

Pooling Administration System (PAS) User Guide for Regulatory Users

Version 1.8

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Change History

Date	Revision	Change
03/29/2017	1.1	Updated the definition of tracking number to show that 7 digits are now being used.
05/30/2017	1.2	Updated emails from neustar.biz to team.neustar
01/01/2019	1.3	Updated Pooling Administration contact information and remove Neustar branding due to transition. Updated iconectiv® TruOps Telecom Routing Administration (TRA) branding, contact information, and product information.
03/29/2019	1.4	Updated screen prints.
05/17/2019	1.5	Updated PAS timeout warning message.
08/02/2019	1.6	Update temporary password notification procedures.
10/31/2019	1.7	Updated to align with the Thousands-Block (NPA-NXX-X) & Central Office Code (NPA-NXX) Administration Guidelines
12/19/2022	1.8	Updates support email to support@nanpa.com and phone to 866-623-2282

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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 Alliance for Telecommunications Industry Solutions (ATIS) Industry Numbering Committee (INC) *Thousands Block (NPA-NXX-X) Central Office Code (NPA-NXX) Administration Guidelines (TBCOCAG)* (ATIS-0300119).

The process of assigning thousands-blocks is managed by a set of industry-defined forms (e.g., Thousands-Block (NPA-NXX-X) Application - Part 1A, NPAC Thousands-Block Data - Part 1B, Pooling Administrator's Response/Confirmation - Part 3A, 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 Alliance for Telecommunications Industry Solutions (ATIS) Industry Numbering Committee (INC) *Thousands Block (NPA-NXX-X) Central Office Code (NPA-NXX) Administration Guidelines (TBCOCAG)* (ATIS-0300119).

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**.

Throughout the system, **PAS** will automatically add dashes or slashes as required for the following types of fields: telephone numbers, fax numbers, dates, blocks, and codes.

NOTE: The tracking number field will not provide a mask that enters dashes automatically.

1.7 Problem Reporting

To report a problem, contact the Pooling Administration Help Desk at 1-866-623-2282 or support@nanpa.com.

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 Number Pooling home page www.nationapooling.com, select **PAS** then **PAS Login (With Header & Footer or No Header & Footer)** from toolbar, to display the **PAS Login** screen (Figure 2-1). From the Login screen, 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 *Password Reset* 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.

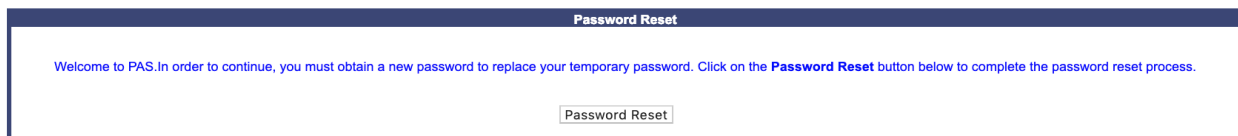


Figure 2-2 Reset User Password Message

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. Five 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 5 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 5-minute period has expired you will be logged out. When **PAS** has timed you out, **PAS** will take you back to the *Login* screen (shown in Figure 2-4).

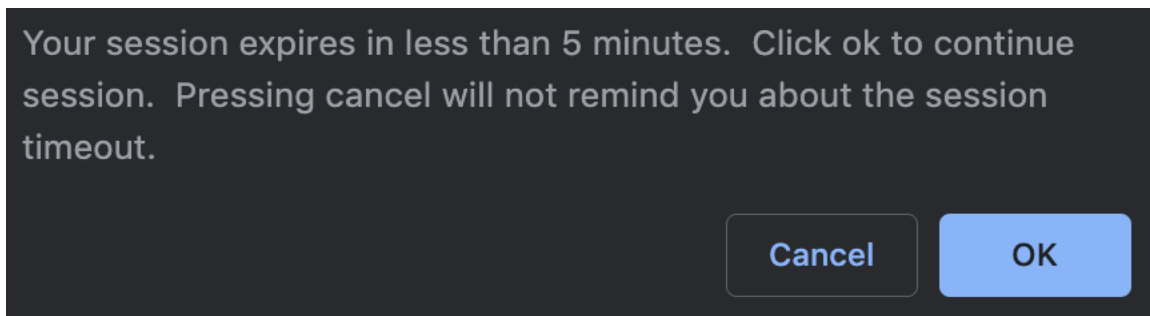


Figure 2-3 PAS Timeout Warning

A login screen with a dark blue header bar containing the text "Login" and "New User ? Sign Up" with a small icon. Below the header, there are two input fields: "Username*" and "Password*", both with asterisks indicating they are required. Below the input fields are two buttons: "Sign In" and "Reset".

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 support@nanpa.com 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 email provided in your user profile. Under no circumstances will any email other than the email provided within your user profile be used, nor will your username be provided in the email. 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 has submitted in support of a block request. For FCC users, they may view forms from any state. For State users, they may only view forms for their state. The following form types: **Part 1, Part 1A, Part 1B, MTE, COCAG MTE** (Code Modifications where **include MTE for rate center change** was selected), **Part 3A, Delayed PSTN Activation, PSTN Activation Confirmation, Part 4A, Part 4** (Dedicated Customer requests only), **Part 5** and **Attached Documents** are available to be viewed.

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, 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).

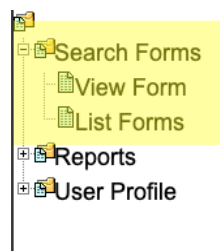


Figure 3-1 Tools Frame – Search Forms

View Forms

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 continuing with this query 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 seven digit sequence number.
Example: 703-HERNDON-VA-1000001

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 and PSTN only)

Figure 3-2 View Forms Screen

Step 2. From the *View Form(s)* screen enter either the **tracking number** or **Enter Block (NPA-NXX-X)** for block requests and new code requests or the **Enter Code (NPA-NXX)** for Code Modifications or Code Disconnects, Delayed PSTN Activation or PSTN Activation and then click **Submit**, PAS will display the *Forms List* screen which will show a list of the forms matching your search criteria (Figure 3-3 for tracking number, Figure 3-3a for block, and Figure 3-3b for code).

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

Note: Delayed PSTN and PSTN Activation is only viewable when searching by code (NPA-NXX).

Forms List

480-PHOENIX-AZ-1179351 - New Code Request for Full NXX: Pool Replenishment

Date of Submission	Form Type	NPA-NXX-X / NPA-NXX
2019-10-28 10:44:55.0	Part 1	.
2019-10-28 10:44:55.0	Part 1A	.
2019-10-28 10:44:55.0	MTE	.
2019-10-28 11:05:45.0	Part 3A	480-701-5
2019-10-28 11:05:45.0	Part 3A	480-701-6
2019-10-28 11:04:19.0	Part 3A	.
2019-10-28 00:00:00.0	Part 4/4A	480-701-5
2019-10-28 11:22:16.0	PSTN	480-701

Figure 3-3 List of Forms Tracking Number

Forms List

480-PHOENIX-AZ-1179351 - New Code Request for Full NXX: Pool Replenishment

Date of Submission	Form Type	NPA-NXX-X / NPA-NXX
2019-10-28 10:44:55.0	Part 1	.
2019-10-28 10:44:55.0	Part 1A	.
2019-10-28 10:44:55.0	MTE	.
2019-10-28 11:05:45.0	Part 3A	480-701-5
2019-10-28 00:00:00.0	Part 4/4A	480-701-5

480-PHOENIX-AZ-1179354 - Block Modification Request

Date of Submission	Form Type	NPA-NXX-X / NPA-NXX
2019-10-28 11:48:47.0	Part 1A	480-701-5
2019-10-28 11:49:18.0	Part 1B	480-701-5

Figure 3-3a List of Forms Block (NPA-NXX-X)

Forms List

480-PHOENIX-AZ-1179355 - Code Modification Request

Date of Submission	Form Type	NPA-NXX-X / NPA-NXX
2019-10-28 11:51:49.0	Part 1	480-701

480-PHOENIX-AZ-1179351 - Code Modification Request

Date of Submission	Form Type	NPA-NXX-X / NPA-NXX
2019-10-28 11:22:16.0	PSTN	480-701

Figure 3-3b List of Forms Code (NPA-NXX)

Step 3. To view any of the individual forms, click on any **form link** (e.g. **Part 1**, **Part 1A**, **Part 1B** and **Part 3A**) listed under the **Form Type** heading. To print the form, click on the **Printable Version** link located on the upper right-hand corner of the form once it has been opened for viewing.

