

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

Version 1.15

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Change History

Date	Revision	Change
3/4/2016	1.1	Add note to Section 4.3.4 clarifying when disconnect requests can be withdrawn
8/22/2016	1.2	Add Excel spreadsheet submission information to Forecast and Block Modification sections
9/27/2016	1.3	Add the definition of a single customer and update the language regarding the Dedicated Customer letter indicating that the letter must include the State and Rate Center in Section 5.3.1
12/15/2016	1.4	Added a note in Section 4.3.13 to indicate the types of documents that can be attached in PAS.
3/29/2017	1.5	Updated the definition of tracking number to show that 7 digits are now being used.
3/30/2018	1.6	Updated references to NPAC due to the transition, including PAS error messages, in Sections 4.3.1, 4.3.3, 4.3.7, 4.3.8, 6.3.1 and 6.3.2.
5/16/2018	1.7	Updated screen print on page 36 and added a note to Sections 4.3.1, 4.3.3, 4.3.7, 4.3.8, 6.3.1, and 6.3.2.
10/04/2018	1.8	Added information regarding adding a new Company OCN to PAS.
5/30/2017	1.9	Updated emails from neustar.biz to team.neustar
01/01/2019	1.10	Updated Pooling Administration contact information and remove Neustar branding due to transition. Updated NPAC

		email addresses due to transition to iconectiv®. Updated iconectiv® TruOps Telecom Routing Administration (TRA) branding, contact information, and product information.
03/29/2019	1.11	Updated Sections 4.3.1, 4.3.6 and 5.3.1 due to the implementation of INC Issue 845. Updated screen prints.
05/17/2019	1.12	Updated Part 1B screen prints in Sections 4.3.1, 4.3.7, 4.3.8.1, 6.3.1 and 6.3.2 due to the implementation of INC 869. Updated the PAS timeout warning message.
08/02/2019	1.13	Update temporary password notification procedures.
10/31/2019	1.14	Updated to align with the Thousands-Block (NPA-NXX-X) & Central Office Code (NPA-NXX) Administration Guidelines
12/19/2022	1.15	Updated support email to support@nanpa.com and phone number to 866-623-2282.

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1 Introduction

1.1 Purpose

This document provides instructions to assist Service Providers (SPs) and Service Provider Consultants (SPCs) to navigate the Pooling Administration System (**PAS**) web-based application.

1.2 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 SPs and Central Office (CO) Codes 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 governed by a set of industry-defined forms (e.g., Part 1A, Part 1B, Part 3A, etc.). **PAS** manages these forms by electronic means so that any registered user can access them via a connection to the World Wide Web.

1.3 Content Summary

This document will guide SPs and SPCs as they accomplish the following tasks:

- Submit Forecasts
- Submit Block and Code Requests
- Submit Intra SP Block Port Request
- Confirm PSTN Activation
- Confirm Resources In Service
- Search Forms
- Edit User Profile
- Reset Password
- View and Manage Work Items
- View Reports

1.4 Related Documents

The procedures provided in this document are consistent with 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).

1.5 Conventions

This document presents the text that appears on the **PAS** screens (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, thousands-blocks, and CO codes.

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

1.6 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 to **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.nationalpooling.com, select **PAS/PAS Login** from the toolbar, to display the **PAS** homepage. From the *Login* screen (Figure 2-1), enter your username and password, and then click **Sign In** to access **PAS**.



Figure 2-1 PAS Login Screen

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

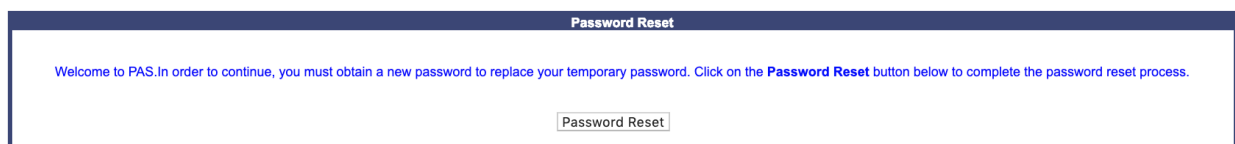


Figure 2-2 Reset User Password Screen

If you have 3 failed login attempts, you will receive the general “*user id and password do not match*” error message. In addition, your user id will be disabled in **PAS**. In order to be re-enabled you will need to send an email to the Customer Support Desk at support@nanpa.com with your user id and a statement requesting to be re-enabled and have your password reset.

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* (shown in Figure 2-3) notifying you that your session will expire in 5 minutes. 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).

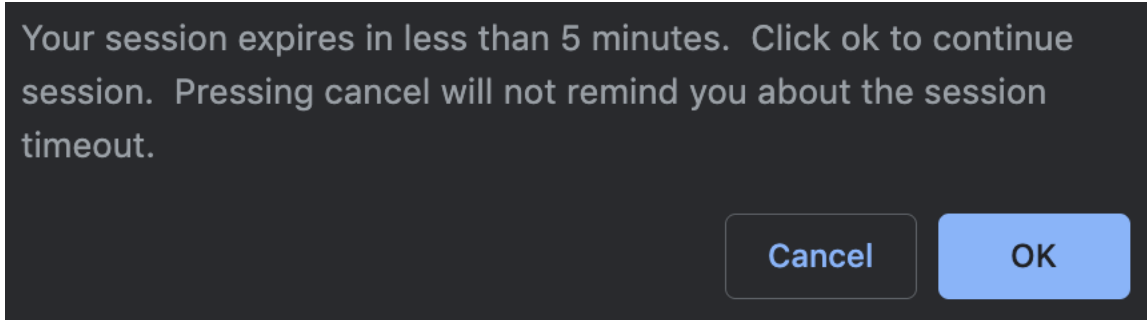


Figure 2-3 PAS Timeout Warning



Figure 2-4 PAS Login Screen

2.3.3 Disabled PAS User Account

If your **PAS** user account has been deactivated, you will be required to request to have it reactivated. 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 contact you at the email provided in your user profile to provide you with a random temporary password (similar in structure to that initially generated for the account). Under no circumstances will any other email, other than the email provided within your user profile be used, nor will your username be provided to you in the email. Upon logging in with your temporary password, you will be prompted to reset your password.

Note: The first 30 days after your user ID has been deactivated, you will be in a **suspended** status. During this time you and your additional contacts will continue to receive emails from **PAS**, however you will not be allowed to access the system. You will also continue to receive work items in your **Work Item Summary** list. If you do not request to have your login ID reactivated by the 30th day, you and your additional contacts will no longer receive emails from **PAS** and you will no longer receive work items in your **Work Item Summary** list.

NOTE: Any work item may be viewed using the **Search Forms** tool (see **Section 9**) once you reactivate your login ID, even if the work item was not generated for your **Work Item Summary** list during the time you were in disabled status.

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 field 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 Forecasts

3.1 Task Overview

According to 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)*, carriers are required to submit to the PA a Thousands-Block Forecast Report (Appendix 4) when pooling is first implemented in a rate center, and on a semi-annual basis thereafter for all rate centers in which they currently operate where pooling has been implemented. Carriers must also submit a revised forecast if their forecasted demand changes. The process below outlines the steps a user will take when submitting a forecast in PAS, however, a user may also choose to submit a forecast via Excel spreadsheet. For more information on submitting forecasts via Excel go to the nationalpooling.com website, click on Documents, then Forecasts.

3.2 Required Information

To complete a Thousands-Block Forecast Report (Appendix 4), you will need to know how many thousands-blocks your company expects to request from the PA in each of the next 12 months for each NPA/rate center.

3.3 Procedure

The Forecast procedure is divided into two processes: creating a new forecast and modifying an existing forecast.

3.3.1 Create a Forecast

The following steps describe how to create a new forecast:

Step 1. From the tools frame on the left side (shown in Figure 3-1), click **Submit Forecast** then click **Create/Modify Forecast** to display the preliminary *Thousands-Block Forecast* screen (Figure 3-2).

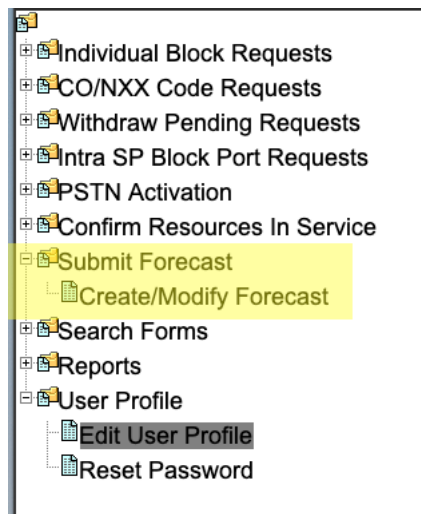


Figure 3-1 Tools Frame - Submit Forecast

Thousands-Block Forecast	
NPA *	Please Select ↓
Select the first month and year	Feb ↓ 2019 ↓
OCN *	Please Select ↓
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

Figure 3-2 Preliminary Thousands-Block Forecast Screen

Step 2. From the preliminary *Thousands-Block Forecast* screen:

- Select an **NPA** from the drop-down list of NPAs in your user profile.
- Select the **First Month and Year**.
- Select an **OCN** from the drop-down list of OCNs from your user profile.
- After you have made your selections, click **Continue** to display the *Thousands-Block Forecast Report* screen (Figure 3-3).

Thousands-Block Forecast Report													
Service Provider Name: TEST USER OCN: ABCD Phone: 925-363-8747 Ext: Fax #: 925-363-7689 E-Mail: bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com Forecast Report Date 21 February 2019 NPA 503													
Rate Center *	Feb2019	Mar2019	Apr2019	May2019	Jun2019	Jul2019	Aug2019	Sep2019	Oct2019	Nov2019	Dec2019	Jan2020	
BEAVER CRK ↓	3	0	1	0	0	0	0	0	0	0	0	0	
Populate													
Rate Center *	Feb2019	Mar2019	Apr2019	May2019	Jun2019	Jul2019	Aug2019	Sep2019	Oct2019	Nov2019	Dec2019	Jan2020	Delete
AURORA	3	0	1	0	0	0	0	0	0	0	0	0	🗑
BEAVER CRK	3	0	1	0	0	0	0	0	0	0	0	0	🗑
Directions: Please provide the forecasted number of blocks in each Rate Center that your company expects to take from the pool each month for the next 12 months. Only the total quantity of thousands blocks that are forecasted should be entered. Do not include in the forecast the thousands blocks for full NXXs that are already in your inventory. If full NXX(s) is/are forecasted, please reflect this in the thousands blocks, e.g. a full NXX=10 thousands blocks. If any of the forecasted demand above includes the need for a new NXX due to a LRN, please indicate in the space provided below, e.g. a new NXX due to a LRN =1.													
LRN Required	Feb2019	Mar2019	Apr2019	May2019	Jun2019	Jul2019	Aug2019	Sep2019	Oct2019	Nov2019	Dec2019	Jan2020	
Complete this row if a new NXX is needed for an LRN	0	0	0	0	0	0	0	0	0	0	0	0	
If further assistance is required, please contact the pooling support desk at 866-638-7665.													
<input type="button" value="Submit Forecast"/> <input type="button" value="Cancel"/>													

Figure 3-3 Thousands-Block Forecast Report Screen

The *Thousands-Block Forecast Report* screen will display your **Service Provider Name** and **OCN** selected on the preliminary screen, your **Phone**, **Fax**, and **E-mail** from your user profile. If any of your contact information is incorrect, please edit your user profile as described in the **Section 10 User Profile**. The **Forecast Report Date** will default to the date you are creating the forecast. The **NPA** will be populated based on the NPA selected on the previous screen.

Step 3. From the *Thousands-Block Forecast Report* screen:

- Select a **Rate Center**, for which you want to submit a forecast, from the drop-down list of pooling rate centers based on the NPA selected on the preliminary screen.
- For each **Month**, enter the number of thousands-blocks that you anticipate requesting from the PA. In the months in which you do not have a need for resources, you should leave the default value of zero.



- Click **Populate** to move the forecast data for the rate center into the storage box below.
- Repeat these steps for each rate center to be included in the forecast.

NOTE: If you need to change the forecast data after you have moved the data into the storage box, select the **Rate Center** from the drop-down list. The input fields for the selected **Rate Center** row will be populated with the data previously entered. Revise the data as necessary and click **Populate** to move the new data to the storage box.

NOTE: If you have a forecast in the storage box for a rate center that you just added during this active session you can delete that forecast from the storage box by clicking on trash can icon under the delete column.

NOTE: If any of the forecasted demand includes the need for a new CO Code due to an LRN, please indicate the number of new CO Codes needed for LRN purposes for each month in the space provided in the **LRN Required** section of the Forecast form (Figure 3-3).

After you have entered and moved all of the forecast data for each rate center to the storage box, click **Submit Forecast** to create your forecast. **PAS** will display the *Confirmation* screen (Figure 3-4).

Your forecast has been successfully submitted.

[Back to Inbox](#)

Figure 3-4 Confirmation Screen

3.3.2 Modify a Forecast

The following steps describe how to modify an existing forecast:

Step 1. From the tools frame on the left side (shown in Figure 3-1), click **Submit Forecast** then click **Create/Modify Forecast** to display the preliminary *Thousands-Block Forecast* screen (Figure 3-2).

Step 2. From the preliminary *Thousands-Block Forecast* screen, select the **NPA, First Month and Year**, and the **OCN** for which you want to modify the forecast data, then click **Continue** to display the *Thousands-Block Forecast Report* screen (Figure 3-3).

The *Thousands-Block Forecast Report* screen will display your **Service Provider Name** and **OCN** selected on the preliminary screen, your **Phone, Fax, and E-mail** from your user profile. If any of your contact information is incorrect, please edit your user profile as described in **Section 10 User Profile**. The **Forecast Report Date** will default to the date you are modifying the forecast. The **NPA** will be populated based on the NPA selected on the previous screen.

Step 3. From the *Thousands-Block Forecast Report* screen, the storage box will show the forecast data for each rate center for which you have already submitted a forecast.

- To modify the existing forecast data, select the **Rate Center** from the drop-down list. The input fields for the selected **Rate Center** row will be populated with the data previously entered. Revise the data as necessary and click **Populate** to move the new data to the storage box.
- To add a new forecast for a rate center not covered in your previous forecast submission, complete the following steps:
 - 1) Select a **Rate Center** from the drop-down list for which you want to submit a forecast based on the NPA selected on the preliminary screen.
 - 2) For each **Month**, enter the number of thousands-blocks that you anticipate requesting from the PA. In the months in which you do not have a need for resources, you should leave the default value of zero.
 - 3) Click **Populate** to move the forecast data for the rate center into the storage box below.

After you have modified the forecast data in the storage box, click **Submit Forecast** to modify your forecast. **PAS** will display the *Confirmation* screen (Figure 3-4).

NOTE: If you have a forecast in the storage box for a rate center that you just added during this active session you can delete that forecast from the storage box by clicking on trash can icon under the delete column.

4 Block Requests

4.1 Task Overview

The following subsections describe how to submit the following types of thousands-block requests:

- New Block Requests
- Saved Block Requests
- Modify Pending New Block Request
- Withdraw a Pending Block Request
- Copy a New Block Request
- New Block Reservations
- Assign/Cancel/Extend a Block Reservation
- Block Effective Date Change
- Block Modifications
 - Block Disconnects
 - Cancel Block Disconnects
 - Attach Documents
 - Correcting Error on Block Requests Already Submitted
 - Block Swaps

4.2 Required Information

Each subsection will describe the required information that you will need prior to submitting the request.

4.3 Procedure

4.3.1 Submit a New Block Request (Initial & Growth)

Prior to submitting a request for a new thousands-block, you must have a current Numbering Resource Utilization/Forecast (NRUF) Report on file with NANPA and a current Thousands-Block Forecast Report (Appendix 4) on file in **PAS** for the OCN, NPA and rate center in which you are applying for resources.

Please note that any field marked with a red asterisk (*) is a required field and must be completed.

At any time, you have the option of saving a New Block Request by clicking on the **Save** button provided at the bottom of the screen. **PAS** will provide you with a reference number for the saved request in the format of State Abbreviation – XXXXXX (shown below). You have up to 30 days from the date the application was originally saved to complete and submit it; otherwise **PAS** will automatically remove the application from the saved application list. To retrieve a previously saved request, refer to **Section 4.3.2** of the user guide.

Your request has been successfully saved.
 Your reference number is: **OR-1141359**

[Return to Inbox](#)

Saved Block Request Confirmation Screen

The following steps describe how to request a new individual thousands-block from a pool:

Step 1. From the tools frame on the left side (shown in Figure 4-1), click **Individual Block Requests** then click **New Block Request** to display the preliminary *Request Resources* screen (Figure 4-2).

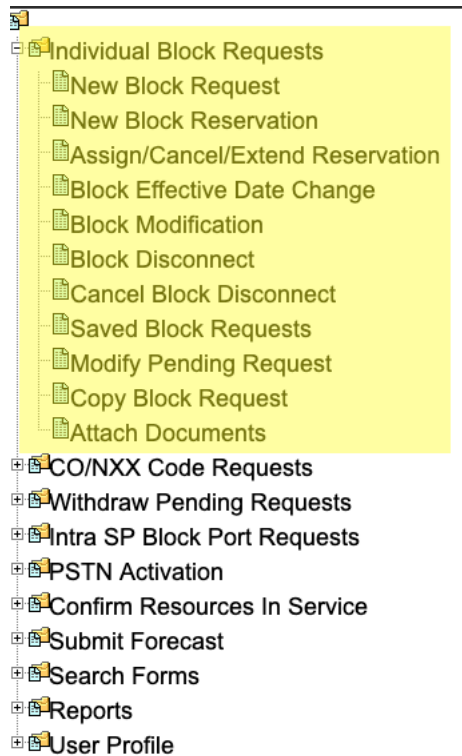


Figure 4-1 Tools Frame – Individual Block Requests



Figure 4-2 Preliminary Request Resources Screen

Step 2. From the preliminary *Request Resources* screen, complete the following:

- **State*** - Select a State from the drop-down list of states from your user profile.
- **NPA*** - Select a NPA from the drop-down list of NPAs based on the state selected and your user profile.
- **Rate Center*** - Select a rate center from the drop-down list based on the NPA selected.
- **OCN*** - Select an OCN from the drop-down list of OCNs from your user profile.
- **Quantity of Blocks Requested*** - Enter the quantity of thousands-blocks you are requesting. You must enter at least one thousands-block and may enter as many as 25 thousands-blocks per application.
- **If requesting more than one block, do you want multiple effective dates?*** - If you are requesting more than one thousands-block and would like to request multiple effective dates, select **Yes**.
- **If requesting more than one block, do you want to enter multiple switches? *** - If you are requesting more than one thousands-block and would like to request multiple switches, select **Yes**.

NOTE: If you enter multiple switches, **PAS** will display both the switch entered for the CO code (when applicable) and will display a separate switch entered for each block being requested on the viewable Part 1A and Part 1 (when applicable) forms tied to the request.

After you have made your selections, click **Continue**. If the request is being submitted in an NPA/Rate Center where pool replenishment is needed and more than one thousands-block is being requested, **PAS** will bring up the *Pool Replenishment Request* screen (Figure 4-3). Proceed to Step 3. If no pool replenishment is needed **PAS** will bring up the *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen (Figure 4-6). Proceed to Step 4.

Pool Replenishment Request										
The rate center you are currently requesting resources for is in need of pool replenishment. The table below provides data on the pool status.										
NPA(s)	Rate Center	Forecasted Block Demand			Blocks Assigned	Blocks Returned	Blocks Available	CO Code Demand		
		6 Months	Curr. Month					Currently Needed	In Queue in PAS	Requests at NANPA
503	AURORA	5	4		0	0	4	1	0	0

Please select one of the following options:

- Split Request: Receive a portion of the blocks from the pool and a portion of the blocks from a code for pool replenishment
- Full NXX for Pool Replenishment: Open a code for pool replenishment only
- New Block Request: Receive blocks from the pool only

Figure 4-3 Pool Replenishment Request Screen

Step 3. The *Pool Replenishment Request* screen shows the current status of the pool for the NPA and Rate Center for which the request is being made. The following options are available from the *Pool Replenishment Request* screen:

- **Split Request: Receive a portion of the blocks from the pool and a portion of the blocks from a code for pool replenishment.** – This option allows you to submit a *New Block Request* for some of the thousands-blocks requested **AND** a new *Full NXX for Pool Replenishment* request. Thousands-block assignments will be split between the two new requests. *New Block Request:* a portion of the thousands-blocks being requested may be assigned from available thousands-blocks in the pool. *Full NXX for*

Pool Replenishment request: the other portion of the thousands-blocks being requested will be assigned from a new CO code that is being requested for pool replenishment

- **Full NXX for Pool Replenishment: Open a code for pool replenishment only** – This option allows you to submit a request for a new CO code to replenish the pool and receive all thousands-blocks from the newly assigned CO code.
- **New Block Request: Receive blocks from the pool only** – This option allows you to submit only a new block request and receive all thousands-blocks requested from thousands-blocks currently available in the pool.

IF Split Request: Receive a portion of the blocks from the pool and a portion of the blocks from a code for pool replenishment is selected, PAS will add additional fields to the *Pool Replenishment Request* screen (as shown in Figure 4-4).

Pool Replenishment Request										
The rate center you are currently requesting resources for is in need of pool replenishment. The table below provides data on the pool status.										
NPA(s)	Rate Center	Forecasted Block Demand			Blocks Assigned	Blocks Returned	Blocks Available	CO Code Demand		
		6 Months	Curr. Month					Currently Needed	In Queue in PAS	Requests at NANPA
503	BEAVER CRK	4	3	0	0	2	1	0	0	

Please select one of the following options:

- Split Request: Receive a portion of the blocks from the pool and a portion of the blocks from a code for pool replenishment
- Full NXX for Pool Replenishment: Open a code for pool replenishment only
- New Block Request: Receive blocks from the pool only

Blocks from Available Pool: [Click here to see the available blocks in the pool.](#)
 How many blocks are to be assigned from the current pool inventory?

Blocks from New Code:

Request blocks to be assigned from the new NXX
 0 1 2 3 4 5 6 7 8 9

If requesting more than one block from the new NXX, do you want multiple effective dates? Yes No
 If requesting more than one block from the new NXX, do you want multiple switches? Yes No

Figure 4-4 Pool Replenishment Request Screen – Split Request Option

- **Blocks from Available Pool:** “Click here to see the available blocks in the pool.” – To view the Blocks Available report for the NPA and Rate Center in which you are requesting resources, click on the “Click here to see the available blocks in the pool” link.
- **How many blocks are to be assigned from the current pool inventory?** – Enter the number of thousands-blocks that you wish to have assigned from the thousands-blocks currently available in the pool. This number plus the number of thousands-blocks assigned from the new CO Code must be equal to the total number of thousands-blocks requested.

Blocks from New Code:

- **Request blocks to be assigned from the new NXX** – Select the thousands-blocks to be assigned from the new CO Code. The number of thousands-blocks selected plus the

number of thousands-blocks to be assigned from the current pool must be equal to the total number of thousands-blocks requested.

- **If requesting more than one block from the new NXX, do you want multiple effective dates? (Y/N)** – If you wish to have multiple effective dates for the thousands-blocks that are being assigned from the new CO code, then select **Yes**. **PAS** will provide individual effective dates for each thousands-block on the *Part 1/1A* screen. If **No** is selected, then **PAS** will only provide one effective date field for the CO code on the *Part 1/1A* screen.
- **If requesting more than one block from the new NXX, do you want multiple switches? (Y/N)** – If you wish to have multiple switches for the thousands-blocks that are being assigned from the new CO code, then select **Yes**. **PAS** will provide individual switch fields for each thousands-block on the *Part 1/1A* screen. If **No** is selected, then **PAS** will only provide one switch field for the CO code on the *Part 1/1A* screen.

Once the required fields are completed, click **Continue**. **PAS** will bring up the *Part 1/1A* screen as shown in Figure 4-7. Continue to Step 5.

IF Full NXX for Pool Replenishment: If Open a code for pool replenishment only is selected, **PAS** will add additional fields to the *Pool Replenishment Request* screen (as shown in Figure 4-5)

Pool Replenishment Request									
The rate center you are currently requesting resources for is in need of pool replenishment. The table below provides data on the pool status.									
NPA(s)	Rate Center	Forecasted Block Demand		Blocks Assigned	Blocks Returned	Blocks Available	CO Code Demand		
		6 Months	Curr. Month				Currently Needed	In Queue In PAS	Requests at NANPA
503	AURORA	7	6	0	0	2	1	0	0

Please select one of the following options:

- Split Request: Receive a portion of the blocks from the pool and a portion of the blocks from a code for pool replenishment
- Full NXX for Pool Replenishment: Open a code for pool replenishment only
- New Block Request: Receive blocks from the pool only

Blocks from New Code:

Request blocks to be assigned from the new NXX
 0 1 2 3 4 5 6 7 8 9

If requesting more than one block from the new NXX, do you want multiple effective dates? Yes No

If requesting more than one block from the new NXX, do you want multiple switches? * Yes No

Continue | Cancel

Figure 4-5 Pool Replenishment Request Screen – Full NXX Only Option

- **Request blocks to be assigned from the new NXX** – Select the thousands-blocks to be assigned from the new CO Code. The number of thousands-blocks selected must be equal to the total number of thousands-blocks requested.
- **If requesting more than one block from the new NXX, do you want multiple effective dates? (Y/N)** – If you wish to have multiple effective dates for the thousands-blocks that are being assigned from the new CO code, then select yes. **PAS** will provide individual effective dates for each thousands-block on the *Part 1/1A* screen. If **No** is

selected, then **PAS** will only provide one effective date field for the CO code on the Part 1/1A screen.

- **If requesting more than one block from the new NXX, do you want multiple switches? (Y/N)** – If you wish to have multiple switches for the thousands-blocks that are being assigned from the new CO code, then select **Yes**. **PAS** will provide individual switch fields for each thousands-block on the *Part 1/1A* screen. If **No** is selected, then **PAS** will only provide one switch field for the CO code on the Part 1/1A screen.

Once the required fields are completed, click **Continue**. **PAS** will bring up the *Part 1/1A* screen as shown in Figure 4-7. Continue to Step 5.

IF New Block Request: Receive blocks from the pool only is selected, no additional fields will be added to the *Pool Replenishment Request* screen. Click **Continue**, **PAS** will bring up the *Part 1A* screen as shown in Figure 4-6. Continue to Step 4.

Thousands-Block (NPA-NXX-X) Application - Part 1A		
Revised: October 31, 2019		
Type of Application:	New Block	View Pool Refreshment Status
1.1 Contact Information :		
Note: If any of the contact information is incorrect, edit your user profile.		
Block Applicant:		
Company Name: TEST USER		
Headquarters Address: 1800 Sutter St Suite 780		
City: Concord		
State: CA		
ZIP: 94520		
Contact Name: Jan Connally		
Contact Address: 1800 Sutter St Suite 780		
City: Concord		
State: CA		
ZIP: 94520		
Phone: 925-363-8747		
Fax: 925-363-7889		
Email: bounce@data.flowers.at.neustar.biz@simulator.amazonses.com		
Pooling Administrator¹		
Name: Agnes Ram		
Address: 1800 Sutter St		
City: Concord		
State: CA		
ZIP: 94520		
Phone: 925-420-0129		
Fax: 925-420-0377		
Email: paconnal@comcast.com		
1.2 General Information		
NPA:	480	LATA: 666
OCN ² :	ARCD-TEST USER	
Parent Company OCN ³ :	Please Select	
Number of Thousands Blocks Requested:	2	
Switch Identification (Switching Entity/POI):	Block 1**	
Switch Identification (Switching Entity/POI):	Block 2**	
Rate Center ⁴ :	PHOENIX	
1.3 Dates		
Date of Application ⁵ :	Monday, October 28, 2019	
Requested Expedited Treatment ⁶ :	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<small>By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.</small>		
Requested Effective date - Block 1 ⁷ :	1/28/2019 MM/DD/YYYY	
Requested Effective date - Block 2 ⁷ :	1/28/2019 MM/DD/YYYY	
1.4 Type of Service Provider Requesting the Thousands-Block		
a) Type of Service Provider:	Select One	
b) Primary Type of Service Block to be used for:	Select One	
c) Thousands-Block(s) (NXX-X) assignment preference:	Select One	
<small>Click here to see the available blocks in the pool.</small>		
<small>NOTE: The blocks available list shows blocks that are available at the time a request is submitted. These same blocks may not be available at the time the request is processed. Therefore, it is recommended that you provide additional block preferences in the event those blocks are not available.</small>		
d) Thousands-Block(s) (NPA-NXX-X) that are candidates for this assignment, if any:		
1.5 Type of Request*		
<input type="radio"/> Initial block for rate center <input type="radio"/> Or <input type="radio"/> Growth block for rate center		
<input checked="" type="checkbox"/> By selecting this checkbox, I acknowledge that I am willing to accept a block in net and explicitly understand that the underlying CO code may not yet be activated in the TSN and listed in the NPA/C on the block effective date.		
Remarks:		
I hereby certify that the above information requesting a Thousands-Block (NPA-NXX-X) is true and accurate to the best of my knowledge and that the applicant has been made aware of the Thousands-Block and Central Office Code Administration Guidelines (TBCOAG) available on the ATIS web site (www.atis.org) or by contacting rcd@atis.org as of the date of this application.		
Continue Cancel Save		
Instructions for filling out each Section of the Part 1A form:		
Section 1.1: Contact information requires that Service Providers (SP) supply under "Block Applicant" the company name, company headquarters address, a contact within the company, an address where the contact person may be reached, in addition to the correct phone, fax, and e-mail address. The Pooling Administrator (PA) section also requires the SP to fill in the PA's name, address, phone, fax and e-mail.		
Section 1.2: Service Providers (SP) who need a Thousands-Block (NPA-NXX-X) assignment or for a Location Routing Number (LRN) are required to fill in this section. If needed for an LRN, a Part 1 Central Office Code (NPA-NXX) Application needs to also be submitted to the Pooling Administrator (PA). The SP should supply the Numbering Plan Area (NPA), the Local Access Transport Area (LATA), which is a three-digit number that can be found in the National Numbering Plan, the Operating Company Number (OCN) assigned to the SP and the OCN of its parent company. An OCN is a four-character alphanumeric NECA-assigned Company Code or a five-character alphanumeric identifier assigned to the respective National Numbering Administration (NNA). In addition, the number of Thousands-Block(s) requested should be supplied. The Switch Identification (Switching Entity/POI). Explanations of these terms may be found in the footnotes.		
Section 1.3: The date the Service Provider (SP) completes the application should be entered in this section, as well as the Effective Date of the requested Thousands-Block.		
Section 1.4: Service Providers (SP) should indicate their type, e.g., local exchange carrier, competitive local exchange carrier, interexchange carrier, CLECs or VoIP. Also indicate the primary type of business in which the Numbering Resource is to be used. SPs may indicate their preference for a particular Thousands-Block, e.g., 321-800X, or indicate any Thousands-Block(s) that may be undesirable, e.g., 321-800X.		
Section 1.5: Service Providers (SP) indicate the type of request. Initial requests are for first applications for Thousands-Block(s) in a Rate Center. Growth applications are for additional Thousands-Block(s) in a Rate Center in which the Applicant already has Numbering Resources, and provide the requested exchange as ordered by the FCC.		
Section 1.6: Service Providers (SP) shall indicate the updated/current information in regards to contaminated Telephone Numbers (TN) on the Thousands-Block they are requesting in the Industry Inventory Pool. Thousands-Block(s) with over 10% contamination (10% TN or more) shall not be returned to the Industry Inventory Pool except when a SP is exiting the market or exchanging a Thousands-Block that was identified as being over 10% contaminated. If the Thousands-Block being requested is over 10% contaminated, the Pooling Administrator (PA) shall seek a new Thousands-Block Holder. If question c and/or d have a response of No, the request for return shall be denied.		
The Thousands-Block applicant certifies veracity of this form by signing their name, and providing their title and date.		
Footnotes:		
*Identify type of change(s) in Section 1.5.		
**The Pool Administrator (PA) is available to assist in completing these forms.		
*A Part 1 Central Office (CO) Code (NPA-NXX) Application shall also need to be submitted to the Pooling Administrator (PA).		
*Operating Company Number (OCN) assignments must uniquely identify the applicant. Relative to Central Office (CO) Code (NPA-NXX) assignments, NECA-assigned Company Codes may be used as OCNs. Companies with no prior CO Code or Company Code assignments should contact NECA (800 524-1020) to be assigned a Company Code(s). Since multiple OCNs and/or Company Codes may be associated with a given company, companies with prior assignments should direct questions regarding appropriate OCN usage to TNA (724-688-8700).		
*This is an eleven-character descriptor of the Switching Entity/Point Of Interconnection (POI) provided by the owning entity for the purpose of routing calls. This is the 11 character CLLI TM Code of the Switching Entity/POI.		
*Rate Center name shall be a tariffed Rate Center.		
*Acknowledgment and indication of disposition of this application shall be provided to applicant within seven calendar days from the date of receipt of the application. An incomplete form may result in delays in processing this request.		
*Please ensure that the Central Office (CO) Code (NPA-NXX) of the LRN to be associated with this Thousands-Block(s) is/will be active in the PSTN prior to the effective date of the Thousands-Block(s).		
*Select if you are the current Thousands-Block Holder.		
*Select if you are <input checked="" type="checkbox"/> the current Thousands-Block Holder.		
*ArmedNet [®] , Telcordia [®] , and Common Language [®] are registered trademarks and CLLI TM , CLLI TM , LERG TM Routing Guide and TNA TM Data Source are trademarks and the Intellectual Property of Telcordia Technologies, Inc. dba as telcordia.		

Figure 4-6 Thousands-Block (NPA-NXX-X) Application - Part 1A Screen

The *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen will display your **contact information** based on the information provided in your user profile. If any of the contact information is incorrect, please edit your user profile as described in **Section 10 User Profile**. The **NPA, LATA, OCN, Number of Thousands-Blocks Requested** and **Rate Center** fields will be pre-populated based on what was entered in the previous screen.

Step 4. From the *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen, complete the following fields (block only request):

- **View Pool Replenishment Status button** – In the upper right corner of the *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen is the **View Pool Replenishment Status** button. Click to see the current status of the pool for the NPA and rate center for this request (shown in the figure below).

Available Blocks Report

Blocks in **RED**, are pending verification of activation in PSTN.
 Blocks in **BLACK**, are Available Blocks with a future block available date.

Download Close Print

NPA	NXX	X	Contaminated (Y or N)	Contaminated TNs not Available for Assignment	Block Available Date	Rate Center	Code Holder
503	732	6	Y		10/03/2006	BEAVER CRK	7537-LEVEL 3 TELECOM OF OREGON, LLC - OR
503	732	8	Y		10/03/2006	BEAVER CRK	7537-LEVEL 3 TELECOM OF OREGON, LLC - OR

1.1 Contact Information - Pre-populated

- If you are a Service Provider Consultant, you will be required to complete the **Headquarters Address, City, State** and **Zip** fields.

1.2 General Information

- **NPA** – Pre-populated with the data from the preliminary screen.
- **OCN** – Pre-populated with the data from the preliminary screen.
- **Parent Company OCN*** - Select the Parent Company OCN from the drop-down list
- **Number of Thousands-Blocks Requested** – Pre-populated with the data from the preliminary screen.
- **Block Switch Identification (Switching Identity/POI) *** - Enter the switch (11 alphanumeric characters, spaces allowed).
 - **Block Switching Identification - Block #** - If you answered **Yes** to **If requesting more than one block, do you want to enter multiple switches?** on the first screen, a separate **Block Switching identification (Switch Entity/POI)** field will be displayed for each thousands-block being requested from the pool.
- **Rate Center** – Pre-populated with the Rate Center selected in the preliminary screen.

1.3 Dates

- **Date of Application** - Pre-populated with the current date.

- **Requested Expedite Treatment** - If you are requesting an effective date earlier than 31 calendar days from the current date, select **Yes**, then modify the requested effective date.
- **Earliest Effective Date Checkbox** – Select the **Earliest Effective Date** checkbox if you wish to have the pooling administrator assign the requested thousands-blocks with the earliest possible effective date. The **Requested Effective Date** should be left as the default date in this case.

Earliest Effective Date Checkbox and Expedite Treatment Options

- If you mark expedite **only**, then the PA will use the expedited effective date that you have entered on the Part 1A or, if you leave the 31 day default date, then the PA will use an effective date of 8 business days or 9 calendar days from the date of processing based on the guidelines.
- If you mark the checkbox for earliest effective date **only** and leave the default effective date, then the PA will use an effective date of 24 calendar days from the date of processing per the TBCOCAG guidelines.
- If you mark expedite **and** also mark the checkbox for earliest effective date **and** leave the default effective date, then the PA will use an effective date of either 8 business days or 9 calendar days from the date of processing based on the guidelines.
- If you enter an effective date other than the default effective date, then the PA will use the requested effective date as long as it meets requirements in the TBCOCAG guidelines.
- **Requested Effective Date*** - The requested effective date will default to 31 calendar days from the current date. (MM/DD/YYYY).
 - **Requested Block Effective Date - Block #** - If you answered **Yes** to **If requesting more than one block, do you want multiple effective dates?** on the first screen, a separate **Requested Effective Date** field will be displayed for each thousands-block requested from the pool.
 - If you answered **Yes** to **Requested Expedite Treatment** then you may enter a date as early as 8 business days plus 7 calendar days from the current date.

1.4 Type of Service Provider Requesting the Thousands-Block

- **Type of Service Provider*** - Select your company's service provider type from the drop-down list provided.

NOTE: The PA determines the Service Provider Type based on the OCN provided. The OCN Type determines the supporting documentation required when requesting numbering resources.

- **Primary Type of Service Blocks to be used for*** - Select the primary type of service the thousands-blocks will be used for from the drop-down list provided.

NOTE: The PA determines the Service Provider Type based on the OCN provided. The OCN Type determines the supporting documentation required when requesting numbering resources.

- **Thousands-Block(s) (NPA-NXX-X) assignment preference** – Enter your thousands-block assignment preference, if applicable. This field is a free-form-text field.
 - To view a list of thousands-blocks currently available for assignment at the time the request is being completed, click on the link **Click here to see the available blocks in the pool.**
- **Thousands-Blocks(s) (NPA-NXX-X) that are undesirable for this assignment, if any** – Enter any undesirable thousands-blocks if applicable. This field is a free-form-text field.

1.5 Type of Request

- **Initial block for rate center*** – If no numbering resources are currently assigned or requested for the OCN in the NPA and Rate Center, you must select this radio button.
- **Growth block for rate center*** – If you already have numbering resources currently assigned or requested for the OCN in the NPA and Rate Center, you must select this radio button.
- **By selecting this checkbox, I acknowledge that I am willing to accept a block in red and explicitly understand that the underlying code may not yet be activated in the PSTN and loaded in the NPAC on the block effective date** – This checkbox must be selected if you are willing to accept pending (**red**) thousands-blocks from the pool where you are requesting resources.
- **Remarks** - The Remarks field is a free-form-text field that may be used to enter comments as needed.

After all of the required fields on the *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen have been completed, click **Continue**:

- If more than one thousands-block has been requested on an initial request or the request type is specified as **Growth**, the *Thousands-Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2* screen (shown in Figure 4-8) will be displayed and you will proceed to **Step 6**.
- If a single thousands-block has been requested and the request type is **Initial**, the *NPAC Thousands-Block Data - Part 1B* screen (shown in Figure 4-9) will be displayed and you will proceed to **Step 7**.

