

**Pooling Administration System (PAS)  
Service Providers (SPs)  
And  
Service Provider Consultants (SPCs)  
Registration User Guide**

Version 1.2

October 1, 2010

### Change History

<b>Date</b>	<b>Revision</b>	<b>Change</b>
9/3/09	1.1	Logo Update, update to Additional Contacts information
10/1/10	1.2	CO 11 Update – Add new Designated Point of Contact for Reclamation information (SP users only)

## Registration

### Task Overview

The Registration section of the user guide walks you through the process of registering as a new user in the Pooling Administration System (PAS). By registering as a PAS user, you will have access to the web interface that allows you to submit applications and perform all pooling functions.

### Required Information

To complete the registration process, you will need the following information:

- Basic user information (name, title address, phone number, fax number, email address)
- Headquarters' address
- Company name and Operating Company Number(s) [OCN(s)]
- Name, phone number, email address and title of the company official who can confirm that you require access to PAS
- The state(s) in which your company operates
- The Number Plan Area(s) [NPA(s)] in which your company operates

### Preparations

None

### Procedure

The following procedure describes how to register as a PAS user:

- Step 1. Using your Internet browser, access the NeuStar Number Pooling website at <http://www.nationalpooling.com> (shown in Figure 1).

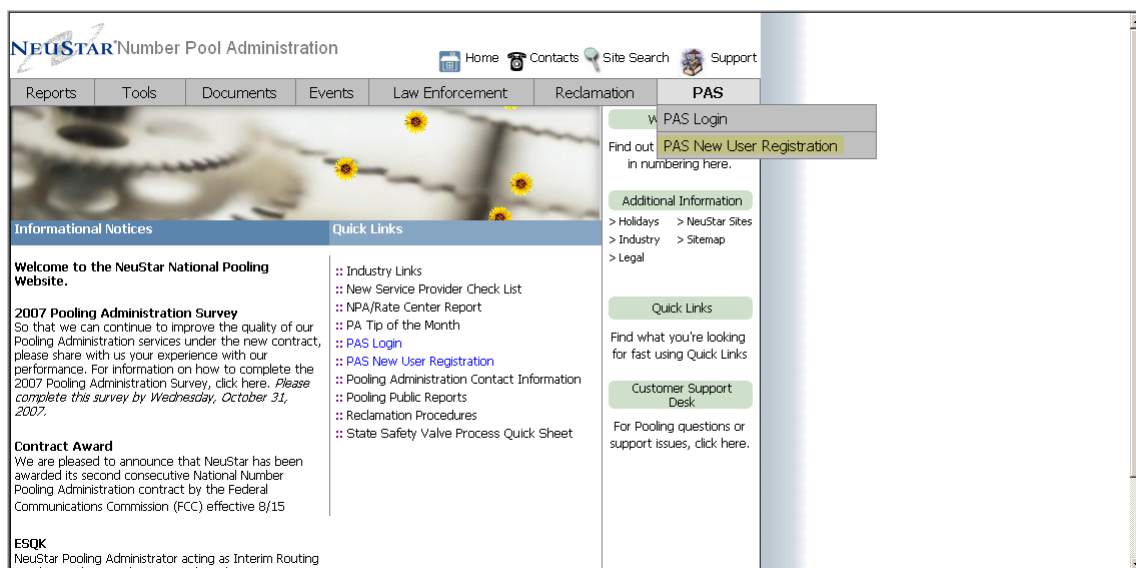
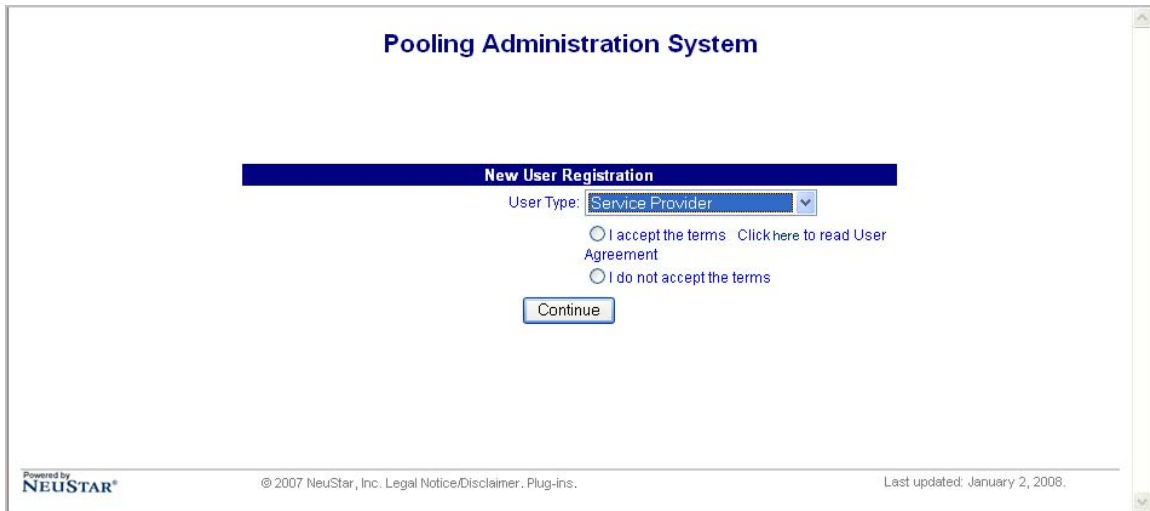