Note: A red **S** shown on the Forms List screen (Figure 8-3) next to the tracking number and request type denotes that the tracking number was part of a split block and code request for pool replenishment.

3.3.2 List Forms

The following steps describe 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 3-1), click **Search Forms** then click **List Forms** to display the *Search Forms* screen (Figure 3-4).

Figure 3-4 Preliminary Page for Listing Forms

Step 2. From the *Search Forms* screen select from the following search options then click **Continue**, PAS will display a list of the forms matching your search criteria (Figure 3-5)

- **NPA** - Select an **NPA** from the drop-down list of NPAs based on your user profile.
- **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 OCN.
- **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 depending on the type of form.
- **View Form Types** – Select one or more checkboxes from the following choices: **All**, **Part 1A**, **Part 1**, **Part 1B**, **Part 3A**, **Part 4/4A**, **Part 5**, **MTE**, **PSTN**, and/or **AttachDocs**.
- Click **Continue**. **PAS** will bring up the *Forms List* screen as shown in Figure 3-5.

Forms List								
NPA	NXX	Block	Rate Center	OCN	Form Type	Date	Tracking Number	
480	637	4	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179313	
480			PHOENIX	ABCD	Part 1A	10/28/2019	480-PHOENIX-AZ-1179348	
480			PHOENIX	ABCD	MTE	10/28/2019	480-PHOENIX-AZ-1179348	
480			PHOENIX	ABCD	Part 1B	10/28/2019	480-PHOENIX-AZ-1179348	
480	637	5	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179348	
480			PHOENIX	ABCD	Part 1	10/28/2019	480-PHOENIX-AZ-1179349	
480			PHOENIX	ABCD	Part 1A	10/28/2019	480-PHOENIX-AZ-1179349	
480			PHOENIX	ABCD	MTE	10/28/2019	480-PHOENIX-AZ-1179349	
480	604	0	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179349	
480			PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179349	
480			PHOENIX	ABCD	Part 1A	10/28/2019	480-PHOENIX-AZ-1179350	
480			PHOENIX	ABCD	MTE	10/28/2019	480-PHOENIX-AZ-1179350	
480	637	1	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179350	
480	637	3	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179350	
480	637	2	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179350	
480			PHOENIX	ABCD	Part 1	10/28/2019	480-PHOENIX-AZ-1179351	
480			PHOENIX	ABCD	Part 1A	10/28/2019	480-PHOENIX-AZ-1179351	
480			PHOENIX	ABCD	MTE	10/28/2019	480-PHOENIX-AZ-1179351	
480	701	5	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179351	
480	701	6	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179351	
480			PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179351	
480	701		PHOENIX	ABCD	PSTN	10/28/2019	480-PHOENIX-AZ-1179351	
480	312	9	PHOENIX	ABCD	Part 1A	10/28/2019	480-PHOENIX-AZ-1179352	
480			PHOENIX	ABCD	Part 1B	10/28/2019	480-PHOENIX-AZ-1179352	
480	312	9	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179352	
480			PHOENIX	ABCD	Part 1	10/28/2019	480-PHOENIX-AZ-1179353	
480			PHOENIX	ABCD	Part 1A	10/28/2019	480-PHOENIX-AZ-1179353	
480			PHOENIX	ABCD	MTE	10/28/2019	480-PHOENIX-AZ-1179353	
480	769	0	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179353	
480	769	1	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179353	
480	769	2	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179353	
480	769	3	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179353	
480	769	4	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179353	
480	769	5	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179353	
480	769	6	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179353	
480	769	7	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179353	
480	769	8	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179353	
480	769	9	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179353	
480			PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179353	
480	701	5	PHOENIX	ABCD	Part 1A	10/28/2019	480-PHOENIX-AZ-1179354	
480			PHOENIX	ABCD	Part 1B	10/28/2019	480-PHOENIX-AZ-1179354	
480	701		PHOENIX	ABCD	Part 1	10/28/2019	480-PHOENIX-AZ-1179355	
480	701		PHOENIX	ABCD	Part3A	10/29/2019	480-PHOENIX-AZ-1179355	
480	637	4	PHOENIX	ABCD	Part 1A	10/28/2019	480-PHOENIX-AZ-1179359	
480	637	4	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179359	
480	637	4	PHOENIX	ABCD	Part3A	10/28/2019	480-PHOENIX-AZ-1179359	
480	637	4	PHOENIX	ABCD	Part 5	10/28/2019	480-PHOENIX-AZ-1179359	

Back

Figure 3-5 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 to view any of the individual forms from the secondary *Forms List* screen (shown in Figure 3-3), click on any **form link** (e.g. **Part 1**, **Part 1A**, **Part 1B** and **Part 3A**) listed under the **Form Type** heading. To print the form, click on the **Printable Version** link located on the upper right-hand corner of the form.

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

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 for state users and Figure 4-2a for FCC users).

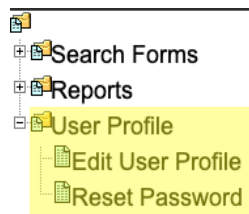


Figure 4-1 PAS Link for Editing a User Profile

Edit State User Profile

User information:	
First Name*	Tara
Middle Initial	
Last Name*	Farquhar
Telephone*	925-363-8754 Ext
Fax*	
Email*	bounce+somos.state.at.somos.com
Title*	State Commission Test User
Regulatory Agency Name*	Test
Address:	
Street*	1800 Sutter St. Suite 780
City*	Concord
State*	CA
Zip*	94520
Agency Contact to Verify Authorization:	
Name*	Gary Zahn
Telephone*	925-363-8753 Ext
Email*	gary.zahn@neustar.biz
Title*	Regional Director
Subscription Choices:	
PA Activity Report (email notification)	Monthly

Submit

Figure 4-2 Edit User Profile State Users

Edit FCC User Profile

User Information:

First Name* Gary
 Middle Initial
 Last Name* Zahn
 Telephone* 925-363-8753 Ext
 Fax*
 Email* bounce+somos.fcc.at.somos.com@
 Title* FCC Test User
 Regulatory Agency Name* NeuStar

Address:

Street* 1800 Sutter St Suite 780
 City* Concord
 State* CA
 Zip* 94520

Agency Contact to Verify Authorization:

Name* Florence Weber
 Telephone* 925-363-8747 Ext
 Email* bounce+somos.fweber.at.somos.cc
 Title* Regulatory Director

Figure 4-2a Edit User Profile FCC Users

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.

For state regulatory users, if you are interested in receiving the **PA Activity Report** via email on a specific frequency basis rather than creating and 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 Thousands-Block (NPA-NXX-X) Application - Part 1As submitted and the second worksheet will consist of the Pooling Administrator’s Response/Confirmation - Part 3As created for requests submitted and processed in 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 Thousands-Block (NPA-NXX-X) Application - Part 1As that were submitted and Pooling Administrator’s Response/Confirmation - Part 3As created the day prior.
- **Weekly** - If the report will be sent weekly, the report will only include those Thousands-Block (NPA-NXX-X) Application - Part 1As that were submitted and Pooling Administrator’s Response/Confirmation - Part 3As 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 Thousands-Block (NPA-NXX-X) Application - Part 1As that were submitted and Pooling Administrator’s Response/Confirmation - Part 3As created in the prior month and would be sent on 1st of each month.

