

# **Pooling Administration System (PAS) Regulatory Registration User Guide**

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**Change History**

| <b>Date</b> | <b>Revision</b> | <b>Change</b> |
|-------------|-----------------|---------------|
|             |                 |               |

## 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**). All PAS users must be registered. By registering as a PAS user, you will have access to the web interfaces to 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)
- Regulatory agency name
- Name, phone number, email address and title of the agency official who can confirm that you require access to PAS

### ***Preparations***

None

### ***Procedure***

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

- Step 1. User your Internet browser to access the Neustar Number Pooling website: <http://www.nationalpooling.com> (shown in Figure 1).

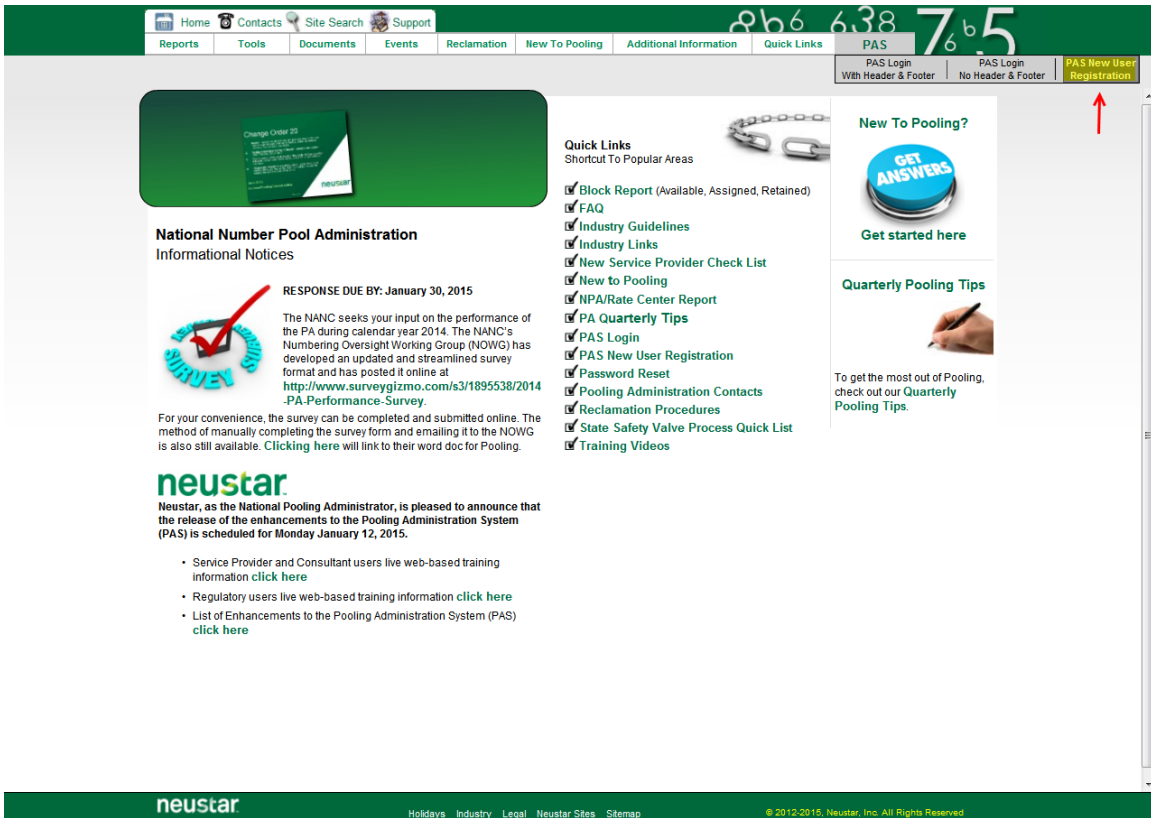


Figure 1 - National Pooling Website

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 preliminary *New User Registration* screen shown in Figure 2.

