



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

<b>1</b>	<b>INTRODUCTION .....</b>	<b>4</b>
1.1	PURPOSE .....	4
1.2	OTHER RESOURCES SUBSCRIPTION.....	4
1.3	CONTENT SUMMARY .....	4
1.4	RELATED DOCUMENTS .....	4
1.5	CONVENTIONS .....	4
1.6	USER ACCESS .....	4
1.7	PREPARATIONS .....	5
1.8	TROUBLESHOOTING .....	5
<b>2</b>	<b>LOGIN AND USER DATA .....</b>	<b>5</b>
2.1	NAS LOG IN.....	5
2.2	MULTI-FACTOR VERIFICATION .....	6
2.3	RESET YOUR PASSWORD.....	7
2.4	UPDATE USER PROFILE.....	9
2.5	NAS USER REPORT .....	10
<b>3</b>	<b>ACCESS 5XX-NXX TOOLBAR .....</b>	<b>11</b>
3.1	ACCESSING 5XX-NXX TOOLBAR .....	11
<b>4</b>	<b>FORMS &amp; DOCUMENTS .....</b>	<b>12</b>
4.1	VIEW FORMS.....	13
4.2	ATTACH DOCUMENTS .....	15
<b>5</b>	<b>5XX-NXX REQUESTS.....</b>	<b>18</b>
5.1	5XX-NXX REQUEST .....	19
5.2	5XX-NXX MODIFICATION .....	25
5.3	5XX-NXX DISCONNECT .....	28
5.4	5XX-NXX CANCEL DISCONNECT .....	31
5.5	5XX-NXX WITHDRAW PENDING REQUEST .....	33
5.6	SAVED 5XX-NXX REQUEST.....	34
<b>6</b>	<b>SUBMIT PART 4 .....</b>	<b>35</b>
<b>7</b>	<b>REPORTS .....</b>	<b>40</b>
7.1	5XX-NXX ASSIGNMENTS NEEDING PART 4 REPORT .....	40

## 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](mailto: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).

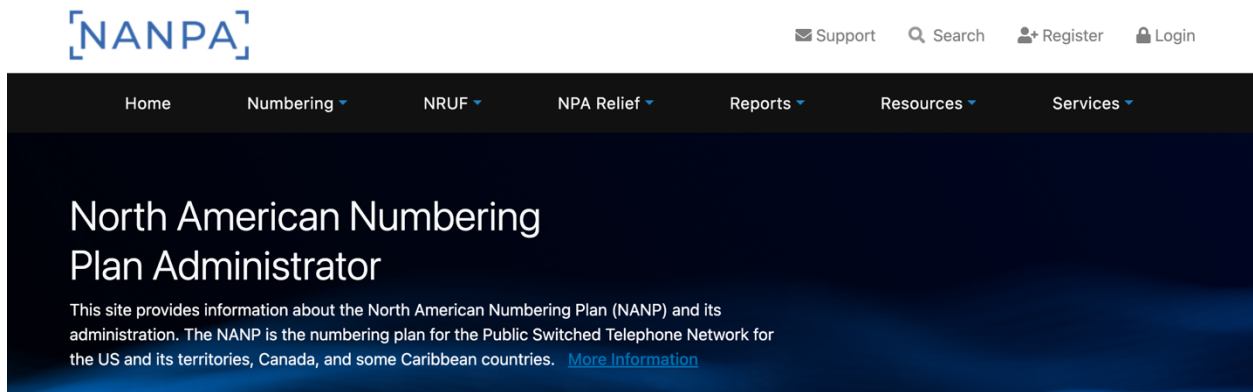


Figure 2-1

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

## Log In to NAS

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.

## Multi-Factor Verification

Enter the verification code from your authenticator app to complete login

Verification Code \*

Verify

Figure 2-3

The user must enter a valid:

- **Verification Code**

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

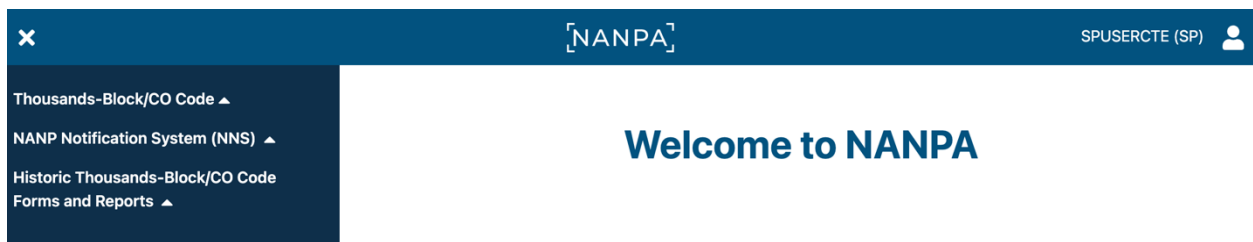


Figure 2-4

### 2.3 Reset Your Password

Users can reset their password at any time.

To reset your password, select the **Person icon** located in the upper right corner (see Figure 2-4), then select **Reset Password**. NAS will provide the **Change Password** screen (Figure 2-6).

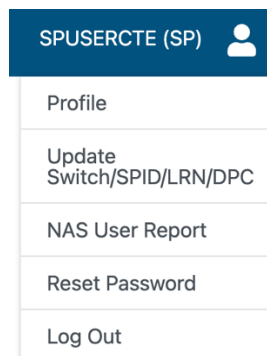


Figure 2-5

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).

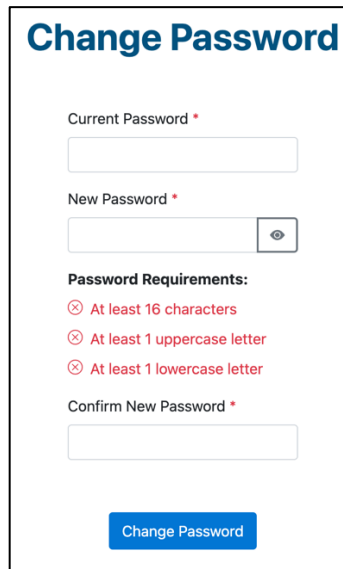
The image shows a web form titled "Change Password" in a large blue font. Below the title, there are three input fields: "Current Password \*" with a red asterisk, "New Password \*" with a red asterisk and a toggle icon to its right, and "Confirm New Password \*". Below these fields, there is a section titled "Password Requirements:" followed by three red error messages, each preceded by a red "X" icon: "At least 16 characters", "At least 1 uppercase letter", and "At least 1 lowercase letter". At the bottom of the form is a blue button labeled "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.

