



# Other User NANP Administration System (NAS) User Guide

**Non-Geographic 9YY-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 9YY-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 9YY-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 9YY-NXX functions and the management of these numbering resources. The administration of non-geographic 9YY-NXX is defined in the ATIS-0300060, *9YY NXX Code Assignment Guidelines*.

The process of assigning 9YY-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 9YY-NXX resources. In order to access the **9YY-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 9YY-NXX resources:

- Submit non-geographic 9YY-NXX Applications
- Submit non-geographic 9YY-NXX Part 4 (Confirmation of In Service)
- View non-geographic 9YY-NXX Forms

## 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-0300060, *9YY 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](mailto:support@nanpa.com) or call 866-623-2282.

## 2 Login

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.

### 2.1 NAS Log In

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

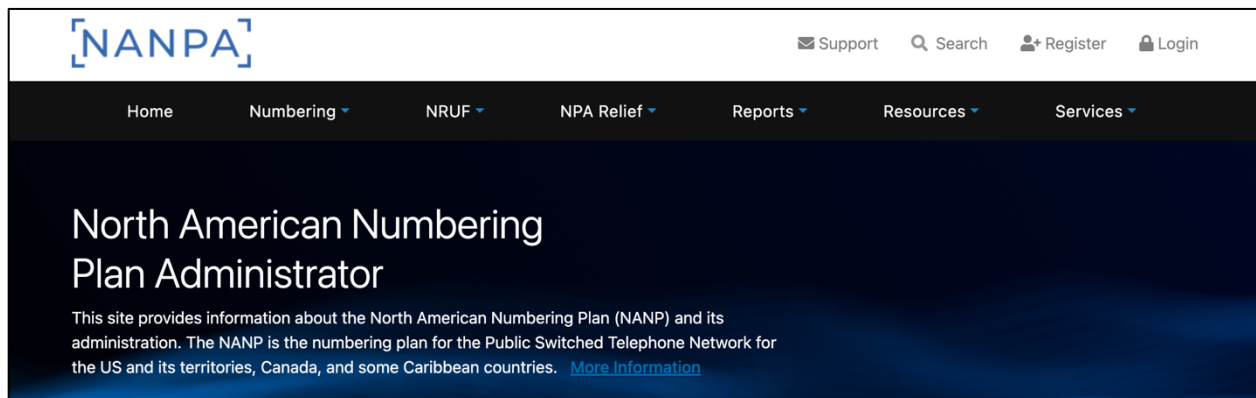
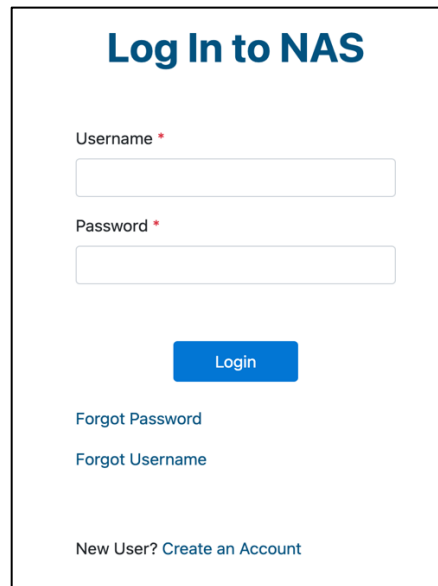


Figure 2-1

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 a login form titled "Log In to NAS". It contains two input fields: "Username \*" and "Password \*", both with red asterisks indicating required fields. Below the password field is a blue "Login" button. Underneath the button are two links: "Forgot Password" and "Forgot Username". At the bottom of the form is a link that says "New User? Create an Account".

*Figure 2-2*

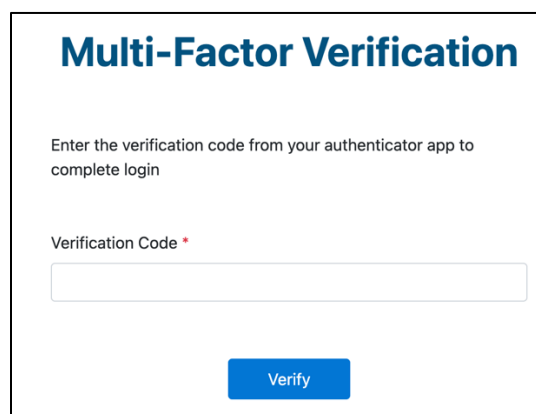
The user must enter valid data for the following fields:

- **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 Two-Factor Authentication code associated with their NAS account. All fields with a red asterisk (\*) are required.



The image shows a verification form titled "Multi-Factor Verification". It contains a text prompt: "Enter the verification code from your authenticator app to complete login". Below this is a single input field labeled "Verification Code \*", with a red asterisk indicating it is required. At the bottom of the form is a blue "Verify" button.

