

# **Pooling Administration System (PAS) User Guide for Regulatory Users**

Version 1.4

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### Change History

<b>Date</b>	<b>Revision</b>	<b>Change</b>
6/27/08	1.1	Update for List of Overdue Part 4s Report
1/23/2009	1.2	Updates for Change Order #3 – Part 1/1A Report
5/15/2009	1.3	Update to Part 1/1A Report – new column “Multiple Switches?”
9/7/09	1.4	Update to Neustar logo

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# 1 Introduction

## 1.1 Purpose

This document provides instructions for registered Pooling Administration System (PAS) Regulatory Users to use the web-based application.

## 1.2 Assumptions

It is assumed that users of this document are registered and approved users of the PAS with a Login ID and active password.

## 1.3 PAS Overview

PAS automates the national pooling administration function. The primary resources that PAS manages are pools containing telephone numbers in blocks of a thousand (NPA-NXX-X). A pool is created using thousands-blocks donated to the pool by service providers (SPs) and NXXs opened through the pool replenishment process. The process of creating pools in a Numbering Plan Area (NPA) and rate center is defined in the *Industry Numbering Committee Thousands Block (NXX-X) Pooling Administration Guidelines (ATIS-0300066) (TBPAG)*.

The process of assigning thousands-blocks is managed by a set of industry-defined forms (e.g., Part 1A, Part 1B, Part 3, etc.). PAS handles these forms by electronic means so that any registered user can access them via a connection to the World Wide Web.

## 1.4 Content Summary

This document will guide regulatory users as they accomplish the following tasks:

- Login
- Search and view forms
- Edit their user profile
- View Reports
- Reset their password

## 1.5 Related Documents

The procedures provided in this document are consistent with Federal Communication Commission (FCC) rules and the *Industry Numbering Committee Thousands Block (NXX-X) Pooling Administration Guidelines (ATIS-0300066)*.

## 1.6 Conventions

This document presents the text that appears on the PAS web pages (e.g., field labels or button text) in **Arial bold**.

## 1.7 Problem Reporting

To report a problem, contact the Pooling Administration Help Desk at 1-866-638-7665 or [poolingsupport@Neustar.biz](mailto:poolingsupport@Neustar.biz).

## 2 Login

### 2.1 Task Overview

To log in PAS you must be a registered user.

### 2.2 Required Information

PAS username and password

### 2.3 Procedure

#### 2.3.1 Logging in to PAS

Once you have successfully registered as a new user and received your username and password, you may log in to PAS.

From the Neustar Number Pooling home page [www.nationapooling.com](http://www.nationapooling.com), select **PAS/PAS Login** from toolbar, to display the PAS homepage. Click **Enter the site**. From the login screen (Figure 2-1), enter your username and password, and then click **Sign In** to access PAS.

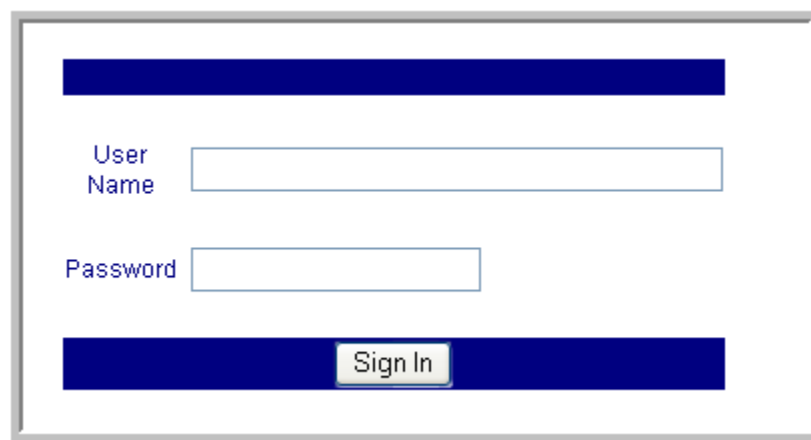


Figure 2-1 PAS Login Screen

If you are logging into PAS for the very first time or if you received a temporary new password, PAS will prompt you with a Reset User Password message (Figure 2-2), to continue with the login process click **Reset Password** to complete the password reset process. PAS will display the new password along with your username. Please make a record of the new password for future use.

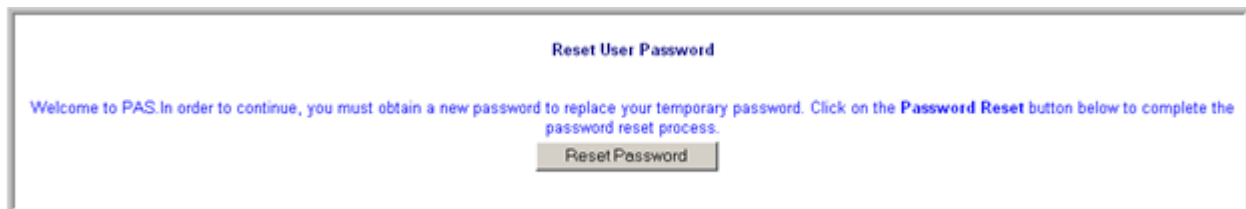
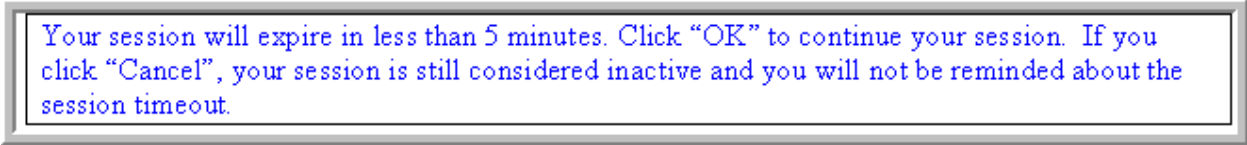


Figure 2-2 Reset User Password Message

### 2.3.2 PAS Timeout

Once you are logged into the system, if there is a period of 30 consecutive minutes of inactivity, PAS will automatically log you out. Ten minutes prior to being logged out of the system, PAS will provide a pop-up warning message notifying you that your session will expire in 10 minutes. (Figure 2-3). Click on the **OK** button to continue the session and re-start the session timeout clock. If you do not click **OK**, before the 10-minute period has expired you will be logged out. PAS will notify you via a timed-out message (Figure 2-4).



Your session will expire in less than 5 minutes. Click "OK" to continue your session. If you click "Cancel", your session is still considered inactive and you will not be reminded about the session timeout.

Figure 2-3 PAS Timeout Warning



Your session has expired. Please login.