Figure 1 - National Pooling Website

- Step 2. From the home page of the Number Pooling website, go to the **PAS** link, then click on the **PAS New User Registration** link (highlighted in Figure 1) to display the New User Registration screen shown in Figure 2.



The screenshot shows a web browser window titled "Pooling Administration System". Inside the window, there is a "New User Registration" form. The form has a blue header bar with the text "New User Registration". Below the header, there is a "User Type:" label followed by a drop-down menu currently set to "Service Provider". Underneath the drop-down menu, there are two radio buttons: the first is labeled "I accept the terms" with a link "Click here to read User Agreement" next to it, and the second is labeled "I do not accept the terms". Below the radio buttons is a "Continue" button. At the bottom of the browser window, there is a footer area containing the text "Powered by NEUSTAR", "© 2007 NeuStar, Inc. Legal Notice/Disclaimer. Plug-ins.", and "Last updated: January 2, 2008."

Figure 2 - New User Registration Page

- Step 3. Select the user type of **Service Provider (SP)** or **Service Provider Consultant (SPC)** from the **User Type** drop-down list (as shown in Figure 2).
- Step 4. In order to continue with the PAS registration you must accept the **User Acceptance Agreement** by clicking on the radio button "I accept the terms" (as shown in Figure 2) then click **Continue**. To read the User Agreement, click on the word "here" in the statement that reads "Click here to read User Agreement". Once you click **Continue** PAS will display the user registration form shown in Figure 3 for Service Provider (SP) Users and Figure 4 for Service Provider Consultant (SPC) Users.

### Pooling Administration System

User Registration - Step 2

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**User Information :**

First Name \*   
 Middle Initial   
 Last Name \*   
 Telephone \*  Ext.   
 Fax   
 Email \*   
 Title \*   
 Company Name \*   
 Company's OCN(s) \*  (for multiple OCNs, please separate using commas)

---

**Address:**

Street \*   
 City \*   
 State \*   
 Zip \*

---

**Headquarters Address:**

Headquarters Address same as above: \*   
 Street \*   
 City \*   
 State \*   
 Zip \*

---

**Company Contact to verify authorization:**

Name \*   
 Telephone \*  Ext.   
 Email \*   
 Title \*

---

**Additional Contacts:**

#	Contact Email	Subscription Choices	Other Choices
1	<input type="text"/>	<input type="checkbox"/> Part 3's <input type="checkbox"/> Part 4 Reminders <input type="checkbox"/> PSTN Reminders <input type="checkbox"/> Donations Processed <input type="checkbox"/> Pooling Notifications	<input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5's
2	<input type="text"/>	<input type="checkbox"/> Part 3's <input type="checkbox"/> Part 4 Reminders <input type="checkbox"/> PSTN Reminders <input type="checkbox"/> Donations Processed <input type="checkbox"/> Pooling Notifications	<input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5's
3	<input type="text"/>	<input type="checkbox"/> Part 3's <input type="checkbox"/> Part 4 Reminders <input type="checkbox"/> PSTN Reminders <input type="checkbox"/> Donations Processed <input type="checkbox"/> Pooling Notifications	<input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5's

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**Designated Point of Contact for Reclamation**

1 <input type="text"/> 2 <input type="text"/>	The Designated Point of Contact must be a registered and active user of PAS at the time of designation. If a Designated Point of Contact(s) is entered PAS will use the contact information from the designated user(s) on the Overdue Part 4 reports sent to State and FCC regulators instead of the contact information for the user who submitted the block request, as long as the user is still an active user at the time the Overdue Part 4 report is created.
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**Select States:**

States ALABAMA ALASKA ARIZONA ARKANSAS CALIFORNIA COLORADO CONNECTICUT	> < >> <<	State(s) in which company operates: <input style="width: 100%;" type="text"/>
---	--------------------	--

Figure 3 - Service Provider (SP) User Registration Page

User Registration - Step 2

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**User Information :**

First Name \*

Middle Initial

Last Name \*

Telephone \*  Ext.