*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).

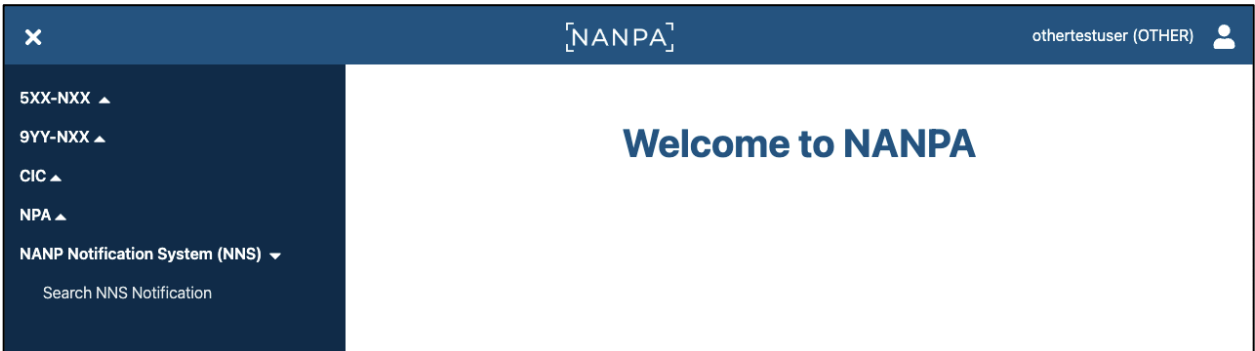


Figure 2-4

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).

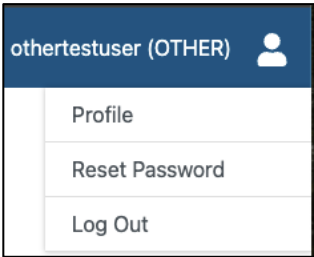


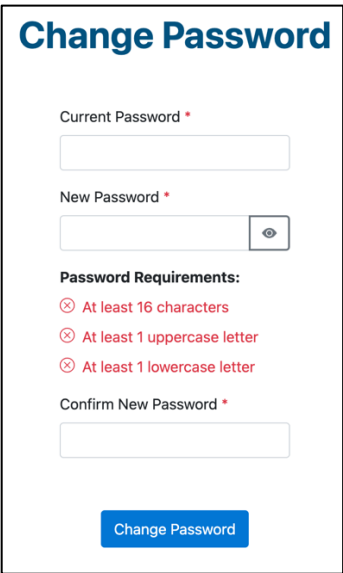
Figure 2-5

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).

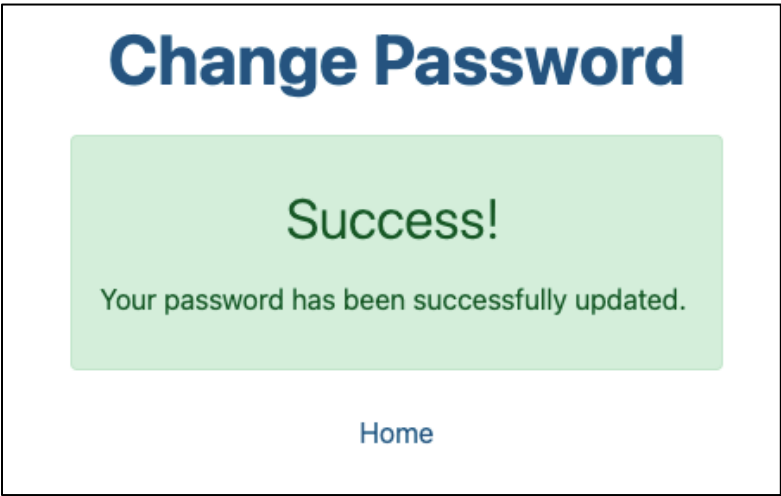


The image shows a 'Change Password' form. At the top is the title 'Change Password' in blue. Below it are three input fields: 'Current Password \*', 'New Password \*' (with a toggle icon), and 'Confirm New Password \*'. Under the 'New Password' field, there are three red error messages: 'At least 16 characters', 'At least 1 uppercase letter', and 'At least 1 lowercase letter'. At the bottom is a blue 'Change Password' button.

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.



The image shows a 'Change Password' success screen. It has the title 'Change Password' in blue. In the center is a green box with the text 'Success!' and 'Your password has been successfully updated.' Below the green box is a blue 'Home' button.

