

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

1	INTE	ODUCTION	.4
	1.1	PURPOSE	.4
	1.2	OTHER RESOURCES SUBSCRIPTION	.4
	1.3	CONTENT SUMMARY	.4
	1.4	RELATED DOCUMENTS	.4
	1.5	CONVENTIONS	.4
	1.6	User Access	.4
	1.7	PREPARATIONS	-
	1.8	TROUBLESHOOTING	. 5
2	LOG	IN	. 5
	2.1	NAS Log IN	5
	2.2	MULTI-FACTOR VERIFICATION	
	2.2	RESET YOUR PASSWORD.	
	2.4	UPDATE USER PROFILE	
	2.5	NAS User Report	
3	ACC	ESS 9YY-NXX TOOLBAR	11
	3.1	Accessing 9YY-NXX Toolbar	11
4	FOR	MS & DOCUMENTS	12
	4.1	View Forms	13
5	9YY-	NXX REQUESTS	15
	5.1	9YY-NXX REQUEST	16
	5.2	9YY-NXX Modification	22
	5.3	9YY-NXX DISCONNECT	24
6	SUB	MIT PART 4	27

## 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 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 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 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:

• 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 <a href="mailto:support@nanpa.com">support@nanpa.com</a> 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 (<u>https://www.nanpa.com</u>), 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).

[ท.	ANPA	ר ש			🛛 Suppo	ort <b>Q</b> Search	💄 + Register 🛛 🔒	Login
	Home	Numbering 🔻	NRUF 🝷	NPA Relief 🔻	Reports 🔻	Resources 🔻	Services 🔻	
Pla This si	In Admi te provides infor	erican Nur inistrator	American Number	ring Plan (NANP) and its				
		NP is the numbering pla es, Canada, and some C						

Figure 2-1

Log In to NAS
Username *
Password *
Login
Forgot Password
Forgot Username
New User? Create an Account

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

Multi-Factor Verification	on
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).

×	[NANPA]	SPUSERCTE (SP)	-
Thousands-Block/CO Code A NANP Notification System (NNS) A Historic Thousands-Block/CO Code Forms and Reports A	Welcome to NANPA		
	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).

SPUSERCTE (SP)
Profile
Update Switch/SPID/LRN/DPC
NAS User Report
Reset Password
Log Out
Figure 2-5

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

The user must enter a valid:

- Current Password
- New Password

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

Change Password
Current Password *
New Password *
Password Requirements:
<ul> <li>At least 16 characters</li> <li>At least 1 uppercase letter</li> <li>At least 1 lowercase letter</li> </ul>
Confirm New Password *
Change Password
Figure 2-6

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

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

Change Password
Success!
Your password has been successfully updated.
Home

## **2.4** Update User Profile

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

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

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Resource Subs	criptie	ons			
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Jser Informati	on				
Usemane: splestus	er.				
Name: Test User					
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Work Phone: 999-9					
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Title: Director Numb	er Mana	gement			
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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, gease log out and log back in to see those changes.

Figure 2-9

## 2.5 NAS User Report

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

## **NAS User Report**

State *		
Select		\$
NPA *		
Select		\$
Service Provider OCN *		
Select		\$
Status *		
$\odot$ Active $\odot$ Inactive $\odot$ 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	Reported On: 08/29/2024									Export to XLSX	Search Again	
Company/Agency Agency First Name A	Last Name 🛎	Street à	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 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.

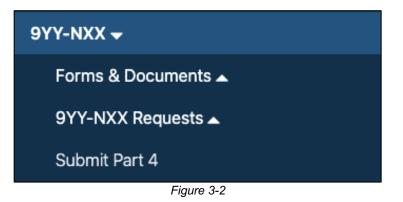
## 3.1 Accessing 9YY-NXX Toolbar

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.

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

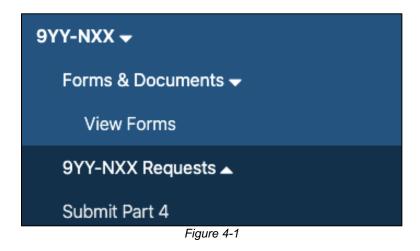
Figure 3-1



## 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.



## 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 S Service Provider	r OCN
Select	\$
Date Range	
From	
mm/dd/yyyy	mm/dd/yyyy
Form Type	
All	<b>\$</b>

