NANPA

North American Numbering Plan Administrator

Other User NANP Administration System (NAS) User Guide

Non-Geographic 5XX-NXX Resources

Version: 1.1

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.
June 18, 2025	1.1	Updated View Forms section to include “Printable Version” link when saving forms to PDF or printing forms.

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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).

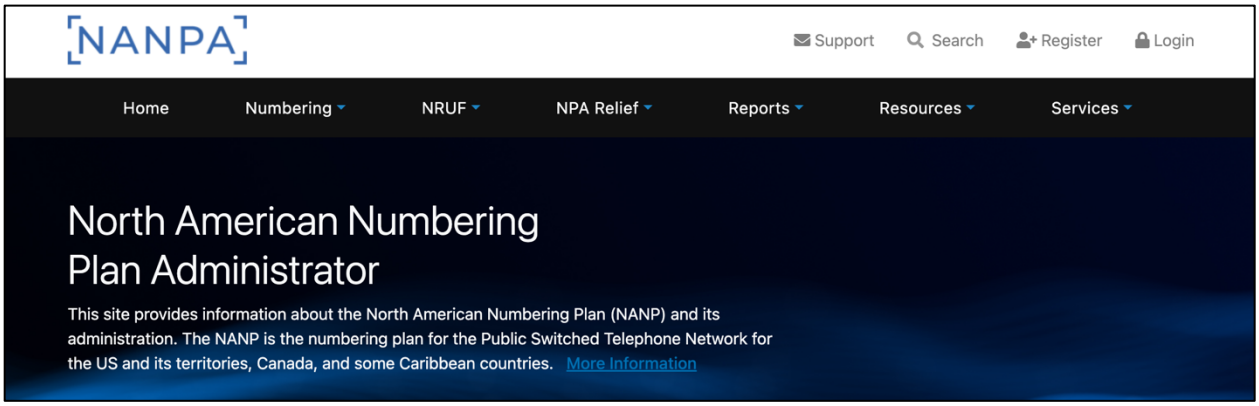


Figure 2-1

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

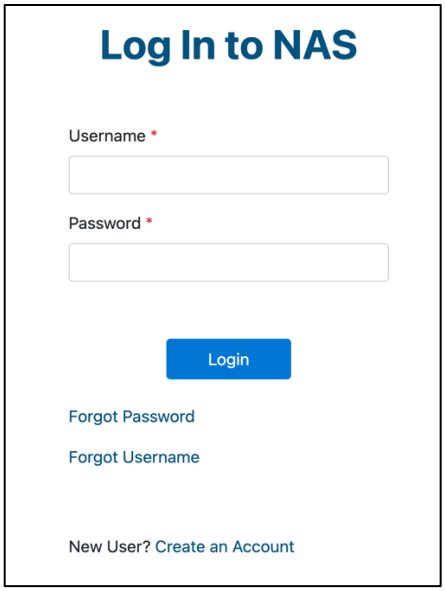


Figure 2-2

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.

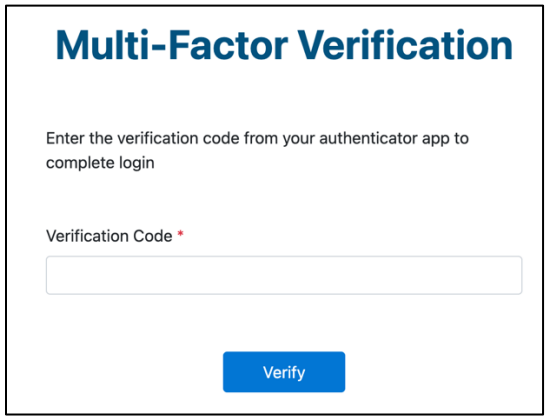


Figure 2-3

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).

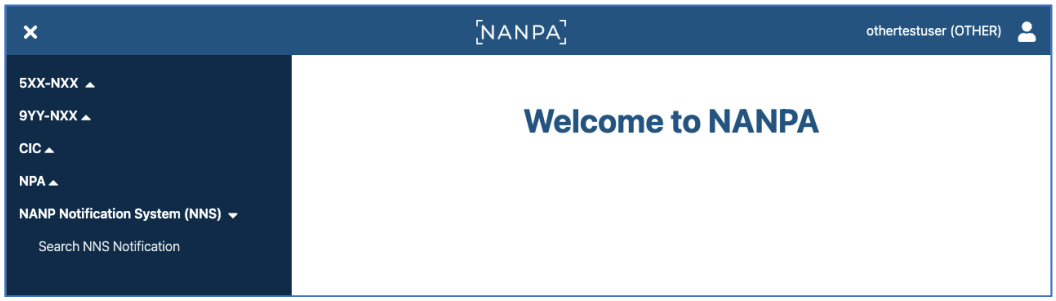


Figure 2-4

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).

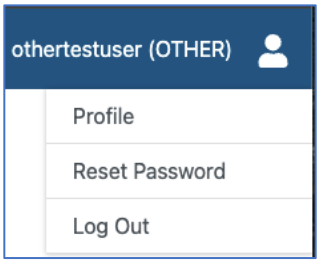


Figure 2-5

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).

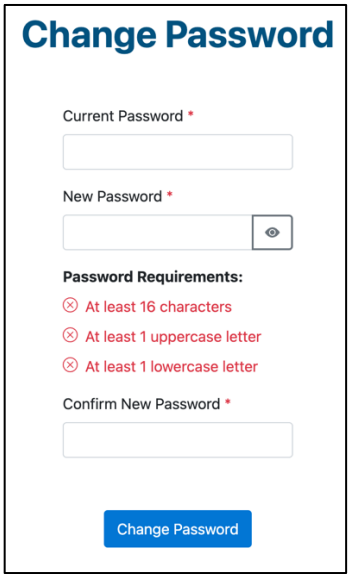


Figure 2-6

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.

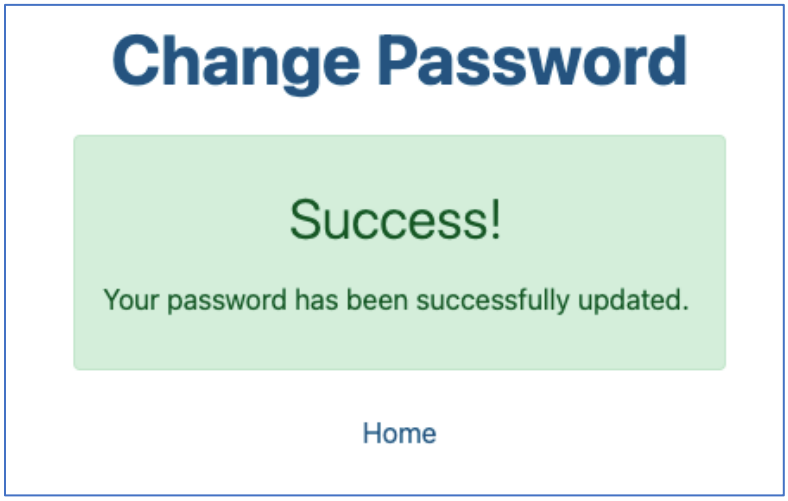


Figure 2-7

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 (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).

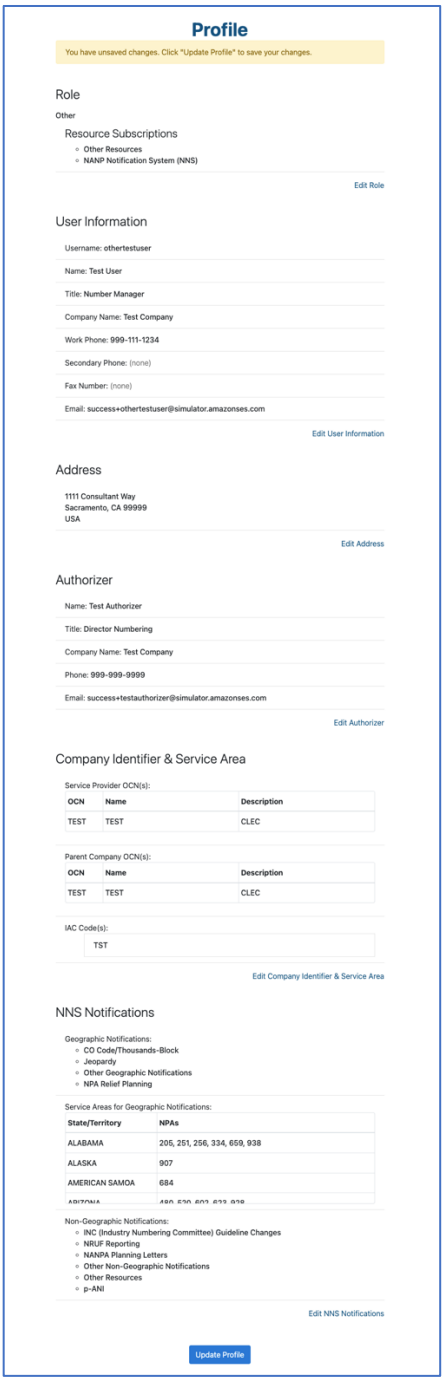


Figure 2-8

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.

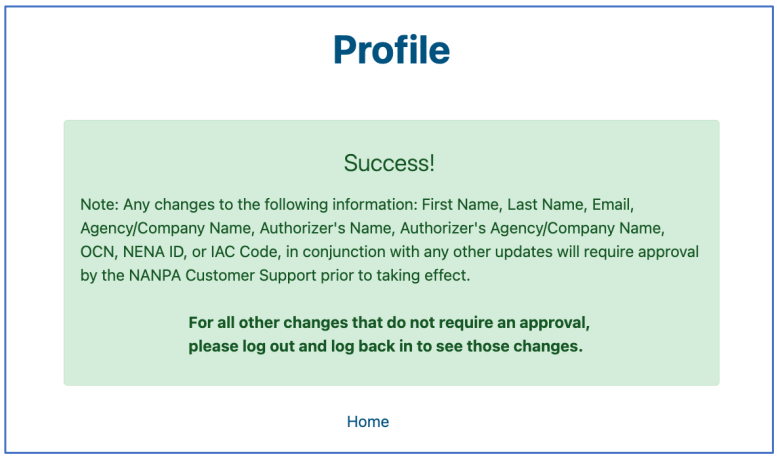


Figure 2-9

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.