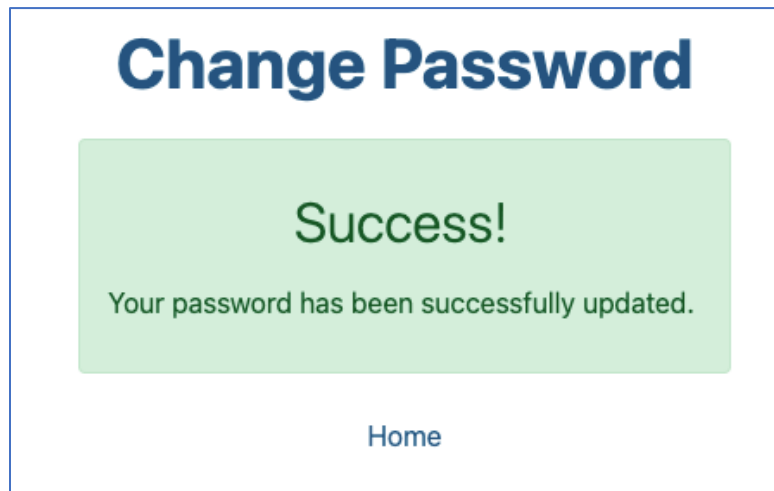
The image shows a web page titled "Change Password" in a large blue font. In the center, there is a large green rectangular box containing the word "Success!" in a large green font, followed by the text "Your password has been successfully updated." in a smaller green font. Below this green box, there is a blue button labeled "Home".

Figure 2-7



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).

[illegible]

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

Success!

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.

[Home](#)

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 Provider OCN \*

Select

Status \*

☐ Active ☐ Inactive ☐ 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).

**NAS User Report**

Reported On: 08/29/2024 [Export to XLSX](#) [Search Again](#)

Company/Agency Name	First Name	Last Name	Street	City	Country	State/Territory	Zip	Phone	E-mail	State(s)	NPA(s)	Create Date	Status
---------------------	------------	-----------	--------	------	---------	-----------------	-----	-------	--------	----------	--------	-------------	--------

Figure 2-11

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.

