Code Assignme ST	ecified below are in service (i.e., one gned to end users or customers) irpose specified in the original ode Applicants and Holders" in the ont Guidelines).		
Select 5XX	-NXX Code(s) *				
Select V					
	500-262	05/16/2024	08/23/2024		

Figure 6-3

and that applicat	the NXX code(ion (see Section	s) are being used for the pu	gned to end users or customers) irpose specified in the original ode Applicants and Holders" in the int Guidelines).
	ovider OCN: TES ovider Name: TE		
	-NXX Code(s) * elected 0 rows.		
Select V	5XX-NXX 🛦	Date of Assignment ▼	In-Service Date 🛡
	529-938	05/16/2024	08/23/2024
	529-939	05/16/2024	08/23/2024
	529-940	05/16/2024	08/23/2024
	529-941	05/16/2024	08/23/2024
	529-942	05/16/2024	08/23/2024
	529-943	05/16/2024	08/23/2024
	529-944	05/16/2024	08/23/2024
	529-945	05/16/2024	08/23/2024
		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.

Success!
All Part 4 submissions are successful.
Click tracking number below to view forms.
𝔗 5XX-2550155
Home

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.

5XX-NXX 👻
Forms & Documents 🔺
5XX-NXX Requests 🔺
Submit Part 4
Reports 🔺

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-NXXs 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).

5XX-NXX 👻
Forms & Documents 🔺
5XX-NXX Requests 🔺
Submit Part 4
Reports 🗸
5XX-NXX Assignments Needing Part
4 Report

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).

5X)	X-NXX Assignments Needing Part 4	Report
	NPA *	
	Select	\$
	Service Provider OCN *	
	Select	\$
	Clear Form 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.

5XX-NXX Assignments Needing Part 4 R reported On: 08/23/2024					Export to 2	-	
Tracking Number 🛦	NPA 🛦	NXX 🛦	Service Provider OCN 🛦	Service Provider OCN	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