Part 1/1A

Type of Application : New Split Request View Post Replenishment Status

1.1 Contact Information :

Note: If any of the contact info is incorrect, edit your user profile.

Code/Block Applicant:
 Company Name: TEST USER
 Headquarters Address: 1800 Sutter St Suite 780
 City: Concord
 State: CA
 Zip: 94520

Contact Name: Jan Connolly
 Contact Address: 1800 Sutter St Suite 780
 City: Concord
 State: CA
 Zip: 94520
 Phone: 925-363-8747
 Fax: 925-363-7689
 Email: bounce@ara.flowers.at.neustar.biz@simulator.amazones.com

Pooling Administrator¹:
 Name: Agnes Rom
 Address: 1800 Sutter St
 City: Concord
 State: CA
 Zip: 94520
 Phone: 925-420-0129
 Fax: 925-420-0377
 Email: pascterm@somos.com

Code Administrator²:
 Contact Name: David Morgan
 Address: 2411 Dulles Corner Park Suite 250
 City: Herndon
 State: VA
 Zip: 20171
 Phone: 571-363-3823
 Fax: 571-363-3838

1.2 General Information

LRN Needed³: No LATA: 666
 NPA: 480
 OCN^{4,5}: ABCD-TEST USER
 Parent Company OCN: Please Select
 OCV: Please Select

Number of Thousands-Block 2 Requested	Locality/City or Wire Center Name
Code-Block Identification (checklist)	
Entity(PQ) ⁷ - Block Identification (checklist)	
Entity(PQ) ^{8,9} - Rate Center	Rate Center
Rate Center ⁶ : PHOENIX	Sub-Zone
Routing Termination Operating Co. ¹⁰	Homing Termination CLLI ¹¹

1.3 Dates

Date of Application¹²: Monday, October 28, 2019
 Requested Effective Date Code vs. LO: 01/02/2020 MMDD/YYYY

By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Requested Expedited Treatment Code Yes No **Expedite Documentation is required if "Request Expedite" = Yes***

Requested Block Effective Date¹³: 10/28/2019 MMDD/YYYY

Requested Expedited Treatment for Block Yes No

Expedite Explanation

1.4 Type of Service Provider Requesting the Thousands-Block

a) Type of Service Provider¹⁴: Select One
 b) Primary Type of Service Blocks to be used for¹⁵: Select One
 c) Thousands-Block(s) (NPA-NXX-X) assignment preference
 Click here to see the available blocks in the pool.

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

d) Thousands-Block(s) (NPA-NXX-X) that are undesirable for this assignment, if any

e) Code Assignment Preference(Optional)

NOTE: For a list of available codes go to the NPA/NXX web site at www.npa.com; click on Reports then Central Office Codes.

f) Codes that are undesirable, if any

g) If requesting a code for LRN purposes, indicate which block(s) you will be keeping (the remainder of the blocks will be N/A given to the pool)

1.5 Type of Request

Block Request: Initial Growth
 Code Request: Initial Growth
 Pooling Indicator¹⁶: Yes No

By selecting this checkbox, I acknowledge that I am willing to accept a block in red and explicitly understand that the originating CO code may not yet be activated in the PSTN and loaded in the NPAC on the block effective date.

1.6 NPA Jeopardy Criteria

1.7 Code Request for new services (Explain)

1.8

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

Remarks:

Part1/A Foot Notes Part1/ Foot Notes

Part 1: I hereby certify that the above information requesting a CO Code is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TCOCAG) posted on the ATIS web site (http://www.atis.org/protocols.asp) as of the date of this application.¹⁴

Part 1A: I hereby certify that the above information requesting a Thousands-Block (NPA-NXX-X) is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TCOCAG) available on the ATIS web site (www.atis.org/nc) or by contacting info@atis.org as of the date of this application.

Continue ¹⁴ Cancel

Figure 4-7 Part 1/1A Screen

The *Part 1/1A* screen will display your **contact information** based on the information provided in your user profile. If any of the contact information is incorrect, please edit your user profile as described in **Section 10 User Profile**. The **NPA, LATA, OCN, Number of Thousands-Blocks Requested** and **Rate Center** fields will be pre-populated based on what was entered in the previous screen.

Step 5. From the *Part 1/1A* screen, complete the following fields (pool replenishment request only or split request):

- **View Pool Replenishment Status button** – In the upper right corner of the *Part 1/1A* screen is the **View Pool Replenishment Status** button. Click to see the current status of the pool for the NPA and rate center for this request (shown above).

1.1 Contact Information - Pre-populated

- If you are a Service Provider Consultant, you will be required to complete the **Headquarters Address, City, State** and **Zip** fields.

1.2 General Information

- **NPA** – Pre-populated with the data from the preliminary screen.
- **OCN** – Pre-populated with the data from the preliminary screen.
- **Parent Company OCN*** - Select the Parent Company OCN from the drop-down list.
- **Number of Thousands-Blocks Requested** – Pre-populated with the data from the preliminary screen.
- **Code Switch Identification (Switching Identity/POI) *** - Enter the switch (11 alphanumeric characters, spaces allowed).
 - **Code Switch Identification - Block #** - If you answered **Yes** to **If requesting more than one block, do you want to enter multiple switches?** on the pool replenishment screen, a separate **Code Switch identification (Switch Entity/POI)** field will be displayed for each thousands-block being requested from the new CO code.
- **Block Switching Identification (Switching Identity/POI) *** - Enter the switch (11 alphanumeric characters, spaces allowed).
 - **Block Switching Identification - Block #** - If you answered **Yes** to **If requesting more than one block, do you want to enter multiple switches?** on the first screen, a separate **Block Switching identification (Switch Entity/POI)** field will be displayed for each thousands-block being requested from the pool.
- **Locality/City or Wire Center Name** – Enter the City or Wire Center Name if applicable.
- **Rate Center Sub Zone** – Enter the Rate Center Sub Zone if applicable.
- **Homing Tandem Operating Company*** - Enter the Tandem Operating Company Name.
- **Homing Tandem CLLI*** Enter the Homing tandem CLLI (11 alphanumeric characters, spaces allowed)

1.3 Dates

- **Date of Application** - Pre-populated with the current date.
- **Requested Effective Date Code*** - The requested effective date will default to 66 calendar days from the current date. (MM/DD/YYYY).
 - **Requested Code Effective Date for Block #** - If you answered **Yes** to **If requesting more than one block, do you want multiple effective dates?** on the pool replenishment screen, a separate **Requested Effective Date** field will be displayed for each thousands-block requested from the new CO code.
- **Requested Expedite Treatment Code** - If you are requesting an effective date earlier than 66 calendar days from the current date, select **Yes**, then modify the requested effective date.
- **Earliest Effective Date Checkbox** – Select the **Earliest Effective Date** checkbox if you wish to have the code administrator assign the requested thousands-blocks with the earliest possible effective date. The **Requested Effective Date** should be left as the default date in this case.

Code Earliest Effective Date Checkbox and Expedite Treatment Options

Below are several combinations that can be used for designating requested expedited effective dates, and how they will affect the effective date issued by NANPA for the request submitted.

- If you mark expedite **only**, and you provide both an AOCN letter and Homing Tandem Operating Company letter then the NANPA will process a new code request or a disconnect request with a minimum 30 calendar day effective date.
- If you mark expedite **only**, and you provide only an AOCN letter (or indicate on the Part 1 that the applicant acts as its own AOCN) then the NANPA will process a new code request or a disconnect request with a 45-calendar day effective date.
- If you mark the checkbox for earliest effective date **only** and leave the default effective date, then the NANPA will process a new code request or a disconnect request with a 52-calendar day effective date. Any other type of change request will be processed with a 37-calendar day effective date per the COCAG.
- If you enter an effective date other than the default effective date, then the NANPA will use the requested effective date as long you also indicate this effective date in the *Remarks* field and as long as it meets requirements in the COCAG.

NOTE: For any of the above cases, if the applicant wants NANPA to issue a specific effective date, the applicant is instructed to indicate the effective date they are seeking on the Remarks field located at the bottom of the *Part 1/1A* screen.

Earliest Effective Date Checkbox and Expedite Treatment Options Block

- If you mark expedite only, then the PA will use the expedited effective date that you have entered on the Part 1A or, if you leave the 31 day default date, then the PA will use an effective date of 8 business days or 9 calendar days from the date of processing based on the guidelines.
- If you mark the checkbox for earliest effective date only and leave the default effective date, then the PA will use an effective date of 24 calendar days from the date of processing per the TBCOCAG guidelines.
- If you mark expedite and also mark the checkbox for earliest effective date and leave the default effective date, then the PA will use an effective date of either 8 business days or 9 calendar days based on the guidelines.
- If you enter an effective date other than the default effective date, then the PA will use the requested effective date as long as it meets requirements in the TBCOCAG guidelines.
- **Requested Block Effective Date* - The requested effective date will default to 31 calendar days from the current date. (MM/DD/YYYY).**
 - **Requested Block Effective Date - Block # - If you answered Yes to If requesting more than one block, do you want multiple effective dates?** on the first screen, a separate **Requested Effective Date** field will be displayed for each thousands-block requested from the pool.
- **Requested Expedite Treatment Block** - If you are requesting an effective date earlier than 31 calendar days from the current date, select **Yes**, then modify the requested effective date.
 - If you answered **Yes** to **Requested Expedite Treatment** then you may enter a date as early as 8 business days plus 7 calendar days from the current date.
 - **Expedite Explanation** - If Expedite is set to **Yes**, enter an explanation in the field provided (required for CO code only).

1.4 Type of Service Provider Requesting the Thousands-Block

- **Type of Service Provider*** - Select your company's service provider type from the drop-down list provided.
- **Primary Type of Service Blocks to be used for*** - Select the primary type of service the thousands-blocks will be used for from the drop-down list provided.
- **Thousands-Block(s) (NPA-NXX-X) assignment preference** – Enter your thousands-block assignment preference, if applicable. This field is a free-form-text field.
 - To view a list of thousands-blocks currently available for assignment at the time the request is being completed, click on the link **Click here to see the available block in the pool**.
- **Thousands-Blocks(s) (NPA-NXX-X) that are undesirable for this assignment, if any** – Enter any undesirable thousands-blocks if applicable. This field is a free-form-text field.
- **Code Assignment Preference (Optional)** – Enter your CO code assignment preference. This field is a free-form-text field.
- **Codes that are undesirable, if any** – Enter any undesirable CO codes. This field is a free-form-text field.

1.5 Type of Request

- **Block Request (Initial/Growth)**
 - **Initial block for rate center*** – If *no* numbering resources are currently assigned or requested for the OCN in the NPA and Rate Center, you must select this radio button.
 - **Growth block for rate center*** – If you already have numbering resources currently assigned or requested for the OCN in the NPA and Rate Center, you must select this radio button.
- **Block Request/Code Request (Initial/Growth)** – if the request is a split request then PAS will provide both Block Request Initial/Growth radio buttons and Code Request Initial/Growth radio buttons.
 - **Initial code for rate center*** – If *no* numbering resources are currently assigned or requested for the OCN in the NPA and Rate Center, you must select this radio button.
 - **Growth code for rate center*** – If you already have numbering resources currently assigned or requested for the OCN in the NPA and Rate Center, you must select this radio button.
- **By selecting this checkbox, I acknowledge that I am willing to accept a block in red and explicitly understand that the underlying code may not yet be activated in the PSTN and loaded in the NPAC on the block effective date** – This checkbox must be selected if you are willing to accept pending (red) thousands-blocks from the pool where you are requesting resources.

1.7 Code Request for new service (Explain) – This field is a free-form-text field that may be used to enter an explanation as needed.

Remarks - The Remarks field is a free-form-text field that may be used to enter comments as needed.

After all of the required fields on the *Part 1/1A* screen have been completed, click **Continue**:

- If more than one thousands-block has been requested on an initial request or the request type is specified as **Growth**, the *Thousands-Block Months to Exhaust Certification Worksheet – TN Level - Appendix 2* screen (shown in Figure 4-8) will be displayed and you will proceed to **Step 6**.
- If a single thousands-block has been requested and the request type is **Initial**, the *NPAC Thousands-Block Data - Part 1B* screen (shown in Figure 4-9) will be displayed and you will proceed to **Step 7**.

Thousands-Block Months to Exhaust Certification Worksheet - TN Level ¹ - Appendix 2			
Revised: October 31, 2019			
Date: Monday, October 28, 2019			
OCN ABCD			
Company Name TEST USER			
Rate Center: PHOENIX			
List all Codes NPA(s)-NXXs and Blocks NPA(s)-NXX-X(s) ^{2,*}			
Code/Block Applicant: Jan Connally			
Title: Service Provider Test User			
Phone: 925-363-8747			
Fax: 925-363-7689			
E-Mail: bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com			
A. Available Numbers ^{3,*}			
B. Assigned Numbers: [*]			
C. Total Numbering Resources ^{4,*} 0			
D. Quantity of numbers activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the Utilization calculation. ^{5,*}			
List excluded Code(s) or Block(s)			
E. Growth History - Previous 6 months ^{6,*}			
Month 1		Month 2	
Month 3		Month 4	
Month 5		Month 6	
F. Forecast - Next 12 months ^{7,*}			
Month 1		Month 2	
Month 3		Month 4	
Month 5		Month 6	
Month 7		Month 8	
Month 9		Month 10	
Month 11		Month 12	
G. Average Monthly Forecast (Sum of months #1-6 (Part F above) divided by 6) ⁸ :			
H. Months to Exhaust (Numbers Available for Assignment to customers (A) / Average Monthly Forecast (G)) ⁹ :			
I. Utilization (Assigned Numbers(B)/(Total Numbering Resources(C) - Excluded Numbers(D))*100) ¹⁰ :			
Explanation			
Continue Show Calculations Cancel			

¹ A copy of this worksheet is required to be submitted to the Pooling Administrator (PA) when requesting additional Numbering Resources in a rate center. For auditing purposes, the applicant shall retain a copy of this document.
² List all Numbering Resources allocated to the OCN for the requested Rate Center, including newly acquired Central Office (CO) Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X). This information is available from the Total Numbering Resources in PAS and shall automatically populate on this form in PAS. When an exception exists, the Applicant shall adjust the auto-populated list and shall provide an explanation of the adjustment in the Explanation field.
³ The total quantity of numbers available for assignment from the Numbering Resources allocated to the OCN for the requested Rate Center, including newly acquired CO Codes (NPA-NXXs) and Thousands-Blocks (NPA-NXX-Xs). When an exception exists, the Applicant shall adjust the auto-populated number as needed and provide an explanation of the adjustment in the Explanation field (e.g., to increase the number of available resources due to pending applications in the same rate center, or for documentation purposes for safety valve waivers).
⁴ The total quantity of Numbering Resources allocated to the OCN for the requested Rate Center, including newly acquired CO Codes (NPA-NXXs) and Thousands-Blocks (NPA-NXX-Xs). This information is available from the Total Numbering Resources Report in PAS and shall automatically populate on this form in PAS. When an exception exists, the Applicant shall adjust the auto-populated number as needed and provide an explanation of the adjustment in the Explanation field (e.g., to increase the total number of resources to include pending applications in the same rate center, or for documentation purposes for safety valve waivers).
⁵ Quantity of numbers activated in the past 90 days indicates newly acquired Thousands-Blocks (NPA-NXX-X) and/or Central Office (CO) Codes (NPA-NXX) received from the administrator and shall be reported in increments of 1,000 or 10,000 TNs (e.g.: 2 blocks received=2,000 and 1 code received =10,000).
⁶ Net change in Telephone Numbers (TN) no longer available for assignment in each previous month, starting with the most distant month as Month 1, and Month 6 as the current month.
⁷ Forecast of Telephone Numbers (TN) needed in each following month, starting with the most recent month as Month 1.
⁸ This field is automatically calculated and populated on this form in PAS.
⁹ This field is automatically calculated and populated on this form in PAS. To be assigned an additional Thousands-Block (NPA-NXX-X) for growth, "Months to Exhaust" shall be less than or equal to 6 months. (47 CFR § 52.15 (g) (4) (iii)).
¹⁰ This field is automatically calculated and populated on this form in PAS. To be assigned an additional Thousands-Block (NPA-NXX-X) for growth, "Utilization" shall be 75% or more (47 CFR § 52.15 (h)). Newly acquired Numbering Resources may be excluded from the Utilization calculation (47 CFR § 52.15 (g)(4)(ii)).

Figure 4-8 Thousands-Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2 Screen

The *Thousands-Block Months to Exhaust Certification Worksheet – TN Level - Appendix 2* screen will display your contact information based on the information provided in your user profile. The **Date**, **OCN**, **Company Name** and **Rate Center** fields will be pre-populated based on the information from the *Part 1A* screen.

Step 6. From the *Thousands-Block Months to Exhaust Certification Worksheet – TN Level - Appendix 2* screen complete the following fields:

NOTE: If this is an initial request and you have requested more than one thousands-block, List All Codes and Blocks field and items A through E will be automatically set to zero, however you are required to complete item F (Forecast Next 12 months) because more than one thousands-block has been requested.

- **List all Codes NPA(s)-NXXs and Blocks NPA(s)-NXX-X(s)*** - Pre-populated, from the Total Numbering Resources Report, with the list of all CO codes (NPA-NXXs) and thousands-blocks (NPA-NXX-Xs) that are assigned to the requested OCN in the NPA and Rate Center.

NOTE: The data in the field should only be modified when a non-pooled CO Code return has been approved and the effective date of the return is in the past, however, the non-pooled CO code is still showing on the Total Numbering Resources Report. When modifications are made to the data in this field, the user is required to provide a reason for the change in the **Explanation** field.

- **Code/Block Applicant, Title, Telephone Number, Fax Number and E-Mail** pre-populated based on the information provided in your user profile. If any of the contact information is incorrect, please edit your user profile as described in **Section 10 User Profile**.
- **A. Available Numbers*** - Enter the quantity of telephone numbers that are available in your company's inventory for the requested OCN in the NPA and Rate Center.
- **B. Assigned Numbers*** - Enter the quantity of telephone numbers that your company has assigned to customers for the requested OCN in the NPA and Rate Center.
- **C. Total Numbering Resources*** - Pre-populated, from the Total Numbering Resources Report, with the quantity of telephone numbers assigned to your company for the requested OCN in the NPA and Rate Center.

NOTE: The data in the field should only be modified when a non-pooled CO Code return has been approved and the effective date of the return is in the past, however, the non-pooled CO code is still showing on the Total Numbering Resources Report. When modifications are made to the data in this field, the user is required to provide a reason for the change in the **Explanation** field.

- **D. Quantity of numbers activated in the past 90 days (increments of 1,000 or 10,000) and excluded from Utilization calculation*** - Enter the quantity of telephone numbers that will be excluded from the utilization calculation because they are from CO codes/ thousands-blocks that have been activated in the past 90 days.

- **List excluded Code(s) or Block(s)** – If you completed D, enter all excluded CO code(s) or thousands-block(s) in the field provided.
- **E. Growth History – Previous 6 months*** - Enter the quantity of telephone numbers assigned to customers in each of the previous 6 months, with **Month 6** being the current month.
- **F. Forecast – Next 12 months*** - Enter the quantity of telephone numbers expected to be assigned to customers in each of the next 12 months, with **Month 1** being the current month.
- **Explanation** - The Explanation field is a free-form-text field that may be used to enter comments as needed. An explanation is required when changes have been made to the **List all Codes NPA(s)-NXXs and Blocks NPA(s)-NXX-X(s)** and/or **C. Total Numbering Resources**.
- To display the **G. Average Monthly Forecast**, **H. Months to Exhaust**, and **I. Utilization** for the data entered, click **Show Calculations**. Once the *Thousands-Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2* screen is completed, click **Continue**.
 - a. If the information provided indicates that the thousands-blocks being requested will not exhaust within 6 months and/or utilization is not met, **PAS** will present you with the following options:
 - b. **Return to the Months to Exhaust Form** – If this radio button is selected, **PAS** will take you back to the *Thousands-Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2* screen.
 - c. **Proceed on the basis of the existing MTE and receive only X block(s)** – If this radio button is selected, **PAS** will move to the *NPAC Thousands-Block Data - Part 1B* screen, and you will proceed to **Step 7**.
 - d. **Need to request a State Waiver** – If this radio button is selected the request will be submitted and **PAS** will create a Pooling Administrator’s Response/Confirmation Part 3A denial so that you may proceed with requesting a state waiver from the applicable state commission.
 - e. **Received a State Waiver** – If this radio button is selected, **PAS** will display the *NPAC Thousands-Block Data - Part 1B* screen, and you will proceed to **Step 7**. *In order to select this radio button, you must have already received a state waiver and sent that to the PA; otherwise the request will be denied by the PA.*
 - f. **Over-Contaminated Block Exception (Applies to Individual Block requests only)** – If this radio button is selected, **PAS** will override the MTE and Utilization calculations and continue to the *NPAC Thousands-Block Data - Part 1B* screen. You will proceed to **Step 7**.

NOTE: In order to select the **Over-contaminated Block Exception** radio button, you must have received a request from the PA to take over an over-contaminated thousands-block; otherwise the request will be denied by the PA.

After completing all of the required fields on the *Thousands-Block Months to Exhaust Certification Worksheet – TN Level - Appendix 2* screen, click **Continue**:

- If the MTE criteria are met, and the request type is: **Split Request: Receive a portion of the blocks from the pool and a portion of the blocks from a new code for pool replenishment** or **New Block Request: Receive blocks from the pool only** the *NPAC Thousands-Block Data - Part 1B* screen (shown in Figure 4-9) will be displayed. Proceed to **Step 7**.
- If the MTE criteria are met, and the request type is: **Full NXX for Pool Replenishment: Open a code for pool replenishment only** the *Confirmation* screen will be displayed (as shown in Figure 4-10 or 4-12).

NPAC Thousands-Block Data - Part 1B	
Revised: October 31, 2019	
NPAC BLOCK HOLDER DATA	
Submit one form per Thousands-Block	
Activation Request	
<input type="checkbox"/> For Information Only	
Will block 1 of 1 be activated by NPAC? <input checked="" type="radio"/> Yes <input type="radio"/> No	
Section A	
<small>(If the request is for Activation, the Thousands-Block Applicant is to provide all data except Block Range, Block Effective Date and Code Holder's NXX code switch information; the Pooling Administrator (PA) shall fill in those three fields. For a Modification or Intra SP Block Porting Request, the requestor is to provide all information.)</small>	
Pooling Administrator :	
Name: Agnes Rom	
Address: 1800 Sutter St	
City: Concord	State: CA
Zip: 94520	Phone: 925-420-0129
Email: pastemail@somos.com	Fax: 925-420-0377
Block Applicant :	
Contact Name: Jan Connally	
Contact Address: 1800 Sutter St Suite 780	
City: Concord	State: CA
Zip: 94520	Phone: 925-363-8747
Email: bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com	Fax: 925-363-7689
Service Provider NPAC	
SOA SPID ¹ *	The SPID entered must exist in the NPAC region of the requested block. If the SPID does not exist your block request will be rejected at the NPAC and this may delay the block's effective date.
LRN ² *	The LRN entered must exist in the NPAC region of the requested block and must belong to the SPID listed on this request. If the LRN entered does not meet these parameters your block request will be rejected at the NPAC and this may delay the block's effective date.
Remarks	
Section B	
Block Applicant to provide this data ONLY if NPAC Activate Block Range is marked "Yes". For Intra SP Block Porting the Thousands-Block Holder should reflect the routing information of the Switching Entity/Point of Interconnection (POI) the Thousands-Block is being transferred to ⁶ .	
Class DPC ⁷	
Class SSN ⁸	
LIDB DPC ⁹	
LIDB SSN ¹⁰	
CNAM DPC ¹¹	
CNAM SSN ¹²	
ISVM DPC ¹³	
ISVM SSN ¹⁴	
WSMSC DPC ¹⁵	
WSMSC SSN ¹⁶	
SOA Origination ¹⁷	No
Submit Cancel	
Instructions for filling out each Section of the Part 1B form:	
1) The requesting Thousands-Block Applicant shall complete this form except for Block Range and Block Effective Date, when submitting PART 1A Thousands-Block (NPA-NXX-X) Application to the Pooling Administrator (PA). A separate Part 1B form is to be completed for each 1K Block Range requested, except when requesting Thousands-Blocks from a new Central Office (CO) Code (NPA-NXX).	
2) The Pooling Administrator (PA) shall insert Block Range and Block Effective Date information, then submit this form to the regional NPAC at the same time PART 3A Pooling Administrator's Response/Confirmation is returned to the requesting Thousands-Block Applicant.	
3) Pre-Block Activation:	
a) If the Thousands-Block Holder is requesting a modification, the Thousands-Block Holder needs to complete Sections A and any applicable data in Section B of this form and send it to the Pooling Administrator (PA). The PA shall forward the form to the NPAC for processing.	
4) Post-Block Activation: If Thousands-Block Holder requests NPAC to perform the Block Modification, then Sections A & B of this form should be completed and sent to the Pooling Administrator (PA). The PA shall send the information on to the NPAC. Upon completion of this request, NPAC sends a copy of the completed form to the PA and Thousands-Block Holder.	
Footnotes:	
¹ The Service Provider ID of the Thousands-Block Holder. The SPID shall be a valid SPID in the NPAC system. If your company does not have a SPID, please call the NPAC Help Desk for assistance.	
² A Location Routing Number is a 10-digit number, in the format NPA-NXX-XXXX, that uniquely identifies a Switching Entity or Point of Interconnection (POI). The NPA-NXX portion of the LRN is used to route calls to numbers that have been ported.	
³ The Pooling Administrator (PA) will insert Thousands-Block (NPA-NXX-x) information. The Thousands-Block shall consist of NPA-NXX and the first digit of the 1K block.	
⁴ The Pooling Administrator (PA) shall insert the Block Effective Date. This is the earliest date that the NPAC shall broadcast the Thousands-Block information to all Local SMSs.	
⁵ If "YES" is marked the NPAC shall activate the Thousands-Block range. If "NO" is marked it shall be the responsibility of the Service Provider (SP) to activate the Thousands-Block range.	
⁶ NANC 191	
Whenever a DPC value is specified, an SSN value likewise must be provided (and vice versa). The three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.	
NANC 231	
The SSN value must be 000; no other value is accepted.	
⁷ Customer Local Area Signaling Services Destination Point Code for 10-digit GTT for CLASS features for the 1K block.	
⁸ Customer Local Area Signaling Services Subsystem Number for the 1K block.	
⁹ Line Information Database Destination Point Code for 10-digit GTT for LIDB features for the 1K block.	
¹⁰ Line information Database Subsystem Number for the 1K block.	
¹¹ Calling Name Delivery Destination Point Code for 10-digit GTT for CNAM features for the 1K block.	
¹² Calling Name Delivery Subsystem Number for the 1K block.	
¹³ Inter-Switch Voice Mail Destination Point Code for 10-digit GTT for ISVM features for the 1K block.	
¹⁴ Inter-Switch Voice Mail Services Subsystem Number for the 1K block.	
¹⁵ Wireless Short Message Service Center Destination Point Code for 10-digit GTT for WSMSC features. This field is only required if the Service Provider (SP) supports WSMSC data.	
¹⁶ Wireless Short Message Service Center Subsystem Number for the 1K block. This field is only required if the Service Provider (SP) supports WSMSC data.	
¹⁷ The SOA Origination Field must be populated with "No" if the NPAC Activate Block Range is marked "Yes" which specifies that the Thousands-Block applicant shall not activate their own Thousands-Block range.	
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Figure 4-9 NPAC Thousands-Block Data - Part 1B Screen

The *NPAC Thousands-Block Data - Part 1B* screen will only be presented for **Split Request (New Block Request)** when you receive a portion of the thousands-blocks from the pool.

The *NPAC Thousands-Block Data - Part 1B* screen will display contact information based on the information provided in your user profile.

Step 7. From the *NPAC Thousands-Block Data - Part 1B* screen, complete the following fields:

- **For Information Only** - If this Part 1B is for informational purposes only, check the box provided.
- **Will block X of X be activated by NPAC** – Select Yes or No.

Per section 7.1.18 of the TBCOCAG:

The PA issues the Part 3A to the SP and issues the Part 1B to the NPAC as confirmation of Thousands-Block Allocation. A Part 1B is not issued for Thousands-Blocks associated with Pooled CO Code applications. If the Thousands-Block is to be created in the NPAC, the NPAC shall create the NPA-NXX-X Holder Information Table within seven calendar days of notification, provided that the NPA-NXX is loaded in the NPAC. If the NPA-NXX is not loaded in the NPAC, then NPAC shall create the NPA-NXX-X Holder Information Table within two business days of the CO Code Holder loading the NPA-NXX in the NPAC.

The NPAC shall create the Thousands-Block in the NPAC under these circumstances:

If a SP marks the “NPAC Activate Block Range” field on the Part 1B as:

- a) “YES”, the NPAC shall create and shall activate the Thousands-Block range.
- b) “NO”, the NPAC shall create the Thousands-Block range but it shall be the responsibility of the SP to activate the Thousands-Block range.

The NPAC shall not create the Thousands-Block in the NPAC under one or both of these circumstances:

- a) If a SP checks the “For Information Only” field in any combination with the “NPAC Activate Block Range” field on the Part 1B form;
- b) If the Thousands-Block is being Allocated back to the CO Code Holder on the Switching Entity/POI where the CO Code resides (per the PA portion of Section A of the Part 1B).

If the Thousands-Block being Allocated back to the CO Code Holder on the Switching Entity/POI where the CO Code resides needs to be opened in the NPAC, the SP shall contact the NPAC help desk (see

<https://www.numberportability.com/resources/contact-iconectiv/> or call 844-820-8039).

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

- **Service Provider NPAC SOA SPID*** – Enter the NPAC SOA SPID (4 alphanumeric characters). The SPID entered must exist in the NPAC region of the requested thousands-block. If the SPID does not exist, your thousands-block request will be rejected at the NPAC and this may delay the thousands-block's effective date. **PAS** will validate the SPID. If the SPID is not valid **PAS** will return an error message *“You have entered a SPID value that currently does not exist in the NPAC region of the requested block. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pool block's effective date. To validate the status of this SPID please contact the Number Portability Administration Center (NPAC).”*

NOTE: The validation can be overridden by checking the **Override the NPAC Related Validations** checkbox which is provided on screen after the validation is not met.

- **LRN*** – Enter the 10-digit LRN with no dashes. The LRN entered must exist in the NPAC region and LATA of the requested thousands-block and must belong to the SPID listed on this request. If the LRN entered does not meet these parameters your thousands-block request will be rejected at the NPAC and this may delay the thousands-block's effective date. **PAS** will validate the LRN. If the LRN is not valid **PAS** will return one of the following two error messages:
 - *“The NPA-NXXs of the requested pooled block and associated LRN are not in the same LATA. A new pooled block that matches the LATA ID of the LRN's NPA-NXX or a new LRN that matches the LATA ID of the pooled block's NPA-NXX should be chosen. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pooled block's effective date. For questions please contact the Number Portability Administration Center (NPAC).”*
 - *“You have entered an LRN value that currently does not exist in the NPAC region of the requested block and/or is not under the SPID listed on the pooled block request. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pooled block's effective date. For questions please contact the Number Portability Administration Center (NPAC).”*

NOTE: The validation can be overridden by checking the **Override the NPAC Related Validations** checkbox which is provided on screen after the validation is not met.

- **Remarks** — The Remarks field is a free-form-text field that may be used to enter comments as needed.
- If the field **Will block X of X be activated by NPAC** is set to “Yes”, complete the following applicable fields in Section B:
 - **CLASS DPC** — (9 numeric character field) — The Customer Local Area Signaling Services Destination Point Code for 10-digit Global Title Translation (GTT) for CLASS features for the thousands-block. The CLASS DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
 - **CLASS SSN** — The Customer Local Area Signaling Services Subsystem Number for the thousands-block. The CLASS SSN entered must be 000. *Required field if Class DPC entered.*
 - **LIDB DPC** — (9 numeric character field) — The Line Information Database Destination Point Code for 10-digit GTT for LIDB features for the thousands-block. The LIDB DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
 - **LIDB SSN** — The Line Information Database Subsystem Number for the thousands-block. The LIDB SSN entered must be 000. *Required field if LIDB DPC entered.*
 - **CNAM DPC** — (9 numeric character field) — The Calling Name Delivery Destination Point Code for 10-digit GTT for CNAM features for the thousands-block. The CNAM DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
 - **CNAM SSN** — The Calling Name Delivery Subsystem Number for the thousands-block. The CNAM SSN entered must be a 000. *Required field if CNAM DPC entered.*
 - **ISVM DPC** — (9 numeric character field) — The Inter-Switch Voice Mail Destination Point Code for 10-digit GTT for ISVM features for the thousands-block. The ISVM DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
 - **ISVM SSN** — The Inter-Switch Voice Mail Subsystem Number for the thousands-block. The ISVM SSN entered must be 000. *Required field if ISVM DPC entered.*
 - **WSMSC DPC** — (9 numeric character field) — The Wireless Short Message Service Center Destination Point Code for 10-digit GTT for WSMSC features for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC DPC must be three sets of numbers the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the

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

- **WSMSC SSN** — The Wireless Short Message Service Center Subsystem Number for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC SSN entered must be 000. *Required field if WSMSC DPC entered.*
- **SOA Origination** – Pre-populated with **No** when **NPAC Activate Block Range** is marked **Yes**.
- After all required fields are completed on the *NPAC Thousands-Block Data - Part 1B* screen, click **Submit**:
 - If only one thousands-block has been requested from the available pool for a **New Block Request** or a **Split Request: Receive a portion of the blocks from the pool and a portion of the blocks from a new code for pool replenishment**, a *Confirmation* screen will be displayed (Figure 4-10 or Figure 4-11). Note the tracking number(s) for future inquiries about the request.
 - If more than one thousands-block has been requested from the available pool for a **New Block Request** or a **Split Request: Receive a portion of the blocks from the pool and a portion of the blocks from a new code for pool replenishment**, the next *NPAC Thousands-Block Data - Part 1B* screen will be displayed and will be pre-populated with the information provided in the first Part 1B. Repeat **Step 7**, to complete the Part 1Bs for all thousands-blocks being requested from the available pool. Once all Part 1Bs have been completed, a *Confirmation* screen will be displayed. Note the tracking number(s) for future inquiries about the request (Figure 4-10 or 4-11).
 - To return to your Inbox, click on the **Return to Inbox** button.
 - To view any of the forms for the submitted request, click on the **View Forms** button.
 - For **Split Request: Receive a portion of the blocks from the pool and a portion of the blocks from a code for pool replenishment requests**, two requests will be created by **PAS**; a thousands-block request and a CO code request, each with a separate tracking number and a separate **View Forms** button (as shown in Figure 4-11).
 - To attach supporting documents to the request, click on the **Attach Documents** button.
 - For a **Split Request: Receive a portion of the blocks from the pool and a portion of the blocks from a new code for pool replenishment** the documents will be attached to the Code Request. You will need to use the **Attach Documents** tool under **Individual Block Requests** (see Figure 4.1) to attach the documents to the associated thousands-block request. Refer to **Section 4.3.13**.

NOTE: The following file formats may be attached: PDF, Word, Excel, GIF, JPEG, TIFF, bitmap, Power Point, HTML and Zip files. The maximum file size allowed: 10 MB

Please send your documented proof to the PA that shows that (1) you are authorized to provide service in the area for which numbering resources are being requested and (2) you are, or will be, capable of providing service within 60 calendar days of the numbering resource activation. Be sure to reference the PAS tracking number on all the documentation provided. Your request has been successfully submitted.
The Tracking Number for this request is: **503-AURORA-OR-1141362**

[Return to Inbox](#) | [View Forms](#) | [Attach Documents](#)

Figure 4-10 Confirmation Screen

Please attach to your request documented proof that shows that (1) you are authorized to provide service in the area for which numbering resources are being requested and (2) you are, or will be, capable of providing service within 60 calendar days of the number resource activation or send via email to the PA. If sending via email be sure to reference the PAS tracking number with all documentation provided.

Your request has been successfully submitted.

The Tracking Number for the Individual Block Request is: 503-BEAVER CRK-OR-1141360

The Tracking Number for the Full NXX for Pool Replenishment request is: 503-BEAVER CRK-OR-1141361

[Return to Inbox](#) | [View Forms\(Block\)](#) | [View Forms\(Code\)](#) | [Attach Documents](#)

Figure 4-11 Confirmation Screen Split Request

Your request has been successfully submitted.

The Tracking Number for this request is: **503-AURORA-OR-1141363**

[Return to Inbox](#) | [View Forms](#) | [Attach Documents](#)

Figure 4-12 Confirmation Screen

NOTE: If the request type specified was **Initial**, please attach the following documentation to your application at the time of submission : Evidence of license or certification to provide service in the area and evidence of facilities readiness within 60 days of the thousands-block activation date. Include the PAS tracking number on all documentation provided.

NOTE: If for some reason you are unable to attach the documentation, please email it at the time of submission to the PA for the state in which this request was submitted. Be sure to reference the tracking number(s) in the email.

The PA has 7 calendar days to process your request. When the request has been processed by the PA, you will receive a *Pooling Administrator's Response/Confirmation - Part 3A* email notification and a **NPA-NXX-X: New Block Assignment, New Block Assignment Denied or New Block Assignment Withdrawn** work item and/or a **NPA-NXX-X: Full NXX Pool Replenishment Request Approved, Full NXX Pool Replenishment Request Suspended, Full NXX Pool Replenishment Request Denied, Full NXX Pool Replenishment Request Withdrawn** in your **Work Item Summary** list (Refer to **Section 11**).

When the NPAC either Activates or Rejects the **Part 1B**, PAS will automatically send a **Part 1B Activated** email or **Part 1B Reject** email from poolingsupport@somos.com to the PAS User who submitted the request and any **Completed Part 1B** or **Rejected Part 1B** additional contacts.

NOTE: When an SP/SPC user replies to the **Part 1B Activated** email or the **Part 1B Reject** email, the reply email will be sent to the email address of the NPAC User who processed the request.

If you wish to make any corrections to an already submitted request, you may do so using the **Modify Pending Request** tool; as long as the request has not been processed by the PA. Refer to **Section 4.3.3** for the information on modifying a pending new block request.

If you wish to cancel the request, you may do so by using the **Withdraw Pending Request** tool (refer to **Section 4.3.4**). If unable to use the **Withdraw Pending Request** tool you may withdraw your request by sending an email instructing the PA to withdraw the request (as long as the request has not been processed by the PA).

4.3.2 Retrieval & Deleting of a Previously Saved New Block Request

Retrieving a Saved Block Request

At any time, you have the option of saving a new block request by clicking the **Save** button at the bottom of each screen. **PAS** will provide you with a reference number for the saved request in the format of State Abbreviation - XXXXXX. You have up until 30 days from when the application was originally saved to complete it; otherwise **PAS** will automatically remove the application from the saved application list.

The following steps describe how to retrieve a previously saved new block request:

Step 1. From the tools frame on the left side (shown in Figure 4-1), click **Individual Block Requests**, then click **Saved Block Requests** to display the *Saved Requests* screen (Figure 4-13).

Saved Requests			
Delete	Tracking Number	NPA	Rate Center
	OR-1141359	503	AURORA
Submit			

Figure 4-13 Saved Request Screen

Step 2. From the *Saved Requests* screen, click on the reference number for the request you wish to retrieve and complete. **PAS** will display the *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen for the saved request. Refer to **Section 4.3.1** and start from **Step 3** for the information on submitting a new block request.

NOTE: The Saved Request screen will display all requests currently saved based on the OCN and NPA in your user profile, regardless of which user saved the request.