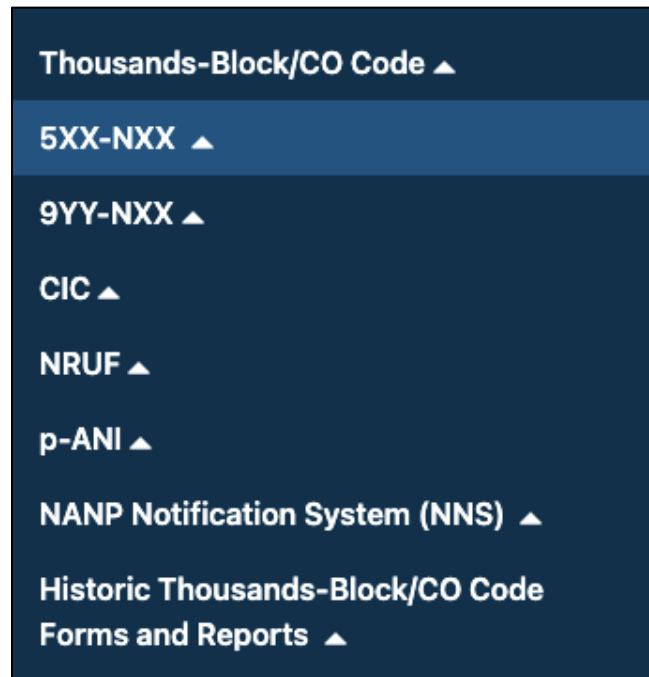


Figure 3-1

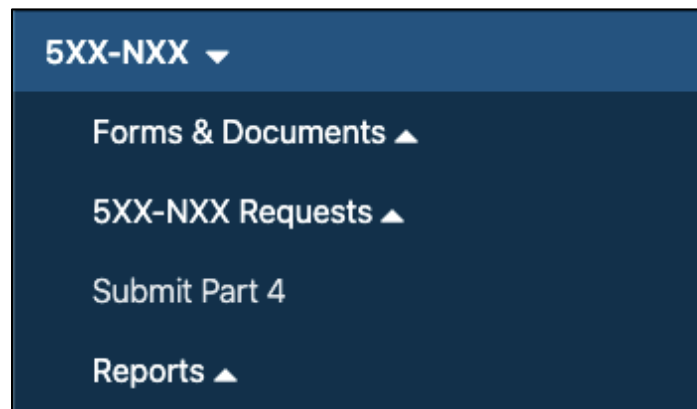


Figure 3-2

## 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.

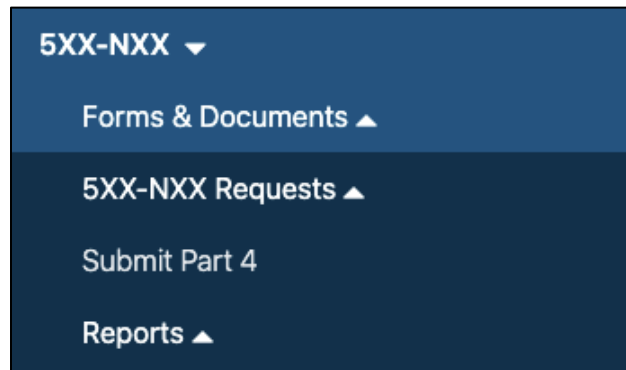


Figure 4-1

## 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).

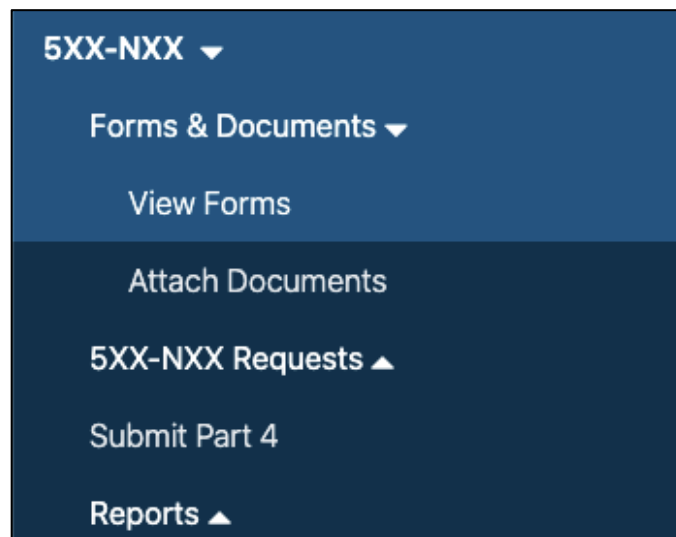


Figure 4-2

### 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 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.

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

**5XX-NXX Forms Search**

Search

Selection

Select

Advanced Search

5XX

Select

Service Provider OCN

Select

Date Range

From

To

mm/dd/yyyy

mm/dd/yyyy

Form Type

All

Clear Form

Search

Figure 4-3

**5XX-NXX Forms Search**

Search

Selection

Advanced Search

Advanced Search

5XX

500

Service Provider OCN

TEST - TEST TE

Date Range

From

01/01/2024

To

08/09/2024

Form Type

All

Clear Form

Search

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

Rows per page: 10 1-4 of 4

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).

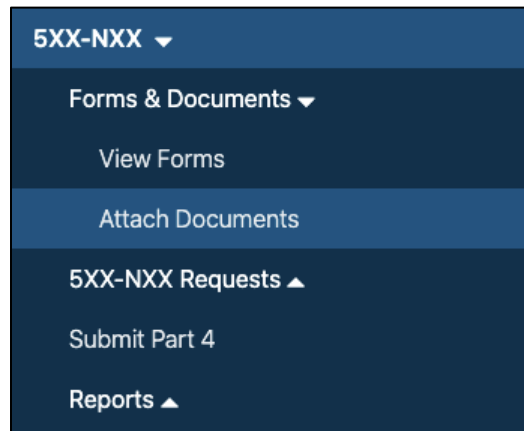


Figure 4-5

#### 4.2.1 Preliminary Attach Documents

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

The screenshot shows a web interface titled "Attach Documents". At the top, a green message box states "File Uploaded Successfully" with a note: "Please allow for up to one minute for your file to upload. If the file fails our virus scan, you will not see this file uploaded, instead you will receive an email confirming this issue." Below this, the "Tracking Number(s)" field is populated with "5XX-2550374" and has a "Choose File" button next to it. A "Description" text area is empty. An "Upload Document" button is centered. Below the form, the "Uploaded Documents" section features a table with headers: "File Name", "Tracking Number", "Description", "Create Date", and "Delete". The table is currently empty, with a message "There are no records to display" at the bottom. A "Refresh" button is located to the right of the table header.

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**

**File Uploaded Successfully**

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

Tracking Number(s) \*

☒ 5XX-2550374

[Enter new tracking numbers](#)

Document

[Choose File](#) Sample Facilities Readiness.pdf

Description

[Upload Document](#)

**Uploaded Documents** [Refresh](#)

File Name	Tracking Number	Description	Create Date	Delete
<a href="#">Sample Facilities Readiness.pdf</a>	5XX-2550374	Facilities Readiness Docu...	08/09/2024	<a href="#">Delete</a>
<a href="#">Sample Certification.docx</a>	5XX-2550374	Certification Documentati...	08/09/2024	<a href="#">Delete</a>

Rows per page: 10 1-2 of 2

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.

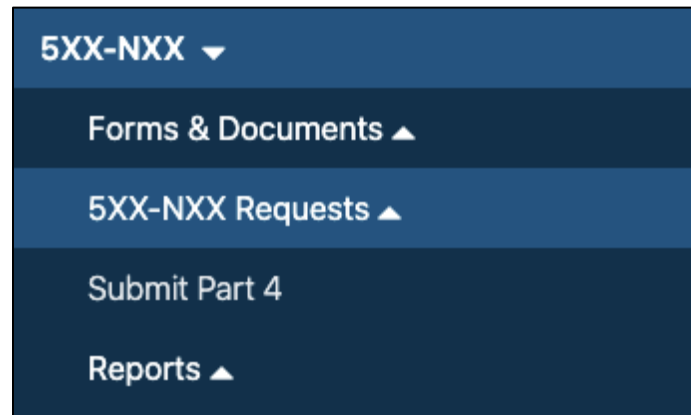


Figure 5-1

## 5.1 5XX-NXX Request

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

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

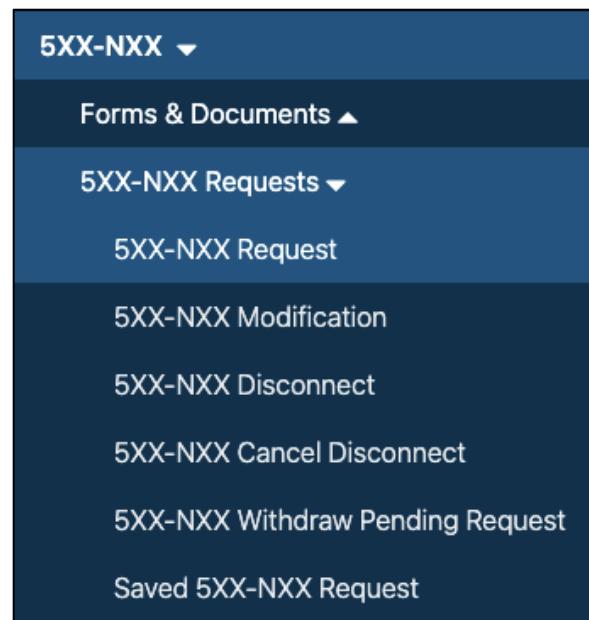


Figure 5-2

### 5.1.1 Part 1 – Service Provider

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

- **Service Provider OCN**

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

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

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

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

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

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

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).