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

Jesparidy

Other Geographic Notifications

NPA Relief Planning

Service Areas for Geographic Notifications:

| State/Territory | NPA's  |
|-----------------|--|
| ALABAMA         | 205, 251, 256, 334, 659, 938   |
| ALASKA          | 907  |
| AMERICAN SAMOA  | 684  |
| ANTIGUA         | 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299 |

Non-Geographic Notifications:

INC (Industry Numbering Committee) Guideline Changes

NRUF Reporting

NANPA Planning Letters

Other Non-Geographic Notifications

Other Resources

p-ANI

Edit NNS Notifications

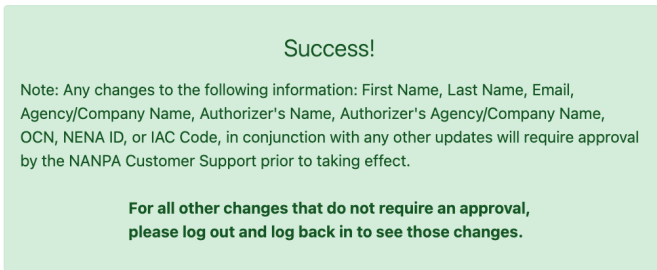
Update Profile

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.

## Profile



[Home](#)

Figure 2-9

### 3 Access 9YY-NXX Toolbar

To access the **9YY-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 9YY-NXX Toolbar

From the **Dashboard**, select **9YY-NXX** from the toolbar (see Figure 3-1) to display the **9YY-NXX** toolbar options (Figure 4-1).

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

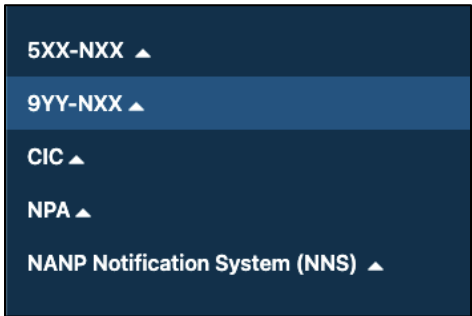


Figure 3-1

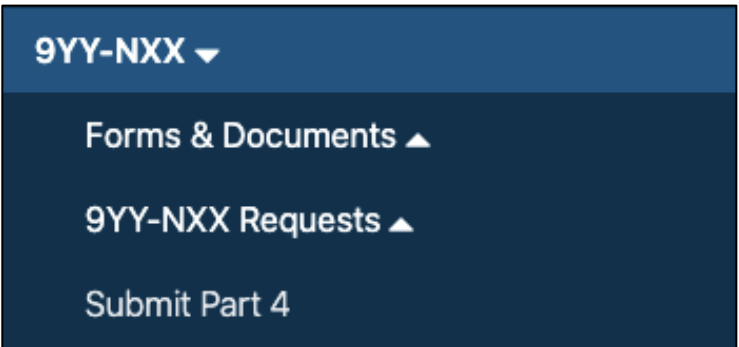


Figure 3-2

## 4 Forms & Documents

This section provides direction on the **Forms & Documents** functions (Figure 4-1) for 9YY-NXX resources which includes:

- Section 4.1 **View Forms**, which allows users to view forms associated with 9YY-NXX applications submitted in NAS.

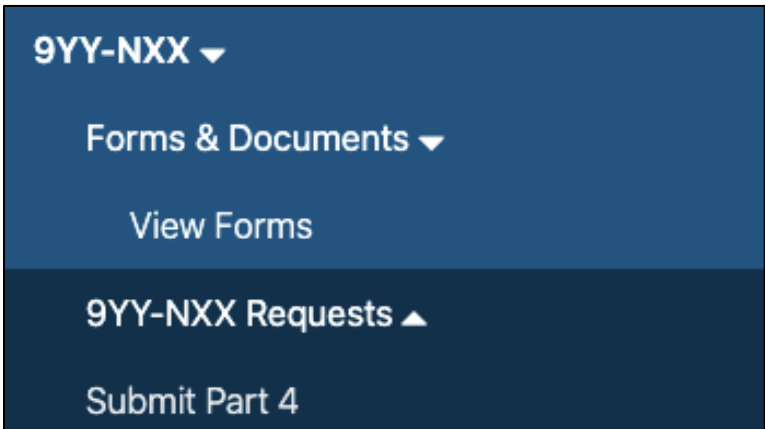


Figure 4-1

### 4.1 View Forms

**View Forms** allows a user to search for and view 9YY-NXX forms submitted in the NAS GUI.

All 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 **9YY-NXX** toolbar, select **Forms & Documents** (Figure 3-2). NAS will display the **Forms & Documents** toolbar, then select **View Forms** (Figure 4-1), NAS will display the **9YY-NXX Forms Search** screen (Figure 4-2).

#### 4.1.1 9YY-NXX Forms Search

From the **9YY-NXX Forms Search** screen (Figure 4-2), the user must select a **Selection** from the drop-down list.