Fax

Email \*

Title \*

Company Name \*

Company's OCN(s) \*   
(for multiple OCNs, please separate using commas)

---

**Address:**

Street \*

City \*

State \*

Zip \*

---

**Company Contact to verify authorization:**

Name \*

Telephone \*  Ext.

Email \*

Title \*

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**Additional Contacts:**

	Contact Email	Subscription Choices
1	<input type="text"/>	<input type="checkbox"/> Part 3's <input type="checkbox"/> Part 4 Reminders <input type="checkbox"/> PSTN Reminders <input type="checkbox"/> Donations Processed <input type="checkbox"/> Pooling Notifications <input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5's
2	<input type="text"/>	<input type="checkbox"/> Part 3's <input type="checkbox"/> Part 4 Reminders <input type="checkbox"/> PSTN Reminders <input type="checkbox"/> Donations Processed <input type="checkbox"/> Pooling Notifications <input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5's
3	<input type="text"/>	<input type="checkbox"/> Part 3's <input type="checkbox"/> Part 4 Reminders <input type="checkbox"/> PSTN Reminders <input type="checkbox"/> Donations Processed <input type="checkbox"/> Pooling Notifications <input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5's

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**Select States:**

States		State(s) in which company operates:
<input type="text" value="ALABAMA"/> <input type="text" value="ALASKA"/> <input type="text" value="ARIZONA"/> <input type="text" value="ARKANSAS"/> <input type="text" value="CALIFORNIA"/> <input type="text" value="COLORADO"/> <input type="text" value="CONNECTICUT"/>	<input type="button" value="&gt;"/> <input type="button" value="&lt;"/> <input type="button" value="&gt;&gt;"/> <input type="button" value="&lt;&lt;"/>	<input type="text"/>

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**Figure 4 - Service Provider Consultant (SPC) User Registration Page**

- Step 5. User Information, Address and Headquarters Address** - In the fields provided, enter the registration information in each of the sections. Information is required for all fields except the **Middle Initial**, **Telephone Extension**, **Fax** and the **Additional Contact** fields. (Required fields are marked with a red asterisk (\*)).
- a. For SPC users no Headquarters Address fields will be provided during user registration.

***NOTE:** All telephone and fax numbers must be entered as 10-digit numbers.*

- Step 6. **Company Contact to verify authorization** – Enter the name, telephone number, email address and title of the company official who can confirm your PAS registration.
- Step 7. **Additional Contacts** – The Additional Contact fields are provided to allow you to have **PAS** send emails to persons other than yourself. For each Additional contact desired, enter the email address of the person, then select which of the specific emails you wish to have sent to the designated contact by placing a checkmark in each of the appropriate checkboxes to the right of the contact name.
- NOTE:** Additional Contacts do not have to be registered PAS users.
- Step 8. **Designated Point of Contact for Reclamation (for SP Users Only)** – The Designated Point of Contact for Reclamation fields are provided to allow you to add up to two designated points of contact for the purposes of reclamation. For each designated point of contact, enter the individual's PAS User ID. This contact information will be provided on the *List of Overdue Part 4 Report* that is provided to the regulators.
- NOTE:** The individuals listed as the Designated Point of Contact for Reclamation must be registered and currently active PAS users.
- NOTE:** If the designated point of contact's PAS User ID becomes inactive, or no designated point of contact is provided, the contact information for the report will be pulled from the user who requested the block, or the user who last modified the block. If that user is no longer active in PAS, then the system will provide contact information for all users that are active in PAS who have the same OCN provided in their profiles that is assigned to the block.
- For SPC users, no Designated Point of Contact for Reclamation fields will be provided during user registration.
- Step 9. **States** – To select and add a state or states in which your company operates to your profile:
- Click on the state or states/U.S. territories.
  - Click the > button to move only selected state(s)/territory(s) to the list on the right side of the page. Please note that multiple states may be selected to be moved at one time by using the control button when selecting states from the list. Another option is to click the >> button to move all states/territories at the same time to the right side of the page.
  - Repeat steps 3a and 3b until all desired states appear in the list on the right side of the page.
- Step 10. After you have entered the required information, click **Continue** to display the final Service Provider User Registration screen shown in Figure 5.