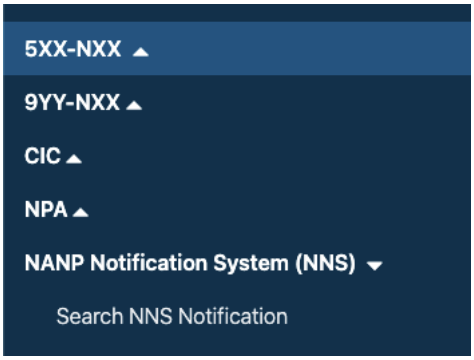


Figure 3-1

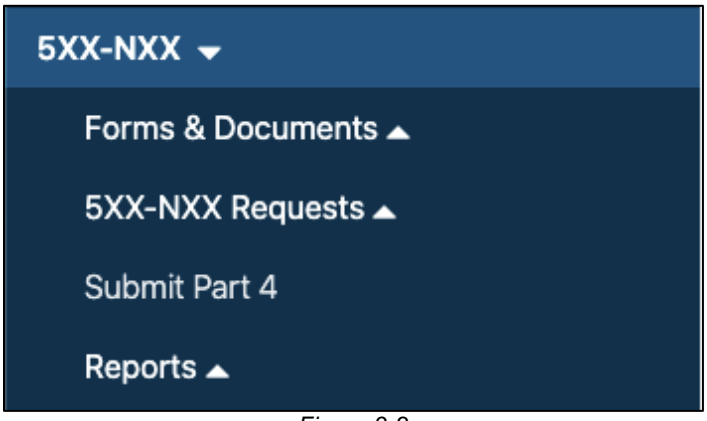


Figure 3-2

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.

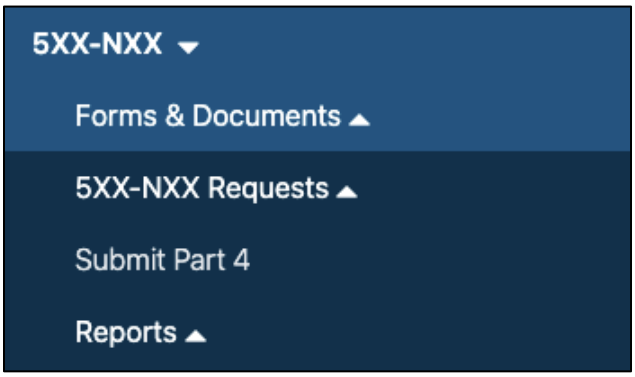


Figure 4-1

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).

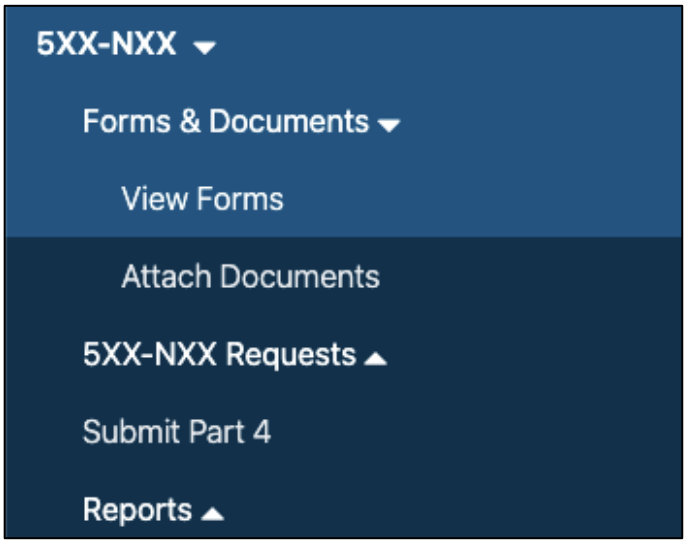


Figure 4-2

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.

To print or save the form, click on the **Printable Version** link located above the form.

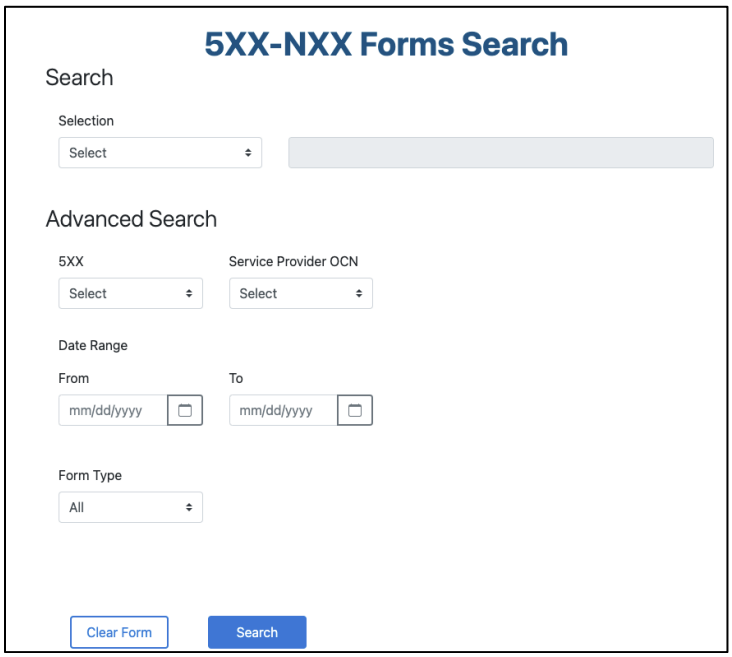


Figure 4-3

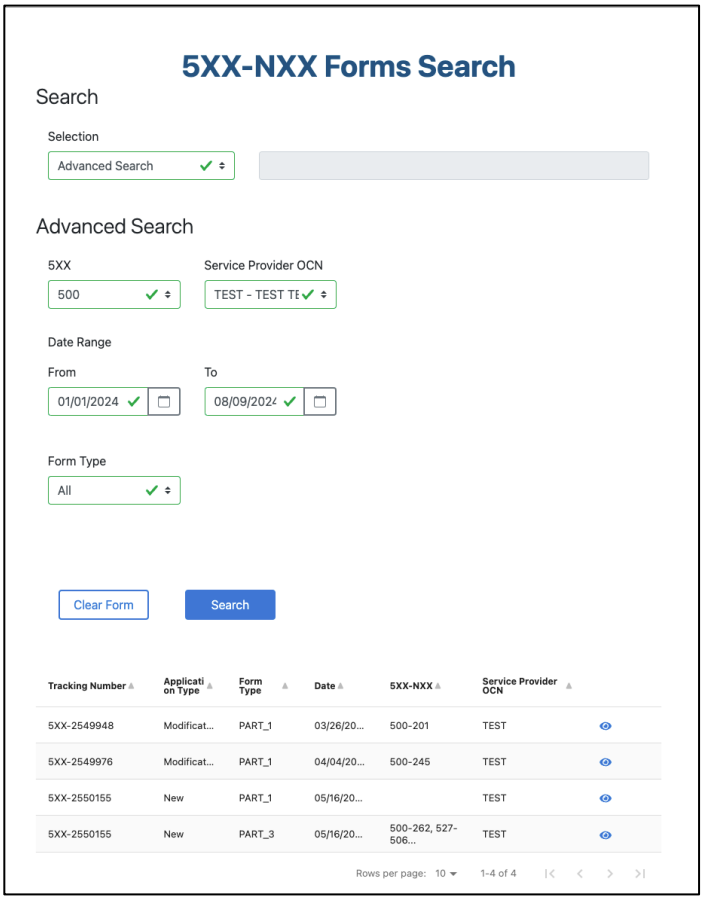


Figure 4-4

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).

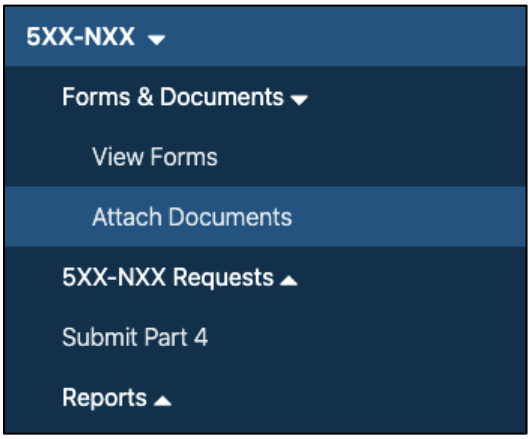


Figure 4-5

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**.

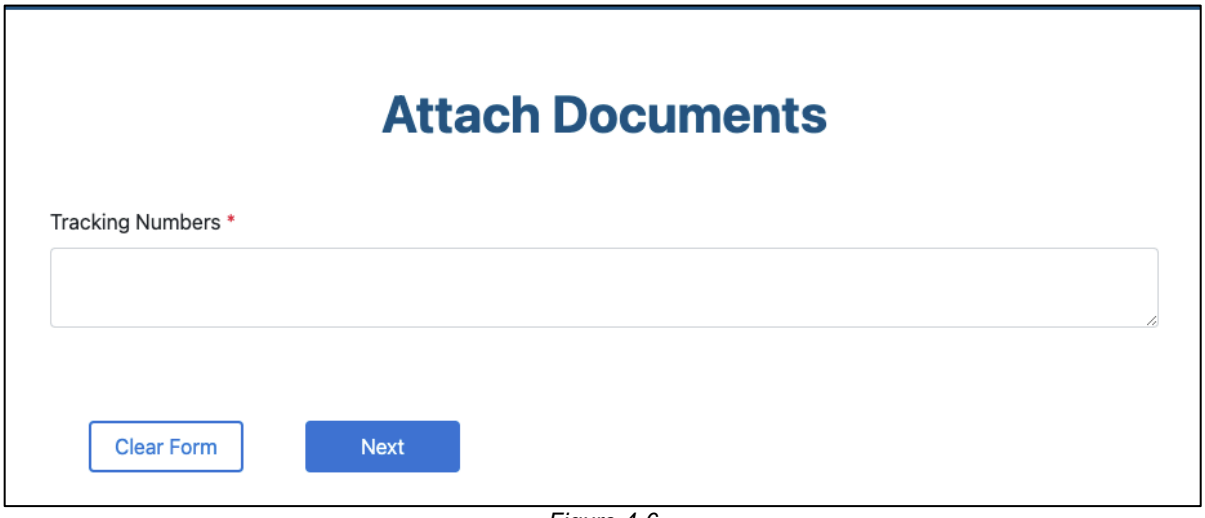


Figure 4-6

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**.