Note: If the one of the reports for the given day, week, or month has no forms (Thousands-Block (NPA-NXX-X) Application - Part 1As or Pooling Administrator’s Response/Confirmation - Part 3As), the report with no data will have the notation “There are no records present.” If both

reports for the given day, week or month have no data, the notation “No Activity” will be in the subject line of the email and no reports will be attached.

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 made, 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 only changes that do not require approval as stated above, those changes will take effect immediately.

Your request to update your profile has been successfully submitted.

If you requested to change 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.

All other changes will take effect after you sign out of PAS and log back in.

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 and a password expiration notice (Figure 5-1) when signing into **PAS** 10 calendar days prior to the password expiration date. You must reset your password prior to the expiration date to avoid having your account suspended. 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. On day 120, if your password has not been reset, your account will go into a suspended status and remain in suspended status for 30 days or until your password has been reset. During the 30-day suspended period you will still receive emails from PAS. If you do not reset your password by the end of the 30-day suspension period, your account will be disabled, and you will no longer receive emails.

If your **PAS** user account has been deactivated, you will be required to request to have it reactivated. Send an email to support@nanpa.com to request that your user id be reactivated a new temporary password issued. Please include within the email your PAS username and specify that this is a request to reactivate your **PAS** account.

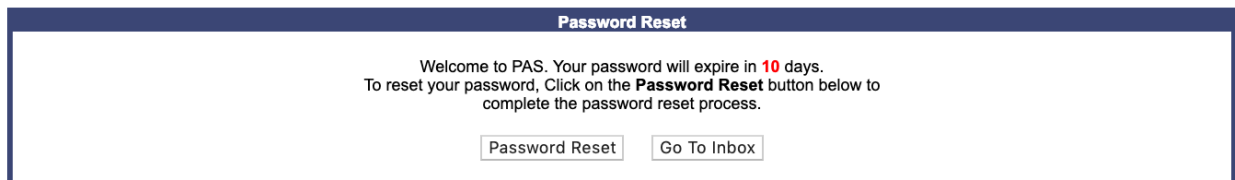


Figure 5-1 PAS Password Expiration Notice

NOTE: To reset your password, click **Password Reset**. To continue to your inbox, click **Go To Inbox**.

5.2 Required Information

None

5.3 Procedure

5.3.1 Reset Password in PAS

An active PAS 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 5-2), click **User Profile** then click **Reset Password**. PAS will display the *Reset User Password* warning message (Figure 5-3) asking if you wish to continue to reset your password.

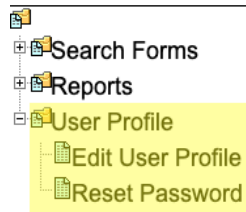


Figure 5-2 Tools Frame – User Profile

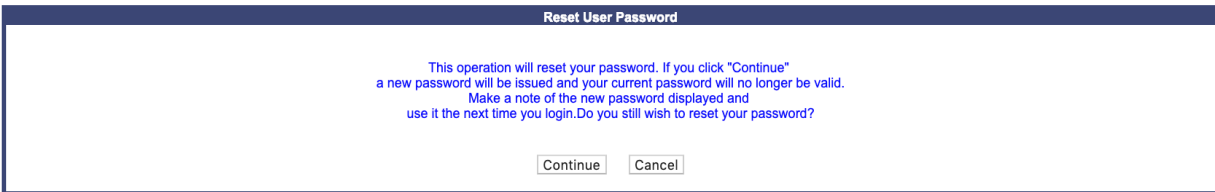


Figure 5-3 Reset User Password Warning Message

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 support@nanpa.com 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 email listed in your user profile. Under no circumstances is any other email other than the email provided within your user profile to be used, nor will your username be provided in the email. 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
- Disconnect and Donation Report
- Part 1/1A Report
- Part 1B Report
- Part 3A Report
- Part 4/4A Report
- Assignment Needing Part 4/4A Report
- List of Overdue Part 4/4As Report
- Total Numbering Resources 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 the **NPA**, **Rate Center** and **SP** (OCN Name), **OCN**, **Forecast data for Months 1-18**. The **LRN Forecast Report** information is also 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).

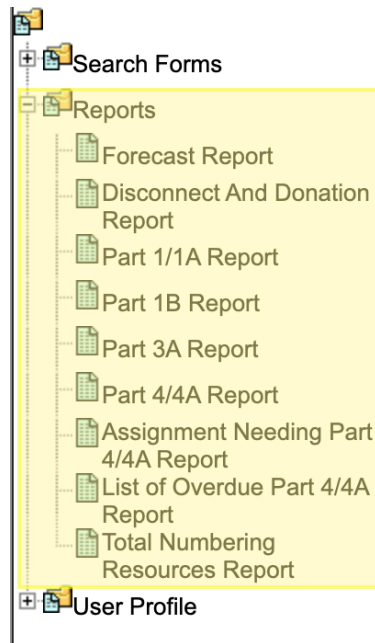


Figure 6-1 Tools Frame - Reports

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 selected and your user profile 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** - Enter an **OCN** if the report is to be limited to a specific 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	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
503/971	ASTORIA	ABCD-TEST USER	15	1	0	0	0	0	0	0	0	0	0	0						
503/971	AURORA	ABCD-TEST USER	15	1	0	0	0	0	0	0	0	0	0	0						
503/971	BEAVER	ABCD-TEST USER	15	1	0	0	0	0	0	0	0	0	0	0						
503/971	BEAVER CRK	ABCD-TEST USER	20	1	0	0	0	0	0	0	0	0	0	0						
503/971	CLACKAMAS	ABCD-TEST USER	25	1	0	0	0	0	0	0	0	0	0	0						
503/971	CLOVERDALE	ABCD-TEST USER	15	1	0	0	0	0	0	0	0	0	0	0						

LRN Forecast Report																				
NPA	Rate Center	SP	Mar 2019	Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	Jul 2020	Aug 2020
503		ABCD-TEST USER	0	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**. To return to your inbox, click **Return to Inbox**. To go back to the preliminary Forecast Report screen, click **Back**.

Note: If the requested report exceeds 500 rows, then **PAS** will automatically provide a downloadable Excel (XLSX) version of the report.

6.3.2 Disconnect and Donation Report

The **Disconnect and Donation Report** is a historical record of all disconnects and donations received. The report includes the **State**, **NPA-NXX-X**, **tracking number**, **OCN**, **Company Name**, **Contaminated (Y/N)**, **TNs**, **Rate Center**, **Pooling Status**, **Switch**, **Effective Date**, **Status** (Approved, Suspended, Withdrawn, Denied, Accepted, Rejected, Available, Conditional Received), and **Response Date**.

The following steps describe how to generate a **Disconnect and Donation Report**:

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

Disconnect And Donation Report

State*

NPA*

Rate Center*

OCN

Date Range (MM/DD/YYYY)

From*

To*

Sort By: Rate Center OCN

Figure 6-4 Preliminary Donation Report Screen

Step 2. From the preliminary *Disconnect and 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 selected and your user profile 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** - Enter an **OCN** if the report is to be limited to a specific OCN.
- **Date Range** (optional) - Enter a **From** and **To** date in the format of MM/DD/YYYY. This is based on the date the disconnect or the donation was submitted.
- **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 *Disconnect and Donation Report*. (Figure 6-5).

Disconnect And Donation Report															
* Indicates block previously donated													Download	Back	Return to Inbox
State	NPA	NXX	X	Tracking Number	OCN	Company Name	Contam?	TNs	Rate Center	Pooling Status	Switch	Effective Date	Status	Response Date	
OR	971	349	6	971-BEAVER CRK-OR-1141404	ABCD	TEST USER	N	0	BEAVER CRK	M	XXXXXXXXXX	04/05/2019	Suspended	03/05/2019	
OR	971	335	1	971-CLACKAMAS-OR-1141376	ABCD	TEST USER	N	0	CLACKAMAS	M	YYYYYYYYYY	03/25/2019	Approved	02/22/2019	
OR	971	335	1	971-CLACKAMAS-OR-1141376	ABCD	TEST USER	N	0	CLACKAMAS	M	YYYYYYYYYY	03/25/2019	Suspended	02/22/2019	

Figure 6-5 Donation Report

Note: Blocks previously donated will be denoted with an * next to the state abbreviation in the State column of the report.