Figure 2-4 PAS Timed-Out Message

### 2.3.3 Disabled PAS User Account

The following procedure describes how to request to reactivate your PAS account:

Send an email to [poolingsupport@Neustar.biz](mailto:poolingsupport@Neustar.biz) to request a new temporary password. Please include within the email your PAS username and specify that this is a request to reactivate your PAS account.

Upon receipt of the request, the pooling representative will be in contact with you. A random temporary password (similar in structure to that initially generated for the account) will be produced and provided to you via the phone number provided in your user profile. The pooling representative will also confirm your email address provided in your user profile. Under no circumstances will any phone number other than the phone number provided within your user profile be used, nor will your username be provided in the course of this call. Upon logging in with your temporary password, you will be prompted to reset your password.

### 2.3.4 Additional Information

Below is additional information to assist you with navigating the screens in PAS:

If you click on the **Cancel** button on any of the screens, PAS will prompt you with a pop-up message, if you wish to cancel the transaction, click **OK**, if you wish to remain on the screen, click **Cancel**.

Any fields noted with a red asterisk "\*" is a required field and must be completed prior to continuing to the next screen or completing a transaction.

## 3 Search Forms

### 3.1 Task Overview

PAS allows you to view any forms that a company in your state has submitted in support of a block request.

### 3.2 Required Information

To access a list of forms submitted, you will need to specify an NPA and rate center. To access a form for a specific request, you will need the Tracking Number for the request.

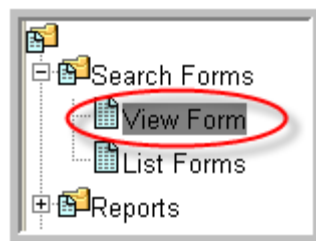
### 3.3 Procedure

The subsections below describe how to search forms by Tracking Number, block (NPA-NXX-X), or code (NPA-NXX); or by NPA, Rate Center, Operating Company Number (OCN), date range and/or form types.

#### 3.3.1 View Form

The following steps describe how to view a form searching by Tracking Number, block (NPA-NXX-X), or code (NPA-NXX):

**Step 1.** From the tools frame on the left side (shown in Figure 3-1), click **Search Forms** then click **View Form** to display the *View Form(s)* screen (Figure 3-2).



**Figure 3-1 Tools Frame – Search Forms**

**View Form(s)**

---

Please enter a PAS tracking number previously-issued by this system OR the block number.  
 PAS will ensure that the tracking number or block you enter has been issued to you before allowing a change request.

PAS tracking numbers are case sensitive and have the following format: NPA-RateCenter-State-SequenceNumber.

This format uses a three digit NPA that cannot begin with a zero, the industry-standard rate center abbreviation, which is a maximum of ten characters long, the standard two character State abbreviation, followed by a six digit sequence number.  
 Example: 703-HERNDON-VA-100001

PAS block numbers have the following format: NPA-NXX-X  
 Neither the NPA nor the NXX can begin with a zero, and the single X that defines the block range consists of one digit between 0 and 9.  
 Example: 571-434-8

PAS NPA-NXXs (codes) have the following format: NPA-NXX  
 Neither the NPA nor the NXX can begin with a zero.  
 Example: 571-434

---

Enter Tracking Number

OR

Enter Block(NPA-NXX-X)

OR

Enter Code(NPA-NXX)  (Code Modifications and Code Disconnects only)

---

**Figure 3-2 View Forms Screen**

**Step 2.** From the *View Form(s)* screen enter either the tracking number or NPA-NXX-X (block) for block requests, or the NPA-NXX (code) for Code Modifications or Code Disconnects, that are associated to the form that you want to view, and then click **Submit**, PAS will display a list of the forms matching your search criteria (as shown in *Figure 3-3*).

- a. The results of a search using the Tracking Number will show all forms (Part 1A, Part 1B, Part 3 etc.) associated with the specified tracking number.
- b. The results of a search using the block number will show only forms associated with the specified block number.
- c. The results of a search using the NPA-NXX will show only forms associated with the specified NPA-NXX (code).

**Step 3.** To view any of the individual forms, click on any form type link e.g. Part 1A, Part 1B and Part 3 listed under the *Form Type* heading.

**Forms List**

201-BAYONNE-NJ-100911 - Individual Block Request

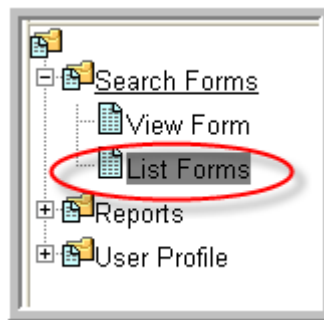
Date of Submission	Form Type	NPA-NXX-X / NPA-NXX
2008-01-03 11:20:36.0	Part1A	.
2008-01-03 11:25:57.0	MTE	.
2008-01-03 11:25:57.0	Part1B	201-205-2
2008-01-06 14:05:17.0	Part3	201-205-2

**Figure 3-3 List of Forms**

### 3.3.2 List Forms

The following steps describes how to display a list of forms searching by the NPA, Rate Center, OCN, date range and/or form types:

**Step 1.** From the tools frame on the left side (shown in Figure 3-4), click **Search Forms** then click **List Forms** to display the *Search Forms* screen (Figure 3-5).



**Figure 3-4 Tools Frame – List Forms**

**Figure 3-5 Preliminary Page for Listing Forms**

**Step 2.** From the *Search Forms* screen select from the following search options then click **Submit**, PAS will display a list of the forms matching your search criteria (Figure 2-6)

- **NPA** - Select an NPA from the drop-down list of NPAs based on your user role.
- **Rate Center** - Select a rate center from the drop-down list based on the NPA selected or “Select All”.
- **OCN** - Enter an OCN if desired to limit the search to one carrier.
- **Sort By: Rate Center or OCN**
  - If “Rate Center” is selected, the list will be sorted by Rate Center then OCN.
  - If “OCN” is selected, the report will be sorted by OCN then Rate Center

- **Date Range** – Enter a “From” and “To” date in the format of MM/DD/YYYY. The date entered will be based on the date the request was either submitted or processed.
- **View Form Types** – Select one or more checkboxes from the following choices: All, Part 1A, Part 1, Part 1Bm Part 3, Part 4, Part 5 and/or MTE. Then click **Submit**. PAS will bring up the *Forms List* screen as shown in *Figure 3-6*.

