



Service Provider (SP) & Service Provider Consultant (SPC) NANP Administration System (NAS) User Guide

Thousands-Block/CO Code Resources

Version: 1.6

Version History

Revision History		
Date	Version	Description
October 28, 2024	1.0	Initial release of the combined NAS NANP Administration System (NAS) User Guide.
October 31, 2024	1.1	Added clarification on filename for attached documents.
December 4, 2024	1.2	Added additional “Search” option to the NAS and PAS Historic View Forms section.
December 9, 2024	1.3	Update to Part 1/3 Report section, date range includes Part 3 response date.
January 10, 2025	1.4	Updated Thousands-Block Disconnect section relating to statements provided if block is contaminated or not.
April 25, 2025	1.5	Update to the Navigation Menu for Thousands-Block and CO Code Requests.
June 18, 2025	1.6	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 Service Provider (SP) and Service Provider Consultant (SPC) tools and processes related to the **Subscription Choice of Thousands-Block/CO Code Resources** in the web-based application of the NANP Administration System (NAS). The **Subscription Choice of Thousands-Block/CO Code Resources** in NAS automates the Central Office (CO) and Thousands-Block administration function and manages the thousands-block pools. The process of creating thousands-block pools in a Numbering Plan Area (NPA) and process for the administration of CO Codes and Thousands-Blocks is defined in the ATIS-0300119, *Thousands-Block (NPA-NXX-X) & Central Office Code (NPA-NXX) Administration Guidelines* (TBCOCAG).

The process of assigning thousands-blocks and CO Codes is governed by a set of industry-defined forms (e.g., Part 1, Part 1B, Part 3, Part 4, Appendix 1, Appendix 2, and Appendix 3). 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 Thousands-Block/CO Code Resources Subscription

The **Subscription Choice of Thousands-Block/CO Code Resources** allows a user to submit and view data associated with thousands-blocks (NPA-NXX-X) and CO Codes (NPA-NXX) resources. To access the **Thousands-Block/CO Code** toolbar, the **Subscription Choice of Thousands-Block/CO Code Resources** must be selected in the user's profile.

1.3 Content Summary

This document will guide Service Provider (SP) and Service Provider Consultant (SPC) users through the following tasks related to Thousands-Block and CO Code resources:

- Submit/Modify Thousands-Block Forecast
- Submit Thousands-Block Applications
- Submit CO Code Applications
- Submit Thousands-Block and CO Code Part 4 (Confirmation of In Service)
- Upload Documents for Thousands-Block and CO Code Applications
- View Thousands-Block and CO Code Forms
- View Thousands-Block and CO Code 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-0300119, *Thousands-Block (NPA-NXX-X) & Central Office Code (NPA-NXX) Administration Guidelines* (TBCOCAG).

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 **Thousands-Block/CO Code Resources** shall be restricted based on the user type selected.

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 States, NPAs, and OCNs in their user profile.

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 States, NPAs, and OCNs in their user profile.

1.7 Preparations

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 Thousands-Block/CO Code Resources** selected and the State, NPA, OCN in their user profile (see the *Service Provider and Service Provider Consultant NANP Administration System (NAS) User Registration Guide*).

1.8 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 to access the NAS (see the *Two-Factor Authentication User Guide*).

1.9 Troubleshooting

Any questions or issues may be emailed to support@nanpa.com or call 866-623-2282.

2 Login and User Data

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

This section provides direction on logging in and updating user profile.

- Section **2.1 NAS Log In**, how to login to the NAS GUI.
- Section **2.2 Multi-Factor Authentication**, 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.
- Section **2.5 Update Switch/SPID/LRN/DPC**, uploading switch, SPID, LRN, and DPC data to NAS GUI.
- Section **2.6 NAS User Report**, viewing the NAS User Report 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 (see in Figure 2-1), then the **Log In to NAS** screen will be displayed (Figure 2-2).

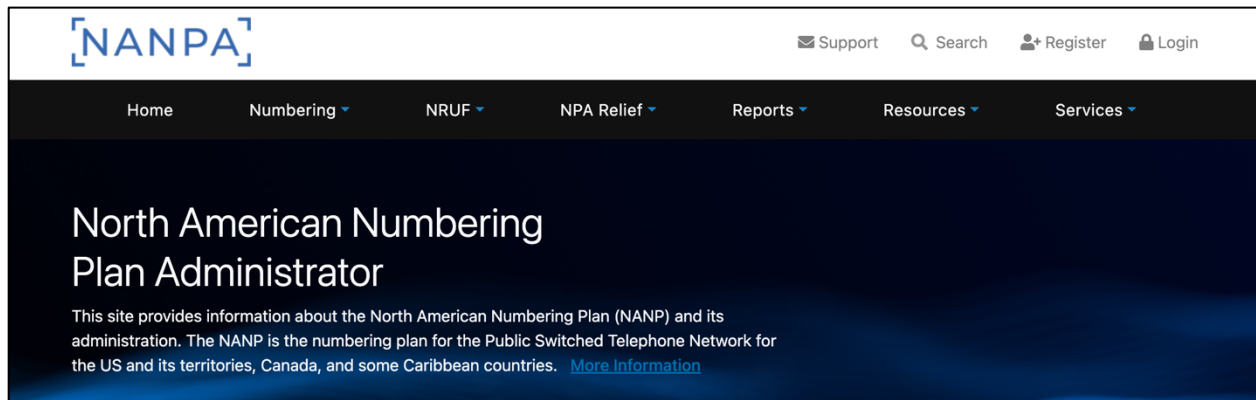


Figure 2-1

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

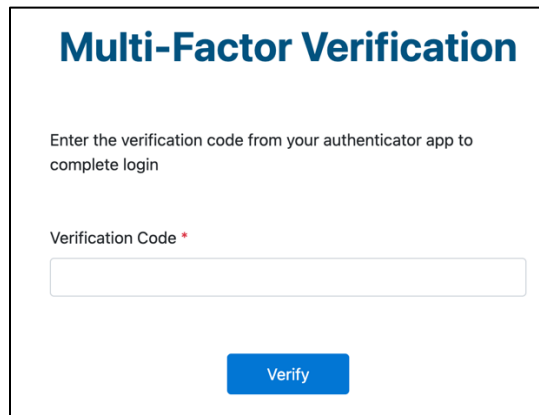
The image shows the "Log In to NAS" screen. It has a white background with a blue title "Log In to NAS". Below the title, there are two input fields: "Username *" and "Password *". Both fields have a red asterisk indicating they are required. Below the input fields is a blue "Login" button. Under the button, there are two links: "Forgot Password" and "Forgot Username". At the bottom, there is a link "New User? Create an Account".

Figure 2-2

- **Username*** – The user must enter the NAS **Username** associated with their account.
- **Password** – The user must enter the NAS **Password** associated with the **Username**.
- **Login** – The user must select **Login**. NAS will provide the Multi-Factor Authentication screen (Section 2.2).

2.2 Multi-Factor Authentication

On the **Multi-Factor Authentication** screen (Figure 2-3), the user must enter the Multi-Factor Authentication code associated with their NAS account. All fields with a red asterisk (*) are required.



The image shows a 'Multi-Factor Verification' screen. At the top, the title 'Multi-Factor Verification' is displayed in a large, bold, blue font. Below the title, there is a text prompt: 'Enter the verification code from your authenticator app to complete login'. Underneath this prompt is a label 'Verification Code' followed by a red asterisk. Below the label is a white rectangular input field. At the bottom center of the screen is a blue button with the word 'Verify' in white text.

Figure 2-3

- **Verification Code** – The user must enter the six-digit code provided by the authentication tool.
- **Verify** – The user must select **Verify**. Upon successful login, NAS will provide the **Dashboard** (Figure 2-4).

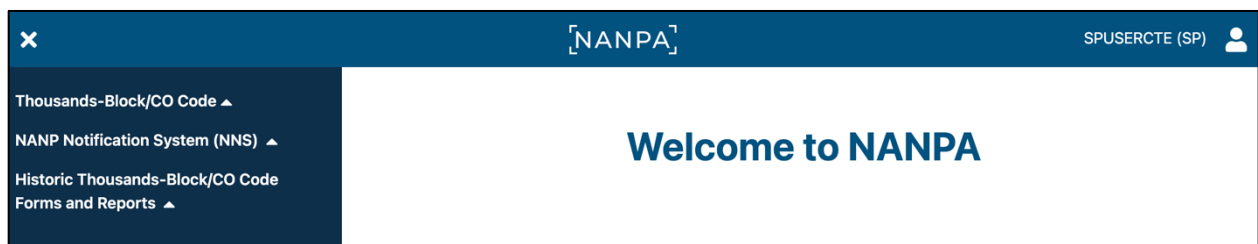


Figure 2-4

2.3 Reset Your Password

To reset your password, select the **Person icon** located in the upper right corner (Figure 2-4), then **Reset Password**, the **Change Password** screen will be displayed, enter the current password and new password, then **Change Password** (Figure 2-6).

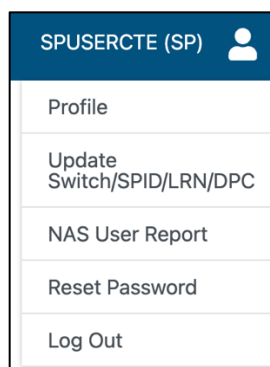
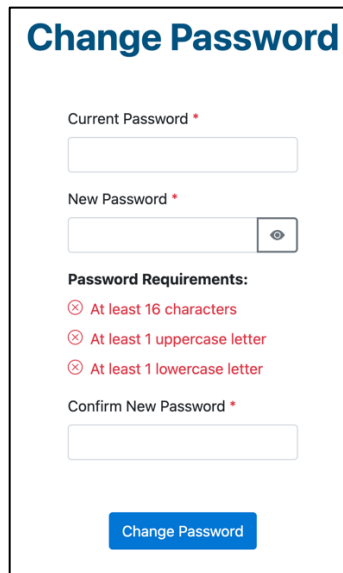


Figure 2-5



The image shows a 'Change Password' form. At the top, the title 'Change Password' is in a large, bold, blue font. Below the title, there are three input fields: 'Current Password *', 'New Password *', and 'Confirm New Password *'. The 'New Password *' field has a small eye icon to its right. Below the input 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 with the text 'Change Password'.

Figure 2-6

2.4 Update User Profile

To update your user profile, select the **Person icon** located in the upper right corner (Figure 2-1), then **Profile**, the **Profile** screen (Figure 2-7) will be displayed.

To edit any information, click the **Edit** link 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 2-8).

Note: Any changes to the following information: First Name, Last Name, Email, Agency/Company Name, Authorizer's Name, Authorizer's Agency/Company Name, OCN, NENA ID, or IAC Code, in conjunction with any other updates will require approval by the NANPA Customer Support prior to taking effect. For all other changes that do not require an approval, please log out and log back in to see those changes.

Figure 2-7

Figure 2-8

2.5 Update Switch/SPID/LRN/DPC (SP Users Only)

To add/update Switch/SPID/LRN/DPC related information, select the **Person icon** located in the upper right corner (see Figure 2-1), then **Update Switch/SPID/LRN/DPC**, the **Update Switch/SPID/LRN/DPC** screen will be displayed (Figure 2-9). This feature only applies to SP users only.

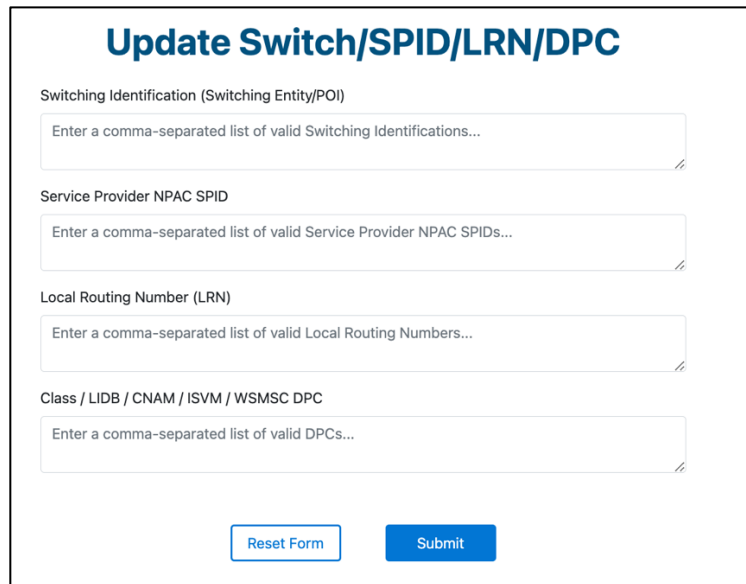


Figure 2-9

To add the **Switching Identification (Switching Entity/POI)** that will be used to select from when completing the Part 1 form, enter the switch, using a comma after each additional switch.

To add the **Service Provider NPAC SPID, Local Routing Number (LRN) and Class / LIDB / CNAM / ISVM / WSMSC DPC** that will be used to select from when completing the Part 1B form, enter the information using a comma after each additional SPID, LRN and DPC values.

Then select **Submit**, NAS will display the **Confirmation** screen (Figure 2-10).

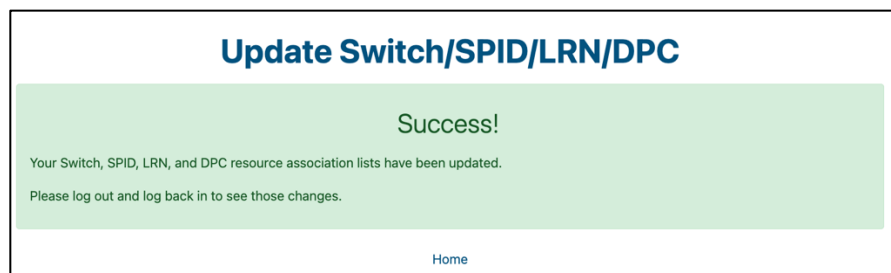
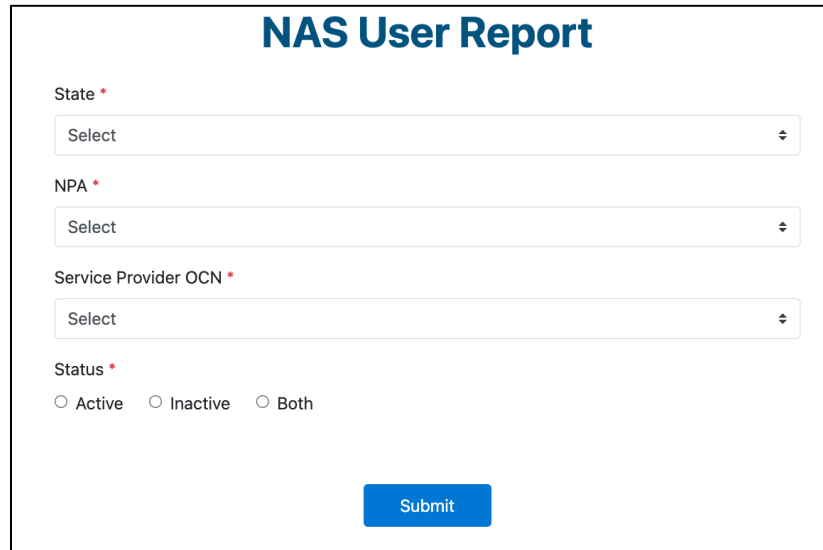


Figure 2-10

2.6 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 2-1), then **NAS User Report**, the **NAS User Report** screen will be displayed (Figure 2-11).



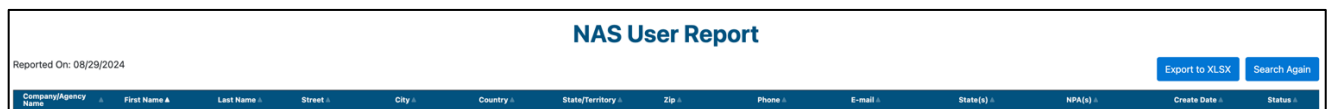
The form is titled "NAS User Report" in a large, bold, blue font at the top center. Below the title, there are four input fields, each with a red asterisk indicating a required field. The first three are drop-down menus labeled "State", "NPA", and "Service Provider OCN", each with a "Select" placeholder and a downward arrow. The fourth is a radio button group labeled "Status" with three options: "Active", "Inactive", and "Both". At the bottom center of the form is a blue "Submit" button.

Figure 2-11

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 2-12).



The table is titled "NAS User Report" in a blue header. Below the title, there is a sub-header "Reported On: 08/29/2024". To the right of the sub-header are two buttons: "Export to XLSX" and "Search Again". The table has 11 columns: "Company/Agency Name", "First Name A", "Last Name", "Street", "City", "Country", "State/Territory", "Zip", "Phone", "E-mail", and "State(s)". The "State(s)" column is highlighted in blue.

Figure 2-12

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 Thousands-Block/CO Code Toolbar

To access the **Thousands-Block/CO Code** toolbar, which includes all tasks outlined in **1.3 Content Summary**, the user must have the **Subscription Choice** of **Thousands-Block/CO Code Resources** in their user profile.

From the **Dashboard**, select **Thousands-Block/CO Code** from the toolbar (Figure 3-1) to display the **Thousands-Block/CO Code** toolbar options (Figure 3-2).

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

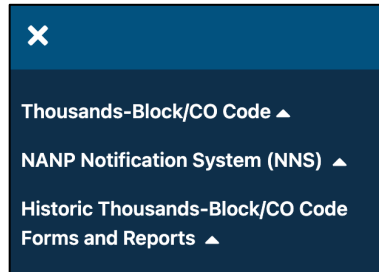


Figure 3-1

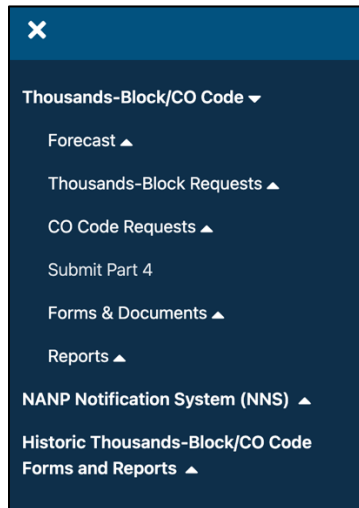


Figure 3-2

4 Forecast

This section provides direction on creating and submitting Thousands-Block Forecasts. Forecast options include:

- Section **4.1 Create/Modify Thousands-Block Forecast**, creating new or modifying existing thousands-block forecasts in NAS GUI.
- Section **4.2 Upload Thousands-Block Forecast File**, uploading thousands-block forecast Excel files into NAS.
- Section **4.3 Request Update to Excluded Rate Center**, requesting to have the pooling status of an Excluded rate center updated to Optional.

4.1 Create/Modify Thousands-Block Forecast

Create/Modify Thousands-Block Forecast allows a user to submit a new Thousands-Block Forecast or modify an existing Thousands-Block Forecast in the NAS GUI.

From the **Thousands-Block/CO Code** toolbar, select **Forecast** (Figure 4-1). NAS will display the Forecast toolbar (Figure 4-2). Select **Create/Modify Thousands-Block Forecast** (Figure 4-2). NAS will display the **Thousands-Block Forecast Preliminary Data** screen (Figure 4-3).

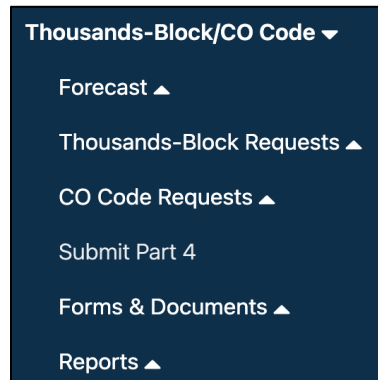


Figure 4-1

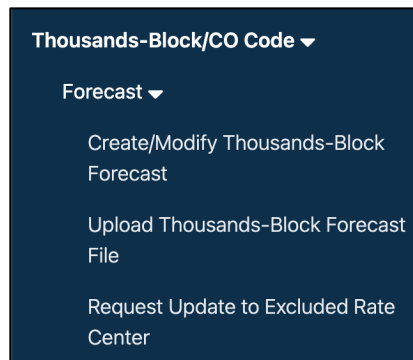


Figure 4-2

From the **Thousands-Block Forecast** preliminary screen (Figure 4-3), select the State, NPA, Month and Year and OCN. All fields with a red asterisk (*) are required. Select the **Next** button to continue, NAS will provide the **Thousands-Block Forecast** screen (Figure 4-4).

June 18, 2025

Thousands-Block Forecast

State *

Select

NPA *

Select a State to view NPAs

Month and Year *

Select

Service Provider OCN *

Select

Next

Figure 4-3

Thousands-Block Forecast

Directions:

Please provide the forecasted number of Thousands-Blocks in each Rate Center that your company expects to take from the pool each month for the next 12 months. Only the total quantity of Thousands-Blocks that are forecasted should be entered. Do not include in the forecast the Thousands-Blocks for CO Codes that are already in your inventory. If CO Code(s) is/are forecasted, please reflect this in the Thousands-Blocks, e.g., a CO code =10 Thousands-Blocks.

Service Provider Name: SP USER
Service Provider OCN Name: TEST OCN
Service Provider OCN: TEST
Phone: 713-713-1234
Fax:
Email: success+SPUSERCTE@simulator.amazonses.com
NPA: 205

If any of the forecasted demand includes the need for a new CO code for an LRN, please indicate in the space provided below, e.g., a CO code for an LRN = 1.

LRN Required	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025
NPA: 205	0	0	0	0	0	0	0	0	0	0	0	0

Rate Center	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	Delete
ALABASTER	0	0	0	0	0	0	0	0	0				
ALICEVILLE	0	0	0	0	0	0	0	0	0	0	0	0	
Please Select	0	0	0	0	0	0	0	0	0	0	0	0	Clear

Add Rate Center

Submit

Figure 4-4

Note: If any forecasted demand includes the need for a new CO Code for an LRN, include the number of new CO Codes in the month that the request will be submitted.

When adding a new Thousands-Block Forecast, the **Rate Center** field is a drop-down list of all Rate Centers in the NPA (Figure 4-4). When an existing forecast is on file for an NPA, all Rate Centers with a forecast on file will be shown. The drop-down field on an existing forecast will only include the Rate Centers in the NPA without an existing Thousands-Block Forecast on file (Figure 4-4).

NOTE: At least one **Rate Center** must be added on a new Thousands-Block Forecast.

Add or modify the number of Thousands-Blocks being forecasted for the associated Rate Center for each of the twelve months (e.g., August 2024 = 3 when three Thousands-Blocks are needed).

Note: A Thousands-Block Forecast is required in all Rate Centers where the Service Provider has opted into pooling, however, if no thousands-blocks are needed a forecast of zero may be submitted.

The **Clear** or **Trash Can icons** under the **Delete** column may be used to remove a forecast for a Rate Center that has not yet been submitted (Figure 4-4).

Select a Rate Center then **Add Rate Center** to additional Rate Centers requiring a forecast.

Then select the **Submit** button to complete the forecast and receive the **Confirmation** screen (Figure 4-5).

To return to the **Dashboard** select the **Home** button.



Figure 4-5

4.2 Upload Thousands-Block Forecast File

Upload Thousands-Block Forecast File allows a user to upload an Excel spreadsheet with forecast data for a given OCN and NPA.

From the **Forecast** toolbar, select **Upload Thousands-Block Forecast File** (Figure 4-6). NAS will provide the **Upload Thousands-Block Forecast** screen (Figure 4-7).

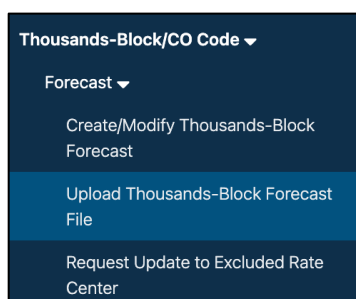


Figure 4-6

Select **Choose File** to select the forecast file to be uploaded to NAS, then select the **Submit** button to upload the forecast file.

NOTE: Ensure the file name adheres to the naming convention:
incoming.<OCN>.tb.forecast.<Current MMDDYY>.xlsx

A web form titled "Upload Thousands-Block Forecast File". It includes a label "Select Thousands-Block Forecast File" with a red asterisk. Below it is a "Choose File" button and the text "No file chosen". A blue "Submit" button is centered below. A light blue box at the bottom contains the instruction: "Please ensure the selected file adheres to the following name convention: incoming.<OCN>.tb.forecast.<CURRENT MMDDYY>.xlsx".

Figure 4-7

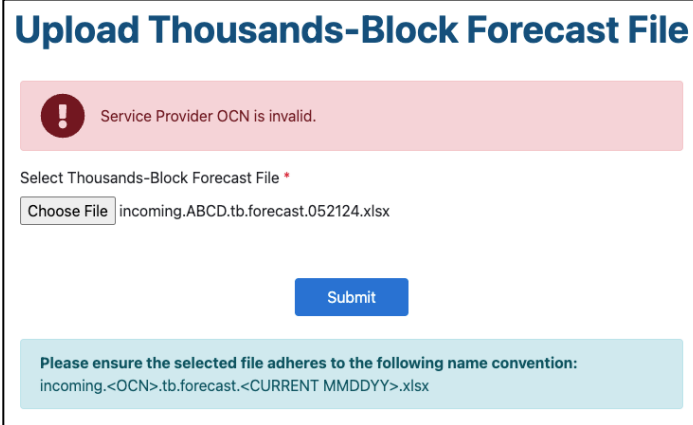
When all validations are met, NAS shall provide the **Confirmation** screen (Figure 4-8).

A web page titled "Upload Thousands-Block Forecast File" showing a success message. A large green box contains the text "Success!" and "Your Thousands-Block Forecast file upload is complete. You will receive an email confirming the status of your file after it has been processed." Below this box is a blue "Home" link.

Figure 4-8

When one or more validations are not met, NAS shall provide the **Error Message** screen (Figure 4-9).

NOTE: The **Error Message** screen will list not list all errors, only the first error found.



The screenshot shows a web interface titled "Upload Thousands-Block Forecast File". At the top, there is a red error message box with a white exclamation mark icon and the text "Service Provider OCN is invalid." Below this, there is a section labeled "Select Thousands-Block Forecast File *". It contains a "Choose File" button and the text "incoming.ABCD.tb.forecast.052124.xlsx". A blue "Submit" button is positioned below the file selection area. At the bottom, a light blue box contains the instruction: "Please ensure the selected file adheres to the following name convention: incoming.<OCN>.tb.forecast.<CURRENT MMDDYY>.xlsx".

Figure 4-9

4.3 Request Update to Excluded Rate Center

Request Update to Excluded Rate Center allows a user to request the pooling status be changed for an Excluded rate center to Optional.

From the **Forecast** toolbar, select **Request Update to Excluded Rate Center** (Figure 4-10). NAS will provide the **Request Update to Excluded Rate Center** screen (Figure 4-11).

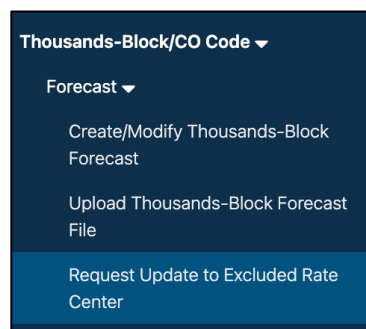


Figure 4-10

From the **Request Update to Excluded Rate Center** screen (Figure 4-11), select the State, NPA and Rate Center, then select the **Submit** button to complete the request. All fields with a red asterisk (*) are required.