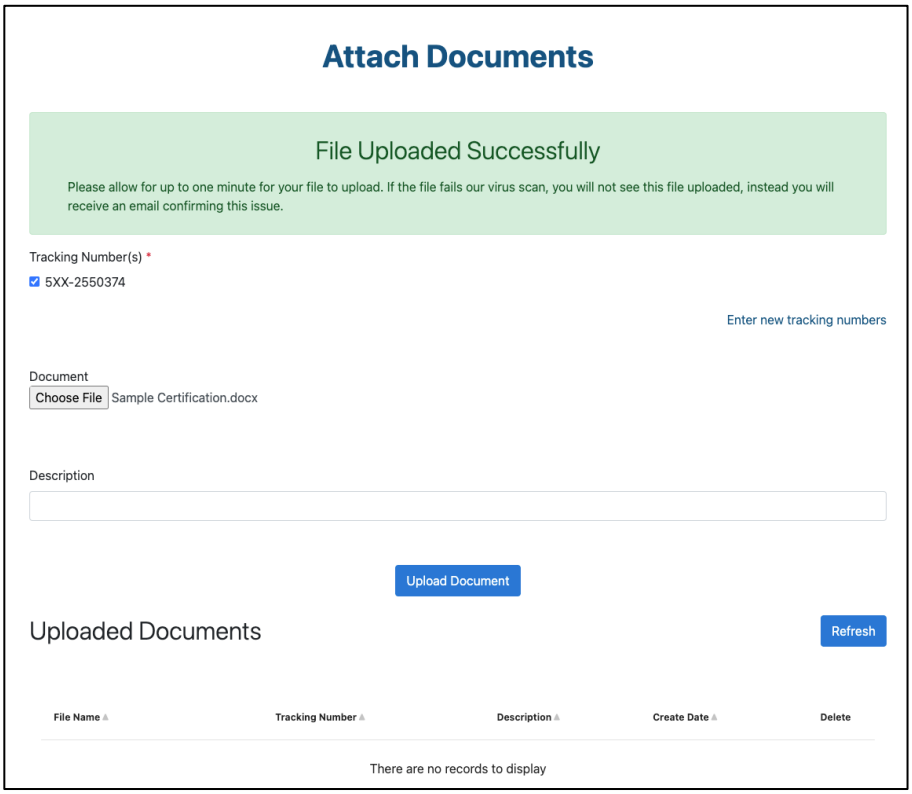


Figure 4-7

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**

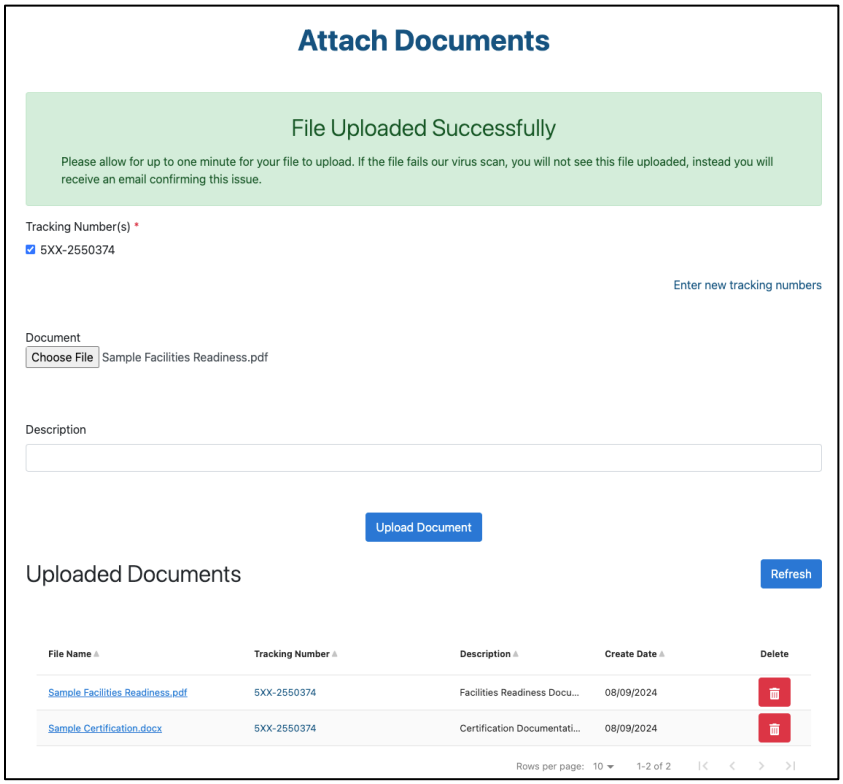


Figure 4-8

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).

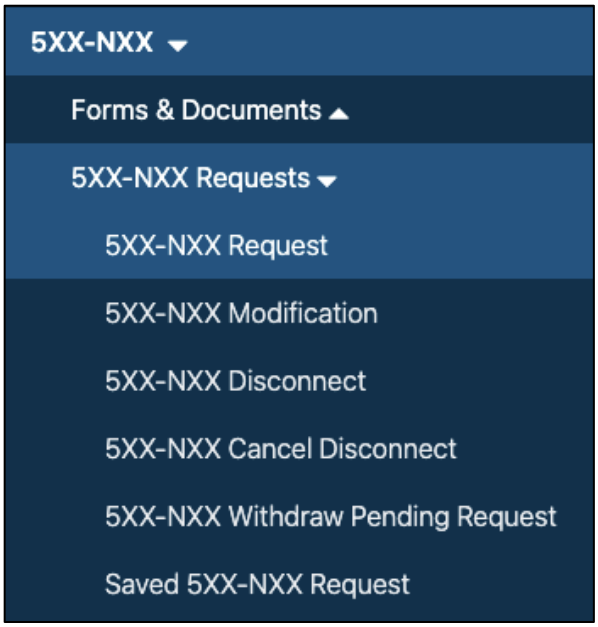


Figure 5-2

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).

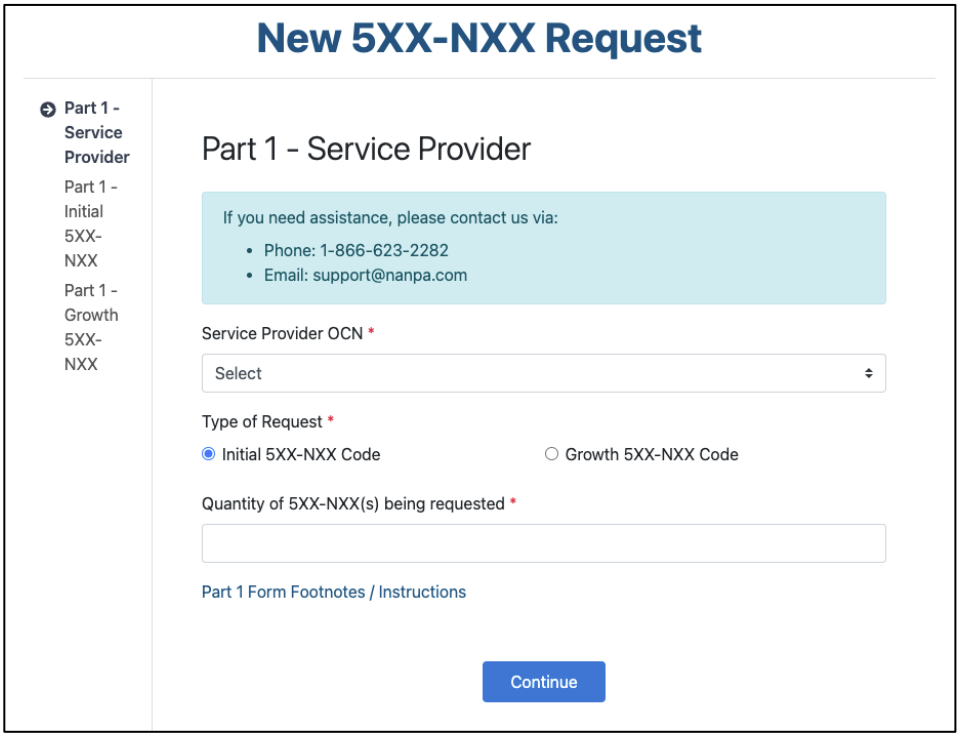


Figure 5-3

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).