Note: To download the Disconnect and Donation Report to an EXCEL spreadsheet, click **Download**. To return to your inbox, click **Return to Inbox**. To go back to the preliminary *Disconnect and Donation Report* screen, click **Back**.

Note: If the requested report exceeds 500 rows, then **PAS** will automatically provide a downloadable Excel (XLSX) version of the report.

6.3.3 Part 1/1A Report

The **Part 1/1A Report** provides a list of Central Office Code (NPA-NXX) Application - Part 1 and Thousands-Block (NPA-NXX-X) Application - Part 1A for requests submitted. The report includes the **State, NPA, Tracking Number, Type of Request, # of Blocks Requested, OCN, Company Name, Parent Company OCN, Parent Company OCN Name, Rate Center, Pooling Status, Switch, Application Date, Contact Name, Contact Telephone, Contact Email, and Mult Switches?**

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 web form titled "Part 1/1A Report". It contains several filter fields:

- State: Select All (dropdown)
- NPA: Select All (dropdown)
- Rate Center: Select All (dropdown)
- OCN: (text input)
- Type of Request: Select All (dropdown)
- Date Range (MM/DD/YYYY): From (text input) and To (text input)

 At the bottom of the form are "Continue" and "Cancel" buttons.

Figure 6-6 Preliminary Part 1/1A 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, it will default to your **state** only.
- **NPA** - Select an **NPA** from the drop-down list of NPAs based on the state selected and your user profile 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** - Enter an **OCN** if the report is to be limited to a specific OCN.
- **Type of Request** - The following options are provided: **Select All**, **Initial**, **Growth**, **Reservation**, **Modification**, **Disconnect**.
- **Date Range** – Enter a **From** and **To** date in the format of MM/DD/YYYY. This is based on the date that the Central Office Code (NPA-NXX) Application - Part 1 or Thousands-Block (NPA-NXX-X) Application - 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	Parent Company OCN	Parent Company OCN Name	Rate Center	Pooling Status	Switch	Application Date	Contact Name	Contact Telephone	Contact Email	Mult Switches ?
OR	503	503-BEAV-OR-1141360	Block Request - Initial	1	ABCD	TEST USER	ABCD	TEST USER	BEAV-OR-1141360	M	XXXXXXXXXX	02/21/2019	Jan Connally	925-363-8747	bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com	
OR	503	503-BEAV-OR-1141361	Full NXX: Pool Replenishment - Initial	1	ABCD	TEST USER	ABCD	TEST USER	BEAV-OR-1141361	M	XXXXXXXXXX	02/21/2019	Jan Connally	925-363-8747	bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com	
OR	503	503-BEAV-OR-1141371	Block Reservation	3	ABCD	TEST USER	ABCD	TEST USER	BEAV-OR-1141371	M	XXXXXXXXXX	02/22/2019	Jan Connally	925-363-8747	bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com	
OR	503	503-BEAV-OR-1141375	Block Modification		ABCD	TEST USER	ABCD	TEST USER	BEAV-OR-1141375	M	XXXXXXXXXX	02/22/2019	Jan Connally	925-363-8747	bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com	
OR	503	503-BEAV-OR-1141406	Full NXX: Pool Replenishment - Growth	3	ABCD	TEST USER	ABCD	TEST USER	BEAV-OR-1141406	M	XXXXXXXXXX	03/05/2019	Jan Connally	925-363-8747	bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com	

Figure 6-7 Part 1/1A Report

Note: To download the Part 1/1A Report to an EXCEL spreadsheet, click **Download**. To return to your inbox, click **Return to Inbox**. To go back to the preliminary *Part 1/1A Report* screen, click **Back**.

Note: If the requested report exceeds 500 rows, then PAS will automatically provide a downloadable Excel (XLSX) version of the report.

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 1B Report

The **Part 1B Report** provides a list of NPAC Thousands-Block Data - Part 1B requests submitted. The report includes the **State, NPA-NXX-X, Tracking Number, Type of Request, OCN, SPID, LRN, CLASS (DPC and SSN), LIDB (DPC and SSN), CNAM (DPC and SSN), ISVM (DPC and SSN), WSMS (DPC and SSN), SOA Origination (Y/N), Info Only (Y/N), Allocated back to the Code Holder's Switch (Y/N), NPAC Activate Block Range (Y/N), Block Effective Date, and the Reject Reason.**

The following steps describe how to generate a **Part 1B Report**:

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

Figure 6-8 Preliminary Part 1B Report screen

Step 2. From the preliminary *Part 1B 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 and your user profile 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** - Enter an **OCN** if the report is to be limited to a specific OCN.

- **Type of Request** - The following options are provided: **Select All**, **Initial**, **Growth**, **Reservation**, or **Modification**.
- **Date Range** – Enter a **From** and **To** date in the format of MM/DD/YYYY. This is based on the date that the NPAC Thousands-Block Data - Part 1B was submitted.

After you have made your selections, click **Continue** to display the *Part 1B Report* (Figure 6-9).

Part 1B Report																								
State	NPA	NXX	X	Tracking Number	Type of Request	OCN	SPID	LRN	CLASS		LIDB		CNAM		ISVM		WSMS		SOA Orig.	Info Only	Alloc. Code Holder	NPAC Activate Block Range	Block Eff. Date	Reject Reason
									DPC	SSN	DPC	SSN	DPC	SSN	DPC	SSN	DPC	SSN						
OR	503	732	6	503-BEAVER CRK-OR-1141360	Block Request - Initial	ABCD	ABCD	1111111111											No	N	N	Y	03/24/2019	

Figure 6-9 Part 1B Report screen

Note: To download the Part 1B Report to an EXCEL spreadsheet, click **Download**. To return to your inbox, click **Return to Inbox**. To go back to the preliminary *Part 1B Report* screen, click **Back**.

Note: If the requested report exceeds 500 rows, then **PAS** will automatically provide a downloadable Excel (XLSX) version of the report.

6.3.5 Part 3A Report

The Part 3A Report provides a list of Pooling Administrator’s Response/Confirmation - Part 3As created. The report includes the **state**, **NPA-NXX-X**, **Tracking Number**, **Type of Request**, **OCN**, **Company Name**, Parent Co OCN, Parent Company OCN Name, **Rate Center**, **Pooling Status** of rate center, **Switch**, **Part 3A Effective Date**, **Part 3A Status** (approved, denied, suspended or withdrawn), and **Part 3A Response Date**.

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

Step 1. From the tools frame on the left side (shown in Figure 6-1), click **Reports** then **Part 3A Report** to display the preliminary *Part 3A Report* screen (Figure 6-10).

Part 3A Report

State *

NPA *

Rate Center *

OCN

Type of Request *

Date Range
(MM/DD/YYYY)

From *

To *

Figure 6-10 Preliminary Part 3A Report screen

Step 2. From the preliminary *Part 3A 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 and your user profile 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** - Enter an **OCN** if the report is to be limited to a specific OCN.
- **Type of Request** - The following options are provided: **Select All**, **Initial**, **Growth**, **Reservation**, **Modification**, **Disconnect**.
- **Date Range** – Enter a **From** and **To** date in the format of MM/DD/YYYY. This is based on when the Pooling Administrator’s Response/Confirmation - Part 3A was created.

After you have made your selections, click **Continue** to display the *Part 3A Report* (Figure 6-11).