The screenshot shows a web form titled "Request Update to Excluded Rate Center". It contains three dropdown menus: "State" with a "Select" placeholder, "NPA" with a "Select a State to view NPAs" placeholder, and "Rate Center" with a "Select an NPA to view Rate Centers" placeholder. Each dropdown has a small upward and downward arrow icon. Below the dropdowns is a blue "Submit" button.

Figure 4-11

Upon successful submission, NAS will update the pooling status from Excluded to Optional (Figure 4-12).

The screenshot shows a success message within the same form container. A green banner at the top says "Success!". Below it, in smaller text, it says "CASTLEBRY has been successfully updated to Optional." At the bottom center, there is a "Home" link.

Figure 4-12

To return to the **Dashboard** select the **Home** button.

5 Thousands-Block Requests

This section provides direction on creating and submitting Thousands-Block applications.

Thousands-Block application options include:

- Section **5.1 Request New Thousands-Block**, submit a new thousands-block application.
- Section **5.2 Copy Thousands-Block Request**, submit a new thousands-block application using data from a previous thousands-block application for the same application type, State, NPA, and Rate Center.
- Section **5.3 Modify Thousands-Block** Modify Thousands-Block , submit a modification for an assigned thousands-block(s).
- Section **5.4 Modify Thousands-Block Effective Date** Modify Thousands-Block Effective Date , submit an effective date change on a new, modification, or disconnect application where the effective date is the current date or a future date.

NOTE: When the effective date is seven (7) calendar days or less in the future, email support@nanpa.com indicating the need to modify an effective date that is seven (7) calendar days or less in the future and include the Tracking Number.

- Section **5.5 Disconnect Thousands-Block**, submit a disconnect for a thousands-block.
- Section **5.6 Cancel Thousands-Block Disconnect**, cancel a previously approved thousands-block disconnect where the effective date of the disconnect is the current date or a future date.

NOTE: When the disconnect effective date is seven (7) calendar days or less in the future, email support@nanpa.com indicating the need to cancel a disconnect with an effective date that is seven (7) calendar days or less in the future and include the Tracking Number.

- Section **5.7, Reserve Thousands-Block**, submit a reservation request for a thousands-block(s) when a service provider is seeking a safety valve waiver.
- Section **5.8 Assign/Cancel/Extend Thousands-Block Reservation**, submits a request to assign, cancel or extend the reservation expiration date on a reserved thousands-block.
- Section **5.9 Modify Pending Thousands-Block Request**, modify a new or modification application that has not been processed by NANPA.
- Section **5.10 Withdraw Pending Thousands-Block Request**, withdraw a new, modification, or disconnect application that has not been processed by NANPA.
- Section **5.11 Saved Thousands-Block Request**, submit a previously saved application.

NOTE: Requests are only saved for 30 calendar days.

5.1 Request New Thousands-Block

Request New Thousands-Block allows a user to apply for a new thousands-block.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Request New Thousands-Block**, NAS will display the **Service Area** screen (Figure 5-2).

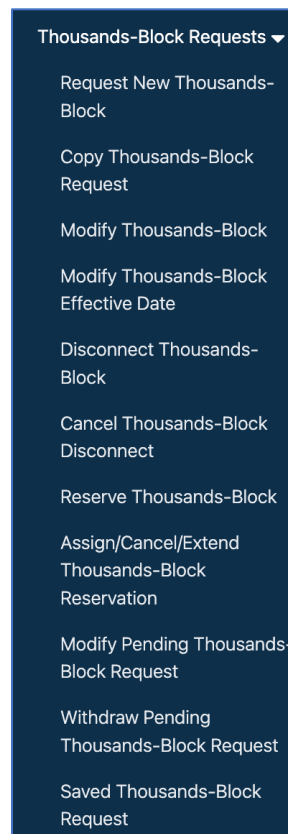


Figure 5-1

5.1.1 Service Area

The **Service Area** screen allows the user to define the service area and number of thousands-blocks being requested on the application.

Figure 5-2

From the **Service Area** screen, complete 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of pooling Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Quantity of Thousands-Blocks Requested** – Enter the amount of number of thousands-blocks requested. A maximum of 25 thousands-blocks may be requested per application.

Select **Next**, NAS shall provide the:

- **Pool Replenishment Needed** screen (Section 5.1.2) when the thousands-block pool is in need of replenishment.
- **Part 1 – General Information** screen (Section 5.1.3) when the thousands-block pool replenishment is not needed.

5.1.2 Pool Replenishment Needed

The **Pool Replenishment Needed** screen (Figure 5-3) is provided only when the six-month forecasted demand for thousands-blocks exceeds the number of thousands-blocks available in the pool for the State, NPA, and Rate Center selected.

Service Area

- Pool Replenishment Needed
 - Part 1 - General Information
 - Part 1 - Thousands-Block Request
 - Part 1 - Comments and Certification
 - Part 1B
 - Review & Submit

Pool Replenishment Needed

Current Pooling Data Summary

The pool is in need of replenishment for the requested rate center.

NPA(s)	Rate Center	Forecasted Block Demand		Blocks Assigned	Blocks Returned	Blocks Available	CO Code Demand (based on next 6 months block forecast)	
		6 Months	Curr Month				Currently Needed	In Queue
205/659	ALABASTER	20	20	0	0	10	1	0

Please select one of the following options:

- ☐ Request NANPA to seek voluntary disconnects.
- ☐ Split Request: CO Code for Pool Replenishment and Thousands-Blocks from the pool.
- ☐ Request CO Code for Pool Replenishment.
- ☒ Request Thousands-Blocks from the pool.

[Available Blocks Report](#)

[Next](#)

Figure 5-3

Select one of the following options, then select **Next** to proceed to the **Part 1 – General Information** screen:

- **Request NANPA to seek voluntary disconnects.** – When this radio button is selected, NANPA will seek voluntary disconnects from service providers with resources in the State, NPA, and Rate Center.

NOTE: When selected, the applicant should wait at least 14 calendar days before proceeding with the application to allow NANPA to request and process the disconnect(s).
- **Split Request: CO Code for Pool Replenishment and Thousands-Blocks from the pool.** – When this radio button is selected, enter 1 or more in **Quantity of Thousands-Blocks requested from pool** and select 1 or more checkboxes under **Request Thousands-Blocks to be assigned from CO Code**.
- **Request CO Code for Pool Replenishment.** – When this radio button is selected, select which thousands-blocks to be assigned from the new CO Code.
- **Request Thousands-Blocks from the pool.** – When this radio button is selected, the request will be for the thousands-blocks in the pool.

To view the Available Blocks Report, select the **Available Thousands-Block Report** link, the report will open in a separate window.

Select **Next** to continue, NAS will provide the **Part 1 – General Information** screen (Figure 5-4).

5.1.3 Part 1 – General Information

From the **Part 1 – General Information** screen (Figure 5-4), select the Parent Company OCN and SPC users must also enter the **Headquarters Address**, then select **Next** to proceed to the **Part 1 – Thousands-Block Request** screen.

To view the Part 1 form footnotes/instructions, select the **Part 1 Instructions** link, which will open in a separate window.

To view the current pool status, select the **Pool Replenishment Status** link, move cursor over to view.

Note: At any time, the application may be saved by selecting the **Save** button provided on the screen.

Part 1 - General Information

If you need assistance, please contact us via:

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

[Part 1 Instructions](#)

► **Pool Replenishment Status**

The CO Code/Thousands-Block Applicant data is populated from your user profile. Please periodically review your user profile to ensure the data is accurate.

General Information

NPA
205

Rate Center
ALABASTER

LATA
476

Service Provider OCN
TEST - TEST OCN

OCN Category
CLEC

Parent Company OCN *
Select

Number of Thousands-Blocks Requested
3

[Save](#) [Next](#)

Figure 5-4

5.1.4 Part 1 – Thousands-Block Request

The **Part 1 – Thousands-Block Request** screen allows users to enter the routing, date, and preference data for the application (Figure 5-5).

New Thousands-Block Request

- ✓ Service Area
- ✓ Pool Replenishment Needed
- ✓ Part 1 - General Information
- **Part 1 - Thousands-Block Request**
- Part 1 - Comments and Certification
- Part 1B
- Review & Submit

Part 1 - Thousands-Block Request

If you need assistance, please contact us via:

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

[Part 1 Instructions](#)

Switching Identity/POI

Switching Identification/POI for Thousands-Block *

☐ Request Multiple Switches

Dates

Please note that all requests are processed in the order received regardless of the effective date requested.

Date of Application

08/13/2024

Requested Effective Date for Thousands-Block *

09/13/2024

☐ Request Multiple Effective Dates

☐ Request an **effective date 24 days** from the date the Administrator processes the request.

☐ Request Expedited Treatment

Thousands-Block Assignment Preference

NOTE: The thousands-blocks available list shows thousands-blocks available at the time a request is submitted. These same thousands-blocks may not be available at the time the request is processed. Therefore, it is recommended that you provide additional thousands-block preferences in the event those thousands-blocks are not available.

Thousands-Block (NPA-NXX-X) Assignment Preference

Select...

[View list of available Thousands-Blocks](#)

Thousands-Blocks that are Undesirable, if Any

☐ By selecting this checkbox, I acknowledge that I am willing to accept a thousands-block where the underlying CO Code may not yet be activated in the PSTN and loaded in the NPAC on the thousands-block effective date.

Save

Next

Figure 5-5

From the **Part 1 – Thousands-Block Request** screen, enter the following based on type of request:

- **CO Code Switching Identity/POI**

NOTE: This section is only provided when the user selected **Split Request: CO Code for Pool Replenishment and Thousands-Blocks from the pool** or **Request CO Code for Pool Replenishment** on the **Pool Replenishment Needed** screen.

- **Switch Identification (Switching Identity/POI) CO Code** – Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the CO Code.
- **Request Multiple Switches** – Checkbox. When selected, **Switch Identification (Switching Identity/POI)** fields will be provided for each thousands-block selected from the CO Code (i.e., 0 and 1).
- **Switch Identification (Switching Identity/POI) for Block X** – Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the thousands-block.
- **Homing Tandem Operating Company** – Enter the full name of the **Homing Tandem Operating Company** associated with the **Homing Tandem CLLI**.
- **Homing Tandem CLLI** – Enter the eleven-character **Homing Tandem CLLI** to be associated with the CO Code.

- **Thousands-Block Switching Identity/POI**

NOTE: This section will not be provided when the user selected **Request CO Code for Pool Replenishment** on the **Pool Replenishment Needed** screen.

- **Switch Identification (Switching Identity/POI) Thousands-Block** – Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the thousands-block.
- **Request Multiple Switches** – Checkbox. When selected, **Switch Identification (Switching Identity/POI)** fields will be provided for each thousands-block requested (i.e., Block 1, Block 2, etc.).
- **Switch Identification (Switching Identity/POI) for Block X** – Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the thousands-block.

- **CO Code Requested Effective Date**

NOTE: This section is only provided when the user selected **Split Request: CO Code for Pool Replenishment and Thousands-Blocks from the pool** or **Request CO Code for Pool Replenishment** on the **Pool Replenishment Needed** screen.

- **Requested Effective Date** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.

NOTE: When an expedited date is entered **Request Expedited Treatment** must be selected. A letter agreeing to the expedite is required from the Tandem Homing Operating Company except when the applicant is the Tandem Homing Operating

Company. Also, a letter agreeing to the expedite is required from the AOCN except when the applicant is the AOCN.

NOTE: A CO Code effective date less than 30 calendar days is not allowed.

- **Request Multiple Effective Dates** – Checkbox. When selected, **Requested Effective Date for Block X** fields will be provided for each thousands-block selected from the CO Code (i.e., 0 and 1).
- **Requested Effective Date for Block X** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request an effective date 52 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 52-calendar day effective date from the date the request is processed.
- **Request Expedited Treatment** – Checkbox. When selected, the **CO Code Requested Effective Date** may be less than the standard 59 calendar days.

- **Thousands-Block Requested Effective Date**

NOTE: This section will not be provided when the user selected **Request CO Code for Pool Replenishment** on the **Pool Replenishment Needed** screen.

- **Requested Effective Date** – Populated with the standard 31 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request Multiple Effective Dates** – Checkbox. When selected, **Requested Effective Date for Block X** fields will be provided for each thousands-block selected from the CO Code (i.e., Block 1, Block 2, etc.).
- **Requested Effective Date for Block X** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request an effective date 24 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 24-calendar day effective date from the date the request is processed.

NOTE: This field will not be provided when Request Multiple Effective Dates is selected. To receive a 24-calendar day effective date for one of the requested thousands-blocks, specify which thousands-block(s) the 24-calendar day effective date applies to in the Comments field.

- **Request Expedited Treatment** – Checkbox. When selected, the **Thousands-Block Requested Effective Date** may be less than the standard 31 calendar days.

- **CO Code Assignment Preference**

NOTE: This section is only provided when the user selected **Split Request: CO Code for Pool Replenishment and Thousands-Blocks from the pool** or **Request CO Code for Pool Replenishment** on the **Pool Replenishment Needed** screen.

- **CO Code(s) (NPA-NXX) Assignment Preference** – This is a drop-down list of all available CO Codes in the NPA. The user may also type in a preference or the beginning of a preference to see what is available (i.e., 209 or 209-5).
 - **View list of available CO Codes** – This is a link. When selected, the Available CO Codes Report for the NPA will open in a separate window.
 - **CO Codes that are Undesirable, if any** – The user may enter any undesirable CO Codes or state “all others.”
- **Thousands-Block Assignment Preference**

NOTE: This section will not be provided when the user selected **Request CO Code for Pool Replenishment** on the **Pool Replenishment Needed** screen.

- **Thousands-Block (NPA-NXX) Assignment Preference** – This is a drop-down list of all available Thousands-Blocks in the NPA complex. The user may also type in a preference or the beginning of a preference to see what is available (i.e., 209, 209-5, 209-500).
 - **View list of available Thousands-Blocks** – This is a link. When selected, the Available Thousands-Block Report for the NPA complex will open in a separate window.
 - **Thousands-Blocks that are Undesirable, if any** – The user may enter any undesirable CO Codes or state “all others.”
- **By selecting this checkbox, I acknowledge that I am willing to accept a thousands-block where the underlying CO Code may not yet be activated in the PSTN and loaded in the NPAC on the thousands-block effective date** – Checkbox. When selected the user is agreeing to receive a thousands-block where PSTN Activation Confirmation has not been received.

Select **Next** to proceed to the **Part 1 – Comments and Certification** screen (Figure 5-6).

5.1.5 Part 1 – Comments and Certification

The **Part 1 Comments and Certification** screen is where the user completes the final steps of application and certifies that all information provided is accurate to the best of their knowledge.

The screenshot shows a web form titled "New Thousands-Block Request". On the left is a sidebar with a list of steps: "Service Area", "Pool Replenishment Needed", "Part 1 - General Information", "Part 1 - Thousands-Block Request", "Part 1 - Comments and Certification" (which is highlighted), "Part 1B", and "Review & Submit". The main content area is titled "Part 1 - Comments and Certification". It includes a light blue box with contact information: "If you need assistance, please contact us via: Phone: 1-866-623-2282, Email: support@nanpa.com". Below this is a section for "Part 1 Instructions". The "Type of Request" section has two radio buttons: "Initial" and "Growth". There is a "Comments" text area. At the bottom, there is a certification statement: "I hereby certify that the information on this application is true and accurate to the best of my knowledge, and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) posted to the ATIS web site as of the date of this application." Below the statement are "Save" and "Next" buttons.

Figure 5-6

The **Part 1 Comments and Certification** screen, complete the following:

- **Type of Request**
- **Initial** – Radio button. Select this when the application is the first numbering resource being requested for the Service Provider OCN in the State, NPA, and Rate Center.
- **Growth** – Radio button. Select this when the application is the not the first numbering resource being requested for the Service Provider OCN in the State, NPA, and Rate Center.
- **Comments** – This is an optional free-form text field.

Select **Next**:

- When **Growth** was selected or when **Initial** was selected and more than one thousands-block is being requested, the **Months to Exhaust** screen (Section 5.1.6) will be displayed.
- When **Initial** was selected, the **Part 1B** screen (Section 5.1.7) will be displayed when **Split Request: CO Code for Pool Replenishment and Thousands-Blocks from the pool** or **Request Thousands-Blocks from the pool** was selected on the **Pool Replenishment Needed** screen.
- When **Initial** was selected and one thousands-block is being requested or the request is for CO Code for Pool Replenishment only, **Review & Submit** screen (Section 5.1.8) will be displayed.

5.1.6 Months to Exhaust

The **Months to Exhaust** screen (Figure 5-7) is provided for all initial applications where more than one thousands-block is being requested on an initial application and all growth applications. The data entered will be used to verify that applicant meets the six months to exhaust and 75% utilization requirements.

Months to Exhaust

If you need assistance, please contact us via:

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

MTE Appendix 1 Instructions

Service Provider OCN

TEST - TEST OCN

Rate Center

ALABASTER

List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X) *

0

A. Available Numbers *

0

B. Assigned Numbers *

0

C. Total Numbering Resources *

0

D. Quantity of numbers activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation *

0

List Excluded CO Codes or Thousands-Blocks

E. Growth History (Previous 6 Months) *

Feb 2024	Mar 2024	Apr 2024	May 2024
0	0	0	0
Jun 2024	Jul 2024		
0	0		

F. Forecast (Next 12 Months) *

Aug 2024	Sep 2024	Oct 2024	Nov 2024
Dec 2024	Jan 2025	Feb 2025	Mar 2025
Apr 2025	May 2025	Jun 2025	Jul 2025

Note: Items G, H, and I will be updated once items A through F are completed without errors

G. Average Monthly Forecast:

H. Months to Exhaust:

I. Utilization:

Explanation

Save

Next

Figure 5-7

Complete the following on the **Months to Exhaust** screen:

- **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** – Populated with 0 for **Initial** applications. For **Growth** applications, populated from the **Total Numbering Resources Report** with the CO Codes (NPA- NXX) and Thousands-Blocks (NPA-NXX-X) associated with the **Service Provider OCN, NPA, and Rate Center**. The user may edit this field, but an **Explanation** is required.
- **Available Numbers** – Populated with 0 for **Initial** applications. For **Growth** applications, the user is required to enter the quantity of available telephone numbers within the company's inventory.
- **Assigned Numbers** – Populated with 0 for **Initial** applications. For **Growth** applications, the user is required to enter the quantity of telephone numbers assigned to customers.
- **Total Numbering Resources** – Populated with 0 for **Initial** applications. For **Growth** applications, populated with the quantity of telephone numbers assigned to the **Service Provider OCN** in the **NPA**, and **Rate Center** from the **Total Numbering Resources Report**.

NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation** – Populated with 0 for **Initial** applications. For **Growth** applications, the user is required to enter the quantity of telephone numbers that will be excluded from the utilization calculation because they are from CO Codes and/or thousands-blocks activated in the past 90 days.

NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **List Excluded CO Codes or Thousands-Blocks** – Populated with 0 for **Initial** applications. The user is required to enter the CO Code(s) (NPA-NXX) and Thousands-Block(s) (NPA-NXX-X) activated in the past 90 days when a number other than 0 is entered in **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation**.
- **Growth History (Previous 6 months)**
 - **Months 1-6** – The user is required to enter the quantity of telephone numbers assigned to customers for each month of the previous 6 months.
- **Forecast (Next 12 Months)**
 - **Months 1-12** – The user is required to enter the of number of telephone numbers expected to be assigned for each of the next 12 months.
- **Explanation** – An Explanation is required when **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** and/or **Total Numbering Resources** is modified, otherwise, this is an optional free-form text field.

Select **Next**:

- If MTE is not met, then the following options may be provided:
 - **Proceed on the basis of the existing MTE and receive only <X> Thousands-Block(s)**
 - **Need to Request a State Waiver**
 - **Received a State Waiver**
 - **Over-Contaminated Thousands-Block Exception**
- If MTE is met, then the **Part 1B** screen (Section 5.1.7) will be displayed when **Split Request: CO Code for Pool Replenishment and Thousands-Blocks from the pool** or **Request**

Thousands-Blocks from the pool was selected on the **Pool Replenishment Needed** screen, otherwise, the **Review & Submit** screen (Section 5.1.8) will be displayed.

5.1.7 Part 1B

The user is required to complete the Part 1B screen (Figure 5-8) when **Split Request: CO Code for Pool Replenishment and Thousands-Blocks from the pool** or **Request Thousands-Blocks from the pool** was selected on the **Pool Replenishment Needed** screen.

To view the Part 1B form footnotes/instructions, select the **Part 1B Instructions** link, which will open in a separate window.

Part 1B (Block 1 of 2)

[Part 1B Instructions](#)

Activation Request

For Information Only *

☐ Yes
 ☒ No

NPAC Activate Thousands-Block Range 1 of 2? *

☒ Yes
 ☐ No

SOA Origination *

☐ Yes
 ☒ No

Section A

Service Provider NPAC SPID *

LRN *

Comments

Section B

For Intra SP Thousands-Block Porting, the Thousands-Block Holder should reflect the routing information of the Switching Entity/Point of Interconnection (POI) the Thousands-Block is being transferred to.

Class DPC

Class SSN

LIDB DPC

LIDB SSN

CNAM DPC

CNAM SSN

ISVM DPC

ISVM SSN

WSMSC DPC

WSMSC SSN

Add Part 1B

Figure 5-8

nanpa.com

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- **Activation Request**

- **For Information Only** – Select either the **Yes** or **No** radio button.

NOTE: When For Information Only is selected the Part 1B will not be sent to the NPAC.

NOTE: The Part 1B will automatically be marked **For Information Only** when the:

- thousands-block is being Allocated back to the CO Code Holder on the Switching Entity/POI where the CO Code resides.

NOTE: When the Thousands-Block being Allocated back to the CO Code Holder on the Switching Entity/POI where the CO Code resides needs to be opened in the NPAC, the SP shall contact the NPAC help desk (see <https://www.numberportability.com/resources/contact-iconectiv/> or call 844-820-8039).

NOTE: After the thousands-block is assigned, if the SP wants the thousands-block to be opened in the NPAC and the thousands-block is being allocated back to the Code Holder on the switch where the CO Code resides, the SP may submit a Part 1B thousands-block modification and change the answer to **Is the Thousands-Block being allocated back to the CO Code Holder on the switch where the CO Code resides?** from **Yes** to **No**.

- the **Override SPID/LRN Validations in NAS** checkbox is selected.

- **NPAC Activate Thousands-Block Range X of X** – Select either the **Yes** or **No** radio button.

NOTE: When **Yes** is selected, **Section B** will be provided.

NOTE: When **Yes** is selected, the NPAC will create and shall activate the Thousands-Block range.

NOTE: When **No** is selected, the NPAC will create the Thousands-Block range, but it will be the responsibility of the SP to activate the Thousands-Block range.

- **SOA Origination** – Select either the **Yes** or **No** radio button.

- **Section A**

- **Override SPID/LRN Validations in NAS** – Checkbox. When the **Override SPID/LRN Validations in NAS** checkbox () is selected, the Part 1B will automatically update the **For Information Only** field to **Yes**.

NOTE: When For Information Only is selected, the Part 1B will not be sent to the NPAC.

- **Service Provider NPAC SPID** – Enter the four alpha-numeric character **Service Provider NPAC SPID** to be associated with the thousands-block.

NOTE: The **Service Provider NPAC SPID** entered must exist in the NPAC region of the requested thousands-block.

- **LRN** – Enter the ten-digit LRN to be associated with the thousands-block with no dashes.
- **Comments** – Enter any **Comments**.

- **Section B**

NOTE: **Section B** is only provided when **NPAC Activate Thousands-Block Range X of X** is **Yes**.

- **Class DPC** – The Customer Local Area Signaling Services Destination Point Code for 10-digit Global Title Translation (GTT) for CLASS features for the thousands-block. The CLASS DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
- **Class SSN** – The Customer Local Area Signaling Services Subsystem Number for the thousands-block. The CLASS SSN entered must be 000 and is required when the **Class DPC** is entered.
- **LIDB DPC** The Line Information Database Destination Point Code for 10-digit GTT for LIDB features for the thousands-block. The LIDB DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
- **LIDB SSN** – The Line Information Database Subsystem Number for the thousands-block. The LIDB SSN entered must be 000 and is required when the **LIDB DPC** is entered.
- **CNAM DPC** – The Calling Name Delivery Destination Point Code for 10-digit GTT for CNAM features for the thousands-block. The CNAM DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
- **CNAM SSN** – The Calling Name Delivery Subsystem Number for the thousands-block. The CNAM SSN entered must be a 000 and is required when the **CNAM DPC** is entered.
- **ISVM DPC** – The Inter-Switch Voice Mail Destination Point Code for 10-digit GTT for ISVM features for the thousands-block. The ISVM DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
- **ISVM SSN** – The Inter-Switch Voice Mail Subsystem Number for the thousands-block. The ISVM SSN entered must be 000 and is required when the **ISVM DPC** is entered.
- **WSMSC DPC** – The Wireless Short Message Service Center Destination Point Code for 10-digit GTT for WSMSC features for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC DPC must be three

sets of numbers the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.

- **WSMSC SSN** – The Wireless Short Message Service Center Subsystem Number for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC SSN entered must be 000 and is required when the **WSMSC DPC** is entered.

Select **Add Part 1B**, NAS will automatically create the additional Part 1Bs with the same information for each thousands-block requested and provide the **Review & Submit** screen (Section 5.1.8).

NOTE: NAS will walk the user through each additional Part 1B. All additional Part 1B forms will be populated with the initial Part 1B data but the form data is editable.

5.1.8 Review & Submit

The **Part 1B Review & Submit** screen (Figure 5-9) allows the user to edit Part 1B data for each thousands-blocks being requested from the pool by selecting the **Edit** icon.

New Thousands-Block Request

- ✓ Service Area
- ✓ Pool
- ✓ Replenishment Needed
- ✓ Part 1 - General Information
- ✓ Part 1 - Thousands-Block Request
- ✓ Part 1 - Comments and Certification
- ✓ Months to Exhaust
- ⚙ Part 1B
- 📄 Review & Submit

Part 1B

If you need assistance, please contact us via:

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

The information entered for Block 1 has been applied to all requested thousands-blocks. To edit this information for any of the requested thousands-blocks, select the edit icon for the thousands-block requiring the change. If no changes are needed, select Submit to complete the request.

Block	Information Only	NPAC Activate	SOA Origination	SPID	LRN	Override	Section B	Comments	Edit
1	Yes	Yes	No	TEST	2052051234	Yes			
2	Yes	Yes	No	TEST	2052051234	Yes			
3	Yes	Yes	No	TEST	2052051234	Yes			

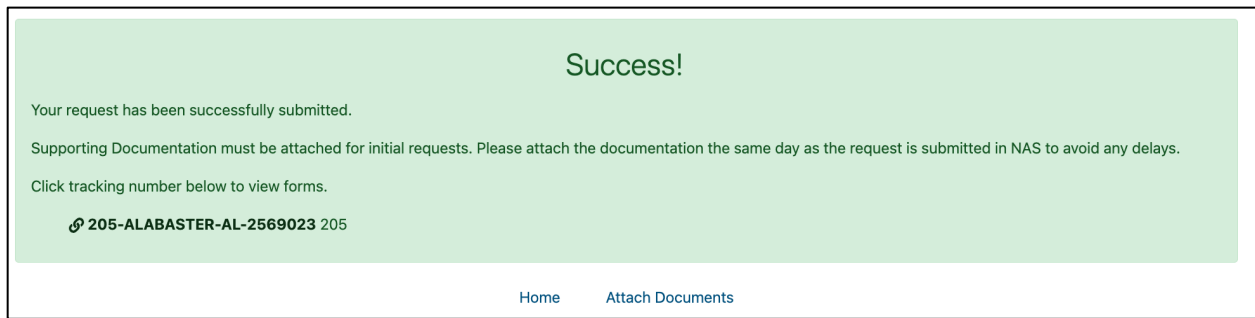
When the For Information Only field is Yes, the Part 1B will not be sent to the NPAC.