- **Tracking Number**
- **9YY-NXX**
- **Advance Search**

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

When **9YY-NXX** is selected, all documents associated with the Service Provider OCNs in the user's profile will be provided for 9YY-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. The user must select or enter the:

- **Service Provider OCN**
- **Date Range From**
- **Date Range To**
- **Form Type**

Select **Search** to continue. When all validations are met, NAS will display the search results at the bottom of the **9YY-NXX Forms Search** screen (Figure 4-3).

When no applications meet the search criteria, NAS will display the message "**There are no records to display**" at the bottom of the **9YY-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.

# 9YY-NXX Forms Search

## Search

Selection

Select

## Advanced Search

Service Provider OCN

Select

Date Range

From

mm/dd/yyyy

To

mm/dd/yyyy

Form Type

All

Clear Form

Search

Figure 4-2

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### 9YY-NXX Forms Search

Search

Selection

Advanced Search

Advanced Search

Service Provider OCN

Select

Date Range

From

01/01/2024

To

08/23/2024

Form Type

All

Clear Form

Search

| Tracking Number | Application Type | Form Type | Date        | 9YY-NXX | Service Provider OCN |  |
|-----------------|------------------|-----------|-------------|---------|----------------------|--|
| 9YY-2549...     | New              | PART_1    | 03/05/20... |         | TEST                 |  |
| 9YY-2549...     | New              | PART_3    | 03/06/20... | 900-201 | TEST                 |  |
| 9YY-2549...     | New              | PART_4    | 03/06/20... | 900-201 | TEST                 |  |
| 9YY-2549...     | Modificati...    | PART_1    | 03/06/20... | 900-202 | TEST                 |  |
| 9YY-2549...     | Modificati...    | PART_3    | 03/06/20... | 900-202 | TEST                 |  |
| 9YY-2549...     | Modificati...    | PART_1    | 03/06/20... | 900-346 | TEST                 |  |
| 9YY-2549...     | Modificati...    | PART_3    | 05/07/2024  | 900-346 | TEST                 |  |
| 9YY-2549...     | New              | PART_1    | 03/26/20... |         | TEST                 |  |
| 9YY-2549...     | New              | PART_3    | 05/07/2024  |         | TEST                 |  |
| 9YY-2549...     | Modificati...    | PART_1    | 03/26/20... | 900-752 | TEST                 |  |

Rows per page: 10 1-10 of 15

Figure 4-3

5 9YY-NXX Requests

This section provides direction on creating and submitting 9YY-NXX applications (Figure 5-1). 9YY-NXX application options include:

- Section **5.1 9YY-NXX Request**, submits a new 9YY-NXX application.
- Section **5.2 9YY-NXX Modification**, submits a modification to an assigned 9YY-NXX(s).
- Section **5.3 9YY-NXX Disconnect**, submits a disconnect to an assigned 9YY-NXX(s).

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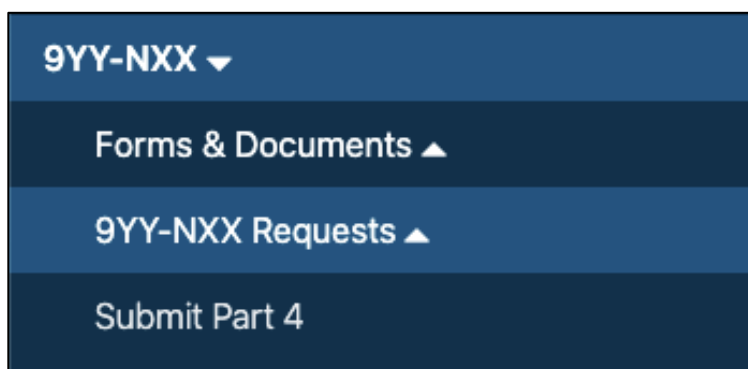


Figure 5-1

## 5.1 9YY-NXX Request

**9YY-NXX Request** allows a user to apply for a new 9YY-NXX in the NAS GUI.

From the **9YY-NXX** toolbar, select **9YY-NXX Requests**, then **9YY-NXX Request** (Figure 5-2). NAS will display the **Part 1 – Service Provider** screen (Figure 5-3).