Part 3A Report													Download	Back	Return to Inbox
State	NPA	NXX	X	Tracking Number	Type of Request	OCN	Company Name	Parent Company OCN	Parent Company Name	Rate Center	Pooling Status	Switch	Part 3A Effective Date	Part 3A Status	Part 3A Response Date
AZ	480	604	0	480-PHOENIX-AZ-1179349	Full NXX: Pool Replenishment - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	01/02/2020	Approved	10/28/2019
AZ	480	637	1	480-PHOENIX-AZ-1179350	Block Reservation	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	10/28/2019	Approved	10/28/2019
AZ	480	637	2	480-PHOENIX-AZ-1179350	Block Reservation	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	10/28/2019	Approved	10/28/2019
AZ	480	637	3	480-PHOENIX-AZ-1179350	Block Reservation	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	10/28/2019	Approved	10/28/2019
AZ	480	637	4	480-PHOENIX-AZ-1179313	Block Request - Initial	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	11/25/2019	Approved	10/28/2019
AZ	480	637	4	480-PHOENIX-AZ-1179359	Block Disconnect	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX		Suspended	10/28/2019
AZ	480	637	4	480-PHOENIX-AZ-1179359	Block Disconnect	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	11/28/2019	Approved	10/28/2019
AZ	480	637	5	480-PHOENIX-AZ-1179348	Block Request - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	11/28/2019	Approved	10/28/2019
AZ	480	701	5	480-PHOENIX-AZ-1179351	Full NXX: Pool Replenishment - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	10/28/2019	Approved	10/28/2019
AZ	480	701	6	480-PHOENIX-AZ-1179351	Full NXX: Pool Replenishment - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	YYYYYYYYYY	01/31/2020	Approved	10/28/2019
AZ	480	701		480-PHOENIX-AZ-1179355	Code Modification	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX		Suspended	10/29/2019
AZ	480	769	0	480-PHOENIX-AZ-1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	10/28/2019	Approved	10/28/2019
AZ	480	769	1	480-PHOENIX-AZ-1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	10/28/2019	Approved	10/28/2019
AZ	480	769	2	480-PHOENIX-AZ-1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	10/28/2019	Approved	10/28/2019
AZ	480	769	3	480-PHOENIX-AZ-1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	10/28/2019	Approved	10/28/2019
AZ	480	769	4	480-PHOENIX-AZ-1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	10/28/2019	Approved	10/28/2019
AZ	480	769	5	480-PHOENIX-AZ-1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	10/28/2019	Approved	10/28/2019
AZ	480	769	6	480-PHOENIX-AZ-1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	10/28/2019	Approved	10/28/2019
AZ	480	769	7	480-PHOENIX-AZ-1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	10/28/2019	Approved	10/28/2019
AZ	480	769	8	480-PHOENIX-AZ-1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	10/28/2019	Approved	10/28/2019
AZ	480	769	9	480-PHOENIX-AZ-1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX	10/28/2019	Approved	10/28/2019
AZ	480			480-PHOENIX-AZ-1179349	Full NXX: Pool Replenishment - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX		Suspended	10/28/2019
AZ	480			480-PHOENIX-AZ-1179351	Full NXX: Pool Replenishment - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX		Suspended	10/28/2019
AZ	480			480-PHOENIX-AZ-1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	PHOENIX	M	XXXXXXXXXXXX		Suspended	10/28/2019

Figure 6-11 Part 3A Report screen

Note: To download the Pooling Administrator’s Response/Confirmation - Part 3A Report to an EXCEL spreadsheet, click **Download**. To return to your inbox, click **Return to Inbox**. To go back to the preliminary *Part 3A Report* screen, click **Back**.

Note: If the requested report exceeds 500 rows, then **PAS** will automatically provide a downloadable Excel (XLSX) version of the report.

6.3.6 Part 4/4A Report

The **Part 4/4A Report** provides a list of Confirmation of Code In Service - Part 4s or Confirmation of Thousands-Block In Service – Part 4As submitted. The report includes the **State, NPA-NXX-X, OCN, Type of Request, Rate Center, Assignment Date, Effective Date, In-Service Date, Part 4/4A Receipt Date, and Submitter’s name.**

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

Step 1. From the tools frame on the left side (shown in Figure 6-1), click **Reports** then **Part 4/4A Report** to display the preliminary *Part 4/4A Report* screen (Figure 6-12).

Part 4/4A Report

State * ⌵

NPA * ⌵

Rate Center * ⌵

OCN

Date Range
(MM/DD/YYYY)

From *

To *

Figure 6-12 Preliminary Part 4/4A Report Screen

Step 2. From the preliminary *Part 4/4A 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 and your user profile 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** - Enter an **OCN** if the report is to be limited to a specific OCN.
- **Date Range** – Enter a **From** and **To** date in the format of MM/DD/YYYY. The Date Range is based on the date the Confirmation of Code In Service - Part 4 or Confirmation of Thousands-Block In Service - Part 4A was submitted.

After you have made your selection, click **Continue** to display the *Part 4/4A Report* (Figure 6-13).

Part 4/4A Report

State	NPA	NXX	X	OCN	Type of Request	Rate Center	Assignment Date	Effective Date	In Service Date	Part 4/4A Receipt Date	Submitter
ARIZONA	480	701	5	ABCD	Full NXX: Pool Replenishment - Growth	PHOENIX	10/28/2019	10/28/2019	10/28/2019	10/28/2019	Jan Connally

Figure 6-13 Part 4/4A Report

Note: To download the Part 4/4A Report to an EXCEL spreadsheet, click **Download**. To return to your inbox, click **Return to Inbox**. To go back to the preliminary *Part 4/4A Report* screen, click **Back**.

Note: If the requested report exceeds 500 rows, then **PAS** will automatically provide a downloadable Excel (XLSX) version of the report.

6.3.7 Assignment Needing Part 4/4A Report

The **Assignments Needing Part 4/4A Report** provides a list of block assignments that require a Confirmation of Thousands-Block In Service - Part 4A and a list of code assignments for Dedicated Customer requests that require a Confirmation of Code In Service - Part 4. The report includes the **State, NPA-NXX-X, OCN, Type of Request, Rate Center, Assignment Date, Effective Date, Part 4/4A Due Date, and Pending Disconnect.**

The following steps describe how to generate an **Assignments Needing Part 4/4A Report**:

Step 2. From the tools frame on the left side (shown in Figure 6-1), click **Reports** then **Assignments Needing Part 4/4A Report** to display the preliminary *Assignments Needing Part 4/4A Report* screen (Figure 6-14).

Figure 6-14 Preliminary Assignments Needing Part 4/4A Report Screen

Step 3. From the preliminary *Assignment Needing Part 4/4A 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 and your user profile 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** - Enter an **OCN** if the report is to be limited to a specific OCN.

- **Date Range** – Enter a **From** and **To** date in the format of MM/DD/YYYY. This is based on the date the Confirmation of Code In Service - Part 4 or Confirmation of Thousands-Block In Service - Part 4A is due.

Click **Continue** to display the Assignments Needing Part 4/4A Report. (Figure 6-15).

Assignment Needing Part 4/4A Report										
Pending Disconnect identifies instances where the SP has submitted a block disconnect that has not yet been processed by the PA with a final disposition of approved, withdrawn or denied at the time the report is generated.										
State	NPA	NXX	X	OCN	Type of Request	Rate Center	Assignment Date	Effective Date	Part 4/4A Due Date	Pending Disconnect
ARIZONA	480	637	5	ABCD	Block Request - Growth	PHOENIX	10/28/2019	11/28/2019	05/28/2020	
ARIZONA	480	769	0	ABCD	Full NXX: Dedicated Customer - Growth	PHOENIX	10/28/2019	10/28/2019	04/28/2020	
ARIZONA	480	769	1	ABCD	Full NXX: Dedicated Customer - Growth	PHOENIX	10/28/2019	10/28/2019	04/28/2020	
ARIZONA	480	769	2	ABCD	Full NXX: Dedicated Customer - Growth	PHOENIX	10/28/2019	10/28/2019	04/28/2020	
ARIZONA	480	769	3	ABCD	Full NXX: Dedicated Customer - Growth	PHOENIX	10/28/2019	10/28/2019	04/28/2020	
ARIZONA	480	769	4	ABCD	Full NXX: Dedicated Customer - Growth	PHOENIX	10/28/2019	10/28/2019	04/28/2020	
ARIZONA	480	769	5	ABCD	Full NXX: Dedicated Customer - Growth	PHOENIX	10/28/2019	10/28/2019	04/28/2020	
ARIZONA	480	769	6	ABCD	Full NXX: Dedicated Customer - Growth	PHOENIX	10/28/2019	10/28/2019	04/28/2020	
ARIZONA	480	769	7	ABCD	Full NXX: Dedicated Customer - Growth	PHOENIX	10/28/2019	10/28/2019	04/28/2020	
ARIZONA	480	769	8	ABCD	Full NXX: Dedicated Customer - Growth	PHOENIX	10/28/2019	10/28/2019	04/28/2020	
ARIZONA	480	769	9	ABCD	Full NXX: Dedicated Customer - Growth	PHOENIX	10/28/2019	10/28/2019	04/28/2020	

Figure 6-15 Assignments Needing Part 4/4A Report

Note: To download the Assignment Needing Part 4/4A Report to an EXCEL spreadsheet, click **Download**. To return to your inbox, click **Return to Inbox**. To go back to the preliminary *Assignment Needing Part 4/4A Report* screen, click **Back**.