Save

Submit New Thousands-Block Request

Figure 5-9

Select **Submit New Thousands Block Request** to submit the request, the **Confirmation** screen will be displayed (Figure 5-10). To attach supporting documents to the request, select the **Attach Documents** link (see Section 8.2).


A screenshot of a web application showing a success message. The background is light green. At the top, the word "Success!" is centered in a bold, dark green font. Below it, three lines of text are left-aligned: "Your request has been successfully submitted.", "Supporting Documentation must be attached for initial requests. Please attach the documentation the same day as the request is submitted in NAS to avoid any delays.", and "Click tracking number below to view forms." Below the text is a tracking number "205-ALABASTER-AL-2569023 205" preceded by a small icon of a document with a checkmark. At the bottom of the green area, there are two links: "Home" and "Attach Documents" in a small, dark blue font.

Success!

Your request has been successfully submitted.

Supporting Documentation must be attached for initial requests. Please attach the documentation the same day as the request is submitted in NAS to avoid any delays.

Click tracking number below to view forms.

 205-ALABASTER-AL-2569023 205

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

Figure 5-10

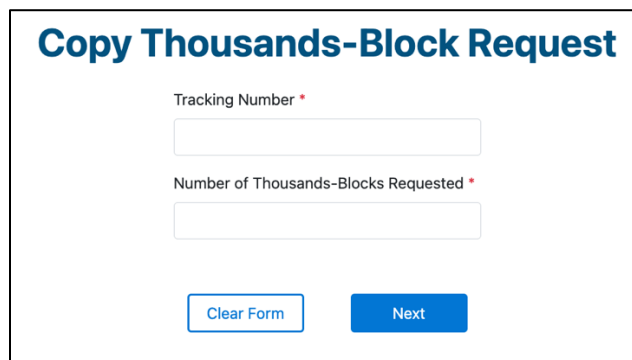
NOTE: If the request type is Initial, attach the following documentation to your application at the time of submission: 1) Evidence of license or certification to provide service in the area and 2) evidence of facilities readiness within 60 days of the thousands-block activation date.

NOTE: If for some reason you are unable to attach the documentation, email it to support@nanpa.com at the time of submission and include the tracking number in the email.

5.2 Copy Thousands-Block Request

Copy Thousands-Block Request allows a user to apply for a new thousands-block using a previously submitted New Thousands-Block request.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Copy Thousands-Block Request**, NAS will display the **Copy Thousands-Block Request** screen (Figure 5-11).

A screenshot of a web form titled "Copy Thousands-Block Request" in a large, bold, blue font. Below the title, there are two input fields. The first is labeled "Tracking Number *" and the second is labeled "Number of Thousands-Blocks Requested *". Both labels are in a small, dark blue font. Below the input fields, there are two buttons: "Clear Form" and "Next". The "Clear Form" button is outlined in blue, and the "Next" button is solid blue with white text.

Copy Thousands-Block Request

Tracking Number *

Number of Thousands-Blocks Requested *

[Clear Form](#) [Next](#)

Figure 5-11

Complete the following on the **Copy Thousands-Block Request** screen:

- **Tracking Number** - Enter the tracking number of the original New Thousands-Block request.
- **Number of Thousands-Blocks Requested** – Enter the amount of number of thousands-blocks requested. A maximum of 25 thousands-blocks may be requested per application.

Select **Next**, to proceed to the **Part 1 – General Information** screen (Section 5.1.3 under **Request New** Thousands-Block) and proceed through the Thousands-Block Request process.

Note: The information on the Part 1 and Part 1B screens will be pre-populated based on what was provided in the original request except for the Requested Effective Date field, it will default to 31 calendar days from the date of application and the Months to Exhaust screen.

5.3 Modify Thousands-Block

Modify Thousands-Block allows a user to submit a modification to a previously assigned or retained a thousands-block.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Modify Thousands-Block**, NAS will display the **Type of Change** screen (Figure 5-12).

Thousands-Block Modification

Type of Change
Part 1
Review & Submit

If you need assistance, please contact us via:

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

CO Code (NPA-NXX) *

Thousands-Blocks *

<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8	<input type="checkbox"/> 9

Type of Change *

- ☐ Switch
- ☐ Part 1B
- ☐ OCN: Intra-Company (Updating OCN within my Company)
- ☐ OCN: Inter-Company (Transferring resource from another Company)
- ☐ Add New ISP Thousands-Block Port

Date of Application

08/13/2024

Requested Effective Date for Modification *

09/13/2024

Please note that all requests are processed in the order received regardless of the effective date requested.

- ☐ Request an **effective date 24 days** from the date the Administrator processes the request.
- ☐ Request Expedited Treatment

Next

Figure 5-12

5.3.1 Type of Change

The **Type of Change** screen allows the user to select the thousands-blocks being modified.

From the **Type of Change** screen, complete the following:

- **CO Code (NPA-NXX)** – Enter the NPA-NXX.
- **Thousands-Blocks** – Checkbox. Select the thousands-block(s) that will be modified.
- **Type of Change** – Checkbox.
 - Switch
 - Part 1B
 - OCN: Intra-Company (Updating OCN within my Company)
 - Select checkbox if “This modification is in response to a request from NANPA to become the new Thousands-Block Holder.”
 - OCN: Inter-Company (Transferring resource from another Company)
 - Select checkbox if “This modification is in response to a request from NANPA to become the new Thousands-Block Holder.”
 - Add New ISP Thousands-Block Port
 - To request a new ISP thousands-block port, select **Add New ISP Thousands-Block Port** as the type of change. When adding a new ISP thousands-block port for a non-pooled CO Code, to update the pooled status on CO Code to an I and build out all 10 thousands-block records, then select **Yes** for **Update BIRRDs/LERG**.
 - To modify an existing ISP thousands-block port, select **Switch** and/or **Part 1B** as the type of change.
- **Requested Effective Date for Modification** – Populated with the standard 31 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request an effective date 24 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 24-calendar day effective date from the date the request is processed.
- **Request Expedited Treatment** – Checkbox. When selected, the **Thousands-Block Requested Effective Date** may be less than the standard 31 calendar days.

Select **Next** to proceed, based on the Type of Change selected, the applicable Part 1 and Part 1B screens and fields will be displayed for the user to update.

Once the modification request is submitted, then the **Confirmation** screen (Figure 5-13) will be provided. To attach supporting documents to the request, select the **Attach Documents** link (see Section 8.2).

NOTE: If this will be the Initial resource in the rate center, attach the following documentation to your application at the time of submission: 1) Evidence of license or certification to provide service in the area and 2) evidence of facilities readiness within 60 days of the thousands-block activation date.

NOTE: If for some reason you are unable to attach the documentation, email it to support@nanpa.com at the time of submission and include the tracking number in the email.

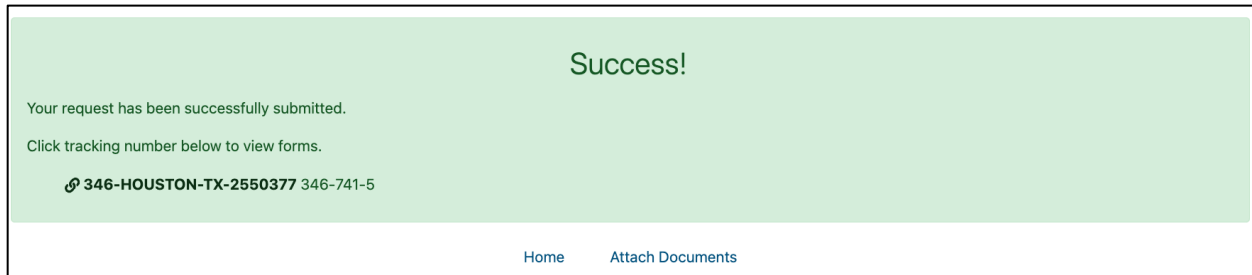


Figure 5-13

5.4 Modify Thousands-Block Effective Date

Modify Thousands-Block Effective Date allows a user to modify the effective date for a thousands-block when the effective date is still in the future.

Note: The following applications may have the effective date modified: New Thousands-Block Request and Thousands-Block Modification Request.

Note: A Thousands-Block Modification Request for Inter-company OCN may not modify the effective date to an earlier effective date than the Effective Date on the original Thousands-Block Modification Request Part 3. When the Effective Date needs to be moved to an earlier effective date than the Effective Date on the original Thousands-Block Modification Request Part 3, contact NANPA support at support@nanpa.com for assistance.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Modify Thousands-Block Effective Date**, NAS will display the **Effective Date Change Thousands-Block** screen (Figure 5-14).

Effective Date Change Thousands-Block

Please Note: If you have any modifications that are scheduled with a future effective date, and this submission changes the original assignment effective date to a date that is after the effective date of those modification(s); those updates will not be made, therefore, you will need to submit a new modification request after the approval of this effective date change to reflect those changes.

State *

Select

NPA

Select

Rate Center

Select an NPA to view Rate Centers

Service Provider OCN

Select

[Clear Form](#)
[Next](#)

Figure 5-14

From the preliminary **Effective Date Change Thousands-Block** screen, complete 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of pooling Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Select **Next**, the **Effective Date Change Thousands-Block** screen (Figure 5-15) will be displayed.

Effective Date Change Thousands-Block

[Search Again](#)

Effective Date Change	NPA-NXX-X	Tracking Number	Type of Applic...	Service Provid...	Effective Date
<input type="radio"/>	346-780-0	346-HOUSTON-TX-2550346	New CO Code Growth	TEST	10/04/2024
<input type="radio"/>	346-780-1	346-HOUSTON-TX-2550346	New CO Code Growth	TEST	10/04/2024

[Submit](#)

Figure 5-15

Select the thousands-block to request the effective date change for, then the **Dates** and **Comments** section will be displayed (Figure 5-16).

Effective Date Change Thousands-Block

[Search Again](#)

Effective Date Change	NPA-NXX-X	Tracking Number	Type of Application	Service Provider OCN	Effective Date
<input checked="" type="radio"/>	346-780-0	346-HOUSTON-TX-2550346	New CO Code Growth	TEST	10/04/2024
<input type="radio"/>	346-780-1	346-HOUSTON-TX-2550346	New CO Code Growth	TEST	10/04/2024

Dates

Date of Application

08/13/2024

Requested Effective Date *

09/13/2024

Please note that all request are processed in the order received regardless of the effective date requested.

☐ Request Expedited Treatment

Comments

Comments

I hereby certify that the information on this application is true and accurate to the best of my knowledge, and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) posted to the ATIS web site as of the date of this application.

[Submit](#)

Figure 5-16

From the **Effective Date Change Thousands-Block** screen, complete the following:

- **Requested Effective Date** – Populated with the standard 31 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request Expedited Treatment** – Checkbox. When selected, the **Thousands-Block Requested Effective Date** may be less than the standard 31 calendar days.
- **Comments** – This is an optional free-form text field.

Select **Submit**, the **Confirmation** screen (Figure 5-17) will be displayed.

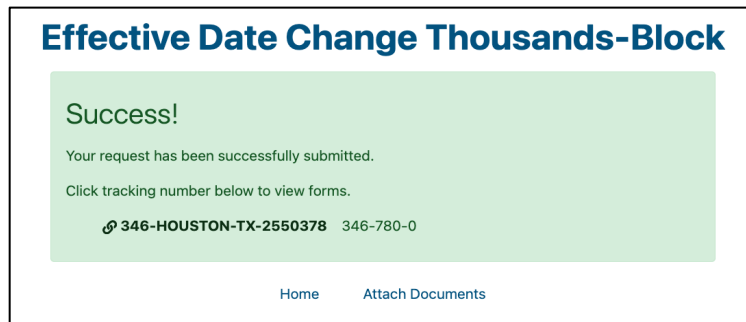


Figure 5-17

5.5 Disconnect Thousands-Block

Disconnect Thousands-Block allows a user to return (i.e., donate/disconnect) a thousands-block.

NOTE: When disconnecting an **ISP Thousands-Block Port**, the ISP Thousands-Block Port that is being disconnected will be made available in the pool inventory and the CO code will be updated to a Pooled CO code. If the ISP Thousands-Block Port that is being disconnected shall not be made available in the pool inventory and a Pooled CO code, include this information in the **Comments** field provided.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Disconnect Thousands-Block**, NAS will display the **Disconnect Thousands-Blocks** screen (Figure 5-18).

A screenshot of a web form titled "Disconnect Thousands-Blocks". On the left, there is a sidebar with three items: "Find Blocks for Disconnect" (selected), "Disconnect Blocks", and "Review & Submit". The main area is titled "Find Blocks for Disconnect" and contains a "CO Code (NPA-NXX)" input field, a "Requested Effective Date for Disconnect" input field with a calendar icon, and a blue informational box stating: "Please note that all requests are processed in the order received regardless of the effective date requested." Below this, there are two checkboxes: "Request an effective date 24 days from the date the Administrator processes the request." and "Request Expedited Treatment". At the bottom right, there is a blue "Next" button.

Figure 5-18

From the preliminary **Disconnect Thousands-Blocks** screen, complete the following:

- **CO Code (NPA-NXX)** – Enter the NPA-NXX associated with the thousands-block(s) that will be returned.

- **Requested Effective Date** – Populated with the standard 31 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request Expedited Treatment** – Checkbox. When selected, the **Thousands-Block Requested Effective Date** may be less than the standard 31 calendar days.

Select **Next**, the **Disconnect Thousands-Blocks** screen will be displayed (Figure 5-19).

Disconnect Thousands-Blocks

Find Blocks for Disconnect
Disconnect Blocks
Review & Submit

Disconnect Blocks

Thousands-Blocks Available for Disconnect
Requested Effective Date: 09/19/2024
Service Provider NPAC SPID *

843-220-3
☐ Request Disconnect

843-220-4
☐ Request Disconnect

843-220-5
☐ Request Disconnect

843-220-6
☐ Request Disconnect

843-220-7
☐ Request Disconnect

843-220-8
☐ Request Disconnect

843-220-9
☐ Request Disconnect

Comments

I hereby certify that the information on this application is true and accurate to the best of my knowledge, and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) posted to the ATIS web site as of the date of this application.

Submit Disconnect Request

Figure 5-19

From the **Disconnect Thousands-Blocks** screen, complete the following:

NOTE: Ensure all Intra-Service Provider ports are completed in NPAC prior to submitting the disconnect or call failure may occur when the Thousands-Block is assigned to another service provider.

- **Service Provider NPAC SPID** – Enter the four alpha-numeric character **Service Provider NPAC SPID** associated with the thousands-block.
- **Request to Disconnect** – Select which thousands-block to be disconnected (Figure 5-20).
 - **Is this Thousands-Block Contaminated** – Select the **Yes** or **No** radio button.
 - When **Yes** is selected:
 - **Are there over 100 ported TNs**, select the **Yes** or **No** radio button.
 - When **Yes** is selected, **Are you exiting the market** – Select the **Yes** or **No** radio button.

- **I have completed all new Intra SP ports in the NPAC and protected the Thousands-Block from further assignment** – Select the **Yes** or **No** radio button.
- When **No** is selected:
 - **I have protected the Thousands-Block from further assignment** – Select the **Yes** or **No** radio button.
- **Comments** – Enter any **Comments**.

843-220-8

☒ Request Disconnect

Is this Thousands-Block Contaminated *

☐ Yes ☐ No

I have protected the Thousands-Block from further assignment *

☐ Yes ☐ No

Figure 5-20


Select **Submit Disconnect Request**, the **Confirmation** screen will be displayed (Figure 5-21).

Disconnect Thousands-Blocks

Success!

Your request has been successfully submitted.

Click tracking number below to view forms.

 843-EASTCONWAY-SC-2550408 843-220-3

[Home](#)

Figure 5-21

5.6 Cancel Thousands-Block Disconnect

Cancel Thousands-Block Disconnect allows a user to cancel a previously returned thousands-block when the effective date of the thousands-block disconnect is the current date or a future date.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Cancel Thousands-Block Disconnect**, NAS will display the **Cancel Disconnect Thousands-Blocks** screen (Figure 5-22).

Figure 5-22

From the **Cancel Disconnect Thousands-Blocks** screen, complete the following:

- **NPA-NXX-X** – Enter the thousands-block(s) that was previously returned.
- **Comments** – Enter any **Comments**.

Select **Submit**, the **Confirmation** screen will be displayed (Figure 5-23).

Figure 5-23

Note: If the scheduled thousands-block disconnect Effective Date is in the next 7 calendar days, please contact NANPA at support@nanpa.com so this request may be processed prior to the thousands-block disconnect Effective Date.

5.7 Reserve Thousands-Block

Reserve Thousands-Block allows a user to reserve a thousands-block when a safety valve request is pending regulatory approval.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Reserve Thousands-Block**, NAS will display the **Service Area** screen (Figure 5-24).

Thousands-Block Reservation Request

Service Area

State *

Select

NPA *

Select a State to view NPAs

Rate Center *

Select an NPA to view Rate Centers

Service Provider OCN *

Select

Quantity of Thousands-Blocks Requested *

Next

Figure 5-24

5.7.1 Service Area

The **Service Area** screen allows the user to define the service area and number of thousands-blocks being requested on the application.

From the **Service Area** screen, complete 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of pooling Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Quantity of Thousands-Blocks Requested** – Enter the amount of number of thousands-blocks requested. A maximum of 25 thousands-blocks may be requested per application.

Select **Next**, NAS shall provide the **Part 1 – General Information** screen (Figure 5-25).

5.7.2 Part 1 – General Information

From the **Part 1 – General Information** screen (Figure 5-25), select the Parent Company OCN and for SPC users enter the **Headquarters Address**.

To view the Part 1 form footnotes/instructions, select the **Part 1 Instructions** link, which will open in a separate window.

To view the current pool status, select the **Pool Replenishment Status** link, move cursor over to view.

Select **Next** to proceed to the **Part 1 – Thousands-Block Reservation Request** screen (Figure 5-26).

Thousands-Block Reservation Request

Service Area

Part 1 - General Information

Part 1 - Thousands-Block Request

Part 1 - Comments and Certification

Months to Exhaust

Review & Submit

Part 1 - General Information

If you need assistance, please contact us via:

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

Part 1 Instructions

Pool Replenishment Status

The CO Code/Thousands-Block Applicant data is populated from your user profile. Please periodically review your user profile to ensure the data is accurate.

General Information

NPA
205

Rate Center
ALABASTER

LATA
476

Service Provider OCN
TEST - TEST OCN

OCN Category
CLEC

Parent Company OCN *
Select

Number of Thousands-Blocks Requested
1

Next

Figure 5-25

5.7.3 Part 1 – Thousands-Block Reservation Request

The **Part 1 – Thousands-Block Reservation Request** screen (Figure 5-26) allows users to enter the routing and preference data for the application.

The screenshot shows the 'Thousands-Block Reservation Request' form, specifically 'Part 1 - Thousands-Block Request'. On the left is a sidebar with a navigation menu: 'Service Area', 'Part 1 - General Information', 'Part 1 - Thousands-Block Request' (selected), 'Part 1 - Comments and Certification', 'Months to Exhaust', and 'Review & Submit'. The main content area has a title 'Thousands-Block Reservation Request' and a subtitle 'Part 1 - Thousands-Block Request'. Below the subtitle is a light blue box with contact information: 'If you need assistance, please contact us via: Phone: 1-866-623-2282, Email: support@nanpa.com'. This is followed by a link for 'Part 1 Instructions'. The 'Switching Identity/POI' section contains a text input field labeled 'Switching Identification/POI for Thousands-Block *'. The 'Dates' section has a 'Date of Application' field with a calendar icon, showing '08/19/2024'. The 'Thousands-Block Assignment Preference' section includes a note about the availability of thousands-blocks, a dropdown menu for 'Thousands-Block (NPA-NXX-X) Assignment Preference' with 'Select...' as the current value, a link to 'View list of available Thousands-Blocks', a text input field for 'Thousands-Blocks that are Undesirable, if Any', and a checkbox with the text: 'By selecting this checkbox, I acknowledge that I am willing to accept a thousands-block where the underlying CO Code may not yet be activated in the PSTN and loaded in the NPAC on the thousands-block effective date.' A blue 'Next' button is at the bottom right.

Figure 5-26

From the **Part 1 – Thousands-Block Reservation Request** screen, enter the following:

- **Switch Identification (Switching Identity/POI) Thousands-Block** – Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the thousands-block.
- **Thousands-Block Assignment Preference**
 - **Thousands-Block (NPA-NXX) Assignment Preference** – This is a drop-down list of all available Thousands-Blocks in the NPA complex. The user may also type in a preference or the beginning of a preference to see what is available (i.e., 209, 209-5, 209-500).
 - **View list of available Thousands-Blocks** – This is a link. When selected, the Available Thousands-Block Report for the NPA complex will open in a separate window.
 - **Thousands-Blocks that are Undesirable, if any** – The user may enter any undesirable CO Codes or state “all others.”
- **By selecting this checkbox, I acknowledge that I am willing to accept a thousands-block where the underlying CO Code may not yet be activated in the PSTN and loaded in the NPAC on the thousands-block effective date** – Checkbox. When selected the user is agreeing to receive a thousands-block where PSTN Activation Confirmation has not been received.

Select **Next** to proceed to the **Part 1 – Comments and Certification** screen (Figure 5-27).

5.7.4 Part 1 – Comments and Certification

The **Part 1 Comments and Certification** screen (Figure 5-27) is where the user completes the final steps of application and certifies that all information provided is accurate to the best of their knowledge.

The **Part 1 Comments and Certification** screen, complete the following:

- **Type of Request**
- **Growth** – Radio button. Select this, reservations are only allowed for growth requests only and where a safety valve request is pending regulatory approval.
- **Comments** – This is an optional free-form text field.

Note: The tracking number of the denied Thousands-Block Request must be added to the **Comments** field.

Select **Next**, the **Months to Exhaust** screen (Figure 5-28) will be displayed.

Thousands-Block Reservation Request

Service Area
Part 1 - General Information
Part 1 - Thousands-Block Request
Part 1 - Comments and Certification
Months to Exhaust
Review & Submit

Part 1 - Comments and Certification

If you need assistance, please contact us via:
• Phone: 1-866-623-2282
• Email: support@nanpa.com

Part 1 Instructions

Type of Request *

☐ Initial
☒ Growth

Comments

I hereby certify that the information on this application is true and accurate to the best of my knowledge, and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) posted to the ATIS web site as of the date of this application.

Next

Figure 5-27

5.7.5 Months to Exhaust

Complete the following on the **Months to Exhaust** screen (Figure 5-28):

- **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** – For **Growth** applications, populated from the **Total Numbering Resources Report** with the CO Codes (NPA- NXX) and Thousands-Blocks (NPA-NXX-X) associated with the **Service Provider OCN, NPA, and Rate Center**. The user may edit this field, but an **Explanation** is required.
- **Available Numbers** – For **Growth** applications, the user is required to enter the quantity of available telephone numbers within the company's inventory.
- **Assigned Numbers** – For **Growth** applications, the user is required to enter the quantity of telephone numbers assigned to customers.

- **Total Numbering Resources** – For **Growth** applications, populated with the quantity of telephone numbers assigned to the **Service Provider OCN** in the **NPA**, and **Rate Center** from the **Total Numbering Resources Report**.

NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation** – For **Growth** applications, the user is required to enter the quantity of telephone numbers that will be excluded from the utilization calculation because they are from CO Codes and/or thousands-blocks activated in the past 90 days.

NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **List Excluded CO Codes or Thousands-Blocks** – The user is required to enter the CO Code(s) (NPA-NXX) and Thousands-Block(s) (NPA-NXX-X) activated in the past 90 days when a number other than 0 is entered in **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation**.
- **Growth History (Previous 6 months)**
 - **Months 1-6** – The user is required to enter the quantity of telephone numbers assigned to customers for each month of the previous 6 months.
- **Forecast (Next 12 Months)**
 - **Months 1-12** – The user is required to enter the of number of telephone numbers expected to be assigned for each of the next 12 months.
- **Explanation** – An Explanation is required when **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** and/or **Total Numbering Resources** is modified, otherwise, this is an optional free-form text field.

Note: To request a thousands-block reservation while your Safety Valve request is pending regulatory approval, your months to exhaust calculation must exceed 6.0 or your utilization calculation must be below 75%.

Select **Submit Thousands-Block Reservation Request** to complete the application, the **Confirmation** screen will be displayed (Figure 5-29). To attach supporting documents to the request, select the **Attach Documents** link (see Section 8.2).

Months to Exhaust

If you need assistance, please contact us via:

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

MTE Appendix 1 Instructions

Service Provider OCN

TEST - TEST OCN

Rate Center

ALABASTER

List all CO Codes (NPA-XXX) and Thousands-Blocks (NPA-XXX-X) *

205-605-3

A. Available Numbers *

B. Assigned Numbers *

C. Total Numbering Resources *

1000

D. Quantity of numbers activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation *

List Excluded CO Codes or Thousands-Blocks

E. Growth History (Previous 6 Months) *

Feb 2024	Mar 2024	Apr 2024	May 2024
Jun 2024	Jul 2024		

F. Forecast (Next 12 Months) *

Aug 2024	Sep 2024	Oct 2024	Nov 2024
Dec 2024	Jan 2025	Feb 2025	Mar 2025
Apr 2025	May 2025	Jun 2025	Jul 2025

Note: Items G, H, and I will be updated once items A through F are completed without errors

G. Average Monthly Forecast:

H. Months to Exhaust:

I. Utilization:

Explanation

Submit Thousands-Block Reservation Request

Figure 5-28

Figure 5-29

5.8 Assign/Cancel/Extend Thousands-Block Reservation

Assign/Cancel/Extend Thousands-Block Reservation allows a user to request a reserved thousands-block to be assigned, cancel a thousands-block reservation or request a one-time extension for a reserved thousands-block.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Assign/Cancel/Extend Thousands-Block Reservation**, NAS will display the **Process Thousands-Block Reservation** screen (Figure 5-30).

Tracking Number	Service Provider OCN	NPA-NXX-X (Reservation Expiration Date)
205-ALABASTER-AL-2569032	TEST	659-280-1 (11/20/2024)
205-ALABASTER-AL-2569033	TEST	659-280-2 (11/20/2024)

Figure 5-30

From the **Process Thousands-Block Reservation** screen, select a **Tracking Number** to display the reserved thousands-block(s) (Figure 5-31), then select one of the following and click **Submit**:

- To request a reserved thousands-block to be assigned, select the **Assign Reservation** radio button.
 - When the **Assign Reservation** radio button is selected, then **Part 1 – Assign Thousands-Block Reservation** screen (Section 5.8.1) will be displayed.
- To cancel a thousands-block reservation, select the **Cancel Reservation** radio button.
 - When the **Cancel Reservation** radio button is selected, the reservation will be cancelled, and the **Confirmation** screen (Figure 5-35) will be displayed.