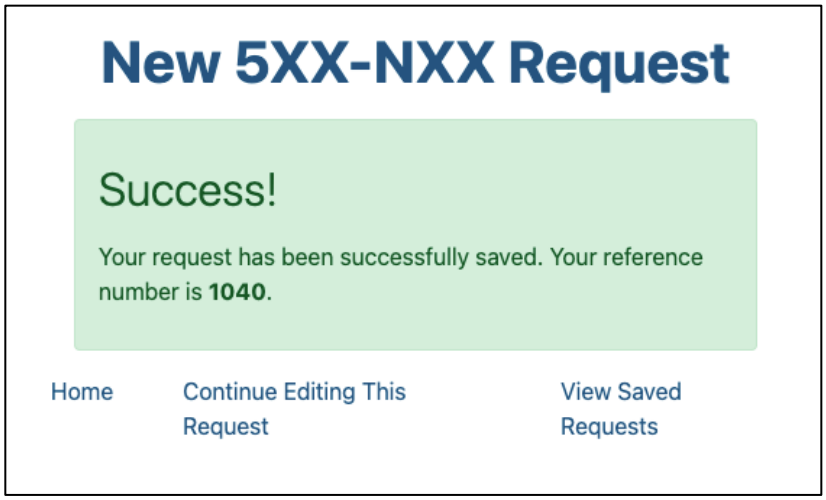


Figure 5-4

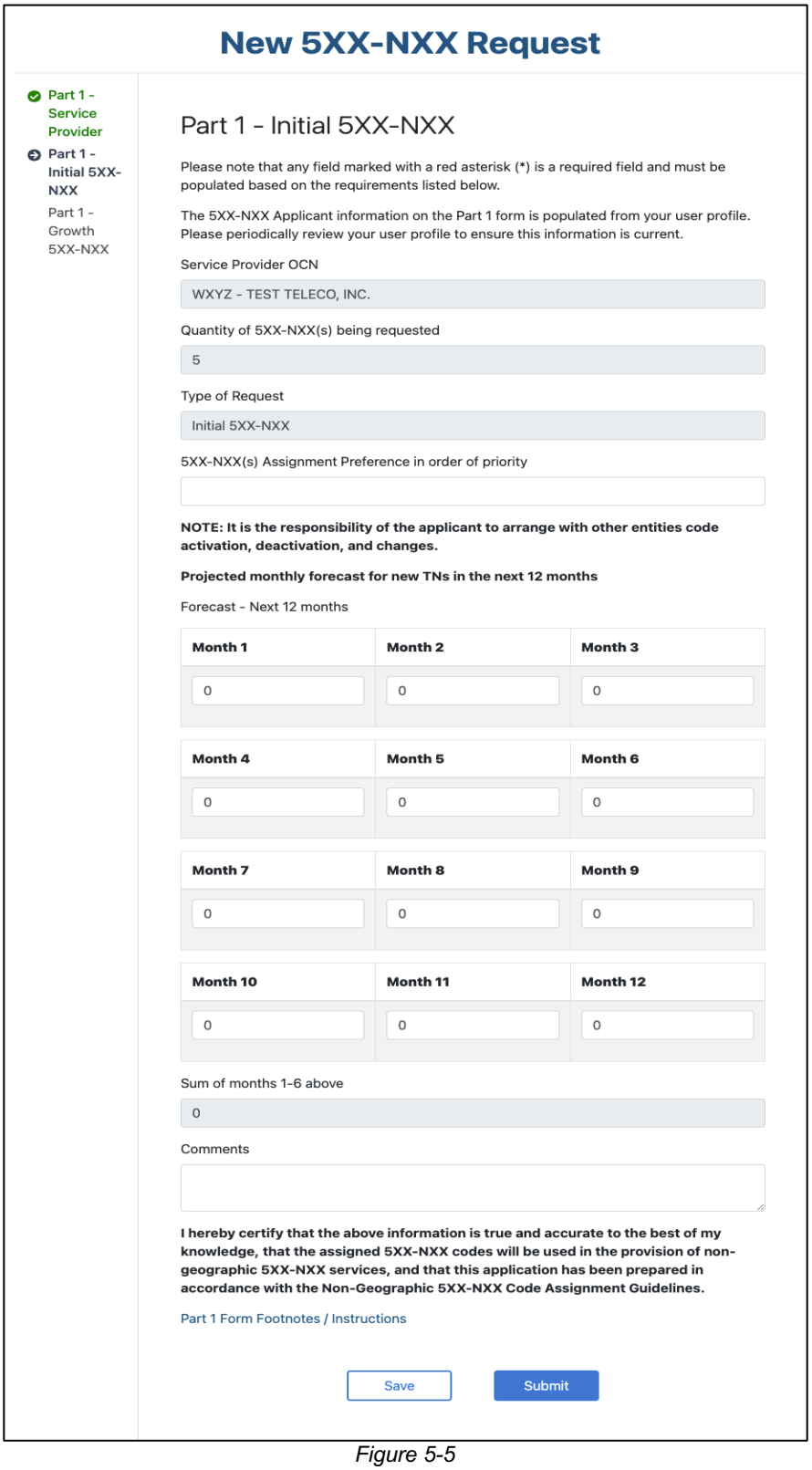

New 5XX-NXX Request
Part 1 - Service Provider
Part 1 - Initial 5XX-NXX
Part 1 - Growth 5XX-NXX
Part 1 - Initial 5XX-NXX
Please note that any field marked with a red asterisk (*) is a required field and must be populated based on the requirements listed below.
The 5XX-NXX Applicant information on the Part 1 form is populated from your user profile. Please periodically review your user profile to ensure this information is current.
Service Provider OCN
WXYZ - TEST TELECO, INC.
Quantity of 5XX-NXX(s) being requested
5
Type of Request
Initial 5XX-NXX
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
Month 4
Month 5
Month 6
Month 7
Month 8
Month 9
Month 10
Month 11
Month 12
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
Save
Submit

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).

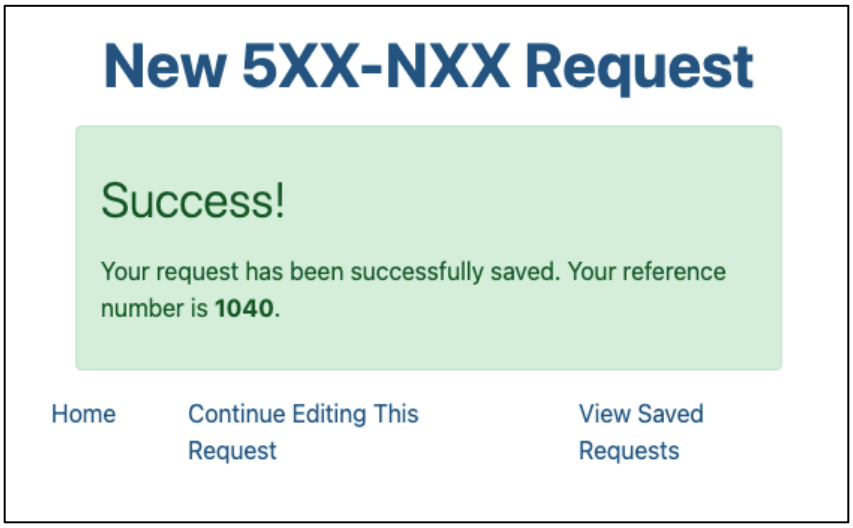


Figure 5-6

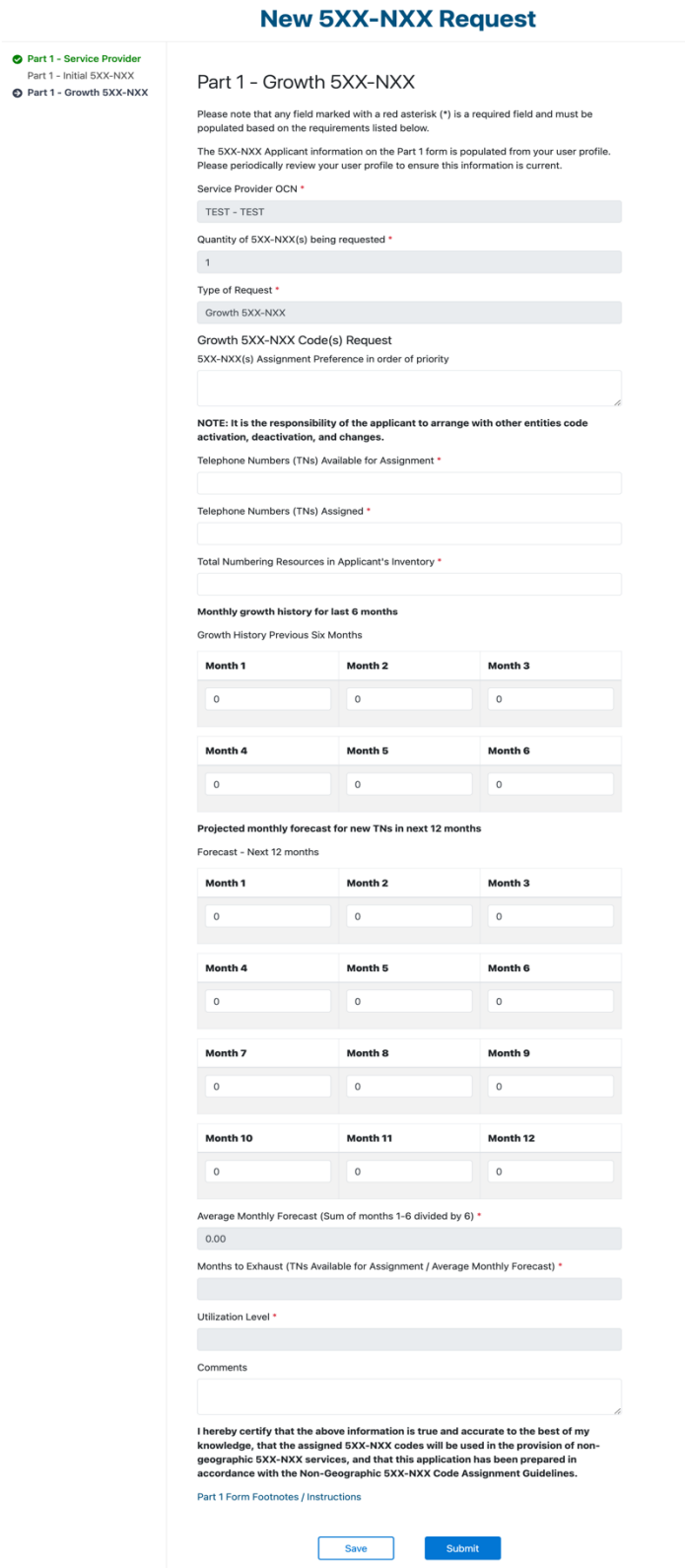

New 5XX-NXX Request
Part 1 - Service Provider
Part 1 - Initial 5XX-NXX
Part 1 - Growth 5XX-NXX
Part 1 - Growth 5XX-NXX
Please note that any field marked with a red asterisk (*) is a required field and must be populated based on the requirements listed below.
The 5XX-NXX Applicant information on the Part 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
Month 4
Month 5
Month 6
Projected monthly forecast for new TNs in next 12 months
Forecast - Next 12 months
Month 7
Month 8
Month 9
Month 10
Month 11
Month 12
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).