***NOTE:** At any time during the user registration process, you can click the **Cancel** button to exit the registration form. If you click **Cancel**, the registration process will be stopped and the information entered will be deleted.*

**Pooling Administration System**

User Registration - Step 3

**Select NPAs:**

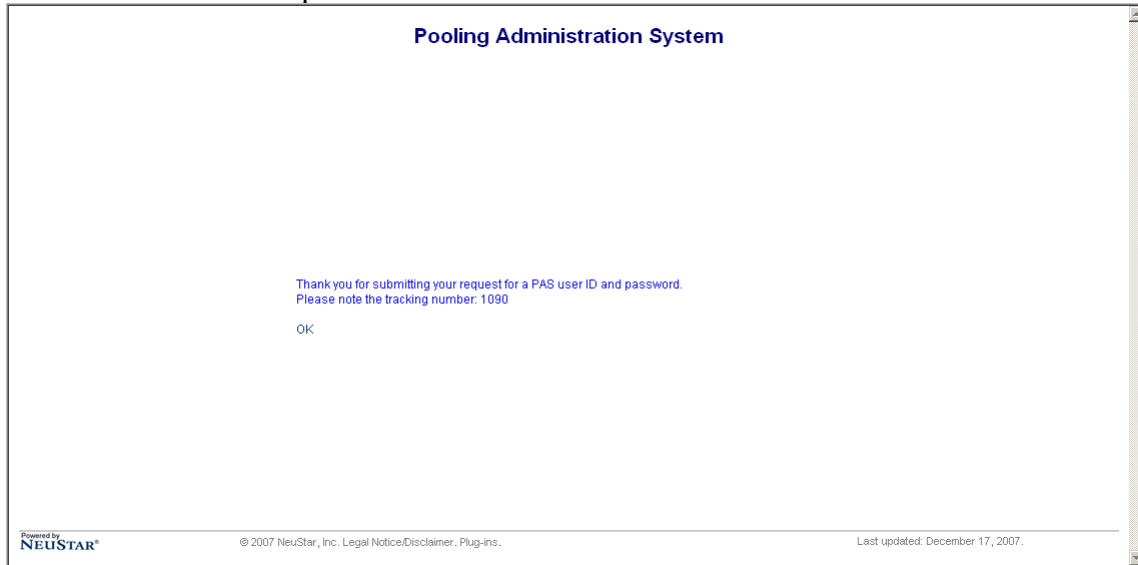
NPA(s)		NPA(s) in which company operates:
209 213 310 323 408 415 424	>  <  >>  <<	<input style="width: 100px; height: 100px;" type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

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**Figure 5 - SP Registration Step 3**

- Step 11. NPAs - The field labeled **Select NPAs** will display all of the NPAs for the state(s) selected in step 4. To select and add an NPA or NPAs in which your company operates to your profile:
- a. Click on the NPAs in which your company operates.
  - b. Click the > button to move only selected NPA(s) to the list on the right side of the page. Please note that multiple NPAs may be selected to be moved at one time by using the control button when selecting NPAs from the list. Another option is to click the >> button to move all NPAs at the same time to the right side of the page.
  - c. Repeat steps 6a and 6b until all desired NPAs appear in the list on the right side of the page.
- Step 12. Click **Submit** to complete your registration request. The message shown in Figure 6 will appear confirming that your request has been successfully submitted. Note the tracking number for future reference if needed.
- Step 13. Click **OK** to acknowledge the confirmation message.
- Step 14. After the PAS Login Administrator has processed your request, PAS will send an email message indicating the registration has been processed. The email will include the status of the registration, (either approved or denied). If the registration is approved, the email will also contain your **PAS** username.
- Step 15. When you receive the email providing your username, you must respond to the email to acknowledge receipt. Upon receipt of your acknowledgement email, the Login Administrator will contact you via phone to provide you with a temporary **PAS** password. The temporary password will only be good the first time you login to PAS.
- Step 16. You must login within 10 days of receipt of your password, or your account will be disabled. When you login for the first time after

registration, PAS will prompt you to reset your password. Make note of the new password for future use.



**Figure 6 - Confirmation Screen**