- To request a one-time extension for a reserved thousands-block, select the **Extend Reservation** radio button.
 - When the **Extend Reservation** radio button is selected, the reservation will be extended for an additional three months, and the **Confirmation** screen (Figure 5-35) will be displayed.

Tracking Number	Service Provider OCN	NPA-NXX-X (Reservation Expiration Date)
205-ALABASTER-AL-2569032	TEST	659-280-1 (11/20/2024)
205-ALABASTER-AL-2569033	TEST	659-280-2 (11/20/2024)

NPA-NXX-X	Assign Reservation	Cancel Reservation	Extend Reservation
659-280-1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

[Submit](#)

Figure 5-31

5.8.1 Part 1

From the **Part 1 – Assign Thousands-Block Reservation** screen , enter the following, then select **Next** to display the **Part 1B** screen:

- **Requested Effective Date for Thousands-Block** – Populated with the standard 31 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request an effective date 24 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 24-calendar day effective date from the date the request is processed.
- **Request Expedited Treatment** – Checkbox. When selected, the **Thousands-Block Requested Effective Date** may be less than the standard 31 calendar days.
- **Comments** – This is an optional free-form text field.

Select **Next** to proceed to the **Part 1B** screen (Figure 5-33).

Part 1

Part 1B
Review & Submit

Part 1

If you need assistance, please contact us via:

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

Part 1 Instructions

The CO Code/Thousands-Block Applicant data is populated from your user profile. Please periodically review your user profile to ensure the data is accurate.

General Information

Thousands-Blocks

659-280-1

Dates

Please note that all requests are processed in the order received regardless of the effective date requested.

Date of Application

08/20/2024

Requested Effective Date for Thousands-Block *

09/20/2024

☐ Request an **effective date 24 days** from the date the Administrator processes the request.

☐ Request Expedited Treatment

Comments

I hereby certify that the information on this application is true and accurate to the best of my knowledge, and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) posted to the ATIS web site as of the date of this application.

Next

Figure 5-32

5.8.2 Part 1B

The user is required to complete the Part 1B screen (Figure 5-33).

To view the Part 1B form footnotes/instructions, select the **Part 1B Instructions** link, which will open in a separate window.

Part 1B (659-280-1)

[Part 1B Instructions](#)

Activation Request

For Information Only *

☐ Yes ☐ No

NPAC Activate Thousands-Block Range 659-280-1 *

☐ Yes ☐ No

SOA Origination *

☐ Yes ☐ No

Section A

Service Provider NPAC SPID *

LRN *

Comments

Add Part 1B

Figure 5-33

- **Activation Request**

- **For Information Only** – Select either the **Yes** or **No** radio button.

NOTE: When For Information Only is selected the Part 1B will not be sent to the NPAC.

NOTE: The Part 1B will automatically be marked **For Information Only** when the:

- thousands-block is being Allocated back to the CO Code Holder on the Switching Entity/POI where the CO Code resides.

NOTE: When the Thousands-Block being Allocated back to the CO Code Holder on the Switching Entity/POI where the CO Code resides needs to be opened in the NPAC, the SP shall contact the NPAC help desk (see <https://www.numberportability.com/resources/contact-iconectiv/> or call 844-820-8039).

NOTE: After the thousands-block is assigned, if the SP wants the thousands-block to be opened in the NPAC and the thousands-block is being allocated back to the Code Holder on the switch where the CO Code resides, the SP may submit a Part 1B thousands-block modification and change the answer to **Is the Thousands-Block being allocated back to the CO Code Holder on the switch where the CO Code resides?** from **Yes** to **No**.

- the **Override SPID/LRN Validations in NAS** checkbox is selected.

- **NPAC Activate Thousands-Block Range X of X** – Select either the **Yes** or **No** radio button.

NOTE: When **Yes** is selected, **Section B** will be provided.

NOTE: When **Yes** is selected, the NPAC will create and shall activate the Thousands-Block range.

NOTE: When **No** is selected, the NPAC will create the Thousands-Block range, but it will be the responsibility of the SP to activate the Thousands-Block range.

- **SOA Origination** – Select either the **Yes** or **No** radio button.

- **Section A**

- **Override SPID/LRN Validations in NAS** – Checkbox. When the **Override SPID/LRN Validations in NAS** checkbox () is selected, the Part 1B will automatically update the **For Information Only** field to **Yes**.

NOTE: When For Information Only is selected, the Part 1B will not be sent to the NPAC.

- **Service Provider NPAC SPID** – Enter the four alpha-numeric character **Service Provider NPAC SPID** to be associated with the thousands-block.

NOTE: The **Service Provider NPAC SPID** entered must exist in the NPAC region of the requested thousands-block.

- **LRN** – Enter the ten-digit LRN to be associated with the thousands-block with no dashes.
- **Comments** – Enter any **Comments**.

- **Section B**

NOTE: **Section B** is only provided when **NPAC Activate Thousands-Block Range X of X** is **Yes**.

- **Class DPC** – The Customer Local Area Signaling Services Destination Point Code for 10-digit Global Title Translation (GTT) for CLASS features for the thousands-block. The CLASS DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
- **Class SSN** – The Customer Local Area Signaling Services Subsystem Number for the thousands-block. The CLASS SSN entered must be 000 and is required when the **Class DPC** is entered.
- **LIDB DPC** The Line Information Database Destination Point Code for 10-digit GTT for LIDB features for the thousands-block. The LIDB DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
- **LIDB SSN** – The Line Information Database Subsystem Number for the thousands-block. The LIDB SSN entered must be 000 and is required when the **LIDB DPC** is entered.
- **CNAM DPC** – The Calling Name Delivery Destination Point Code for 10-digit GTT for CNAM features for the thousands-block. The CNAM DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
- **CNAM SSN** – The Calling Name Delivery Subsystem Number for the thousands-block. The CNAM SSN entered must be a 000 and is required when the **CNAM DPC** is entered.
- **ISVM DPC** – The Inter-Switch Voice Mail Destination Point Code for 10-digit GTT for ISVM features for the thousands-block. The ISVM DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
- **ISVM SSN** – The Inter-Switch Voice Mail Subsystem Number for the thousands-block. The ISVM SSN entered must be 000 and is required when the **ISVM DPC** is entered.
- **WSMSC DPC** – The Wireless Short Message Service Center Destination Point Code for 10-digit GTT for WSMSC features for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC DPC must be three sets of numbers the three-digit values used for the first three-digit portion of the

- DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
- **WSMSC SSN** – The Wireless Short Message Service Center Subsystem Number for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC SSN entered must be 000 and is required when the **WSMSC DPC** is entered.

Select **Add Part 1B**, NAS will automatically create the additional Part 1Bs with the same information for each thousands-block and provide the **Review & Submit** screen (Figure 5-34).

NOTE: NAS will walk the user through each additional Part 1B. All additional Part 1B forms will be populated with the initial Part 1B data but the form data is editable.

5.8.3 Review & Submit

The Part 1B Review & Submit screen (Figure 5-34) allows the user to edit Part 1B data for each thousands-blocks by selecting the **Edit** icon.

The screenshot shows the 'Assign Thousands-Block Reservation' screen. On the left, a sidebar indicates 'Part 1' is complete and 'Part 1B' is in 'Review & Submit' mode. The main area is titled 'Part 1B' and contains a light blue box with contact information: 'If you need assistance, please contact us via: Phone: 1-866-623-2282, Email: support@nanpa.com'. Below this is a light blue box with instructions: 'The information entered for Block 659-280-1 has been applied to all requested thousands-blocks. To edit this information for any of the requested thousands-blocks, select the edit icon for the thousands-block requiring the change. If no changes are needed, select Submit to complete the request.' A table follows with columns: Block, Information Only, NPAC Activate, SDA Origination, SPID, LBN, Override, Section 8, Comments, and Edit. The first row shows Block 659-280-1 with 'Yes' for Information Only, 'Yes' for NPAC Activate, 'No' for SDA Origination, '0000' for SPID, '0000000000' for LBN, 'Yes' for Override, and an 'Edit' icon. A yellow warning box states: 'When the For Information Only field is Yes, the Part 1B will not be sent to the NPAC.' A 'Submit' button is at the bottom right.

Block	Information Only	NPAC Activate	SDA Origination	SPID	LBN	Override	Section 8	Comments	Edit
659-280-1	Yes	Yes	No	0000	0000000000	Yes			

Figure 5-34

Select **Submit** to submit the request, the **Confirmation** screen will be displayed (Figure 5-35). To attach supporting documents to the request, select the **Attach Documents** link (see Section 8.2).

The screenshot shows the 'Assign Thousands-Block Reservation' screen with a green 'Success!' message. The sidebar shows 'Part 1' and 'Part 1B' both as complete. The main area contains the text: 'Success! All Thousands-Block submissions are successful. Your request has been successfully submitted. You must attach your State Waiver document for the Assign Reservation request. Please attach the documentation the same day as the request is submitted in NAS to avoid any delays. Click tracking number below to view forms.' Below this is a tracking number: '659-ALABASTER-AL-2569040 659-280-1 Assign'. At the bottom, there are links for 'Home' and 'Attach Documents'.

Figure 5-35

5.9 Modify Pending Thousands-Block Request

Modify Pending Thousands-Block Request allows a user to modify a pending application where a Part 3 has not been issued.

Note: The following applications may be modified: New Thousands-Block Request and Thousands-Block Modification Request.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Modify Pending Thousands-Block Request**, NAS will display the **Modify Pending Thousands-Block Request** screen (Figure 5-36).

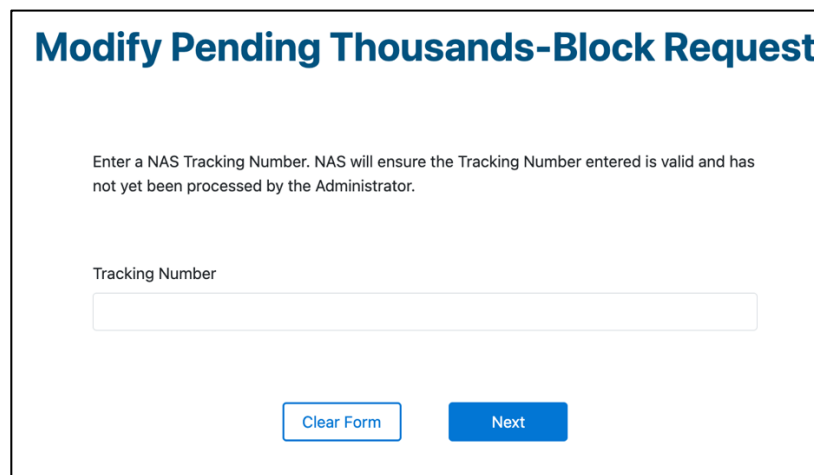


Figure 5-36

From the **Modify Pending Thousands-Block Request** screen, enter the **Tracking Number** of the request then select **Next** to proceed.

Based on the type of application, the applicable **Part 1** and **Part 1B** screens and fields will be displayed for the user to update (e.g., *Effective Date*, *Switch*). Refer to the appropriate section for the Type of Application. Once the request is submitted, the **Confirmation** screen (Figure 5-37) will be provided.

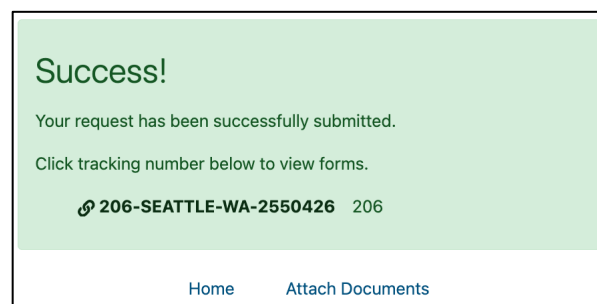


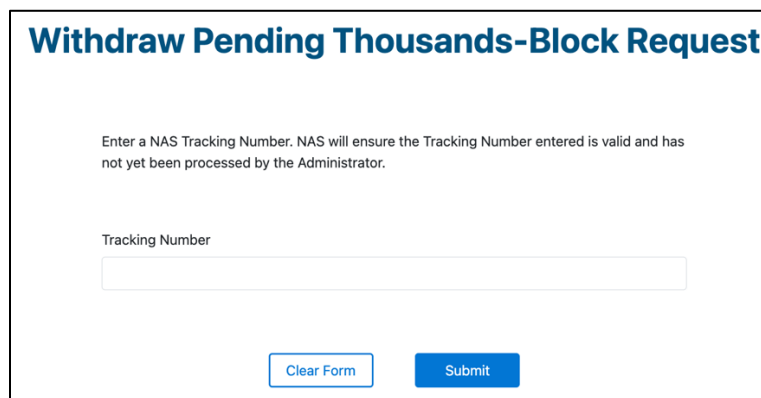
Figure 5-37

5.10 Withdraw Pending Thousands-Block Request

Withdraw Pending Thousands-Block Request allows a user to withdraw a pending application where a Part 3 has not been issued.

Note: The following applications may be withdrawn: New Thousands-Block Request, Thousands-Block Modification Request, Thousands-Block Reservation Request, Assign Thousands-Block Reservation Request and Thousands-Block Effective Date Change Request.

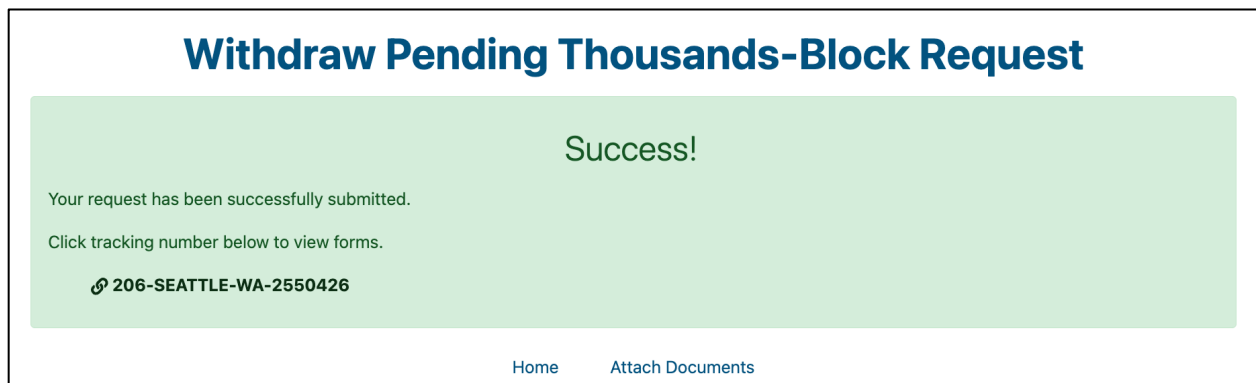
From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Withdraw Pending Thousands-Block Request**, NAS will display the **Withdraw Pending Thousands-Block Request** screen (Figure 5-38).



The screenshot shows a web form titled "Withdraw Pending Thousands-Block Request". Below the title, there is a text instruction: "Enter a NAS Tracking Number. NAS will ensure the Tracking Number entered is valid and has not yet been processed by the Administrator." Below this instruction is a text input field labeled "Tracking Number". At the bottom of the form, there are two buttons: "Clear Form" and "Submit".

Figure 5-38

From the **Withdraw Pending Thousands-Block Request** screen, enter the **Tracking Number** then select **Submit**, then the **Confirmation** screen (Figure 5-39) will be displayed.



The screenshot shows a confirmation screen titled "Withdraw Pending Thousands-Block Request". The main content area has a green background and displays "Success!" in large green text. Below this, it says "Your request has been successfully submitted." and "Click tracking number below to view forms." followed by a link icon and the text "206-SEATTLE-WA-2550426". At the bottom, there are two links: "Home" and "Attach Documents".

Figure 5-39

5.11 Saved Thousands-Block Request

Saved Thousands-Block Request allows a user to submit a previously saved application.

Note: Applications may only be saved for a period of 30 days from the date it was originally saved, after 30 days, NAS will automatically remove the saved applications.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Saved Thousands-Block Request**, NAS will display the **Saved Thousands-Block Request** screen (Figure 5-40).


Saved Thousands-Block Requests					
Reference Number ▲	NPA ▲	Rate Center ▲	OCN ▲	Type of Request ▲	Delete
TX-1033	210	SANANTO...	TEST	Thousands-Block Requ...	

Figure 5-40

From the **Saved Thousands-Block Request** screen, select the **Reference Number** of the request to proceed. To delete a saved request, select the **trash** icon.


Based on the type of New Thousands-Block Request, the applicable **Part 1, Months to Exhaust** and **Part 1B** screens will be displayed for the user to complete (see Section 5.1). Once the request is submitted, the **Confirmation** screen (Figure 5-41) will be provided. To attach supporting documents to the request, select the **Attach Documents** link (see Section 8.2).

Success!

Your request has been successfully submitted.

Supporting Documentation must be attached for initial requests. Please attach the documentation the same day as the request is submitted in NAS to avoid any delays.

Click tracking number below to view forms.

 205-ALABASTER-AL-2569023 205

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

Figure 5-41

NOTE: If the request type is **Initial**, attach the following documentation to your application at the time of submission: 1) Evidence of license or certification to provide service in the area and 2) evidence of facilities readiness within 60 days of the thousands-block activation date.

NOTE: If for some reason you are unable to attach the documentation, email it to support@nanpa.com at the time of submission and include the tracking number in the email.

6 CO Code Requests

This section provides direction on creating and submitting CO Code applications. CO Code application options include:

- Section **6.1 Request New CO Code** Request New CO Code, submit a new CO Code application.
- Section **6.2 Copy CO Code Request**, submit a new CO Code application using data from a previous CO Code application for the same application type, State, NPA, and Rate Center.

- Section **6.3 Modify CO Code**, submit a modification for an assigned CO Code.
- Section **6.4 Modify CO Code Effective Date**, submit an effective date change on a new, modification, or disconnect application where the effective date is the current date or a future date.
NOTE: When the effective date is seven (7) calendar days or less in the future, email support@nanpa.com indicating the need to modify an effective date that is seven (7) calendar days or less in the future and include the Tracking Number.
- Section **6.5 Disconnect CO Code**, submit a disconnect for a CO Code.
- Section **6.6 Cancel CO Code Disconnect**, cancel a previously approved CO Code disconnect where the effective date of the disconnect is the current date or a future date.
NOTE: When the disconnect effective date is seven (7) calendar days or less in the future, email support@nanpa.com indicating the need to cancel a disconnect with an effective date that is seven (7) calendar days or less in the future and include the Tracking Number.
- Section **6.7 Reserve CO Code**, submit a reservation request for a CO Code when a service provider is seeking a safety valve waiver.
- Section **6.8 Assign/Cancel/Extend CO Code Reservation** submits a request to assign, cancel or extend the reservation expiration date on a reserved CO Code.
- Section **6.9 Modify Pending CO Code Request**, modify a new or modification application that has not been processed by NANPA.
- Section **6.10 Withdraw Pending CO Code Request**, withdraw a new, modification, or disconnect application that has not been processed by NANPA.
- Section **6.11 Saved CO Code Request**, submit a previously saved application.
NOTE: Requests are only saved for 30 calendar days.

6.1 Request New CO Code

Request New CO Code allows a user to apply for a new CO Code.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Request New CO Code**, NAS will display the **New CO Code Request** screen (Figure 6-2).

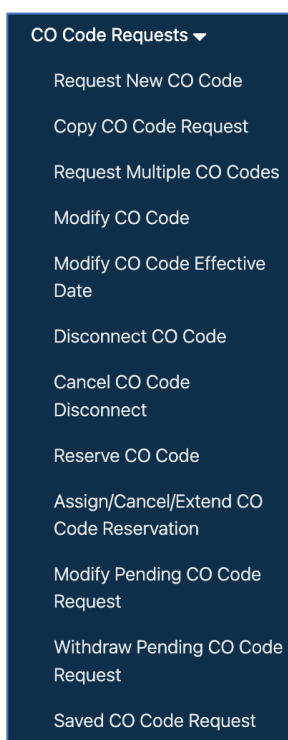


Figure 6-1

6.1.1 New CO Code Request

The **New CO Code Request** screen allows the user to define the service area on the application.

New CO Code Request

Application Type and Service Area
Part 1

Application Type *

Select

State *

Select

NPA *

Select a State to view NPAs

Rate Center *

Select an NPA to view Rate Centers

Service Provider OCN *

Select

Next

Figure 6-2

From the **New CO Code Request** screen, complete the following:

- **Application Type** – Select Application Type of: **CO Code for Dedicated Customer**, **CO Code for Pool Replenishment**, **CO Code for LRN** or **Non-Pooled CO Code**.
 - If **CO Code for Dedicated Customer** is selected, select the **Yes or No** radio button for **Build Block Records in BIRRDs/LERG**.
 - If **CO Code for Pool Replenishment** or **CO Code for LRN**, select which thousands-blocks to be assigned.
- **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.
- **Rate Center** – Select a **Rate Center**.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Select **Next**, NAS shall provide the:

- **Part 1** screen(Figure 6-3) when **CO Code for Dedicated Customer** or **Non-Pooled CO Code** is selected as the type of application (refer to Section 6.1.2).
- **Part 1** screen (Figure 6-6) when **CO Code for Pool Replenishment** or **CO Code for LRN** is selected as the type of application (refer to Section 6.1.4).

6.1.2 Part 1

From the **Part 1** screen (Figure 6-3) for a **CO Code for Dedicated Customer** or **Non-Pooled CO Code** request, enter the following:

Headquarters Address (only applies to SPC users)

- **Street Address** – Enter the **Street Address** of the company.
- **City** – Enter the **City** of the company.
- **State or Territory** – Enter the **State or Territory** of the company.
- **Zip Code** – Enter the **Zip Code** of the company.

General Information

- **Parent Company OCN** – Select a **Parent Company OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Switching Identity/POI

- **Switch Identification (Switching Identity/POI) CO Code** – Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the CO Code.
- **Homing Tandem Operating Company** – Enter the full name of the **Homing Tandem Operating Company** associated with the **Homing Tandem CLLI**.
- **Homing Tandem CLLI** – Enter the eleven-character **Homing Tandem CLLI** to be associated with the CO Code.

Dates

- **Requested Effective Date** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request an effective date 52 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 52-calendar day effective date from the date the request is processed.

- **Request Expedited Treatment** – Checkbox. When selected, the **CO Code Requested Effective Date** may be less than the standard 59 calendar days.
 - **NOTE:** When an expedited date is entered **Request Expedited Treatment** must be selected. A letter agreeing to the expedite is required from the Tandem Homing Operating Company except when the applicant is the Tandem Homing Operating Company. Also, a letter agreeing to the expedite is required from the AOCN except when the applicant is the AOCN.
 - **NOTE:** A CO Code effective date less than 30 calendar days is not allowed.

CO Code Assignment Preference

- **CO Code(s) (NPA-NXX) Assignment Preference** – This is a drop-down list of all available CO Codes in the NPA. The user may also type in a preference or the beginning of a preference to see what is available (i.e., 209 or 209-5).
- **View list of available CO Codes** – This is a link. When selected, the Available CO Codes Report for the NPA will open in a separate window.
- **CO Codes that are Undesirable, if any** – The user may enter any undesirable CO Codes or state “all others.”

Comments

- **Initial** – Radio button. Select this when the application is the first numbering resource being requested for the Service Provider OCN in the State, NPA, and Rate Center.
- **Growth** – Radio button. Select this when the application is the not the first numbering resource being requested for the Service Provider OCN in the State, NPA, and Rate Center.
- **Comments** – This is an optional free-form text field.

To view the Part 1 form footnotes/instructions, select the **Part 1 Instructions** link, which will open in a separate window.

Note: At any time, the application may be saved by selecting the **Save** button provided on the screen.

Select **Submit New CO Code Request** when **Initial** is selected, the **Confirmation** screen (Figure 6-5) will be displayed. To attach supporting documents to the request, select the **Attach Documents** link (see Section 8.2).

Select **Next**, when **Growth** is selected, the **Months to Exhaust** screen (Figure 6-4) will be displayed (refer to Section 6.1.3).

New CO Code Request

● Application Type and Service Area

● Part 1

If you need assistance, please contact us via:

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

CO Code for Dedicated Customer

Part 1 Instructions

The CO Code/Thousands-Block Applicant data is populated from your user profile. Please periodically review your user profile to ensure the data is accurate.

General Information

NPA
771

Rate Center
WSHNGTNZN1

LATA
236

Service Provider OCN
TEST - TEST TELCO

OCN Category
GENERAL

Parent Company OCN *
Select

Number of Thousands-Blocks Requested
10

Switching Identity/POI

Switch Identification (Switching Identity/POI) CO Code *

Homing Tandem Operating Company *

Homing Tandem CLLI *

Dates

Date of Application
08/23/2024

Requested Effective Date *
10/21/2024

Please note that all requests are processed in the order received regardless of the effective date requested.

☐ Request an **effective date 52 calendar days** from the date the Administrator processes the request.

☐ Request Expedited Treatment

CO Code Assignment Preference

CO Code(s) (NPA-XXX) Assignment Preference
Select...

[View list of available CO Codes](#)

NOTE: When a specific Rate Center requested presents a dialing conflict, NANPA will not be able to assign the preferred CO Code.

CO Codes that are Undesirable, if any

Comments

Type of Request *

☐ Initial

☐ Growth

It is the Code Applicant's responsibility to arrange input of Part 2 information into BIRDS. The 45 calendar day nationwide minimum interval cut-over for BIRDS will not begin until input into BIRDS has been completed.

Comments

I hereby certify that the information on this application is true and accurate to the best of my knowledge, and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) posted to the ATIS web site as of the date of this application.

Save
Next

Figure 6-3

6.1.3 Months to Exhaust

The **Months to Exhaust** screen (Figure 6-4) is provided for all growth applications. The data entered will be used to verify that applicant meets the six months to exhaust and 75% utilization requirements.

Complete the following on the **Months to Exhaust** screen:

- **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** – For **Growth** applications, populated from the **Total Numbering Resources Report** with the CO Codes (NPA- NXX) and Thousands-Blocks (NPA-NXX-X) associated with the **Service Provider OCN, NPA, and Rate Center**. The user may edit this field, but an **Explanation** is required.
- **Available Numbers** – For **Growth** applications, the user is required to enter the quantity of available telephone numbers within the company's inventory.
- **Assigned Numbers** – For **Growth** applications, the user is required to enter the quantity of telephone numbers assigned to customers.
- **Total Numbering Resources** – For **Growth** applications, populated with the quantity of telephone numbers assigned to the **Service Provider OCN** in the **NPA, and Rate Center** from the **Total Numbering Resources Report**.

NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation** – For **Growth** applications, the user is required to enter the quantity of telephone numbers that will be excluded from the utilization calculation because they are from CO Codes and/or thousands-blocks activated in the past 90 days.

NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **List Excluded CO Codes or Thousands-Blocks** – The user is required to enter the CO Code(s) (NPA-NXX) and Thousands-Block(s) (NPA-NXX-X) activated in the past 90 days when a number other than 0 is entered in **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation**.
- **Growth History (Previous 6 months)**
 - **Months 1-6** – The user is required to enter the quantity of telephone numbers assigned to customers for each month of the previous 6 months.
- **Forecast (Next 12 Months)**
 - **Months 1-12** – The user is required to enter the of number of telephone numbers expected to be assigned for each of the next 12 months.
- **Explanation** – An Explanation is required when **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** and/or **Total Numbering Resources** is modified, otherwise, this is an optional free-form text field.

If MTE is not met, then the following options will be provided:

- Need to Request a State Waiver
- Received a State Waiver

[NANPA]

- ✔ Application Type and Service Area
- ✔ Part 1
- ⊖ Months to Exhaust

Months to Exhaust

If you need assistance, please contact us via:

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

MTE Appendix 1 Instructions

Service Provider OCN

TEST - TEST TELCO

Rate Center

WSHNGTNZN1

List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X) *

771-243-0, 771-243-1, 771-243-2, 771-243-3, 771-243-4, 771-243-5, 771-243-6, 771-243-7, 771-243-8, 771-243-9

A. Available Numbers *

B. Assigned Numbers *

C. Total Numbering Resources *

10000

D. Quantity of numbers activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation *

List Excluded CO Codes or Thousands-Blocks

E. Growth History (Previous 6 Months) *

Feb 2024	Mar 2024	Apr 2024	May 2024
<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>
Jun 2024	Jul 2024		
<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>		

F. Forecast (Next 12 Months) *

Aug 2024	Sep 2024	Oct 2024	Nov 2024
<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>
Dec 2024	Jan 2025	Feb 2025	Mar 2025
<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>
Apr 2025	May 2025	Jun 2025	Jul 2025
<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>

Note: Items G, H, and I will be updated once items A through F are completed without errors

G. Average Monthly Forecast:

H. Months to Exhaust:

I. Utilization:

Explanation

Save

Submit New CO Code Request

Figure 6-4

Select **Submit New CO Code Request**, the **Confirmation** screen (Figure 6-5) will be displayed. To attach supporting documents to the request, select the **Attach Documents** link (see Section 8.2).

NOTE: If the request type is Initial, attach the following documentation to your application at the time of submission: 1) Evidence of license or certification to provide service in the area and 2) evidence of facilities readiness within 60 days of the thousands-block activation date.

NOTE: If for some reason you are unable to attach the documentation, email it to support@nanpa.com at the time of submission and include the tracking number in the email.

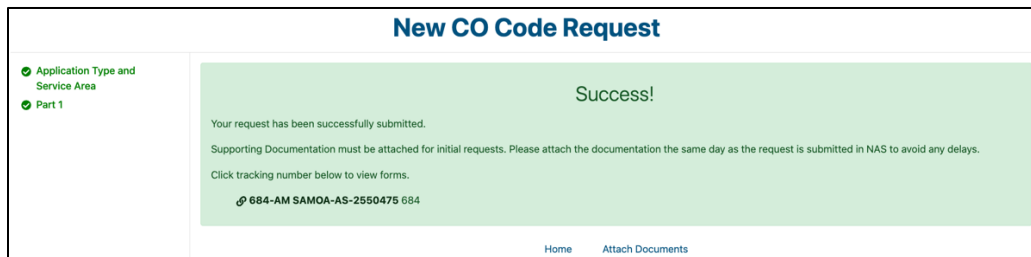


Figure 6-5

6.1.4 Part 1

From the **Part 1** screen (Figure 6-6) for a **CO Code for Pool Replenishment** or **CO Code for LRN** request, enter the following:

Headquarters Address (only applies to SPC users)

- **Street Address** – Enter the **Street Address** of the company.
- **City** – Enter the **City** of the company.
- **State or Territory** – Enter the **State or Territory** of the company.
- **Zip Code** – Enter the **Zip Code** of the company.

General Information

- **Parent Company OCN** – Select a **Parent Company OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Switching Identity/POI

- **Switch Identification (Switching Identity/POI) CO Code** – Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the CO Code.
- **Request Multiple Switches** – Checkbox. When selected, **Switch Identification (Switching Identity/POI)** fields will be provided for each thousands-block selected from the CO Code (i.e., 0 and 1).
- **Homing Tandem Operating Company** – Enter the full name of the **Homing Tandem Operating Company** associated with the **Homing Tandem CLLI**.
- **Homing Tandem CLLI** – Enter the eleven-character **Homing Tandem CLLI** to be associated with the CO Code.

Dates

- **Requested Effective Date** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request Multiple Effective Dates** – Checkbox. When selected, **Requested Effective Date for Block X** fields will be provided for each thousands-block selected from the CO Code (i.e., Block 1, Block 2, etc.).
- **Request an effective date 52 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 52-calendar day effective date from the date the request is processed.
- **Request Expedited Treatment** – Checkbox. When selected, the **CO Code Requested Effective Date** may be less than the standard 59 calendar days.
 - **NOTE:** When an expedited date is entered **Request Expedited Treatment** must be selected. A letter agreeing to the expedite is required from the Tandem Homing Operating Company except when the applicant is the Tandem Homing Operating Company. Also, a letter agreeing to the expedite is required from the AOCN except when the applicant is the AOCN.
 - **NOTE:** A CO Code effective date less than 30 calendar days is not allowed.

CO Code Assignment Preference

- **CO Code(s) (NPA-NXX) Assignment Preference** – This is a drop-down list of all available CO Codes in the NPA. The user may also type in a preference or the beginning of a preference to see what is available (i.e., 209 or 209-5).
- **View list of available CO Codes** – This is a link. When selected, the Available CO Codes Report for the NPA will open in a separate window.
- **CO Codes that are Undesirable, if any** – The user may enter any undesirable CO Codes or state “all others.”

Comments

- **Initial** – Radio button. Select this when the application is the first numbering resource being requested for the Service Provider OCN in the State, NPA, and Rate Center.
- **Growth** – Radio button. Select this when the application is the not the first numbering resource being requested for the Service Provider OCN in the State, NPA, and Rate Center.
- **Comments** – This is an optional free-form text field.

To view the Part 1 form footnotes/instructions, select the **Part 1 Instructions** link, which will open in a separate window.

Note: At any time, the application may be saved by selecting the **Save** button provided on the screen.

Select **Submit New CO Code Request** when **Initial** is selected, the **Confirmation** screen (Figure 6-8) will be displayed. To attach supporting documents to the request, select the **Attach Documents** link (see Section 8.2).

Select **Next**, when **Growth** is selected, the **Months to Exhaust** screen (Figure 6-7) will be displayed.

Application Type and Service Area
Part 1

Part 1

If you need assistance, please contact us via:

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

CO Code for Pool Replenishment

[Part 1 Instructions](#)

► Pool Replenishment Status

The CO Code/Thousands-Block Applicant data is populated from your user profile. Please periodically review your user profile to ensure the data is accurate.

General Information

NPA
771

Rate Center
WSHNGTNZN1

LATA
236

Service Provider OCN
TEST - TEST TELCO

OCN Category
GENERAL

Parent Company OCN *
Select

Number of Thousands-Blocks Requested
2

Switching Identity/POI

Switch Identification (Switching Identity/POI) CO Code *

☐ Request Multiple Switches

Homing Tandem Operating Company *

Homing Tandem CLI *

Dates

Date of Application
08/23/2024

Requested Effective Date *
10/21/2024

Please note that all requests are processed in the order received regardless of the effective date requested.

☐ Request Multiple Effective Dates

☐ Request an **effective date 52 calendar days** from the date the Administrator processes the request.

☐ Request Expedited Treatment

CO Code Assignment Preference

CO Code(s) (NPA-NXX) Assignment Preference
Select...

[View list of available CO Codes](#)

NOTE: When a specific Rate Center requested presents a dialing conflict, NANPA will not be able to assign the preferred CO Code.

CO Codes that are Undesirable, if any

Comments

Type of Request *

☐ Initial

☐ Growth

It is the Code Applicant's responsibility to arrange input of Part 2 information into BIRROS. The 45 calendar day nationwide minimum interval cut-over for BIRROS will not begin until input into BIRROS has been completed.

Comments

I hereby certify that the information on this application is true and accurate to the best of my knowledge, and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) posted to the ATIS web site as of the date of this application.

Save
Next

Figure 6-6

6.1.5 Months to Exhaust

The **Months to Exhaust** screen (Figure 6-7) is provided for all growth applications and for initial applications where more than one thousands-block is being requested from a CO Code for an LRN or Pool Replenishment request. The data entered will be used to verify that applicant meets the six months to exhaust and 75% utilization requirements.

Complete the following on the **Months to Exhaust** screen:

- **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** – Populated with 0 for **Initial** applications. For **Growth** applications, populated from the **Total Numbering Resources Report** with the CO Codes (NPA- NXX) and Thousands-Blocks (NPA-NXX-X) associated with the **Service Provider OCN, NPA, and Rate Center**. The user may edit this field, but an **Explanation** is required.
- **Available Numbers** – Populated with 0 for **Initial** applications. For **Growth** applications, the user is required to enter the quantity of available telephone numbers within the company's inventory.
- **Assigned Numbers** – Populated with 0 for **Initial** applications. For **Growth** applications, the user is required to enter the quantity of telephone numbers assigned to customers.
- **Total Numbering Resources** – Populated with 0 for **Initial** applications. For **Growth** applications, populated with the quantity of telephone numbers assigned to the **Service Provider OCN** in the **NPA**, and **Rate Center** from the **Total Numbering Resources Report**.

NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation** – Populated with 0 for **Initial** applications. For **Growth** applications, the user is required to enter the quantity of telephone numbers that will be excluded from the utilization calculation because they are from CO Codes and/or thousands-blocks activated in the past 90 days.

NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **List Excluded CO Codes or Thousands-Blocks** – Populated with 0 for **Initial** applications. The user is required to enter the CO Code(s) (NPA-NXX) and Thousands-Block(s) (NPA-NXX-X) activated in the past 90 days when a number other than 0 is entered in **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation**.
- **Growth History (Previous 6 months)**
 - **Months 1-6** – The user is required to enter the quantity of telephone numbers assigned to customers for each month of the previous 6 months.
- **Forecast (Next 12 Months)**
 - **Months 1-12** – The user is required to enter the of number of telephone numbers expected to be assigned for each of the next 12 months.
- **Explanation** – An Explanation is required when **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** and/or **Total Numbering Resources** is modified, otherwise, this is an optional free-form text field.

If MTE is not met, then the following options will be provided:

- Proceed on the basis of the existing MTE and receive only <X> Thousands-Block(s)

June 18, 2025

- Need to Request a State Waiver
- Received a State Waiver

[NANPA]

- ✔ Application Type and Service Area
- ✔ Part 1
- ⊕ Months to Exhaust

Months to Exhaust

If you need assistance, please contact us via:

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

MTE Appendix 1 Instructions

Service Provider OCN

TEST - TEST TELCO

Rate Center

WSHNGTNZN1

List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X) *

771-243-0, 771-243-1, 771-243-2, 771-243-3, 771-243-4, 771-243-5, 771-243-6, 771-243-7, 771-243-8, 771-243-9

A. Available Numbers *

B. Assigned Numbers *

C. Total Numbering Resources *

10000

D. Quantity of numbers activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation *

List Excluded CO Codes or Thousands-Blocks

E. Growth History (Previous 6 Months) *

Feb 2024	Mar 2024	Apr 2024	May 2024
Jun 2024	Jul 2024		

F. Forecast (Next 12 Months) *

Aug 2024	Sep 2024	Oct 2024	Nov 2024
Dec 2024	Jan 2025	Feb 2025	Mar 2025
Apr 2025	May 2025	Jun 2025	Jul 2025

Note: Items G, H, and I will be updated once items A through F are completed without errors

G. Average Monthly Forecast:

H. Months to Exhaust:

I. Utilization:

Explanation

Save

Submit New CO Code Request

Figure 6-7

Select **Submit New CO Code Request**, the **Confirmation** screen (Figure 6-8) will be displayed. To attach supporting documents to the request, select the **Attach Documents** link (see Section 8.2).

NOTE: If the request type is Initial, attach the following documentation to your application at the time of submission: 1) Evidence of license or certification to provide service in the area and 2) evidence of facilities readiness within 60 days of the thousands-block activation date.

NOTE: If for some reason you are unable to attach the documentation, email it to support@nanpa.com at the time of submission and include the tracking number in the email.

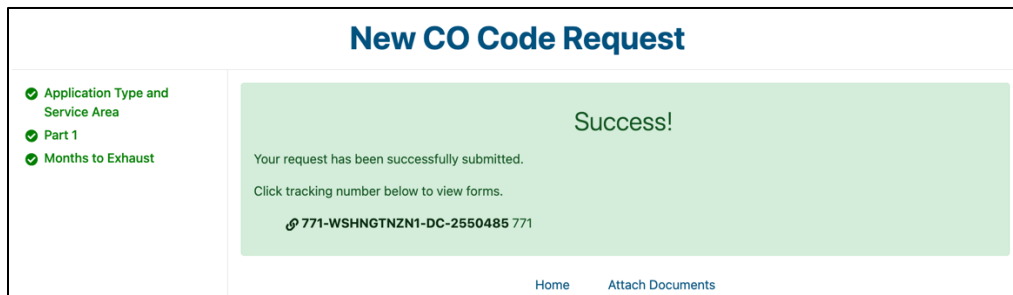
The screenshot shows a web interface titled "New CO Code Request". On the left, there is a sidebar with three green checkmarks and labels: "Application Type and Service Area", "Part 1", and "Months to Exhaust". The main content area has a green background with the text "Success!" in large blue font. Below it, in smaller text, it says "Your request has been successfully submitted. Click tracking number below to view forms." and displays a tracking number "771-WSHNGTNZN1-DC-2550485 771" with a magnifying glass icon. At the bottom right, there are two links: "Home" and "Attach Documents".

Figure 6-8

6.2 Copy CO Code Request

Copy CO Code Request allows a user to apply for a new CO Code using a previously submitted New CO Code request.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Copy CO Code Request**, NAS will display the **Copy CO Code Request** screen (Figure 6-9).

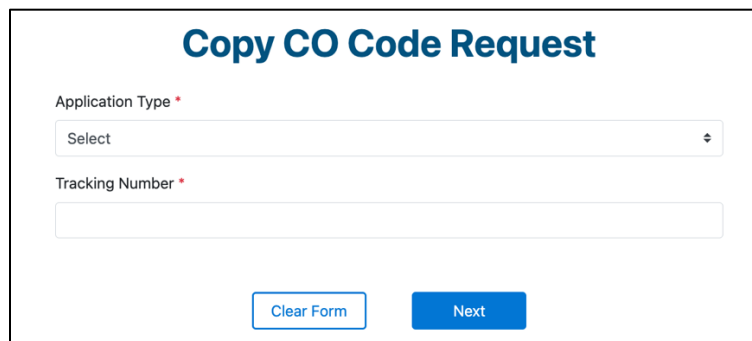
The screenshot shows a web form titled "Copy CO Code Request". It has two input fields: "Application Type" with a dropdown menu showing "Select" and "Tracking Number" with a text input field. At the bottom, there are two buttons: "Clear Form" and "Next".

Figure 6-9

Complete the following on the **Copy CO Code Request** screen:

- **Application Type** – Select Application Type of: **CO Code for Dedicated Customer**, **CO Code for Pool Replenishment**, **CO Code for LRN** or **Non-Pooled CO Code**.
 - If **CO Code for Dedicated Customer** is selected, select the **Yes or No** radio button for **Build Block Records in BIRRDs/LERG**.
 - If **CO Code for Pool Replenishment** or **CO Code for LRN**, select which thousands-blocks are to be assigned.
- **Tracking Number** - Enter the tracking number of the original New CO Code request.

NOTE: The **Application Type** of **Tracking Number** entered must be for the same **Application Type** being requested.

Select **Next**, to proceed to the **Part 1** screen, for information on completing a:

- **CO Code for Dedicated Customer** or **Non-Pooled CO Code** request, refer to Section 6.1.2
- **CO Code for Pool Replenishment** or **CO Code for LRN** request, refer to Section 6.1.4.

Note: The information on the Part 1 screens will be pre-populated based on what was provided in the original request except for the Requested Effective Date field, it will default to 59 calendar days from the date of application and the Months to Exhaust screen.

6.3 Modify CO Code

Modify CO Code allows a user to modify a previously assigned CO Code.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Modify CO Code**, NAS will display the **Type of Change** screen (Figure 6-10).

6.3.1 Type of Change

The **Type of Change** screen (Figure 6-10) allows the user to enter the CO Code being modified.

From the **Type of Change** screen, complete the following:

- **CO Code (NPA-NXX)** – Enter the NPA-NXX.
- **Type of Change** – Checkbox.
 - Switch
 - Tandem
 - Rate Center
 - OCN: Intra-Company (Updating OCN within my Company)
 - Select checkbox if “This modification is in response to a request from NANPA to become the new CO Code Holder.”
 - OCN: Inter-Company (Transferring resource from another Company)
 - Select checkbox if “This modification is in response to a request from NANPA to become the new CO Code Holder.”
- **Requested Effective Date for Modification** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request an effective date 52 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 52-calendar day effective date from the date the request is processed.
- **Request Expedited Treatment** – Checkbox. When selected, the **CO Code Requested Effective Date** may be less than the standard 59 calendar days.

- **NOTE:** When an expedited date is entered **Request Expedited Treatment** must be selected. A letter agreeing to the expedite is required from the Tandem Homing Operating Company except when the applicant is the Tandem Homing Operating Company. Also, a letter agreeing to the expedite is required from the AOCN except when the applicant is the AOCN.
- **NOTE:** A CO Code effective date less than 30 calendar days is not allowed.

*Select **Next** to proceed, based on the **Type of Change** selected, the applicable Part 1 screens and fields will be displayed for the user to update. Once the modification request is submitted, the **Confirmation** screen will be provided (Figure 6-11*

). To attach supporting documents to the request, select the **Attach Documents** link (see Section 8.2).

NOTE: If this will be the Initial resource in the rate center, attach the following documentation to your application at the time of submission: 1) Evidence of license or certification to provide service in the area and 2) evidence of facilities readiness within 60 days of the thousands-block activation date.

NOTE: If for some reason you are unable to attach the documentation, email it to support@nanpa.com at the time of submission and include the tracking number in the email.

Type of Change

Part 1

Review & Submit

Type of Change

If you need assistance, please contact us via:

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

CO Code (NPA-NXX) *

Type of Change *

☐ Switch

☐ Tandem

☐ Rate Center

☐ OCN: Intra-Company (Updating OCN within my Company)

☐ OCN: Inter-Company (Transferring resource from another Company)

Date of Application

08/26/2024

Requested Effective Date for Modification *

10/24/2024

Please note that all requests are processed in the order received regardless of the effective date requested.

☐ Request an **effective date 52 days** from the date the Administrator processes the request.

☐ Request Expedited Treatment

Next

Figure 6-10

CO Code Modification

✓ Type of Change

✓ Part 1

Review & Submit

Success!

Your request has been successfully submitted.

Click tracking number below to view forms.

📞 480-PHOENIX-AZ-2550492 480-479

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

Figure 6-11

6.4 Modify CO Code Effective Date

Modify CO Code Effective Date allows a user to modify the effective date for a CO Code when the effective date is still in the future.

Note: The following applications may have the effective date modified: New CO Code Request and CO Code Modification Request.

Note: A CO Code Modification Request for Inter-company OCN may not modify the effective date to an earlier effective date than the Effective Date on the original CO Code Modification Request Part 3. When the Effective Date needs to be moved to an earlier effective date than the Effective Date on the original CO Code Modification Request Part 3, contact NANPA support at support@nanpa.com for assistance.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Modify CO Code Effective Date**, NAS will display the **Effective Date Change CO Code** screen (Figure 6-12).

Effective Date Change CO Code

Please Note: If you have any modifications that are scheduled with a future effective date, and this submission changes the original assignment effective date to a date that is after the effective date of those modification(s); those updates will not be made, therefore, you will need to submit a new modification request after the approval of this effective date change to reflect those changes

State *

Select

NPA *

Select

Rate Center *

Select an NPA to view Rate Centers

Service Provider OCN *

Select

Clear Form Next

Figure 6-12

From the preliminary **Effective Date Change CO Code** screen, complete 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Select **Next**, the **Effective Date Change CO Code** screen will be displayed (Figure 6-13).

Effective Da...	NPA-N...	Tracking Number	Type of Application	Service...	Effective Date
<input type="radio"/>	346-780	346-HOUSTON-TX-2550346	New CO Code Growth	TEST	10/04/2024

Figure 6-13

Select the CO Code to request the effective date change for, then the **Dates** and **Comments** section will be displayed (Figure 6-14).

Dates

Date of Application
08/26/2024

Requested Effective Date *
10/24/2024

Please note that all requests are processed in the order received regardless of the effective date requested.

☐ Request Expedited Treatment

Comments

Comments

I hereby certify that the information on this application is true and accurate to the best of my knowledge, and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) posted to the ATIS web site as of the date of this application.

Figure 6-14

From the **Effective Date Change CO Code** screen, complete the following:

- **Requested Effective Date** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request Expedited Treatment** – Checkbox. When selected, the **CO Code Requested Effective Date** may be less than the standard 59 calendar days.
 - **NOTE:** When an expedited date is entered **Request Expedited Treatment** must be selected. A letter agreeing to the expedite is required from the Tandem Homing Operating Company except when the applicant is the

Tandem Homing Operating Company. Also, a letter agreeing to the expedite is required from the AOCN except when the applicant is the AOCN.

- **NOTE:** A CO Code effective date less than 30 calendar days is not allowed.
- **Comments** – This is an optional free-form text field.

Select **Submit**, the **Confirmation** screen will be displayed (Figure 6-15).

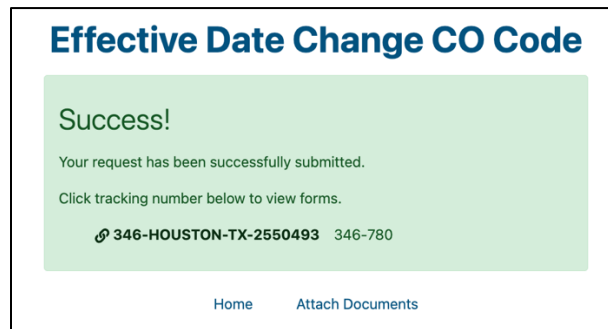


Figure 6-15

6.5 Disconnect CO Code

Disconnect CO Code allows a user to return (i.e., disconnect) a CO Code .

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Disconnect CO Code**, NAS will display the **Disconnect CO Code** screen (Figure 6-16).

Disconnect CO Code

CO Code (NPA-NXX) *

Requested Effective Date for Disconnect *

10/25/2024

Please note that all requests are processed in the order received regardless of the effective date requested.

☐ Request an **effective date 52 days** from the date the Administrator processes the request.

☐ Request Expedited Treatment

Comments

I hereby certify that the information on this application is true and accurate to the best of my knowledge, and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) posted to the ATIS web site as of the date of this application.

Submit Disconnect Request

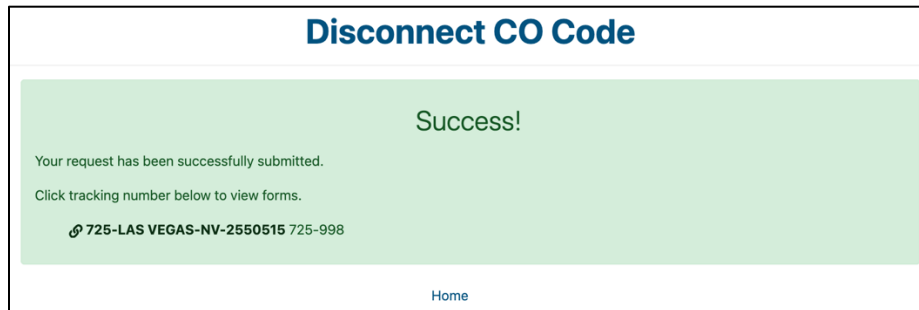
Figure 6-16

From the preliminary **Disconnect CO Code** screen, complete the following:

- **CO Code (NPA-NXX)** – Enter the NPA-NXX associated with the thousands-block(s) that will be returned.
- **Requested Effective Date for Disconnect** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request an effective date 52 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 52-calendar day effective date from the date the request is processed.
- **Request Expedited Treatment** – Checkbox. When selected, the **CO Code Requested Effective Date** may be less than the standard 59 calendar days.
 - **NOTE:** When an expedited date is entered **Request Expedited Treatment** must be selected. A letter agreeing to the expedite is required from the Tandem Homing Operating Company except when the applicant is the Tandem Homing Operating Company. Also, a letter agreeing to the expedite is required from the AOCN except when the applicant is the AOCN.
 - **NOTE:** A CO Code effective date less than 30 calendar days is not allowed.

- **Comments** – This is an optional free-form text field.

Select **Submit Disconnect Request**, the **Confirmation** screen will be displayed (Figure 6-17).



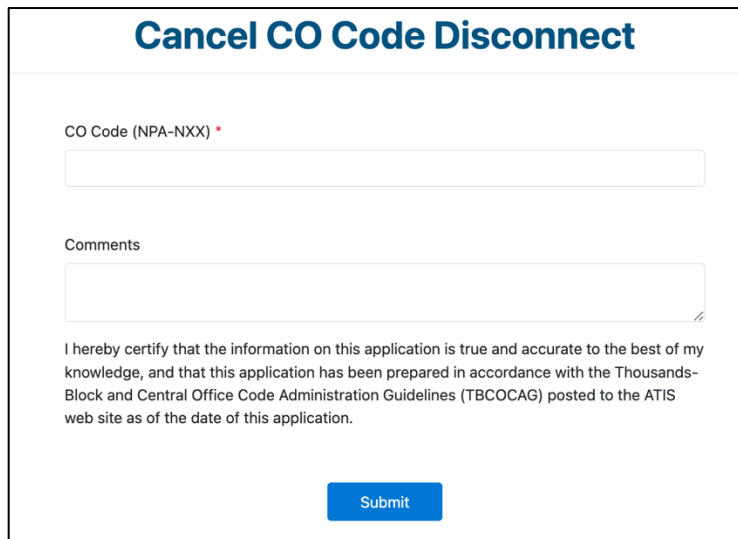
The screenshot shows a web page titled "Disconnect CO Code". Below the title is a green success banner with the text "Success!". Below the banner, it says "Your request has been successfully submitted." and "Click tracking number below to view forms." followed by a tracking number "725-LAS VEGAS-NV-2550515 725-998" with a small icon. At the bottom, there is a "Home" link.

Figure 6-17

6.6 Cancel CO Code Disconnect

Cancel CO Code Disconnect allows a user to cancel a previously returned (i.e., disconnected) CO Code when the effective date of the CO Code disconnect is the current date or a future date.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Cancel CO Code Disconnect**, NAS will display the **Cancel Disconnect CO Code** screen (Figure 6-18).



The screenshot shows a web page titled "Cancel CO Code Disconnect". It contains a form with two main sections. The first section is labeled "CO Code (NPA-NXX) *" and has a text input field. The second section is labeled "Comments" and has a larger text area. Below these sections is a certification statement: "I hereby certify that the information on this application is true and accurate to the best of my knowledge, and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) posted to the ATIS web site as of the date of this application." At the bottom of the form is a blue "Submit" button.