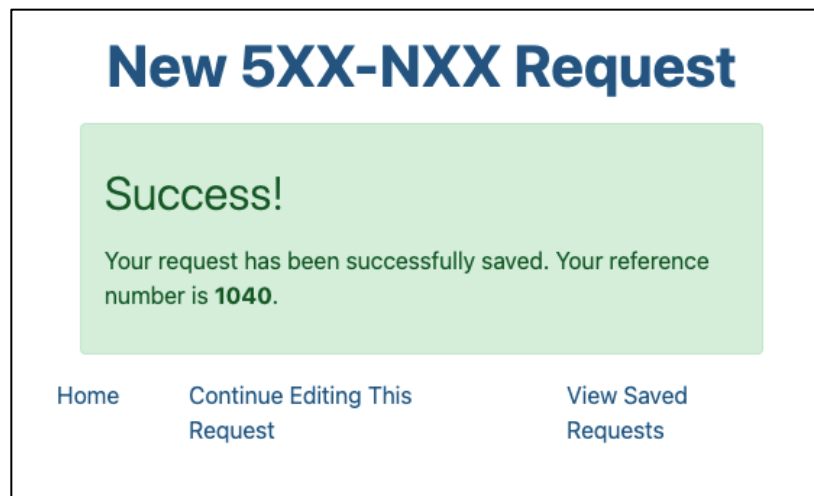


Figure 5-4

## 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
<div style="border: 1px solid #ccc; width: 60px; height: 20px; margin: 0 auto;">0</div>	<div style="border: 1px solid #ccc; width: 60px; height: 20px; margin: 0 auto;">0</div>	<div style="border: 1px solid #ccc; width: 60px; height: 20px; margin: 0 auto;">0</div>
Month 4	Month 5	Month 6
<div style="border: 1px solid #ccc; width: 60px; height: 20px; margin: 0 auto;">0</div>	<div style="border: 1px solid #ccc; width: 60px; height: 20px; margin: 0 auto;">0</div>	<div style="border: 1px solid #ccc; width: 60px; height: 20px; margin: 0 auto;">0</div>
Month 7	Month 8	Month 9
<div style="border: 1px solid #ccc; width: 60px; height: 20px; margin: 0 auto;">0</div>	<div style="border: 1px solid #ccc; width: 60px; height: 20px; margin: 0 auto;">0</div>	<div style="border: 1px solid #ccc; width: 60px; height: 20px; margin: 0 auto;">0</div>
Month 10	Month 11	Month 12
<div style="border: 1px solid #ccc; width: 60px; height: 20px; margin: 0 auto;">0</div>	<div style="border: 1px solid #ccc; width: 60px; height: 20px; margin: 0 auto;">0</div>	<div style="border: 1px solid #ccc; width: 60px; height: 20px; margin: 0 auto;">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 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 5-7) allows the user to enter the resource data, utilization data, and forecast data. Complete the following:

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

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

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

Enter any information for the Resource Administrator in the:

- **Comments**

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

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

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

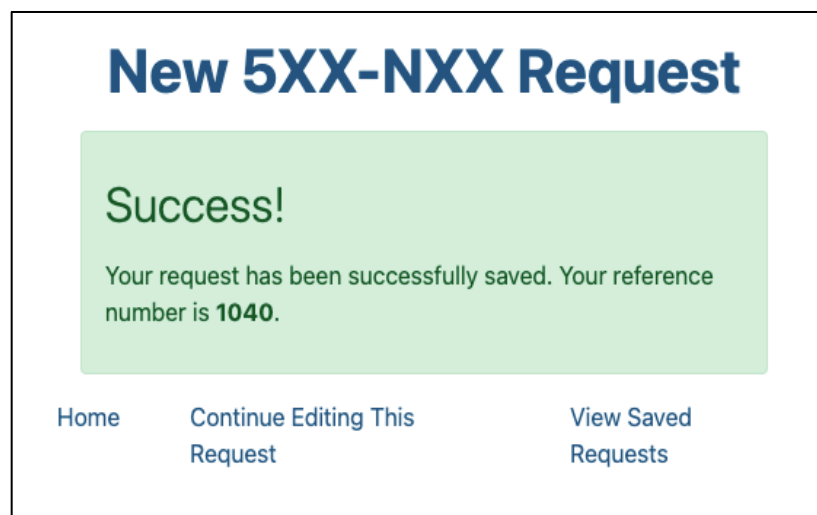


Figure 5-6

### New 5XX-NXX Request

✔ Part 1 - Service Provider

Part 1 - Initial 5XX-NXX

⊕ Part 1 - Growth 5XX-NXX

#### Part 1 - Growth 5XX-NXX

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

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

Service Provider OCN \*

TEST - TEST

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

1

Type of Request \*

Growth 5XX-NXX

Growth 5XX-NXX Code(s) Request

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

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

Telephone Numbers (TNs) Available for Assignment \*

Telephone Numbers (TNs) Assigned \*

Total Numbering Resources in Applicant's Inventory \*

Monthly growth history for last 6 months

Growth History Previous Six Months

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

Projected monthly forecast for new TNs in next 12 months

Forecast - Next 12 months

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

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

0.00

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

Utilization Level \*

Comments

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

Part 1 Form Footnotes / Instructions

Save Submit



Figure 5-7

#### 5.1.4 Confirmation

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

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

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

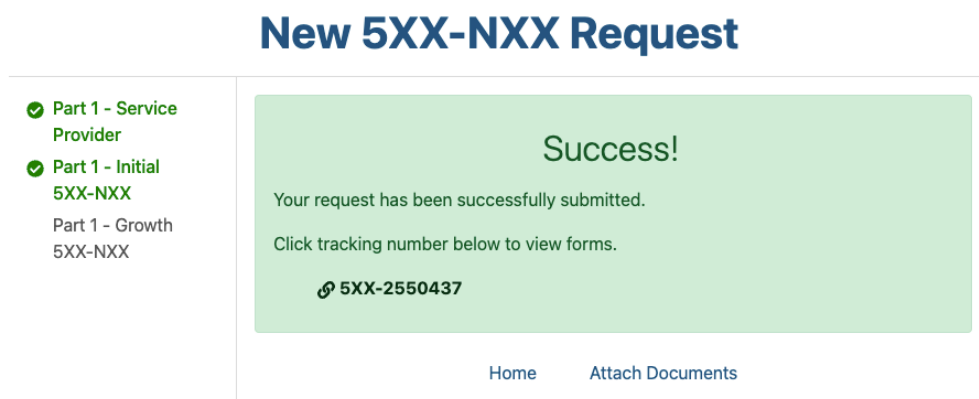


Figure 5-8

## 5.2 5XX-NXX Modification

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

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

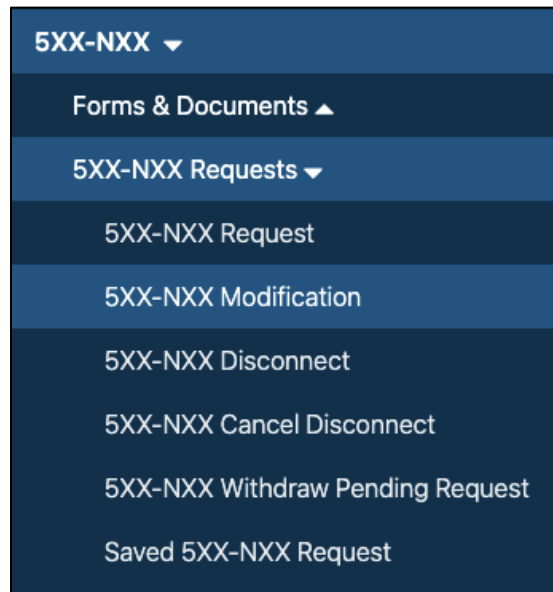


Figure 5-9

#### 5.2.1 5XX-NXX Modification Request

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

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

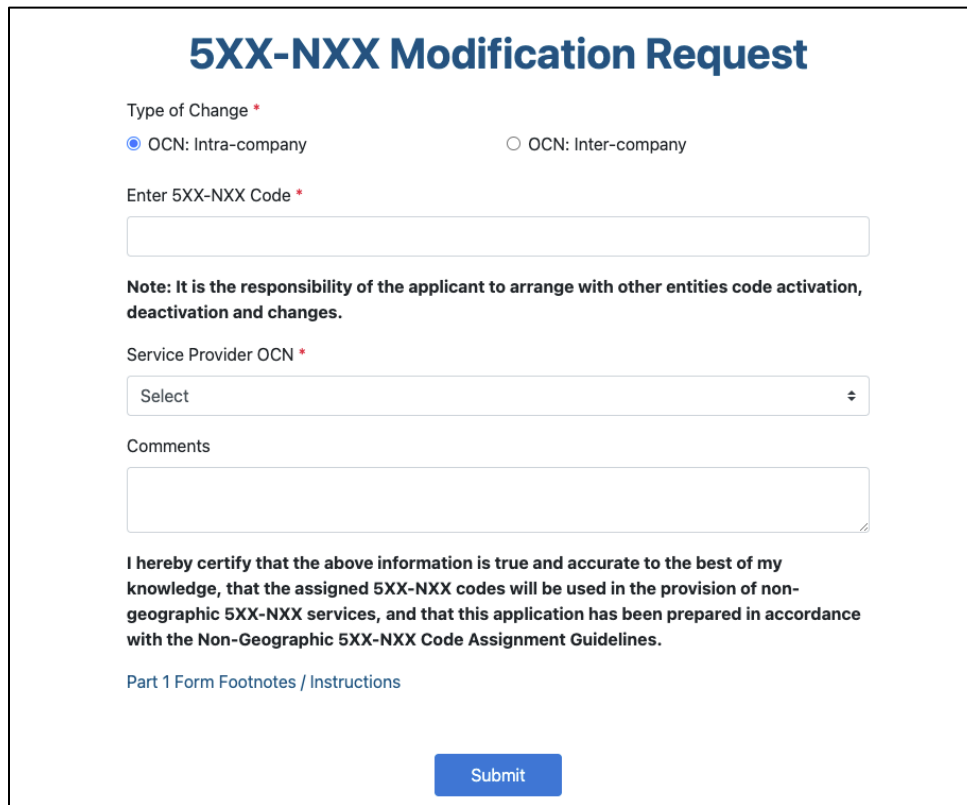
Only **Service Provider OCNs** in the user's profile will be provided in the drop-down list.

Enter any information for the Resource Administrator in the:

- **Comments**

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

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



**5XX-NXX Modification Request**

Type of Change \*

☒ OCN: Intra-company ☐ OCN: Inter-company

Enter 5XX-NXX Code \*

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

Service Provider OCN \*

Comments

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

[Part 1 Form Footnotes / Instructions](#)

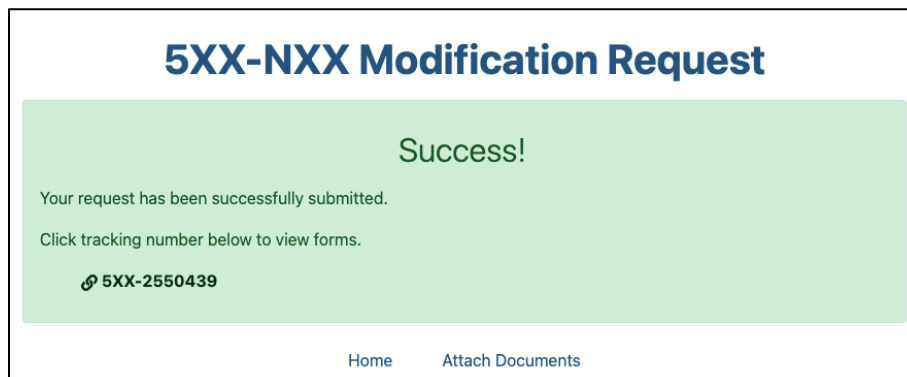
Figure 5-10

### 5.2.2 Confirmation

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

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

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




**5XX-NXX Modification Request**

**Success!**

Your request has been successfully submitted.