Note: If the requested report exceeds 500 rows, then **PAS** will automatically provide a downloadable Excel (XLSX) version of the report.

6.3.8 List of Overdue Part 4/4As

The **List of Overdue Part 4/4As Report** provides a list of Confirmation of Code In Service - Part 4s or Confirmation of Thousands-Block In Service – Part 4As that are past due. The report includes the **Update**, **Extension Granted**, **Status** (*New, Pending or Reclaim*), **State**, **NPA-NXX-X**, **Pending Disconnect** (*identifies if the block has a pending disconnect awaiting to be processed by the PA*), **Rate Center**, **OCN**, **Block Effective Date**, **Part 4/4A Due Date**, **Tracking Number** (*of the request*), **Dedicated?** (*identifies if the block was assigned from a Dedicated Customer Code request*), **Extended to Date**, and the block holder’s contact information (*name, email and phone number*), **SP Contact**, **SP Contact Email**, and **SP Contact Phone**. From the **List of Overdue Part 4/4As Report** PAS allows you to update the status of a Confirmation of Code In Service - Part 4 or Confirmation of Thousands-Block In Service – Part 4A. Update options include 4 choices; **Reclaim Block**, **Pending** (currently working on) **Part 4/4A Received** or **Grant Extension**.

The following steps describe how to generate the **List of Overdue Part 4/4As Report**:

Step 1. From the tools frame on the left side (shown in Figure 6-1), click **Reports** then **List of Overdue Part 4/4As** to display the preliminary *List of Overdue Part 4/4As* screen (Figure 6-16).

Figure 6-16 Preliminary List of Overdue Part 4/4As screen

Step 2. From the preliminary *List of Overdue Part 4/4As* 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 selections, click **Continue** to display the *List of Overdue Part 4/4As Report*. (Figure 6-17).

List of Overdue Part 4/4A Report															
Update	Extension Granted	Status	State	NPA-NXX-X	Pending Disconnect	Rate Center	OCN	Block Effective Date	Part 4/4A Due Date	Tracking Number	Dedicated?	Extended to Date	SP Contact	SP Contact Email	SP Contact Phone
✓	Y	NEW	AZ	480-701-4		PHOENIX	ABCD - TEST USER	10/29/2019	04/29/2020	480-PHOENIX-AZ-1179489		04/29/2020	Jan Connally	bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com	925-363-8747

Pending Disconnect identifies instances where the SP has submitted a block disconnect that has not yet been processed by the PA with a final disposition of approved, withdrawn or denied at the time the report is generated.

Figure 6-17 List of Overdue Part 4/4As Report

Step 3. Update Part 4/4A Status - From the *List of Overdue Part 4/4As Report*, to update the status of the overdue Confirmation of Code In Service - Part 4 or Confirmation of Thousands-Block In Service – Part 4A, click the **check mark** under **Update** to display the *Overdue Part 4/4A Form* screen. (Figure 6-18)

Overdue Part 4/4A Form

Block Information

Block (NPA-NXX-X) 480-701-4
 Current Part 4/4A Due Date 04/29/2019
 Block Effective Date 10/29/2019
 Part 4/4A Reminder Sent NO

Block Assignee Contact Information

Name of Block Applicant Jan Connally
 Company Name TEST USER
 Address 1800 Sutter St Suite 780
 City Concord
 State CA
 Zip 94520
 Phone 925-363-8747
 Email Address bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com

Please choose one

Reclaim Block

Pending

Part 4/4A Received

Grant Extension

Part 4/4A Received Date 10/29/2019
 Date block(s) put in service 10/29/2019
 Extended to Date

Submit Cancel

Figure 6-18 Overdue Part 4/4A 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 **List of Overdue Part 4/4A Report**. Blocks marked reclaim will appear in **red** on the **List of Overdue Part 4/4As Report** until processed by the PA.
- b. **Pending** - The block will remain on the List of Overdue Part 4/4A Report and the status will be changed to PENDING.
- c. **Part 4/4A Received** - Enter the date on which the P Confirmation of Code In Service - art 4 or Confirmation of Thousands-Block In Service – Part 4A was received and when the block was put in service using the date format of MM/DD/YYYY. The block will be removed from the **List of Overdue Part 4/4A Report**.

Grant Extension- Enter the date the Confirmation of Code In Service - Part 4 or Confirmation of Thousands-Block In Service – Part 4A due date is to be extended to using the date format of MM/DD/YYYY. The block will remain on the **List of Overdue Part 4/4As Report**, however, the **Extension** field will now show a **Y** and the **Extended To** date will show the **Extended To** date entered.

NOTE: Once the **Extended To** date passes, the **Extension** field and **Extended To** field on the **List of Overdue Part 4/4As Report** will revert back to blank.

- d. After selecting the appropriate status, click **Submit** to update **PAS**. **PAS** will take you back to the *List of Overdue Part 4/4A Report* screen.

6.3.9 Total Numbering Resources Report

The **Total Numbering Resources Report** provides a list of a service provider’s assigned and retained pooled blocks and assigned non-pooled codes for a given state, NPA, rate center and OCN. The report lists all blocks first, then codes. The assigned and retained block data will be real-time. The assigned non-pooled code data will be updated nightly. Grandfathered blocks and codes will only show when **Select All** is chosen for the **Rate Center**.

The following steps describe how to generate the **Total Numbering Resources Report**:

Step 1. From the tools frame on the left side (shown in Figure 6-1), click **Reports** then **Total Numbering Resources Report** to display the preliminary *Total Numbering Resources Report* screen (Figure 6-19).

Figure 6-19 Preliminary Total Numbering Resources Report Screen

Step 2. From the preliminary *Total Numbering Resources 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. 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**.
- **Rate Center** - Select **Rate Center** from the drop-down list of Rate Centers or leave the default **Select All**.
- **OCN** – Enter an **OCN** if the report is being generated for a specific carrier’s OCN, or leave the field blank. If left blank, **PAS** will pull a report showing all resources for all OCNs in the selected **State**, **NPA** and **Rate Center**.

After you have made your selection, click **Continue** to display the *Total Numbering Resources Report* screen. (Figure 6-20). The total number of resources is shown at the top of the report.

NPA	NXX	X	Rate Center Name	OCN	Quantity
503	732	6	BEAVER CRK	ABCD	1000
971	349	6	BEAVER CRK	ABCD	1000
971	380	7	BEAVER CRK	ABCD	1000
971	380	8	BEAVER CRK	ABCD	1000
971	380	9	BEAVER CRK	ABCD	1000

Figure 6-20 – Total Numbering Resources Report

Note: To download the Assignment Needing Part 4/4A Report to an EXCEL spreadsheet, click **Download**. To return to your inbox, click **Return to Inbox**. To go back to the preliminary *Total Numbering Resources Report* screen, click **Back**.