Figure 6-18

From the **Cancel Disconnect Thousands-Blocks** screen, complete the following:

- **CO Code (NPA-NXX)** – Enter the CO Code that was previously returned.
- **Comments** – Enter any **Comments**.

Select **Submit**, the **Confirmation** screen will be displayed (Figure 6-19).

Figure 6-19

Note: If the scheduled CO Code disconnect Effective Date is in the next 7 calendar days, please contact NANPA at support@nanpa.com so this request may be processed prior to the CO Code disconnect Effective Date.

6.7 Reserve CO Code

Reserve CO Code allows a user to reserve a CO Code when a safety valve request is pending regulatory approval.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Reserve CO Code**, NAS will display the **CO Code Reservation** screen (Figure 6-20).

Figure 6-20

From the **New CO Code Request** screen, complete 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.
- **Rate Center** – Select a **Rate Center**.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Select **Next**, NAS shall provide the **Part 1** screen (Figure 6-21).

6.7.1 Part 1

From the **Part 1** screen (Figure 6-21), enter the following:

Headquarters Address (only applies to SPC users)

- **Street Address** – Enter the **Street Address** of the company.
- **City** – Enter the **City** of the company.
- **State or Territory** – Enter the **State or Territory** of the company.
- **Zip Code** – Enter the **Zip Code** of the company.

General Information

- **Parent Company OCN** – Select a **Parent Company OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Switching Identity/POI

- **Switch Identification (Switching Identity/POI) CO Code** – Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the CO Code.
- **Homing Tandem Operating Company** – Enter the full name of the **Homing Tandem Operating Company** associated with the **Homing Tandem CLLI**.
- **Homing Tandem CLLI** – Enter the eleven-character **Homing Tandem CLLI** to be associated with the CO Code.

CO Code Assignment Preference

- **CO Code(s) (NPA-NXX) Assignment Preference** – This is a drop-down list of all available CO Codes in the NPA. The user may also type in a preference or the beginning of a preference to see what is available (i.e., 209 or 209-5).
- **View list of available CO Codes** – This is a link. When selected, the Available CO Codes Report for the NPA will open in a separate window.
- **CO Codes that are Undesirable, if any** – The user may enter any undesirable CO Codes or state "all others."

Comments

- **Growth** – Radio button. Select this, reservations are only allowed for growth requests only and where a safety valve request is pending regulatory approval.
- **Comments** – This is an optional free-form text field.

To view the Part 1 form footnotes/instructions, select the **Part 1 Instructions** link, which will open in a separate window.

Select **Next**, the **Months to Exhaust** screen (Figure 6-22) will be displayed.

CO Code Reservation Request

✔ Application Type and Service Area

➔ Part 1

Months to Exhaust

Part 1

If you need assistance, please contact us via:

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

Part 1 Instructions

The CO Code/Thousands-Block Applicant data is populated from your user profile. Please periodically review your user profile to ensure the data is accurate.

General Information

NPA
205

Rate Center
ALABASTER

LATA
476

Service Provider OCN
TEST - TEST TELCO

OCN Category
GENERAL

Parent Company OCN *
Select

Switching Identity/POI

Switch Identification (Switching Identity/POI) CO Code *

Homing Tandem Operating Company *

Homing Tandem CLLI *

Dates

Date of Application
08/27/2024

CO Code Assignment Preference

CO Code(s) (NPA-NXX) Assignment Preference
Select...

[View list of available CO Codes](#)

NOTE: When a specific Rate Center requested presents a dialing conflict, NANPA will not be able to assign the preferred CO Code.

CO Codes that are Undesirable, if any

Comments

Type of Request *

☐ Initial

☐ Growth

It is the Code Applicant's responsibility to arrange input of Part 2 information into BIRROS. The 45 calendar day nationwide minimum interval cut-over for BIRROS will not begin until input into BIRROS has been completed.

Comments

I hereby certify that the information on this application is true and accurate to the best of my knowledge, and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) posted to the ATIS web site as of the date of this application.

[Next](#)

Figure 6-21

6.7.2 Months to Exhaust

Complete the following fields on the **Months to Exhaust** screen:

- **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** – For **Growth** applications, populated from the **Total Numbering Resources Report** with the CO Codes (NPA- NXX) and Thousands-Blocks (NPA-NXX-X) associated with the **Service Provider OCN, NPA, and Rate Center**. The user may edit this field, but an **Explanation** is required.
- **Available Numbers** – For **Growth** applications, the user is required to enter the quantity of available telephone numbers within the company's inventory.
- **Assigned Numbers** – For **Growth** applications, the user is required to enter the quantity of telephone numbers assigned to customers.
- **Total Numbering Resources** – For **Growth** applications, populated with the quantity of telephone numbers assigned to the **Service Provider OCN** in the **NPA, and Rate Center** from the **Total Numbering Resources Report**.

NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation** – For **Growth** applications, the user is required to enter the quantity of telephone numbers that will be excluded from the utilization calculation because they are from CO Codes and/or thousands-blocks activated in the past 90 days.

NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **List Excluded CO Codes or Thousands-Blocks** – The user is required to enter the CO Code(s) (NPA-NXX) and Thousands-Block(s) (NPA-NXX-X) activated in the past 90 days when a number other than 0 is entered in **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation**.
- **Growth History (Previous 6 months)**
 - **Months 1-6** – The user is required to enter the quantity of telephone numbers assigned to customers for each month of the previous 6 months.
- **Forecast (Next 12 Months)**
 - **Months 1-12** – The user is required to enter the of number of telephone numbers expected to be assigned for each of the next 12 months.
- **Explanation** – An Explanation is required when **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** and/or **Total Numbering Resources** is modified, otherwise, this is an optional free-form text field.

Note: To request a CO Code reservation while your Safety Valve request is pending regulatory approval, your months to exhaust calculation must exceed 6.0 or your utilization calculation must be below 75%.

Select **Submit CO Code Reservation Request**, the Confirmation screen will be displayed (Figure 6-23). To attach supporting documents to the request, select the **Attach Documents** link (see Section 8.2).

CO Code Reservation Request

- ✔ Application Type and Service Area
- ✔ Part 1
- ⊙ Months to Exhaust

Months to Exhaust

If you need assistance, please contact us via:

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

MTE Appendix 1 Instructions

Service Provider OCN

TEST - TEST TELCO

Rate Center

ALABASTER

List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X) *

A. Available Numbers *

B. Assigned Numbers *

C. Total Numbering Resources *

0

D. Quantity of numbers activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation *

List Excluded CO Codes or Thousands-Blocks

E. Growth History (Previous 6 Months) *

Feb 2024	Mar 2024	Apr 2024	May 2024
<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Jun 2024	Jul 2024		
<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>		

F. Forecast (Next 12 Months) *

Aug 2024	Sep 2024	Oct 2024	Nov 2024
<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Dec 2024	Jan 2025	Feb 2025	Mar 2025
<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>
Apr 2025	May 2025	Jun 2025	Jul 2025
<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>	<div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div>

Note: Items G, H, and I will be updated once items A through F are completed without errors

G. Average Monthly Forecast:

H. Months to Exhaust:

I. Utilization:

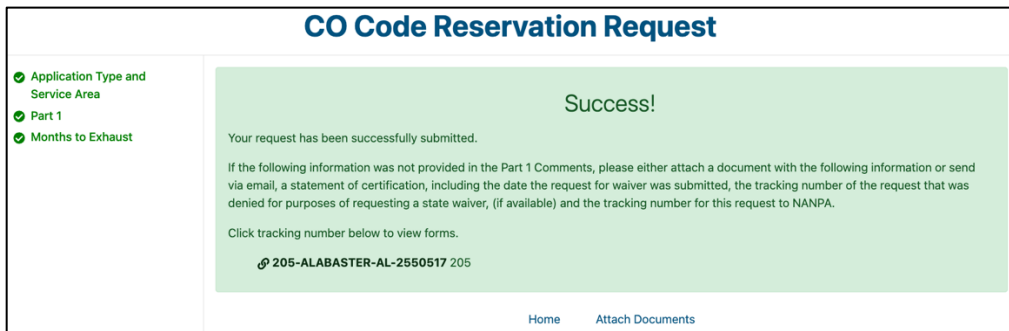
Explanation

Submit CO Code Reservation Request

Figure 6-22

nanpa.com

86



CO Code Reservation Request

☒ Application Type and Service Area
☒ Part 1
☒ Months to Exhaust

Success!

Your request has been successfully submitted.

If the following information was not provided in the Part 1 Comments, please either attach a document with the following information or send via email, a statement of certification, including the date the request for waiver was submitted, the tracking number of the request that was denied for purposes of requesting a state waiver, (if available) and the tracking number for this request to NANPA.

Click tracking number below to view forms.

[205-ALABASTER-AL-2550517](#) 205

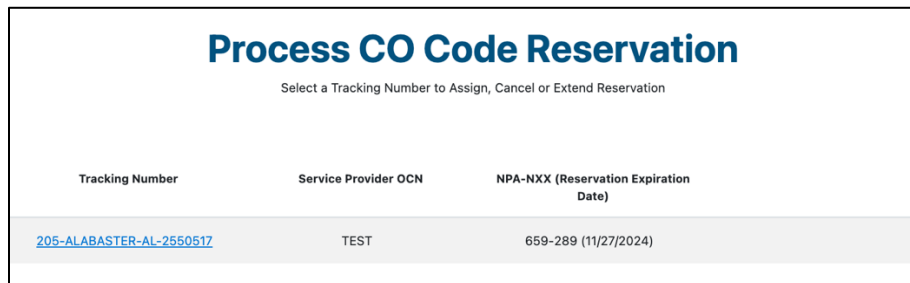
[Home](#) [Attach Documents](#)

Figure 6-23

6.8 Assign/Cancel/Extend CO Code Reservation

Assign/Cancel/Extend CO Code Reservation allows a user to request a reserved CO Code to be assigned, cancel a CO Code reservation or request a one-time extension for a reserved CO Code.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Assign/Cancel/Extend CO Code Reservation**, NAS will display the **Process CO Code Reservation** screen (Figure 6-24).



Process CO Code Reservation

Select a Tracking Number to Assign, Cancel or Extend Reservation

Tracking Number	Service Provider OCN	NPA-NXX (Reservation Expiration Date)
205-ALABASTER-AL-2550517	TEST	659-289 (11/27/2024)

Figure 6-24

From the **Process CO Code Reservation** screen, select a **Tracking Number** to display the reserved CO Code (Figure 6-25), then select one of the following and click **Submit**:

- To request a reserved CO Code to be assigned, select the **Assign Reservation** radio button.
 - When the **Assign Reservation** radio button is selected, then **Part 1 – Assign CO Code Reservation** screen (Figure 6-26) will be displayed.
- To cancel a thousands-block reservation, select the **Cancel Reservation** radio button.
 - When the **Cancel Reservation** radio button is selected, the reservation will be cancelled, and the **Confirmation** screen (Figure 6-27) will be displayed.
- To request a one-time extension for a reserved CO Code, select the **Extend Reservation** radio button.
 - When the **Extend Reservation** radio button is selected, the reservation will be extended for an additional three months, and the **Confirmation** screen (Figure 6-27) will be displayed.

Process CO Code Reservation
Select a Tracking Number to Assign, Cancel or Extend Reservation

Tracking Number	Service Provider OCN	NPA-NXX (Reservation Expiration Date)
205-ALABASTER-AL-2550517	TEST	659-289 (11/27/2024)

NPA-NXX	Assign Reservation	Cancel Reservation	Extend Reservation
659-289	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit

Figure 6-25

6.8.1 Part 1 – Assign CO Code Reservation

From the **Part 1 – Assign CO Code Reservation** screen (Figure 6-26), enter the following:

- **Requested Effective Date** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request an effective date 52 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 52-calendar day effective date from the date the request is processed.
- **Request Expedited Treatment** – Checkbox. When selected, the **CO Code Requested Effective Date** may be less than the standard 59 calendar days.
 - **NOTE:** When an expedited date is entered **Request Expedited Treatment** must be selected. A letter agreeing to the expedite is required from the Tandem Homing Operating Company except when the applicant is the Tandem Homing Operating Company. Also, a letter agreeing to the expedite is required from the AOCN except when the applicant is the AOCN.
 - **NOTE:** A CO Code effective date less than 30 calendar days is not allowed.
- **Comments** – This is an optional free-form text field.

Assign CO Code Reservation

➔ Part 1

Part 1

If you need assistance, please contact us via:

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

Part 1 Instructions

The CO Code/Thousands-Block Applicant data is populated from your user profile. Please periodically review your user profile to ensure the data is accurate.

General Information

CO Code

659-289

Dates

Date of Application

08/27/2024

Requested Effective Date *

10/25/2024

Please note that all requests are processed in the order received regardless of the effective date requested.

☐ Request an **effective date 52 calendar days** from the date the Administrator processes the request.

☐ Request Expedited Treatment

Comments

Comments

I hereby certify that the information on this application is true and accurate to the best of my knowledge, and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) posted to the ATIS web site as of the date of this application.

Submit CO Code Reservation Request

Figure 6-26

Select **Submit CO Code Reservation Request** to submit the request, the **Confirmation** screen (Figure 6-27) will be displayed. To attach supporting documents to the request, select the **Attach Documents** link (see Section 8.2).

The screenshot shows a web interface titled "Assign CO Code Reservation". On the left, there is a sidebar with a green checkmark and the text "Part 1". The main content area has a green background with the heading "Success!". Below the heading, the text reads: "All CO Code submissions are successful. Your request has been successfully submitted. You must attach your State Waiver document for the Assign Reservation request. Please attach the documentation the same day as the request is submitted in NAS to avoid any delays. Click tracking number below to view forms." Below this text is a link icon followed by the text "659-ALABASTER-AL-2550518 659-289 Assign". At the bottom right of the main area, there are two links: "Home" and "Attach Documents".

Figure 6-27

6.9 Modify Pending CO Code Request

Modify Pending CO Code Request allows a user to modify a pending application in the NAS GUI where a Part 3 has not been issued.

Note: The following applications may be modified: New CO Code Request and CO Code Modification Request.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Modify Pending CO Code Request**, NAS will display the **Modify Pending CO Code Request** screen (Figure 6-28).

The screenshot shows a web interface titled "Modify Pending CO Code Request". The main content area has a white background. At the top, there is a heading "Modify Pending CO Code Request". Below the heading, the text reads: "Enter a NAS Tracking Number. NAS will ensure the Tracking Number entered is valid and has not yet been processed by the Administrator." Below this text is a label "Tracking Number" followed by a text input field. At the bottom of the form, there are two buttons: "Clear Form" and "Next".

Figure 6-28

From the **Modify Pending CO Code Request** screen, enter the **Tracking Number** of the request then select **Next** to proceed.

The applicable screens and fields will be displayed for the user to update (e.g., *Effective Date*, *Switch*). Refer to the appropriate section for the Type of Application. Once the request is submitted, then the **Confirmation** screen (Figure 6-29) will be provided.

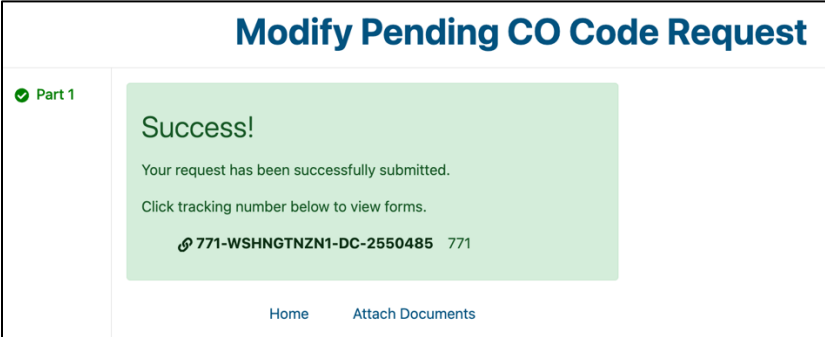
The screenshot shows a web interface titled "Modify Pending CO Code Request". On the left, there is a sidebar with a green checkmark and the text "Part 1". The main content area has a green background with the heading "Success!". Below the heading, it says "Your request has been successfully submitted." and "Click tracking number below to view forms." followed by a link icon and the text "771-WSHNGTNZN1-DC-2550485 771". At the bottom, there are two links: "Home" and "Attach Documents".

Figure 6-29

6.10 Withdraw Pending CO Code Request

Withdraw Pending CO Code Request allows a user to withdraw a pending application when a Part 3 has not been issued.

Note: The following applications may be withdrawn: New CO Code Request, CO Code Modification Request, CO Code Reservation Request, Assign CO Code Reservation Request and CO Code Effective Date Change Request.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Withdraw Pending CO Code Request**, NAS will display the **Withdraw Pending CO Code Request** screen (Figure 6-30).

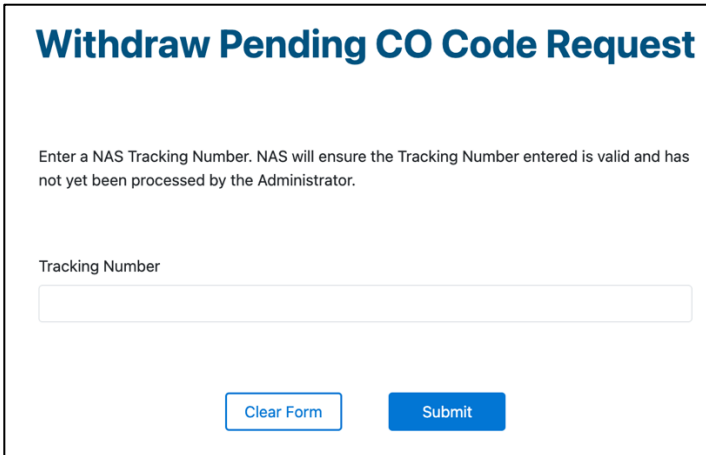
The screenshot shows a web interface titled "Withdraw Pending CO Code Request". It contains a text box with the instruction "Enter a NAS Tracking Number. NAS will ensure the Tracking Number entered is valid and has not yet been processed by the Administrator." Below this is a label "Tracking Number" and a text input field. At the bottom, there are two buttons: "Clear Form" and "Submit".

Figure 6-30

From the **Withdraw Pending CO Code Request** screen, enter the Tracking Number then select **Submit**, then the **Confirmation** screen (Figure 6-31) will be displayed.



Figure 6-31

6.11 Saved CO Code Request

Saved CO Code Request allows a user to submit a previously saved application.

Note: Applications may only be saved for a period of 30 days from the date it was originally saved, after 30 days, NAS will automatically remove the saved applications.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Saved CO Code Request**, NAS will display the **Saved CO Code Request** screen (Figure 6-32).

Saved CO Code Requests					
Reference Number ▲	NPA ▲	Rate Center ▲	OCN ▲	Type of Request ▲	Delete
CA-1031	510	HAYWARD	151C	CO Code for Pool Replenishment	
DC-1042	771	WSHNGTNZN1	TEST	CO Code for Dedicated Customer	
TX-1032	210	SANANTONIO	TEST	CO Code for Pool Replenishment	

Figure 6-32

From the **Saved CO Code Request** screen, select the **Reference Number** of the request to proceed. To delete a saved request, select the **trash** icon.

Based on the type of request, the applicable **Part 1** and **Months to Exhaust** screens will be displayed for the user to complete (see Section 6.1). Once the request is submitted, then the **Confirmation** screen will be provided (Figure 6-33). To attach supporting documents to the request, select the **Attach Documents** link (see Section 8.2).

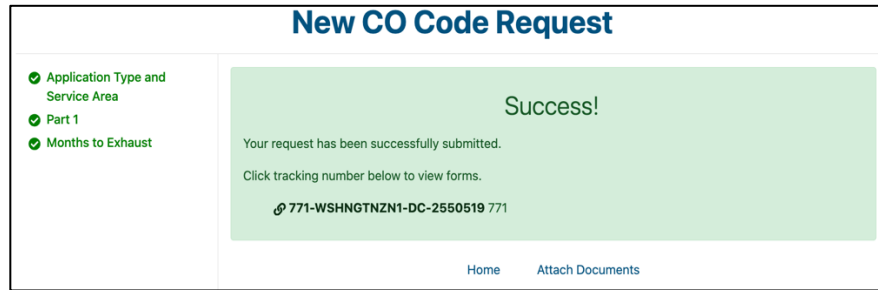


Figure 6-33

NOTE: If the request type is Initial, attach the following documentation to your application at the time of submission: 1) Evidence of license or certification to provide service in the area and 2) evidence of facilities readiness within 60 days of the thousands-block activation date.

NOTE: If for some reason you are unable to attach the documentation, email it to support@nanpa.com at the time of submission, include the tracking number.

7 Submit Part 4

This section provides direction on submitting the Confirmation of In Service – Part 4 for CO Codes and thousands-blocks.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Submit Part 4** (Figure 7-1). NAS will display the **Submit Part 4** screen (Figure 7-2).

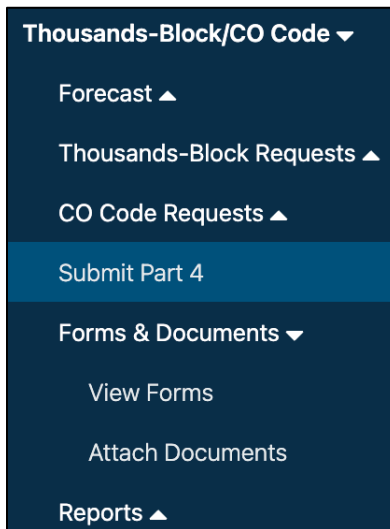


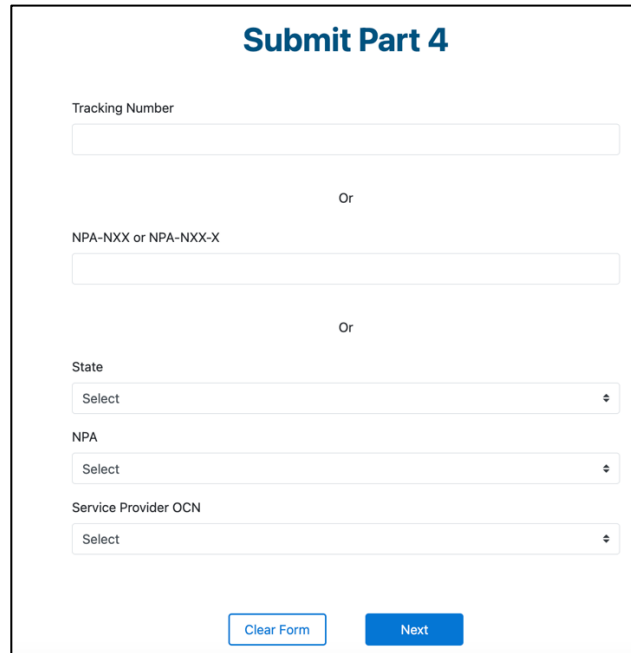
Figure 7-1

From the preliminary **Submit Part 4** screen (Figure 7-2), select one of the following:

- **Tracking Number**
- **NPA-NXX or NPA-NXX-X**
- **State, NPA and Service Provider OCN**

Then select **Next** to display the **Submit Part 4** screen (Figure 7-3).

To clear the data from the fields, select **Clear Form**.



Submit Part 4

Tracking Number

Or

NPA-NXX or NPA-NXX-X

Or

State

Select

NPA

Select

Service Provider OCN

Select

Clear Form Next

Figure 7-2

From the **Submit Part 4** screen (Figure 7-3), complete the following:

- **Select** the checkbox next to the CO Code(s) or thousands-block(s) where a Part 4 will be filed.
- Enter the **In-Service Date** of the CO Code(s) or thousands-block(s).

To view the Part 4 form footnotes/instructions, select the **Part 4 Footnote / Instructions** link, which will open in a separate window.

Then select **Submit** to complete the submission of the Part 4(s), NAS will provide the **Confirmation** screen (Figure 7-4).

Submit Part 4

[Part 4 Form Footnotes / Instructions](#)

I certify that the Thousands-Block (NPA-NXX-X) or Central Office Code (NPA-NXX) specified below is In Service[1] [i.e., that one or more Telephone Numbers (TN) from the Thousands-Block or CO Code are Assigned and activated to end users] and that the Thousands-Block or CO Code is being used for the purpose specified in the original application.

[Search Again](#)

You have selected 0 rows.

Select ▲	NPA-NXX or NPA-NXX-X ▼	Rate Center ▼	Service Provider OCN ▼	Original Effective Date ▼	Part 4 Due Date ▼	In Service Date ▼	Tracking Number ▼
<input type="checkbox"/>	771-243	WSHNGTNZN1	TEST	06/06/2024	12/06/2024	08/28/2024 <input type="checkbox"/>	771-WSHNGTNZN1-DC-2549982

[Submit](#)

Figure 7-3

Submit Part 4

Success!

All Part 4 submissions are successful.

Click tracking number below to view forms.

🔗 **771-WSHNGTNZN1-DC-2549982** 771-243

[Home](#)

Figure 7-4

8 Forms & Documents

This section provides direction on the **Forms & Documents** functions (Figure 8-1) for CO Code and thousands-block resources which includes:

- **Section 8.1 View Forms**, which allows users to view forms associated with CO Code and thousands-block applications submitted in NAS.
- **Section 8.2 Attach Documents**, which allows users to attach documents to CO Code and thousands-block applications submitted in NAS.

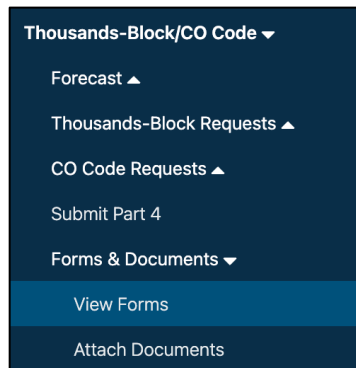


Figure 8-1

8.1 View Forms

View Forms allows a user to search for and view CO Code and thousands-block forms submitted in the NAS GUI.

Users with the **Subscription Choice of Thousands-Block/CO Code Resources** may view all submitted forms, even if another user submitted the form as long as the OCN and NPA is in their user profile.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Forms & Documents** (Figure 8-1). NAS will display the **Forms & Documents** toolbar. Select **View Forms**, NAS will display the **Forms Search** screen (Figure 8-2Figure 4-3).