Click tracking number below to view forms.

 **5XX-2550439**

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

Figure 5-11

### 5.3 5XX-NXX Disconnect

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

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

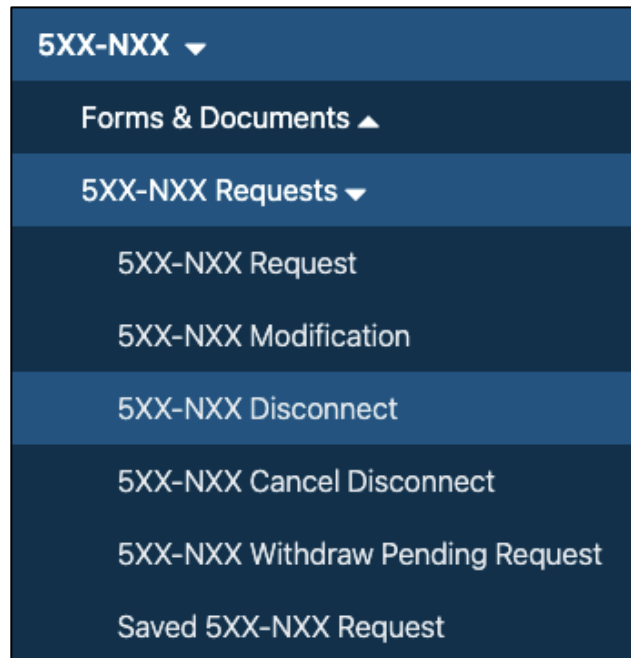


Figure 5-12

#### 5.3.1 5XX-NXX Disconnect

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

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

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

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

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

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

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 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).

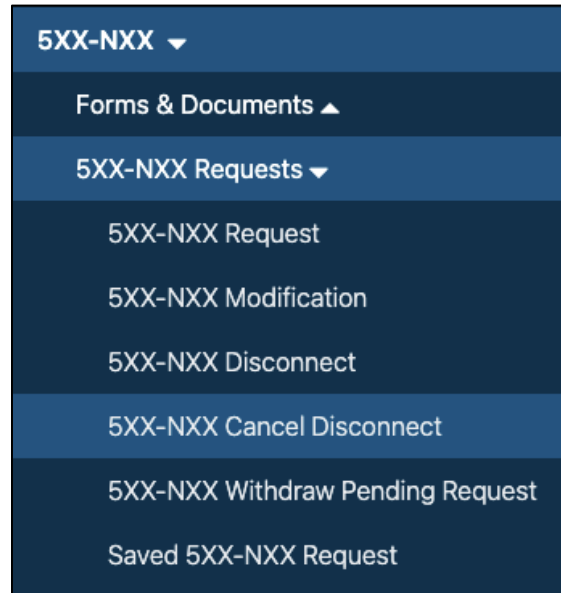


Figure 5-17

### 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).

The screenshot shows a web form titled "Cancel 5XX-NXX Disconnect". It includes a text input field for "Enter 5XX-NXX Code \*" and a larger text area for "Comments". Below these is a certification statement: "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." A link "Part 1 Form Footnotes / Instructions" is provided. At the bottom is a blue "Submit" button.

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).

The screenshot shows a confirmation screen titled "Cancel 5XX-NXX Disconnect". It features a green success message: "Success! Your request has been successfully submitted. Click tracking number below to view forms." Below this is the tracking number "5XX-2550441" with a link icon. At the bottom are two links: "Home" and "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 Request** screen (Figure 5-21).