Delete a Saved Block Request

You have the option of deleting a saved block request anytime up until the saved request is updated and submitted or the saved request is automatically deleted after 30 days from the date the request was originally saved.

Step 1. From the tools frame on the left side (shown in Figure 4-1), click **Individual Block Requests**, then click **Saved Block Requests** to display the *Saved Requests List* screen (Figure 4-13).

Step 2. From the *Saved Requests List* screen, click on the **Delete** checkbox next to the tracking number you wish to delete; a checkmark will appear in the checkbox. Once the checkbox is checked, click the **Submit** button. **PAS** will return the following *Confirmation* screen: “Are you sure you wish to delete the selected “Saved” work item?”

- If you select **OK**, **PAS** will delete the saved work item as requested.
- If you select **Cancel**, **PAS** will NOT delete the work item and will return you to the *Saved Requests List* screen.

4.3.3 Modify Pending New Block Request

If you wish to make any corrections to an already submitted **new block request** (which includes **over contaminated block exception** and **state waiver received**), you may do so using the **Modify Pending Request** tool; except when more than 5 calendar days has passed since you submitted the request, the PA is currently processing the request, or the request has already been processed by the PA.

PLEASE NOTE: The only request type that may be modified once it has been submitted is a **New Block Request**. **Block disconnects, cancel block disconnects, block modifications, code disconnects, code modifications, and new code requests (LRN, Pool Replenishment, or Dedicated Customer)** cannot be modified. If you wish to cancel a request, you may do so by using the **Withdraw Pending Request** tool (refer to **Section 4.3.4**). If unable to use the **Withdraw Pending Request** tool you may withdraw your request by sending an email instructing the PA to withdraw the request (as long as the request has not been processed by the PA). If you need additional information or have further questions, please contact the Pooling Administration Help Desk at 1-866-623-2282 or support@nanpa.com.

PLEASE NOTE: Once a Pooling Administrator’s Response/Confirmation - Part 3A has been issued, a request may no longer be modified. A new request will need to be submitted.

The following steps describe how to modify a pending new block request:

Step 1. From the tools frame on the left side (shown in Figure 4-1), click **Individual Block Requests** then click **Modify Pending Request** to display the *Modify Pending Block Request* screen (Figure 4-14).

Modify Pending Block Request

Please enter a PAS tracking number previously-issued by this system.

PAS will ensure that the tracking number you entered has been issued to you before allowing you to proceed with your request.

PAS tracking numbers are case sensitive and have the following format:

NPA-RateCenter-State-SequenceNumber.

Example: 703-HERNDON-VA-100001

Enter Tracking Number

Figure 4-14 Modify Pending Block Request Screen

Step 2. From the *Modify Pending Block Request* screen, enter the **Tracking Number** of the request you wish to make corrections to, then click **Submit** to display the *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen (Figure 4-15).

Thousands-Block (NPA-NXX-X) Application - Part 1A
Revised: October 31, 2019

Type of Application: **New Block** [View Pool Replenishment Status](#)

1.1 Contact Information : Note: If any of the contact information is incorrect, edit your user profile.

Block Applicant:

Company Name: TEST USER
 Headquarters Address: 1800 Sutter St Suite 780
 City: Concord
 State: CA
 Zip: 94520
 For: 94520

Contact Name: Jan Connolly
 Contact Address: 1800 Sutter St Suite 780
 City: Concord
 State: CA
 Zip: 94520
 Phone: 925-363-8747
 Fax: 925-363-7689
 Email: bounce@dana.flowers.at.neustar.biz@simulator.amazones.com

Pooling Administrator¹:

Name: Agnes Rom
 Address: 1800 Sutter St
 City: Concord
 State: CA
 Zip: 94520
 Phone: 925-420-0129
 Fax: 925-420-0377
 Email: pascl@mail@somos.com

1.2 General Information

NPA: 486 LATA: 666
 OCN²: ABCD-TEST USER
 Parent Company OCN³: ABCD
 Number of Thousands-Blocks Requested: 1
 Switch Identification (Switching Entity/POI) Code⁴: XXXXXXXXXX
 Rate Center⁵: PHOENIX

1.3 Dates

Date of Application⁶: 10/28/2019
 Requested Expedited Treatment Yes No
By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.
 Requested Effective date⁷: 11/28/2019 MM/DD/YYYY

1.4 Type of Service Provider Requesting the Thousands-Block

a) Type of Service Provider⁸: CAP OR CLEC
 b) Primary Type of Service Blocks to be used for⁹: Wireline
 c) Thousands-Block(s) (NPA-NXX) assignment preference
Click here to see the available blocks in the pool.
NOTE: The blocks available list shows blocks that are available at the time a request is submitted. These same blocks may not be available at the time the request is processed. Therefore, it is recommended that you provide additional block preferences in the event those blocks are not available.
 d) Thousands-Block(s) (NPA-NXX) that are undesirable for the assignment, if any

1.5 Type of Request¹⁰

Initial block for rate center Or Growth block for rate center
By selecting this checkbox, I acknowledge that I am willing to accept a block in net and explicitly understand that the underlying CO code may not yet be activated in the PSTN and loaded in the NPA/C on the block effective date.
 Remarks:

I hereby certify that the above information requesting a Thousands-Block (NPA-NXX-X) is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCC/CAG) available on the ATIS web site (www.atis.org/ncic/) or by contacting ncic@atis.org as of the date of this application.

Continue Cancel

Instructions for filling out each Section of the Part 1A form:

Section 1.1: Contact information requires that Service Providers (SP) supply under "Block Applicant" the company name, company headquarters address, a contact within the company, an address where the contact person may be reached, in addition to the correct phone, fax, and e-mail address. The Pooling Administrator (PA) section also requires the SP to fill in the PA's name, address, phone, fax and e-mail.

Section 1.2: Service Providers (SP) who need a Thousands-Block (NPA-NXX-X) assignment or for a Location Routing Number (LRN) are required to fill in this section. If needed for an LRN, a Part 1 Central Office Code (NPA-NXX) Application needs to also be submitted to the Pooling Administrator (PA). The SP should supply the Numbering Plan Area (NPA), the Local Access Transport Area (LATA), which is a three-digit number that can be found in the Telecoia Technologies, Inc. dba isoneciv (isoneciv)¹¹ LERG¹² Routing Guide¹³. The Operating Company Number (OCN) assigned to the SP and the OCN of its parent company. An OCN is a four-character alphanumeric NECA-assigned Company Code or a four-character alphanumeric identifier assigned by the isoneciv¹¹ Telecom Routing Administration (TRA). In addition, the number of Thousands-Blocks requested should be supplied. The Switch Identification (Switching Entity/POI) Explorations of these terms may be found in the footnotes.

Section 1.3: The date the Service Provider (SP) completes the application should be entered in this section, as well as the Effective Date of the requested Thousands-Block.

Section 1.4: Service Providers (SP) should indicate their type, e.g., local exchange carrier, competitive local exchange carrier, interexchange carrier, CLEC or ISP. Also indicate the primary type of business in which the Numbering Resource is to be used. SPs may indicate their preference for a particular Thousands-Block, e.g., 321-8XXX, or indicate any Thousands-Blocks that may be undesirable, e.g., 321-8XXX.

Section 1.5: Service Providers (SP) indicate the type of request. Initial requests are for first applications for Thousands-Blocks in a Rate Center. Growth applications are for additional Thousands-Blocks in a Rate Center in which the Applicant already has Numbering Resources, and provide the required evidence as ordered by the FCC.

Section 1.6: Service Providers (SP) shall indicate the updated/current information in regards to contaminated Telephone Numbers (TN) on the Thousands-Block they are returning to the Industry Inventory Pool. Thousands-Blocks with over 10% contamination (101 TNs or more) shall not be returned to the Industry Inventory Pool except when a SP is exiting the market or is exchanging a Thousands-Block that was identified as being over 10% contaminated. If the Thousands-Block being returned is over 10% contaminated, the Pooling Administrator (PA) shall seek a new Thousands-Block Holder. If question c and/or d have a response of No, the request for return shall be denied.

The Thousands-Block applicant certifies veracity of this form by signing their name, and providing their title and date.

Footnotes:

¹Identify type of change(s) in Section 1.5.
²The Pool Administrator (PA) is available to assist in completing these forms.
³A Part 1 Central Office (CO) Code (NPA-NXX) Application shall also need to be submitted to the Pooling Administrator (PA).
⁴Operating Company Number (OCN) assignments must uniquely identify the applicant, Relative to Central Office (CO) Code (NPA-NXX) assignments, NECA-assigned Company Codes may be used as OCNs. Companies with no prior CO Code or Company Code assignments should contact NECA (800-534-5500) 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 TRA (732-699-6700).
⁵This is an eleven-character descriptor of the Switching Entity/Point Of Interconnection (POI) provided by the owning entity for the purpose of routing calls. This is the 11 character CLLI¹⁴ Code of the Switching Entity/POI.
⁶Rate Center name shall be a ratified Rate Center.
⁷Acknowledgment and indication of disposition of this application shall be provided to applicant within seven calendar days from the date of receipt of this application. An incomplete form may result in delays in processing this request.
⁸Please ensure that the Central Office (CO) Code (NPA-NXX) of the LRN to be associated with this Thousands-Block(s) will be active in the PSTN prior to the effective date of the Thousands-Block(s).
⁹Select if you are the current Thousands-Block Holder.
¹⁰Select if you are the current Thousands-Block Holder.
¹¹isoneciv¹¹, Telecoia¹¹, and Common Language¹¹ are registered trademarks and CLLI¹⁴, CLLI¹⁴, LERG¹² Routing Guide and TPM¹³ Data Source are trademarks and the Intellectual Property of Telecoia Technologies, Inc. dba as isoneciv.

Figure 4-15 Thousands-Block (NPA-NXX-X) Application - Part 1A Screen

The *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen will display the information that was previously entered at the time the request was submitted.

Step 3. From the *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen, you may modify the following fields:

1.1 Contact Information

- If you are a Service Provider Consultant, you may modify any of the **Headquarters Address, City, State** and **Zip** fields previously entered.

1.2 General Information

- **Parent Company OCN*** - Select a Parent Company OCN from the drop-down list.
- **Switch Identification (Switching Identity/POI) *** - (11 alphanumeric characters, spaces allowed)
 - If you answered **Yes** to **If requesting more than one thousands-block, do you want to enter multiple switches?** on the first screen, a separate Requested Switch identification (Switch Entity/POI) field will be displayed for each thousands-block requested from the pool.

1.3 Dates

- **Requested Expedite Treatment** - If you are requesting an effective date earlier than 31 calendar days from the current date, select **Yes**, then modify the requested effective date.
- **Earliest Effective Date Checkbox** – Select the **Earliest Effective Date** checkbox if you wish to have the pooling administrator assign the requested thousands-blocks with the earliest possible effective date. The **Requested Effective Date** should be left as the default date in this case.

Earliest Effective Date Checkbox and Expedite Treatment Options

- If you mark expedite **only**, then the PA will use the expedited effective date that you have entered on the Part 1A or, if you leave the 31 day default date, then the PA will use an effective date of 8 business days or 9 calendar days from the date of processing based on the guidelines.
- If you mark the checkbox for earliest effective date **only** and leave the default effective date, then the PA will use an effective date of 24 calendar days from the date of processing per the TBCOCAG guidelines.
- If you mark expedite **and** also mark the checkbox for earliest effective date **and** leave the default effective date, then the PA will use an effective date of either 8 business days or 9 calendar days based on the guidelines.
- If you enter an effective date other than the default effective date, then the PA will use the requested effective date as long as it meets requirements in the TBCOCAG guidelines.
- **Requested Effective Date*** - The requested effective date will show the date entered when the request was originally submitted MM/DD/YYYY.
 - **Requested Block Effective Date - Block #** - If you answered **Yes** to **If requesting more than one block, do you want multiple effective dates?** on the first screen, a

separate **Requested Effective Date** field will be displayed for each thousands-block requested from the pool.

- If you answered **Yes** to **Requested Expedite Treatment** then you may modify the date to a new date as early as 8 business days plus 7 calendar days from the current date.

1.4 Type of Service Provider Requesting the Thousands-Block

- **Type of Service Provider*** - Select a new service provider type from the drop-down list provided if applicable.

NOTE: The PA determines the Service Provider Type based on the OCN provided. The OCN Type determines the supporting documentation required when requesting numbering resources.

- **Primary Type of Service Blocks to be used for*** - Select the primary type of service the thousands-blocks will be used for from the drop-down list provided if applicable.

NOTE: Service Providers should choose the Type of Service the Thousands-Blocks are to be used for. It should be noted that Service Provider type is determined by the OCN selected.

- **Thousands-Block(s) (NPA-NXX-X) assignment preference** – Enter new or modified thousands-block assignment preferences if applicable. This field is a free-form-text field.
 - To view a list of thousands-blocks currently available for assignment at the time the request is being completed, click on this link called **Click here to see the available block in the pool.**
- **Thousands-Blocks(s) (NPA-NXX-X) that are undesirable for this assignment, if any** – Enter any undesirable thousands-blocks if applicable. This field is a free-form-text field.

1.5 Type of Request

- **By selecting this checkbox, I acknowledge that I am willing to accept a block in red and explicitly understand that the underlying code may not yet be activated in the PSTN and loaded in the NPAC on the block effective date** – This checkbox must be selected if you are willing to accept pending (red) thousands-blocks from the pool where you are requesting resources.
- **Remarks** - The Remarks field is a free-form-text field that may be used to enter comments as needed.

After all of the updates on the *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen have been completed, click **Continue**, PAS will bypass the *Thousands-Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2* screen, and display the *NPAC Thousands-Block Data - Part 1B* screen (shown in Figure 4-16).

NPAC Thousands-Block Data - Part 1B
 Revised: October 31, 2019
NPAC BLOCK HOLDER DATA
 Submit one form per Thousands-Block

Activation Request

For Information Only

Will block 1 of 1 be activated by NPAC? Yes No

Section A

(If the request is for Activation, the Thousands-Block Applicant is to provide all data except Block Range, Block Effective Date and Code Holder's NXX code switch information; the Pooling Administrator (PA) shall fill in those three fields. For a Modification or Intra SP Block Porting Request, the requestor is to provide all information.)

Pooling Administrator :

Name Agnes Rom
 Address 1800 Sutter St
 City Concord State CA
 ZIP 94520 Phone 925-420-0129
 Email pasc@email@somos.com Fax 925-420-0377

Block Applicant :

Contact Name Jan Connally
 Contact Address 1800 Sutter St Suite 780
 City Concord State CA
 ZIP 94520 Phone 925-363-8747
 Email bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com Fax 925-363-7689

Service Provider NPAC

SOA SPID¹ ABCD

The SPID entered must exist in the NPAC region of the requested block. If the SPID does not exist your block request will be rejected at the NPAC and this may delay the block's effective date.

LRN² 111111111

The LRN entered must exist in the NPAC region of the requested block and must belong to the SPID listed on this request. If the LRN entered does not meet these parameters your block request will be rejected at the NPAC and this may delay the block's effective date.

Remarks

Section B

Block Applicant to provide this data **ONLY** if NPAC Activate Block Range is marked "Yes". For Intra SP Block Porting the Thousands-Block Holder should reflect the routing information of the Switching Entity/Point of Interconnection (POI) the Thousands-Block is being transferred to⁶.

Class DPC⁷
 Class SSN⁸
 LIDB DPC⁹
 LIDB SSN¹⁰
 CNAM DPC¹¹
 CNAM SSN¹²
 ISVM DPC¹³
 ISVM SSN¹⁴
 WSMSC DPC¹⁵
 WSMSC SSN¹⁶
 SOA Origination¹⁷ No

Submit Cancel

Instructions for filling out each Section of the Part 1B form:

- 1) The requesting Thousands-Block Applicant shall complete this form except for Block Range and Block Effective Date, when submitting PART 1A Thousands-Block (NPA-NXX-X) Application to the Pooling Administrator (PA). A separate Part 1B form is to be completed for each 1K Block Range requested, except when requesting Thousands-Blocks from a new Central Office (CO) Code (NPA-NXX).
- 2) The Pooling Administrator (PA) shall insert Block Range and Block Effective Date information, then submit this form to the regional NPAC at the same time PART 3A Pooling Administrator's Response/Confirmation is returned to the requesting Thousands-Block Applicant.
- 3) Pre-Block Activation:
 - a) If the Thousands-Block Holder is requesting a modification, the Thousands-Block Holder needs to complete Sections A and any applicable data in Section B of this form and send it to the Pooling Administrator (PA). The PA shall forward the form to the NPAC for processing.
 - b) Post-Block Activation: If Thousands-Block Holder requests NPAC to perform the Block Modification, then Sections A & B of this form should be completed and sent to the Pooling Administrator (PA). The PA shall send the information on to the NPAC. Upon completion of this request, NPAC sends a copy of the completed form to the PA and Thousands-Block Holder.

Footnotes:

- ¹ The Service Provider ID of the Thousands-Block Holder. The SPID shall be a valid SPID in the NPAC system. If your company does not have a SPID, please call the NPAC Help Desk for assistance.
- ² A Location Routing Number is a 10-digit number, in the format NPA-NXX-XXXX, that uniquely identifies a Switching Entity or Point Of Interconnection (POI). The NPA-NXX portion of the LRN is used to route calls to numbers that have been ported.
- ³ The Pooling Administrator (PA) will insert Thousands-Block (NPA-NXX-X) information. The Thousands-Block shall consist of NPA-NXX and the first digit of the 1K block.
- ⁴ The Pooling Administrator (PA) shall insert the Block Effective Date. This is the earliest date that the NPAC shall broadcast the Thousands-Block information to all Local SMSs.
- ⁵ If "YES" is marked the NPAC shall activate the Thousands-Block range. If "NO" is marked it shall be the responsibility of the Service Provider (SP) to activate the Thousands-Block range.
- ⁶ **NANC 1B1**
Whenever a DPC value is specified, an SSN value likewise must be provided (and vice versa). The three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.
- ⁷ **NANC 2B1**
The SSN value must be 000; no other value is accepted.
- ⁸ Customer Local Area Signaling Services Destination Point Code for 10-digit GTT for CLASS features for the 1K block.
- ⁹ Customer Local Area Signaling Services Subsystem Number for the 1K block.
- ¹⁰ Line Information Database Destination Point Code for 10-digit GTT for LIDB features for the 1K block.
- ¹¹ Line Information Database Subsystem Number for the 1K block.
- ¹² Calling Name Delivery Destination Point Code for 10-digit GTT for CNAM features for the 1K block.
- ¹³ Calling Name Delivery Subsystem Number for the 1K block.
- ¹⁴ Inter-Switch Voice Mail Destination Point Code for 10-digit GTT for ISVM features for the 1K Block.
- ¹⁵ Inter-Switch Voice Mail Services Subsystem Number for the 1K block.
- ¹⁶ Wireless Short Message Service Center Destination Point Code for 10-digit GTT for WSMSC features. This field is only required if the Service Provider (SP) supports WSMSC data.
- ¹⁷ Wireless Short Message Service Center Subsystem Number for the 1K block. This field is only required if the Service Provider (SP) supports WSMSC data.
- ¹⁸ The SOA Origination Field must be populated with "No" if the NPAC Activate Block Range is marked "Yes" which specifies that the Thousands-Block applicant shall not activate their own Thousands-Block range.

Figure 4-16 NPAC Thousands-Block Data - Part 1B Screen

The *NPAC Thousands-Block Data - Part 1B* screen will display the information that was previously entered at the time the request was submitted.

Step 4. From the *NPAC Thousands-Block Data - Part 1B* screen, you may modify the following fields:

- **For Information Only** - If this Part 1B is for informational purposes only, check the box provided.
- **Will block X of X be activated by NPAC** – Select **Yes** or **No**.

Per section 7.1.18 of the TBCOCAG:

The PA issues the Part 3A to the SP and issues the Part 1B to the NPAC as confirmation of Thousands-Block Allocation. A Part 1B is not issued for Thousands-Blocks associated with Pooled CO Code applications. If the Thousands-Block is to be created in the NPAC, the NPAC shall create the NPA-NXX-X Holder Information Table within seven calendar days of notification, provided that the NPA-NXX is loaded in the NPAC. If the NPA-NXX is not loaded in the NPAC, then NPAC shall create the NPA-NXX-X Holder Information Table within two business days of the CO Code Holder loading the NPA-NXX in the NPAC.

The NPAC shall create the Thousands-Block in the NPAC under these circumstances:

If a SP marks the “NPAC Activate Block Range” field on the Part 1B as:

- a) “YES”, the NPAC shall create and shall activate the Thousands-Block range.
- b) “NO”, the NPAC shall create the Thousands-Block range but it shall be the responsibility of the SP to activate the Thousands-Block range.

The NPAC shall not create the Thousands-Block in the NPAC under one or both of these circumstances:

- a) If a SP checks the “For Information Only” field in any combination with the “NPAC Activate Block Range” field on the Part 1B form;
- b) If the Thousands-Block is being Allocated back to the CO Code Holder on the Switching Entity/POI where the CO Code resides (per the PA portion of Section A of the Part 1B).

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

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

- **Service Provider NPAC SOA SPID*** – Enter the NPAC SOA SPID (4 alphanumeric characters). The SPID entered must exist in the NPAC region of the requested thousands-block. If the SPID does not exist, your block request will be rejected at the NPAC and this may delay the thousands-block's effective date. **PAS** will validate the SPID. If the SPID is not valid **PAS** will return an error message *“You have entered a SPID value that currently does not exist in the NPAC region of the requested block. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pool block's effective date. To validate the status of this SPID please contact the Number Portability Administration Center (NPAC).”*

NOTE: The validation can be overridden by checking the **Override the NPAC Related Validations** checkbox provided after the validation is not met.

- **LRN*** – Enter the 10-digit LRN with no dashes. The LRN entered must exist in the NPAC region and LATA of the requested thousands-block and must belong to the SPID listed on this request. If the LRN entered does not meet these parameters your thousands-block request will be rejected at the NPAC and this may delay the thousands-block's effective date. **PAS** will validate the LRN. If the LRN is not valid **PAS** will return one of the following two error messages:
 - *“The NPA-NXXs of the requested pooled block and associated LRN are not in the same LATA. A new pooled block that matches the LATA ID of the LRN's NPA-NXX or a new LRN that matches the LATA ID of the pooled block's NPA-NXX should be chosen. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pooled block's effective date. For questions please contact the Number Portability Administration Center (NPAC).”*
 - *“You have entered an LRN value that currently does not exist in the NPAC region of the requested block and/or is not under the SPID listed on the pooled block request. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pooled block's effective date. For questions please contact the Number Portability Administration Center (NPAC).”*

NOTE: The validation can be overridden by checking the **Override the NPAC Related Validations** checkbox which is provided on screen after the validation is not met.

- **Remarks** – The Remarks field is a free-form-text field that may be used to enter comments as needed.
- If **Will block X of X be activated by NPAC** is set to **“Yes”**, complete the following applicable fields in Section B:
 - **CLASS DPC** (9 numeric character field) — The Customer Local Area Signaling Services Destination Point Code for 10-digit Global Title Translation (GTT) for

CLASS features for the thousands-block. The CLASS DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.

- **CLASS SSN** — The Customer Local Area Signaling Services Subsystem Number for the thousands-block. The CLASS SSN must be 000. *Required field if Class DPC entered.*
- **LIDB DPC** (9 numeric character field) — The Line Information Database Destination Point Code for 10-digit GTT for LIDB features for the thousands-block. The LIDB DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.
- **LIDB SSN** — The Line Information Database Subsystem Number for the thousands-block. The LIDB SSN must be 000. *Required field if LIDB DPC entered.*
- **CNAM DPC** (9 numeric character field) — The Calling Name Delivery Destination Point Code for 10-digit GTT for CNAM features for the thousands-block. The CNAM DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.
- **CNAM SSN** — The Calling Name Delivery Subsystem Number for the thousands-block. The CNAM SSN must be a 000. *Required field if CNAM DPC entered.*
- **ISVM DPC** (9 numeric character field) — The Inter-Switch Voice Mail Destination Point Code for 10-digit GTT for ISVM features for the thousands-block. The ISVM DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.
- **ISVM SSN** — The Inter-Switch Voice Mail Subsystem Number for the thousands-block. The ISVM SSN must be 000. *Required field if ISVM DPC entered.*
- **WSMSC DPC** (9 numeric character field) — The Wireless Short Message Service Center Destination Point Code for 10-digit GTT for WSMSC features for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC DPC must be three sets of numbers the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.
- **WSMSC SSN** — The Wireless Short Message Service Center Subsystem Number for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC SSN must be 000. *Required field if WSMSC DPC entered.*

After all of the updates are completed on the *NPAC Thousands-Block Data - Part 1B* screen, click **Submit**:

- If only one thousands-block has been requested from the available pool for the **New Block Request**, a *Confirmation* screen will be displayed (Figure 4-10 or

Figure 4-12). The tracking number will remain the same from when the request was first submitted.

- If more than one thousands-block has been requested from the available pool for the **New Block Request**, the *NPAC Thousands-Block Data - Part 1B* screen will be displayed and will be pre-populated with the information previously provided. Repeat **Step 4**, to complete the Part 1Bs for all thousands-blocks being requested from the available pool. Once all Part 1Bs have been completed, a *Confirmation* screen will be displayed (Figure 4-17 or 4-17a). The tracking number will remain the same from when the request was first submitted.
- To return to your Inbox, click on the **Return to Inbox** button.
- To view any of the forms for the submitted request, click on the **View Forms** button.
- To attach supporting documents to the request, click on the **Attach Documents** button.

NOTE: The following file formats may be attached: PDF, Word, Excel, GIF, JPEG, TIFF, bitmap, Power Point, HTML and Zip files. The maximum file size allowed: 10 MB

Your request to modify your new block request has been successfully submitted
The Tracking Number for this request is: **503-BEAVER-OR-1141368**

[Return to Inbox](#) [View Forms](#) [Attach Documents](#)

Figure 4-17 Confirmation Screen - Growth

Your request to modify your new block request has been successfully submitted. Please attach, or send via email to the PA, your documented proof to the PA that shows that (1) you are authorized to provide service in the area for which numbers are being requested and (2) you are, or will be, capable of providing service within 60 calendar days of the numbering resource activation. Be sure to reference the PAS tracking number on all the documentation provided.
The Tracking Number for this request is: **503-BEAVER-OR-1141368**

[Return to Inbox](#) [View Forms](#) [Attach Documents](#)

Figure 4-17a Confirmation Screen - Initial

4.3.4 Withdraw a Pending Request

You can withdraw a previously submitted **new block request, block reservation, assign block reservation, block modification, block disconnect request, new code request, code modification** or **code disconnect request**, except when more than 5 calendar days has passed since you submitted the request, the PA is currently processing the request or the request has already been processed by the PA.

NOTE: Disconnect requests may only be withdrawn when the thousands-block is reported as having 101 or more ported TNs and the PA has not yet processed the request. For a disconnect request submitted with less than 101 ported TNs, where the request has been suspended but not approved or denied, the SP may send an email asking the PA to withdraw the request.

The following steps describe how to withdraw a pending block request:

Step 1. From the tools frame on the left side (shown in Figure 4-18), click on **Withdraw Pending Requests** and then **Withdraw Pending Request** to display the *Withdraw Pending Request* screen (Figure 4-18a).

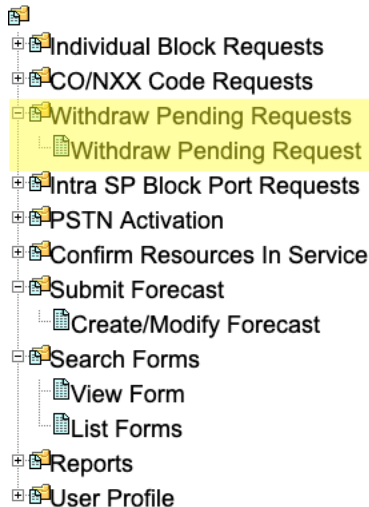


Figure 4-18 Withdraw Pending Tools frame

Withdraw Pending Request

Please enter a PAS tracking number previously issued by this system.

PAS will ensure that the tracking number you entered has been issued to you before allowing you to proceed with your request.

PAS tracking numbers are case sensitive and have the following format:
NPA-RateCenter-State-SequenceNumber.
Example: 703-HERNDON-VA-100001

Enter Tracking Number

Figure 4-18a Withdraw Pending Request Preliminary Screen

Step 2. From the *Withdraw Pending Request* screen, enter the **Tracking Number** of the request you wish to withdraw, then click **Submit**.

If the *Withdraw Pending* request is successfully submitted **PAS** will display a *Confirmation* screen (Figure 4-19). The tracking number will be the same tracking number provided in the original request submission.

- To return to your Inbox, click on the **Return to Inbox** button.
- To view any of the forms for the submitted request, click on the **View Forms** button.

PAS will automatically create a Pooling Administrator's Response/Confirmation - Part 3A withdrawal approval.

Your request has been successfully submitted.
The Tracking Number for the requests is : **503-BEAVER-OR-1141368**

[Return to Inbox](#) [View Forms](#)

Figure 4-19 Confirmation Screen

4.3.5 Copy a New Block Request

Prior to submitting a request for a new thousands-block using the **Copy Block Request** tool, you must have a current Numbering Resource Utilization/Forecast (NRUF) Report on file with NANPA and a current Thousands-Block Forecast Report (Appendix 1) on file in **PAS** for the OCN, NPA and rate center in which you are applying for resources.

Note: The only thousands-block request type that may be copied is a previously submitted **New Block Request**. The *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen, *Thousands-Block Months To Exhaust Certification Worksheet – TN Level – Appendix 2* screen and *NPAC Thousands-Block Data - Part 1B* screen(s) will be pre-populated based on what was provided in the original thousands-block request. In section 1.3 of the Part 1A form, the **Requested Effective Date** field will default to 31 calendar days from the current date. The Thousands-Block Months To Exhaust Certification Worksheet will be pre-populated from what was provided in the original thousands-block request, please be sure to modify it accordingly.

Save Option: At any time, you have the option of saving this request by clicking on the **Save** button provided at the bottom of the screen. **PAS** will provide you with a reference number for the saved request. You have up to 30 days from the date the application was originally saved to complete and submit it; otherwise **PAS** will automatically remove the application from the saved application list. To retrieve a previously saved request, refer to **Section 4.3.2** of the user guide.

The following steps describe how to request individual thousands-blocks from a pool using the **Copy Block Request** function:

Step 1. From the tools frame on the left side (shown in Figure 4-1), click **Individual Block Requests** then click **Copy Block Request** to display the preliminary *Copy Block Request* screen (Figure 4-20).

Copy Block Request

Please enter a PAS tracking number previously-issued by this system.

PAS will ensure that the tracking number you entered has been issued to you before allowing you to proceed with your request.

PAS tracking numbers are case sensitive and have the following format:
NPA-RateCenter-State-SequenceNumber.
Example: 703-HERNDON-VA-100001

Enter Tracking Number of Request to be Copied*

Enter Number of Blocks to be requested *

If requesting more than one block, do you want multiple effective dates? * Yes No

If requesting more than one block, do you want multiple switches? * Yes No

Figure 4-20 Preliminary Copy Block Request Screen

Step 2. From the preliminary *Copy Block Request* screen, complete the following:

- **Enter Tracking Number of Request to be Copied*** - Enter a PAS tracking number that was previously issued for a new block request.
- **Enter Number of Blocks to be requested*** - Enter the quantity of thousands-blocks you are requesting. You must enter at least one thousands-block and may enter as many as 25 thousands-blocks per application.
- **If requesting more than one block, do you want multiple effective dates?*** - If you are requesting more than one thousands-block and would like to request multiple effective dates, select **Yes**.
- **If requesting more than one block, do you want to enter multiple switches?*** - If you are requesting more than one thousands-block and would like to request multiple switches, select **Yes**.
- After you have made your selections, click **Submit**.
- If the request is being submitted in an NPA/Rate Center where the pool needs to be replenished, **PAS** will bring up the *Pool Replenishment Request* screen (Figure 4-3).
 - If the **Full NXX for Pool Replenishment** option is selected, the fields on the *Part 1-1A* screen and *Thousands-Block Months To Exhaust Certification Worksheet – TN Level – Appendix 2* screen will be left blank.
 - If the **Split Request** option is selected, the fields on the *Part 1-1A* screen, *Thousands-Block Months To Exhaust Certification Worksheet – TN Level – Appendix 2* screen, and *NPAC Thousands-Block Data - Part 1B* screen will be populated based on the original thousands-block request.
 - If the **New Block Request** option is selected, the fields on the *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen, *Thousands-Block Months To Exhaust Certification Worksheet – TN Level – Appendix 2* screen, and *NPAC Thousands-Block Data - Part 1B* screen will be populated based on the original thousands-block request.
 - Refer to **Section 4.3.1 Submit a New Block Request (Initial & Growth)**, and start from **Step 3** for additional information on submitting a new block request.
 - If the request is being submitted in an NPA/Rate Center where the pool does not need to be replenished, **PAS** will bring up the *Thousands-Block (NPA-*

NXX-X) Application - Part 1A screen (Figure 4-6). The fields on the *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen, *Thousands-Block Months To Exhaust Certification Worksheet – TN Level – Appendix 2* screen, and *NPAC Thousands-Block Data - Part 1B* screen will be populated based on the original block request. Refer to **Section 4.3.1 Submit a New Block Request (Initial & Growth)** and start from **Step 4** for the information on submitting a new block request.

4.3.6 Submit a New Block Reservation Request (Growth Only)

Thousands- block reservations can only be made for growth thousands-blocks (A thousands-block reservation is used in cases where a **safety valve** request is pending regulatory approval). Thousands-block reservations are made for a period of 3 months. One extension can be requested for an additional 3-month period when a state does not respond within the first 3-month period.

Prior to submitting a request for a new block reservation, you must have a current Numbering Resource Utilization/Forecast (NRUF) Report on file with NANPA and a current Thousands-Block Forecast Report (Appendix 4) on file in **PAS** for the OCN, NPA and rate center in which you are applying for resources.

Please note that any field marked with a red asterisk (*) is a required field and must be completed.

The following steps describe how to reserve individual thousands-blocks from a pool:

Step 1. From the tools frame on the left side (shown in Figure 4-1), click **Individual Block Requests** then click **New Block Reservation** to display the preliminary *Reserve Resources* screen (Figure 4-21).

Figure 4-21 Preliminary Reserve Resources Screen

Step 2. From the preliminary *Reserve Resources* screen, complete the following:

- **State*** - Select a State from the drop-down list of states from your user profile.
- **NPA*** - Select a NPA from the drop-down list of NPAs based on the state selected and your user profile.

- **Rate Center*** - Select a rate center from the drop-down list based on the NPA selected.
- **OCN***- Select an OCN from the drop-down list of OCNs from your user profile.
- **Quantity of Blocks Requested*** - Enter the quantity of thousands-blocks you are requesting to reserve. You must enter at least one thousands-block and may enter as many as 25 thousands-blocks per application.
- **If requesting more than one block, do you want to enter multiple switches? *** - If you are requesting more than one thousands-block and would like to request multiple switches, select **Yes**.
- **NOTE:** If you enter multiple switches, **PAS** will display a separate switch entered for each thousands-block on the viewable Part 1A forms tied to the request.
- After you have made your selections, click **Continue** to display the *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen (Figure 4-22).

Thousands-Block (NPA-NXX-X) Application - Part 1A	
Revised: October 31, 2019	
Type of Application:	New Block Reservation View Pool Replenishment Status
1.1 Contact Information :	
<i>Note if any of the contact info is incorrect, edit your user profile.</i>	
Block Applicant:	
Company Name: TEST USER Headquarters Address: 1800 Sutter St Suite 780 City: Concord State: CA ZIP: 94520	
Contact Name: Jan Connolly Contact Address: 1800 Sutter St Suite 780 City: Concord State: CA ZIP: 94520 Phone: 925-363-8747 Fax: 925-363-7689 Email: bounce@ara-flowers.at-neustar.biz@simulator.amazones.com	
Pooling Administrator¹⁴:	
Name: Agnes Rom Address: 1800 Sutter St City: Concord State: CA ZIP: 94520 Phone: 925-420-0129 Fax: 925-420-0377 Email: pascenail@somos.com	
1.2 General Information	
NPA: 480	LATA: 666
OCN: ABCD-TEST USER	
Parent Company OCN: Please Select	
Number of Thousands-Blocks: 3	
Requested:	
Switch Identification (Switching Entity/POT) ¹⁵ :	
Rate Center ¹⁶ : PHOENIX	
1.3 Dates	
Date of Application ¹⁷ : Monday, October 28, 2019	
Requested Expedited Treatment: N/A	
Requested Block Effective Date ¹⁸ : N/A	
1.4 Type of Service Provider Requesting the Thousands-Block	
a) Type of Service Provider ¹⁹ : Select One	
b) Primary Type of Service Blocks to be used for ²⁰ : Select One	
c) Thousands-Block(s) (NPA-NXX-X) assignment preference Click here to see the available blocks in the pool.	
NOTE: The blocks available list shows blocks that are available at the time a request is submitted. These same blocks may not be available at the time the request is processed. Therefore, it is recommended that you provide additional block preferences in the event those blocks are not available.	
d) Thousands-Block(s) (NPA-NXX-X) that are undesirable for this assignment, if any	
1.5 Type of Request	
<input type="radio"/> Initial block for rate center Or <input checked="" type="radio"/> Growth block for rate center By selecting this checkbox, I acknowledge that I am willing to accept a block in red and explicitly understand that the underlying CO code may not yet be activated in the PSTN and locked in the NPAC on the block effective date.	
Remarks:	
I hereby certify that the above information requesting a Thousands-Block (NPA-NXX-X) is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TRCOCAG) available on the ATIS web site (www.atis.org) or by contacting info@atis.org as of the date of this application.	
Continue ¹⁴ Cancel	
Instructions for filling out each Section of the Part 1A form:	
Section 1.1: Contact information requires that Service Providers (SP) supply under "Block Applicant" the company name, company headquarters address, a contact within the company to whom the contact person may be reached, in addition to the correct phone, fax, and e-mail address. The Pooling Administrator (PA) section also requires the SP to fill in the PA's name, address, phone, fax and e-mail.	
Section 1.2: Service Providers (SP) who need a Thousands-Block (NPA-NXX-X) assignment or for a Location Routing Number (LRN) are required to fill in this section. If needed for an LRN, a Part 1 Central Office Code (NPA-NXX) Application needs to also be submitted to the Pooling Administrator (PA). The SP should supply the Numbering Plan Area (NPA), the Local Access Transport Area (LATA), which is a three-digit number that can be found in the Telecordia Technologies, Inc. data source(s) (source(s) ²¹) LERG TM Routing Guide ²² . The Operating Company Number (OCN) assigned to the SP and the OCN of its parent company. An OCN is a four-character alphanumeric NECA-assigned Company Code or a four-character alphanumeric identifier assigned by the source(s) Telecordia Routing Administration (TRA). In addition, the number of Thousands-Blocks requested should be supplied. The Switch Identification (Switching Entity/POT) ²³ . Expansions of these terms may be found in the footnotes.	
Section 1.3: The date the Service Provider (SP) completes the application should be entered in this section, as well as the Effective Date of the requested Thousands-Block.	
Section 1.4: Service Providers (SP) should indicate their type, e.g., local exchange center, competitive local exchange center, interexchange center, CMSI or VoIP. Also indicate the primary type of business in which the Numbering Resource is to be used. SPs may indicate their preference for a particular Thousands-Block, e.g., 321-800X, or indicate any Thousands-Blocks that may be undesirable, e.g., 321-800X.	
Section 1.5: Service Providers (SP) indicate the type of request. Initial requests are for first applications for Thousands-Blocks in a Rate Center. Growth applications are for additional Thousands-Blocks in a Rate Center in which the Applicant already has Numbering Resources, and provide the required evidence as ordered by the FCC.	
Section 1.6: Service Providers (SP) shall indicate the updated/current information in regards to contaminated Telephone Numbers (TN) on the Thousands-Block they are returning to the Industry Inventory Pool. Thousands-Blocks with over 10% contamination (10% TN or more) shall not be returned to the Industry Inventory Pool except when a SP is exiting the market or is exchanging a Thousands-Block that was identified as being over 10% contaminated. If the Thousands-Block being returned is over 10% contaminated, the Pooling Administrator (PA) shall seek a new Thousands-Block Holder. If question c and/or d have a response of No, the request for return shall be denied.	
The Thousands-Block applicant certifies veracity of this form by signing their name, and providing their title and date.	
Footnotes:	
¹⁴ Identify type of change(s) in Section 1.5.	
¹⁵ The Pool Administrator (PA) is available to assist in completing these forms.	
¹⁶ A Part 1 Central Office (CO) Code (NPA-NXX) Application shall also need to be submitted to the Pooling Administrator (PA).	
¹⁷ Operating Company Number (OCN) assignments must uniquely identify the applicant. Relative to Central Office (CO) Code (NPA-NXX) assignments, NECA-assigned Company Codes may be used as OCNs. Companies with no prior CO Code or Company Code assignments should contact NECA (800-324-8222) 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 TRA (732-498-6700).	
¹⁸ This is an eleven-character descriptor of the Switching Entity/Point Of Interconnection (POI) provided by the owning entity for the purpose of routing calls. This is the 11 character CLLI TM Code of the Switching Entity/POI.	
¹⁹ Rate Center name shall be a tariffed Rate Center.	
²⁰ Acknowledgment and indication of disposition of this application shall be provided to applicant within seven calendar days from the date of receipt of this application. An incomplete form may result in delays in processing this request.	
²¹ Please ensure that the Central Office (CO) Code (NPA-NXX) of the LRN to be associated with this Thousands-Block(s) is/will be active in the PSTN prior to the effective date of the Thousands-Block(s).	
²² Select if you are the current Thousands-Block Holder.	
²³ Select if you are (a) the current Thousands-Block Holder.	
²⁴ Source(s) ²⁴ , Telecordia TM , and Common Language TM are registered trademarks and CLLI TM , CLLI TM , LERG TM Routing Guide and TRM TM Data Source are trademarks and the Intellectual Property of Telecordia Technologies, Inc. Use as correct.	