Forms List							
NPA	NXX	Block	Rate Center	OCN	Form Type	Date	Tracking Number
201			BAYONNE	ABCD	Part1A	01/03/2008	<a href="#">201-BAYONNE-NJ-100911</a>
201			BAYONNE	ABCD	MTE	01/03/2008	<a href="#">201-BAYONNE-NJ-100911</a>
201			BAYONNE	ABCD	Part1B	01/03/2008	<a href="#">201-BAYONNE-NJ-100911</a>
201			BAYONNE	ABCD	Part1B	01/03/2008	<a href="#">201-BAYONNE-NJ-100911</a>
201			BAYONNE	ABCD	Part1B	01/03/2008	<a href="#">201-BAYONNE-NJ-100911</a>
201	205	2	BAYONNE	ABCD	Part3	01/06/2008	<a href="#">201-BAYONNE-NJ-100911</a>
201	443	7	BAYONNE	ABCD	Part3	01/06/2008	<a href="#">201-BAYONNE-NJ-100911</a>
201	443	8	BAYONNE	ABCD	Part3	01/06/2008	<a href="#">201-BAYONNE-NJ-100911</a>

**Figure 3-6 Forms List**

**Step 3.** From the *Forms List* screen, you may click on a Tracking Number link to view all of the forms associated to that Tracking Number. Then you may click on the form link listed under the *Form Type* heading (e.g. Part 1, Part 1A, Part 1B and Part 3) from the secondary *Forms List* screen to view individual forms.

## 4 User Profile

### 4.1 Task Overview

When you register as a PAS user, the information you provide on your user registration form will be stored in the PAS database as your user profile. To change your information in the PAS database, you must update your user profile.

### 4.2 Required Information

None

### 4.3 Procedure

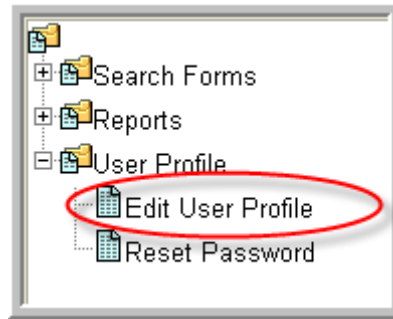
For state regulatory users, if you are interested in receiving the “PA Activity Report” via email on a specific frequency basis rather than downloading a report each time as described in Section 5.3.3 and Section 5.3.6, you may do so by selecting the following frequency: daily, weekly or monthly under ‘Subscription Choices’. The report will be sent as an Excel attachment, and it will include two worksheets. The first worksheet will consist of the Part 1As submitted and the second worksheet will consist of the Part 3s created for your state.

The following describes the frequency options for this report and what information will be provided based on the frequency selected:

- **Daily** - If the report will be sent daily, the report will only include those Part 1As that were submitted and Part 3s created the day prior.
- **Weekly** - If the report will be sent weekly, the report will only include those Part 1As that were submitted and Part 3s created in the prior week (Monday - Sunday), and would be sent every Monday.
- **Monthly** - If the report will be sent monthly, the report will only include those Part 1As that were submitted and Part 3s created in the prior month, and would be sent on 1<sup>st</sup> of each month.

The following procedure describes how to edit your user profile:

**Step 1.** From the tools frame on the left side (Shown in Figure 4-1), click **User Profile** then **Edit User Profile** to display the *Edit User Profile* screen (Figure 4-2).



**Figure 4-1 PAS Link for Editing a User Profile**

Edit State User Profile

User Information :	
First Name *	<input type="text" value="Gary"/>
Middle Initial	<input type="text"/>
Last Name *	<input type="text" value="Zahn"/>
Telephone *	<input type="text" value="925-363-8753"/> Ext. <input type="text"/>
Fax	<input type="text" value="925-363-7688"/>
Email *	<input type="text" value="nystate@neustar.biz"/>
Title *	<input type="text" value="Commission staff"/>
Regulatory Agency Name *	<input type="text" value="NYPSC"/>
Address:	
Street *	<input type="text" value="1800 Sutter St"/>
City *	<input type="text" value="New York"/>
State *	<input type="text" value="NY"/>
Zip *	<input type="text" value="11111"/>
Agency Contact to verify authorization:	
Name *	<input type="text" value="Gary Zahn"/>
Telephone *	<input type="text" value="925-363-8753"/> Ext. <input type="text"/>
Email *	<input type="text" value="gary.zahn@neustar.biz"/>
Title *	<input type="text" value="Commissioner"/>
Subscription Choices:	
PA Activity Report (email notification)	<input type="text" value="None"/> <input type="button" value="v"/>

**Figure 4-2 Edit User Profile**

**Step 2.** From the *Edit User Profile* screen make the desired updates to your user information, then click **Submit**. The message shown in Figure 4-3 will confirm that your request for a modification to your user profile has been successfully submitted.

If you requested a change to the following information: **First Name, Last Name, Email, Regulatory Agency Name, and Agency Contact Name**, those updates in conjunction with any other updates will require approval by the Customer Support Representative before taking effect. Once the Customer Support Representative has reviewed and processed your profile update request, you will receive an e-mail confirmation stating whether your request to update your user

profile has been approved or denied. If you made any other changes that do not require approval as stated above, those changes will take effect immediately



**Figure 4-3 Update User Profile Confirmation**

## 5 Password Changes

### 5.1 Task Overview

The Pooling Administration System (PAS) passwords expire 120 days from the date of issuance. You will receive an email notification 10 calendar days prior to the password expiration date. You must reset your password prior to the expiration date to avoid having your account disabled. If you do not reset your password within this timeframe, a second and final email reminder will be sent 3 days prior to the password expiration date.

If your PAS user account has been deactivated, you will be required to request to have it reactivated. Send an email to [poolingsupport@Neustar.biz](mailto:poolingsupport@Neustar.biz) to request a new temporary password. Please include within the email your PAS username and specify that this is a request to reactivate your PAS account.

### 5.2 Required Information

None

### 5.3 Procedure

#### 5.3.1 Reset Password in PAS

A user may request the system to generate a new a password at any time. The following steps describe how to reset your password in PAS:

**Step 1.** From the tools frame on the left side (shown in Figure 5-1), click **User Profile** then click **Reset Password**. PAS will display the Reset User Password warning message (Figure 5-2) asking if you wish to continue to reset your password.



Figure 5-1 Tools Frame – User Profile



**Figure 5-2 Reset User Password Warning Message**

**Step 2.** To complete the reset of your password, click **Continue**. PAS will display the new password along with your username. Please make a record of the new password for future use because you will not be able to retrieve it once you have moved to the next screen.

### 5.3.2 Forgotten Password

The following procedure describes how to request a new password when you have forgotten your existing password:

Send an email to [poolingsupport@Neustar.biz](mailto:poolingsupport@Neustar.biz) to request a new temporary password. Please include within the email your PAS username and specify that this is a request for a new temporary password.