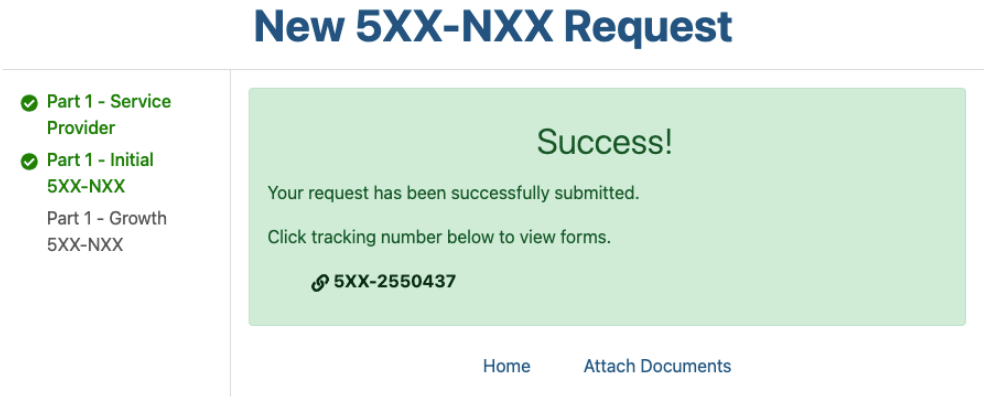


Figure 5-8

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).

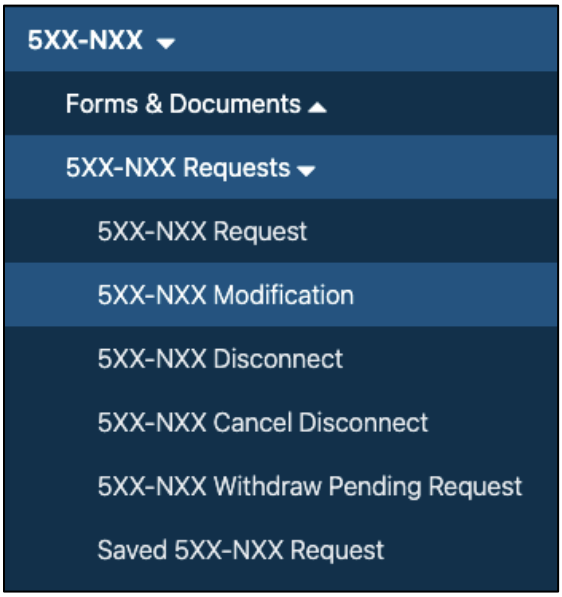


Figure 5-9

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).

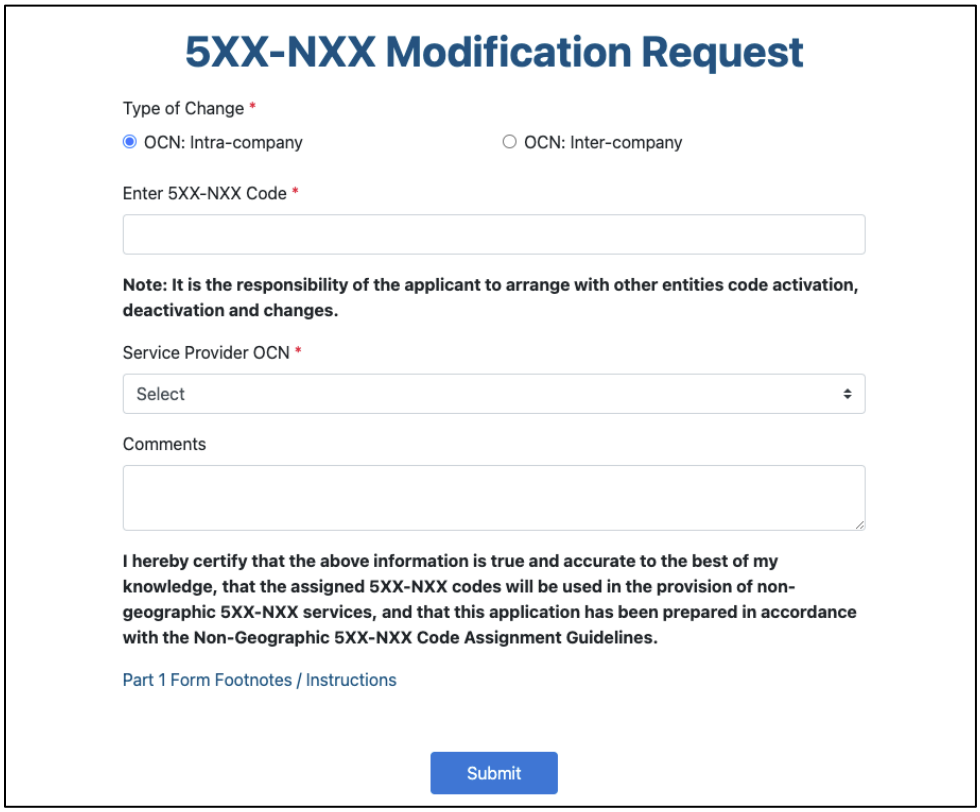


Figure 5-10

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).

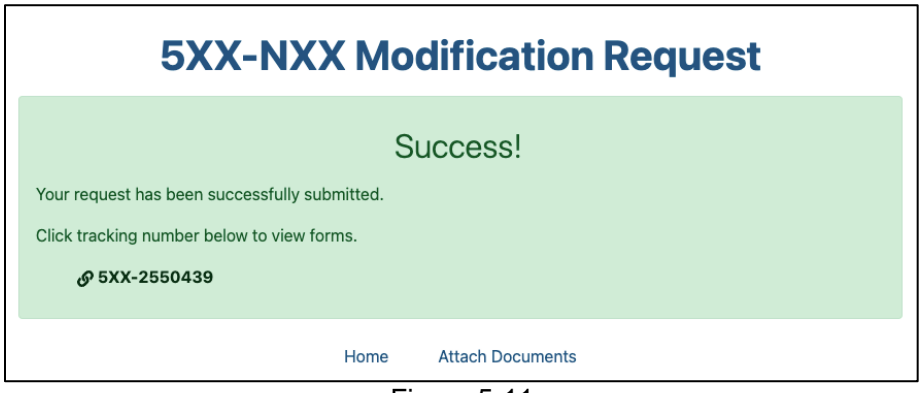


Figure 5-11

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**).**

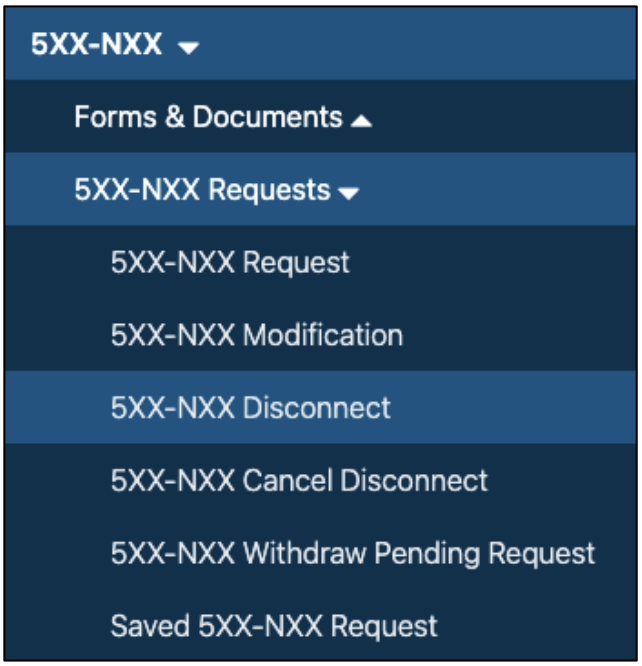


Figure 5-12

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).

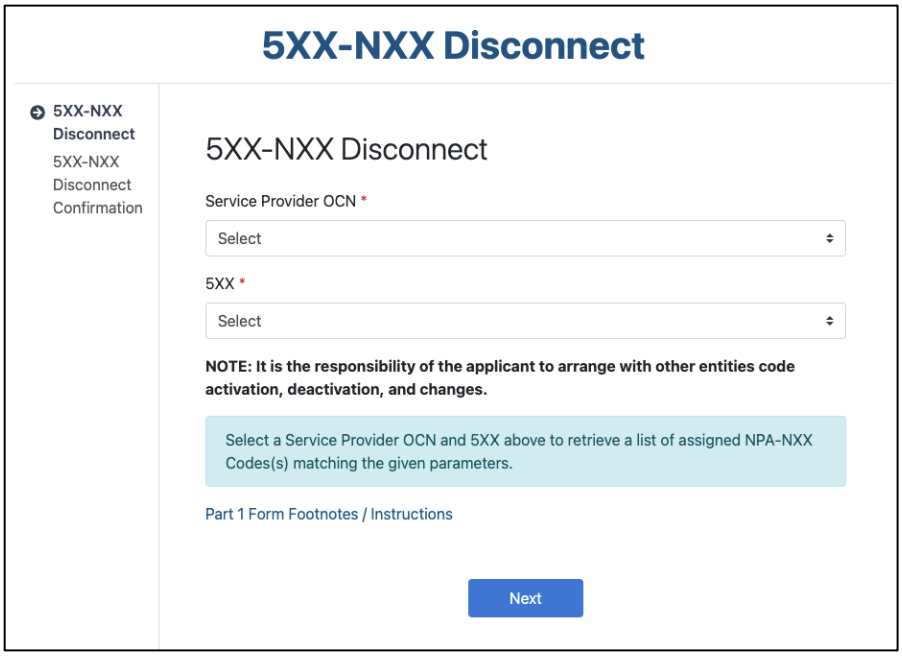


Figure 5-13

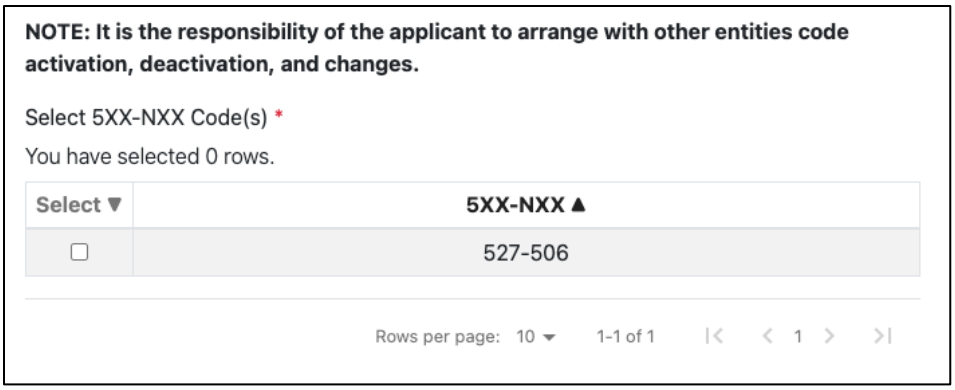


Figure 5-14

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).