Note: If the requested report exceeds 500 rows, then **PAS** will automatically provide a downloadable Excel (XLSX) version of the report.

Note: To include grandfathered resources, only select a **State** and **NPA** and leave the **Rate Center** as **Select All**.

Appendix A Acronyms

LA	Login Administrator
LERG	LERG™ Routing Guide (LERG)
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	Numbering Resources are Allocated/Assigned to a Service Provider (SP) when the information has been entered into BIRRDs by the North American Numbering Plan Administrator (NANPA) or the Pooling Administrator (PA).
Allocation Date	The Allocation Date is the date established by the North American Numbering Plan Administrator (NANPA) or the Pooling Administrator (PA) when the Administrator assigns the Thousands-Block (NPA-NXX-X) or Central Office (CO) Code (NPA-NXX) to a Service Provider (SP).
Available Numbers	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, Intermediate, Administrative, Aging, and Reserved primary categories from the total of numbers in the Service Provider Inventory of a CO Code or Thousands-Block Holder (47 CFR § 52.15 (f) (1) (iv)).
Block Disconnect	The process used by an SP to return a Thousands-Block(s) previously assigned in PAS. It is also the process used by an SP to donate Thousands-Blocks to the Industry Inventory Pool.
Block Holder (see Thousands-Block Holder)	The entity to which a Thousands-Block (NPA-NXX-X) has been assigned for use.
Block Modification	The process of used by an SP to change certain characteristics associated with an Assigned Thousands-Block, such as a different switch identification.
Central Office (CO) Code	Central Office Codes may also be referred to as CO Codes (47 CFR. §52.7(c)). The sub-NPA code in a TN, i.e., digits D-E-F of a 10-digit North American Numbering Plan (NANP) area address. The second three digits (NXX) of a 10-digit telephone number in the form NPA-NXX-XXXX, where N is a number from 2 to 9 and X is a number from 0 to 9 (e.g., 740 is the CO Code (NXX) in (201) 740-xxxx).

Certify/Certification	The authorization of a Service Provider (SP) by a regulator to provide a telecommunications service in the relevant geographic area. 47 CFR § 52.15 (g) (2) and 47 CFR § 52.15 (g) (3) 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™ Code	An eleven character, standardized, geographic identifier as defined in ATIS-0300253, Structure for the Representation of Location Entities for Information Exchange, which uniquely identifies the geographic location and certain functional categories of equipment. Companies that are licensees of Common Language® products can refer questions to their company's Common Language® Coordinator. Further information is available via the Common Language® Customer Support Center, 877-699-5577 and at www.commonlanguage.com . (Common Language® and Telcordia® are registered trademarks and CLLI™ is a trademark and the Intellectual Property of Telcordia Technologies®, Inc. dba iconectiv®.)
CO Code Holder/Assignee	An Assignee of a Pooled or Non-pooled Central Office (CO) Code (NPA-NXX). A CO Code Holder is identified in the LERG™ Routing Guide as the NPA-NXX-A record holder. The responsibilities of an Assignee for a Pooled Central Office (CO) Code (NPA-NXX) are defined in Section 8.2 and for a Non-pooled CO Code are defined in Section 8.3 of these guidelines.
Contamination	Contamination occurs when at least one Telephone Number (TN) within a Thousands-Block (NPA-NXX-X) of TNs is not Available for Assignment to end users or customers. Thousands-Blocks contaminated up to and including 10 percent are eligible for Donation/return. For purposes of this provision, a TN is not Available for Assignment if it is classified as Administrative, Aging, Assigned, Intermediate, or reserved as defined in Federal Communications Commission (FCC) rules (47 CFR § 52.7 (h)).
Donation	The process by which Service Providers (SP) are required to contribute Telephone Numbers (TN) to a Thousands-Block Number Pool (47 CFR § 52.7(i)). In the context of these guidelines, SPs shall use the Thousands-Block (NPA-NXX-X) return/disconnect process to donate/return Thousands-Blocks to the Industry Inventory Pool.

Effective Date	The date by which routing and rating within the Public Switching Telephone Network (PSTN) shall be working for the Assigned Thousands-Block (NPA-NXX-X) or the Assigned Central Office (CO) Code (NPA-NXX). Also, the date by which the Thousands-Block becomes an Active – Thousands-Block or the CO Code becomes an Active CO Code. Also referred to as the LERG™ Routing Guide Effective Date in these guidelines.
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 Central Office (CO) Code (NPA-NXX) or Thousands-Block (NPA-NXX-X) for which local routing information appears in the LERG™ Routing Guide, and one or more Telephone Numbers (TN) within the CO Code or Thousands-Block has been Assigned to an end user (FCC 00-104, ¶240). Numbers that are categorized as Administrative, Aging, Intermediate, Reserved, or Available cannot also be Assigned and do not satisfy the In Service requirement.
Inventory	Refers to all Telephone Numbers (TN) distributed, Assigned or Allocated: (1) To a Service Provider (SP), or (2) to the Pooling Administrator (PA) for the purpose of establishing or maintaining a Thousands-Block Number Pool (See 47 CFR § 52.7 (j)).

LATA (Local Access and Transport Area)	<p>Defines an area within which Incumbent Local Exchange Carriers (ILEC) directly addressed by the 1984 Modified Final Judgement (MFJ) are permitted to carry traffic. Cross-LATA traffic, except in isolated waived cases, is carried by interexchange carriers. Although LATA restrictions do not apply to Service Providers (SP) not addressed by the MFJ, due to interconnection and other influencing factors, LATA restrictions impact all carriers to a degree.</p> <p>A LATA is a 3-digit value. Some LATA descriptions note a 5-digit value where, in Florida only, the last two digits represent Equal Access Exchange Areas (EAEAs) defined by the Florida utility commission. Many LATAs exist in multiple Numbering Plan Area (NPA) codes and many NPA codes exist in multiple LATAs. LATAs generally align with state boundaries except in a few areas (e.g., NY, CT, IL, OR and the area between MD, VA and WV).</p>
LERG™ Routing Guide (LERG)	<p>The iconectiv® LERG™ Routing Guide is an output from the BIRRDs database. It is used by Service Providers (SP) and other carriers as a common means to reflect and exchange current and planned Central Office (CO) Code (NPA-NXX) and Thousands-Block (NPA-NXX-X) assignments along with associated routing data. Data is provided for all SPs in the North American Numbering Plan (NANP). It is generated monthly in its entirety, with daily change activity also available. See “Telecom Routing Administration (TRA)” definition.</p>
Location Routing Number (LRN)	<p>A 10-digit (NPA-NXX-XXXX) number Assigned to a Switching Entity/Point of Interconnection (POI) by a CO Code Holder to a Switching Entity/POI for routing Local Number Portability (LNP) Ported Telephone Numbers (TN) in a Local Number Portability (LNP) environment. See “Administrative Numbers” definition.</p>

Months to Exhaust Used by Service Providers (SP) to document the need for a Growth Central Office (CO) Code (NPA-NXX) or Thousands-Block (NPA-NXX-X) as follows:
 = Telephone Numbers (TN) Available for Assignment

Average Monthly Growth Rate

When used by the Pooling Administrator (PA) to document the need for a Growth CO Code:

= Thousands-Blocks Available for Assignment

Average Monthly Growth Rate

NANPA (North American Numbering Plan Administration)

The Administrator responsible for the neutral administration of North American Numbering Plan (NANP) Numbering Resources, subject to directives from regulatory authorities in the NANP member countries (See 47 CFR § 52.7 (e)). The NANPA is an impartial non-governmental entity that is not aligned with any particular telecommunications industry segment.¹ Under contract to the FCC, NANPA's responsibilities include assignment of NANP resources, and, in the U.S. and its territories, coordination of Numbering Plan Area (NPA) code relief planning and collection of utilization and forecast data. See 47 CFR § 52.13.

Numbering Plan Area (NPA)

The is the 3-digit code that occupies the A, B, and C positions in the 10-digit North American Numbering Plan (NANP) format that applies throughout the NANP area, also called Area Code. 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.