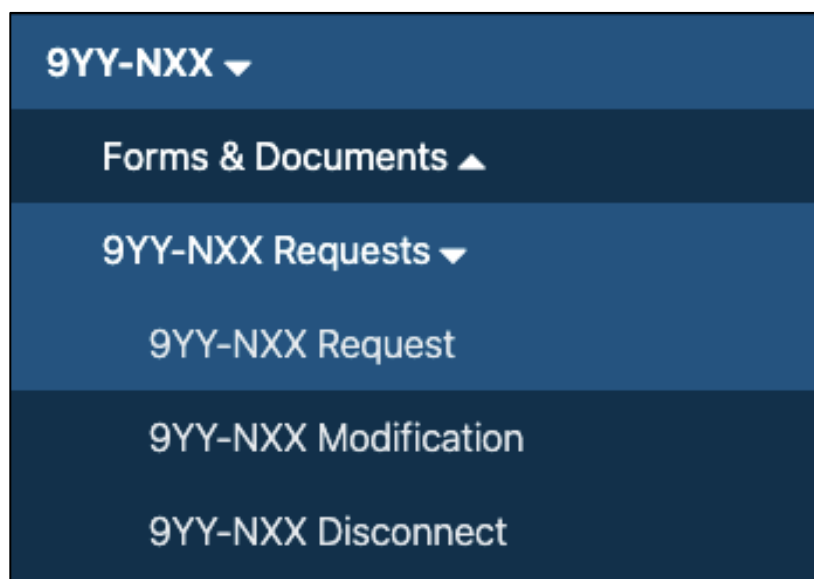


Figure 5-2

### 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 9YY-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 9YY-NXX** screen (Section 5.1.2) when the application is for an Initial resource.
- **Part 1 – Growth 9YY-NXX** screen (Section 5.1.3) when the application is for a Growth resource(s).

**New 9YY-NXX Request**

**Part 1 - Service Provider**

If you need assistance, please contact us via:

- Phone: 1-866-623-2282
- Email: support@nanpa.com

Service Provider OCN \*

Select

Type of Request \*

☒ Initial 9YY-NXX Code ☐ Growth 9YY-NXX Code

Quantity of 9YY-NXX(s) being requested \*

Part 1 Form Footnotes / Instructions

Continue

Figure 5-3

### 5.1.2 Part 1 – Initial 9YY-NXX

The **Part 1 – Initial 9YY-NXX** screen (Figure 5-4) allows the user to enter the forecast data. Enter:

- **9YY-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**

The user may also 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 5-6).

Part 1 - Service Provider

Part 1 - Initial 9YY-NXX

Part 1 - Growth 9YY-NXX

### New 9YY-NXX Request

#### Part 1 - Initial 9YY-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 9YY-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 9YY-NXX(s) being requested

1

Type of Request

Initial 9YY-NXX

9YY-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      |
|--------------|--------------|--------------|
| <div>0</div> | <div>0</div> | <div>0</div> |
| Month 4      | Month 5      | Month 6      |
| <div>0</div> | <div>0</div> | <div>0</div> |
| Month 7      | Month 8      | Month 9      |
| <div>0</div> | <div>0</div> | <div>0</div> |
| Month 10     | Month 11     | Month 12     |
| <div>0</div> | <div>0</div> | <div>0</div> |

Sum of months 1-6 above

0

Comments

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 9YY-NXX codes will be used in the provision of non-geographic 9YY-NXX services, and that this application has been prepared in accordance with the Non-Geographic 9YY-NXX Code Assignment Guidelines.

[Part 1 Form Footnotes / Instructions](#)

Submit

Figure 5-4

### 5.1.3 Part 1 – Growth 9YY-NXX

The **Part 1 – Growth 9YY-NXX** screen (Figure 5-5) allows the user to enter the utilization data and forecast data. Enter:

- **9YY-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**

The user may also 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 5-6).

Part 1 - Service Provider

Part 1 - Initial 9YY-NXX

Part 1 - Growth 9YY-NXX

New 9YY-NXX Request

Part 1 - Growth 9YY-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 9YY-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 TELCO

Quantity of 9YY-NXX(s) being requested \*

2

Type of Request \*

Growth 9YY-NXX

Growth 9YY-NXX Code(s) Request

9YY-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      |
| <div>0</div> | <div>0</div> | <div>0</div> |
| Month 4      | Month 5      | Month 6      |
| <div>0</div> | <div>0</div> | <div>0</div> |

Projected monthly forecast for new TNs in next 12 months

Forecast - Next 12 months

|              |              |              |
|--------------|--------------|--------------|
| Month 1      | Month 2      | Month 3      |
| <div>0</div> | <div>0</div> | <div>0</div> |
| Month 4      | Month 5      | Month 6      |
| <div>0</div> | <div>0</div> | <div>0</div> |
| Month 7      | Month 8      | Month 9      |
| <div>0</div> | <div>0</div> | <div>0</div> |
| Month 10     | Month 11     | Month 12     |
| <div>0</div> | <div>0</div> | <div>0</div> |

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 9YY-NXX codes will be used in the provision of non-geographic 9YY-NXX services, and that this application has been prepared in accordance with the Non-Geographic 9YY-NXX Code Assignment Guidelines.

Part 1 Form Footnotes / Instructions

Submit

Figure 5-5

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#### 5.1.4 Confirmation

The **Confirmation** screen (Figure 5-6) 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.