Upon receipt of the request, the pooling representative will be in contact with you, and will submit a password change request for you. A random new temporary password (similar in structure to that initially generated for the account) will be produced and provided to you via the phone number listed in your user profile. The pooling representative will also confirm your email address shown in your user profile. Under no circumstances is any other phone number other than the phone number provided within your user profile to be used, nor will your username be provided in the course of this call. Upon logging in with your new temporary password, you will be prompted to reset your password.

## 6 Reports

### 6.1 Task Overview

The subsections below provide the procedures for the following types of reports:

- Forecast Report
- Donation Report
- Part 1A Report
- Part 4 Report
- List of Overdue Part 4s Report

### 6.2 Required Information

None

### 6.3 Procedure

#### 6.3.1 Forecast Reports

The Forecast Report is a list of all current forecasts that are on file in PAS for the next 18 months. The report includes forecast data for the next 18 months for each the NPA, Rate Center and OCN combination for which a forecast was made, with the LRN forecast information shown in the lower section of the report.

The following steps describe how to generate a Forecast Report:

**Step 1.** From the tools frame on the left side (shown in Figure 6-1), click **Reports** then **Forecast Report** to display the preliminary *Forecast Report* screen (Figure 6-2).

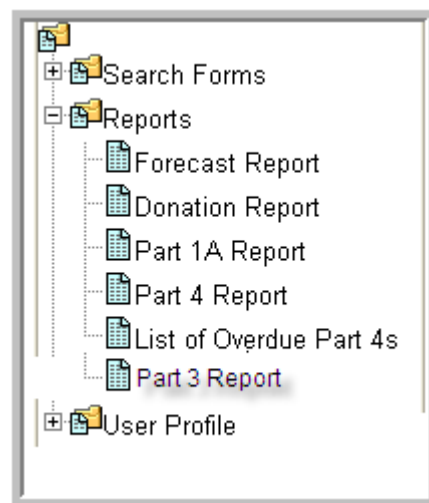


Figure 6-1 Tools Frame - Reports

Forecast Report

State Select All

NPA Select All

Rate Center Select All

OCN

Sort By:  Rate Center  OCN

Continue Cancel

**Figure 6-2 Preliminary Forecast Report Screen**

**Step 2.** From the preliminary *Forecast Report* screen, the following options are made available to query the report by:

- **State** – For FCC users, select a State from the drop-down list of states or leave the default “Select All”. For State Commission users, it will default to your state only.
- **NPA** - Select an NPA from the drop-down list of NPAs based on the state or leave the default “Select All”.
- **Rate Center** - Select a rate center from the drop-down list based on the NPA selected or leave the default “Select All”.
- **OCN** – If there is a specific OCN that you want to query, you can enter the OCN.
- **Sort By: Rate Center or OCN**
  - If “Rate Center” is selected, the report will be sorted by NPA, Rate Center then OCN.
  - If “OCN” is selected, the report will be sorted by OCN, NPA then Rate Center

After you have made your selections, click **Continue** to display the Forecast Report. (Figure 6-3).

Forecast Report																					
NPA	Rate Center	SP	Jan 2008	Feb 2008	Mar 2008	Apr 2008	May 2008	Jun 2008	Jul 2008	Aug 2008	Sep 2008	Oct 2008	Nov 2008	Dec 2008	Jan 2009	Feb 2009	Mar 2009	Apr 2009	May 2009	Jun 2009	
201/551	BAYONNE	ABCD-ABC TELCO	1	0	0	0	0	0	0	0	0	0	0	0							
201/551	CLIFFSIDE	ABCD-ABC TELCO	20	0	0	0	0	0	0	0	0	0	0	0							
201/551	CLOSTER	ABCD-ABC TELCO	20	0	0	0	0	0	0	0	0	0	0	0							
201/551	CRAGMERE	ABCD-ABC TELCO	10	0	0	0	0	0	0	0	0	0	0	0							
201/551	DUMONT	ABCD-ABC TELCO	1	0	0	0	0	0	0	0	0	0	0	0							

Figure 6-3 Forecast Report

**Note:** To download the Forecast Report to an EXCEL spreadsheet, click **Download**.

### 6.3.2 Donation Reports

The Donation Report is a historical record of all donations received. The report includes the NPA-NXX-X, tracking number, status (Received, Received\_Update\_Conditional, Reprocess\_Conditional, Rejected or Effective), rate center, OCN, contamination (Y or N), If Contaminated, How many TNs not Avail for Assignment?, Have all Intra SP Ports been completed Has the Block Protected from further Assignment?, active and portable (Y or N), switch CLLI, and effective date (of the donation).

The following steps describe how to generate a Donation Report:

**Step 1.** From the tools frame on the left side (shown in Figure 6-1), click **Reports** then **Donation Report** to display the preliminary *Donation Report* screen (Figure 6-4).

**Donation Report**

---

State  ▼

NPA  ▼

Rate Center  ▼

OCN

Status  ▼

Sort By :  Rate Center  OCN

---

Figure 6-4 Preliminary Donation Report Screen

**Step 2.** From the preliminary *Donation Report* screen, the following options are made available to query the report by:

- **State** – For FCC users, select a State from the drop-down list of states or leave the default “Select All”. For State Commission users, it will default to your state only.
- **NPA** - Select an NPA from the drop-down list of NPAs based on the state or leave the default “Select All”.
- **Rate Center** - Select a rate center from the drop-down list based on the NPA selected or leave the default “Select All”.
- **OCN** – If you want to query by a specific OCN, enter that OCN.
- **Status** – The following options are provided: Select All, Rejected, Pending, Conditional, or Accepted.
  - Rejected: Donations that have been rejected by the PA.
  - Pending: Donations not yet processed by the PA, including Received, Received\_Update\_Conditional, and Reprocess\_Conditional.
  - Conditional: Donations that have been conditionally accepted by the PA and will need to be updated by the Block Donation Date.
  - Accepted: Donations accepted by the PA (status shown as Effective).
- **Sort By: Rate Center or OCN**
  - If “Rate Center” is selected, the report will be sorted by NPA, Rate Center then OCN.
  - If “OCN” is selected, the report will be sorted by OCN, NPA then Rate Center

After you have made your selections, click **Continue** to display the Donation Report. (Figure 6-5).