Figure 4-22 Thousands-Block (NPA-NXX-X) Application - Part 1A Screen

The *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen will display your contact information based on the information provided in your user profile. If any of the contact information is incorrect, please edit your user profile as described in **Section 10 User Profile**. The **NPA, LATA, OCN, Number of Thousands-Blocks Requested** and **Rate Center** fields will be pre-populated based on what was selected in the previous screen.

Step 3. From the *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen, complete the following fields:

- **View Pool Replenishment Status button** – In the upper right corner of the *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen is the **View Pool Replenishment Status** button. Click to see the current status of the pool for the NPA and rate center for this request.

1.1 Contact Information

- If you are a Service Provider Consultant, you will be required to complete the **Headquarters Address, City, State** and **Zip** fields.

1.2 General Information

- **NPA** – Pre-populated with the data from the preliminary screen.
- **OCN** – Pre-populated with the data from the preliminary screen.
- **Parent Company OCN*** - Select a Parent Company OCN from the drop-down list.
- **Number of Thousands-Blocks Requested** – Pre-populated with the data from the preliminary screen.
- **Switch Identification (Switching Identity/POI) *** - Enter the switch (11 alphanumeric characters, spaces allowed)
 - **Block Switching Identification - Block #** - If you answered **Yes to If requesting more than one block, do you want to enter multiple switches?** on the first screen, a separate **Block Switching identification (Switch Entity/POI)** field will be displayed for each thousands-block being requested from the pool.
- **Rate Center** – Pre-populated with the data from the preliminary screen.

1.3 Dates

- **Date of Application** - Pre-populated with the current date.
- **Requested Expedited Treatment** - Pre-populated with N/A, since this will be completed at the time you request the thousands-block out of reservation.
- **Requested Effective Date*** - Pre-populated with N/A, since this will be completed at the time you request the thousands-block out of reservation.

1.4 Type of Service Provider Requesting the Thousands-Block

- **Type of Service Provider*** - Select your company's service provider type from the drop-down list provided.

NOTE: The PA determines the Service Provider Type based on the OCN provided. The OCN Type determines the supporting documentation required when requesting numbering resources.

- **Primary Type of Service Blocks to be used for*** - Select the primary type of service the thousands-blocks will be used for from the drop-down list provided.

NOTE: The PA determines the Service Provider Type based on the OCN provided. The OCN Type determines the supporting documentation required when requesting numbering resources.

- **Thousands-Block(s) (NPA-NXX-X) assignment preference** – Enter your thousands-block assignment preference. This field is a free-form-text field.
 - To view a list of thousands-blocks currently available for assignment at the time the request is being completed, click on this link called **Click here to see the available block in the pool.**
- **Thousands-Blocks(s) (NPA-NXX-X) that are undesirable for this assignment, if any** – Enter any undesirable thousands-blocks. This field is a free-form-text field.

1.5 Type of Request

- **Growth block for rate center** – Pre-populated.
- **By selecting this checkbox, I acknowledge that I am willing to accept a block in red and explicitly understand that the underlying code may not yet be activated in the PSTN and loaded in the NPAC on the block effective date** – This checkbox must be selected if you are willing to accept pending (red) thousands-blocks from the pool where you are requesting resources.
- **Remarks** - The Remarks field is a free-form-text field that may be used to enter comments as needed.

After all of the required fields on the *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen have been completed, click **Continue** to display the *Thousands-Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2* screen (shown in Figure 4-23).

Thousands-Block Months to Exhaust Certification Worksheet - TN Level ¹ - Appendix 2															
Revised: October 31, 2019															
Date: Monday, October 28, 2019 OCN ABCD Company Name TEST USER Rate Center: PHOENIX															
List all Codes NPA(s)-NXXs and Blocks NPA(s)-NXX-X(s) ^{2,*}															
<div style="text-align: center;"> Name of Block Applicant: Jan Connally Title: Service Provider Test User Phone: 925-363-8747 Phone Ext Fax: 925-363-7689 E-Mail: bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com </div>															
A. Available Numbers ^{3,*} B. Assigned Numbers ^{4,*} C. Total Numbering Resources ^{4,*} : 0 D. Quantity of numbers activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the Utilization calculation ^{5,*}															
List excluded Code(s) or Block(s)															
E. Growth History—Previous 6 months ^{6,*} <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%; padding: 2px;">Month 1</td> <td style="width: 50%; padding: 2px;">Month 2</td> </tr> <tr> <td style="padding: 2px;">Month 3</td> <td style="padding: 2px;">Month 4</td> </tr> <tr> <td style="padding: 2px;">Month 5</td> <td style="padding: 2px;">Month 6</td> </tr> </table>				Month 1	Month 2	Month 3	Month 4	Month 5	Month 6						
Month 1	Month 2														
Month 3	Month 4														
Month 5	Month 6														
F. Forecast – Next 12 months ^{7,*} <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%; padding: 2px;">Month 1</td> <td style="width: 50%; padding: 2px;">Month 2</td> </tr> <tr> <td style="padding: 2px;">Month 3</td> <td style="padding: 2px;">Month 4</td> </tr> <tr> <td style="padding: 2px;">Month 5</td> <td style="padding: 2px;">Month 6</td> </tr> <tr> <td style="padding: 2px;">Month 7</td> <td style="padding: 2px;">Month 8</td> </tr> <tr> <td style="padding: 2px;">Month 9</td> <td style="padding: 2px;">Month 10</td> </tr> <tr> <td style="padding: 2px;">Month 11</td> <td style="padding: 2px;">Month 12</td> </tr> </table>				Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Month 1	Month 2														
Month 3	Month 4														
Month 5	Month 6														
Month 7	Month 8														
Month 9	Month 10														
Month 11	Month 12														
G. Average Monthly Forecast (Sum of months #1-6 (Part F above) divided by 6) ⁸ :															
H. Months to Exhaust (Numbers Available for Assignment to customers (A) / Average Monthly Forecast (G)) ⁹ :															
I. Utilization (Assigned Numbers(B))/(Total Numbering Resources(C) - Excluded Numbers(D))*100 ¹⁰ :															
Explanation															
Continue Show Calculations Cancel															
¹ A copy of this worksheet is required to be submitted to the Pooling Administrator (PA) when requesting additional Numbering Resources in a rate center. For auditing purposes, the applicant shall retain a copy of this document. ² List all Numbering Resources allocated to the OCN for the requested Rate Center, including newly acquired Central Office (CO) Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X). This information is available from the Total Numbering Resources in PAS and shall automatically populate on this form in PAS. When an exception exists, the Applicant shall adjust the auto-populated list and shall provide an explanation of the adjustment in the Explanation field. ³ The total quantity of numbers available for assignment from the Numbering Resources allocated to the OCN for the requested Rate Center, including newly acquired CO Codes (NPA-NXXs) and Thousands-Blocks (NPA-NXX-Xs). When an exception exists, the Applicant shall adjust the auto-populated number as needed and provide an explanation of the adjustment in the Explanation field (e.g., to increase the number of available resources due to pending applications in the same rate center, or for documentation purposes for safety valve waivers). ⁴ The total quantity of Numbering Resources allocated to the OCN for the requested Rate Center, including newly acquired CO Codes (NPA-NXXs) and Thousands-Blocks (NPA-NXX-Xs). This information is available from the Total Numbering Resources Report in PAS and shall automatically populate on this form in PAS. When an exception exists, the Applicant shall adjust the auto-populated number as needed and provide an explanation of the adjustment in the Explanation field (e.g., to increase the total number of resources to include pending applications in the same rate center, or for documentation purposes for safety valve waivers). ⁵ Quantity of numbers activated in the past 90 days indicates newly acquired Thousands-Blocks (NPA-NXX-X) and/or Central Office (CO) Codes (NPA-NXX) received from the administrator and shall be reported in increments of 1,000 or 10,000 TNs (e.g.: 2 blocks received=2,000 and 1 code received =10,000). ⁶ Net change in Telephone Numbers (TN) no longer available for assignment in each previous month, starting with the most distant month as Month 1, and Month 6 as the current month. ⁷ Forecast of Telephone Numbers (TN) needed in each following month, starting with the most recent month as Month 1. ⁸ This field is automatically calculated and populated on this form in PAS. ⁹ This field is automatically calculated and populated on this form in PAS. To be assigned an additional Thousands-Block (NPA-NXX-X) for growth, "Months to Exhaust" shall be less than or equal to 6 months. (47 CFR § 52.15 (g) (4) (iii)). ¹⁰ This field is automatically calculated and populated on this form in PAS. To be assigned an additional Thousands-Block (NPA-NXX-X) for growth, "Utilization" shall be 75% or more (47 CFR § 52.15 (h)). Newly acquired Numbering Resources may be excluded from the Utilization calculation (47 CFR § 52.15 (g)(4)(ii)).															

Figure 4-23 Thousands-Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2 Screen

The *Thousands-Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2* screen will display your contact information based on the information provided in your user profile. The **OCN**, **Company Name** and **Rate Center** fields will be pre-populated based on the information from the *Part 1A* screen.

Step 4. From the *Thousands-Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2* screen complete the following fields:

- **List all Codes NPA(s)-NXXs and Blocks NPA(s)-NXX-X(s)*** - Pre-populated, from the Total Numbering Resources Report, with the list of all CO codes (NPA-NXXs) and thousands-blocks (NPA-NXX-Xs) that are assigned to the requested OCN in the NPA and Rate Center.

NOTE: The data in the field should only be modified when a non-pooled CO Code return has been approved and the effective date of the return is in the past, however, the non-pooled CO code is still showing on the Total Numbering Resources Report. When modifications are made to the data in this field, the user is required to provide a reason for the change in the **Explanation** field.

- **Name of Block Applicant, Title, Telephone Number, Fax Number and E-Mail** based on the information provided in your user profile. If any of the contact information is incorrect, please edit your user profile as described in **Section 10 User Profile**.
- **A. Available Numbers*** - Enter the quantity of telephone numbers that are available in your company's inventory for the requested OCN in the NPA and Rate Center.
- **B. Assigned Numbers*** - Enter the quantity of telephone numbers that your company has assigned to customers for the requested OCN in the NPA and Rate Center.
- **C. Total Numbering Resources*** - Pre-populated, from the Total Numbering Resources Report, with the quantity of telephone numbers assigned to your company for the requested OCN in the NPA and Rate Center.

NOTE: The data in the field should only be modified when a non-pooled CO Code return has been approved and the effective date of the return is in the past, however, the non-pooled CO code is still showing on the Total Numbering Resources Report. When modifications are made to the data in this field, the user is required to provide a reason for the change in the **Explanation** field.

- **D. Quantity of numbers activated in the past 90 days (increments of 1,000 or 10,000) and excluded from Utilization calculation*** - Enter the quantity of telephone numbers that will be excluded from the utilization calculation because they are from CO codes/ thousands-blocks that have been activated in the past 90 days.
 - **List excluded Code(s) or Block(s)** – If you completed D, enter all excluded CO code(s) or thousands-block(s) in the field provided.
- **E. Growth History – Previous 6 months*** - Enter the quantity of telephone numbers assigned to customers in each of the previous 6 months, with **Month 6** being the current month.

- **F. Forecast – Next 12 months*** - Enter the quantity of telephone numbers expected to be assigned to customers in each of the next 12 months, with **Month 1** being the current month.
- **Explanation** - The Explanation field is a free-form-text field that may be used to enter comments as needed. An explanation is required when changes have been made to the **List all Codes NPA(s)-NXXs and Blocks NPA(s)-NXX-X(s)** and/or **C. Total Numbering Resources**.

To display the **G. Average Monthly Forecast**, **H. Months to Exhaust**, and **I. Utilization** for the data entered, click **Show Calculations**.

After completing all of the required fields on the *Thousands-Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2* screen, click **Continue**:

- If the MTE criteria is NOT met (Months to Exhaust exceeds 6 months and/or Utilization is less than 75%), a *Confirmation* screen will be displayed (Figure 4-24). Note the tracking number for future inquiries about the request. To view any of the forms for the submitted request, click on the **View Forms** button.
 - To return to your Inbox, click on the **Return to Inbox** button.
 - To view any of the forms for the submitted request, click on the **View Forms** button.
 - To attach supporting documents to the request, click on the **Attach Documents** button.

NOTE: The following file formats may be attached: PDF, Word, Excel, GIF, JPEG, TIFF, bitmap, Power Point, HTML and Zip files. The maximum file size allowed: 10 MB

- If the information provided indicates that the MTE criteria is met (Months to Exhaust is less than 6 months and Utilization is more than 75%), **PAS** will present you with the following options:
- **Return to the Months to Exhaust Form** – If this radio button is selected, **PAS** will take you back to the *Thousands-Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2* screen.
- **Cancel Request Submission** – If this radio button is selected, **PAS** will cancel this request and return back to the *Work Item Summary* screen.

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

Your request for a block reservation has been successfully submitted.
The Tracking Number for the request is: 503-BEAV-OR-1141369

[Return to Inbox](#) | [View Forms](#) | [Attach Documents](#)

Figure 4-24 Confirmation Screen

The PA has 7 calendar days to process your request. When the request has been processed by the PA, you will receive a *Pooling Administrator's Response/Confirmation - Part 3A* email notification and a **NPA-NXX-X: New Block Reservation, New Block Reservation Denied** or **New Block Reservation Withdrawn** work item in your **Work Item Summary** list (Refer to **Section 11**).

If you wish to cancel the request, you may do so by using the **Withdraw Pending Request** tool (refer to **Section 4.3.4**) If unable to use the **Withdraw Pending Request** tool you may withdraw your request by sending an email instructing the PA to withdraw the request (as long as the request has not been already processed by the PA).

4.3.7 Submit a Request to Assign/Cancel/Extend Block Reservation

SPs or SP Consultants may request assignment, cancellation, or extension of an individual thousands-block that was previously reserved via a Thousands-Block (NPA-NXX-X) Application - Part 1A. SPs have up until three months from the date of the Pooling Administrator’s Response/Confirmation - Part 3A response reserving the thousands-block to request the thousands-block out of reservation or to request a one-time extension for an additional 3 months.

NOTE: The *Process Reservation* screen will display all requests reserved based on the OCN and NPA in your user profile, regardless of which user requested the thousands-block reservation.

The following steps describe how to submit a request to assign or cancel or extend a previously reserved thousands-block.

Step 1. From the tools frame on the left side (shown in Figure 4-1), click **Individual Block Requests** then click **Assign/Cancel/Extend Reservation** to display the *Process Reservation* screen (Figure 4-25).

Process Reservation		
Date	Tracking Number	Block Number
02-21-2019	503-BEAV-OR-1141369	503-664-1
02-22-2019	503-BEAV-OR-1141371	503-732-8

Figure 4-25 Process Reservation Screen

Step 2. From the *Process Reservation* screen, click on the **Tracking Number** of the request you wish to request the assignment of the thousands-block(s) reservation, a cancellation of the reservation or an extension of the reservation, **PAS** will display the *Assign/Cancel/Extend Reservation* screen (Figure 4-26).

Assign/Cancel/Extend Reservation					
Block	Reservation End Date	Assign Reservation	Cancel Reservation	Extend Reservation	Hold Reservation
503-664-1	05/21/2019	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If requesting more than one block, do you want multiple effective dates? * Yes No

Continue Cancel

Figure 4-26 Assign/Cancel/Extend Reservation Screen

The *Assign/Cancel/Extend Reservation* screen will display all thousands-blocks reserved for the tracking number selected.

Step 3. From the *Assign/Cancel/Extend Reservation* screen:

- For the thousands-blocks you wish to have assigned, select the **Assign Reservation** radio button.
- For the thousands-blocks you wish cancel, select the **Cancel Reservation** radio button.
- For the thousands-blocks you wish to have the reservation extended for an additional 3 months, select the **Extend Reservation** radio button.
 - If the **Extend Reservation** radio button is selected it must be selected for all thousands-blocks, otherwise **PAS** will return the following error message: *“To request an extension on this block reservation request, you must select the “Extend Reservation” radio button for all blocks that are displayed.”*
 - The **Extend Reservation** option may be used only one time to add an additional 3 months to the original reservation request (if the state commission has not responded to your request within the original 3-month reservation timeframe). **PAS** will disable the **Extend Reservation** button if an extension has been previously requested and approved.
- For reservations with multiple thousands-blocks where you are assigning or cancelling part of the reservation but you want to maintain the reservation on the remaining thousands-blocks, select the **Assign Reservation** or the **Cancel Reservation** radio button for the thousands-blocks to be assigned or cancelled and the **Hold Reservation** radio button for the thousands-blocks you wish to have remain in reserved status.
- **If requesting more than one block, do you want multiple effective dates?*** - If you are requesting more than one thousands-block and would like to request multiple effective dates, select **Yes**.
- After you have made your selections click **Continue**:
 - If the **Assign Reservation** button is selected, **PAS** will display the *Thousands-Block (NPA-NXX-X Application - Part 1A* screen (Figure 4-27), proceed to **Step 4**.
 - If the **Cancel Reservation** button is selected, **PAS** will create a Pooling Administrator’s Response/Confirmation - Part 3A acknowledging the reservation cancellation for each thousands-block cancelled.
 - If the **Extend Reservation** button is selected, **PAS** will create an automatic Pooling Administrator’s Response/Confirmation - Part 3A acknowledging the reservation extension for each thousands-block that had the reservation expiration extended. The new reservation expiration date will be shown on the Pooling Administrator’s Response/Confirmation - Part 3A.

NOTE: Seven (7) calendar days prior to the **Block Reservation Expiration Date**, **PAS** will send an email reminder notifying you that you must either request to have the thousands-block reservation extended, the thousands-block assigned, or the reservation cancelled. If no action is taken the thousands-block will be returned to the pool one calendar day after the **Block Reservation Expiration Date**.

Thousands-Block (NPA-NXX-X) Application - Part 1A	
Revised: October 31, 2019	
Type of Application: New Block	
1.1 Contact Information :	
<p style="text-align: right;"><i>Note: If any of the contact info is incorrect, edit your user profile.</i></p> <p>Block Applicant:</p> <p>Company Name TEST USER Headquarters Address 1800 Sutter St Suite 780 City: Concord State: CA ZIP: 94520</p> <p>Contact Name Jan Connally Contact Address 1800 Sutter St Suite 780 City: Concord State: CA ZIP: 94520 Phone: 925-363-8747 Fax: 925-363-7689 Email: bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com</p> <p>Pooling Administrator⁶:</p> <p>Name: Agnes Rom Address: 1800 Sutter St City: Concord State: CA ZIP: 94520 Phone: 925-420-0129 Fax: 925-420-0377 Email: pasctemil@somos.com</p>	
1.2 General Information	
NPA: 480	LATA: 666
OCN ⁴ : ABCD-TEST USER	
Parent Company OCN: ABCD	
Number of Thousands: 1	
Blocks Requested: 1	
Switch Identification (Switching Entity/POI) XXXXXXXXXX	
Code v3:	
Rate Center ⁸ : PHOENIX	
1.3 Dates	
Date of Application ¹⁰ : Monday, October 28, 2019	
Request Expedited Treatment: <input type="radio"/> Yes <input checked="" type="radio"/> No	
Requested Block Effective Date ¹¹ : 11/28/2019 (MMDDYYYY)	
<input type="checkbox"/> By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.	
1.4 Type of Service Provider Requesting the Thousands-Block	
<p>a) Type of Service Provider¹²: CAP OR CLEC</p> <p>b) Primary Type of Service Blocks to be used for¹³: Wireline</p> <p>c) Thousands-Block(s) (NPA- N/A NXX-X) assignment preference</p> <p>d) Thousands-Block(s) (NPA- N/A NXX-X) that are undesirable for the assignment, if any</p>	
1.5 Type of Request	
<input type="radio"/> Initial block for rate center Or <input checked="" type="radio"/> Growth block for rate center	
Remarks:	
<p>I hereby certify that the above information requesting a Thousands-Block (NPA-NXX-X) is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCCAG) available on the ATIS web site (www.atis.org/ncic) or by contacting inc@atis.org as of the date of this application.</p>	
<p style="text-align: center;">Continue ¹⁴ Cancel</p>	
<p>Instructions for filling out each Section of the Part 1A form:</p> <p>Section 1.1: Contact information requires that Service Providers (SP) supply under "Block Applicant" the company name, company headquarters address, a contact within the company, an address where the contact person may be reached, in addition to the correct phone, fax, and e-mail address. The Pooling Administrator (PA) section also requires the SP to fill in the PA's name, address, phone, fax and e-mail.</p> <p>Section 1.2: Service Providers (SP) who need a Thousands-Block (NPA-NXX-X) assignment or for a Location Routing Number (LRN) are required to fill in this section. If needed in an LRN, a Part 1 Central Office Code (NPA-NXX) Application needs to also be submitted to the Pooling Administrator (PA). The SP should supply the Numbering Plan Area (NPA), the Local Access Transport Area (LATA), which is a three-digit number that can be found in the Telecordia Technologies, Inc. dba Iconectiv (Iconectiv) LERG¹⁵ Routing Guide¹⁶. The Operating Company Number (OCN) assigned to the SP and the OCN of its parent company. An OCN is a four-character alphanumeric NECA-assigned Company Code or a four-character alphanumeric identifier assigned by the Iconectiv Telecom Routing Administration (TRA). In addition, the number of Thousands-Blocks requested should be supplied. The Switch Identification (Switching Entity/POI). Explanations of these terms may be found in the footnotes.</p> <p>Section 1.3: The date the Service Provider (SP) completes the application should be entered in this section, as well as the Effective Date of the requested Thousands-Block.</p> <p>Section 1.4: Service Providers (SP) should indicate their type, e.g., local exchange carrier, competitive local exchange carrier, interexchange carrier, CMRS or VoIP. Also indicate the primary type of business in which the Numbering Resource is to be used. SPs may indicate their preference for a particular Thousands-Block, e.g., 321-900X, or indicate any Thousands-Blocks that may be undesirable, e.g., 321-430XX.</p> <p>Section 1.5: Service Providers (SP) indicate the type of request. Initial requests are for first applications for Thousands-Blocks in a Rate Center. Growth applications are for additional Thousands-Blocks in a Rate Center in which the Applicant already has Numbering Resources, and provide the required evidence as ordered by the FCC.</p> <p>Section 1.6: Service Providers (SP) shall indicate the updated/current information in regards to contaminated Telephone Numbers (TN) on the Thousands-Block they are returning to the Industry Inventory Pool. Thousands-Blocks with over 10% contamination (10) TNs or more shall not be returned to the Industry Inventory Pool except when a SP is exiting the market or is exchanging a Thousands-Block that was identified as being over 10% contaminated. If the Thousands-Block being returned is over 10% contaminated, the Pooling Administrator (PA) shall seek a new Thousands-Block Holder. If question c and/or d have a response of No, the request for return shall be denied.</p> <p>The Thousands-Block applicant certifies veracity of this form by signing their name, and providing their title and date.</p> <p>Footnotes:</p> <p>¹Identify type of change(s) in Section 1.5.</p> <p>²The Pool Administrator (PA) is available to assist in completing these forms.</p> <p>³A Part 1 Central Office (CO) Code (NPA-NXX) Application shall also need to be submitted to the Pooling Administrator (PA).</p> <p>⁴Operating Company Number (OCN) assignments must uniquely identify the applicant. Relative to Central Office (CO) Code (NPA-NXX) assignments, NECA-assigned Company Codes may be used as OCNs. Companies with no prior CO Code or Company Code assignments should contact NECA (800-524-1020) to be assigned a Company Code(s). Since multiple OCNs and/or Company Codes may be associated with a given company, companies with prior assignments should direct questions regarding appropriate OCN usage to TRA (732-699-6700).</p> <p>⁵This is an eleven-character descriptor of the Switching Entity/Point of Interconnection (POI) provided by the owning entity for the purpose of routing calls. This is the 11 character CLLI¹⁷ Code of the Switching Entity/POI.</p> <p>⁶Rate Center name shall be a tariffed Rate Center.</p> <p>⁷Acknowledgment and indication of disposition of this application shall be provided to applicant within seven calendar days from the date of receipt of this application. An incomplete form may result in delays in processing this request.</p> <p>⁸Please ensure that the Central Office (CO) Code (NPA-NXX) of the LRN to be associated with this Thousands-Block(s) is/will be active in the PSTN prior to the effective date of the Thousands-Block(s).</p> <p>⁹Select if you are the current Thousands-Block Holder.</p> <p>¹⁰Select if you are <u>not</u> the current Thousands-Block Holder.</p> <p>¹¹Iconectiv[®], Telecordia[®], and Common Language[®] are registered trademarks and CLLI[™], CLLI[™], LERG[™] Routing Guide and TPM[™] data Source are trademarks and the Intellectual Property of Telecordia Technologies, Inc. dba as iconectiv.</p>	

Figure 4-27 Thousands-Block (NPA-NXX-X) Application - Part 1A Screen

Step 4. From the *Thousands-Block (NPA-NXX-X Application - Part 1A)* screen, you may modify the following fields:

1.1 Contact Information

- If you are a Service Provider Consultant, you will be required to complete the **Headquarters Address, City, State and Zip** fields.

1.3 Dates

- **Requested Expedite Treatment** - If you are requesting an effective date earlier than 31 calendar days from the current date, select **Yes**, then modify the requested effective date.
- **Requested Effective Date*** - The requested effective date will default to 31 calendar days from the current date in the format of MM/DD/YYYY.
 - **Requested Block Effective Date - Block #** - If you answered **Yes** to **If requesting more than one block, do you want multiple effective dates?** on the first screen, a separate **Requested Effective Date** field will be displayed for each thousands-block requested from the pool.
 - If you answered **Yes** to **Requested Expedite Treatment** then you may modify the date to a new date as early as 8 business days plus 7 calendar days from the current date.
- **Earliest Effective Date Checkbox** – Select the **Earliest Effective Date** checkbox if you wish to have the pooling administrator assign the requested thousands-blocks with the earliest possible effective date. The **Requested Effective Date** should be left as the default date in this case.

Earliest Effective Date Checkbox and Expedite Treatment Options

- If you mark expedite **only**, then the PA will use the expedited effective date that you have entered on the Part 1A or, if you leave the 31 day default date, then the PA will use an effective date of 8 business days or 9 calendar days from the date of processing based on the guidelines.
- If you mark the checkbox for earliest effective date **only** and leave the default effective date, then the PA will use an effective date of 24 calendar days from the date of processing per the TBCOCAG guidelines.
- If you mark expedite **and** also mark the checkbox for earliest effective date **and** leave the default effective date, then the PA will use an effective date of either 8 business days or 9 calendar days based on the guidelines.
- If you enter an effective date other than the default effective date, then the PA will use the requested effective date as long as it meets requirements in the TBCOCAG guidelines.

1.5 Type of Request

- **Remarks** - The Remarks field is a free-form-text field that may be used to enter comments as needed.

After all of the updates on the *Part 1A* screen have been completed, click **Continue**, PAS will bypass the *Thousands-Block Months to Exhaust Certification Worksheet – TN Level* –

Appendix 2 screen, and display the *NPAC Thousands-Block Data - Part 1B* screen (shown in Figure 4-28).

NPAC Thousands-Block Data - Part 1B
Revised: October 31, 2019

NPAC BLOCK HOLDER DATA
Submit one form per Thousands-Block

Activation Request

For Information Only

Will block 1 of 1 be activated by NPAC? Yes No

Section A
(If the request is for Activation, the Thousands-Block Applicant is to provide all data except Block Range, Block Effective Date and Code Holder's NXX code switch information; the Pooling Administrator (PA) shall fill in those three fields. For a Modification or Intra SP Block Porting Request, the requestor is to provide all information.)

Pooling Administrator :

Name: Agnes Rom	State: CA	ZIP: 94520
Address: 1800 Sutter St		
City: Concord	Phone: 925-420-0129	Fax: 925-420-0377
Email: pasctemail@amos.com		

Block Applicant :

Contact Name: Jan Connally	State: CA	ZIP: 94520
Contact Address: 1800 Sutter St Suite 780		
City: Concord	Phone: 925-363-8747	Fax: 925-363-7689
Email: bounce+data.flowers.at.neustar.biz@simulator.amazonses.com		

Service Provider NPAC
 SOA SPID ¹ *
The SPID entered must exist in the NPAC region of the requested block. If the SPID does not exist your block request will be rejected at the NPAC and this may delay the block's effective date.

LRN² *
The LRN entered must exist in the NPAC region of the requested block and must belong to the SPID listed on this request. If the LRN entered does not meet these parameters your block request will be rejected at the NPAC and this may delay the block's effective date.

Remarks

Section B
Block Applicant to provide this data **ONLY** if NPAC Activate Block Range is marked "Yes". For Intra SP Block Porting the Thousands-Block Holder should reflect the routing information of the Switching Entity/Point of Interconnection (POI) the Thousands-Block is being transferred to⁶.

Class DPC ⁷
Class SSN ⁸
LIDB DPC ⁹
LIDB SSN ¹⁰
CNAM DPC ¹¹
CNAM SSN ¹²
ISVM DPC ¹³
ISVM SSN ¹⁴
WSMSC DPC ¹⁵
WSMSC SSN ¹⁶
SOA Origination ¹⁷ No

Submit Cancel

Instructions for filling out each Section of the Part 1B form:

- 1) The requesting Thousands-Block Applicant shall complete this form except for Block Range and Block Effective Date, when submitting PART 1A Thousands-Block (NPA-NXX-X) Application to the Pooling Administrator (PA). A separate Part 1B form is to be completed for each 1K Block Range requested, except when requesting Thousands-Blocks from a new Central Office (CO) Code (NPA-NXX).
- 2) The Pooling Administrator (PA) shall insert Block Range and Block Effective Date information, then submit this form to the regional NPAC at the same time PART 3A Pooling Administrator's Response/Confirmation is returned to the requesting Thousands-Block Applicant.
- 3) Pre-Block Activation:
- a) If the Thousands-Block Holder is requesting a modification, the Thousands-Block Holder needs to complete Sections A and any applicable data in Section B of this form and send it to the Pooling Administrator (PA). The PA shall forward the form to the NPAC for processing.
- b) Post-Block Activation: If Thousands-Block Holder requests NPAC to perform the Block Modification, then Sections A & B of this form should be completed and sent to the Pooling Administrator (PA). The PA shall send the information on to the NPAC. Upon completion of this request, NPAC sends a copy of the completed form to the PA and Thousands-Block Holder.

Footnotes:

- ¹ The Service Provider ID of the Thousands-Block Holder. The SPID shall be a valid SPID in the NPAC system. If your company does not have a SPID, please call the NPAC Help Desk for assistance.
- ² A Location Routing Number is a 10-digit number, in the format NPA-NXX-XXXX, that uniquely identifies a Switching Entity or Point Of Interconnection (POI). The NPA-NXX portion of the LRN is used to route calls to numbers that have been ported.
- ³ The Pooling Administrator (PA) will insert Thousands-Block (NPA-NXX-X) information. The Thousands-Block shall consist of NPA-NXX and the first digit of the 1K block.
- ⁴ The Pooling Administrator (PA) shall insert the Block Effective Date. This is the earliest date that the NPAC shall broadcast the Thousands-Block information to all Local SMSs.
- ⁵ If "YES" is marked the NPAC shall activate the Thousands-Block range. If "NO" is marked it shall be the responsibility of the Service Provider (SP) to activate the Thousands-Block range.
- ⁶ **NANC 191**
Whenever a DPC value is specified, an SSN value likewise must be provided (and vice versa). The three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.
- ⁷ **NANC 281**
The SSN value must be 000; no other value is accepted
- ⁸ Customer Local Area Signaling Services Destination Point Code for 10-digit GTT for CLASS features for the 1K block.
- ⁹ Customer Local Area Signaling Services Subsystem Number for the 1K block.
- ¹⁰ Line Information Database Destination Point Code for 10-digit GTT for LIDB features for the 1K block.
- ¹¹ Line Information Database Subsystem Number for the 1K block.
- ¹² Calling Name Delivery Destination Point Code for 10-digit GTT for CNAM features for the 1K block.
- ¹³ Calling Name Delivery Subsystem Number for the 1K block.
- ¹⁴ Inter-Switch Voice Mail Destination Point Code for 10-digit GTT for ISVM features for the 1K block.
- ¹⁵ Inter-Switch Voice Mail Services Subsystem Number for the 1K block.
- ¹⁶ Wireless Short Message Service Center Destination Point Code for 10-digit GTT for WSMSC features. This field is only required if the Service Provider (SP) supports WSMSC data.
- ¹⁷ Wireless Short Message Service Center Subsystem Number for the 1K block. This field is only required if the Service Provider (SP) supports WSMSC data.

Figure 4-28 NPAC Thousands-Block Data - Part 1B Screen

The *NPAC Thousands-Block Data - Part 1B* screen will display contact information based on the information provided in your user profile.

Step 5. From the *NPAC Thousands-Block Data - Part 1B* screen, complete the following fields:

- **For Information Only** - If this Part 1B is for informational purposes only, check the box provided.
- **Will block X of X be activated by NPAC** – Select **Yes** or **No**.

Per section 7.1.18 of the TBCOCAG:

The PA issues the Part 3A to the SP and issues the Part 1B to the NPAC as confirmation of Thousands-Block Allocation. A Part 1B is not issued for Thousands-Blocks associated with Pooled CO Code applications. If the Thousands-Block is to be created in the NPAC, the NPAC shall create the NPA-NXX-X Holder Information Table within seven calendar days of notification, provided that the NPA-NXX is loaded in the NPAC. If the NPA-NXX is not loaded in the NPAC, then NPAC shall create the NPA-NXX-X Holder Information Table within two business days of the CO Code Holder loading the NPA-NXX in the NPAC.

The NPAC shall create the Thousands-Block in the NPAC under these circumstances:

If a SP marks the “NPAC Activate Block Range” field on the Part 1B as:

- a) “YES”, the NPAC shall create and shall activate the Thousands-Block range.
- b) “NO”, the NPAC shall create the Thousands-Block range but it shall be the responsibility of the SP to activate the Thousands-Block range.

The NPAC shall not create the Thousands-Block in the NPAC under one or both of these circumstances:

- a) If a SP checks the “For Information Only” field in any combination with the “NPAC Activate Block Range” field on the Part 1B form;
- b) If the Thousands-Block is being Allocated back to the CO Code Holder on the Switching Entity/POI where the CO Code resides (per the PA portion of Section A of the Part 1B).

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

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

- **Service Provider NPAC SOA SPID*** – Enter the NPAC SOA SPID (4 alphanumeric characters). The SPID entered must exist in the NPAC region of the requested thousands-block. If the SPID does not exist, your thousands-block request will be rejected at the NPAC and this may delay the thousands-block's effective date. **PAS** will validate the SPID. If the SPID is not valid **PAS** will return an error message “*You have entered a SPID value that currently does not exist in the NPAC region of*”

the requested block. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pool block's effective date. To validate the status of this SPID please contact the Number Portability Administration Center (NPAC)."

- The validation can be overridden by checking the **Override the NPAC Related Validations** checkbox provided after the validation is not met.
- **LRN*** – Enter the 10-digit LRN with no dashes. The LRN entered must exist in the NPAC region and LATA of the requested thousands-block and must belong to the SPID listed on this request. If the LRN entered does not meet these parameters your thousands-block request will be rejected at the NPAC and this may delay the thousands-block's effective date. **PAS** will validate the LRN. If the LRN is not valid **PAS** will return one of two error messages:
 - *"The NPA-NXXs of the requested pooled block and associated LRN are not in the same LATA. A new pooled block that matches the LATA ID of the LRN's NPA-NXX or a new LRN that matches the LATA ID of the pooled block's NPA-NXX should be chosen. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pooled block's effective date. For questions please contact the Number Portability Administration Center (NPAC)."*
 - *"You have entered an LRN value that currently does not exist in the NPAC region of the requested block and/or is not under the SPID listed on the pooled block request. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pooled block's effective date. For questions please contact the Number Portability Administration Center (NPAC)."*

NOTE: The validation can be overridden by checking the **Override the NPAC Related Validations** checkbox provided after the validation is not met.