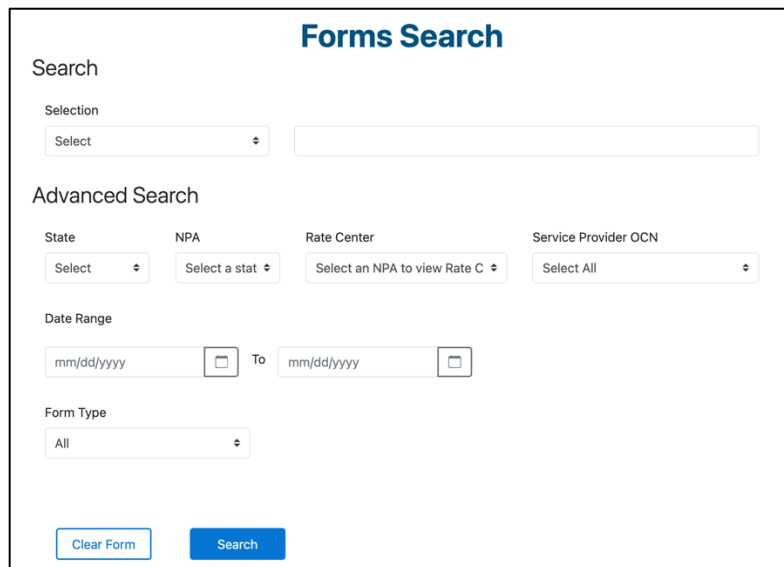
The 'Forms Search' screen has a white background with a blue title 'Forms Search' at the top center. Below the title is a 'Search' section with a 'Selection' dropdown menu (showing 'Select') and a text input field. Underneath is an 'Advanced Search' section with four dropdown menus: 'State' (showing 'Select'), 'NPA' (showing 'Select a stat'), 'Rate Center' (showing 'Select an NPA to view Rate C'), and 'Service Provider OCN' (showing 'Select All'). Below these is a 'Date Range' section with two date input fields (format 'mm/dd/yyyy') separated by 'To'. At the bottom is a 'Form Type' dropdown menu (showing 'All'). At the very bottom are two buttons: 'Clear Form' and 'Search'.

Figure 8-2

From the **Forms Search** screen (Figure 8-2), the user may search by a specific tracking number, CO Code or thousands block or by state, NPA, rate center, OCN and date range.

To search by a specific tracking number, CO Code or thousands block, select from one of the options provided in the **Selection** drop-down list under **Search**:

- **Tracking Number**
- **CO Code (NPA-NXX)**
- **Thousands-Block (NPA-NXX-X)**

To search by state, NPA, rate center, OCN, form type and date range, select the options provided under **Advanced Search**.

After making the selections under **Search** or **Advanced Search**, select **Search** to continue, NAS will display the search results at the bottom of the **Forms Search** screen (Figure 8-3).

When no applications meet the search criteria, NAS will display the message “**There are no records to display**” at the bottom of the **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.

Forms Search

Search

Selection

Select ⌵

Advanced Search

State NPA Rate Center Service Provider OCN

DISTRICT OF CO ✓ ⌵ 202 ✓ ⌵ Select All ✓ ⌵ TEST - TEST TELCO ✓ ⌵

Date Range

08/01/2024 ✓ ⌵ To 08/28/2024 ✓ ⌵

Form Type

All ✓ ⌵

[Clear Form](#) [Search](#)

Tracking Number	Application Type	Form Type	Date	NPA	NXX	X	Rate Center	Service Provider OCN	
771-WSHNGTNZN 1-DC-2550485	New CO Code Growth	PART_1	08/26/2024	771			WSHNGTNZN 1	TEST	👁
771-WSHNGTNZN 1-DC-2550519	New CO Code Growth	PART_1	08/27/2024	771			WSHNGTNZN 1	TEST	👁
771-WSHNGTNZN 1-DC-2550485	New CO Code Growth	MTE	08/26/2024	771			WSHNGTNZN 1	TEST	👁
771-WSHNGTNZN 1-DC-2550519	New CO Code Growth	MTE	08/27/2024	771			WSHNGTNZN 1	TEST	👁
202-WSHNGTNZN 1-DC-2549959	CO Code Modification	PART_3	08/01/2024	202	300		WSHNGTNZN 1	TEST	👁
771-WSHNGTNZN 1-DC-2549982	New CO Code Initial	PART_4	08/28/2024	771	243		WSHNGTNZN 1	TEST	👁

Rows per page: 10 1-6 of 6 < > >>

Figure 8-3

8.2 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 to a maximum of 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.

Up to 256 alphanumeric characters, including file name extension and the following special characters !-_'() are allowed for the filename.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Forms & Documents**, then select **Attach Documents** (Figure 8-1). NAS will display the preliminary **Attach Documents** screen (Figure 8-4).

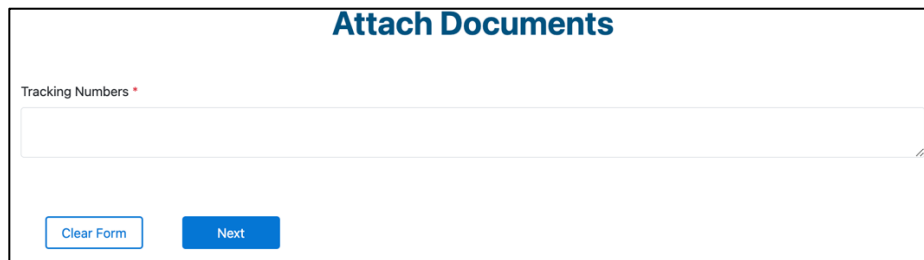


Figure 8-4

From the preliminary **Attach Documents** screen (Figure 8-4), enter the **Tracking Number(s)** of the application(s) to which the documents are being attached, then select **Next** to continue, NAS will provide the **Attach Documents** screen (Figure 8-5).

To clear data entered in the **Tracking Numbers** field, select **Clear Form**.

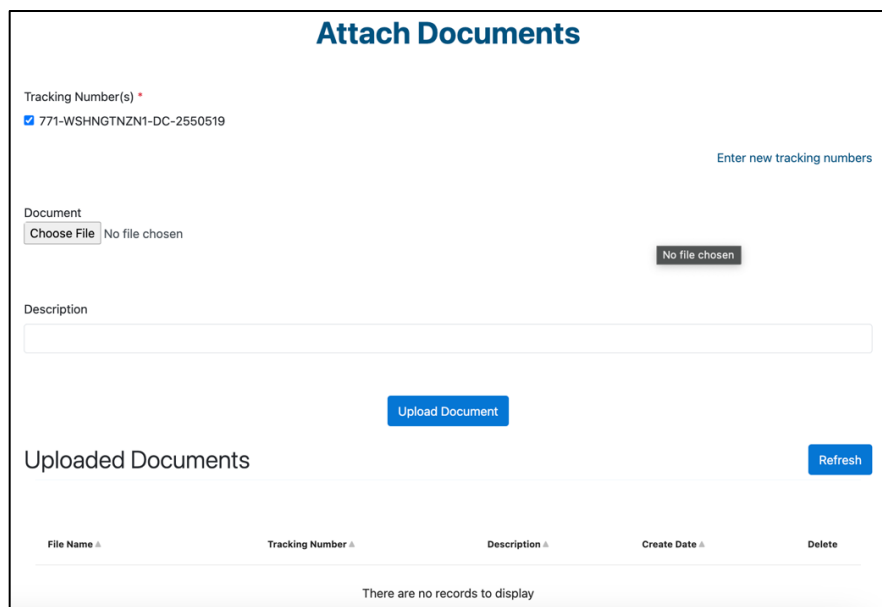


Figure 8-5

To modify the **Tracking Numbers** entered on the preliminary **Attach Documents** screen, select **Enter new tracking numbers**. When selected, the preliminary **Attach Documents** screen will be provided and the Tracking Numbers field will be blank.

To attach a document, select **Choose File**, a window will open to select a file, then select **Upload Document**, NAS will provide a **Confirmation** screen (Figure 8-6).

The **Description** field is provided to add additional information on the type of document e.g., certification, proof of facilities readiness, carrier partner agreement, safety valve waiver.

To delete an uploaded document, select the **trash can icon**.

If the uploaded document does not appear in the **Uploaded Documents** box, select **Refresh**.

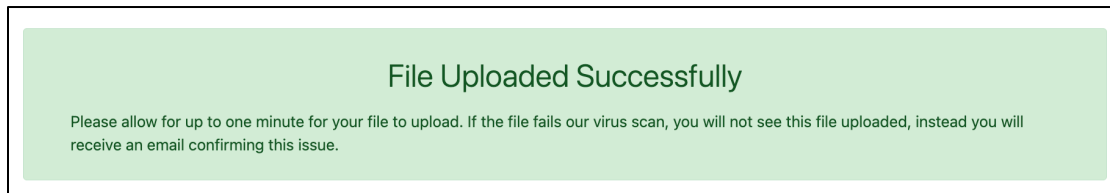


Figure 8-6

9 Reports

This section provides direction on how to query and view the reports relating to CO Codes and thousands-blocks:

- Section **9.1 Thousands-Block Forecast Report**
- Section **9.2 Thousands-Block Disconnect Report**
- Section **9.3 Thousands-Block/CO Code Part 1/3 Report**
- Section **9.4 Thousands-Block Part 1B Report**
- Section **9.5 Thousands-Block/CO Code Part 4 Report**
- Section **9.6 Thousands-Block/CO Code Assignments Needing Part 4 Report**
- Section **9.7 Thousands-Block/CO Code Total Numbering Resources Report**
- Section **9.8 CO Code Utilized Report**
- Section **9.9 CO Code Assignment Records**
- Section **9.10 Pooled CO Code PSTN Report**

9.1 Thousands-Block Forecast Report

The **Thousands-Block Forecast Report** is a report of current forecasts on file by OCN, NPA and Rate Center for the next 18 months.

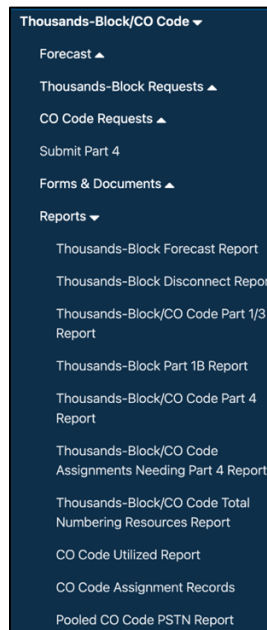


Figure 9-1

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Thousands-Block Forecast Report**, NAS will display the preliminary **Thousands-Block Forecast Report** screen (Figure 9-2).

A screenshot of the 'Thousands-Block Forecast Report' screen. The title is in large blue font at the top. Below the title are four selection fields, each with a red asterisk indicating a required field. The first field is 'State' with a dropdown menu showing 'Select'. The second field is 'NPA' with a dropdown menu showing 'Select a state to view NPAs'. The third field is 'Rate Center' with a dropdown menu showing 'Select an NPA to view Rate Centers'. The fourth field is 'Service Provider OCN' with a dropdown menu showing 'Select'. At the bottom of the form are two buttons: 'Clear Form' and 'Submit'.

Figure 9-2

From the preliminary **Thousands-Block Forecast 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of pooling Rate Centers for the NPA selected.

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- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Select **Submit**, NAS will display the search results, the **Thousands Block** tab (Figure 9-3) will display the thousands-block forecasts at the NPA, Rate Center, OCN level and the **LRN** tab (Figure 9-4) will display the LRN forecasts at the NPA and OCN level.

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.

Thousands-Block Forecast Report

Thousands Block

LRN

Reported On: 08/28/2024

Export to XLSX

Search Again

NPA ▲	Rate Center ▲	OCN ▲	SP ▲	Aug 2024 ▲	Sep 2024 ▲	Oct 2024 ▲	Nov 2024 ▲	Dec 2024 ▲	Jan 2025
202/771	WSHNGTNZN1	TEST	TEST OCN	5	0	0	0	0	0
205/659	ALABASTER	TEST	TEST OCN	20	0	0	0	0	0
205/659	BIRMINGHAM	TEST	TEST OCN	10	0	0	0	0	0
228	BAYSTLOUIS	TEST	TEST OCN	20	0	0	0	0	0
228	PASCAGOULA	TEST	TEST OCN	0	0	0	0	0	0
228	PASSCHRSTN	TEST	TEST OCN	1	0	0	0	0	0
228	PEARLINGTN	TEST	TEST OCN	0	0	0	0	0	0
281/346/713/832	FRIENDSWD	TEST	TEST OCN	0	0	0	0	0	0
281/346/713/832	HOUSTON	TEST	TEST OCN	0	0	0	0	0	0
341/510	HAYWARD	TEST	TEST OCN	0	10	20	30	20	20
480/602/623	PHOENIX	TEST	TEST OCN	0	0	0	0	0	0
612	TWINCITIES	TEST	TEST OCN	0	0	0	0	0	0
615/629	KINGSTNSPG	TEST	TEST OCN	2	0	0	0	0	0
615/629	NASHVILLE	TEST	TEST OCN	2	0	0	0	0	0
787/939	ARECIBO	TEST	TEST OCN	0	0	0	0	0	0
803/839	COLUMBIA	TEST	TEST OCN	20	0	10	20	30	20
843/854	CHARLESTON	TEST	TEST OCN	0	0	0	0	0	0
843/854	CONWAY	TEST	TEST OCN	0	0	0	0	0	0
843/854	MYRTLE BCH	TEST	TEST OCN	0	0	0	0	0	0
843/854	PAWLEYS IS	TEST	TEST OCN	0	0	0	0	0	0
843/854	WMYRTLEBCH	TEST	TEST OCN	0	0	0	0	0	0

Figure 9-3

Thousands-Block Forecast Report

Thousands Block

LRN

Reported On: 08/28/2024

Export to XLSX

Search Again

NPA ▲	OCN ▲	SP ▲	Aug 2024 ▲	Sep 2024 ▲	Oct 2024 ▲	Nov 2024 ▲	Dec 2024 ▲	Jan 2025 ▲
205	TEST	TEST OCN	0	0	0	0	0	0

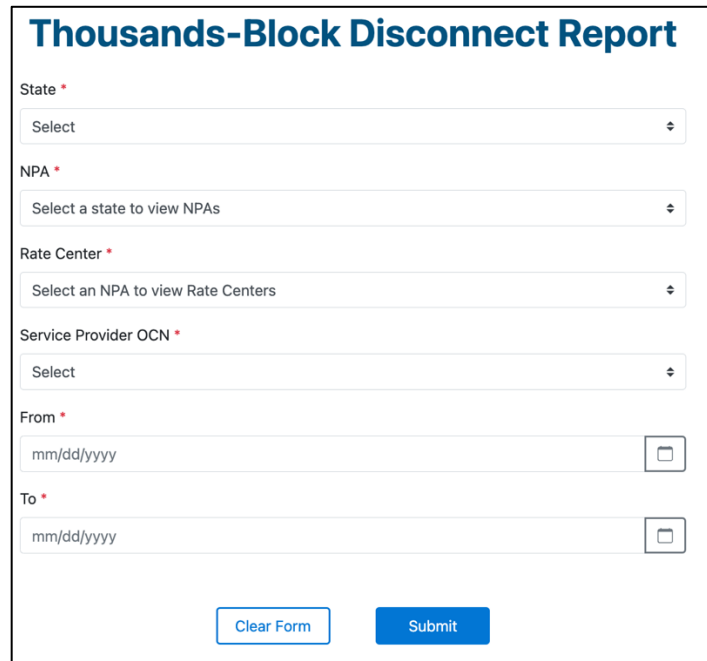
Figure 9-4

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9.2 Thousands-Block Disconnect Report

The **Thousands-Block Disconnect Report** is a report of thousands-blocks disconnect requests submitted to NANPA.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Thousands-Block Disconnect Report**, NAS will display the preliminary **Thousands-Block Disconnect Report** screen (Figure 9-5).



The form is titled "Thousands-Block Disconnect Report" in blue. It contains several input fields with red asterisks indicating required fields:

- State ***: A dropdown menu with "Select" as the placeholder.
- NPA ***: A dropdown menu with "Select a state to view NPAs" as the placeholder.
- Rate Center ***: A dropdown menu with "Select an NPA to view Rate Centers" as the placeholder.
- Service Provider OCN ***: A dropdown menu with "Select" as the placeholder.
- From ***: A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- To ***: A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.

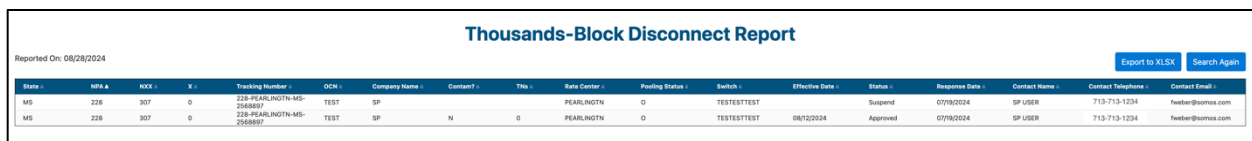
At the bottom of the form are two buttons: "Clear Form" and "Submit".

Figure 9-5

From the preliminary **Thousands-Block Disconnect 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of pooling Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
 - The From/To date range is based on the date the thousands-block disconnect request was submitted.

Select **Submit**, NAS will display the search results on the **Thousands-Block Disconnect Report** screen (Figure 9-6).



The table is titled "Thousands-Block Disconnect Report" and includes a "Reported On: 08/28/2024" label. It has buttons for "Export to XLSX" and "Search Again". The table contains the following data:

State	NPA	Rate Center	OCN	Company Name	Contact	Title	Rate Center	Pooling Status	Switch	Effective Date	Status	Response Date	Contact Name	Contact Telephone	Contact Email
MS	228	307	0	228-PEARLINGTON-MS-2568807	TEST	SP	PEARLNTN	0	TESTTEST	08/12/2024	Suspend	07/08/2024	SP USER	713-713-1234	test@bomies.com
MS	228	307	0	228-PEARLINGTON-MS-2568807	TEST	SP	PEARLNTN	0	TESTTEST	08/12/2024	Approved	07/08/2024	SP USER	713-713-1234	test@bomies.com

Figure 9-6

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.

9.3 Thousands-Block/CO Code Part 1/3 Report

The **Thousands-Block/CO Code Part 1/3 Report** is a report of Part 1 requests submitted to NANPA and NANPA's Part 3 response to those requests.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Thousands-Block/CO Code Part 1/3 Report**, NAS will display the preliminary **Thousands-Block/CO Code Part 1/3** screen (Figure 9-7).

Thousands-Block/CO Code Part 1/3 Report

State *

Select

NPA *

Select a state to view NPAs

Rate Center *

Select an NPA to view Rate Centers

Service Provider OCN *

Select

Type of Request *

Select

Status *

Select

NOTE: From/To Date Range will include items that have a Part 1 Submission Date or Part 3 Response Date within the range.

From *

mm/dd/yyyy

To *

mm/dd/yyyy

Submit

Figure 9-7

From the preliminary **Thousands-Block/CO Code Part 1/3** 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.

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- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Type of Request** – Select a **Type of Request** of Select All, Initial, Growth, Reservation Modification, or Disconnect.
- **Status** – Select a **Status** of Select All, Approved, Denied, New, Suspended or Withdrawn.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
 - The From/To date ranges is based on the Part 1 submission and Part 3 response date.

Select **Submit**, NAS will display the search results on the **Thousands-Block/CO Code Part 1/3** screen (Figure 9-8).

Thousands-Block/CO Code Part 1/3 Report														
Reported On: 06/25/2024														
Tracking Number	Type of Request	Block #	NPA	NPX	Rate Center	Posting Status	Submitting Identification	Service Provider OCN	Service Provider OCN Name	Parent Company OCN	Parent Company OCN Name	Part 1 Submission Date	Part 3 Response Date	Part 3 Review Date
238-PASDC087N-M5-100000	Thousands-Block Request	M5	228	222	5	PASDC087N	O	99999999	TEST	TEST OCN	TEST	TEST OCN	06/25/2024	06/25/2024
238-PASDC087N-M5-100000	Thousands-Block Request	M5	228	222	7	PASDC087N	O	99999999	TEST	TEST OCN	TEST	TEST OCN	06/25/2024	06/25/2024
238-PASDC087N-M5-100000	Thousands-Block Request	M5	228	222	8	PASDC087N	O	99999999	TEST	TEST OCN	TEST	TEST OCN	06/25/2024	06/25/2024
238-PASDC087N-M5-100000	Thousands-Block Request	M5	228	222	9	PASDC087N	O	99999999	TEST	TEST OCN	TEST	TEST OCN	06/25/2024	06/25/2024

Figure 9-8

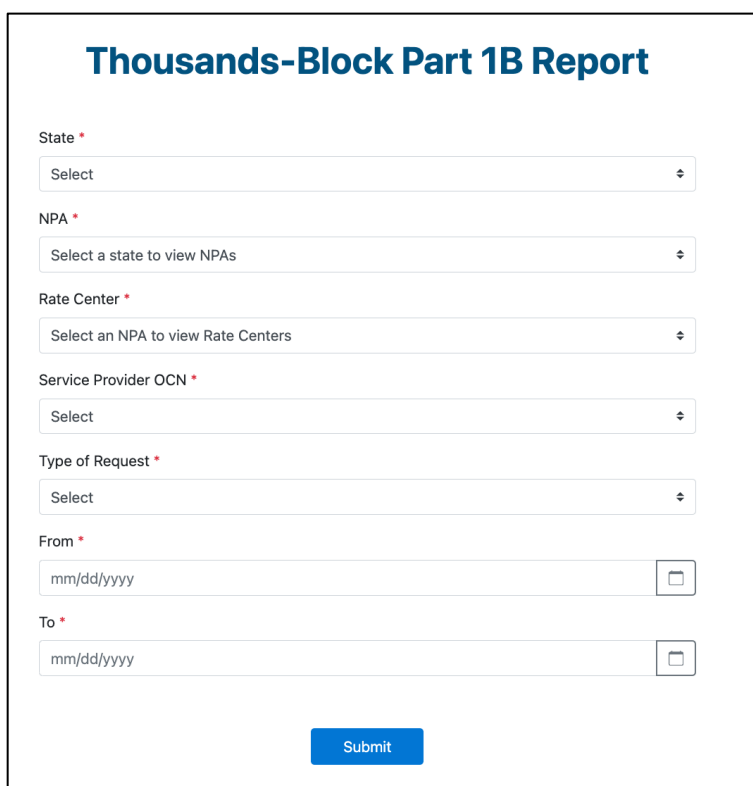
Additional Information:

- 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.

9.4 Thousands-Block Part 1B Report

The **Thousands-Block Part 1B Report** is a report of Part 1B forms associated with thousands-blocks requests submitted to NANPA.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Thousands-Block Part 1B Report**, NAS will display the preliminary **Thousands-Block Part 1B Report** screen (Figure 9-9).



Thousands-Block Part 1B Report

State *
Select

NPA *
Select a state to view NPAs

Rate Center *
Select an NPA to view Rate Centers

Service Provider OCN *
Select

Type of Request *
Select

From *
mm/dd/yyyy

To *
mm/dd/yyyy

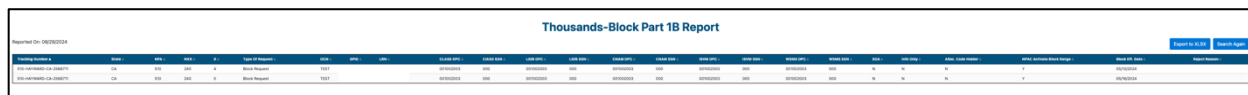
Submit

Figure 9-9

From the preliminary **Thousands-Block Part 1B 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of pooled Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Type of Request** – Select a **Type of Request** of Select All, Block Request or Block Modification.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
 - The From/To date ranges is based on the Part 1 submission date.

Select **Submit**, NAS will display the search results on the **Thousands-Block Part 1B Report** screen (Figure 9-10).



Thousands-Block Part 1B Report

Reporting Period	State	NPA	Rate Center	Service Provider OCN	Type of Request	From	To	Results
01/01/2024 - 01/31/2024	CA	916	916	916	Block Request	01/01/2024	01/31/2024	1

Figure 9-10

Additional Information:

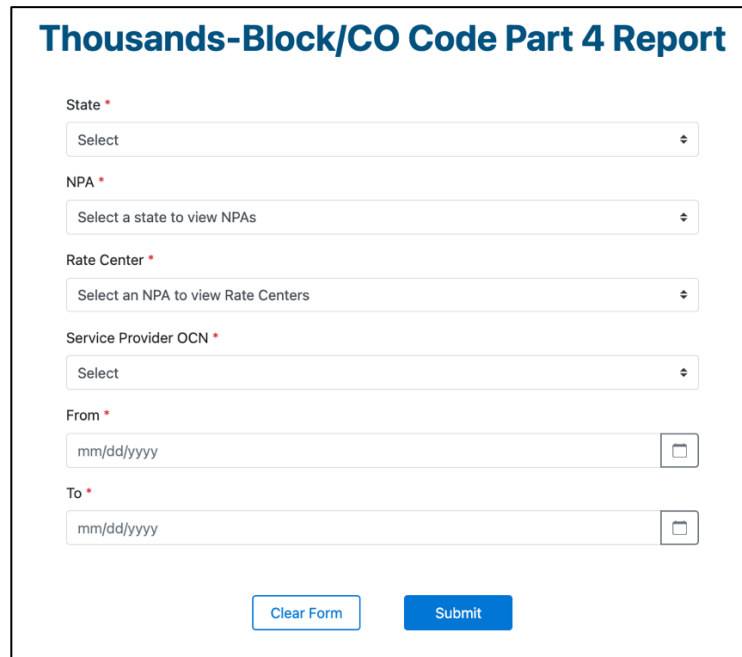
- If no results are found based on the search criteria, the following message will be provided **"No results found for those search parameters."**

- 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.

9.5 Thousands-Block/CO Code Part 4 Report

The **Thousands-Block/CO Code Part 4 Report** is a report of Part 4s submitted to NANPA for CO Codes and thousands-blocks.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Thousands-Block/CO Code Part 4 Report**, NAS will display the preliminary **Thousands-Block/CO Code Part 4 Report** screen (Figure 9-11).



The screenshot shows a web form titled "Thousands-Block/CO Code Part 4 Report". The form contains several input fields with red asterisks indicating required fields:

- State ***: A drop-down menu with "Select" as the placeholder.
- NPA ***: A drop-down menu with "Select a state to view NPAs" as the placeholder.
- Rate Center ***: A drop-down menu with "Select an NPA to view Rate Centers" as the placeholder.
- Service Provider OCN ***: A drop-down menu with "Select" as the placeholder.
- From ***: A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.
- To ***: A date input field with the placeholder "mm/dd/yyyy" and a calendar icon.

At the bottom of the form are two buttons: "Clear Form" and "Submit".

Figure 9-11

From the preliminary **Thousands-Block/CO Code Part 4 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
 - The From/To date ranges is based on the Part 4 submission date.

Select **Submit**, NAS will display the search results on the **Thousands-Block/CO Code Part 4 Report** screen (Figure 9-12).