Donation Report													
NPA	NXX	X	Tracking	Status	Rate Center of NXX	SP	Contam?	If Contaminated, How many TNs not Avail for Assignment?	Have all Intra SP Ports been completed?	Has the Block Protected from further Assignment?	Active and Portable?	Switch CLLI	Effective Date
201	222	0	201-NJ-100936	EFFECTIVE	BAYONNE	ABCD-ABC TELCO	N	0	Y	Y	Y	1111111111	01/06/2008
201	222	1	201-NJ-100984	RECEIVED	BAYONNE	ABCD-ABC TELCO	N	0	Y	Y	Y	1111111111	01/13/2008
201	222	2	201-NJ-100984	CONDITIONAL	BAYONNE	ABCD-ABC TELCO	N	0	N	Y	Y	1111111111	01/13/2008
201	222	3	201-NJ-100984	CONDITIONAL	BAYONNE	ABCD-ABC TELCO	N	0	N	Y	Y	1111111111	01/13/2008

**Figure 6-5 Donation Report**

**Note:** To download the Forecast Report to an EXCEL spreadsheet, click **Download**.

### 6.3.3 Part 1/1A Report

The Part 1/1A Report provides a list of Part 1A requests and Part 1 requests for code modifications and code disconnects submitted in PAS. The report includes the state, NPA, tracking number, type of request, number of blocks requested, OCN, company name, rate center, pooling status, switch, application date, and the applicants contact information.

The following steps describe how to generate a Part 1/1A Report:

**Step 1.** From the tools frame on the left side (shown in Figure 6-1), click **Reports** then **Part 1/1A Report** to display the preliminary *Part 1/1A Report* screen (Figure 6-6).

The screenshot shows a window titled "Part 1/1A Report". Inside the window, there are several search filters:

- State:** A drop-down menu with "Select All" selected.
- NPA:** A drop-down menu with "Select All" selected.
- Rate Center:** A drop-down menu with "Select All" selected.
- OCN:** A text input field.
- Type of Request:** A drop-down menu with "Select All" selected.
- Date Range (MM/DD/YYYY):** Two text input fields labeled "From" and "To".

At the bottom of the window, there are two buttons: "Continue" and "Cancel".

**Figure 6-6 Preliminary Part 1A Report Screen**

**Step 2.** From the preliminary *Part 1/1A Report* screen, the following options are made available to query the report by:

- **State** - For FCC users, select a State from the drop-down list of states or leave the default "Select All". For State Commission users, PAS will default to show your state only.
- **NPA** - Select an NPA from the drop-down list of NPAs based on the state selected or leave the default "Select All".
- **Rate Center** - Select a rate center from the drop-down list based on the NPA selected or leave the default "Select All".
- **OCN** - If you want to query for a specific OCN, you may enter an OCN.
- **Type of Request** - The following options are provided: Select All, Initial, Growth, Reservation, Modification or Disconnect.
- **Date Range** - Enter a "From" and "To" date in the format of MM/DD/YYYY. This is based on when the Part 1 or Part 1A was submitted.

After you have made your selections, click **Continue** to display the Part 1/1A Report (Figure 6-7).

Part 1/1A Report														
State	NPA	Tracking Number	Type of Request	# of Blocks Requested	OCN	Company Name	Rate Center	Pooling Status	Switch	Application Date	Contact Name	Contact Telephone	Contact Email	Mult Switches ?
OR	503	503-ASTORIA-OR-275594	Block Request - Growth	1	2228	ABC Telecom	ASTORIA	M	22222222222	05/04/2009		555-555-1212	EPASTSTMAIL@NEUSTAR.BIZ	
OR	503	503-ASTORIA-OR-275596	Block Reservation	3	2228	ABC Telecom	ASTORIA	M	34534534512	05/04/2009	Justine Koch	555-555-1212	EPASTSTMAIL@NEUSTAR.BIZ	X
OR	503	503-ASTORIA-OR-275597	Cancel Block Reservation		2228	ABC Telecom	ASTORIA	M		05/04/2009	Justine Koch	555-555-1212	EPASTSTMAIL@NEUSTAR.BIZ	X

**Figure 6-7 Part 1/1A Report**

**Note:** To download the Part 1/1A Report to an EXCEL spreadsheet, click **Download**.

**Note:** To view the actual switches listed for requests shown with multiple switches, copy the tracking number from the report and go to Search Forms/View Forms in PAS to pull up the Part 1/1A forms for viewing. Switch IDs appear in Section 1.2 of the form.

### 6.3.4 Part 4 Report

The Part 4 Report provides a list of Part 4s submitted. The report includes the state, NPA-NXX-X, OCN, type of request, rate center, assignment date, effective date, in-service date, Part 4 receipt date, and submitter’s name.

The following steps describe how to generate a Part 4 Report:

**Step 1.** From the tools frame on the left side (shown in Figure 6-1), click **Reports** then **Part 4 Report** to display the preliminary *Part 4 Report* screen (Figure 6-8).

**Figure 6-8 Preliminary Part 4 Report Screen**

**Step 2.** From the preliminary *Part 4 Report* screen, the following options are made available to query the report by:

- **State** - For FCC users, select a State from the drop-down list of states or leave the default “Select All”. For State Commission users, it will default to your state only.
- **NPA** - Select an NPA from the drop-down list of NPAs based on the state selected or leave the default “Select All”.
- **Rate Center** - Select a rate center from the drop-down list based on the NPA selected or leave the default “Select All”.
- **OCN** - If you want to query for a specific OCN, you may enter that OCN.
- **Date Range** – Enter a “From” and “To” date in the format of MM/DD/YYYY. This is based on the date the Part 4 was submitted.

After you have made your selection, click **Continue** to display the Part 4 Report. (Figure 6-9).

State	NPA	NXX	X	OCN	Type of Request	Rate Center	Assignment Date	Effective Date	In Service Date	Part 4 Receipt Date	Submitter
NEW JERSEY	201	285	7	ABCD	Assign Block Reservation	BAYONNE	12/27/2007	12/27/2007	12/27/2007	12/27/2007	Service Provider

**Figure 6-9 Part 4 Report**

**Note:** To download the Part 4 Report to an EXCEL spreadsheet, click **Download**.

### 6.3.5 List of Overdue Part 4s

The List of Overdue Part 4s Report provides a list of Part 4s that are passed due. The report includes the status, NPA-NXX-X, Rate Center, OCN, block effective date, Part 4 due date, and tracking number of the request.

The following steps describe how to generate a *List of Overdue Part 4s Report*:

**Step 1.** From the tools frame on the left side (shown in Figure 6-1), click **Reports** then **List of Overdue Part 4s** to display the preliminary *List of Overdue Part 4s* screen (Figure 6-10).