- **Remarks** – The Remarks field is a free-form-text field that may be used to enter comments as needed.
- If **Will block X of X be activated by NPAC** is set to **"Yes"**, complete the following applicable fields in Section B:
 - **CLASS DPC** (9 numeric character field) — The Customer Local Area Signaling Services Destination Point Code for 10-digit Global Title Translation (GTT) for CLASS features for the thousands-block. The CLASS DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.
 - **CLASS SSN** — The Customer Local Area Signaling Services Subsystem Number for the thousands-block. The CLASS SSN entered must be 000. *Required field if Class DPC entered.*
 - **LIDB DPC** (9 numeric character field) — The Line Information Database Destination Point Code for 10-digit GTT for LIDB features for the thousands-

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

- **LIDB SSN** — The Line Information Database Subsystem Number for the thousands-block. The LIDB SSN entered must be 000. *Required field if LIDB DPC entered.*
- **CNAM DPC** (9 numeric character field) — The Calling Name Delivery Destination Point Code for 10-digit GTT for CNAM features for the thousands-block. The CNAM DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.
- **CNAM SSN** — The Calling Name Delivery Subsystem Number for the thousands-block. The CNAM SSN entered must be a 000. *Required field if CNAM DPC entered.*
- **ISVM DPC** (9 numeric character field) — The Inter-Switch Voice Mail Destination Point Code for 10-digit GTT for ISVM features for the thousands-block. The ISVM DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.
- **ISVM SSN** — The Inter-Switch Voice Mail Subsystem Number for the thousands-block. The ISVM SSN entered must be 000. *Required field if ISVM DPC entered.*
- **WSMSC DPC** (9 numeric character field) — The Wireless Short Message Service Center Destination Point Code for 10-digit GTT for WSMSC features for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC DPC must be three sets of numbers the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.
- **WSMSC SSN** — The Wireless Short Message Service Center Subsystem Number for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC SSN entered must be 000. *Required field if WSMSC DPC entered.*

After all required fields are completed on the *Part 1B* screen, click **Submit**:

- If only one thousands-block has been requested to be assigned, a *Confirmation* screen will be displayed (Figure 4-29). **PAS** will issue a new tracking number; note the tracking number for future inquiries about the request.
- If more than one thousands-block has been requested to be assigned, the next *NPAC Thousands-Block Data - Part 1B* screen will be displayed and will be pre-populated with the information previously provided. Repeat **Step 4**, to complete the Part 1Bs for all thousands-blocks being requested for assignment. Once all Part 1Bs have been completed, a *Confirmation* screen will be displayed (Figure 4-29). **PAS** will issue a new tracking number; note the tracking number for future inquiries about the request.
- To return to your Inbox, click on the **Return to Inbox** button.

- To view any of the forms for the submitted request, click on the **View Forms** button.
- To attach supporting documents to the request, click on the **Attach Documents** button.

NOTE: The following file formats may be attached: PDF, Word, Excel, GIF, JPEG, TIFF, bitmap, Power Point, HTML and Zip files. The maximum file size allowed: 10 MB

Please send your 'State Waiver' to the PA and be sure to reference the PAS tracking number with all documentation provided. Your request to process your block reservation has been successfully submitted. The tracking number for the request is: 503-BEAV-OR-1141372

[Return to Inbox](#) | [View Forms](#) | [Attach Documents](#)

Figure 4-29 Confirmation Screen

The PA has 7 calendar days to process your request. When the request has been processed by the PA, you will receive a *Pooling Administrator's Response/Confirmation - Part 3A* email notification and a **NPA-NXX-X: Assign New Block Reservation, Assign New Block Assignment Denied, Assign New Block Assignment Withdrawn, NPA-NXX-X: Cancel New Block Reservation, or NPA-NXX-X: Extend New Block Reservation** work item in your **Work Item Summary** list (Refer to **Section 11**).

When the NPAC either Activates or Rejects the **Part 1B**, PAS will automatically send a **Part 1B Activated** email or **Part 1B Reject** email from poolingsupport@somos.com to the PAS User who submitted the request and any **Completed Part 1B** or **Rejected Part 1B** additional contacts.

NOTE: When an SP/SPC user replies to the **Part 1B Activated** email or the **Part 1B Reject** email, the reply email will be sent to the email address of the NPAC User who processed the request.

If you wish to cancel the request, you may do so by using the **Withdraw Pending Request** tool (refer to **Section 4.3.4**). If unable to use the **Withdraw Pending Request** tool you may withdraw your request by sending an email instructing the PA to withdraw the request (as long as the request has not been processed by the PA).

4.3.8 Submit a Block Modification Request

Two options are provided for submitting thousands-block modification requests in PAS. If the modification being submitted is for one or more thousands-blocks for one or more of the following reasons: **Switch, Intra OCN, Inter OCN** or **Part 1B**, follow the steps outlined under **Block Modification (Section 4.3.8.1)**. If the modification being submitted is for an **Effective Date Change**, follow the steps outlined under **Block Effective Date Change (Section 4.3.8.2)**.

A user may also choose to submit a mass modification via Excel spreadsheet when there are 50 or more thousands-blocks that need to be modified for intra-company OCN change, switching entity/POI changes or Part 1B modifications only. For more information on submitting mass modifications via Excel go to the nationalpooling.com website, click on Documents, then Mass Modifications.

The following steps describe how to submit a block modification request:

4.3.8.1 Block Modification

Step 1. From the tools frame on the left side (shown in Figure 4-1), click **Individual Block Requests** then click **Block Modification** to display the preliminary *Select Type of Block Change* screen (Figure 4-30).

Select Type of Block Change

Enter NPA-NXX then select blocks to be modified below

Select Blocks to be modified

0 1 2 3 4 5 6 7 8 9

Select the type of change by selecting one or more of the following checkboxes:

Switch

Intra OCN

Inter OCN(Block Transfer)

Inter OCN(Both OCNs in profile)

Part 1B

Request Expedited Treatment Yes No

Requested Block Effective Date (MM/DD/YYYY)

By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Figure 4-30 Select Type of Block Change Screen

Step 2. From the *Select Type of Block Change* screen, complete the following:

- **Enter NPA-NXX then select blocks to be modified below** – Enter the NPA-NXX from which you will be modifying thousands-blocks in the format of NPA-NXX.
- **Select blocks to be modified** – Select the checkbox next to the thousands-block(s) you wish to modify from the entered NPA-NXX.
- **Select the type of change being made by selecting one or more of the following checkboxes:** Select the checkbox next to the type of change(s) you to submit for the entered NPA-NXX and selected thousands-block(s).
 - **Switch**
 - **Intra OCN**
 - **Inter OCN (Block Transfer)**
 - **Inter OCN (Both OCNs in profile)**
 - **Part 1B**
- **Requested Expedited Treatment** - If you are requesting an effective date earlier than 31 calendar days from the current date, select **Yes**, then modify the requested effective date.
- **Requested Block Effective Date** - The requested effective date will default to 31 calendar days from the current date in the format of MM/DD/YYYY.
 - If you answered **Yes** to **Requested Expedite Treatment** then you may enter a date as early as 9 calendar days plus 7 calendar days from the current date.
- **Earliest Effective Date Checkbox** – Select the **Earliest Effective Date** checkbox if you wish to have the pooling administrator approve the request with the earliest possible effective date. The **Requested Effective Date** should be left as the default date in this case.

Earliest Effective Date Checkbox and Expedite Treatment Options

- If you mark expedite **only**, then the PA will use the expedited effective date that you have entered on the Part 1A or, if you leave the 31 day default date, then the PA will use an effective date of 9 calendar days from the date of processing.
- If you mark the checkbox for earliest effective date **only** and leave the default effective date, then the PA will use an effective date of 24 calendar days from the date of processing per the TBCOCAG.
- If you mark expedite **and** also mark the checkbox for earliest effective date **and** leave the default effective date, then the PA will use an effective date of 9 calendar days.
- If you enter an effective date other than the default effective date, then the PA will use the requested effective date as long as it meets requirements in the TBCOCAG.
- After you have made your selections, click **Continue**, the *Thousands-Block (NPA-NXX-X) Application - Part 1A* screen will be displayed (Figure 4-31).

NOTE: If a previous modification request has been submitted for the same thousands-block and has not been processed by the PA, **PAS** will return the following error message: “*There is already a pending block modification in queue for block(s) NPA-NXX-X. If you wish to cancel the request in queue, you may do so by*”

withdrawing the request in PAS (as long as the request has not been processed by the PA) (refer to Section 4.3.4). Once the current request has been withdrawn you may submit a new modification request that includes all desired changes. Another option is to wait until the current modification request has been processed then submit the additional modification request. If you have further questions, please contact the Pooling Administration Help Desk at 1-866-623-2282 or support@nanpa.com.

Pooling Administration System

Thousands-Block (NPA-NXX-X) Application - Part 1A
 Revised: October 31, 2019

Type of Application : Block Modification¹

1.1 Contact Information :

Note: If any of the contact info is incorrect, edit your user profile.

Block Applicant :

Company Name TEST USER
 Headquarters Address: 1800 Sutter St Suite 780
 City: Concord
 State: CA
 ZIP: 94520

Contact Name Jan Connally
 Contact Address 1800 Sutter St Suite 780
 City: Concord
 State: CA
 ZIP 94520
 Phone 925-363-8747
 Fax 925-363-7689
 Email bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com

Pooling Administrator¹¹:

Name Agnes Rom
 Address 1800 Sutter St
 City Concord
 State CA
 ZIP 94520
 Phone 925-420-0129
 Fax 925-420-0377
 Email pasctemail@somos.com

1.2 General Information

NPA 480 LATA * 666
 OCN¹⁴* ABCD
 Parent Company OCN* ABCD
 Switch Identification (Switching Identity/POI)¹⁵
 Rate Center¹⁶ PHOENIX

1.3 Dates

Date of Application¹⁷ Monday, October 28, 2019
 Requested Block Effective Date¹⁸ Thursday, November 28, 2019
 Requested Expedited Treatment No

By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

1.4 Type of Service Provider Requesting the Thousands-Block

a) Type of Service Provider* CAP OR CLEC
 b) Primary Type of Service Blocks to be used for* Wireline

1.5 Type of Request

Change Block Yes
 NPA-NXX 480-637
 Blocks: 0 1 2 3 4 5 6 7 8 9

Type Of Change

- Switch
- Intra OCN ¹⁹
- Inter OCN (Block Transfer) ^x
- Inter OCN (Both OCNs in profile)
- Effective Date
- Part 1B

Remarks:

I hereby certify that the above information requesting a Thousands-Block (NPA-NXX-X) is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) available on the ATIS web site (www.atis.org/inc) or by contacting inc@atis.org as of the date of this application.

Continue Cancel

Part1A Instructions & Footnotes

Figure 4-31 Thousands-Block (NPA-NXX-X) Application - Part 1A screen

The *Part 1A* screen will display your contact information based on the information provided in your user profile. If any of the contact information is incorrect, please edit your user profile as described in **Section 10 User Profile**.

The **NPA**, **LATA**, **OCN**, and **Rate Center** fields will be pre-populated based on the current information associated with the thousands-block. All other fields will be pre-populated based on the latest forms, if available. If the request is for an **Inter OCN (block transfer)** change, then only the **NPA**, **LATA**, and **Rate Center** fields will be pre-populated.

Please note that any field marked with a red asterisk (*) is a required field and must be completed.

Step 3. Based on the type of change that was selected in the previous screen, you will need to modify the appropriate fields on the *Part 1A* screen. If the request is for an Inter OCN (block transfer) change, then all fields noted with a red asterisk (*) must be completed.

1.1 Contact Information

- If you are a Service Provider Consultant, you will be required to complete the **Headquarters Address**, **City**, **State** and **Zip** fields.

1.2 General Information

- **OCN*** - If the request is for an Intra OCN change or a Inter OCN (block transfer) change, select an OCN from the drop-down list of OCNs from your user profile.
- **Parent Company OCN*** - If the request is for an Intra OCN change or an Inter OCN (block transfer) change, select a new Parent Company OCN from the drop-down list.
- **Switch Identification (Switching Identity/POI)*** - If the request is for a switch change or an Inter OCN (block transfer) change, enter the new switch (11 alphanumeric characters, spaces allowed).

1.4 Type of Service Provider Requesting the Thousands-Block

- **Type of Service Provider*** - If the request is for an Inter OCN (block transfer) change or the field is not completed, select your company's service provider type from the drop-down list provided.

NOTE: The PA determines the Service Provider Type based on the OCN provided. The OCN Type determines the supporting documentation required when requesting numbering resources.

- **Primary Type of Service Blocks to be used for*** - If the request is for an Inter OCN (block transfer) change or the field is not completed, select the primary type of service the thousands-blocks will be used for from the drop-down list provided.

1.5 Type of Request

- **Remarks** - The Remarks field is a free-form-text field that may be used to enter comments as needed.

After all of the required fields on the *Part 1A* screen have been modified or completed, click **Continue**:

- If the request is for a **Part 1B** change, an **Inter OCN (block transfer)** or an **Inter OCN (Both OCNs in profile)** change, the *Part 1B* screen (shown in Figure 4-32) will be displayed, proceed to **Step 4**.
- For all other changes, a *Confirmation* screen will be displayed (Figure 4-33). Note the tracking number for future inquiries about the request.

NPAC Thousands-Block Data - Part 1B
 Revised: October 31, 2019
 NPAC BLOCK HOLDER DATA
 Submit one form per Thousands-Block

Activation Request For Information Only

Will block 1 of 1 be activated by NPAC? Yes No

Is Block being allocated back to the Code Holder on the switch where the NXX code resides? Yes No

Section A
If the request is for Activation, the Thousands-Block Applicant is to provide all data except Block Range, Block Effective Date and Code Holder's NXX code switch information; the Pooling Administrator (PA) shall fill in those three fields. For a Modification or Intra SP Block Porting Request, the requestor is to provide all information.

Pooling Administrator :

Name Agnes Rom	State CA	ZIP 94520
Address 1800 Sutter St		
City Concord	Fax 925-420-0377	
Phone 925-420-0129		
Email pasctemail@somos.com		

Block Applicant :

Contact Name Jan Connally	State CA	ZIP 94520
Contact Address 1800 Sutter St Suite 780		
City Concord	Fax 925-363-7689	
Phone 925-363-8747		
Email bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com		

Service Provider NPAC

SOA SPID¹ *

The SPID entered must exist in the NPAC region of the requested block. If the SPID does not exist, your block request will be rejected at the NPAC and this may delay the block's effective date.

LRN² *

The LRN entered must exist in the NPAC region of the requested block and must belong to the SPID listed on this request. If the LRN entered does not meet these parameters your block request will be rejected at the NPAC and this may delay the block's effective date.

Remarks

For the NPAC, if a field in section B is left blank, it will be removed from the NPAC even if it was previously populated.

Section B
Block Applicant to provide this data **ONLY** if NPAC Activate Block Range is marked "Yes". For Intra SP Block Porting the Thousands-Block Holder should reflect the routing information of the Switching Entity/Point of Interconnection (POI) the Thousands-Block is being transferred to⁶.

Class DPC ⁷
Class SSN ⁸
LIDB DPC ⁹
LIDB SSN ¹⁰
CNAM DPC ¹¹
CNAM SSN ¹²
ISVM DPC ¹³
ISVM SSN ¹⁴
WSMSC DPC ¹⁵
WSMSC SSN ¹⁶
SOA Origination ¹⁷ No

Continue Cancel

Part1B Instructions & Footnotes

Figure 4-32 NPAC – Thousands-Block Data - Part 1B Screen

The *Part 1B* screen will display contact information based on the information provided in your user profile. All other fields will be pre-populated based on the latest forms, if available. If the

request is for an **Inter OCN (block transfer)** change, then all fields noted with a red asterisk (*) must be completed.

From the *Part 1B* screen, modify or complete the following fields:

- **For Information Only** - If this Part 1B is for informational purposes only, check the box provided.
- **Will block 1 of 1 be activated by NPAC** – Select Yes or No.
- **Is Block being allocated back to the Code Holder on the switch where the NXX resides?** – Select Yes or No.

Per section 7.1.18 of the TBCOCAG:

The PA issues the Part 3A to the SP and issues the Part 1B to the NPAC as confirmation of Thousands-Block Allocation. A Part 1B is not issued for Thousands-Blocks associated with Pooled CO Code applications. If the Thousands-Block is to be created in the NPAC, the NPAC shall create the NPA-NXX-X Holder Information Table within seven calendar days of notification, provided that the NPA-NXX is loaded in the NPAC. If the NPA-NXX is not loaded in the NPAC, then NPAC shall create the NPA-NXX-X Holder Information Table within two business days of the CO Code Holder loading the NPA-NXX in the NPAC.

The NPAC shall create the Thousands-Block in the NPAC under these circumstances:

If a SP marks the “NPAC Activate Block Range” field on the Part 1B as:

- a) “YES”, the NPAC shall create and shall activate the Thousands-Block range.
- b) “NO”, the NPAC shall create the Thousands-Block range but it shall be the responsibility of the SP to activate the Thousands-Block range.

The NPAC shall not create the Thousands-Block in the NPAC under one or both of these circumstances:

- a) If a SP checks the “For Information Only” field in any combination with the “NPAC Activate Block Range” field on the Part 1B form;
- b) If the Thousands-Block is being Allocated back to the CO Code Holder on the Switching Entity/POI where the CO Code resides (per the PA portion of Section A of the Part 1B).

If the Thousands-Block being Allocated back to the CO Code Holder on the Switching Entity/POI where the CO Code resides needs to be opened in the NPAC, the SP shall contact the NPAC help desk (see

<https://www.numberportability.com/resources/contact-iconectiv/> or call 844-820-8039).

NOTE: If the thousands-block is being allocated back to the Code Holder on the switch where the CO code resides and the SP wants it to be opened in the NPAC, the SP may change the answer for **Is Block being allocated back to the Code Holder on the switch where the NXX resides?** from **Yes** to **No**.

- **Service Provider NPAC SOA SPID*** – Enter the NPAC SOA SPID (4 alphanumeric characters). The SPID entered must exist in the NPAC region of the requested thousands-block. If the SPID does not exist, your thousands-block request will be rejected at the NPAC and this may delay the thousands-block's effective date. **PAS** will validate the SPID. If the SPID is not valid **PAS** will return an error message *“You have entered a SPID value that currently does not exist in the NPAC region of the requested block. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pool block's effective date. To validate the status of this SPID please contact the Number Portability Administration Center (NPAC).”*
 - The validation can be overridden by checking the **Override the NPAC Related Validations** checkbox provided after the validation is not met.
- **LRN*** – Enter the 10-digit LRN with no dashes. The LRN entered must exist in the NPAC region and LATA of the requested thousands-block and must belong to the SPID listed on this request. If the LRN entered does not meet these parameters your thousands-block request will be rejected at the NPAC and this may delay the thousands-block's effective date. **PAS** will validate the LRN. If the LRN is not valid **PAS** will return one of two error messages:
 - *“The NPA-NXXs of the requested pooled block and associated LRN are not in the same LATA. A new pooled block that matches the LATA ID of the LRN's NPA-NXX or a new LRN that matches the LATA ID of the pooled block's NPA-NXX should be chosen. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pooled block's effective date. For questions please contact the Number Portability Administration Center (NPAC).”*
 - *“You have entered an LRN value that currently does not exist in the NPAC region of the requested block and/or is not under the SPID listed on the pooled block request. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pooled block's effective date. For questions please contact the Number Portability Administration Center (NPAC).”*

Note: The validation can be overridden by checking the **Override the NPAC Related Validations** checkbox provided after the validation is not met.

- **Remarks** – The Remarks field is a free-form-text field that may be used to enter comments as needed.
- If **Will block X of X be activated by NPAC** is set to **Yes**, modify or complete the following applicable fields in Section B:
 - **CLASS DPC** — (9 numeric character field) — The Customer Local Area Signaling Services Destination Point Code for 10-digit Global Title Translation (GTT) for CLASS features for the thousands-block. The CLASS DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the

- DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.
- **CLASS SSN** — The Customer Local Area Signaling Services Subsystem Number for the thousands-block. The CLASS SSN entered must be 000. *Required field if Class DPC entered.*
 - **LIDB DPC** — (9 numeric character field) — The Line Information Database Destination Point Code for 10-digit GTT for LIDB features for the thousands-block. The LIDB DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.
 - **LIDB SSN** — The Line Information Database Subsystem Number for the thousands-block. The LIDB SSN entered must be 000. *Required field if LIDB DPC entered.*
 - **CNAM DPC** — (9 numeric character field) — The Calling Name Delivery Destination Point Code for 10-digit GTT for CNAM features for the thousands-block. The CNAM DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.
 - **CNAM SSN** — The Calling Name Delivery Subsystem Number for the thousands-block. The CNAM SSN entered must be a 000. *Required field if CNAM DPC entered.*
 - **ISVM DPC** — (9 numeric character field) — The Inter-Switch Voice Mail Destination Point Code for 10-digit GTT for ISVM features for the thousands-block. The ISVM DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.
 - **ISVM SSN** — The Inter-Switch Voice Mail Subsystem Number for the thousands-block. The ISVM SSN entered must be 000. *Required field if ISVM DPC entered.*
 - **WSMSC DPC** — (9 numeric character field) — The Wireless Short Message Service Center Destination Point Code for 10-digit GTT for WSMSC features for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC DPC must be three sets of numbers the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next two three-digit portions of the DPC must be between 000 and 255.
 - **WSMSC SSN** — The Wireless Short Message Service Center Subsystem Number for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC SSN entered must be 000. *Required field if WSMSC DPC entered.*
 - After all required fields are completed on the *NPAC Thousands-Block Data -Part 1B* screen, click **Submit**, a confirmation message will be displayed (Figure 4-33). Note the tracking number for future inquiries about the request.
 - To return to your Inbox, click on the **Return to Inbox** button.

- To view any of the forms for the submitted request, click on the **Tracking Number** of the request you wish to view.
- To attach supporting documents to the request, click on the **Attach Documents** button.

NOTE: The following file formats may be attached: PDF, Word, Excel, GIF, JPEG, TIFF, bitmap, Power Point, HTML and Zip files. The maximum file size allowed: 10 MB

Your block modification request has been successfully submitted.
 The tracking number for the request is: [971-CLACKAMAS-OR-1141373](#)
 To view the forms, click on the tracking numbers above.

[Return to Inbox](#) | [Attach Documents](#)

Figure 4-33 Confirmation Screen

Note: If an Inter OCN Modification is submitted where, as a result of the change, the thousands-block will be the first resource for the OCN in the NPA and rate center, then, **PAS** will include a message on the *Confirmation* screen making the user aware that the thousands-block is considered an initial resource and that the appropriate supporting documentation will need to be submitted along with the request (see Figure 4-34). The message will display for all subsequent Inter OCN modification requests in the same NPA and rate center until one of the modifications is processed and approved.

Your block modification request has been successfully submitted. Please attach, or send via email, your documented proof to the PA that shows that (1) you are authorized to provide service in the area for which numbering resources are being requested and (2) you are, or will be, capable of providing service within 60 calendar days of the numbering resource activation. Be sure to reference the PAS tracking number on all the documentation provided via email.
 The tracking number for the request is: [503-ASTORIA-OR-1141374](#)
 To view the forms, click on the tracking numbers above.
[Return to Inbox](#) | [Attach Documents](#)

Figure 4-34 Confirmation Screen

The PA has 7 calendar days to process your request. When the request has been processed by the PA, you will receive a *Pooling Administrator's Response/Confirmation - Part 3A* email notification and a **NPA-NXX-X: Modification Approved**, **NPA-NXX-X: Modification Denied**, or **NPA-NXX-X: Modification Withdrawn** work item in your **Work Item Summary** list (Refer to **Section 11**).

If you wish to cancel the request, you may do so by using the **Withdraw Pending Request** tool (refer to **Section 4.3.4**). If unable to use the **Withdraw Pending Request** tool you may withdraw your request by sending an email instructing the PA to withdraw the request (as long as the request has not been processed by the PA).

4.3.8.2 Block Effective Date Change

Step 1. From the tools frame on the left side (shown in Figure 4-1), click **Individual Block Requests** then click **Block Effective Date Change** to display the preliminary *Effective Date Change* screen (Figure 4-35).

Effective Date Change

Please Note: If you have any pending modifications for this block that are scheduled with a future date, and this submission changes the effective date on your block assignment to a date that is after the effective date of the pending modification(s), the updates made in those pending block modification(s) will be lost. To avoid the loss of these changes, you will need to submit a new modification request after the approval of this effective date change. Also, if you are changing the effective date of your block assignment, and there are pending modifications such as a switch change, the updated switch will not be included on the Part 1A for your effective modification request. However, as long as the new block assignment effective date is prior to the effective date of the modification, the new switch information will still be updated on the switch change modification effective date.

State

NPA

Rate Center

OCN

OR

Enter Block (NPA-NXX-X)

Figure 4-35 Effective Date Change Screen

Step 2. From the *Effective Date Change* screen, complete the following:

NOTE: If you have any pending modifications for this thousands-block that are scheduled with a future date, and this submission changes the effective date on your thousands-block assignment to a date that is after the effective date of the pending modification(s); the updates made in those pending block modification(s) will be lost. To avoid the loss of these changes, you will need to submit a new modification request after the approval of this effective date change. Also, if you are changing the effective date of your thousands-block assignment, and there are pending modifications such as a switch change, the updated switch will not be included on the Part 1A for your effective modification request. However, as long as the new thousands-block assignment effective date is prior to the effective date of the modification, the new switch information will still be updated on the switch change modification effective date.

NOTE: You can pull up a list of Part 1As from which you can select one thousands-block to submit an Effective Date Modification for by selecting **State, NPA, Rate Center and OCN** information or if you already know the thousands-block to be modified you can enter the thousands-block in the **Enter Block** field to pull up the request for the specified thousands-block.

- **State** - Select a **State** from the drop-down list of states from your user profile or leave the default **Select All**.
- **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** - Select an **OCN** from the drop-down list of OCNs from your user profile or leave the default **Select All**.

- **Enter Block (NPA-NXX-X)** – Enter the NPA-NXX-X of the thousands-block you will be modifying in the format of NPA-NXX-X.
- After you have made your selections, click **Continue**, the *List of Part 1A(s)* screen will be displayed (Figure 4-36).

List of Part 1A(s)

To change the effective date for a previously submitted request, click the Modify Request radio button and enter the desired effective date information at the bottom of the screen. To view the current data associated with the previously submitted request, click on the tracking number to receive the list forms screen.

Modify Request	Tracking Number	NPA-NXX-X	Type of Request	OCN	Effective Date
<input type="radio"/>	503-BEAVER CRK-OR-1141360	503-732-6	Block Initial	ABCD	03/24/2019

Requested Block Effective Date (MM/DD/YYYY)

Request Expedited Treatment Yes No

By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Figure 4-36 Effective Date Change Screen

Step 3. From the List of Part 1A(s) screen, complete the following:

Note: An effective date change can only be made to existing approved requests (new block assignment requests or block modification requests) where the effective date for the request has not yet passed.

- **Modify Request** – Select the radio button next to the tracking number of the request listing the thousands-block for which you intend to change the effective date.
- **Tracking Number** – If you wish to view the forms associated to a tracking number on the list, click on the tracking number to be taken to the *View Forms* screen where you will be able to view the forms of the request associated with the selected tracking number.
- **Requested Block Effective Date** - The requested effective date will default to 31 calendar days from the current date in the format of MM/DD/YYYY.
 - If you answered **Yes** to **Requested Expedite Treatment**, then you may enter a date as early as 9 calendar days plus 7 calendar days from the current date.
- **Requested Expedited Treatment** - If you are requesting an effective date earlier than 31 calendar days from the current date, select **Yes**, then modify the requested effective date.
- **Earliest Effective Date Checkbox** – Select the **Earliest Effective Date** checkbox if you wish to have the PA approve the request with the earliest possible effective date. The **Requested Effective Date** should be left as the default date in this case.

Earliest Effective Date Checkbox and Expedite Treatment Options

- If you mark expedite **only**, then the PA will use the expedited effective date that you have entered on the Select Type of Block Change screen or, if you leave the 31 day default date, then the PA will use an effective date of 9 calendar days from the date of processing.
- If you mark the checkbox for earliest effective date **only** and leave the default effective date, then the PA will use an effective date of 24 calendar days from the date of processing per the TBCOCAG.
- If you mark expedite **and** also mark the checkbox for earliest effective date **and** leave the default effective date, then the PA will use an effective date of 9 calendar days.

- If you enter an effective date other than the default effective date, then the PA will use the requested effective date as long as it meets requirements in the TBCOCAG.
- After you have made your selections, click **Continue**, the *Confirmation* screen will be displayed (Figure 4-37). Note the tracking number for future inquiries about the request.
 - To view any of the forms for the submitted request, click on the tracking number.
 - To submit another transaction using the same search results, click the **Return to the List of Part 1A(s)** button to be taken back to the *List of Part 1A(s)* screen.
 - To return to your Inbox, click on the **Return to Inbox** button.
 - To view any of the forms for the submitted request, click on the **View Forms** button.

Your block modification request has been successfully submitted.
 The tracking number for the request is: 503-BEAVER CRK-OR-1141375

Return to List of Part 1As Return to Inbox View Forms

Figure 4-37 Effective Date Change Screen

The PA has 7 calendar days to process your request. When the request has been processed by the PA, you will receive a *Pooling Administrator's Response/Confirmation - Part 3A* email notification and a **NPA-NXX-X: Modification Approved**, **NPA-NXX-X: Modification Denied**, or **NPA-NXX-X: Modification Withdrawn** work item in your **Work Item Summary** list (Refer to **Section 11**).

When the NPAC either Activates or Rejects the **Part 1B**, PAS will automatically send a **Part 1B Activated** email or **Part 1B Reject** email from poolingsupport@somos.com to the PAS User who submitted the request and any **Completed Part 1B** or **Rejected Part 1B** additional contacts.

NOTE: When an SP/SPC user replies to the **Part 1B Activated** email or the **Part 1B Reject** email, the reply email will be sent to the email address of the NPAC User who processed the request.

If you wish to cancel the request, you may do so by using the **Withdraw Pending Request** tool (refer to **Section 4.3.4**). If unable to use the **Withdraw Pending Request** tool you may withdraw your request by sending an email instructing the PA to withdraw the request (as long as the request has not been processed by the PA).

4.3.9 Submit a Block Disconnect Request

A **block disconnect** request is submitted when you need to return a thousands-block that was previously assigned to you by the PA, if you are the Code Holder and need to give a retained thousands-block to the pool, or if you are NOT the Code Holder and need to return a retained thousands-block.

If the thousands-block was assigned as part of a **Dedicated Customer** Code request and:

A Confirmation of Code In Service - Part 4 is not on file, **PAS** will return an error message stating “Your request to return this block has been rejected because a Dedicated Code Part 4 has not been received confirming that the code is In Service”.

A Confirmation of Code In Service - Part 4 is on file, **PAS** will allow the submission of the thousands-block disconnect request.

When returning the first thousands-block from a CO Code that was originally assigned for a **Dedicated Customer**, you must also include in the Remarks field provided that the “CO code has been activated in the PSTN, loaded in the NPAC, and all other Code Holder responsibilities have been fulfilled”. If the remarks are not included at the time the PA processes the request, the request will be denied.

The following steps describe how to submit a block disconnect request:

Step 1. From the tools frame on the left side (shown in Figure 4-1), click **Individual Block Requests** then click **Block Disconnect** to display the preliminary *Block Disconnect* screen (Figure 4-38).

Block Disconnect

Enter NPA-NXX then select blocks to be Disconnected

Have all ISPs been completed Yes No

Has block been protected from further assignment: Yes No

Request Expedited Treatment Yes No

Requested Block Effective Date (MM/DD/YYYY)

By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Remarks

I hereby certify that the above information requesting an NXX-X block is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Thousands Block (NXX-X) Pooling Administration Guidelines ATIS-0300066 available on the ATIS web site (<http://www.atis.org/inc>) or by contacting inc@atis.org as of the date of this application.

Figure 4-38 Preliminary Block Disconnect Screen

Block Disconnect

Enter NPA-NXX then select blocks to be Disconnected

Have all ISPs been completed Yes No

Has block been protected from further assignment: Yes No

Request Expedited Treatment Yes No

Requested Block Effective Date (MM/DD/YYYY)

By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Select Blocks to be disconnected

0 Contaminated Yes No

If yes, enter the number of TNs contaminated (1-1000)

1 Contaminated Yes No

If yes, enter the number of TNs contaminated (1-1000)

Remarks

I hereby certify that the above information requesting an NXX-X block is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Thousands Block (NXX-X) Pooling Administration Guidelines ATIS-0300066 available on the ATIS web site (<http://www.atis.org/inc>) or by contacting inc@atis.org as of the date of this application.

Figure 4-38a Preliminary Block Disconnect Screen

Step 2. From the *Block Disconnect* screen, complete the following:

- **Enter NPA-NXX then select blocks to be disconnected** – Enter the NPA-NXX of the CO code from which you intend to return thousands-blocks to the pool in the format of NPA-NXX.
- **Get Blocks** – After entering the NPA-NXX click the **Get Blocks** button. **PAS** will then provide a list of all thousands-blocks assigned to the OCNs in your user profile (shown in Figure 4-38a).
- **Have all ISPs been completed** – In order to return the thousands-block, this question must be answered with a **Yes**.
- **Has block been protected from further assignment** – In order to return thousands-block, this question must be answered with a **Yes**.
- **Is the code portable** – In order to return the thousands-block, this question must be answered with a **Yes**. **NOTE:** This question will only be provided when the CO code entered is currently non-pooled (i.e. thousands-blocks are being donated/returned from a non-pooled CO code).
- **Request Expedited Treatment** - If you are requesting an effective date earlier than 31 calendar days from the current date, select **Yes**, then modify the requested effective date.
- **Requested Block Effective Date** - The requested effective date will default to 31 calendar days from the current date in the format of MM/DD/YYYY.
 - If you answered **Yes** to **Requested Expedite Treatment** then you may enter a date as early as 9 calendar days plus 7 calendar days from the current date.
 - **Earliest Effective Date Checkbox** – Select the **Earliest Effective Date** checkbox if you wish to have the pooling administrator approve the request with the earliest possible effective date. The **Requested Effective Date** should be left as the default date in this case.

Earliest Effective Date Checkbox and Expedite Treatment Options

- If you mark expedite **only**, then the PA will use the expedited effective date that you have entered on the Part 1A or, if you leave the 31 calendar day default date, then the PA will use an effective date of 9 calendar days from the date of processing.
- If you mark the checkbox for earliest effective date **only** and leave the default effective date, then the PA will use an effective date of 24 calendar days from the date of processing per the TBCOCAG.
- If you mark expedite **and** also mark the checkbox for earliest effective date **and** leave the default effective date, then the PA will use an effective date of 9 calendar days.
- If you enter an effective date other than the default effective date, then the PA will use the requested effective date as long as it meets requirements in the TBCOCAG.

- **Select blocks to be disconnected** – To select a thousands-block to be disconnected, click on the checkbox next to the thousands-block. For each thousands-block selected you will be required to answer the following questions.
- **Contaminated Yes or No** – Select **Yes** or **No**. If **Contaminated** is **Yes**, you must enter the number of TNs not available for assignment.
- **If yes, enter the number of TNs contaminated (1-1000)** - Enter the number of TNs not available for assignment; be sure to include TNs assigned to your customers and any TNs ported to other SPs in the NPAC.

Remarks - The Remarks field is a free-form-text field that may be used to enter comments as needed. This field is required if **Contaminated** is **Yes** and **If yes, enter the number of TNs contaminated (1-1000)** is 101 or greater.

After all required fields are completed on the *Block Disconnect* screen, click **Submit**, a *Confirmation* screen will be displayed (Figure 4-39). Note the tracking number for future inquiries about the request.

- To return to your Inbox, click on the **Return to Inbox** button.
- To view any of the forms for the submitted request, click on the **Tracking Number** of the request you wish to view.

Your block disconnect request has been successfully submitted.
The tracking number for the request is: 971-CLACKAMAS-OR-1141376

[Return to Inbox](#) [View Forms](#)

Figure 4-39 Confirmation Screen

The PA has 7 calendar days to process your request. When the request has been processed by the PA, you will receive a *Pooling Administrator's Response/Confirmation - Part 3A* email notification and a **NPA-NXX-X: Disconnect Approved**, **NPA-NXX-X: Disconnect Suspended**, **NPA-NXX-X: Disconnect Denied**, or **NPA-NXX-X: Disconnect Withdrawn** work item in your **Work Item Summary** list (Refer to **Section 11**).

When the NPAC either Completes or Rejects the **Part 5**, PAS will automatically send a **Part 5 Completed** email or **Part 5 Reject** email from poolingsupport@somos.com to the PAS User who submitted the request and any **Part 5s** additional contacts.

NOTE: When an SP/SPC user replies to the **Part 5 Completed** email or the **Part 5 Reject** email, the reply email will be sent to the email address of the NPAC User who processed the request.

If you wish to cancel the request, you may do so by using the **Withdraw Pending Request** tool (refer to **Section 4.3.4**). If unable to use the **Withdraw Pending Request** tool you may withdraw your request by sending an email instructing the PA to withdraw the request (as long as the request has not been processed by the PA).

4.3.10 Cancel a Block Disconnect Request

If a thousands-block was returned in error and the thousands-block disconnect request **has** been processed, but the effective date of the return has not yet passed, then you may request the PA to cancel the block disconnect.

The following steps describe how to submit a request to cancel a block disconnect request that has already been approved:

Step 1. From the tools frame on the left side (shown in Figure 4-1), click **Individual Block Requests** then click **Block Disconnect** to display the preliminary *Block Disconnect* screen (Figure 4-40).

Figure 4-40 Preliminary Block Disconnect Screen

Step 2. From the *Cancel Block Disconnect* screen, complete the following:

- **Enter Block Number (must be in the format NPA-NXX-X)** – Enter the thousands-block for which you want to cancel the previously approved block disconnect in the format of NPA-NXX-X.
- **Remarks** - The Remarks field is a free-form-text field that may be used to enter comments as needed.
- After all required fields are completed on the *Cancel Block Disconnect* screen, click **Submit**, a *Confirmation* screen will be displayed (Figure 4-41). Note the tracking number for future inquiries about the request.
 - To return to your Inbox, click on the **Return to Inbox** button.
 - To view any of the forms for the submitted request, click on the **View Forms** button.

Note: If the scheduled effective date for this block disconnect is going to occur within the next 7 calendar days, please contact the PA so the request may be processed prior to the disconnect taking effect.

Figure 4-41 Confirmation Screen

The PA has 7 calendar days to process your request. When the request has been processed by the PA, you will receive a *Pooling Administrator's Response/Confirmation - Part 3A* email

notification and a **NPA-NXX-X: Cancel Block Disconnect Approved**, **NPA-NXX-X: Cancel Block Disconnect Denied**, or **NPA-NXX-X: Cancel Block Disconnect Withdrawn** work item in your **Work Item Summary** list (Refer to **Section 11**).

If you wish to cancel the request, you may do so by using the **Withdraw Pending Request** tool (refer to **Section 4.3.4**) If unable to use the **Withdraw Pending Request** tool you may withdraw your request by sending an email instructing the PA to withdraw the request (as long as the request has not been processed by the PA).

4.3.11 Correcting Errors on Block Requests Already Submitted

If an error is discovered on a **new block request** that has already been submitted in **PAS** (tracking number received), you may correct the error by using the **Modify Pending Request** tool; except when more than 5 calendar days has passed since you submitted the request, the PA is not currently processing the request or the request has not already been processed by the PA (refer to **Section 4.3.3** for further information). For all other thousands-block request types, you will need to withdraw the request, and then re-submit a new request with the corrected information (refer to **Section 4.3.4** for further information).

4.3.12 Block Swaps

Service Providers and Service Provider Consultants may request to exchange a thousands-block that was previously assigned by the PA. This practice is commonly referred to as a **block swap**. A **block swap** can be requested for a thousands-block assigned from the pool or a thousands-block assigned from a new CO code opened for pool replenishment or LRN purposes as long as it is prior to the effective date of the original thousands-block assignment. Service Providers and Service Provider Consultants can request a block swap through the PA by sending an email requesting to exchange the thousands-block assigned for a different thousands-block. Be sure to include the thousands-block being exchanged and the thousands-block being requested in the email. Once the PA processes the block swap, Service Providers and Service Provider Consultants will receive a new work item in their **Work Item Summary** list (as shown in Figure 4-42). After the block swap is completed, Service Providers and Service Provider Consultants will only see the forms related to the new thousands-block when querying forms via **View Forms** or **List Forms** tool (Refer to **Section 9**).