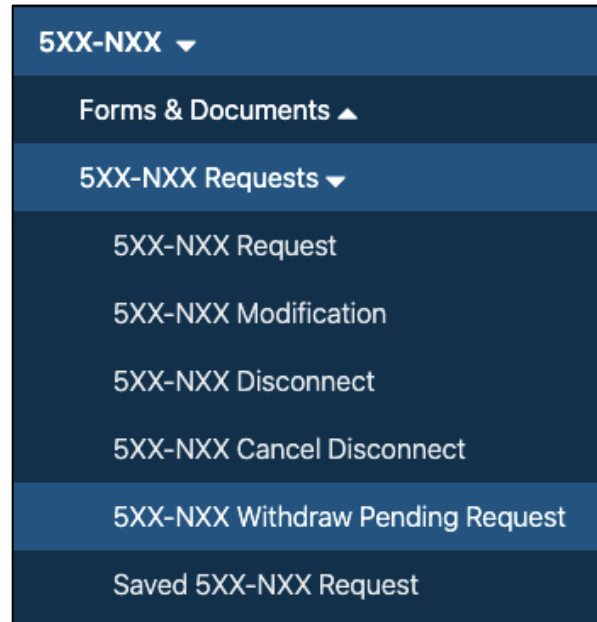


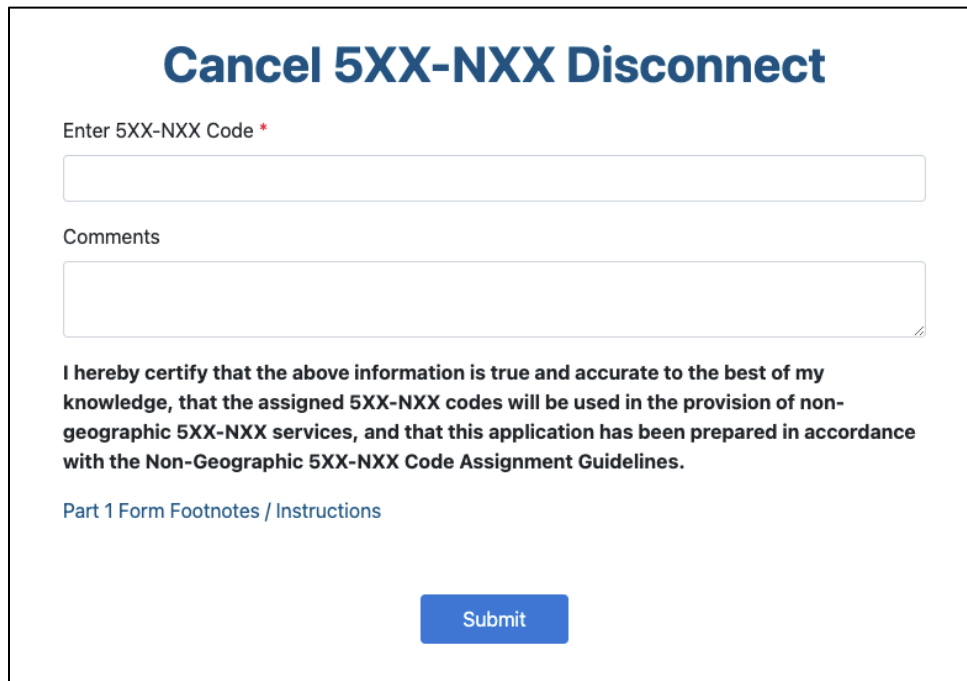
Figure 5-20

### 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).



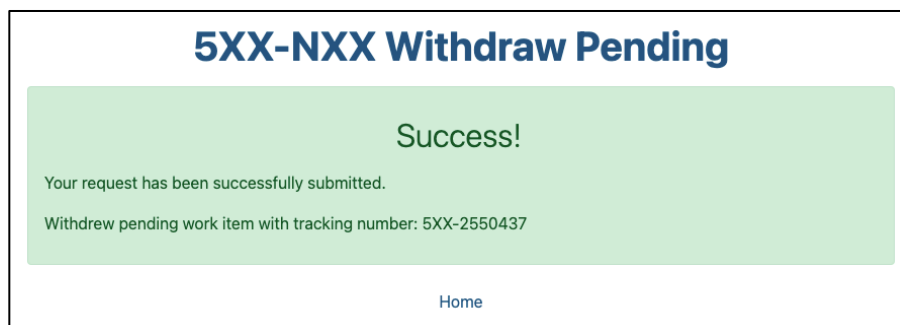
The form is titled "Cancel 5XX-NXX Disconnect" in a large, bold, blue font. Below the title, there is a label "Enter 5XX-NXX Code \*" followed by a single-line text input field. Underneath that is a label "Comments" followed by a multi-line text area. A paragraph of text follows, stating: "I hereby certify 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." Below this paragraph is a link "Part 1 Form Footnotes / Instructions" in blue. At the bottom center is a blue "Submit" button.

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.



The screen has a title "5XX-NXX Withdraw Pending" in bold blue font. Below the title is a large green rectangular box containing the text "Success!" in bold green font. Underneath "Success!" is the text "Your request has been successfully submitted." and "Withdrew pending work item with tracking number: 5XX-2550437". At the bottom center of the screen is a blue "Home" link.

Figure 5-22

## 5.6 Saved 5XX-NXX Request

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

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

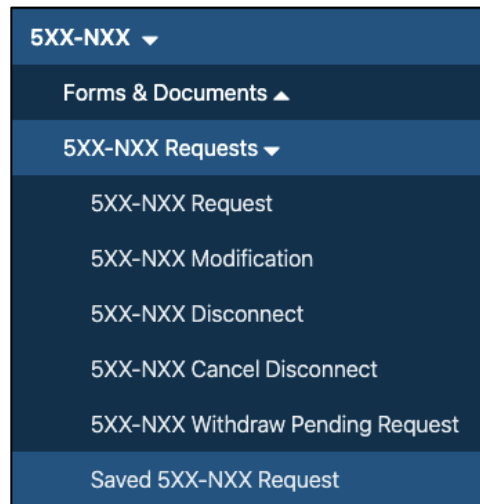


Figure 5-23

### 5.6.1 Saved 5XX-NXX Request

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

- **Reference Number**

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

## Saved 5XX-NXX Requests

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

Figure 5-24

## 6 Submit Part 4

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

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

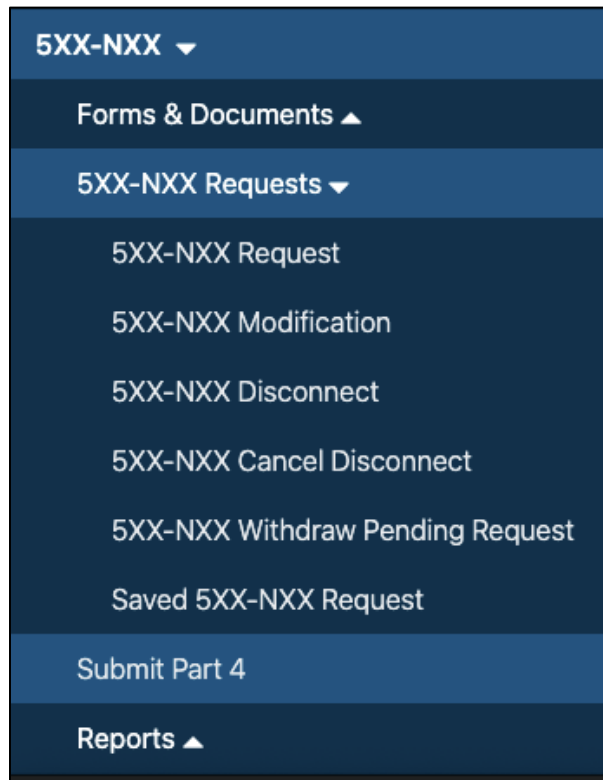


Figure 6-1

#### 6.1.1 5XX-NXX Part 4 Search

The **5XX-NXX Part 4 Search** screen (Figure 6-2) allows the user to enter data to identify the 5XX-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-NXX 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-NXX Part 4 Submission

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

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

Select 5XX-NXX Code(s) \*

You have selected 0 rows.