Geographic NPAs are NPAs which correspond to discrete geographic areas within the NANP area.

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, 900.

¹ Administration of the North American Numbering Plan, Report and Order, CC Docket No. 92-237, 11 FCC Rcd 2588, 2608 (1995) (NANP Order).

NPAC (Number Portability Administration Center)	The database that contains routing information on ported Telephone Numbers (TN) and Thousands-Block Number Pooled Thousands-Blocks (NPA-NXX-X) and facilitates the updating of the routing databases of all subtending Service Providers (SP) in the portability area. Also called the Number Portability Administration Center (NPAC) Service Management System (SMS).
Operating Company Number (OCN)	A four position alphanumeric code that uniquely identifies providers of local telecommunications service. OCN assignments are required of all Service Providers (SP) in their submission of utilization and forecast data (FCC 00-104 ¶41 and Public Notice DA 00-1549). Relative to Central Office (CO) Code (NPA-NXX) assignments addressed by these guidelines, National Exchange Carrier Association (NECA) assigned Company Codes are used as OCNs. Companies with no prior Central Office (CO) Code (NPA-NXX) or Company Code assignments shall contact NECA (www.neca.org ; 800-228-8597) 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 the iconectiv® Telecom Routing Administration (TRA) (www.trainfo.com ; 866-672-6997). See “Administrative Operating Company Number (AOCN)” definition.
Part 1	Central Office Code (NPA-NXX) Application form to be used to request the assignment of a CO Code, modify an existing CO Code, or return a CO Code.
Part 1A	Thousands-Block (NPA-NXX-X) Application form to be used to request a new Thousands-Block, reserve a new Thousands-Block, modify an existing Thousands-Block or return an existing Thousands-Block.
Part 1B	NPAC Thousands-Block Data form to be used to activate a Thousands-Block (NPA-NXX-X) 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 3A	Pooling Administrator’s Response/Confirmation form used to approve, suspend or deny an SP’s Part 1 or Part 1A application.

Part 4	Confirmation of Code In Service form that is issued by the SP to confirm that an CO Code (NPA-NXX) is in service. If the Part 4 is not returned to the Pooling Administrator for a Dedicated Customer CO Code, reclamation procedures may be initiated.
Part 4A	Confirmation of Thousands-Block In Service form that is issued by the SP to confirm that an Thousands Block (NPA-NXX-X) is in service. If the Part 4A 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)	Refers to the entity responsible for administering a Thousands-Block Number Pool (47 CFR § 52.7 (g)). The PA is responsible for the neutral administration of Thousands-Blocks (NPA-NXX-X) from Central Office (CO) Codes (NPA-NXX) in areas where Thousands-Block Number Pooling has been ordered or implemented. The PA is an impartial non-governmental entity that is not aligned with any particular telecommunications industry segment and is under contract to the Federal Communications Commission (FCC).
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)	All circuit-switched transmission, 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 North American Numbering Plan (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	A uniquely defined point (Vertical & Horizontal Coordinates) located within an Exchange Area from which mileage measurements are determined. These measurements can be used with the tariffs in the message rating processes. See “Exchange Area” definition. A Rate Center is used for Numbering Resource applications and reports to associate Telephone Numbers (TN) with a geographic area, as defined by the relevant regulatory agency.
Reassignment	The process of reestablishing the assignment of a Numbering Resource, which was previously Assigned.
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">the Thousands-Blocks are required to meet the SP’s 6-month projected forecast beyond the Pool Start /Allocation Date; orthere are technical reasons which justify retaining the Thousand-Blocks such as TNs that are assigned to non-portable services, e.g., packet switched service; orthis is their initial block or “footprint” block, even if the Thousands-Block is less than ten percent

Service Provider (SP)	A Telecommunications Carrier or other entity that receives Numbering Resources from the North American Numbering Plan Administrator (NANPA), the Pooling Administrator (PA) or, from a Telecommunications Carrier for the purpose of providing or establishing telecommunications service. For the purposes of these guidelines, the term S includes an interconnected VoIP SP. (47 CFR §52.5 (e)).
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 ' Received a State Waiver ' 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.
Switching Entity	An electromechanical, electronic, or digital system for connecting lines to lines, lines to trunks, or trunks to trunks for the purpose of originating/terminating Public Switched Telephone Network (PSTN) calls. A single switching system may handle several Central Office (CO) Codes (NPA-NXX).
Thousands-Block (NPA-NXX-X)	A range of one thousand Telephone Numbers (TN) within a Central Office (CO) Code (NPA-NXX) beginning with X000 and ending with X999, where X is a value from 0 to 9.
Thousands-Blocks Available for Assignment	Thousands-Blocks (NPA-NXX-Xs) within the Industry Inventory Pool Rate Center which are within a Central Office (CO) Code (NPA-NXX) that is flagged as Local Number Portability (LNP) capable in the LERG™ Routing Guide and the Number Portability Administration Center (NPAC), and which are Available for Assignment within the Service Provider's (SP) Rate Center.

Thousands-Block Forecast Report (Appendix 4)	All Thousands-Block Number Pooling Service Providers (SP) shall provide an Appendix 4 Thousands-Block Forecast Report to the Pooling Administrator (PA), on a semi-annual basis, by Rate Center for all Number Resource requirements in Thousands-Block Number Pooling Rate Centers, including full Central Office (CO) Codes (NPA-NXX) as well as Thousands-Blocks (NPA-NXX-X). The Appendix 4 is based on a 12-month interval. The semi-annual Thousands-Block Forecast Report deadline dates are on or before February 1 for the period ending December 31 and on or before August 1 for the period ending June 30. The PA gathers forecast information to monitor and project exhaust in individual Industry Inventory Pools based on the forecasts received and to compile the forecast demand of all SPs participating in each Industry Inventory Pool for semi-annual reporting to North American Numbering Plan Administrator (NANPA).
Thousands-Block Holder/Assignee	The entity to which a Thousands-Block (NPA-NXX-X) has been Assigned for use.
Thousands-Block Number Pooling	A process by which the 10,000 numbers in a Central Office (CO) Code (NPA-NXX) are separated into ten sequential blocks of 1,000 numbers each (Thousands-Block (NPA-NXX-X)), and all ten thousand Telephone Numbers (TN) within each CO Code continue to be associated with the same Rate Center designation (i.e., V&H coordinates), but can be distributed among multiple Service Providers (SP) at the Thousands-Block level (47 CFR § 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 7-digit number automatically generated by PAS). Example: 609-NJ-BEACHHAVEN-123456.

Utilization Level or Threshold	<p>The Service Provider's (SP) current Numbering Resource Utilization Level for the Rate Center in which it is seeking Growth Numbering Resources.</p> <p>The Numbering Resource Utilization Level shall be calculated by dividing all Assigned Numbers by the total Numbering Resources in the Applicant's Service Provider Inventory and multiplying the result by 100. Numbering Resources activated in the LERG™ Routing Guide (within the preceding 90 calendar days of reporting Utilization Levels may be excluded from the Utilization Threshold calculation).</p> <p>All Applicants for Growth Numbering Resources shall achieve a 75% Utilization Threshold, calculated in accordance with 47 CFR § 52.15 (h), for the Rate Center in which they are requesting Growth Numbering Resources.</p>
Vacant Code Announcement (VCA)	<p>This announcement is played when an invalid Numbering Plan Area (NPA), Central Office (CO) Code (NPA-NXX), or Telephone Number (TN) is dialed (e.g., customer misdial). An example of such a recording is as follows: "We're sorry, your call cannot be completed as dialed. Please check the number and try again." (See ATIS-0300019, Next Generation Interconnection Interoperability (NGIIF) Reference Document: Part III, Installation, Testing and Maintenance Responsibilities for SS7 Links and Trunks, Attachment H – SS7 Cause Codes and Tones and Announcements" available at www.atis.org. (See Reorder Announcement (ROA) definition).</p>

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