□	503-BEAVER CRK-OR-1141360	503-732-6: New Block Assignment	NEW	02/21/2019 02:10:48 PM EST	Dara Flowers
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Figure 4-42 Block Swap Work Item

4.3.13 Attach Supporting Documents

If you wish to attach supporting documents to a previously submitted **new block request**, **new block reservation**, **assign block reservation**, **block modification** (excluding **effective date change**), **split block/code request**, **new code request**, **multiple code request**, **code modification** or **code disconnect** request, you may do so by using the **Attach Supporting Documents** tool, except when

more than 5 calendar days has passed since you submitted the request, the PA is currently processing the request or the request has already been processed by the PA.

NOTE: The following file formats may be attached: PDF, Word, Excel, GIF, JPEG, TIFF, bitmap, Power Point, HTML and Zip files. The maximum file size allowed: 10 MB

The following steps describe how to attach supporting documents to a previously submitted request.

Step 1. From the tools frame on the left side (shown in Figure 4-1), click **Individual Block Requests** then click **Attach Supporting Documents** to display the *Modify Pending Block Request* screen (Figure 4-43).

Figure 4-43 Attach Supporting Documents preliminary screen

Step 2. From the *Attach Supporting Documents* preliminary screen, enter the **Tracking Number** of the request you wish to attach documents to, then click **Submit** to display the *Attach Supporting Documents* screen (Figure 4-44).

File Name	Description	Create Date	Create User Name	Delete Attachment
Delete Attached Documents				

Figure 4-44 Attach Supporting Documents screen

Step 3. From the *Attach Supporting Documents* screen, you may modify the following fields:

- **Description** – Enter a description of the document being attached (e.g. Proof of Certification, Proof of Facilities Readiness, Merger/Acquisition Documentation).

- **Document** – This field will be auto-populated with the document name selected using the **Browse** button.
- **Choose File...** – Click on this button to locate the file you wish to upload to **PAS**.
- **Upload File** – Click this button once you have selected a file using the **Choose File** button. The file will be uploaded to **PAS** and the document information (**File Name**, **Description**, **Create Date**, and **Create User Name**) will appear in the box below.
- **Delete Attached Documents** – To delete previously uploaded documents, select the checkbox next to the document you wish to delete and click the **Delete Attached Documents** button. The document will be deleted from **PAS** and removed from the box.
- To return to your Inbox, click on the **Return to Inbox** button.
- To view any of the forms for the submitted request, click on the **View Forms** button.

5 Code Requests

5.1 Task Overview

The following subsections describe how to submit the following types of CO code requests:

- New Code Requests
- Code Modifications
- Code Disconnects

5.2 Required Information

Each subsection will describe the required information that you will need prior to submitting the request.

5.3 Procedure

5.3.1 Submit a New Code Request (Initial & Growth)

- Prior to submitting a request for a new CO code, you must have a current Numbering Resource Utilization/Forecast (NRUF) Report on file with NANPA and a current Thousands-Block Forecast Report (Appendix 4 on file in **PAS** for the OCN, NPA and rate center in which you are applying for resources.

Please note that any field marked with a red asterisk (*) is a required field and must be completed.

Below are the following types of new code requests that can be selected:

- **Full NXX for Dedicated Customer** - To satisfy the need of a customer that requires 10 consecutive thousands-blocks from the same CO Code, select **Full NXX for Dedicated Customer** as the type of application. A single customer is one customer requiring 10,000 consecutive telephone numbers from one CO code for its own internal use, not for the purpose of providing telecommunications service to its “end users” or “customers”. When requesting a dedicated code for a single customer, a customer letter is required as supporting documentation. The letter shall be on the customer’s letterhead documenting the need for 10,000 consecutive telephone numbers, indicating the state and rate center where the numbers are needed, and signed by a party within the customer’s organization with the authority to make such a request (e.g., officer of the company). The letter shall be submitted to the PA (e.g., “Attach Documents” in **PAS** or email) immediately after submitting the dedicated code request. If the documents are not being attached in **PAS**, the **PAS** tracking number shall be provided so that it maybe referenced when emailing the letter to the PA.
- **Full NXX for Pool Replenishment** - There must be enough thousands-blocks available in each pool to meet the forecasted demand for the next 6 months. If the forecasted demand exceeds the number of thousands-blocks available in the pool, then a CO code will need to be opened to replenish the pool. To request a CO code to be used to replenish the pool, select **Full NXX for Pool Replenishment** as the type of application. A pool may not be replenished without a

safety valve waiver if the number of thousands-blocks in the pool exceeds the forecasted demand for the next 6 months.

- Full NXX for LRN** – An LRN is a 10-digit number (NPA-NXX-XXXX), called the Location Routing Number (LRN), which uniquely identifies a switch/point of interconnection (POI) for the purpose of routing. (You must meet the LRN criteria outlined in the LRN guidelines.) To request a CO code to be used to establish an LRN, select **Full NXX for LRN** as the type of application.

The following steps describe how to request a new CO code:

Step 1. From the tools frame on the left side (shown in Figure 5-1), click **CO/NXX Code Requests** then click **New Code Request** to display the preliminary *Request Resources* screen (Figure 5-2).

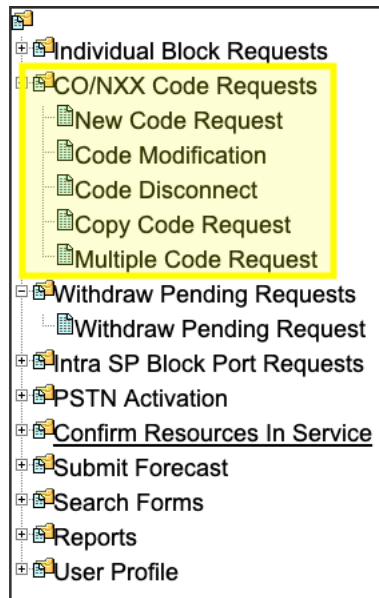


Figure 5-1 Tools Frame – CO/NXX Code Requests

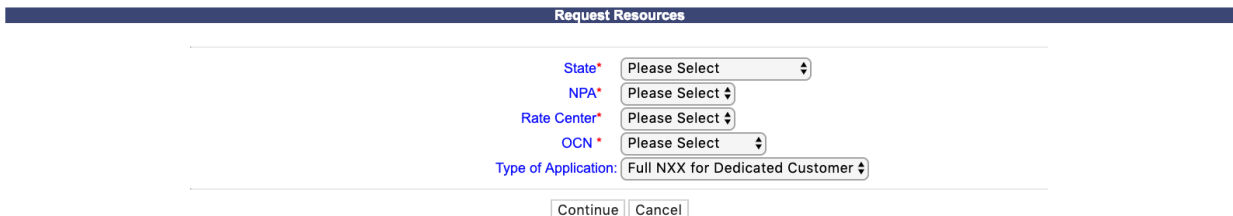


Figure 5-2 Request Resources Screen

Request Resources

State* OREGON

NPA* 503

Rate Center* BEAVER

OCN* ABCD-TEST USER

Type of Application: Full NXX for Pool Replenishment

Request Blocks to be Assigned

0 1 2 3 4 5 6 7 8 9

If requesting more than one block, do you want multiple effective dates?* Yes No

If requesting more than one block, do you want multiple switches?* Yes No

Continue Cancel

Figure 5-2a Request Resources Screen

Step 2. From the preliminary *Request Resources* screen, complete the following:

- **State*** - Select a State from the drop-down list of states from your user profile.
- **NPA*** - Select an NPA from the drop-down list of NPAs based on the state selected and your user profile.
- **Rate Center*** - Select a rate center from the drop-down list based on the NPA selected.
- **OCN*** - Select an OCN from the drop-down list of OCNs from your user profile.
- **Type of Application** – Select one of the following types of applications: **Full NXX for Dedicated Customer**, **Full NXX for Pool Replenishment**, or **Full NXX for LRN**.
- If you select **Full NXX for Pool Replenishment**, or **Full NXX for LRN** as the type of application, the following three fields will be available to complete (shown in Figure 5-2a):
 - **Request Blocks to be Assigned** – Select the thousands-blocks that will be assigned from the CO code by placing a checkmark in the box next to the thousands-block number.
 - **If requesting more than one block, do you want multiple effective dates?* (Y/N)** - If you are requesting more than one thousands-block and would like to request multiple effective dates, select **Yes**.
 - **If requesting more than one block, do you want multiple switches?*(Y/N)** – If you wish to have multiple switches for the thousands-blocks that are being assigned from the new CO code, then select **Yes**.
 - **NOTE:** If you enter multiple switches, **PAS** will display both the switch entered for the CO code (when applicable) and will display a separate switch entered for each thousands-block on the viewable Part 1 (when applicable) and Part 1A forms tied to the request.
- After you have made your selections, click **Continue** to display the *Part 1/1A* screen (Figure 5-3).

Part 1/1A	
Revised: October 31, 2019	
Type of Application: New Code	View Pool Replenishment Status
1.1 Contact Information :	
<p>Note: If any of the contact information is incorrect, edit your user profile.</p> <p>Code/Block Applicant:</p> <p>Company Name: TEST USER Headquarters Address: 1800 Sutter St Suite 780 City: Concord State: CA ZIP: 94520</p> <p>Contact Name: Jan Connally Contact Address: 1800 Sutter St Suite 780 City: Concord State: CA ZIP: 94520 Phone: 925-363-8747 Fax: 925-363-7889 Email: bounce-dara.flowers.at.neustar.biz@simulator.amazonses.com</p> <p>Pooling Administrator¹:</p> <p>Name: Agnes Rom Address: 1800 Sutter St City: Concord State: CA ZIP: 94520 Phone: 925-420-0129 Fax: 925-420-0377 Email: pasctemall@somos.com</p> <p>Code Administrator²:</p> <p>Name: David Morgan Address: 2411 Dulles Corner Park Suite 250 City: Herndon State: VA ZIP: 20171 Phone: 571-363-3623 Fax: 571-363-3638</p>	
1.2 General Information	
LRN Needed ³ : NO	NPA: 480 NXX ³ : N/A LATA ⁴ : 666
OCN ⁴ : ABCD-TEST USER	Parent Company OCN: Please Select
Number of Thousands-Blocks Requested ⁵ : 2	Locality/City/Wire Center
Switch Identification (Switching Identity(POI)) Code ^{6,5} :	
Switch Identification (Switching Identity(POI)) -Block ^{6,5} :	
Switch Identification (Switching Identity(POI)) -Block ^{6,5} :	
Rate Center ¹⁶ : PHOENIX	Homing Tandem Operating Company ¹⁷
1.3 Dates	
Date of Application ⁸ : Monday, October 28, 2019	Requested Effective date Code ^{9,8,10} : 01/02/2020 MMDD/YYYY
<input type="checkbox"/> By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.	
Requested Expedited Treatment: <input type="radio"/> Yes <input checked="" type="radio"/> No Expedite Documentation must be provided if "Request Expedite" = Yes	
Expedite Explanation	
Requested Effective date for Block 5 ⁹ : 01/02/2020 MMDD/YYYY	Requested Effective date for Block 6 ⁹ : 01/02/2020 MMDD/YYYY
1.4 Type of Service Provider Requesting the Thousands-Block	
a) Type of Company* Select One	
b) Type of Service* Select One	
c) Code Assignment Preference(Optional)	
NOTE: For a list of available codes go to the NANPA web site at www.nanpa.com ; click on Reports then Central Office Codes.	
d) Codes that are undesirable, if any	
e) If requesting a code for LRN purposes, indicate which block(s) you will be keeping (the remainder of the blocks will be given to the pool) N/A	
1.5 Type of Request*	
<input checked="" type="radio"/> Initial <input type="radio"/> Growth Pooling Indicator ¹³ : <input checked="" type="radio"/> Yes <input type="radio"/> No	
1.6 NPA Jeopardy Criteria	
1.7 Code Request for new service (Explain)	
1.8	
It is the Code Applicant's responsibility to arrange input of Part 2 information into BIRRRS. The 45-calendar day nationwide minimum interval cut-over for BIRRRS will not begin until input into BIRRRS has been completed.	
Remarks	
<p>Continue ¹⁴ Cancel</p> <p>Part1A Instructions & Footnotes Part1 Instructions & Footnotes</p> <p>I hereby certify that the above information requesting a CO Code is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCCOAG) posted to the ATIS web site (http://www.atis.org/inc/nguides.asp) as of the date of this application.¹⁴</p> <p>I hereby certify that the above information requesting a Thousands-Block (NPA-NXX-X) is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCCOAG) available on the ATIS web site (www.atis.org/inc) or by contacting inc@atis.org as of the date of this application.</p>	

Figure 5-3 Part 1/1A Screen

The *Part 1/1A* screen will display your contact information based on the information provided in your user profile. If any of the contact information is incorrect, please edit your user profile as described in **Section 10 User Profile**. The **NPA, LATA, OCN, Number of Thousands-Blocks Requested** and **Rate Center** fields will be pre-populated based on what was selected in the previous screen.

Step 3. From the *Part 1/1A* screen, complete the following fields:

- **View Pool Replenishment Status button** (For Pool Replenishment and LRN requests) – In the upper right corner of the *Part 1/1A* screen is the **View Pool Replenishment Status** button. Click to see the current status of the pool for the NPA and rate center for this request.

1.1 Contact Information

- If you are a Service Provider Consultant, you will be required to complete the **Headquarters Address, City, State** and **Zip** fields.

1.2 General Information

- **NPA** – Pre-populated with the data from the preliminary screen.
- **OCN** – Pre-populated with the data from the preliminary screen.
- **Parent Company OCN*** - Select a Parent Company OCN from the drop-down list.
- **Number of Thousands-Blocks Requested** – Pre-populated with the data from the preliminary screen.
- **Switch Identification (Switching Identity/POI) Code*** - Enter the switch (11 alphanumeric characters, a space or a dash is allowed in the fourth character only)
- **Switch Identification (Switching Identity/POI) Block #*** - Enter the switch (11 alphanumeric characters, a space or a dash is allowed in the fourth character only)
 - If you answered **Yes** to **If requesting more than one block, do you want to enter multiple switches?** on the previous screen, a separate **Requested Switch identification (Switch Entity/POI)** field will be displayed for each thousands-block requested from the new CO code.
- **Locality/City/Wire Center** – Enter the Locality, City or Wire Center if applicable
- **Homing Tandem Operating Company*** – Enter the Homing Tandem Operating Company
- **Homing Tandem CLLI*** - Enter the Homing tandem CLLI (11 alphanumeric characters, a space or a dash is allowed in the fourth character only)

1.3 Dates

- **Date of Application** - Pre-populated with the current date.
- **Requested Effective Date Code*** - The requested effective date will default to 66 calendar days from the current date. (MM/DD/YYYY).
- **Earliest Effective Date Checkbox** – Select the **Earliest Effective Date** checkbox if you wish to have the pooling administrator assign the requested thousands-blocks with the earliest possible effective date. The **Requested Effective Date** should be left as the default date in this case.

Code Earliest Effective Date Checkbox and Expedite Treatment Options

Below are several combinations that can be used for designating requested expedited effective dates, and how they will affect the effective date issued by NANPA for the request submitted.

- If you mark expedite **only**, and you provide both an AOCN letter and Homing Tandem Operating Company letter then the NANPA will process a new code request or a disconnect request with a minimum 30 calendar day effective date.
- If you mark expedite **only**, and you provide only an AOCN letter (or indicate on the Part 1 that the applicant acts as its own AOCN) then the NANPA will process a new code request or a disconnect request with a 45-calendar day effective date.
- If you mark the checkbox for earliest effective date **only** and leave the default effective date, then the NANPA will process a new code request or a disconnect request with a 52-calendar day effective date. Any other type of change request will be processed with a 37-calendar day effective date per the COCAG.
- If you enter an effective date other than the default effective date, then the NANPA will use the requested effective date as long you also indicate this effective date in the Remarks field and as long as it meets requirements in the COCAG.

NOTE: For any of the above cases, if the applicant wants NANPA to issue a specific effective date, the applicant is instructed to indicate the effective date they are seeking on the Remarks field located at the bottom of the *Part 1/1A* screen.

- **Requested Expedite Treatment** - If you are requesting an effective date earlier than 66 calendar days from the current date, select **Yes**, and then modify the requested effective date.
- **Expedited Explanation** – If the Requested Expedite Treatment is set to **Yes**, enter an explanation in the field provided.
- **Requested Effective Date*** - For thousands-blocks, the requested effective date will default to 31 calendar days from the current date. (MM/DD/YYYY). For the CO code, the requested effective date will default to 66 calendar days from the current date in the format of MM/DD/YYYY.
 - **Requested Effective date for block #** - If you answered **Yes** to **If requesting more than one block, do you want multiple effective dates?** and selected **Full NXX for Pool Replenishment** or **Full NXX for LRN** as the type of application, a separate **Requested Effective Date** field will be displayed for each thousands-block requested. Modify the individual thousands-block effective dates as desired.

1.4 Type of Service Provider Requesting the Thousands-Block

- **Type of Company*** - Select your company's service provider type from the drop-down list provided.

NOTE: The PA determines the Service Provider Type based on the OCN provided. The OCN Type determines the supporting documentation required when requesting numbering resources.

- **Type of Service*** - Select the primary type of service the thousands-blocks will be used for from the drop-down list provided.

NOTE: The PA determines the Service Provider Type based on the OCN provided. The OCN Type determines the supporting documentation required when requesting numbering resources.

- **Code Assignment Preference (Optional)** – Enter your CO code assignment preference. This field is a free-form-text field.
- **Codes that are undesirable, if any** – Enter any undesirable CO codes. This field is a free-form-text field.

1.5 Type of Request

- **Initial*** – If *no* numbering resources are currently assigned or requested for the OCN in the NPA and Rate Center, you must select this radio button.
- **Growth*** – If you have numbering resources currently assigned or requested for the OCN in the NPA and Rate Center, you must select this radio button.
- **Pool Indicator** – If you select **Full NXX for Dedicated Customer** as the type of application, this field will be editable. You may choose if the CO code assigned will be marked as pooled or not pooled in BIRRDS.

1.7 Code Request for new service (Explain)

- This field is a free-form-text field that may be used to enter an explanation as needed.

Remarks

- The Remarks field is a free-form-text field that may be used to enter comments as needed.

After all of the required fields on the *Part 1/1A* screen have been completed, click **Continue**:

- If more than one thousands-block has been requested, or the request type is specified as **Growth**, or the request is for a **Full NXX for Dedicated Customer**, the *Thousands-Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2* screen (shown in Figure 5-4) will be displayed and you will proceed to **Step 4**.
- If requesting a single thousands-block and the request type is **Initial**, a *Confirmation* screen will be displayed (Figure 5-5). Note the tracking number for future inquiries about the request.

Thousands-Block Months to Exhaust Certification Worksheet - TN Level¹ - Appendix 2
 Revised: October 31, 2019

Date: Monday, October 28, 2019
 OCN ABCD
 Company Name TEST USER
 Rate Center: PHOENIX

480-604-5, 480-637-4, 480-637-5,
 List all Codes NPA(s)-NXXs and Blocks NPA(s)-NXX-
 X(s)^{2,*}

Name of Block Applicant: Jan Connally
 Title: Service Provider Test User
 Phone: 925-363-8747
 Fax: 925-363-7689
 E-Mail: bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com

A. Available Numbers^{3,*}
 B. Assigned Numbers:
 C. Total Numbering Resources^{4,*} 3000
 D. Quantity of numbers activated in the past 90 days
 (increments of 1,000 or 10,000) and excluded from
 the Utilization calculation^{5,*}
 List excluded Code(s) or Block(s)

E. Growth History - Previous 6 months^{6,*}

Month 1		Month 2	
Month 3		Month 4	
Month 5		Month 6	

F. Forecast - Next 12 months^{7,*}

Month 1		Month 2	
Month 3		Month 4	
Month 5		Month 6	
Month 7		Month 8	
Month 9		Month 10	
Month 11		Month 12	

G. Average Monthly Forecast (Sum of months #1-6
 (Part F above) divided by 6)^{8:}
 H. Months to Exhaust (Numbers Available for Assignment to customers (A) / Average Monthly Forecast (G))^{9:}
 I. Utilization (Assigned Numbers (B) / (Total
 Numbering Resources (C) - Excluded Numbers (D)) *
 100^{10:}
 Explanation

Continue Show Calculations Cancel

¹ A copy of this worksheet is required to be submitted to the Pooling Administrator (PA) when requesting additional Numbering Resources in a rate center. For auditing purposes, the applicant shall retain a copy of this document.
² List all Numbering Resources allocated to the OCN for the requested Rate Center, including newly acquired Central Office (CO) Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X). This information is available from the Total Numbering Resources in PAS and shall automatically populate on this form in PAS. When an exception exists, the Applicant shall adjust the auto-populated list and shall provide an explanation of the adjustment in the Explanation field.
³ The total quantity of numbers available for assignment from the Numbering Resources allocated to the OCN for the requested Rate Center, including newly acquired CO Codes (NPA-NXXs) and Thousands-Blocks (NPA-NXX-Xs). When an exception exists, the Applicant shall adjust the auto-populated number as needed and provide an explanation of the adjustment in the Explanation field (e.g., to increase the number of available resources due to pending applications in the same rate center, or for documentation purposes for safety valve waivers).
⁴ The total quantity of Numbering Resources allocated to the OCN for the requested Rate Center, including newly acquired CO Codes (NPA-NXXs) and Thousands-Blocks (NPA-NXX-Xs). This information is available from the Total Numbering Resources Report in PAS and shall automatically populate on this form in PAS. When an exception exists, the Applicant shall adjust the auto-populated number as needed and provide an explanation of the adjustment in the Explanation field (e.g., to increase the total number of resources to include pending applications in the same rate center, or for documentation purposes for safety valve waivers).
⁵ Quantity of numbers activated in the past 90 days indicates newly acquired Thousands-Blocks (NPA-NXX-X) and/or Central Office (CO) Codes (NPA-NXX) received from the administrator and shall be reported in increments of 1,000 or 10,000 TNs (e.g.: 2 blocks received=2,000 and 1 code received =10,000).
⁶ Net change in Telephone Numbers (TN) no longer available for assignment in each previous month, starting with the most distant month as Month 1, and Month 6 as the current month.
⁷ Forecast of Telephone Numbers (TN) needed in each following month, starting with the most recent month as Month 1.
⁸ This field is automatically calculated and populated on this form in PAS.
⁹ This field is automatically calculated and populated on this form in PAS. To be assigned an additional Thousands-Block (NPA-NXX-X) for growth, "Months to Exhaust" shall be less than or equal to 6 months. (47 CFR § 52.15 (g) (4) (iii)).
¹⁰ This field is automatically calculated and populated on this form in PAS. To be assigned an additional Thousands-Block (NPA-NXX-X) for growth, "Utilization" shall be 75% or more (47 CFR § 52.15 (h)). Newly acquired Numbering Resources may be excluded from the Utilization calculation (47 CFR § 52.15 (g)(4)(ii)).

Figure 5-4 Thousands-Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2 Screen

G. Average Monthly Forecast (Sum of months #1-6 (Part F above) divided by 6)		366.667
H. Months to Exhaust ⁶ (Numbers Available for Assignment to customers (A) / Average Monthly Forecast (G))		
Block Requested	A. Available Numbers	H. Months to Exhaust
1	0	0.000
2	1000	2.727
I. Utilization ⁶ (Assigned Numbers (B)) / (Total Numbering Resources (C) - Excluded Numbers (D)) * 100		N/A
Explanation		

Figure 5-4a Thousands- Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2 Screen with calculations

The *Thousands- Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2* screen will display your contact information based on the information provided in your user profile. The **OCN**, **Company Name** and **Rate Center** fields will be pre-populated based on the information from the *Part 1/1A* screen.

Step 4. From the *Thousands- Block Months to Exhaust and Utilization Certification Worksheet – TN Level – Appendix 2* screen complete the following fields:

NOTE: If this is an initial request, items A through E will be automatically set to zero, however you are required to complete item F because more than one thousands-block has been requested.

- **List all Codes NPA(s)-NXXs and Blocks NPA(s)-NXX-X(s)*** - Pre-populated, from the Total Numbering Resources Report, with the list of all CO codes (NPA-NXXs) and thousands-blocks (NPA-NXX-Xs) that are assigned to the requested OCN in the NPA and Rate Center.

NOTE: If the request was an initial request, this field will pre-populated with zero and will not be editable.

NOTE: The data in the field should only be modified when a non-pooled CO Code return has been approved and the effective date of the return is in the past, however, the non-pooled CO code is still showing on the Total Numbering Resources Report. When modifications are made to the data in this field, the user is required to provide a reason for the change in the **Explanation** field.

- **A. Available Numbers*** - Enter the quantity of telephone numbers that are available in your company’s inventory for the requested OCN in the NPA and Rate Center.
- **B. Assigned Numbers*** - Enter the quantity of telephone numbers that your company has assigned to customers for the requested OCN in the NPA and Rate Center.
- **C. Total Numbering Resources***- Pre-populated, from the Total Numbering Resources Report, with the quantity of telephone numbers assigned to your company for the requested OCN in the NPA and Rate Center.

NOTE: The data in the field should only be modified when a non-pooled CO Code return has been approved and the effective date of the return is in the past, however, the non-pooled CO code is still showing on the Total Numbering Resources Report. When modifications are made to the data in this field, the user is required to provide a reason for the change in the **Explanation** field.

- **D. Quantity of numbers activated in the past 90 days (increments of 1,000 or 10,000) and excluded from Utilization calculation*** - Enter the quantity of telephone numbers that will be excluded from the utilization calculation because they are from CO codes/ thousands-blocks that have been activated in the past 90 days.
- **List excluded Code(s) or Block(s)** – If you completed D, enter all excluded CO code(s) or thousands-block(s) in the field provided.
- **E. Growth History – Previous 6 months*** - Enter the quantity of telephone numbers assigned to customers in each of the previous 6 months, with **Month 6** being the current month.

NOTE: If the request was an initial request with more than one thousands-block being requested, this field will pre-populated with zeros and will not be editable.

- **F. Forecast – Next 12 months*** - Enter the quantity of telephone numbers expected to be assigned to customers in each of the next 12 months, with **Month 1** being the current month.
- **Explanation** - The Explanation field is a free-form-text field that may be used to enter comments as needed. An explanation is required when changes have been made to the **List all Codes NPA(s)-NXXs and Blocks NPA(s)-NXX-X(s)** and/or **C. Total Numbering Resources**.

To display the **G. Average Monthly Forecast**, **H. Months to Exhaust**, and **I. Utilization** for the data entered, click **Show Calculations**. **PAS** will display the calculations (see Figure 5-4a).

After completing all of the required fields on the *Thousands-Block Months to Exhaust Certification Worksheet – TN Level – Appendix 2* screen, click **Continue**:

- If the information provided indicates that the thousands-blocks being requested will not exhaust within 6 months and/or utilization is not met, **PAS** will present you with the following options:
 - **Return to the Months to Exhaust Form** – If this radio button is selected, **PAS** will take you back to the *Thousands-Block Months to Exhaust and Utilization Certification Worksheet – TN Level – Appendix 2* screen.
 - **Proceed on the basis of the existing MTE and receive only X block(s)** – If this radio button is selected, the *Confirmation* screen will be displayed (Figure 5-5 or Figure 5-5a).
 - **Need to request a State Waiver** – If this radio button is selected, **PAS** will create a Pooling Administrator’s Response/Confirmation - Part 3A denial so that you may proceed with requesting a state waiver from the applicable state commission.
 - **Received a State Waiver** – If this radio button is selected, a *Confirmation* screen will be displayed (Figure 5-5a). Note the tracking number for future inquiries about the request.

NOTE: In order to select the State Waiver radio button, you must have already received a state waiver; otherwise the request will be denied by the PA.

- To view any of the forms for the submitted request, click on the **View Forms** button.
- If the MTE criteria is met, a *Confirmation* screen will be displayed (Figure 5-5 for initial requests or Figure 5-5a for growth requests). Note the tracking number for future inquiries about the request.
 - To attach supporting documents to the request, click on the **Attach Documents** button.
 - For a **Split Request: Receive a portion of the blocks from the pool and a portion of the blocks from a new code for pool replenishment** the documents will be attached to the Code Request. You will need to use the **Attach Documents** tool under **Individual Block Requests** (see Figure 4.1) to attach the documents to the associated block request. Refer to **Section 4.3.13**.

NOTE: The following file formats may be attached: PDF, Word, Excel, GIF, JPEG, TIFF, bitmap, Power Point, HTML and Zip files. The maximum file size allowed: 10 MB

- To return to your Inbox, click on the **Return to Inbox** button.
- To view any of the forms for the submitted request, click on the **View Forms** button.
 - For *Split Request: Receive a portion of the blocks from the pool and a portion of the blocks from a code for pool replenishment* requests, two requests will be created by **PAS**; a block request and a code request, each with a separate tracking number and a separate **View Forms** button (as shown in Figure 4-11).

Please send your documented proof to the PA that shows that (1) you are authorized to provide service in the area for which numbering resources are being requested and (2) you are, or will be, capable of providing service within 60 calendar days of the numbering resource activation. Be sure to reference the PAS tracking number on all the documentation provided.

Your request has been successfully submitted.
The Tracking Number for this request is: **503-ASTORIA-OR-1141388**

[Attach Documents](#) [Return to Inbox](#) [View Forms](#)

Figure 5-5 Confirmation Screen (Initial Request)

Your request has been successfully submitted.
The Tracking Number for this request is: **503-ASTORIA-OR-1141389**

[Attach Documents](#) [Return to Inbox](#) [View Forms](#)

Figure 5-5a Confirmation Screen (Growth Request)

PLEASE NOTE THE FOLLOWING:

If your request meets any of the criteria below, please attach the applicable documentation to your application at the time of submission or sometime on the same day the application was submitted:

- If the request is specified as **Initial**, evidence of license or certification to provide service in the area and evidence of facilities readiness within 60 days of the thousands-block activation date is required.
- If the MTE and utilization requirements are not met, a safety valve waiver is required.
- If the type of request is for a **Full NXX for Dedicated Customer**, a customer letter is required as supporting documentation. The letter shall be on the customer's letterhead documenting the need for 10,000 consecutive telephone numbers, indicating the state and rate center where the numbers are needed, and signed by a party within the customer's organization with the authority to make such a request (e.g., officer of the company). The letter shall be submitted to the PA (e.g., "Attach Documents" in **PAS** or email) immediately after submitting the dedicated code request. If the documents are not being attached in **PAS**, the **PAS** tracking number shall be provided so that it maybe referenced when emailing the letter to the PA. A single customer is one customer requiring 10,000 consecutive telephone numbers from one CO code for its own internal use, not for the purpose of providing telecommunications service to its "end users" or "customers".

The PA has 7 calendar days to process your request. When the request has been processed by the PA, you will receive a *Pooling Administrator's Response/Confirmation - Part 3A* email notification and a **NPA-NXX-X: Full NXX for LRN Request Approved, Full NXX for LRN Request Suspended, Full NXX for LRN Request Denied, Full NXX for LRN Request Withdrawn, NPA-NXX-X: Full NXX Pool Replenishment Request Approved, Full NXX Pool Replenishment Request Suspended, Full NXX Pool Replenishment Request Denied, Full NXX Pool Replenishment Request Withdrawn, NPA-NXX-X: Full NXX Dedicated Customer Request Approved, Full NXX Dedicated Customer Request Suspended, Full NXX Dedicated Customer Request Denied, Full NXX Dedicated Customer Request Withdrawn**, work item in your **Work Item Summary** list (Refer to **Section 11**).

If, prior to the PA processing the request, and within 5 days of submission of the request, you wish to cancel the request, you may do so by using the **Withdraw Pending Request** tool (refer to **Section 4.3.4**). If unable to use the **Withdraw Pending Request** tool you may withdraw your request by sending an email instructing the PA to withdraw the request (as long as the request has not been processed by the PA).

5.3.2 Copy a New Code Request

Prior to submitting a request for a new CO code using the **Copy Code Request** tool, you must have a current Numbering Resource Utilization/Forecast (NRUF) Report on file with NANPA and a current Thousands-Block Forecast Report (Appendix 4) on file in **PAS** for the OCN, NPA and rate center in which you are applying for resources.

Please Note: Only tracking numbers that were previously issued for the same type of application selected may be used e.g. if **Full NXX for Dedicated Customer** is selected, then you may only use a tracking number from a previously submitted **Full NXX for Dedicated Customer** request. The *Part 1/1A* screen and *Thousands-Block Months to Exhaust and Utilization Certification Worksheet – TN Level – Appendix 2* screen will be pre-populated based on what was provided in the original CO code request. In section 1.3 of the Part 1/1A forms, the **Requested Effective Date** will default to 66 calendar days from the current date. The *Thousands-Block Months to Exhaust and Utilization Certification Worksheet – TN Level – Appendix 2* will be pre-populated from what was provided in the original CO code request, please be sure to modify it accordingly.

The following steps describe how to request a new CO code using the **Copy Code Request** function:

Step 1. From the tools frame on the left side (shown in Figure 5-1), click **CO/NXX Code Requests** then click **Copy Code Request** to display the preliminary *Copy Code Request* screen (Figure 5-6).

Figure 5-6 Preliminary Copy Code Request Screen

Figure 5-6a Preliminary Copy Code Request Screen

- **Type of Application*** – Select one of the following types of applications: **Full NXX for Dedicated Customer**, **Full NXX for Pool Replenishment**, or **Full NXX for LRN**.
- **Enter Tracking Number of Request to be Copied*** – Enter a **PAS** tracking number that was previously issued for the application type selected.

NOTE: Only tracking numbers that were previously issued for the same type of application selected may be used e.g. if Full NXX for Dedicated Customer is selected, then you may only use a tracking number from a prior Full NXX for Dedicated Customer request.

- If you selected **Full NXX for Pool Replenishment** or **Full NXX for LRN** as the type of application, the following three fields will be made available to complete (shown in Figure 5-6a):
 - **Request Blocks to be Assigned*** – Select the thousands-blocks that will be assigned from the CO code by placing a checkmark in the box next to the thousands-block number.
 - **If requesting more than one block, do you want multiple effective dates?*** – If you are requesting more than one thousands-block and would like to request multiple effective dates, select **Yes**.
 - **If requesting more than one block, do you want multiple switches? (Y/N)*** – If you wish to have multiple switches for the thousands-blocks that are being assigned from the new CO code, then select **Yes**. **PAS** will provide individual switch fields for each thousands-block on the *Part 1/1A* screen.
- After you have made your selections, click **Submit**. The fields on the *Part 1/1A* screen and *Thousands-Block Months to Exhaust and Utilization Certification Worksheet – TN Level – Appendix 2* screen will be populated based on the original request. Refer to **Section 5.3.1 Submit a New Code Request (Initial & Growth)** and start from **Step 3** for the information on submitting a new code request.

5.3.3 Multiple Code Request

Prior to submitting requests for multiple new CO codes using the **Multiple Code Request** tool, you must have a current Numbering Resource Utilization/Forecast (NRUF) Report on file with NANPA and a current Thousands-Block Forecast Report (Appendix 4) on file in **PAS** for the OCN, NPA and rate center in which you are applying for resources.

Please Note: All CO codes being requested will be for the same State, NPA, Rate Center and OCN. They will also be for the same type of application selected e.g. if **Full NXX for Dedicated Customer** is selected, all requests will be **Full NXX for Dedicated Customer** requests. **PAS** will walk through an individual *Part 1/1A* screen for each CO code being requested. The *Part 1/1A* screen will be pre-populated based on what was provided in the first *Part 1/1A* screen for all subsequent requests, however, the data will be editable.

The following steps describe how to request a new CO code using the **Multiple Code Request** function:

Step 1. From the tools frame on the left side (shown in Figure 5-1), click **CO/NXX Code Requests** then click **Multiple Code Request** to display the preliminary *Request Resources* screen (Figure 5-7).

The screenshot shows the 'Request Resources' form with the following fields:

- State*: Please Select
- NPA*: Please Select
- Rate Center*: Please Select
- OCN*: Please Select
- Type of Application: Full NXX for Dedicated Customer
- Number of codes being requested: Please Select
- Type of Request: Initial Growth
- Pooling Indicator¹³: Yes No

Buttons: Continue, Cancel

Figure 5-7 Preliminary Request Resources Screen

The expanded screenshot shows the 'Request Resources' form with the following fields:

- State*: OREGON
- NPA*: 503
- Rate Center*: BEAVER CRK
- OCN*: ABCD-TEST USER
- Type of Application: Full NXX for Pool Replenishment
- Number of codes being requested: 2
- Type of Request: Initial Growth
- Pooling Indicator¹³: Yes No
- Do you want multiple effective dates? (Blocks only): Yes No
- Do you want multiple switches? (Blocks only): Yes No
- Blocks from Code 1: 0 1 2 3 4 5 6 7 8 9
- Blocks from Code 2: 0 1 2 3 4 5 6 7 8 9
- Requested Effective Date Code 1: 05/09/2019
- Requested Effective Date Code 2: 05/09/2019
- Request Expedited Treatment for Code 1: Yes No
- Request Expedited Treatment for Code 2: Yes No
- Code Switch Identification (Switching Identity/POI) Code 1: [Text Box]
- Code Switch Identification (Switching Identity/POI) Code 2: [Text Box]
- Expedite Explanation for Code 1: [Text Box]
- Expedite Explanation for Code 2: [Text Box]
- Code 1:
- Code 2:

By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Buttons: Continue, Cancel

Figure 5-7a Preliminary Request Resources Screen (expanded)

Step 2. From the preliminary *Copy Code Request* screen, complete the following:

- **State*** - Select a State from the drop-down list of states from your user profile.
- **NPA***- Select an NPA from the drop-down list of NPAs based on the state selected and your user profile.
- **Rate Center*** - Select a rate center from the drop-down list based on the NPA selected.
- **OCN***- Select an OCN from the drop-down list of OCNs from your user profile.
- **Type of Application*** – Select one of the following types of applications: **Full NXX for Dedicated Customer**, **Full NXX for Pool Replenishment**, or **Full NXX for LRN**.
- **Number of codes being requested*** – Enter the number of CO codes you are requesting for the selected State, NPA Rate Center, OCN and Type of Application.

PAS will expand the screen to include additional fields (shown in Figure 5-7a). You must request at least 2 CO codes and no more than 5 CO codes.

- **Type of Request (Initial or Growth)*** – Select **Initial** if these are the first resources being requested, or **Growth** if you already have assigned thousands-blocks or CO codes in the selected rate center.
- **Pool Indicator** – If you select **Full NXX for Dedicated Customer** as the type of application, this field will be editable. You may choose if the CO code assigned will be marked as pooled or not in BIRRDS.
- If you selected **Full NXX for Pool Replenishment** or **Full NXX for LRN** as the type of application, the following three fields will be made available to complete (shown in Figure 5-7a):
 - **Do you want multiple effective dates? (Blocks only) (Y/N)*** – If you are requesting more than one thousands-block and would like to request multiple effective dates, select **Yes**.
 - **Do you want multiple switches? (Blocks only) (Y/N)*** – If you wish to have multiple switches for the thousands-blocks that are being assigned from the new CO code, then select **Yes**. **PAS** will provide individual switch fields for each thousands-block on the Part 1/1A screen.
- **Blocks from Code X*** – Select the thousands-blocks that will be assigned from the CO code by placing a checkmark in the box next to the thousands-block number. For Dedicated Customer requests, PAS will automatically place a checkmark in the box next to all thousands-blocks.
- **Code Switch Identification (Switching Identity/POI) Code X*** – Enter the switch (11 alphanumeric characters, spaces allowed) for each CO code.
- **Requested Effective Date Code X*** - The requested effective date will default to 66 calendar days from the current date. (MM/DD/YYYY) for each CO code.
- **Requested Expedite Treatment Code X** - If you are requesting an effective date earlier than 66 calendar days from the current date, select **Yes**, and then modify the requested effective date. An expedite Explanation will be required for each expedited CO code.
- **Earliest Effective Date Checkbox Code X**– Select the **Earliest Effective Date** checkbox if you wish to have the pooling administrator assign the requested thousands-blocks with the earliest possible effective date. The **Requested Effective Date** should be left as the default date in this case.