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

Figure 6-3

5XX-NXX Part 4 Submission

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

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

Select 5XX-NXX Code(s) \*

You have selected 0 rows.

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

Rows per page: 10 ▼

1-8 of 8

|< < 1 > >|

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.

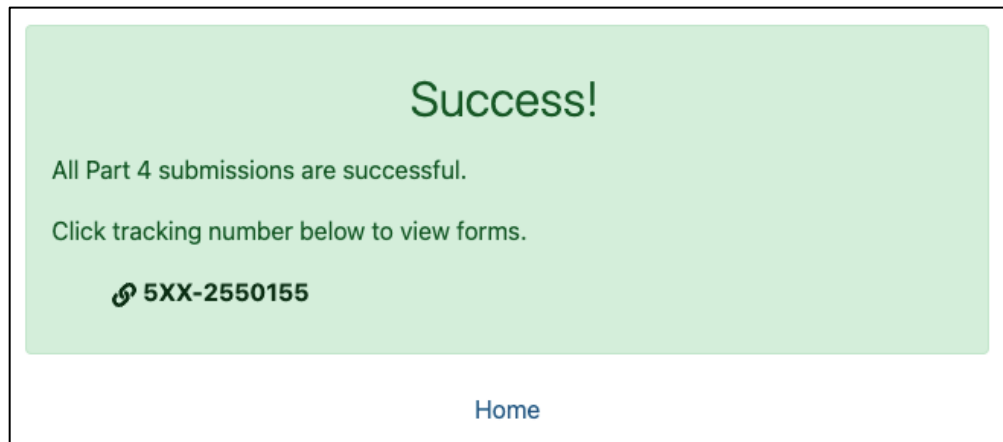


Figure 6-5

## 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.

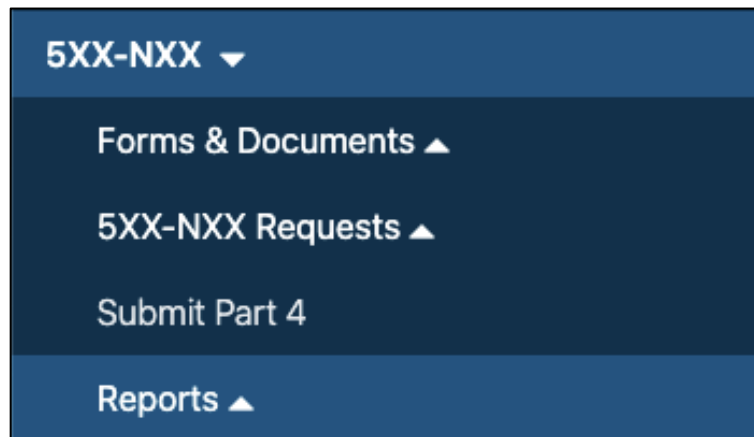


Figure 7-1

### 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-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).



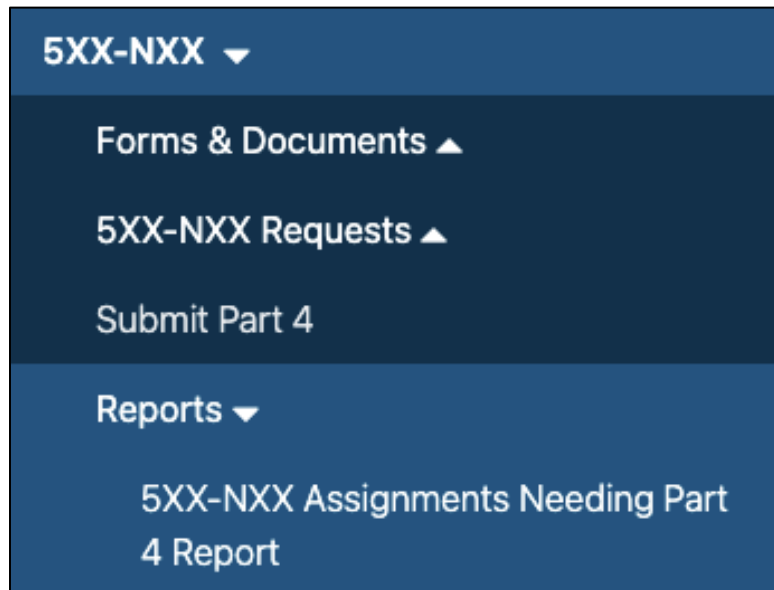


Figure 7-2

#### 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:

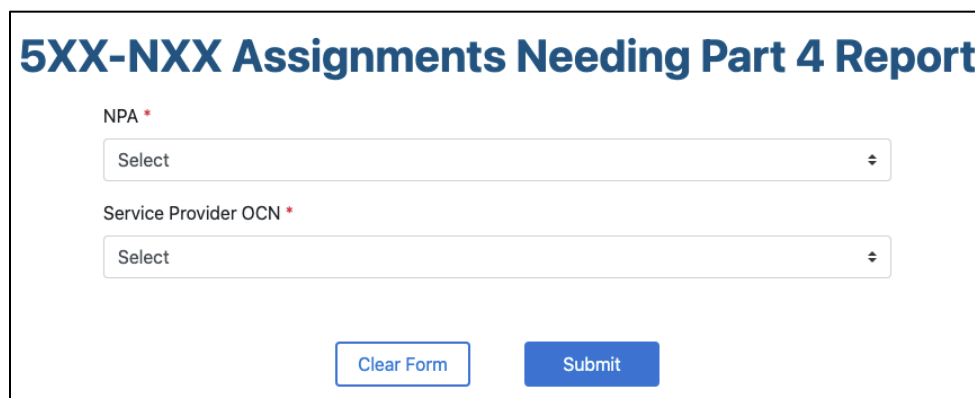
- **NPA**
- **Service Provider OCN**

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).



June 18, 2025

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 Report						
Reported On: 08/23/2024				Export to XLSX		Search Again
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