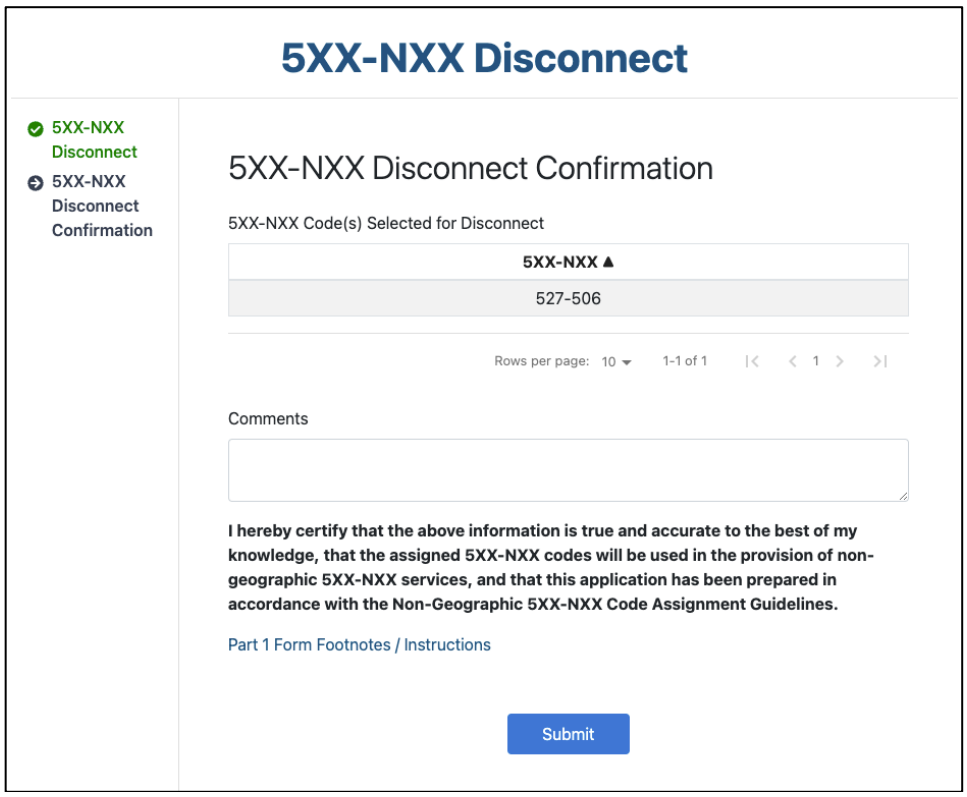


Figure 5-15

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).

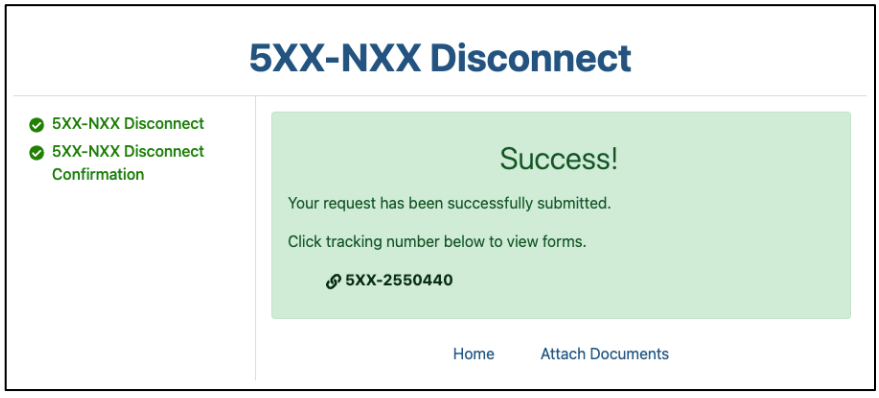


Figure 5-16

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**).**

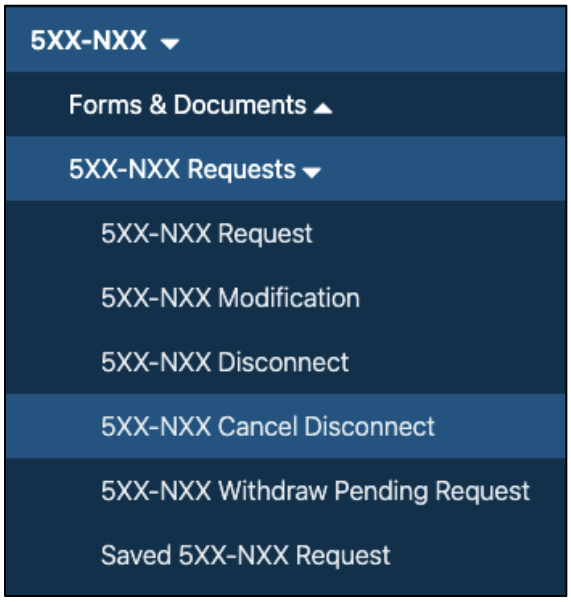


Figure 5-17

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).

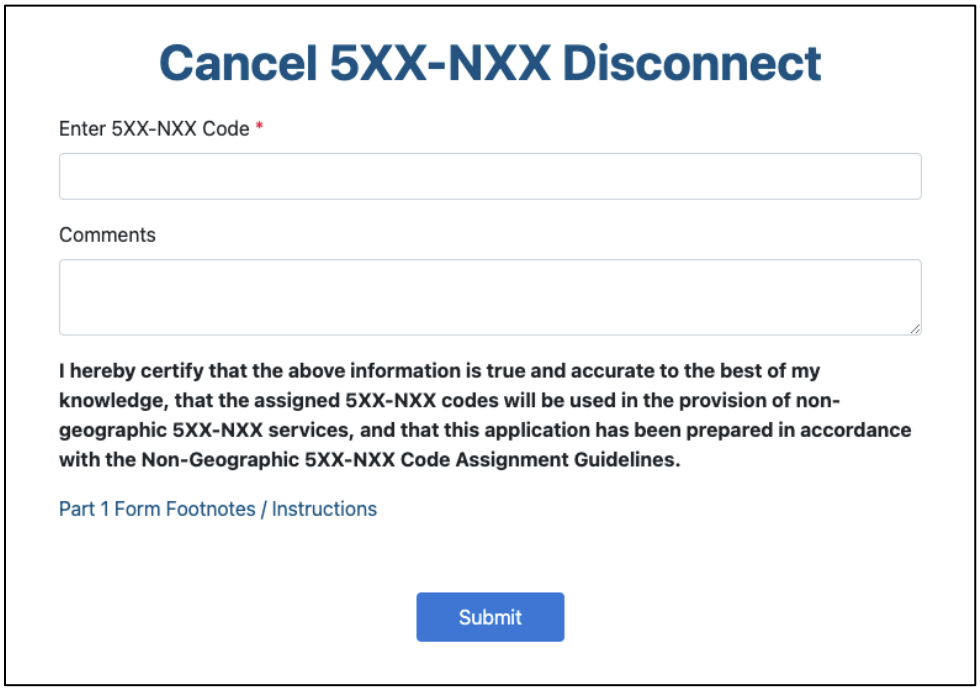


Figure 5-18

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).

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** screen (Figure 5-21**).**

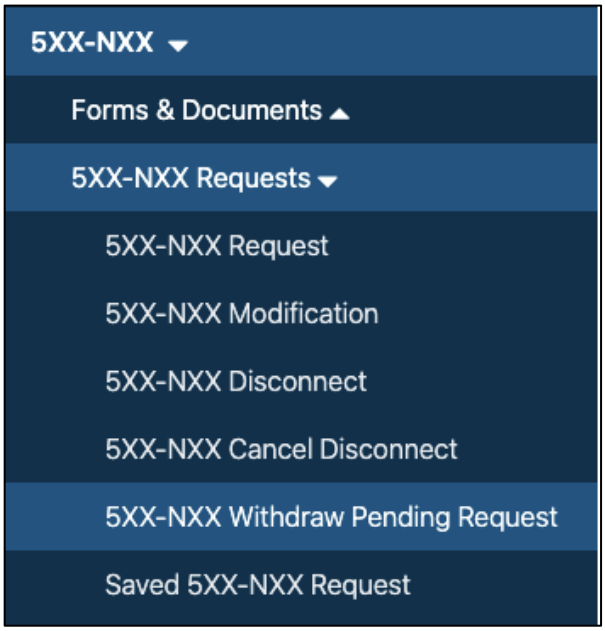


Figure 5-20

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).