Code Earliest Effective Date Checkbox and Expedite Treatment Options

Below are several combinations that can be used for designating requested expedited effective dates, and how they will affect the effective date issued by NANPA for the request submitted.

- If you mark expedite **only**, and you provide both an AOCN letter and Homing Tandem Operating Company letter then the NANPA will process a new CO code request or a disconnect request with a minimum 30 calendar day effective date.
- If you mark expedite **only**, and you provide only an AOCN letter (or indicate on the Part 1 that the applicant acts as its own AOCN) then the NANPA will

process a new code request or a disconnect request with a 45-calendar day effective date.

- If you mark the checkbox for earliest effective date **only** and leave the default effective date, then the NANPA will process a new code request or a disconnect request with a 52-calendar day effective date. Any other type of change request will be processed with a 37-calendar day effective date per the COCAG.
- If you enter an effective date other than the default effective date, then the NANPA will use the requested effective date as long you also indicate this effective date in the *Remarks* field and as long as it meets requirements in the COCAG.

NOTE: For any of the above cases, if the applicant wants NANPA to issue a specific effective date, the applicant is instructed to indicate the effective date they are seeking on the Remarks field located at the bottom of the *Part 1/1A* screen.

- After you have made your selections, click **Continue**. The fields on the *Part 1/1A* screen and *Thousands-Block Months to Exhaust and Utilization Certification Worksheet – TN Level – Appendix 2* screen will be populated based on the original request. Refer to **Section 5.3.1 Submit a New Code Request (Initial & Growth)** and start from **Step 3** for the information on submitting a new code request.

NOTE: If MTE and/or utilization are not met for all thousands-blocks being requested from the new CO codes, **PAS** will not allow the request to be submitted. You may 1) request a state waiver and receive a denial for all CO codes being requested, or 2) you may submit separate requests; one for the CO code(s) that meet MTE and utilization and another for those that do not meet MTE and utilization and require a state **safety valve waiver**.

5.3.4 Submit a Code Modification Request

The following steps describe how to submit a code modification request:

Step 1. From the tools frame on the left side (shown in Figure 5-1), click **CO/NXX Code Requests** then click **Code Modification** to display the preliminary *Select Type of Code Change* screen (Figure 5-8).

Select Type of Code Change

The code must be in the following format: NPA-NXX
Enter NPA-NXX: *

Select the type of change by selecting one or more of the following checkboxes:

Rate Center
 Switching Id
 OCN: Intra-company
 OCN: Inter-company

Expedite

Expedite Explanation

Requested Effective date: *

By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Include MTE for Rate Center Change
 Tandem Homing CLLI
 Effective Date

Yes No Expedite Documentation must be provided if "Request Expedite" = Yes

05/09/2019 (MM/DD/YYYY)

Figure 5-8 Select Type of Code Change Screen

Step 2. From the *Select Type of Code Change* screen, complete the following:

- **Enter NPA-NXX*** – Enter the CO code in the format of NPA-NXX that will be modified.
- **Select the type of change by selecting one or more of the following checkboxes:**
 - **Rate Center**
 - **Switching Id**
 - **OCN: Intra-company**
 - **OCN: Inter-company**
 - **Include MTE for Rate Center Change**
 - **Tandem Homing CLLI**
 - **Effective Date**
- **Expedite** - If you are requesting an effective date earlier than 66 calendar days from the current date, select **Yes**, then modify the requested effective date.
- **Expedite Explanation** – If Expedite is set to **Yes**, enter an explanation in the field provided
- **Requested Effective Date** - The requested effective date will default to 66 calendar days from the current date in the format of MM/DD/YYYY. Modify the effective date as desired.
- **Earliest Effective Date Checkbox** – Select the **Earliest Effective Date** checkbox if you wish to have the code administrator assign the earliest possible effective date. The **Requested Effective Date** should be left as the default date in this case.

Code Earliest Effective Date Checkbox and Expedite Treatment Options

Below are several combinations that can be used for designating requested expedited effective dates, and how they will affect the effective date issued by NANPA for the request submitted.

- If you mark expedite **only**, and you provide both an AOCN letter and Homing Tandem Operating Company letter then the NANPA will process a new code

request or a disconnect request with a minimum 30 calendar day effective date.

- If you mark expedite **only**, and you provide only an AOCN letter (or indicate on the Part 1 that the applicant acts as its own AOCN) then the NANPA will process a new code request or a disconnect request with a 45-calendar day effective date.
- If you mark the checkbox for earliest effective date **only** and leave the default effective date, then the NANPA will process a new code request or a disconnect request with a 52-calendar day effective date. Any other type of change request will be processed with a 37-calendar day effective date per the COCAG.
- If you enter an effective date other than the default effective date, then the NANPA will use the requested effective date as long you also indicate this effective date in the *Remarks* field and as long as it meets requirements in the COCAG.

NOTE: For any of the above cases, if the applicant wants NANPA to issue a specific effective date, the applicant is instructed to indicate the effective date they are seeking in the Comments field located at the bottom of the *Central Office Code (NPA-NXX) Application - Part 1* screen.

- After you have made your selections, click **Continue** to display the *Central Office Code (NPA-NXX) Application - Part 1* screen (Figure 5-9).

Central Office Code (NPA-NXX) Application - Part 1
 Revised: October 31, 2019

Type of Application: **Change¹**

1.1 Contact Information :

Code Applicant:

Company Name **TEST USER**
 Headquarters Address **1800 Sutter St Suite 780**
 City **Concord**
 State **CA**
 ZIP **94520**

Contact Name **Jan Connally**
 Contact Address **1800 Sutter St Suite 780**
 City **Concord**
 State **CA**
 ZIP **94520**
 Phone **925-363-8747**
 Fax **925-363-7689**
 Email **bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com**

Pooling Administrator:

Name **Agnes Rom**
 Address **1800 Sutter St**
 City **Concord**
 State **CA**
 ZIP **94520**
 Phone **925-420-0129**
 Fax **925-420-0377**
 Email **pasctemall@somos.com**

Code Administrator²:

Name **David Morgan**
 Address **2411 Dulles Corner Park Suite 250**
 City **Herndon**
 State **VA**
 ZIP **20171**
 Phone **571-363-3823**
 Fax **571-363-3838**

1.2 General Information

NPA **480** NXX³ **604** LATA **666**
 OCN⁴ **ABCD**
 Parent Company OCN **ABCD**
 Switch Identification⁵ * **XXXXXXXXXX** Locality/City/Wire Center
 Rate Center⁶ **PHOENIX**
 Homing Tandem Operating Company⁷ **XXXXXXXXXX** Homing Tandem CLLI⁸ **XXXXXXXXXX**

1.3 Dates

Date of Application **10/28/2019**
 Requested Effective date Code ^{9,10} **01/02/2020**

By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Requested Expedited Treatment Yes No **Expedite Documentation must be provided if "Request Expedite" = Yes**

Expedite Explanation

1.4 Type of Service Provider Requesting the Thousands-Block

a) Type of Company/Entity Requesting Code(LEC, CAP OR CLEC, IG, CMRS, Other)

b) Type of Service(e.g., Cellular - Type 2) **Wireline**

Type of Change (Mark all that apply)

OCN: Intra-company¹¹ Switching Id Rate Center Tandem Homing CLLI

OCN: Inter-company¹² Effective Date Include MTE for Rate Center Change

1.5 Type of Request

Type of Request (Initial, Growth, etc) Change

Pooling Indicator¹³ Yes No

1.6 NPA Jeopardy Criteria

1.8

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

Comments

Continue ¹⁴ Cancel

Part1 Instructions & Footnotes

I hereby certify that the above information requesting a CO Code is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBOCAG) posted to the ATIS web site (<http://www.atis.org/inc/incguides.asp>) as of the date of this application¹⁴.

Figure 5-9 Central Office Code (NPA-NXX) Application - Part 1 Screen

The *Central Office Code (NPA-NXX) Application - Part 1* screen will display your contact information based on the information provided in your user profile. If any of the contact information is incorrect, please edit your user profile as described in **Section 10 User Profile**. SPC users

The **NPA**, **NXX**, **LATA**, **OCN**, and **Rate Center** fields will be pre-populated based on the current information associated with the CO code. All other fields will be pre-populated based on the latest forms, if available. If the request is for an OCN: Inter-company change, then only the **NPA**, **NXX**, **LATA**, and **Rate Center** fields will be pre-populated.

Please note that any field marked with a red asterisk (*) is a required field and must be completed.

Step 3. Based on the type of change that was selected in the previous screen, you will need to modify the appropriate fields on the *Central Office Code (NPA-NXX) Application - Part 1* screen as outlined below. If the request is for an **OCN: Inter-company** change then all fields noted with a red asterisk (*) must be completed.

1.1 Contact Information

If you are a Service Provider Consultant, you will be required to complete the **Headquarters Address**, **City**, **State** and **Zip** fields.

1.2 General Information

- **NPA** – Pre-populated with the data from the preliminary screen.
- **NXX** - Pre-populated with the data from the preliminary screen.
- **LATA** – Pre-populated if available from the most current information associated with the CO code.
- **OCN*** - If the request is for an **OCN: Intra-company** change or an **OCN: Inter-company** change, select an OCN from the drop-down list of OCNs from your user profile.
- **Parent Company OCN*** - If the request is for an **OCN: Intra-company** change or an **OCN: Inter-company** change, select/modify the **Parent Company OCN** from OCNs on the drop-down list.
- **Switch Identification (Switching Identity/POI)*** - If the request is for a **Switching Id** change or an **OCN: Inter-company** change, enter/modify the switch (11 alphanumeric characters, a space or a dash is allowed in the fourth character).
- **Locality/City/Wire Center** – If the request is for a **Rate Center** change, you may edit this field.
- **Rate Center** - If the request is for a **Rate Center** change, select the new Rate Center from the drop-down list provided.
- **Homing Tandem Operating Company** – If the request is for a **Tandem Homing CLLI** change or an **OCN: Inter-company** change, you may edit this field.
- **Homing Tandem CLLI** - If the request is for a **Tandem Homing CLLI** change or an **OCN: Inter-company** change, enter the new Homing Tandem CLLI.

1.4 Type of Service Provider Requesting the Thousands-Block

- **Type of Company*** - If the request is for an **OCN: Inter-company** change or the field is not completed, select your company's service provider type from the drop-down list provided.

NOTE: The PA determines the Service Provider Type based on the OCN provided. The OCN Type determines the supporting documentation required when requesting numbering resources.

- **Type of Service*** - If the request is for an **OCN: Inter-company** change or the field is not completed, select the primary type of service the thousands-blocks will be used for from the drop-down list provided.

Comments - The Comments field is a free-form-text field that may be used to enter comments as needed.

- After all of the required fields on the *Central Office Code (NPA-NXX) Application - Part 1* screen have been modified or completed, click **Continue**, a *Confirmation* screen will be displayed (Figure 5-10 for an initial resource due to an OCN change or 5-10a for any other modification request). Note the tracking number for future inquiries about the request.

- To attach supporting documents to the request, click on the **Attach Documents** button.

NOTE: The following file formats may be attached: PDF, Word, Excel, GIF, JPEG, TIFF, bitmap, Power Point, HTML and Zip files. The maximum file size allowed: 10 MB

- To return to your Inbox, click on the **Return to Inbox** button.
- To view any of the forms for the submitted request, click on the **View Forms** button.

Your code modification request has been successfully submitted.
Please send your documented proof to the PA that shows that (1) you are authorized to provide service in the area for which numbering resources are being requested and (2) you are, or will be, capable of providing service with 60 calendar days of the number resource activation. Be sure to reference the PAS tracking number on all the documentation provided.
The Tracking Number for the request is: **503-BEAVERTON-OR-1141390**

Attach Documents Return to Inbox View Forms

Figure 5-10 Confirmation Screen (Initial Resource)

Your code modification request has been successfully submitted.

The Tracking Number for the request is: **503-CLACKAMAS-OR-1141392**

Attach Documents Return to Inbox View Forms

Figure 5-10a Confirmation Screen (Growth Resource)

The PA has 7 calendar days to process your request. When the request has been processed by the PA, you will receive a *Pooling Administrator's Response/Confirmation - Part 3A* email notification and a **NPA-NXX: Code Modification Approved, NPA-NXX: Code Modification Suspended, NPA-NXX: Code Modification Denied, NPA-NXX: Code Modification Withdrawn** work item in your **Work Item Summary** list (Refer to **Section 11**).

If, prior to the PA processing the request, and within 5 days of submission of the request, you wish to cancel the request, you may do so by using the **Withdraw Pending Request** tool (refer to **Section 4.3.4**). If unable to use the **Withdraw Pending Request** tool you may withdraw your request by sending an email instructing the PA to withdraw the request (as long as the request has not been processed by the PA).

5.3.5 Submit a Code Disconnect Request

The following steps describe how to submit a code disconnect request:

Step 1. From the tools frame on the left side (shown in Figure 5-1), click **CO/NXX Code Requests** then click **Code Disconnect** to display the preliminary *Code Disconnect* screen (Figure 5-11).

Code Disconnect

Enter Code to be disconnected (must be in the format: NPA-NXX)*

Requested Effective Date* 05/09/2019 (MM/DD/YYYY)

By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.

Request Expedited Treatment Yes No Expedite documentation must be provided if "Request Expedite" = Yes

Expedite Explanation

Comments

I hereby certify that the above information requesting an NXX code is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Central Office Code (NXX) Assignment Guidelines posted to the ATIS web site (<http://www.atis.org/inc/incguides.asp>) as of the date of this application.

Figure 5-11 Code Disconnect Screen

Step 2. From the *Code Disconnect* screen, complete the following:

- **Enter Code to be disconnected*** – Enter the CO code that will be returned back to NANPA in the format of NPA-NXX.
- **Requested Effective Date*** - The requested effective date will default to 66 calendar days from the current date in the format of MM/DD/YYYY.
- **Earliest Effective Date Checkbox** – Select the **Earliest Effective Date** checkbox if you wish to have the code administrator assign the earliest possible effective date. The **Requested Effective Date** should be left as the default date in this case.

Code Earliest Effective Date Checkbox and Expedite Treatment Options

Below are several combinations that can be used for designating requested expedited effective dates, and how they will affect the effective date issued by NANPA for the request submitted.

- If you mark expedite **only**, and you provide both an AOCN letter and Homing Tandem Operating Company letter then the NANPA will process a new code request or a disconnect request with a minimum 30 calendar day effective date.
- If you mark expedite **only**, and you provide only an AOCN letter (or indicate on the Part 1 that the applicant acts as its own AOCN) then the NANPA will process a new code request or a disconnect request with a 45-calendar day effective date.
- If you mark the checkbox for earliest effective date **only** and leave the default effective date, then the NANPA will process a new code request or a disconnect request with a 52-calendar day effective date. Any other type of change request will be processed with a 37-calendar day effective date per the COCAG.
- If you enter an effective date other than the default effective date, then the NANPA will use the requested effective date as long you also indicate this effective date in the *Remarks* field and as long as it meets requirements in the COCAG.

NOTE: For any of the above cases, if the applicant wants NANPA to issue a specific effective date, the applicant is instructed to indicate the effective date they are seeking in the Comments field at the bottom of the *Code Disconnect* screen.

- **Request Expedited Treatment** - If you are requesting an effective date earlier than 66 calendar days from the current date, select **Yes**, then modify the requested effective.
- **Expedite Explanation** - If **Requested Expedited Treatment** is set to **Yes**, enter an explanation in the field provided.
- **Headquarters Address***, **City***, **State*** and **Zip*** fields - If you are a Service Provider Consultant, these fields will be provided, and you will be required to complete them.
- **Comments** - The Comments field is a free-form-text field that may be used to enter comments as needed.
- After all required fields are completed on the *Code Disconnect* screen, click **Continue**, a *Confirmation* screen will be displayed (Figure 5-12). Note the tracking number for future inquiries about the request.
 - To attach supporting documents to the request, click on the **Attach Documents** button.

NOTE: The following file formats may be attached: PDF, Word, Excel, GIF, JPEG, TIFF, bitmap, Power Point, HTML and Zip files. The maximum file size allowed: 10 MB

- To return to your Inbox, click on the **Return to Inbox** button.
- To view any of the forms for the submitted request, click on the **View Forms** button.

Your code disconnect request has been successfully submitted.
The Tracking Number for this request is: **971-BEAVER CRK-OR-1141405**

[Attach Documents](#) [Return to Inbox](#) [View Forms](#)

Figure 5-12 Confirmation Screen

The PA has 7 calendar days to process your request. When the request has been processed by the PA, you will receive a *Pooling Administrator's Response/Confirmation - Part 3A* email notification and a **NPA-NXX: Code Disconnect Approved, NPA-NXX: Code Disconnect Suspended, NPA-NXX: Code Disconnect Denied, NPA-NXX: Code Disconnect Withdrawn** work item in your **Work Item Summary** list (Refer to **Section 11**).

If, **prior to the PA processing the request, and within 5 days of submission of the request**, you wish to cancel the request, you may do so by using the **Withdraw Pending Request** tool (refer to **Section 4.3.4**). If unable to use the **Withdraw Pending Request** tool you may withdraw your request by sending an email instructing the PA to withdraw the request (as long as the request has not been processed by the PA).

6 Intra SP Block Port Requests

6.1 Task Overview

The following subsections describe how to submit the following types of thousands-block requests:

- New ISP Block Port Request
- Modify ISP Block Port Request
- Disconnect ISP Block Port Request

6.2 Required Information

Each subsection will describe the required information that you will need prior to submitting the request.

6.3 Procedure

6.3.1 Submit a New ISP Block Port Request

Prior to submitting a request for a new ISP block port, verify that the CO code is in a pooled rate center and that the CO code is non-pooled.

Please note that any field marked with a red asterisk (*) is a required field and must be completed.

The following steps describe how to request a new ISP block port for a non-pooled CO code in a pooling rate center or for a CO code that is currently intra SP ported but the specific thousands-block is not:

Step 1. From the tools frame on the left side (shown in Figure 6-1), click **Intra SP Block Port Requests** then click **New ISP Block Port Request** to display the preliminary *New Intra Service Provider Block Port Request* screen (Figure 6-2).

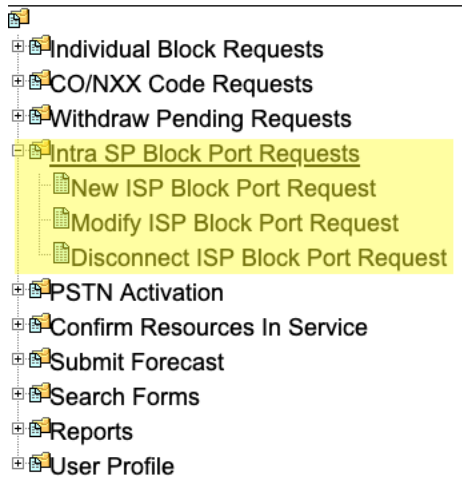


Figure 6-1 Tools Frame – Intra SP Block Port Requests

New Intra Service Provider Block Port Request

Enter NPA-NXX then select blocks to be modified below *

Select Blocks to be modified *

0 1 2 3 4 5 6 7 8 9

Update LERG/BIRRDs: * Yes No

Enter Block Switch ID: *

Requested Block Effective Date (MM/DD/YYYY) *

Request Expedited Treatment Yes No

By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however, the request will still be processed in the order received.

Figure 6-2 New Intra Service Provider Block Port Request Screen

Step 2. From the preliminary *New Intra Service Provider Block Port Request* screen, complete the following:

- **Enter NPA-NXX then select blocks to be modified below*** – Enter the NPA-NXX of the CO code from which you intend to Intra Service Provider Block Port thousands-blocks in the format of NPA-NXX.
- **Select blocks to be modified*** – Select the checkbox next to the thousands-block(s) you wish to Intra Service Provider Block Port from the entered NPA-NXX.
- **Headquarters Address*, City*, State* and Zip*** fields - If you are a Service Provider Consultant, these fields will be provided and you will be required to complete them.
- **Update LERG/BIRRDs (Yes/No)*** - Indicate if you want the PA to enter the ISP Block Port information into LERG™ Routing Guide (LERG)/BIRRDs by selecting either the **Yes** or **No** radio button.
- **Enter Block Switch ID*** - Enter the switch ID for the ISP Block Ported thousands-blocks (11 alphanumeric characters, a space or a dash is allowed in the fourth character)
- **Requested Block Effective Date*** - The requested thousands-block effective date will default to 31 calendar days from the current date in the format of MM/DD/YYYY.
- **Requested Expedite Treatment (Yes/No)** - If you are requesting an effective date earlier than 31 calendar days from the current date, select **Yes**, then modify the requested effective date.
 - If you answered **Yes** to **Requested Expedite Treatment**, then you may modify the date to a new date as early as 8 business days plus 7 calendar days from the current date.
- **Earliest Effective Date Checkbox** – Select the **Earliest Effective Date** checkbox if you wish to have the pooling administrator assign the requested thousands-blocks with the earliest possible effective date. The **Requested Effective Date** should be left as the default date in this case.

Earliest Effective Date Checkbox and Expedite Treatment Options

- If you mark expedite **only**, then the PA will use the expedited effective date that you have entered on the Part 1A or, if you leave the 31 day default date, then the PA will use an effective date of 8 business days or 9 calendar days from the date of processing.
- If you mark the checkbox for earliest effective date **only** and leave the default effective date, then the PA will use an effective date of 24 calendar days from the date of processing per the TBCOCAG guidelines.
- If you mark expedite **and** also mark the checkbox for earliest effective date **and** leave the default effective date, then the PA will use an effective date of either 8 business days or 9 calendar days.
- If you enter an effective date other than the default effective date, then the PA will use the requested effective date as long as it meets requirements in the TBCOCAG guidelines.

After you have made your selections, click **Continue**, the *NPAC Thousands-Block Data - Part 1B* screen will be displayed (Figure 6-3).

NPAC Thousands-Block Data - Part 1B
Revised: October 31, 2019

NPAC BLOCK HOLDER DATA
Submit one form per Thousands-Block

New Intra SP Block Request

For Information Only

Will block **1 of 1** be activated by NPAC? Yes No

Is Block being allocated back to the Code Holder on the switch where the NXX code resides? Yes No

Section A

If the request is for Activation, the Thousands-Block Applicant is to provide all data except Block Range, Block Effective Date and Code Holder's NXX code switch information; the Pooling Administrator (PA) shall fill in those three fields. For a Modification or Intra SP Block Porting Request, the requestor is to provide all information.

Pooling Administrator :

Name: **Agnes Rom**
Address: **1800 Sutter St**
City: **Concord** State: **CA**
ZIP: **94520** Phone: **925-420-0129**
Email: **pasctemail@somos.com** Fax: **925-420-0377**

Block Applicant :

Contact Name: **Jan Connally**
Contact Address: **1800 Sutter St Suite 780**
City: **Concord** State **CA**
ZIP: **94520** Phone: **925-363-8747**
Email: **bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com** Fax: **925-363-7689**

Service Provider NPAC
SOA SPID ¹ *

The SPID entered must exist in the NPAC region of the requested block. If the SPID does not exist, your block request will be rejected at the NPAC and this may delay the block's effective date.

LRN² *

The LRN entered must exist in the NPAC region of the requested block and must belong to the SPID listed on this request. If the LRN entered does not meet these parameters your block request will be rejected at the NPAC and this may delay the block's effective date.

Remarks

Section B

Block Applicant to provide this data **ONLY** if NPAC Activate Block Range is marked "Yes". For Intra SP Block Porting the Thousands-Block Holder should reflect the routing information of the Switching Entity/Point of Interconnection (POI) the Thousands-Block is being transferred to⁶.

- Class DPC⁷
- Class SSN⁸
- LIDB DPC⁹
- LIDB SSN¹⁰
- CNAM DPC¹¹
- CNAM SSN¹²
- ISVM DPC¹³
- ISVM SSN¹⁴
- WSMSC DPC¹⁵
- WSMSC SSN¹⁶
- SOA Origination¹⁷ No

Continue Cancel

Part1B Instructions & Footnotes

Figure 6-3 Part 1B Screen

Step 3. From the *NPAC Thousands-Block Data - Part 1B* screen, complete the following fields:

- **For Information Only** - If this Part 1B is for informational purposes only, check the box provided.
- **Will block X of X be activated by NPAC** – Select **Yes** or **No**.
- **Is Block being allocated back to the Code Holder on the switch where the NXX resides?** – Pre-populated with **Yes** or **No**.

Per section 7.1.18 of the TBCOCAG:

The PA issues the Part 3A to the SP and issues the Part 1B to the NPAC as confirmation of Thousands-Block Allocation. A Part 1B is not issued for Thousands-Blocks associated with Pooled CO Code applications. If the Thousands-Block is to be created in the NPAC, the NPAC shall create the NPA-NXX-X Holder Information Table within seven calendar days of notification, provided that the NPA-NXX is loaded in the NPAC. If the NPA-NXX is not loaded in the NPAC, then NPAC shall create the NPA-NXX-X Holder Information Table within two business days of the CO Code Holder loading the NPA-NXX in the NPAC.

The NPAC shall create the Thousands-Block in the NPAC under these circumstances:

If a SP marks the “NPAC Activate Block Range” field on the Part 1B as:

- a) “YES”, the NPAC shall create and shall activate the Thousands-Block range.
- b) “NO”, the NPAC shall create the Thousands-Block range but it shall be the responsibility of the SP to activate the Thousands-Block range.

The NPAC shall not create the Thousands-Block in the NPAC under one or both of these circumstances:

- a) If a SP checks the “For Information Only” field in any combination with the “NPAC Activate Block Range” field on the Part 1B form;
- b) If the Thousands-Block is being Allocated back to the CO Code Holder on the Switching Entity/POI where the CO Code resides (per the PA portion of Section A of the Part 1B).

If the Thousands-Block being Allocated back to the CO Code Holder on the Switching Entity/POI where the CO Code resides needs to be opened in the NPAC, the SP shall contact the NPAC help desk (see

<https://www.numberportability.com/resources/contact-iconectiv/> or call 844-820-8039).

NOTE: If the thousands-block is being allocated back to the Code Holder on the switch where the CO code resides and the SP wants it to be opened in the NPAC, the SP may change the answer for **Is Block being allocated back to the Code Holder on the switch where the NXX resides?** from **Yes** to **No**.

- **Service Provider NPAC SOA SPID*** – Enter the NPAC SOA SPID (4 alphanumeric characters). The SPID entered must exist in the NPAC region of the requested thousands-block. If the SPID does not exist, your thousands-block request will be rejected at the NPAC and this may delay the thousands-block's effective date. **PAS** will validate the SPID. If the SPID is not valid **PAS** will return an error message *“You have entered a SPID value that currently does not exist in the NPAC region of the requested block. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pool block's effective date. To validate the status of this SPID please contact the Number Portability Administration Center (NPAC).”*

NOTE: The validation can be overridden by checking the **Override the NPAC Related Validations** checkbox provided after the validation is not met.

- **LRN*** – Enter the 10-digit LRN with no dashes. The LRN entered must exist in the NPAC region and LATA of the requested thousands-block and must belong to the SPID listed on this request. If the LRN entered does not meet these parameters your thousands-block request will be rejected at the NPAC and this may delay the thousands-block's effective date. **PAS** will validate the LRN. If the LRN is not valid **PAS** will return one of the following two error messages:
 - *“The NPA-NXXs of the requested pooled block and associated LRN are not in the same LATA. A new pooled block that matches the LATA ID of the LRN's NPA-NXX or a new LRN that matches the LATA ID of the pooled block's NPA-NXX should be chosen. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pooled block's effective date. For questions please contact the Number Portability Administration Center (NPAC).”*
 - *“You have entered an LRN value that currently does not exist in the NPAC region of the requested block and/or is not under the SPID listed on the pooled block request. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pooled block's effective date. For questions please contact the Number Portability Administration Center (NPAC).”*

NOTE: The validation can be overridden by checking the **Override the NPAC Related Validations** checkbox provided after the validation is not met.

- **Remarks** – The Remarks field is a free-form-text field that may be used to enter comments as needed.
- If the field **Will block X of X be activated by NPAC** is set to **“Yes”**, complete the following applicable fields in Section B:

- **CLASS DPC** (9 numeric character field) — The Customer Local Area Signaling Services Destination Point Code for 10-digit Global Title Translation (GTT) for CLASS features for the thousands-block. The CLASS DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
- **CLASS SSN** — The Customer Local Area Signaling Services Subsystem Number for the thousands-block. The CLASS SSN entered must be 000. *Required field if Class DPC entered.*
- **LIDB DPC** (9 numeric character field) — The Line Information Database Destination Point Code for 10-digit GTT for LIDB features for the thousands-block. The LIDB DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
- **LIDB SSN** — The Line Information Database Subsystem Number for the thousands-block. The LIDB SSN entered must be 000. *Required field if LIDB DPC entered.*
- **CNAM DPC** (9 numeric character field) — The Calling Name Delivery Destination Point Code for 10-digit GTT for CNAM features for the thousands-block. The CNAM DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
- **CNAM SSN** — The Calling Name Delivery Subsystem Number for the thousands-block. The CNAM SSN entered must be a 000. *Required field if CNAM DPC entered.*
- **ISVM DPC** (9 numeric character field) — The Inter-Switch Voice Mail Destination Point Code for 10-digit GTT for ISVM features for the thousands-block. The ISVM DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
- **ISVM SSN** — The Inter-Switch Voice Mail Subsystem Number for the thousands-block. The ISVM SSN entered must be 000. *Required field if ISVM DPC entered.*
- **WSMSC DPC** (9 numeric character field) — The Wireless Short Message Service Center Destination Point Code for 10-digit GTT for WSMSC features for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC DPC must be three sets of numbers the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
- **WSMSC SSN** — The Wireless Short Message Service Center Subsystem Number for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC SSN entered must be 000. *Required field if WSMSC DPC entered.*

- **SOA Origination** – Pre-populated with **No** when **NPAC Activate Block Range** is marked **Yes**.
- After all required fields are completed on the *NPAC Thousands-Block Data - Part 1B* screen, click **Continue**:
 - If only one thousands-block is being ISP Block Ported a confirmation message will be displayed (Figure 6-4). Note the tracking number(s) for future inquiries about the request.
 - If more than one thousands-block is being ISP Block Ported, the next *NPAC Thousands-Block Data - Part 1B* screen will be displayed and will be pre-populated with the information provided in the first Part 1B. Repeat **Step 7**, to complete the Part 1Bs for all thousands-blocks being ISP Block Ported. Once all Part 1Bs have been completed, a *Confirmation* screen will be displayed. Note the tracking number(s) for future inquiries about the request (Figure 6-5).
 - To return to your Inbox, click on the **Return to Inbox** button.
 - To view any of the forms for the submitted request, click on the **tracking number**.

Your Intra Service Provider Port Request has been successfully submitted.
 The tracking number for the request is: [503-PORTLAND-OR-1141393](#)
 To view the forms, click on the tracking numbers above.

Figure 6-4 Confirmation Screen Single ISP Block Port

Your Intra Service Provider Port Request has been successfully submitted.
 The tracking number for the request is: [503-PORTLAND-OR-1141416](#)
 The tracking number for the request is: [503-PORTLAND-OR-1141417](#)
 To view the forms, click on the tracking numbers above.

Figure 6-5 Confirmation Screen Multiple ISP Block Ports

NOTE: If an ISP Block Port request has been submitted for a non-pooled CO code but has not yet been processed and you wish to request an additional thousands-block to be ISP Block Ported from that same CO code, you will need to wait until the PA has processed the previous request before submitting another request.

The PA has 7 calendar days to process your request. When the request has been processed by the PA, you will receive a *Pooling Administrator's Response/Confirmation - Part 3A* email notification and a **NPA-NXX-X: New ISPP Approved**, **NPA-NXX-X: New ISPP Denied**, **NPA-NXX-X: New ISPP Withdrawn** work item in your **Work Item Summary** list (Refer to **Section 11**).

When the NPAC either Activates or Rejects the **Part 1B**, PAS will automatically send a **Part 1B Activated** email or **Part 1B Reject** email from poolingsupport@somos.com to the PAS User who submitted the request and any **Completed Part 1B** or **Rejected Part 1B** additional contacts.

NOTE: When an SP/SPC user replies to the **Part 1B Activated** email or the **Part 1B Reject** email, the reply email will be sent to the email address of the NPAC User who processed the request.

If you wish to make any corrections to an already submitted request, you may email the PA asking to have the request withdrawn. After the PA has withdrawn the request, you may resubmit the New ISP Block Request with the changes.

If you wish to cancel the request, you may email the PA asking to have the request withdrawn.

6.3.2 Submit a Modification to an ISP Block Ported Block

If the modification being submitted is for one or more ISP Block Ported thousands-blocks for one or more of the following reasons: **Switch** or **Part 1B**.

The following steps describe how to submit a modification request for an ISP Block Ported thousands-block:

Step 1. From the tools frame on the left side (shown in Figure 6-1), click **Intra ISP Block Port Requests**, then click **Modify ISP Block Port Request** to display the *Modify Intra Service Provider Block Port* screen (Figure 6-6).

Modify Intra Service Provider Block Port

Enter NPA-NXX then select blocks to be modified below *

Select Blocks to be modified *

0 1 2 3 4 5 6 7 8 9

Select the type of change by selecting one or more of the following checkboxes:*

Switch

Part 1B

Update LERG/BIRRDs:* Yes No

Requested Block Effective Date (MM/DD/YYYY)*

Request Expedited Treatment Yes No

By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however, the request will still be processed in the order received.

Figure 6-6 Modify Intra Service Provider Block Port Screen

Step 2. From the *Modify Intra Service Provider Block Port* screen, complete the following:

- **Enter NPA-NXX then select blocks to be modified below*** – Enter the NPA-NXX of the CO code from which you intend to Intra Service Provider Block Port thousands-blocks in the format of NPA-NXX.
- **Select blocks to be modified*** – Select the checkbox next to the thousands-block(s) you wish to Intra Service Provider Block Port from the entered NPA-NXX.
- **Headquarters Address***, **City***, **State*** and **Zip*** fields - If you are a Service Provider Consultant, these fields will be presented, and you will be required to complete them.
- **Select the type of change by selecting one or more of the following checkboxes:** Select the checkbox next to the type of change(s) you to submit for the entered NPA-NXX and selected thousands-block(s).
 - **Switch**
 - **Part 1B**
- **Update LERG/BIRRDs (Yes/No)***- This field will be defaulted to **Yes** or **No** as indicated on the original New ISP Block Port request.
- **Enter Block Switch ID*** - If **Switch** is selected as the **Type of change**, this field will be provided. Enter the new switch ID for the ISP Block Ported thousands-blocks (11 alphanumeric characters, a space or a dash is allowed in the fourth character)
- **Requested Block Effective Date** - The requested effective date will default to 31 calendar days from the current date in the format of MM/DD/YYYY.
 - If you answered **Yes** to **Requested Expedite Treatment**, then you may enter a date as early as 9 calendar days plus 7 calendar days from the current date.
- **Requested Expedited Treatment** - If you are requesting an effective date earlier than 31 calendar days from the current date, select **Yes**, then modify the requested effective date.
- **Earliest Effective Date Checkbox** – Select the **Earliest Effective Date** checkbox if you wish to have the pooling administrator approve the request with the earliest possible effective date. The **Requested Effective Date** should be left as the default date in this case.

Earliest Effective Date Checkbox and Expedite Treatment Options

 - If you mark expedite **only**, then the PA will use the expedited effective date that you have entered on the Part 1A or, if you leave the 31 day default date, then the PA will use an effective date of 9 calendar days from the date of processing.
 - If you mark the checkbox for earliest effective date **only** and leave the default effective date, then the PA will use an effective date of 24 calendar days from the date of processing per the TBCOCAG.
 - If you mark expedite **and** also mark the checkbox for earliest effective date **and** leave the default effective date, then the PA will use an effective date of 9 calendar days.
 - If you enter an effective date other than the default effective date, then the PA will use the requested effective date as long as it meets requirements in the TBCOCAG.
- After you have made your selections, click **Continue**,
 - If only **Switch** was selected as the **Type of change**, the *Confirmation* screen will be displayed (shown in Figure 6-8 for a single thousands-block and 6-9 for multiple thousands-blocks)

- If only **Part 1B** or both **Switch and Part 1B** were selected, the *NPAC Thousands-Block Data - Part 1B* screen will be displayed (Figure 6-7).

NPAC Thousands-Block Data - Part 1B
Revised: October 31, 2019

NPAC BLOCK HOLDER DATA
Submit one form per Thousands-Block

Modify Intra SP Block Request For Information Only

Will block **1 of 1** be activated by NPAC? Yes No

Is Block being allocated back to the Code Holder on the switch where the NXX code resides? Yes No

Section A
If the request is for Activation, the Thousands-Block Applicant is to provide all data except Block Range, Block Effective Date and Code Holder's NXX code switch information; the Pooling Administrator (PA) shall fill in those three fields. For a Modification or Intra SP Block Porting Request, the requestor is to provide all information.

Pooling Administrator :

Name: Agnes Rom	State: CA
Address: 1800 Sutter St	Phone: 925-420-0129
City: Concord	Fax: 925-420-0377
ZIP: 94520	
Email: pasctemail@somos.com	

Block Applicant :

Contact Name: Jan Connally	State: CA
Contact Address: 1800 Sutter St Suite 780	Phone: 925-363-8747
City: Concord	Fax: 925-363-7689
ZIP: 94520	
Email: bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com	

Service Provider NPAC
SOA SPID¹: ABCD

The SPID entered must exist in the NPAC region of the requested block. If the SPID does not exist, your block request will be rejected at the NPAC and this may delay the block's effective date.

LRN²: 9999999999

The LRN entered must exist in the NPAC region of the requested block and must belong to the SPID listed on this request. If the LRN entered does not meet these parameters your block request will be rejected at the NPAC and this may delay the block's effective date.

Remarks

Section B
Block Applicant to provide this data **ONLY** if NPAC Activate Block Range is marked "Yes". For Intra SP Block Porting the Thousands-Block Holder should reflect the routing information of the Switching Entity/Point of Interconnection (POI) the Thousands-Block is being transferred to⁸.

Class DPC ⁷
Class SSN ⁸
LIDB DPC ⁹
LIDB SSN ¹⁰
CNAM DPC ¹¹
CNAM SSN ¹²
ISVM DPC ¹³
ISVM SSN ¹⁴
WSMSC DPC ¹⁵
WSMSC SSN ¹⁶
SOA Origination ¹⁷ No

Continue Cancel
Part1B Instructions & Footnotes

Figure 6-7 NPAC Thousands-Block Data - Part 1B Screen

Step 3. From the *NPAC Thousands-Block Data - Part 1B* screen, complete the following fields:

- **For Information Only** - If this Part 1B is for informational purposes only, check the box provided.
- **Will block X of X be activated by NPAC** – Select **Yes** or **No**.
- **Is Block being allocated back to the Code Holder on the switch where the NXX resides?** – Pre-populated with **Yes** or **No**.