**Figure 6-10 Preliminary List of Overdue Part 4s screen**

**Step 2.** From the preliminary *Part 4 Report* screen, the following options are made available to query the report by:

- **State** – For FCC users, select a State from the drop-down list of states or leave the default “Select All”. For State Commission users, it will default to your state only.
- **NPA** - Select an NPA from the drop-down list of NPAs or leave the default “Select All”.

After you have made your selection, click **Continue** to display the List of Overdue Part 4s Report. (Figure 6-11).

Overdue Part4s List							
Update	Status	NPA-NXX-X	Rate Center	OCN	Block Effective Date	Part 4 Due Date	Tracking Number
✓	NEW	209-XXX-X	JACKSON	ABCD - ABC TELECOM	11/19/2007	05/19/2008	209-JACKSON-CA-111111
	RECLAIM	209-XXX-X	JACKSON	1112 - XYZ TELECOM	00/3/2007	02/13/2008	209-JACKSON-CA-111112
	RECLAIM	209-XXX-X	CLEMENTS	1112 - XYZ TELECOM	02/02/2007	08/02/2007	209-CLEMENTS-CA-111113
✓	NEW	209-	STOCKTON	ABCD - ABC TELECOM	11/22/2007	05/22/2008	209-STOCKTON-CA-111114

**Figure 6-11 List of Overdue Part 4s Report**

**Step 3.** From the List of Overdue Part 4s Report, to update the status of the overdue Part 4, click the check mark to the left of the block to display the Overdue Part 4 Form. (Figure 6-12)

Overdue Part 4 Form

---

**Block Information**

Block (NPA-NXX-X) **209-**  
 Current Part 4 Due Date **03/30/2007**  
 Block Effective Date **09/30/2006**  
 Part 4 Reminder Sent **Yes**

---

**Block Assignee Contact Information**

Name of Block Applicant	<b>Joe Smith</b>
Company Name	<b>ABCD Telecom</b>
Address	<b>1800 First St.</b>
City	<b>Concord</b>
State	<b>California</b>
Zip	<b>94520</b>
Phone	<b>925-363-0000</b>
Email Address	<b>jan.connally@neustar.biz</b>

---

Please choose one

Reclaim Block

Pending

Part 4 Received

Part 4 Received Date

Date block(s) put in service

---

**Figure 6-12 Overdue Part 4 Form**

**Step 4.** Click on the appropriate status by clicking on the corresponding radio button:

- a. **Reclaim Block:** The status of the block will change to RECLAIM. A Work Item will be sent to the Pooling Administrator stating to proceed with the reclamation of the block. After the block is disconnected, the block will be removed from the Overdue Part 4 Report. Blocks marked reclaim will appear in **red** on the Overdue Part 4s list until processed by the PA.
- b. **Pending:** The block will remain on the Overdue Part 4 Report and status will be changed to PENDING.
- c. **Part 4 Received:** Use the drop-down lists to select the date in which the Part 4 was received and when the block was put in service. The block will be removed from the Overdue Part 4 Report.
- d. After selecting the appropriate status, click **Submit** to update PAS.

### 6.3.6 Part 3 Report

The Part 3 Report provides a list of Part 3s that have been created. The report includes the state, NPA, tracking number, type of request, OCN, Company Name, Rate Center, Pooling Status, Switch, Effective Date, Part 3 status, Part 3 Response Date, and the block number (NPA-NXX-X).

The following steps describe how to generate a Part 3 Report:

**Step 1.** From the tools frame on the left side (shown in Figure 6-1), click **Reports** then **Part 3 Report** to display the preliminary *Part 3 Report* screen (Figure 6-13).

The screenshot shows a web form titled "Part 3 Report". It includes the following elements:

- State:** A dropdown menu with "Select All" selected.
- NPA:** A dropdown menu with "Select All" selected.
- Rate Center:** A dropdown menu with "Select All" selected.
- OCN:** A text input field.
- Type of Request:** A dropdown menu with "Select All" selected.
- Date Range (MM/DD/YYYY):** A text input field.
- From:** A text input field.
- To:** A text input field.
- Buttons:** "Continue" and "Cancel" buttons at the bottom.

**Figure 6-13 Preliminary Part 3 Report screen**

**Step 2.** From the preliminary *Part 3 Report* screen, the following options are made available to query the report by:

- **State** - For FCC users, select a State from the drop-down list of states or leave the default "Select All". For State Commission users, it will default to your state only.
- **NPA** - Select an NPA from the drop-down list of NPAs based on the state selected or leave the default "Select All".
- **Rate Center** - Select a rate center from the drop-down list based on the NPA selected or leave the default "Select All".
- **OCN** - If you want to query for a specific OCN, you may enter that OCN.
- **Type of Request** – Select a type of request from the drop-down list of the following types of requests: "Initial", "Growth", "Reservation", "Modification" and "Disconnect", and a "Select All" option.
- **Date Range** – Enter a "From" and "To" date in the format of MM/DD/YYYY. This is based on when the Part 3 was created.

After you have made your selection, click **Continue** to display the Part 4 Report. (Figure 6-14).

Part 3 Report													
											Download	Back	Return to Inbox
State	NPA	NXX	X	Tracking Number	Type of Request	OCN	Company Name	Rate Center	Pooling Status	Switch	Effective Date	Part 3 Status	Part 3 Response Date
RI	401			401-BRISTOL-RI-123456	Block Request - Growth	ABCD	ABCD Telecom	Bristol	M	1111111111	08/02/2007	Denied	07/02/2007

**Figure 6-14 Part 3 Report screen**

**Note:** To download the Part 3 Report onto an EXCEL spreadsheet, click **Download**.

## Appendix A Acronyms

LA	Login Administrator
LERG	Local Exchange Routing Guide
MSA	Metropolitan Statistical Area
NPA	Numbering Plan Area
NPAC	Number Portability Administration Center
NXX	Central Office Code
OCN	Operating Company Number
PA	Pool Administrator
PAS	Pooling Administration System
SP	Service Provider
TN	Telephone Number

## Appendix B Glossary

Allocated/Assigned Block	A thousands-block is allocated/assigned to an SP when the block information has been entered into BIRRDS by the PA.
Allocation Date	The Allocation Date is the date established by the PA when the PA officially makes the block assignment to an SP.
Available Numbers	Available numbers are numbers that are available for assignment to subscriber access lines, or their equivalents, within a rate center and are not classified as assigned, intermediate, administrative, aging, or reserved. Available numbers is a residual category that can be calculated by subtracting a sum of numbers in the assigned, reserved, intermediate, aged, and administrative primary categories from the total of numbers in the inventory of a code or block holder (FCC 00-104 §52.15 (f)(1) (iv)).
Block (see NXX-X)	Network Numbering Exchange identifying the thousands block.
Blocks Available for Assignment	Thousands-blocks (NXX-X) within the industry inventory pool, which are within an NPA/NXX that is flagged as LNP capable in the LERG Routing Guide and the NPAC, and which are available for assignment within a rate center.
Block Disconnect	The process used by an SP that submits a request to the PA for removing a block previously assigned in PAS.
Block Holder	The entity to which a thousands-block (NXX-X) has been assigned for use.
Block Modification	The process of changing of certain characteristics associated with an NXX-X, such as a different switch identification.
Central Office (CO) Code	The sub-NPA code in a TN, i.e., digits D-E-F of a 10-digit NANP Area address. Central office codes are in the form "NXX", where N is a number from 2 to 9 and X is a number from 0 to 9. Central office codes may also be referred to as "NXX codes" (47 C.F.R. § 52.7(c)).