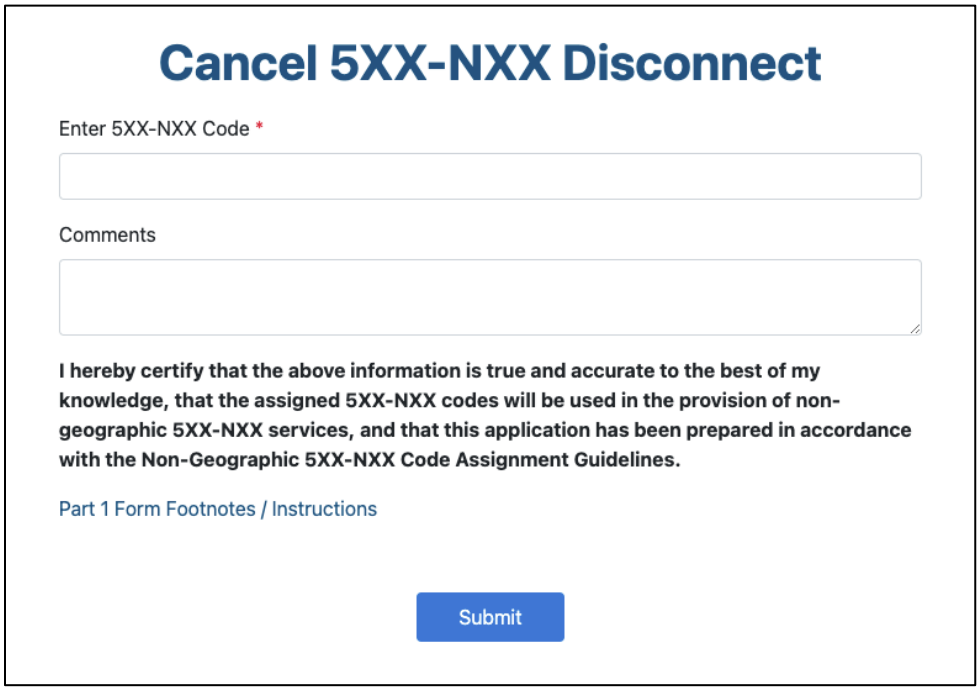


Figure 5-21

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.

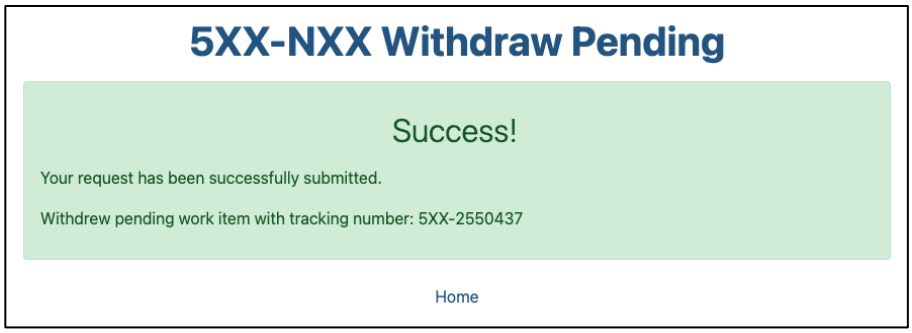


Figure 5-22

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**).**

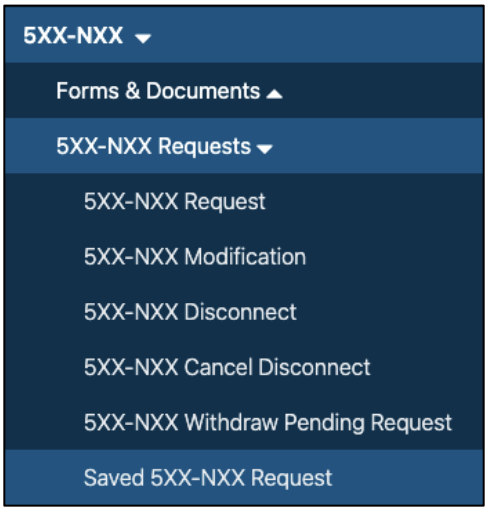


Figure 5-23

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.

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).

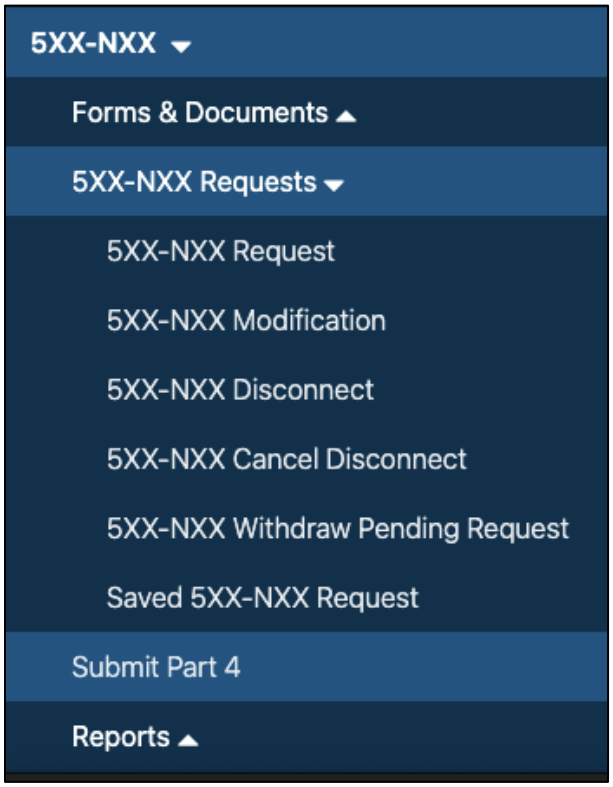


Figure 6-1

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).

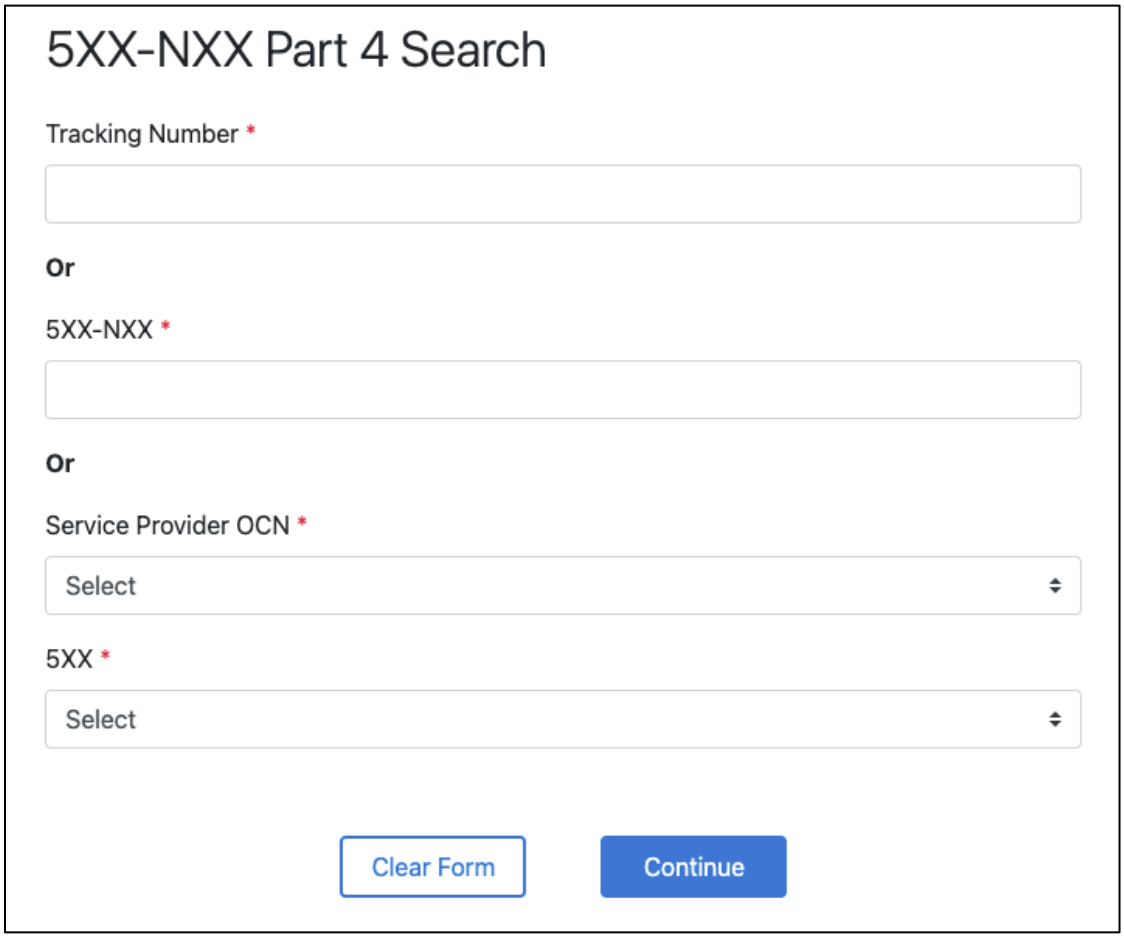


Figure 6-2

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).