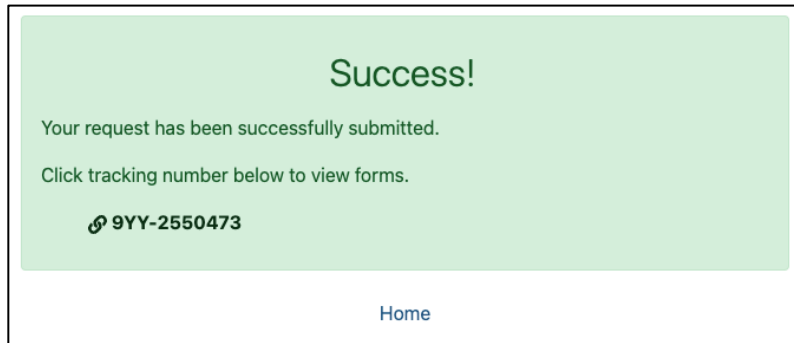


Figure 5-6

## 5.2 9YY-NXX Modification

**9YY-NXX Modification** allows a user to modify data associated with an assigned 9YY-NXX in the NAS GUI.

From the **9YY-NXX** toolbar, select **9YY-NXX Requests**, then **9YY-NXX Modification** (Figure 5-7). NAS will display the **9YY-NXX Modification Request** screen (Figure 5-8).

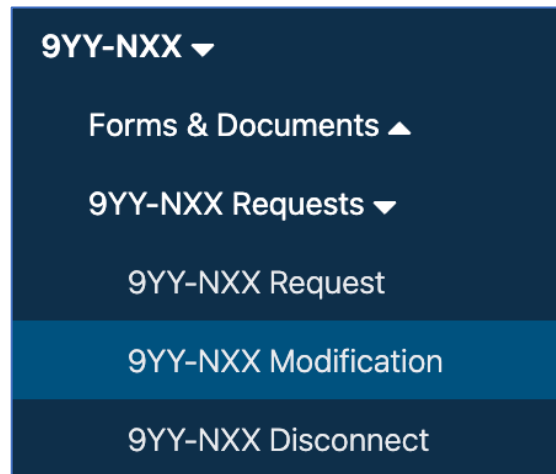


Figure 5-7

#### 5.2.1 9YY-NXX Modification Request

The **9YY-NXX Modification Request** screen (Figure 5-8) allows the user to select the preliminary data for the application. Enter the:

- **Type of Change (OCN: Intra-company or OCN: Inter-company)**
- **Enter the 9YY-NXX Code**
- **Service Provider OCN**

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

The user may also 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 5-9).

9YY-NXX Modification Request

Type of Change \*

☒ OCN: Intra-company

☐ OCN: Inter-company

Enter 9YY-NXX Code \*

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

Service Provider OCN \*

Select

Comments

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 9YY-NXX codes will be used in the provision of non-geographic 9YY-NXX services, and that this application has been prepared in accordance with the Non-Geographic 9YY-NXX Code Assignment Guidelines.

[Part 1 Form Footnotes / Instructions](#)

Submit

Figure 5-8

5.2.2 Confirmation

The **Confirmation** screen (Figure 5-9) 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.

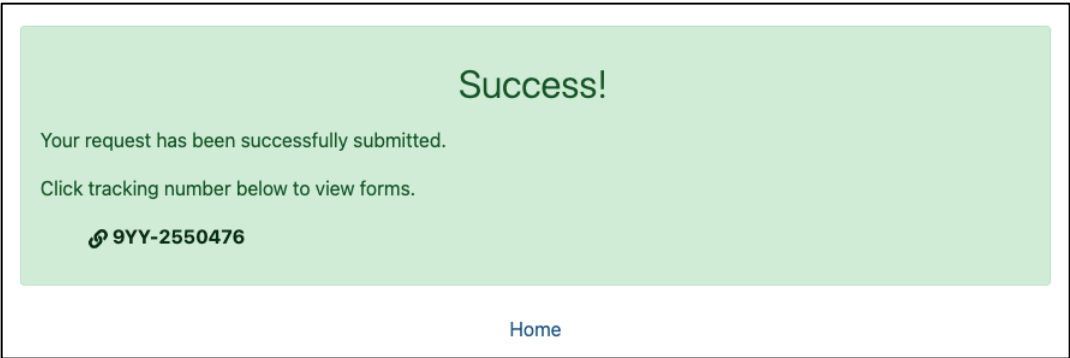


Figure 5-9

### 5.3 9YY-NXX Disconnect

**9YY-NXX Disconnect** allows a user to disconnect an assigned 9YY-NXX in the NAS GUI.

From the **9YY-NXX** toolbar, select **9YY-NXX Requests**, then **9YY-NXX Disconnect** (Figure 5-10). NAS will **display the 9YY-NXX Disconnect** screen (Figure 5-11).