Figure 4-2

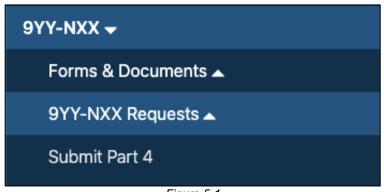
Search	g	YY-N	IXX Fo	orms Sea	arch		
bearch							
Selection							
Advanced	Search	✓ ÷					
Advanced Search Service Provider OCN Select  Date Range From To O1/01/2024  O8/23/2024  Form Type All  *							
Clear Fo	orm	Search					
Clear Fo	Applicati on Type	Search Form Type	Date 🛦	9YY-NXX &	Service Provider OCN	۵	
			Date A 03/05/20	9үү-NXX 🛦	Service Provider OCN TEST	Â	
Tracking A Number	Applicati on Type	Form ▲ Type		9 <b>YY-NXX</b> ≜ 900-201			
Tracking Number	Applicati on Type	Form A Type ART_1	03/05/20		TEST	0	
Tracking Number 9YY-2549 9YY-2549	Applicati on Type New New	Form A PART_1 PART_3	03/05/20 03/06/20	900-201	TEST	0	
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Tracking           9YY-2549           9YY-2549           9YY-2549           9YY-2549           9YY-2549           9YY-2549           9YY-2549           9YY-2549	Applicati New New New New Modificati Modificati	Fype A PART_1 PART_3 PART_4 PART_1 PART_3 PART_1	03/05/20 03/06/20 03/06/20 03/06/20 03/06/20	900-201 900-201 900-202 900-202 900-346	TEST TEST TEST TEST TEST	0 0 0 0 0	
Tracking           9YY-2549	Applicati New New New Modificati Modificati	Form A PART_1 PART_3 PART_4 PART_1 PART_3 PART_1 PART_3 PART_3 PART_3 PART_3 PART_3 PART_3 PART_3 PART_3 PART_3 PART_1	03/05/20 03/06/20 03/06/20 03/06/20 03/06/20 03/06/20	900-201 900-201 900-202 900-202 900-346	TEST TEST TEST TEST TEST TEST	0 0 0 0 0 0 0	
Tracking         9YY-2549         9YY-2549	Applicati New New New New Modificati Modificati Modificati	Fype     A       PART_1     I       PART_3     I       PART_4     I       PART_3     I	03/05/20 03/06/20 03/06/20 03/06/20 03/06/20 03/06/20 05/07/2024 03/26/20	900-201 900-201 900-202 900-202 900-346	TEST TEST TEST TEST TEST TEST	0 0 0 0 0 0 0 0 0 0	

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).

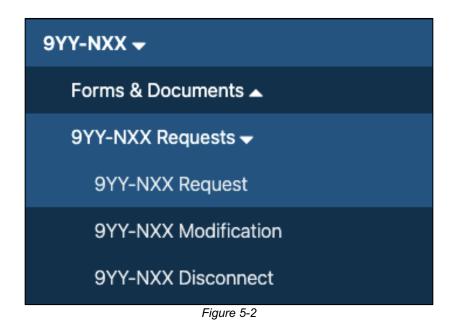


#### Figure 5-1

## 5.1 9YY-NXX Request

9YY-NXX Request allows a user to apply for a new 9YY-NXX CO Code 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).



#### 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 Part 1 -	Part 1 - Service Provider
Initial 9YY-NXX Part 1 - Growth	If you need assistance, please contact us via: • Phone: 1-866-623-2282 • Email: support@nanpa.com
9YY-NXX	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).

	New 9YY	-NXX Reque	st
<ul> <li>Part 1 - Service Provider</li> <li>Part 1 - Initial 9YY- NXX</li> <li>Part 1 - Growth 9YY-NXX</li> </ul>	populated based on the requi The 9YY-NXX Applicant infor Please periodically review you Service Provider OCN WXYZ - TEST TELECO, INC Quantity of 9YY-NXX(s) being 1 Type of Request Initial 9YY-NXX 9YY-NXX(s) Assignment Pref NOTE: It is the responsibility activation, deactivation, and	rked with a red asterisk (*) is a n rements listed below. mation on the Part 1 form is pop ar user profile to ensure this info g requested erence in order of priority y of the applicant to arrange w	ulated from your user profile. Irmation is current.
	Forecast - Next 12 months	TOT NEW THIS IN THE NEXT 12 INC	1115
	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
	Sum of months 1-6 above 0 Comments		
	I hereby certify that the abo knowledge, that the assign geographic 9YY-NXX servic	eve information is true and acc ed 9YY-NXX codes will be use ses, and that this application f eographic 9YY-NXX Code Ass icctions	d in the provision of non- nas been prepared in

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. Eenter:

- 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).