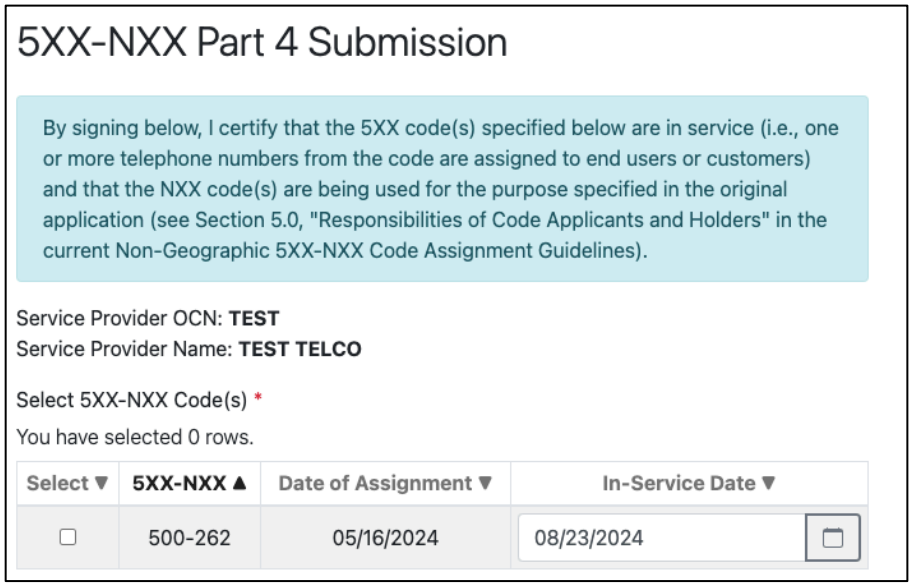

5XX-NXX Part 4 Submission
By signing below, I certify that the 5XX code(s) specified below are in service (i.e., one or more telephone numbers from the code are assigned to end users or customers) and that the NXX code(s) are being used for the purpose specified in the original application (see Section 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
500-262
05/16/2024
08/23/2024

Figure 6-3

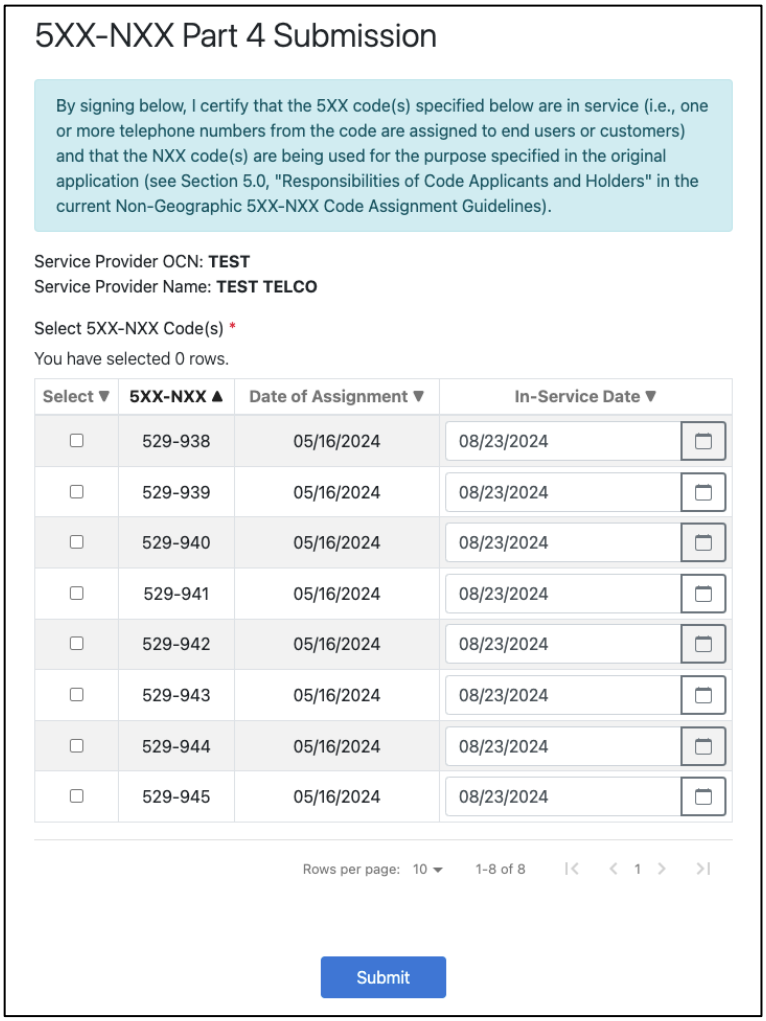


Figure 6-4

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.

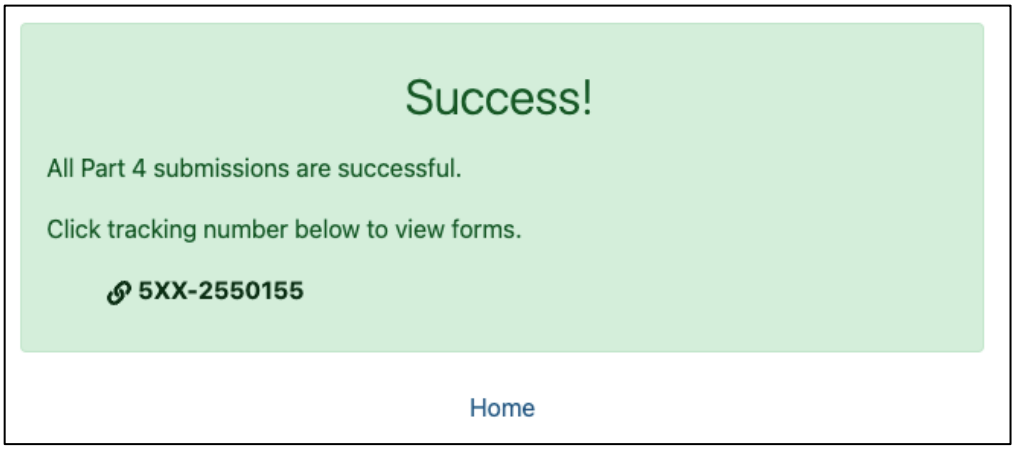


Figure 6-5

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.

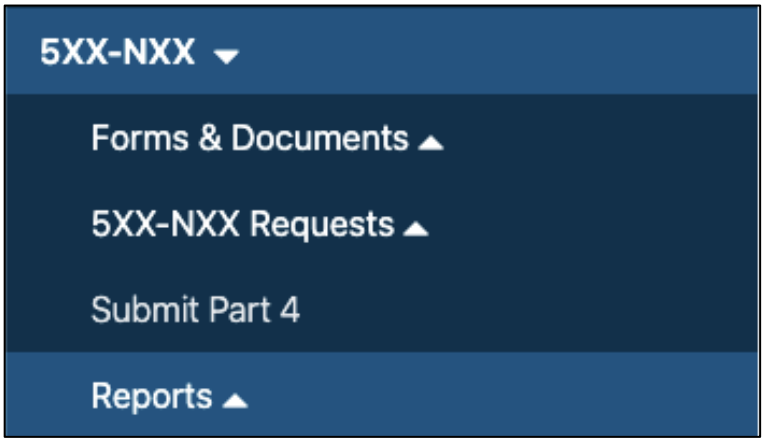


Figure 7-1

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).

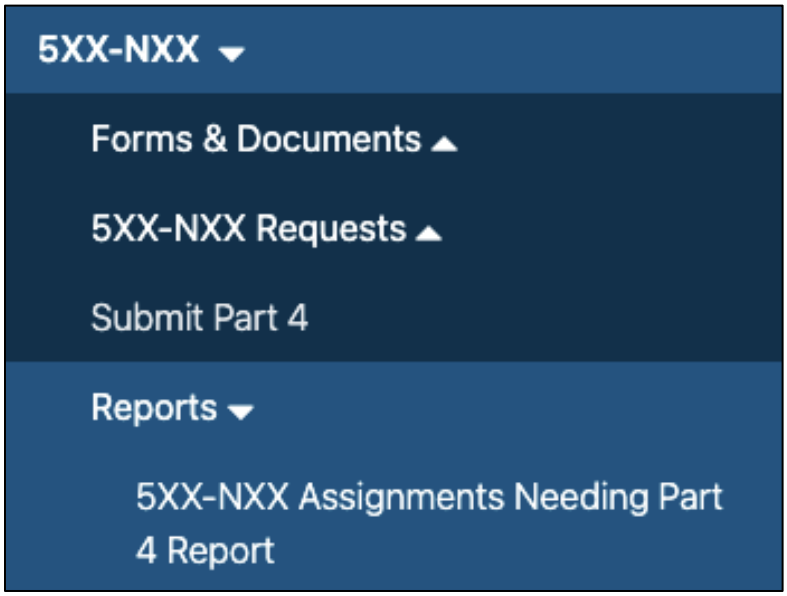


Figure 7-2

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**.

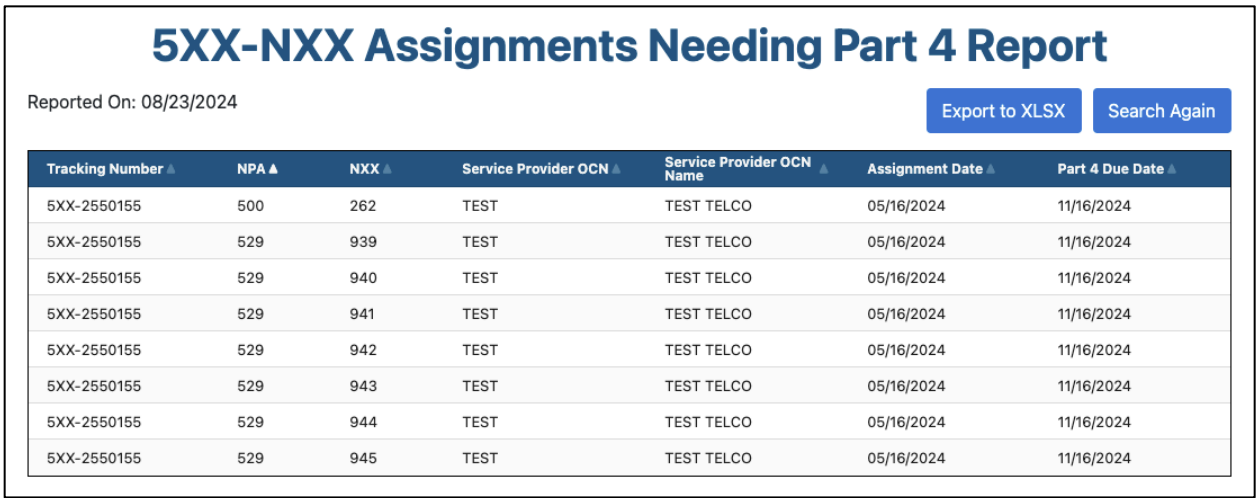
Select **Submit** to proceed. NAS will provide the **5XX-NXX Assignments Needing Part 4 Report** screen (Figure 7-4).

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