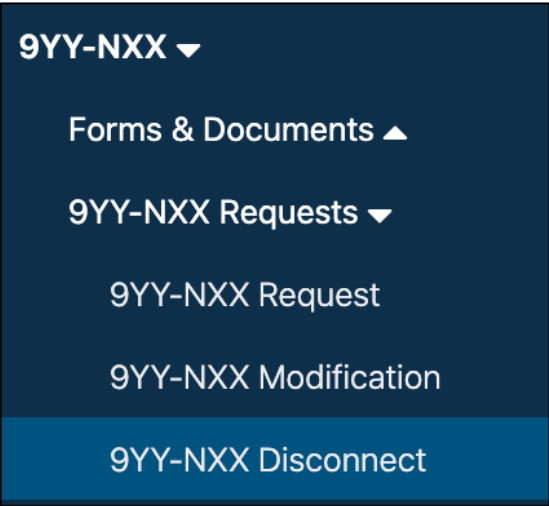


Figure 5-10

#### 5.3.1 9YY-NXX Disconnect Request

The **9YY-NXX Disconnect Request** screen (Figure 5-11) allows the user to select the data for the 9YY-NXX to be disconnected. Select the:

- **Service Provider OCN**

Once the selections are made, NAS will provide a list of **9YY-NXXs (Figure 5-12)**. Use the checkbox next the **9YY-NXX** to select the **9YY-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.

9YY-NXX Disconnect

9YY-NXX Disconnect Confirmation

9YY-NXX Disconnect

Service Provider OCN \*

Select

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

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

Part 1 Form Footnotes / Instructions

Next

Figure 5-11

9YY-NXX Disconnect

9YY-NXX Disconnect Confirmation

9YY-NXX Disconnect

Service Provider OCN \*

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

Select 9YY-NXX Code(s) \*

You have selected 0 rows.

| Select ▼                 | 9YY-NXX ▲ |
|--------------------------|-----------|
| <input type="checkbox"/> |           |
| <input type="checkbox"/> |           |
| <input type="checkbox"/> |           |
| <input type="checkbox"/> |           |
| <input type="checkbox"/> |           |

Rows per page: 10 ▼ 1-5 of 5 |< < 1 > >|

Part 1 Form Footnotes / Instructions

Figure 5-12

5.3.2 9YY-NXX Disconnect Confirmation

The **9YY-NXX Disconnect Confirmation** screen (Figure 5-13) provides the user an opportunity to review the 9YY-NXX(s) selected.

When the **9YY-NXX Code(s) Selected for Disconnect** are missing from the list or listed in error, the user will need to start the process over.

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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 5-14).

The screenshot shows a web interface titled "9YY-NXX Disconnect Request". On the left, there is a sidebar with two items: "9YY-NXX Disconnect" (marked with a green checkmark) and "9YY-NXX Disconnect Confirmation" (marked with a blue circle). The main content area is titled "9YY-NXX Disconnect Confirmation". Below the title, it says "9YY-NXX Code(s) Selected for Disconnect". There is a table with one row containing the text "9YY-NXX ▲". Below the table, it says "Rows per page: 10" and "1-1 of 1". There is a "Comments" section with a text input field. Below the input field, there is a certification statement: "I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 9YY-NXX codes will be used in the provision of non-geographic 9YY-NXX services, and that this application has been prepared in accordance with the Non-Geographic 9YY-NXX Code Assignment Guidelines." Below the statement, there is a link "Part 1 Form Footnotes / Instructions". At the bottom right, there is a blue "Submit" button.

Figure 5-13

### 5.3.3 Confirmation

The **Confirmation** screen (Figure 5-14) 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.