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Thousands-Block/CO Code Part 4 Report													
Reported On: 08/29/2024													
												Export to XLSX	Search Again
Tracking Number	State	NPA	NXX	X	Type Of Request	Rate Center	Service Provider OCN	Service Provider OCN Name	Assignment Date	Effective Date	In Service Date	Part 4 Receipt Date	Submitter
228-PASCAGOULA-MS-2568864	MS	228	217	0	Thousands-Block Request Growth	PASCAGOULA	TEST	TEST OCN	07/18/2024	08/12/2024	08/29/2024	08/29/2024	SP USER
228-PASCAGOULA-MS-2568864	MS	228	217	1	Thousands-Block Request Growth	PASCAGOULA	TEST	TEST OCN	07/18/2024	08/12/2024	08/29/2024	08/29/2024	SP USER
228-PASCAGOULA-MS-2568864	MS	228	217	2	Thousands-Block Request Growth	PASCAGOULA	TEST	TEST OCN	07/18/2024	08/12/2024	08/29/2024	08/29/2024	SP USER
228-PASCAGOULA-MS-2568864	MS	228	217	3	Thousands-Block Request Growth	PASCAGOULA	TEST	TEST OCN	07/18/2024	08/12/2024	08/29/2024	08/29/2024	SP USER
228-PASCAGOULA-MS-2568864	MS	228	217	4	Thousands-Block Request Growth	PASCAGOULA	TEST	TEST OCN	07/18/2024	08/12/2024	08/29/2024	08/29/2024	SP USER
228-PASCAGOULA-MS-2568864	MS	228	217	5	Thousands-Block Request Growth	PASCAGOULA	TEST	TEST OCN	07/18/2024	08/12/2024	08/29/2024	08/29/2024	SP USER
228-PASCAGOULA-MS-2568864	MS	228	217	6	Thousands-Block Request Growth	PASCAGOULA	TEST	TEST OCN	07/18/2024	08/12/2024	08/29/2024	08/29/2024	SP USER
228-PASCAGOULA-MS-2568864	MS	228	217	7	Thousands-Block Request Growth	PASCAGOULA	TEST	TEST OCN	07/18/2024	08/12/2024	08/29/2024	08/29/2024	SP USER
228-PASCAGOULA-MS-2568864	MS	228	217	8	Thousands-Block Request Growth	PASCAGOULA	TEST	TEST OCN	07/18/2024	08/12/2024	08/29/2024	08/29/2024	SP USER
228-PASCAGOULA-MS-2568864	MS	228	217	9	Thousands-Block Request Growth	PASCAGOULA	TEST	TEST OCN	07/18/2024	08/12/2024	08/29/2024	08/29/2024	SP USER

Figure 9-12

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.

9.6 Thousands-Block/CO Code Assignments Needing Part 4 Report

The **Thousands-Block/CO Code Assignments Needing Part 4 Report** is a report CO Codes and thousands-blocks where a Part 4 is required.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Thousands-Block/CO Code Assignments Needing Part 4 Report**, NAS will display the preliminary **Thousands-Block/CO Code Assignments Needing Part 4 Report** screen (Figure 9-13).

Thousands-Block/CO Code Assignment Needing Part 4 Report

State *

Select

NPA *

Select a state to view NPAs

Rate Center *

Select an NPA to view Rate Centers

Service Provider OCN *

Select

From *

mm/dd/yyyy

To *

mm/dd/yyyy

Clear Form

Submit

Figure 9-13

June 18, 2025

From the preliminary **Thousands-Block/CO Code Assignments Needing Part 4 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
 - The From/To date ranges is based on the Part 4 due date.

Select **Submit**, NAS will display the search results on the **Thousands-Block/CO Code Assignments Needing Part 4 Report** screen (Figure 9-14).

Thousands-Block/CO Code Assignment Needing Part 4 Report										
Reported On: 08/29/2024										
										Export to XLSX Search Again
Tracking Number	State	NPA	NXX	X	Rate Center	Service Provider OCN	Assignment Date	Effective Date	Part 4 Due Date	Pending Disconnect
205-ALABASTER-AL-2569023	AL	205	605	3	ALABASTER	TEST	08/14/2024	08/14/2024	02/14/2025	N
659-ALABASTER-AL-2569040	AL	659	280	1	ALABASTER	TEST	08/22/2024	09/20/2024	03/20/2025	N
228-PASSCHRSTN-MS-2569065	MS	228	222	7	PASSCHRSTN	TEST	08/28/2024	10/02/2024	04/02/2025	Y
228-BAYSTLOUIS-MS-2569062	MS	228	231	6	BAYSTLOUIS	TEST	08/23/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569062	MS	228	252	2	BAYSTLOUIS	TEST	08/23/2024	09/02/2024	03/02/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	395	2	BAYSTLOUIS	TEST	08/22/2024	09/02/2024	03/02/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	463	0	BAYSTLOUIS	TEST	08/22/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	463	1	BAYSTLOUIS	TEST	08/22/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	463	4	BAYSTLOUIS	TEST	08/22/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	463	5	BAYSTLOUIS	TEST	08/22/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	463	6	BAYSTLOUIS	TEST	08/22/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	463	7	BAYSTLOUIS	TEST	08/22/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	463	8	BAYSTLOUIS	TEST	08/22/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	469	0	BAYSTLOUIS	TEST	08/22/2024	09/02/2024	03/02/2025	N
803-COLUMBIA-SC-2568826	SC	839	258		COLUMBIA	TEST	08/17/2024	08/17/2024	02/17/2025	N
615-NASHVILLE-TN-2569039	TN	615	731	0	NASHVILLE	TEST	08/20/2024	08/20/2024	02/20/2025	N
615-NASHVILLE-TN-2569039	TN	615	731	1	NASHVILLE	TEST	08/20/2024	08/20/2024	02/20/2025	N
615-KINGSTNSPG-TN-2569044	TN	615	759	1	KINGSTNSPG	TEST	08/21/2024	08/23/2024	02/23/2025	N
615-KINGSTNSPG-TN-2569044	TN	615	759	2	KINGSTNSPG	TEST	08/21/2024	08/23/2024	02/23/2025	N

Figure 9-14

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.

9.7 Thousands-Block/CO Code Total Numbering Resources Report

The **Thousands-Block/CO Code Total Numbering Resources Report** is a report of CO Codes and thousands-blocks assigned/retained to a Service Provider's OCN.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Thousands-Block/CO Code Total Numbering Resources Report**, NAS will display the preliminary **Thousands-Block/CO Code Total Numbering Resources Report** screen (Figure 9-15).

Thousands-Block/CO Code Total Numbering Resources Report

State *

Select

NPA *

Select a state to view NPAs

Rate Center *

Select an NPA to view Rate Centers

Service Provider OCN *

Select

Submit

Figure 9-15

From the preliminary **Thousands-Block/CO Code Total Numbering Resources 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Select **Submit**, NAS will display the search results on the **Thousands-Block/CO Code Total Numbering Resources Report** screen (Figure 9-16).

Thousands-Block/CO Code Total Numbering Resources Report

Reported On: 08/29/2024 Export to XLSX Search Again

The Thousands-Block data included in this report is real-time based on the time the report is pulled. Grandfathered Assigned or Retained Thousands-Blocks and CO Code data is included in this report.

Total Number of Resources: 12000

NPA #	NXX	X	Rate Center Name	OCN	Quantity
228	217	0	PASCAGOULA	TEST	1000
228	217	1	PASCAGOULA	TEST	1000
228	217	2	PASCAGOULA	TEST	1000
228	217	3	PASCAGOULA	TEST	1000
228	217	4	PASCAGOULA	TEST	1000
228	217	5	PASCAGOULA	TEST	1000
228	217	6	PASCAGOULA	TEST	1000
228	217	7	PASCAGOULA	TEST	1000
228	217	8	PASCAGOULA	TEST	1000
228	217	9	PASCAGOULA	TEST	1000
228	249	0	PASCAGOULA	TEST	1000
228	249	2	PASCAGOULA	TEST	1000

Figure 9-16

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.

9.8 CO Code Utilized Report

The **CO Code Utilized Report** is a report of assigned and unavailable CO Codes.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **CO Code Utilized Report**, NAS will display the preliminary **CO Code Utilized Report** screen (Figure 9-17).

Figure 9-17

From the preliminary **CO Code Utilized 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.

Select **Submit**, NAS will display the search results on the **CO Code Utilized Report** screen (Figure 9-18).

CO Code Utilized Report

Reported On: 08/29/2024

Export to XLSX

Search Again

State A	NPA	NXX	Use	Service Provider OCN	Service Provider Name	Parent Company OCN	Parent Company Name	Rate Center	Switching (Ident/Center Switching Entry/DOI)	Date Assigned	Effective Date	Initial/Growth	Pooled Code	In Service
DC	771	200	AS	5562	METROPCS, INC.	5562	METROPCS, INC.	WSHNGTNZN1	1111111111	01/10/2022		Y	Y	
DC	771	201	AS	6855	OMNIPONT COMMUNICATIONS CAP OPERATIONS, LLC	6829	T-MOBILE USA, INC.	WSHNGTNZN1	1111111111	01/12/2022		Y	Y	
DC	771	202	AS	TEST	TEST OCN	TEST	TEST OCN	WSHNGTNZN1	1111111111	02/15/2023		Y	Y	

Figure 9-18

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.

9.9 CO Code Assignment Records

The **CO Code Assignment Records** is a report of assigned CO Codes.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **CO Code Assignment Records**, NAS will display the **CO Code Assignment Records** screen (Figure 9-19).

CO Code Assignment Records

From this page, you may download central office code assignments for the US and its territories by clicking on the appropriate button in the tables below.

Clicking on a button will cause a compressed (zipped) file to be downloaded to your computer. The data is sorted by State, and then by NPA-NXX. These files require the use of a ZIP decompression utility on your computer in order to extract the data files.

Region	States	Download File
Central - North	IA, IL, IN, KY, MI, MN, OH, WI	Download File
Central - South	AL, AR, LA, MO, MS, TN, TX	Download File
Eastern - North	CT, MA, ME, NH, NJ, NY, PA, RI, VT	Download File
Eastern - South	DC, DE, FL, GA, MD, NC, SC, VA, WV	Download File
Eastern - Atlantic	PR, VI	Download File
Western - North	CO, ID, KS, MT, ND, NE, NV, OR, SD, UT, WA, WY	Download File
Western - South	AZ, CA, NM, OK	Download File
Western - Pacific	AK, AS, GU, HI, NN	Download File
All States		Download File

Region	States	Download File
Central	AL, AR, IA, IL, IN, KY, LA, MI, MN, MO, MS, OH, TN, TX, WI	Download File
Eastern	CT, DC, DE, FL, GA, MA, MD, ME, NC, NH, NJ, NY, PA, PR, RI, SC, VA, VI, VT, WV	Download File
Western	AK, AS, AZ, CO, CA, GU, HI, ID, KS, MT, ND, NE, NN, NM, NV, OK, OR, SD, UT, WA, WY	Download File

Figure 9-19

From the **CO Code Assignment Records** screen, select **Download File** to download the report, which will create a compressed (zipped) file to be downloaded to your computer. The data is sorted by State, and then by NPA-NXX. These files require the use of a ZIP decompression utility on your computer to extract the data files.

9.10 Pooled CO Code PSTN Report

The **Pooled CO Code PSTN Report** is a report of assigned CO Codes.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Pooled CO Code PSTN Report**, NAS will display the preliminary **Pooled CO Code PSTN Report** screen (Figure 9-20).

The screenshot shows a web form titled "Pooled CO Code PSTN Report". The form contains several input fields and dropdown menus, each with a red asterisk indicating a required field. The fields are: "NPA-NXX" (text input), "Tracking Number" (text input), "State" (dropdown menu with "Select" as the placeholder), "NPA" (dropdown menu with "Select a state to view NPAs" as the placeholder), "Rate Center" (dropdown menu with "Select an NPA to view Rate Centers" as the placeholder), and "Service Provider OCN" (dropdown menu with "Select" as the placeholder). At the bottom of the form, there are two buttons: "Clear Form" and "Submit".

Figure 9-20

From the preliminary **Pooled CO Code PSTN Report** screen, complete one of the following:

- **NPA-NXX** – Enter the pooled **NPA-NXX**.
- **Tracking Number** – Enter the **Tracking Number** of the Pool Replenishment or LRN request,
- **State, NPA, Rate Center, Service Provider OCN** – Select the **State, NPA, Rate Center,** and **Service Provider OCN**, which is based on the user's profile.

Select **Submit**, NAS will display the search results on the **Pooled CO Code PSTN Report** screen (Figure 9-21).

June 18, 2025

Pooled CO Code PSTN Report

I confirm that the NPA-NXX:

- Is activated in the Public Switched Telephone Network (PSTN). Facilities must be in place and call-through testing must have been successfully completed.
- Loaded into the NPAC. The code must appear on the NPAC web site.
- Has met all other Code Holder responsibilities. This includes entry of the NPA-NXX in BIRDS and vacant code announcements.
- For more information on code holder responsibilities and confirmation of code activation in the PSTN see the Thousands-Block and Central Office Code Administration Guidelines (TBCCAG).

Therefore, I hereby certify that the NPA-NXX specified is activated in the PSTN, loaded into the NPAC, and all other code holder responsibilities have been completed.

The "Expected PSTN Activation Date" only applies when delaying PSTN Activation.

Confirm or Delay PSTN Activation	Tracking Number	State	NPA	NXX	Rate Center	OCN	OCN Name	Effective Date	Is code activated in PSTN?	Is code loaded in NPAC?	Are all Code Holder responsibilities completed?	Expected PSTN Activation Date
Select	202-WSHNGTNZN1-DC-2568763	DC	771	241	WSHNGTNZN1	TEST	TEST OCN	04/30/2024	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	mm/dd/yyyy

Rows per page: 10 1 of 1

[Clear Form](#) [Submit](#)

Figure 9-21

9.10.1 Confirm PSTN Activation

From the **Pooled CO Code PSTN Report** screen (Figure 9-21), to confirm PSTN activation, select **Confirm** under the **Confirm or Delay PSTN Activation** column for each NPA-NXX.

Then select the "Yes" radio button for the following (Figure 9-22):

- **Is code activated in PSTN?**
- **Is code loaded in NPAC?**
- **Are all Code Holder responsibilities completed?**

Select **Submit**, NAS will display the **Confirmation** screen (Figure 9-23).

Confirm or Delay PSTN Activation	Tracking Number	State	NPA	NXX	Rate Center	OCN	OCN Name	Effective Date	Is code activated in PSTN?	Is code loaded in NPAC?	Are all Code Holder responsibilities completed?	Expected PSTN Activation Date
Confirm	202-WSHNGTNZN1-DC-2568763	DC	771	241	WSHNGTNZN1	TEST	TEST OCN	04/30/2024	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	mm/dd/yyyy

Rows per page: 10 1 of 1

Figure 9-22

9.10.2 Delay PSTN Activation

From the **Pooled CO Code PSTN Report** screen (Figure 9-21), to delay PSTN activation, select **Delay** under the **Confirm or Delay PSTN Activation** column for each NPA-NXX. Then enter the **Expected PSTN Activation Date** (Figure 9-22).

Select **Submit**, NAS will display the **Confirmation** screen (Figure 9-23).

Pooled CO Code PSTN Report

Success!

All PSTN Activation submissions are successful.

Tracking Number: 202-WSHNGTNZN1-DC-2568763 Your PSTN activation confirmation request for 771-241 was successfully submitted.

[Home](#)

Figure 9-23

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.

10 Historic NAS Forms and Reports

This section provides direction on how to query and view the historic NAS forms and reports relating to CO Codes:

- Section **10.1 View Forms**
- Section **10.2 Submitted Part 1 Report**
- Section **10.3 Part 3 Report**
- Section **10.4 Submitted Part 4 Report**

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Historic Thousands-Block/CO Code Forms and Reports**, Then **NAS**. NAS will display the **Historic Thousands-Block/CO Code Forms and Reports** toolbar (Figure 10-1).

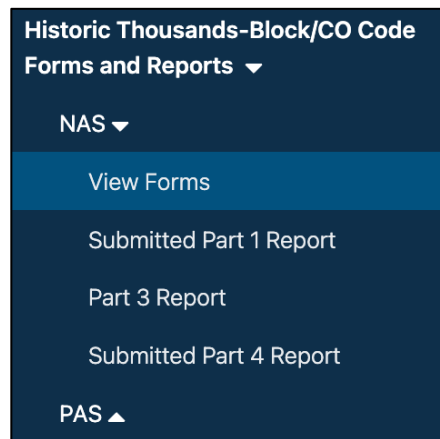


Figure 10-1

10.1 View Forms

View Forms allows a user to search for and view CO Code forms submitted in the old NAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 10-1), select **NAS**, then select **View Forms**, NAS will display the **NAS Historic Forms Search** screen (Figure 10-2Figure 4-3).

NAS Historic Forms Search

Search

Selection

Advanced Search

State

NPA

Rate Center

Service Provider OCN

Date Range

From

To

Form Type

Clear Form

Search

Figure 10-2

From the **NAS Historic Forms Search** screen (Figure 10-2):

- Under **Search**, you may search by the **NAS Tracking Number**, **NPA-NXX** or **Advanced Search**.
- Under **Advanced Search**, you may search by **State**, **NPA**, **Rate Center**, **Service Provider OCN**, **Date Range** and **Form Type**.

After making the selections, select **Search** to continue, NAS will display the search results at the bottom of the **NAS Historic Forms Search** screen.

When no applications meet the search criteria, NAS will display the message **“There are no records to display”** at the bottom of the **NAS Historic 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.

10.2 Submitted Part 1 Report

Submitted Part 1 Report allows a user to search for and view CO Code forms submitted in the old NAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 10-1), select **NAS**, then select **Submitted Part 1 Report**, NAS will display the preliminary **Historic NAS Submitted Part 1 Report** screen (Figure 10-3Figure 4-3).

Historic NAS Submitted Part 1 Report

State *
Select

NPA *
Select a state to view NPAs

Service Provider OCN *
Select

From (MM/DD/YYYY) *
mm/dd/yyyy

To (MM/DD/YYYY) *
mm/dd/yyyy

Submit

Figure 10-3

From the preliminary **Historic NAS Submitted Part 1 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
 - The From/To date ranges is based on the Part 1 submission date.

Select **Submit**, NAS will display the search results on the **Historic NAS Submitted Part 1 Report** screen (Figure 10-4).

Figure 10-4

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.

10.3 Part 3 Report

Part 3 Report allows a user to search for and view CO Code forms submitted in the old NAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 10-1), select **NAS**, then select **Part 3 Report**, NAS will display the preliminary **Historic NAS Part 3 Report** screen (Figure 10-5).

Figure 10-5

From the preliminary **Historic NAS Part 3 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user’s profile.

- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
 - The From/To date ranges is based on the Part 3 response date.

Select **Submit**, NAS will display the search results on the **Historic NAS Submitted Part 3 Report** screen (Figure 10-6).

Historic NAS Part 3 Report													
Reported On: 06/30/2024												Export to XLSX	Search Again
Tracking Number	NPA	NXX	State	Type of Request	Disposition	Part 3 Effective Date	Service Provider OCN	Service Provider Name	Parent Company OCN	Parent Company Name	Rate Center	Pooling Request Type	Pooling Tracking Number

Figure 10-6

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.

10.4 Submitted Part 4 Report

Submitted Part 4 Report allows a user to search for and view CO Code forms submitted in the old NAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 10-1), select **NAS**, then select **Submitted Part 4 Report**, NAS will display the preliminary **Historic NAS Submitted Part 4 Report** screen (Figure 10-7).

Historic NAS Submitted Part 4 Report

State *
Select

NPA *
Select a state to view NPAs

Service Provider OCN *
Select

From (MM/DD/YYYY) *
mm/dd/yyyy

To (MM/DD/YYYY) *
mm/dd/yyyy

Submit

Figure 10-7

From the preliminary **Historic NAS Submitted Part 4 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
 - The From/To date ranges is based on the Part 4 submission date.

Select **Submit**, NAS will display the search results on the **Historic NAS Submitted Part 4 Report** screen (Figure 10-8).

Historic NAS Submitted Part 4 Report

Reported On: 08/30/2024

Export to XLSX Search Again

State ▲	Tracking Number ▲	NPA ▲	NXX ▲	Disposition ▲	Effective Date ▲	In Service Date ▲	Service Provider OCN ▲	Rate Center ▲
---------	-------------------	-------	-------	---------------	------------------	-------------------	------------------------	---------------

Figure 10-8

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.

11 Historic PAS Forms and Reports

This section provides direction on how to query and view the historic PAS forms and reports relating to thousands-blocks and pooled CO Codes:

- Section **11.1 View Forms**
- Section **11.2 Disconnect Report**
- Section **11.3 Part 1/1A Report**
- Section **11.4 Part 1B Report**
- Section **11.5 Part 3A Report**
- Section **11.6 Part 4/4A Report**

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Historic Thousands-Block/CO Code Forms and Reports**, then select **PAS**. NAS will display the **PAS Historic Forms Search** screen (Figure 11-1Figure 4-3).

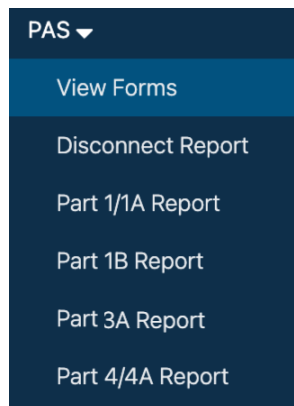


Figure 11-1

11.1 View Forms

View Forms allows a user to search for and view thousands-block and pooled CO code forms submitted in the old PAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 11-1), select **PAS**, then select **View Forms**, NAS will display the **PAS Historic Forms Search** screen (Figure 11-2).

PAS Historic Forms Search

Search

Selection

Advanced Search

State

NPA

Rate Center

Service Provider OCN

Date Range

From

To

Form Type

Clear Form

Search

Figure 11-2

From the **PAS Historic Forms Search** screen (Figure 11-2):

- Under **Search**, you may search by the **PAS Tracking Number**, **NPA-NXX**, **NPA-NXX-X** or **Advanced Search**.
- Under **Advanced Search**, you may search by **State**, **NPA**, **Rate Center**, **Service Provider OCN**, **Date Range** and **Form Type**.

After making the selections, select **Search** to continue, NAS will display the search results at the bottom of the **PAS Historic Forms Search** screen.

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

11.2 Disconnect Report

Disconnect Report allows a user to search for thousands-block disconnects/donations submitted in the old PAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 11-1), select **PAS**, then select **Disconnect Report**, NAS will display the preliminary **Historic PAS Donation/Disconnect Report** screen (Figure 11-3).

The screenshot shows a web form titled "Historic PAS Donation/Disconnect Report". It contains several input fields: "State" with a dropdown menu showing "Select"; "NPA" with a dropdown menu showing "Select a state to view NPAs"; "Rate Center" with a dropdown menu showing "Select an NPA to view Rate Centers"; "Service Provider OCN" with a dropdown menu showing "Select"; "From (MM/DD/YYYY)" with a text input field showing "mm/dd/yyyy" and a calendar icon; and "To (MM/DD/YYYY)" with a text input field showing "mm/dd/yyyy" and a calendar icon. A blue "Submit" button is located at the bottom center of the form.

Figure 11-3

From the preliminary **Historic PAS Donation/Disconnect 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
 - The From/To date ranges is based on the submission date.

Select **Submit**, NAS will display the search results on the **Historic PAS Donation/Disconnect Report** screen (Figure 11-4).

Historic PAS Donation/Disconnect Report													
Reported On: 09/04/2024												Export to XLSX	Search Again
State	NPA	NDC	W	Tracking Number	OCN	OCN Name	Contaminated	Tba	Rate Center	Pooling Status	Switching Identification	Effective Date	Status
													Response Date

Figure 11-4

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.

11.3 Part 1/1A Report

Part 1/1A Report allows a user to search for Part 1/1A requests submitted in the old PAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 11-1), select **PAS**, then select **Part 1/1A Report**, NAS will display the preliminary **Historic PAS Part 1/1A Report** screen (Figure 11-5).

Historic PAS Part 1/1A Report

State *

Select

NPA *

Select a state to view NPAs

Rate Center *

Select an NPA to view Rate Centers

Service Provider OCN *

Select

Type of Request *

Select

From (MM/DD/YYYY) *

mm/dd/yyyy

To (MM/DD/YYYY) *

mm/dd/yyyy

Submit

Figure 11-5

From the preliminary **Historic PAS Part 1/1A 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Type of Request** – Select **Type of Request**.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
 - The From/To date ranges is based on the Part 1/1A submission date.

Select **Submit**, NAS will display the search results on the **Historic PAS Part 1/1A Report** screen (Figure 11-6).

Historic PAS Part 1/1A Report												
Reported On: 09/04/2024										Export to XLSX		Search Again
State A	Tracking Number	Type of Request	OCN	Company Name	Parent Company OCN	Parent Company OCN Name	Submission Date	Part 1A Issue Date	Disposition	NPA	RXC	X

Figure 11-6

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.

11.4 Part 1B Report

Part 1B Report allows a user to search for Part 1Bs submitted in the old PAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 11-1), select **PAS**, then select **Part 1B Report**, NAS will display the preliminary **Historic PAS Part 1B Report** screen (Figure 11-7)

Figure 11-7

From the preliminary **Historic PAS Part 1B 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Type of Request** – Select **Type of Request**.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
 - The From/To date ranges is based on the submission date.

Select **Submit**, NAS will display the search results on the **Historic PAS Part 1B Report** screen (Figure 11-8).

Figure 11-8

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.

11.5 Part 3A Report

Part 3A Report allows a user to search for Part 3 responses for Part 1/1A requests submitted in the old PAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 11-1), select **PAS**, then select **Part 3A Report**, NAS will display the preliminary **Historic PAS Part 3A Report** screen (Figure 11-9).

The screenshot shows a web form titled "Historic PAS Part 3A Report". It contains several search criteria fields, each with a red asterisk indicating it is required. The fields are: "State" (a drop-down menu with "Select" as the placeholder), "NPA" (a drop-down menu with "Select a state to view NPAs" as the placeholder), "Rate Center" (a drop-down menu with "Select an NPA to view Rate Centers" as the placeholder), "Service Provider OCN" (a drop-down menu with "Select" as the placeholder), "Type of Request" (a drop-down menu with "Select" as the placeholder), "From (MM/DD/YYYY)" (a date input field with "mm/dd/yyyy" as the placeholder and a calendar icon), and "To (MM/DD/YYYY)" (a date input field with "mm/dd/yyyy" as the placeholder and a calendar icon). At the bottom of the form is a blue "Submit" button.

Figure 11-9

From the preliminary **Historic PAS Part 3A 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Type of Request** – Select **Type of Request**.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.

- The From/To date ranges is based on the Part 3 response date.

Select **Submit**, NAS will display the search results on the **Historic PAS Part 3A Report** screen (Figure 11-10).



Figure 11-10

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.

11.6 Part 4/4A Report

Part 4/4A Report allows a user to search for Part 4s submitted in the old PAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 11-1), select **PAS**, then select **Part 4/4A Report**, NAS will display the preliminary **Historic PAS Part 4/4A Report** screen (Figure 11-11).

The screenshot shows a web form titled "Historic PAS Part 4/4A Report". It contains several input fields: "State *" with a dropdown menu showing "Select"; "NPA *" with a dropdown menu showing "Select a state to view NPAs"; "Rate Center *" with a dropdown menu showing "Select an NPA to view Rate Centers"; "Service Provider OCN *" with a dropdown menu showing "Select"; "From (MM/DD/YYYY) *" with a text input field showing "mm/dd/yyyy" and a calendar icon; and "To (MM/DD/YYYY) *" with a text input field showing "mm/dd/yyyy" and a calendar icon. At the bottom of the form is a blue "Submit" button.

Figure 11-11

From the preliminary **Historic PAS Part 4/4A 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.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
 - The From/To date ranges is based on the Part 4 submission date.

Select **Submit**, NAS will display the search results on the **Historic PAS Part 4/4A Report** screen (Figure 11-12).

The screenshot shows a web page titled "Historic PAS Part 4/4A Report". At the top left, it says "Reported On: 09/04/2024". At the top right, there are two buttons: "Export to XLSX" and "Search Again". Below these is a table with the following headers: "State", "NPA", "NXX", "X", "OCN", "Type of Request", "Rate Center", "Assignment Date", "Effective Date", "In Service Date", "Part 4 Receipt Date", and "Submitter".

Figure 11-12

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.