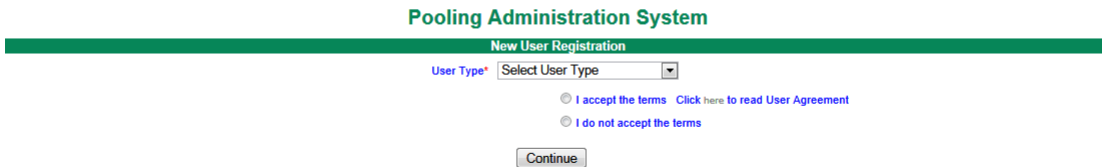
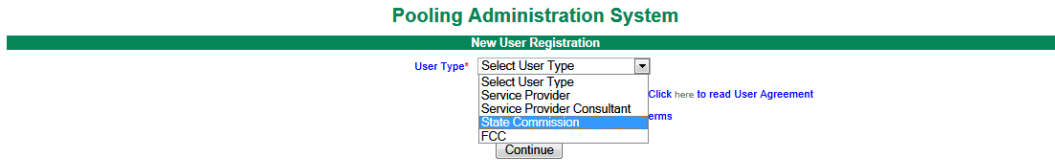


Figure 2 - New User Registration Page



**Figure 3a - New User Registration Page with Drop-down list**

- Step 3. Select the user type of **State Commission** or **FCC** from the **User Type** drop-down list (as shown in Figure 2a).
- 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 – Step 2 screen* shown in Figure 3 for State Commission Users and Figure 4 for FCC Users.

**Figure 4 – State Commission User Registration Page**

**Pooling Administration System**

**User Registration-Step 2**

| User Information:                       |  |
|---|--|
| First Name*                             | <input type="text"/>                           |
| Middle Initial                          | <input type="text"/>                           |
| Last Name*                              | <input type="text"/>                           |
| Telephone*                              | <input type="text"/> Ext. <input type="text"/> |
| Fax                                     | <input type="text"/>                           |
| Email*                                  | <input type="text"/>                           |
| Title*                                  | <input type="text"/>                           |
| Regulatory Agency Name*                 | <input type="text"/>                           |
| Address:                                |  |
| Street*                                 | <input type="text"/>                           |
| City*                                   | <input type="text"/>                           |
| State*                                  | Select State <input type="text"/>              |
| Zip*                                    | <input type="text"/>                           |
| Agency Contact to Verify Authorization: |  |
| Name*                                   | <input type="text"/>                           |
| Telephone*                              | <input type="text"/> Ext. <input type="text"/> |
| Email*                                  | <input type="text"/>                           |
| Title*                                  | <input type="text"/>                           |
| <input type="button" value="Submit"/>   |  |

**Figure 5 - FCC User Registration Page**

Step 5. **User Information and Address** - In the fields provided, enter the registration information in each of the sections. Information is required for all fields except the **Middle Initial**, **Ext**, and **Fax** fields.

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

Step 6. **Agency Contact to verify authorization** – Enter the **name**, **telephone**, **email** and **title** of the agency official who can confirm your PAS registration.

Step 7. **Subscription Choices** – The PA Activity Report allows state users to have PAS send a report daily, weekly or monthly with the PA activity for their state.

a. For FCC users the **Subscription Choices** field will not be provided.

**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 you entered will be deleted.

Step 8. After you have entered the required information, click **Submit** to complete your registration request. The message shown in Figure 5 will appear to confirm that your request has been submitted successfully.

Step 9. After the PAS Login Administrator has processed your request, you will receive an email stating whether you have been registered as a PAS user. If the registration is approved, the email will contain your **PAS** username.

- Step 10. When you receive the email providing your username, respond to the email to acknowledge receipt. You will then receive a telephone call from the PAS Login Administrator informing you of your **PAS** password.
- Step 11. 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.

Thank you for submitting your request for a PAS user ID and password.  
Please note the tracking number: 62831

#### Figure 6 - Confirmation Screen