	New 9	YY-NXX Re	quest			
Part 1 -						
Service Provider	Part 1 - Grov	th 9YY-NXX				
Part 1 -	Please note that any field marked with a red asterisk (*) is a required field and must be					
Initial 9YY- NXX		e requirements listed below.	( ) is a required field and must be			
Part 1 - Growth 9YY-NXX	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 C					
	9YY-NXX(s) Assignme	nt Preference in order of prior	rity			
	activation, deactivation	on, and changes.	rrange with other entities code			
	Telephone Numbers (T	Ns) Available for Assignment	•			
	Telephone Numbers (T	Ns) Assigned *				
	Total Numbering Resou	rces in Applicant's Inventory				
	Monthly growth histo	ry for last 6 months				
	Growth History Previou	s 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 mor	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 Fores	ast (Sum of months 1-6 divid	ed by 6) *			
	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					
	knowledge, that the a geographic 9YY-NXX	ssigned 9YY-NXX codes w services, and that this app Non-Geographic 9YY-NXX (	e and accurate to the best of my ill be used in the provision of non- lication has been prepared in Code Assignment Guidelines.			

Figure 5-5

## 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.

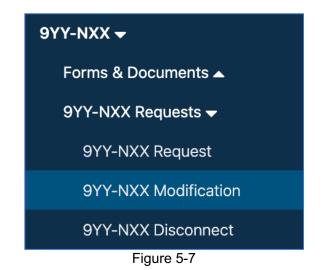


Figure 5-6

## 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).



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).

	odification Request
Type of Change *	
OCN: Intra-company	$\bigcirc$ OCN: Inter-company
Enter 9YY-NXX Code *	
Note: It is the responsibility of the a deactivation and changes.	oplicant to arrange with other entities code activation,
Service Provider OCN *	
Select	÷
Comments	
	nation is true and accurate to the best of my
I hereby certify that the above inform	
knowledge, that the assigned 9YY-N	IXX codes will be used in the provision of non- that this application has been prepared in accordance

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.

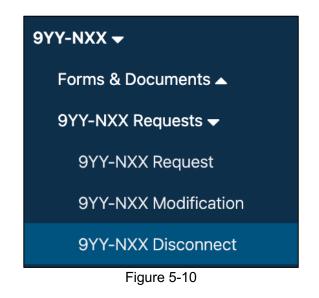
Success!
Your request has been successfully submitted.
Click tracking number below to view forms.
& 9YY-2550476
Home

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).



## 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 Request				
<ul> <li>9YY-NXX Disconnect</li> <li>9YY-NXX Disconnect Confirmation</li> </ul>	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-NX	X Disconnect			
	Service Provide	r 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 🔺			
		Rows per page: 10 ▼ 1-5 of 5  < < 1 > >			
		kowsperpage: 10 ♥ 1-5 01 5  < < 1 > >			
	Part 1 Form Foo	tnotes / 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.

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).

g	OYY-NXX Disconnect Request
<ul> <li>9YY-NXX Disconnect</li> <li>9YY-NXX Disconnect Confirmation</li> </ul>	9YY-NXX Disconnect Confirmation
	9YY-NXX 🛦
	Rows per page: 10 ▼ 1-1 of 1  < < 1 > >
	Comments
	I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 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

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.

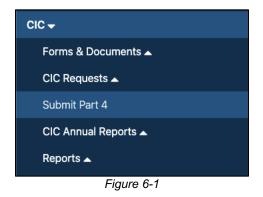
9YY-NXX Disconnect Request				
<ul> <li>9YY-NXX Disconnect</li> <li>9YY-NXX Disconnect Confirmation</li> </ul>	Success! Your request has been successfully submitted. Click tracking number below to view forms.			
	Home			

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).



## 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

<ul> <li>9YY-NXX</li> <li>Part 4</li> <li>Search</li> <li>9YY-NXX</li> <li>Part 4</li> <li>Submission</li> </ul>	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-N	NXX Part	4 Submission		
or more and that applicat	telephone num the NXX code( ion (see Section	bers from the code are assign s) are being used for the pu	cified below are in service (i. gned to end users or custom rpose specified in the origin ode Applicants and Holders" nt Guidelines).	ers) al
Service Pro	ovider OCN: TES ovider Name: TE -NXX Code(s) * elected 0 rows.	ST TELCO		
Select V	9YY-NXX 🛦	Date of Assignment <b>V</b>	In-Service Date 🔻	
	900-209	08/23/2024	08/23/2024	
		Rows per page: 10	▼ 1-1 of 1  < < 1	

Figure 6-3

<ul> <li>9YY- NXX</li> <li>Part 4</li> <li>Search</li> </ul>	9YY-NXX Part 4 Submission					
<ul> <li>9YY-NXX Part 4 Submission</li> </ul>	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: <b>TEST</b> Service Provider Name: <b>TEST TELCO</b> Select 9YY-NXX Code(s) *					
	Select 9YY	-NXX Code(s) *	1			
		-NXX Code(s) * elected 0 rows.				
		. ,	Date of Assignment ▼	In-Service Date V		
	You have se	elected 0 rows.		In-Service Date ▼ 08/23/2024		
	You have se	elected 0 rows. 9YY-NXX ▲	Date of Assignment ▼			

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