Certify	The authorization of a carrier by a regulator to provide a telecommunications service in the relevant geographic area. FCC 00-104 § 52.15 (g) requires that applications for initial numbering resources include evidence that the applicant is authorized to provide service in the area for which numbering resources are being requested.
CLLI™	A <i>CLLI Location Identification Code</i> is an eleven-character alphanumeric descriptor used to identify switches, points of interconnection, and other categories of telephony network elements and their locations. Companies that are licensees of Telcordia™ COMMON LANGUAGE® Products can refer questions to their company's COMMON LANGUAGE Coordinator. If you do not know if you are a licensee, do not know your Coordinator, or are a licensee with questions regarding CLLIs, call the COMMON LANGUAGE Hotline, 877-699-5577. Alternatively, or if you are <i>not</i> a licensee, obtain further information at <a href="http://www.commonlanguage.com">www.commonlanguage.com</a> . (COMMON LANGUAGE is a registered trademark and CLLI is a trademark of Telcordia Technologies, Inc.)
Code Holder	An assignee of an NXX code which was allocated by the CO Code Administrator. When an NXX Code becomes pooled, the Code Holder becomes the LERG Assignee.
Contamination	Contamination occurs when at least one telephone number within a thousands-block of telephone numbers is not available for assignment to end users or customers. Blocks contaminated up to and including 10 percent are eligible for donation. For purposes of this provision, a telephone number is “not available for assignment” if it is classified as administrative, aging, assigned, intermediate, or reserved as defined in FCC rules (FCC 00-104, §52.7 (h)).
Donation	The term “donation” refers to the process by which carriers are required to contribute telephone numbers to a thousands-block number pool (FCC 00-104, §52.7(i)).
Effective Date	The date by which routing and rating changes within the PSTN must be complete for the assigned thousands-block or the assigned CO Code. Also, the date by which the thousands-block becomes an active block. (Also referred to as “the LERG Routing Guide effective date.”)

Forecast	A plan submitted by SPs to PAS that predicts the quantity of blocks that they will need over a 12-month timeframe in rate centers in which they are pooling.
Graphics User Interface (GUI)	Graphics User Interface is a user interface screen with graphics components such as buttons, labels, text fields, text areas, drop-down-boxes, links, images, etc., for easy navigation and interaction with an application or computer system.
Industry Numbering Committee (INC)	Industry Numbering Committee (INC) provides an open forum to address and resolve industry-wide issues associated with the planning, administration, allocation, assignment and use of numbering resources and related dialing considerations for public telecommunications within the North American Numbering Plan (NANP) area.
In Service	A code or block for which local routing information has been input to the LERG Routing Guide <i>and</i> the carrier has begun to activate and assign numbers within the NXX code or NXX-X block to end users (FCC 00-104, ¶240).
Inventory	The term “inventory” refers to all telephone numbers distributed, assigned or allocated: To a service provider, or To a Pooling Administrator for the purpose of establishing or maintaining a thousands-block number pool (FCC 00-104, §52.7 (j)).
LATA (Local Access and Transport Area)	Also referred to as service areas by some BOCs, a LATA serves two basic purposes: to provide a method for delineating the area within which the BOCs may offer services and, to provide a basis for determining how the assets of the former Bell System were to be divided between the BOCs and AT&T at divestiture.

**LERG™ Routing Guide** The Telcordia™ LERG™ Routing Guide contains information about the local routing data obtained from the BIRRDs. This information reflects the current network configuration and scheduled network changes for all entities originating or terminating PSTN calls within the NANP.

**Contact Information:**

Telcordia Routing Administration (TRA)  
8 Corporate Pl. 3N141  
Piscataway, NJ 08854-4156  
732-699-6700  
[tra@telcordia.com](mailto:tra@telcordia.com)

**LERG™ Assignee** The SP responsible for default routing functions associated with a pooled NXX code.

**Location Routing Number (LRN)** The ten-digit (NPA-NXX-XXXX) number assigned to a switch/POI used for routing in a permanent local number portability environment. See “Administrative Numbers” definition.

**Months to Exhaust** When used by SPs to document the need for an additional block:

$$= \frac{\text{TNs Available for Assignment}}{\text{Average Monthly Growth Rate}}$$

When used by the PA to document the need for an additional CO Code:

$$= \frac{\text{Blocks Available for Assignment}}{\text{Average Monthly Growth Rate}}$$

**NXX (see Central Office Code)** The sub-NPA code in a TN, i.e., digits D-E-F of a 10-digit NANP Area address. Central office codes are in the form "NXX", where N is a number from 2 to 9 and X is a number from 0 to 9. Central office codes may also be referred to as "NXX codes"

**NXX-X (see Block)** Network Numbering Exchange identifying the thousands block.

NPA	<p>Numbering Plan Area, also called area code. An NPA is the 3-digit code that occupies the A, B, and C positions in the 10-digit NANP format that applies throughout the NANP Area. NPAs are of the form NXX, where N represents the digits 2-9 and X represents any digit 0-9. In the NANP, NPAs are classified as either geographic or non-geographic.</p> <ul style="list-style-type: none"><li>a) Geographic NPAs are NPAs which correspond to discrete geographic areas within the NANP Area.</li><li>b) Non-geographic NPAs are NPAs that do not correspond to discrete geographic areas, but which are instead assigned for services with attributes, functionalities, or requirements that transcend specific geographic boundaries. The common examples are NPAs in the N00 format, e.g., 800.</li></ul>
NPAC	<p>The Number Portability Administration Center (NPAC) supports the implementation of Local Number Portability (LNP). LNP is the ability to change service or service providers, and eventually locations, while maintaining the same phone number and access to advanced calling features. LNP will help to ensure successful local telephone competition, since without LNP, subscribers might be unwilling to switch service providers.</p>
OCN (Operating Company Number)	<p>An Operating Company Number (OCN) is a four place alphanumeric code that uniquely identifies providers of local telecommunications service. OCN assignments are required of all SPs in their submission of utilization and forecast data (FCC 00-104 ¶ 41 and Public Notice DA 00-1549). Relative to CO Code assignments, NECA-assigned Company Codes may be used as OCNs. Companies with no prior CO Code or Company Code assignments contact NECA (800 524-1020) to be assigned a Company Code(s). Since multiple OCNs and/or Company Codes may be associated with a given company, companies with prior assignments should direct questions regarding appropriate OCN usage to Telcordia™ Routing Administration TRA on 732-699-6700.</p>
Part 1	<p>NXX or Central Office Code application form to be used for the assignment of a code (NXX), modify an existing code (NXX) or return a code (NXX).</p>
Part 1A	<p>Thousands-Block Application Form to be used for request a new block, reserve a new block, modify an existing block or return an existing block.</p>