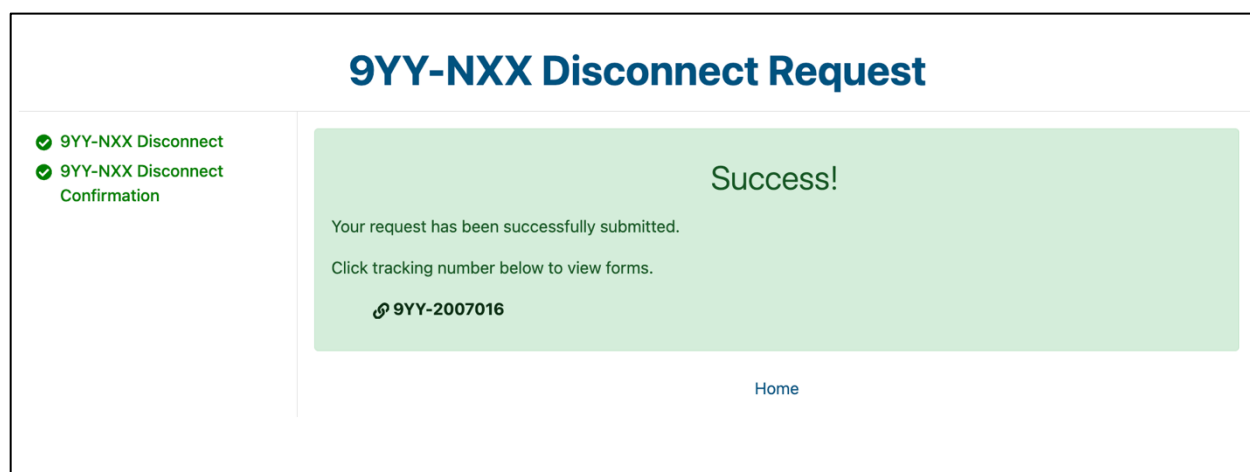


Figure 5-14

## 6 Submit Part 4

This section provides direction on creating and submitting the 9YY-NXX Confirmation of In Service – Part 4.

From the **9YY-NXX** toolbar, select **9YY-NXX Requests**, then **Submit Part 4** (Figure 6-1). NAS will display the **9YY-NXX Part 4 Search** screen (Figure 6-2).

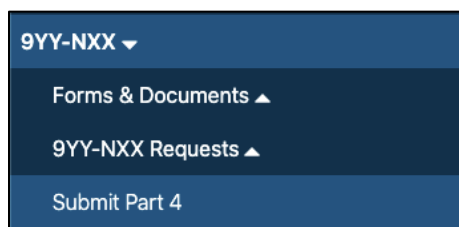


Figure 6-1

### 6.1.1 9YY-NXX Part 4 Search

The **9YY-NXX Part 4 Search** screen (Figure 6-2) allows the user to enter data to identify the 9YY-NXX for which a Part 4 is being submitted. The user may enter the:

- **Tracking Number**
- **9YY-NXX**
- **Service Provider OCN and 9YY**

When the user enters a **Tracking Number**, only the 9YY-NXX associated with the tracking number will be provided. NAS will provide the **Submit 9YY-NXX Part 4** screen (Figure 6-3).

When the user enters a **9YY-NXX**, only the entered 9YY-NXX will be provided. NAS will provide the **Submit 9YY-NXX Part 4** screen (Figure 6-3).

When the user enters a **Service Provider OCN** and **9YY**, all 9YY-NXX that require a Part 4 and are associated with the Service Provider OCN and 9YY entered will be listed. NAS will provide the **Submit 9YY-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 9YY-NXX Part 4** screen (Figure 6-3 and Figure 6-4).

## Submit 9YY-NXX Part 4

➔ 9YY-NXX

Part 4

Search

9YY-NXX

Part 4

Submission

9YY-NXX Part 4 Search

Tracking Number \*

Or

9YY-NXX \*

Or

Service Provider OCN \*

Select

9YY \*

Select

Clear Form

Continue

Figure 6-2

6.1.2 Submit 9YY-NXX Part 4

The Submit 9YY-NXX Part 4 screen allows the user to complete and submit the Part 4.

When a **Tracking Number** or **9YY-NXX** was entered, NAS will provide the **Submit 9YY-NXX Part 4** screen shown in Figure 6-3.

When a **Service Provider OCN** and **9YY** was entered, NAS will provide the **Submit 9YY-NXX Part 4** screen shown in Figure 6-4.

Select or update the:

- **Select** checkbox next to the 9YY-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).


### 9YY-NXX Part 4 Submission

By signing below, I certify that the 9YY 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 9YY-NXX Code Assignment Guidelines).

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

Select 9YY-NXX Code(s) \*

You have selected 0 rows.

| Select ▼                 | 9YY-NXX ▲ | Date of Assignment ▼ | In-Service Date ▼  |
|--------------------------|-----------|----------------------|--|
| <input type="checkbox"/> | 900-209   | 08/23/2024           | 08/23/2024  |

Rows per page: 10 ▼

1-1 of 1

|< < 1 > >|

Figure 6-3

### Submit 9YY-NXX Part 4

9YY-NXX  
Part 4  
Search

9YY-NXX  
Part 4  
Submission

#### 9YY-NXX Part 4 Submission

By signing below, I certify that the 9YY 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 9YY-NXX Code Assignment Guidelines).

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

Select 9YY-NXX Code(s) \*

You have selected 0 rows.

| Select ▼                 | 9YY-NXX ▲ | Date of Assignment ▼ | In-Service Date ▼ |
|--------------------------|-----------|----------------------|-------------------|
| <input type="checkbox"/> | 900-220   | 08/23/2024           | 08/23/2024        |
| <input type="checkbox"/> | 900-221   | 08/23/2024           | 08/23/2024        |

Rows per page: 10 ▼    1-2 of 2    |< < 1 > >|

Submit

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.

**9YY-2550477**

Home

Figure 6-5

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