Part 1B	Thousands-Block Application Form (NPAC Block Holder Data) to be used to activate a block in the NPAC, for an Intra-SP block-porting request; or for a modification to a block in the NPAC. One Part 1B is to be issued for each thousands-block request.
Part 3	Pooling Administrator's Response/Confirmation and used to approve, suspend or deny an SP's application.
Part 4	Thousands-Block Application Form that is issued by the SP to confirm that an NXX-X (thousands block) is in service. If the Part 4 is not returned to the Pooling Administrator, reclamation procedures may be initiated.
Pooling	<p>Pooling of geographic numbers in a local number portability environment is a number administration and assignment process that allocates numbering resources to a shared reservoir associated with a designated geographic area.</p> <p>The designated geographic area is a rate center (or pool) within a geographic NPA. The numbering resources in the shared reservoir are available in blocks of numbers for assignment to competing SPs participating in LNP for the purpose of providing services to customers in that area.</p>
Pooling Administration System (PAS)	The Pooling Administration System (PAS) refers to the web-based application that is used to automate the national pooling administration functions.
Pooling Administrator (PA)	The term Pooling Administrator refers to the entity or entities responsible for administering a thousands-block number pool (FCC 00-104, §52.7 (g)).
Portability	Telephone number portability is a service that provides residential and business telephone customers with the ability to retain, at the same location, their existing local telephone numbers when switching from one local telephone service provider to another.
Public Switched Telephone Network (PSTN)	Public Switched Telephone Network. The PSTN is composed of all transmission and switching facilities and signal processors supplied and operated by all telecommunications common carriers for use by the public. Every station on the PSTN is capable of being accessed from every other station on the PSTN via the use of NANP E.164 numbers.

Radio Button	A control that appears on an input screen, generally, as a small circle. A radio button displays one of two settings: <i>On</i> (indicated by a black dot inside the circle) or <i>Off</i> . A radio button is always a part of a group of related radio buttons in which only one button can be on at a time. When the user clicks an unmarked radio button, the application turns that button on and turns the other buttons in its group off.
Rate Center	Rate Center is used for numbering resource applications and reports to associate telephone numbers with a geographic area, as defined by the relevant regulatory agency. A Rate Center is also a uniquely defined point located within an exchange area from which mileage measurements are determined. These measurements can be used with the tariffs in the message rating processes. [issue 537]
Reassignment	The process of reestablishing the assignment of a thousands-block, which was previously assigned to another SP or to a new SP.
Retained Blocks	<p>An intra-service provider port allows an SP to retain unavailable TNs in contaminated thousands-blocks that are being donated to an industry inventory pool.</p> <p>SPs may retain a thousands-block if they can demonstrate that:</p> <ol style="list-style-type: none"><li>the thousands-blocks are required to meet the SP's 6-month projected forecast beyond the Pool Start /Allocation Date; or</li><li>there are technical reasons which justify retaining the thousand-blocks such as TNs that are assigned to non-portable services, e.g., packet switched service; or</li><li>this is their initial block or "footprint" block, even if the thousands-block is less than ten percent</li></ol>
Service Provider (SP)	The term "service provider" refers to a telecommunications carrier or other entity that receives numbering resources from the NANPA, a Pooling Administrator or a telecommunications carrier for the purpose of providing or establishing telecommunications service (FCC 00-104, §52.5 (i)).

Service Provider Identification (SPID)	NPAC Service Provider Identification. The NPAC uses individual Service Providers' Company Codes or their OCN as the NPAC Service Provider Identification (SPID). To access NPAC services, SPs are required to provide their Company Code or OCN. NECA Services, Inc. is the organization that assigns Company Codes to telecommunications service providers.
State Waiver	The ' <b>Received a State Waiver</b> ' option can only be used if an SP has been granted permission by the state regulatory body, in which it is applying for resources, to submit a request for resources even though it does not meet Months to Exhaust and/or Utilization requirements.
Switch	A telephone switch is equipment that connects phone calls. It is what makes your phone calls "work" in the sense of making connections and relaying the speech information. Switch designations on an application will have the form: BCHNNJ01RSO, where the first 4 characters are the city, the next 2 are the state, the last 5 characters are related to the type of equipment.
Thousands-Block	A range of one thousand TNs within an NPA-NXX beginning with X000 and ending with X999, where X is a value from 0 to 9.
Thousands-Block Number Pooling	Thousands-block number pooling is a process by which the 10,000 numbers in a central office code (NXX) are separated into ten sequential blocks of 1,000 numbers each (thousands-blocks), and allocated separately within a rate center (FCC 00-104, §52.20 (a)).
Tracking Number	A unique identifier associated with an application for use in PAS in the format: NPA-St-Rate Center (abbrev)-NNNNNN (4 to 6 digit number automatically generated by PAS). Example: 609-NJ-BEACHHAVEN-123456

**Utilization Threshold**      The Service Provider's current numbering resource (Indigenous Telephone Numbers) utilization level for the rate center in which it is seeking growth numbering resources.

The numbering resource utilization level shall be calculated by dividing all assigned numbers by the total numbering resources in the applicant's inventory and multiplying the result by 100. Numbering resources activated in the LERG Routing Guide (within the preceding 90 days of reporting utilization levels may be excluded from the utilization threshold calculation.

All applicants for growth numbering resources shall achieve a 60% utilization threshold, calculated in accordance with FCC 00 429 § 52.15 (g)(3)(ii), for the rate center in which they are requesting growth numbering resources.

The initial utilization threshold of 60% shall be effective May 2001. The utilization threshold shall be increased by 5% on June 30, 2002, and annually thereafter until the utilization threshold reaches 75%. (FCC 00 429 § 52.15 (h))

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