Per section 7.1.18 of the TBCOCAG:

The PA issues the Part 3A to the SP and issues the Part 1B to the NPAC as confirmation of Thousands-Block Allocation. A Part 1B is not issued for Thousands-Blocks associated with Pooled CO Code applications. If the Thousands-Block is to be created in the NPAC, the NPAC shall create the NPA-NXX-X Holder Information Table within seven calendar days of notification, provided that the NPA-NXX is loaded in the NPAC. If the NPA-NXX is not

loaded in the NPAC, then NPAC shall create the NPA-NXX-X Holder Information Table within two business days of the CO Code Holder loading the NPA-NXX in the NPAC.

The NPAC shall create the Thousands-Block in the NPAC under these circumstances:

If a SP marks the “NPAC Activate Block Range” field on the Part 1B as:

- a) “YES”, the NPAC shall create and shall activate the Thousands-Block range.
- b) “NO”, the NPAC shall create the Thousands-Block range but it shall be the responsibility of the SP to activate the Thousands-Block range.

The NPAC shall not create the Thousands-Block in the NPAC under one or both of these circumstances:

- a) If a SP checks the “For Information Only” field in any combination with the “NPAC Activate Block Range” field on the Part 1B form;
- b) If the Thousands-Block is being Allocated back to the CO Code Holder on the Switching Entity/POI where the CO Code resides (per the PA portion of Section A of the Part 1B).

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

NOTE: If the thousands-block is being allocated back to the Code Holder on the switch where the CO code resides and the SP wants it to be opened in the NPAC, the SP may change the answer for **Is Block being allocated back to the Code Holder on the switch where the NXX resides?** from **Yes** to **No**.

- **Service Provider NPAC SOA SPID*** – Enter the NPAC SOA SPID (4 alphanumeric characters). The SPID entered must exist in the NPAC region of the requested thousands-block. If the SPID does not exist, your thousands-block request will be rejected at the NPAC and this may delay the thousands-block's effective date. **PAS** will validate the SPID. If the SPID is not valid **PAS** will return an error message *“You have entered a SPID value that currently does not exist in the NPAC region of the requested block. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pool block's effective date. To validate the status of this SPID please contact the Number Portability Administration Center (NPAC).”*

NOTE: The validation can be overridden by checking the **Override the NPAC Related Validations** checkbox provided after the validation is not met.

- **LRN*** – Enter the 10-digit LRN with no dashes. The LRN entered must exist in the NPAC region and LATA of the requested thousands-block and must belong to the SPID listed on this request. If the LRN entered does not meet these parameters your thousands-block request will be rejected at the NPAC and this may delay the

thousands- block's effective date. **PAS** will validate the LRN. If the LRN is not valid **PAS** will return one of the following two error messages:

- *“The NPA-NXXs of the requested pooled block and associated LRN are not in the same LATA. A new pooled block that matches the LATA ID of the LRN's NPA-NXX or a new LRN that matches the LATA ID of the pooled block's NPA-NXX should be chosen. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pooled block's effective date. For questions please contact the Number Portability Administration Center (NPAC).”*
- *“You have entered an LRN value that currently does not exist in the NPAC region of the requested block and/or is not under the SPID listed on the pooled block request. Continuing with this pooled block application may result in this request being rejected by the NPAC. Rejected requests must be resubmitted in PAS and may delay the pooled block's effective date. For questions please contact the Number Portability Administration Center (NPAC).”*

NOTE: The validation can be overridden by checking the **Override the NPAC Related Validations** checkbox provided after the validation is not met.

- **Remarks** – The Remarks field is a free-form-text field that may be used to enter comments as needed.
- If the field **Will block X of X be activated by NPAC** is set to “**Yes**”, complete the following applicable fields in Section B:
 - **CLASS DPC** (9 numeric character field) — The Customer Local Area Signaling Services Destination Point Code for 10-digit Global Title Translation (GTT) for CLASS features for the thousands-block. The CLASS DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
 - **CLASS SSN** — The Customer Local Area Signaling Services Subsystem Number for the thousands-block. The CLASS SSN entered must be 000. *Required field if Class DPC entered.*
 - **LIDB DPC** (9 numeric character field) — The Line Information Database Destination Point Code for 10-digit GTT for LIDB features for the thousands-block. The LIDB DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
 - **LIDB SSN** — The Line Information Database Subsystem Number for the thousands-block. The LIDB SSN entered must be 000. *Required field if LIDB DPC entered.*
 - **CNAM DPC** (9 numeric character field) — The Calling Name Delivery Destination Point Code for 10-digit GTT for CNAM features for the thousands-block. The CNAM DPC must be three sets of numbers where the three-digit values used for

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

- **CNAM SSN** — The Calling Name Delivery Subsystem Number for the thousands-block. The CNAM SSN entered must be a 000. *Required field if CNAM DPC entered.*
 - **ISVM DPC** (9 numeric character field) — The Inter-Switch Voice Mail Destination Point Code for 10-digit GTT for ISVM features for the thousands-block. The ISVM DPC must be three sets of numbers where the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
 - **ISVM SSN** — The Inter-Switch Voice Mail Subsystem Number for the thousands-block. The ISVM SSN entered must be 000. *Required field if ISVM DPC entered.*
 - **WSMSC DPC** (9 numeric character field) — The Wireless Short Message Service Center Destination Point Code for 10-digit GTT for WSMSC features for the block. This field is only required if the SP supports WSMSC data. The WSMSC DPC must be three sets of numbers the three-digit values used for the first three-digit portion of the DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.
 - **WSMSC SSN** — The Wireless Short Message Service Center Subsystem Number for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC SSN entered must be 000. *Required field if WSMSC DPC entered.*
 - **SOA Origination** – Pre-populated with **No** when **NPAC Activate Block Range** is marked **Yes**.
- After all required fields are completed on the *NPAC Thousands-Block Data - Part 1B* screen, click **Continue**:
 - If only one thousands-block is being ISP Block Ported a confirmation message will be displayed (Figure 6-8). Note the tracking number(s) for future inquiries about the request.
 - If more than one thousands-block is being ISP Block Ported, the next *NPAC Thousands-Block Data - Part 1B* screen will be displayed and will be pre-populated with the information provided in the first Part 1B. Repeat **Step 7**, to complete the Part 1Bs for all thousands-blocks being ISP Block Ported. Once all Part 1Bs have been completed, a *Confirmation* screen will be displayed. Note the tracking number(s) for future inquiries about the request (Figure 6-8a).
 - To return to your Inbox, click on the **Return to Inbox** button.
 - To view any of the forms for the submitted request, click on the **tracking number**.

Your Intra Service Provider Port Modification has been successfully submitted.
 The tracking number for the request is: [503-PORTLAND-OR-1141418](#)
 To view the forms, click on the tracking numbers above.

[Return to Inbox](#)

Figure 6-8 Confirmation Screen Single ISP Block Port

Your Intra Service Provider Port Modification has been successfully submitted.
 The tracking number for the request is: [503-PORTLAND-OR-1141419](#)
 The tracking number for the request is: [503-PORTLAND-OR-1141420](#)
 To view the forms, click on the tracking numbers above.

[Return to Inbox](#)

Figure 6-8a Confirmation Screen Multiple ISP Block Ports

The PA has 7 calendar days to process your request. When the request has been processed by the PA, you will receive a *Pooling Administrator's Response/Confirmation - Part 3A* email notification and a **NPA-NXX-X: Modify ISPP Approved**, **NPA-NXX-X: Modify ISPP Denied**, **NPA-NXX-X: Modify ISPP Withdrawn** work item in your **Work Item Summary** list (Refer to **Section 11**).

When the NPAC either Activates or Rejects the **Part 1B**, PAS will automatically send a **Part 1B Activated** email or **Part 1B Reject** email from poolingsupport@somos.com the PAS User who submitted the request and any **Completed Part 1B** or **Rejected Part 1B** additional contacts.

NOTE: When an SP/SPC user replies to the **Part 1B Activated** email or the **Part 1B Reject** email, the reply email will be sent to the email address of the NPAC User who processed the request.

If you wish to make any corrections to an already submitted request, you may email the PA asking to have the request withdrawn. After the PA has withdrawn the request, you may resubmit the new **Modify ISP Block Port** Request with the changes.

If you wish to cancel the request, you may email the PA asking to have the request withdrawn.

6.3.3 Submit a Disconnect to an ISP Block Ported Block

A disconnect request is submitted when you no longer want to ISP Block Port a thousands-block, or if you will be donating/returning thousands-blocks from a non-pooled that has ISP Block Ports.

NOTE: If a CO code with ISP Block Ports is being changed from non-pooled to pooled (meaning block disconnects will be submitted to the PA and the thousands-blocks added to the pool), all ISP Block Ported blocks must be disconnected (approved by the PA) prior to the submission of the **disconnect for the block being returned to the pool** (return that triggers a CO code to become pooled).

NOTE: If some of the ISP Block Ported thousands-blocks need to remain ISP ported, but need to be returned because the CO code is being changed to pooled (**block disconnects** submitted), please submit the **ISP Block Port Disconnect** requests and then send an email to the PA identifying which thousands-blocks need to remain ISP Block Ported in the NPAC. The PA will

forward your email to the NPAC notifying the NPAC that the Part 5 for those thousands-blocks are to be disregarded. Going forward, changes to those ISP Block Ported thousands-blocks may be done as a **block modification**.

The following steps describe how to submit a disconnect for an ISP Block Ported thousands-block:

Step 1. From the tools frame on the left side (shown in Figure 6-1), click **Intra SP Block Port Request** then click **Disconnect ISP Block Port Request** to display the *Disconnect Intra Service Provider Block Port* screen (Figure 6-9).

Figure 6-9 Disconnect Intra Service Provider Block Port Screen

Step 2. From the *Disconnect Intra Service Provider Block Port* screen, complete the following:

- **Enter NPA-NXX then select blocks to be disconnected below*** – Enter the NPA-NXX of the CO code from which you intend to Intra Service Provider Block Port thousands-blocks in the format of NPA-NXX.
- **Select blocks to be disconnected*** – Select the checkbox next to the thousands-block(s) you wish to Intra Service Provider Block Port from the entered NPA-NXX.
- **Headquarters Address***, **City***, **State*** and **Zip*** fields - If you are a Service Provider Consultant, these fields will be presented, and you will be required to complete them.
- **Update LERG/BIRRDs (Yes/No)***- This field will be defaulted to **Yes** or **No** as indicated on the original New ISP Block Port request.
- **Requested Block Effective Date** - The requested effective date will default to 31 calendar days from the current date in the format of MM/DD/YYYY.
 - If you answered **Yes** to **Requested Expedite Treatment**, then you may enter a date as early as 9 calendar days plus 7 calendar days from the current date.
- **Requested Expedited Treatment** - If you are requesting an effective date earlier than 31 calendar days from the current date, select **Yes**, then modify the requested effective date.
- **Earliest Effective Date Checkbox** – Select the **Earliest Effective Date** checkbox if you wish to have the pooling administrator approve the request with the earliest possible

effective date. The **Requested Effective Date** should be left as the default date in this case.

Earliest Effective Date Checkbox and Expedite Treatment Options

- If you mark expedite **only**, then the PA will use the expedited effective date that you have entered on the Part 1A or, if you leave the 31 day default date, then the PA will use an effective date of 9 calendar days from the date of processing.
- If you mark the checkbox for earliest effective date **only** and leave the default effective date, then the PA will use an effective date of 24 calendar days from the date of processing per the TBCOCAG.
- If you mark expedite **and** also mark the checkbox for earliest effective date **and** leave the default effective date, then the PA will use an effective date of 9 calendar days.
- If you enter an effective date other than the default effective date, then the PA will use the requested effective date as long as it meets requirements in the TBCOCAG.
- After you have made your selections on the *Disconnect Intra Service Provider Block Port* screen, click **Continue**, a *Confirmation* screen will be displayed (shown in Figure 6-10 for a single thousands-block and 6-10a for multiple thousands-blocks)
 - To return to your Inbox, click on the **Return to Inbox** button.
 - To view any of the forms for the submitted request, click on the **Tracking Number** of the request you wish to view.

Your Intra Service Provider Port disconnect has been successfully submitted.

The tracking number for the request is: [503-PORTLAND-OR-1141421](#)

To view the forms, click on the tracking numbers above.

[Return to Inbox](#)

Figure 6-10 Confirmation Screen for a Single Block

Your Intra Service Provider Port disconnect has been successfully submitted.

The tracking number for the request is: [503-PORTLAND-OR-1141422](#)

The tracking number for the request is: [503-PORTLAND-OR-1141423](#)

To view the forms, click on the tracking numbers above.

[Return to Inbox](#)

Figure 6-10a Confirmation Screen for Multiple Blocks

The PA has 7 calendar days to process your request. When the request has been processed by the PA, you will receive a *Pooling Administrator's Response/Confirmation - Part 3A* email notification and a **NPA-NXX-X: Disconnect ISPP Approved**, **NPA-NXX-X: Disconnect ISPP Denied**, **NPA-NXX-X: Disconnect ISPP Withdrawn** work item in your **Work Item Summary** list (Refer to **Section 11**).

When the NPAC either Completes or Rejects the **Part 5**, PAS will automatically send a **Part 5 Completed** email or **Part 5 Reject** email from poolingsupport@somos.com to the PAS User who submitted the request and any **Part 5s** additional contacts.

NOTE: When an SP/SPC user replies to the **Part 5 Completed** email or the **Part 5 Reject** email, the reply email will be sent to the email address of the NPAC User who processed the request.

If you wish to make any corrections to an already submitted request, you may email the PA asking to have the request withdrawn. After the PA has withdrawn the request, you may resubmit the new **Disconnect ISP Block Port** Request with the changes.

If you wish to cancel the request, you may email the PA asking to have the request withdrawn.

7 PSTN Activation

7.1 Task Overview

According to 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), SPs must confirm that a newly assigned CO code is activated in the PSTN, loaded in the NPAC and all other Code Holder responsibilities have been met prior to being able to submit a Confirmation of Thousands-Block In Service - Part 4A on the assigned thousands-blocks. PSTN confirmation may be submitted 5 days prior to the LERG/BIRRDs effective date. For Dedicated Customer codes this confirmation is not required.

In addition, when an SP knows that their CO code will not be PSTN ready as of the Pooling Administrator's Response/Confirmation - Part 3A effective date due to delays such as a pushed out LERG/BIRRDs effective date or a delayed switch installation, they may notify the PA and any thousands-block holders with assigned thousands-blocks from the resource using the delayed PSTN activation tool.

7.2 Required Information

Your company will need to have submitted a request for a new CO code for pool replenishment or LRN purposes and have received a Pooling Administrator's Response/Confirmation - Part 3A form identifying the CO code and thousands-blocks assigned. PSTN confirmation may not be submitted more than 5 days prior to the LERG/BIRRDs effective date (See Section 8.2.6 of the *Thousands Block (NPA-NXX-X) Central Office Code (NPA-NXX) Administration Guidelines*), therefore, be sure to verify the LERG/BIRRDs effective date prior to submitting PSTN confirmation.

PSTN confirmation should not be submitted unless the CO code is activated in the PSTN, loaded in the NPAC and all other code holder responsibilities have been met. For more information on the code holder responsibilities see sections 8.2.4 and 8.2.6 of the *Thousands Block (NPA-NXX-X) Central Office Code (NPA-NXX) Administration Guidelines* for more information.

To submit delayed PSTN confirmation on a newly assigned CO code for pool replenishment or LRN purposes, you will need to know the expected PSTN activation date. PSTN confirmation may not be delayed more than 6 months from the Pooling Administrator's Response/Confirmation - Part 3A effective date and does not change the Confirmation of Thousands-Block In Service - Part 4A due date.

7.3 Procedure

7.3.1 Submit PSTN Activation Confirmation on a Code

PAS provides users with the ability to submit PSTN Activation Confirmation on an individual CO code or on multiple CO codes where the state, NPA and OCN are the same. The following steps describe how to submit PSTN Activation Confirmation for a newly assigned Pool Replenishment or LRN CO codes:

Step 1. From the tools frame on the left side (shown in Figure 7-1), click **PSTN Activation** then click **Confirm PSTN - Code** to display the *Confirm PSTN Activation* screen (Figure 7-2). To submit PSTN Activation for a single CO code, proceed to Step 2a. To submit multiple PSTN Activations for several CO codes, proceed to Step 2b.

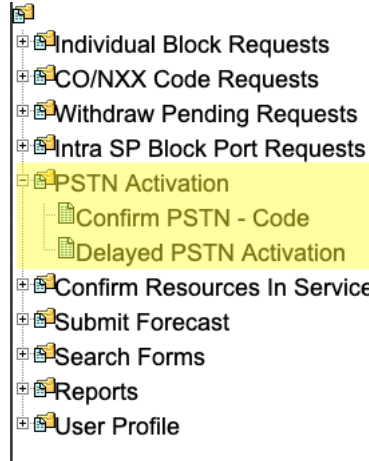


Figure 7-1 Tools Frame – PSTN Activation

PSTN Activation

Confirm PSTN Activation

Enter Tracking Number:

OR

Enter NPA-NXX:

OR

Select State*

Select NPA*

Select OCN*

Figure 7-2 Confirm PSTN Activation Screen

Step 2a. PSTN Activation submission for a Single Code or Tracking Number - From the *Confirm PSTN Activation* screen, enter either the **tracking number** assigned to the request for the CO code or the **NPA-NXX** and click **Submit**:

- The *Confirm PSTN* screen will be displayed (Figure 7-3).

Confirm PSTN

I confirm that the NPA-NXX:

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

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

NPA-NXX : 480-701

PSTN Activation Responsibilities	YES	NO
Is the code activated in the PSTN?	<input type="radio"/>	<input type="radio"/>
Is the code loaded in the NPAC?	<input type="radio"/>	<input type="radio"/>
Are all Code Holder responsibilities completed?	<input type="radio"/>	<input type="radio"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

Figure 7-3 Confirm PSTN

Step 3a. From the *Confirm PSTN* screen (Figure 7-3), complete the following fields:

- The *Confirm PSTN* screen will display the PSTN Activation certification statement to which you are confirming when submitting the PSTN confirmation.
- The **NPA-NXX** will be pre-populated based on the tracking number or CO code entered on the previous screen.
- The following questions must be answered using the **Yes/No** radio buttons: **Is the code activated in the PSTN?**, **Is the code loaded in the NPAC?**, and **Are all Code Holder responsibilities completed?**

NOTE: PAS will not allow submission of PSTN confirmation if you answer **No** to any of the 3 questions.

PSTN Confirmation successfully submitted.

Tracking Number	NPA-NXX
503-BEAVER CRK-OR-1141361	971-349

Figure 7-4 Confirmation screen

After all of the updates are completed on the *Confirm PSTN* screen, click **Submit**:

- A *Confirmation* screen will be displayed (shown in Figure 7-4). The tracking number will remain the same from when the request was first submitted.
- To return to your Inbox, click on the **Return to Inbox** button.

The PA has 2 business days to process your request. When the request has been processed by the PA, you will receive a PSTN Activation Confirmation email notification and a **PSTN Activation Confirmation Approved** or **PSTN Activation Confirmation Denied** work item in your **Work Item Summary** list (Refer to **Section 11**).

If you wish to make any corrections to an already submitted request, you may do so by contacting the PA via email. The email should include any information and the tracking number for the PSTN Activation.

If you wish to cancel the request, you may do so by contacting the PA via email. The email should inform the PA of your wish to cancel the request and include tracking number for the PSTN Activation.

Step 2b. Confirm PSTN submission for multiple codes - From the *Confirm PSTN Activation* screen (Figure 7-2), complete the following fields:

- **Select State*** - Select a State or Select All from the drop-down list of states from your user profile.
- **Select NPA*** - Select an NPA or Select All from the drop-down list of NPAs based on the state selected and your user profile.
- **Select OCN*** - Select an OCN or Select All from the drop-down list of OCNs from your user profile.
- Click **Submit**; the *List of Codes* screen will be displayed (Figure 7-5).

List of Codes

I confirm that the NPA-NXX:

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

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

Confirm PSTN	NPA-NXX	Rate Center	OCN	Is the Code is activated in the PSTN?	Is the code loaded in the NPAC?	Are all Code Holder responsibilities completed?	Tracking Number
<input type="checkbox"/>	480-604	PHOENIX	ABCD	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	480-PHOENIX-AZ-1179349
<input type="checkbox"/>	480-701	PHOENIX	ABCD	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	YES <input type="radio"/> NO <input type="radio"/>	480-PHOENIX-AZ-1179351

Figure 7-5 List of Code screen

Step 3b. From the *List of Codes* screen (Figure 7-3), complete the following fields:

- The *Confirm PSTN* screen will display the PSTN Activation certification statement to which you are confirming at the top of the screen.
- PAS will show the list of CO codes (**NPA-NXXs**) based on the selection criteria entered in the previous screen.
- **Confirm PSTN checkbox** – Select the checkbox(s) for the CO code(s) which you want to confirm PSTN Activation.
- The following questions must be answered using the **Yes/No** radio buttons for all CO codes where the **Confirm PSTN checkbox** was selected: **Is the code activated in the PSTN?**, **Is the code loaded in the NPAC?**, and **Are all Code Holder responsibilities completed?**

NOTE: PAS will not allow submission if you answer **No** to any of the 3 questions, on any of the CO codes selected.

PSTN Confirmation successfully submitted for :

Tracking Number	NPA-NXX
503-AURORA-OR-1141394	971-372
503-ASTORIA-OR-1141388	971-390

Return to Inbox

Figure 7-6 Confirmation Screen

- After all of the updates are completed on the *Confirm PSTN* screen, click **Submit**:
 - A *Confirmation* screen will be displayed (shown in Figure 7-6). The tracking number and the NPA-NXX will be listed for each CO code for which PSTN Confirmation was successfully submitted.
 - To return to your Inbox, click on the **Return to Inbox** button.

The PA has 2 business days to process your request. When the request has been processed by the PA, you will receive a *PSTN Activation Confirmation* email notification and a **PSTN Activation Confirmation Approved** or **PSTN Activation Confirmation Denied** work item in your **Work Item Summary** list (Refer to Section 11).

If you wish to make any corrections to an already submitted request, you may do so by contacting the PA via email. The email should include any information and the tracking number for the PSTN Activation.

If you wish to cancel the request, you may do so by contacting the PA via email. The email should inform the PA of your wish to cancel the request and include tracking number for the PSTN Activation.

7.3.2 Submit a Delayed PSTN Activation

The following steps describe how to submit a Delayed PSTN Activation for a CO code assigned as a result of a Pool Replenishment or LRN request:

Step 1. From the tools frame on the left side (shown in Figure 7-1), click **PSTN Activation** then click **Delayed PSTN Activation** to display the preliminary *Delayed PSTN Activation* screen (Figure 7-7).

Figure 7-7 Preliminary Delayed PSTN Activation Screen

Step 2. From the preliminary *Delayed PSTN Activation* screen, enter either the tracking number assigned to the request or the NPA-NXX and click **Submit**, the *Delayed PSTN Activation* screen for that CO code will be displayed (Figure 7-8).

Figure 7-8 Delayed PSTN Activation Screen

The *Delayed PSTN Activation* screen will display a certification statement regarding the delay in PSTN Activation.

Please note that any field marked with a red asterisk (*) is a required field and must be completed.

Step 3. From the *Delayed PSTN Activation* screen, complete the following field:

- **Enter Expected PSTN Activation Date** - Enter the date you expect the CO code to be activated in the PSTN, loaded in NPAC and all other Code Holder responsibilities met using the format of MM/DD/YYYY. The **Enter Expected PSTN Activation Date** may not be a date greater than 6 months from the original Pooling Administrator's Response/Confirmation - Part 3A effective date.
- Click **Submit**, a *Confirmation* screen will be displayed (Figure 7-9).
 - To return to your Inbox, click on the **Return to Inbox** button.

Updated PSTN activation information successfully submitted.

Tracking Number	NPA-NXX
503-ASTORIA-OR-1141389	971-391

Return to Inbox

Figure 7-9 Confirmation Screen

8 Confirmation of Resources in Service

8.1 Task Overview

According to 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)*, SPs will certify that thousands-blocks assigned by the PA are placed in service within six months of the original Pooling Administrator's Response/Confirmation - Part 3A effective date via a Confirmation of Thousands-Block In Service - Part 4A form. For CO codes flagged as a non-pooled CO Code that were requested from the PA for a Dedicated Customer, the SP has the option of submitting the Confirmation of Code In Service - Part 4 form directly to NANPA.

8.2 Required Information

Your company will need to have submitted a thousands-block request using **PAS** and have received a Pooling Administrator's Response/Confirmation - Part 3A form identifying the thousands-block assigned. In cases where your company is the code holder for the CO code in which a Confirmation of Thousands-Block In Service - Part 4A is being submitted for a specific thousands-block; the PSTN email confirmation must be sent to the PA prior to submission of the Confirmation of Thousands-Block In Service - Part 4A for that block or the Part 4A will be rejected.

A Confirmation of Thousands-Block In Service - Part 4A should not be submitted unless the thousands-block is in service. In service is defined in the *Thousands Block (NPA-NXX-X) Central Office Code (NPA-NXX) Administration Guidelines (TBCOCAG)* as: 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.

8.3 Procedure

8.3.1 Submit a Confirmation of Thousands-Block In Service – Part 4A

PAS provides users with the ability to submit a single Confirmation of Thousands-Block In Service - Part 4A for a thousands-block or multiple Confirmation of Thousands-Block In Service - Part 4As for several thousands-blocks. The following steps describe how to submit a Confirmation of Thousands-Block In Service - Part 4A for thousands-blocks that were assigned by the PA:

Step 1. From the tools frame on the left side (shown in Figure 8-1), click **Confirm Resources In Service** then click **Create Part 4A - Block** to display the *Create Part 4A* screen (Figure 8-2). To submit a Confirmation of Thousands-Block In Service - Part 4A for a single thousands-block or request, proceed to Step 2a. To submit multiple Confirmation of Thousands-Block In Service - Part 4As for several thousands-blocks, proceed to Step 2b.

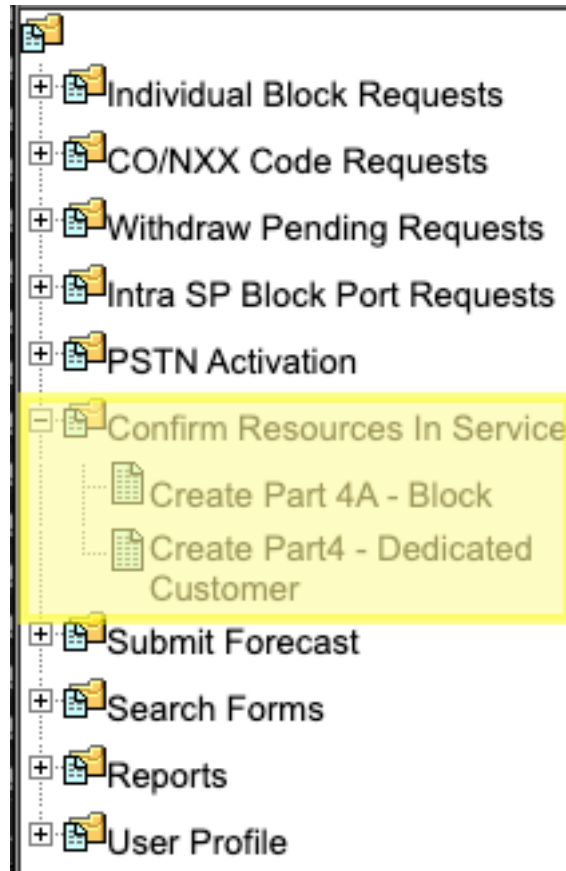


Figure 8-1 Tools Frame – Confirm Resources In Service

Create Part 4A

Confirmation of NXX-X Block In Service

Enter Tracking Number:

OR

NPA - NXX -X:

OR

State*

NPA*

OCN*

Figure 8-2 Create Part 4A – Confirmationn of Thousands-Block In Service Screen

Step 2a. Part 4A submission for a Single Block or Tracking Number - From the *Create Part 4A – Confirmation of Thousands-Block In Service* screen, enter either the **tracking number** assigned to the request for the thousands-block or the **NPA-NXX-X** and click **Submit**:

- If a **tracking number** was entered and there is more than one thousands-block associated with the tracking number, the *List of Forms* screen will be displayed (Figure 8-3). Click on the **Create Part4A** link to display the *Confirmation of Thousands-Block In Service – Part 4A* screen for the desired block (Figure 8-4).
- If you entered **NPA-NXX-X** or a **tracking number** that has only one thousands-block associated with the tracking number, the *Confirmation of Thousands-Block In Service – Part 4A* screen for that thousands-block will be displayed (Figure 8-4).

List of Forms			
Date Of Creation	Block Number	Create Part 4A	Part 4A Submitted?
10/28/2019	480-701-6	Create Part 4A	No
10/28/2019	480-701-5	Create Part 4A	No
<input type="button" value="Back"/>			

Figure 8-3 List of Forms

Confirmation of Thousands-Block In Service - Part 4A
 Revised: October 31, 2019

By signing below, I certify that the Thousands-Block (NPA-NXX-X) specified in Section 1 below is In Service¹ [i.e., that one or more Telephone Numbers (TN) from the Thousands-Block are activated and Assigned to end users] and is being used for the purpose specified in the original application.

Company Name	TEST USER		
OCN	ABCD		
Name of Authorized Representative of Company/Entity	Jan Connally		
Phone	925-363-8747		
Email	bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com		
Fax	925-363-7689	Date	10/28/2019

1. NPA-NXX-X block(s)	480-701-5	Rate Center	PHOENIX
2. Switch Identification (Switching Entity/POI) ²	XXXXXXXXXXXX		
3. Original Effective Date ³	10/28/2019		
4. In Service Date ⁴	10/28/2019		
	MM/DD/YYYY		

Note: State commissions may request proof from all Thousands-Block Holders that a Thousands-Block (NPA-NXX-X) has been activated and assignment of the numbers has commenced.⁵

¹ "In Service" is defined as follows: A Central Office (CO) Code (NPA-NXX) or Thousands-Block (NPA-NXX-X) for which local routing information appears in the LERGTM Routing Guide, and one or more TNs 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. iconectiv[®], Telcordia[®], and Common Language[®] are registered trademarks and CLCITM, CLLITM, LERGTM Routing Guide and TPMTM Data Source are trademarks and the Intellectual Property of Telcordia Technologies, Inc. dba as iconectiv.

² This is an 11-character descriptor of the switch provided by the owning entity for the purpose of routing calls. It is the 11-character Common Language Location Code (CLLI Code) of the Switching Entity/Point Of Interconnection (POI) shown on the Part 1A.

³ This form shall be submitted to the Pooling Administrator (PA) within six months of the original Effective Date returned on the Part 3A and entered on the BCR/BCD screen in BIRRDs or reclamation procedures shall commence.

⁴ i.e., the date the Thousands-Block (NPA-NXX-X) was placed In Service.

⁵ FCC 00-104 ¶ 237.

Submit Cancel

Figure 8-4 Confirmation of Thousands-Block In Service – Part 4A screen

The *Confirmation of Thousands-Block In Service – Part 4A* screen will display your contact information based on the information provided in your user profile. If any of the contact information is incorrect, please edit your user profile as described in **Section 10 User Profile**. The **NPA-NXX-X**, **Rate Center**, **Switch Identification**, and **Original Effective Date** fields will be pre-populated based on the current information associated with the thousands- block.

Please note that any field marked with a red asterisk (*) is a required field and must be completed.

Step 3a. From the *Confirmation of Thousands-Block In Service – Part 4A* screen (Figure 8-4), complete the following field:

- **In Service Date** - Enter the date the thousands-block was put in service using the format of MM/DD/YYYY.

Note: The In Service Date may not be a date in the future and it may not be a date prior to the original Pooling Administrator's Response/Confirmation - Part 3A effective date.

- Click **Submit**; a *Confirmation* screen will be displayed (Figure 8-5). If the thousands-block was selected from a list of thousands-blocks tied to a tracking number, a *Confirmation* screen will be displayed (Figure 8-5a).
 - To return to your Inbox, click on the **Return to Inbox** button.
 - To view any of the forms for the submitted request, click on the **View Forms** button.
 - To return to the list of thousands-blocks with Part 4As due, click on the **Return to List** button (Figure 8-5a).

Your request has been successfully updated.
The Tracking Number for the request is: **503-BEAVER CRK-OR-1141361**

[Return to Inbox](#) [View Forms](#)

Figure 8-5 Confirmation Screen

Your request has been successfully updated.
The Tracking Number for the request is: **503-CLOVERDALE-OR-1141396**

[Return To List](#) [Return to Inbox](#) [View Forms](#)

Figure 8-5a Confirmation Screen

Step 2b. Part 4A submission for multiple blocks - From the *Create Part 4A* screen (Figure 8-2), select a **state**, **NPA** and **OCN** (each selection choice provides the option of choosing **Select All**), then click **Submit**. The *Part 4A List* screen will be displayed (Figure 8-6).

Part 4A List

By signing below, I certify that the Thousands-Block (NPA-NXX-X) specified in Section 1 below is In Service¹ [i.e., that one or more Telephone Numbers (TN) from the Thousands-Block are activated and Assigned to end users] and is being used for the purpose specified in the original application.

Part 4A RCVD	NPA-NXX-X	Rate Center	OCN	Block Effective Date ³	Part 4A Due Date ⁴	In Service Date	Tracking Number
<input type="checkbox"/>	480-637-5	PHOENIX	ABCD	11/28/2019	05/28/2020	10/28/2019	480-PHOENIX-AZ-1179348
<input type="checkbox"/>	480-604-0	PHOENIX	ABCD	01/02/2020	07/02/2020	10/28/2019	480-PHOENIX-AZ-1179349
<input type="checkbox"/>	480-701-6	PHOENIX	ABCD	01/31/2020	07/31/2020	10/28/2019	480-PHOENIX-AZ-1179351
<input type="checkbox"/>	480-701-5	PHOENIX	ABCD	10/28/2019	04/28/2020	10/28/2019	480-PHOENIX-AZ-1179351
<input type="checkbox"/>	480-637-4	PHOENIX	ABCD	11/25/2019	05/25/2020	10/28/2019	480-PHOENIX-AZ-1179313

NOTE: State commissions may request proof from all Thousands-Block Holders that a Thousands-Block (NPA-NXX-X) has been activated and assignment of the numbers has commenced.⁵

¹ "In Service" is defined as follows: A Central Office (CO) Code (NPA-NXX) or Thousands-Block (NPA-NXX-X) for which local routing information appears in the LERGTM Routing Guide, and one or more TNs 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. iconectiv[®], Telcordia[®], and Common Language[®] are registered trademarks and CLCITM, CLLITM, LERGTM Routing Guide and TPMTM Data Source are trademarks and the Intellectual Property of Telcordia Technologies, Inc. dba as iconectiv.

² This is an 11-character descriptor of the switch provided by the owning entity for the purpose of routing calls. It is the 11-character Common Language Location Code (CLLI Code) of the Switching Entity/Point Of Interconnection (POI) shown on the Part 1A.

³ This form shall be submitted to the Pooling Administrator (PA) within six months of the original Effective Date returned on the Part 3A and entered on the BCR/BCD screen in BIRRDs or reclamation procedures shall commence.

⁴ i.e., the date the Thousands-Block (NPA-NXX-X) was placed In Service.

⁵FCC 00-104 ¶ 237.

Submit

Figure 8-6 Part 4A List Screen

Step 3b. From the *Part 4A List* screen:

- **Part 4A RCVD Checkbox** - Select the **Part 4A RCVD Checkbox** next to the thousands-block(s) where a *Confirmation of Thousands-Block In Service – Part 4A(s)* will be submitted.
- **Note:** **PAS** will not create a *Confirmation of Thousands-Block In Service – Part 4A* for any thousands-blocks that do not have the **Part 4A RCVD Checkbox** selected.
- **In Service Date** - Enter the date the thousands-block was put in service using the format of MM/DD/YYYY. (The **In Service Date** will be pre-populated with today’s date but may be modified to a different date.) **Note:** The In Service Date may not be a date in the future and it may not be a date prior to the original Pooling Administrator’s Response/Confirmation - Part 3A effective date.
- Click **Submit**, a *Confirmation* screen will be displayed (Figure 8-7) showing the tracking numbers and thousands-blocks for which *Confirmation of Thousands-Block In Service – Part 4As* were successfully submitted.
 - a) To return to your Inbox, click on the **Return to Inbox** button.
 - b) To **View Forms**, click on the thousands-block number (NPA-NXX-X).

Part 4s submitted are :

Tracking Number	Block Number
503-BEAVER CRK-OR-1141406	971-380-8
503-BEAVER CRK-OR-1141406	971-380-9

Return to Inbox

Figure 8-7 Confirmation Screen Multiple Part 4s

Note: For all *Confirmation of Thousands-Block In Service – Part 4As* being submitted, **PAS** will prompt the Code Holder with the error message shown in Figure 8-8, if the CO code has NOT been activated in the PSTN, loaded in the NPAC, and that all other Code Holder Responsibilities have been fulfilled (see section 8.2.6 of the TBCOCAG for more information). The Code Holder may not submit a *Confirmation of Thousands-Block In Service – Part 4A* until the PA has received the confirmation that all Code Holder Responsibilities have been fulfilled for the CO code.

Validation Error

You must correct the following error(s) before proceeding:

- 480-604-0: The Part 4A for this code/block cannot be submitted until the PA has received notification that the code has been activated in the PSTN, loaded in the NPAC, and all other LERG Assignee Responsibilities have been fulfilled.

For assistance, please contact the Help Desk at 866-NeuPool (866-638-7665).

Figure 8-8 Part 4A Error Message

8.3.2 Submit a Confirmation of Code In Service – Part 4

The following steps describe how to submit a Confirmation of Code In Service - Part 4 for a CO code assigned as a result of a **Full NXX for Dedicated Customer** request:

Step 1. From the tools frame on the left side (shown in Figure 8-1), click **Confirm Resources In Service** then click **Create Part 4 – Dedicated Customer** to display the *Create Part 4- Confirmation of Code In Service* screen (Figure 8-9).

Create Part 4

Confirmation of Code In Service

Enter Tracking Number:*

OR

Enter NPA-NXX*

Figure 8-9 Create Part 4 – Confirmation of Code In Service Screen

Step 2. From the *Create Part 4 -- Confirmation of Code In Service* screen, enter either the **tracking number** assigned to the request or the **NPA-NXX** and click **Continue**, the *Confirmation of Code In Service – Part 4* screen for that CO code will be displayed (Figure 8-10).

Confirmation of Code In Service - Part 4
Revised: October 31, 2019

By signing below, I certify that the Central Office (CO) Code (NPA-NXX) specified below is In Service¹ [i.e., that one or more telephone numbers (TN) from the CO Code are Assigned to end users] and that the CO Code is being used for the purpose specified in the original application.

Company Name: OCN: Name of Authorized Representative of Company/Entity: Phone: Email: Fax:	TEST USER ABCD Jan Connally 925-363-8747 bounce+dara.flowers.at.neustar.biz@simulator.amazonses.com Date: 10/28/2019
---	---

1. NPA-NXX Code:	480-769	Rate Center:	PHOENIX
2. Switch Identification (Switching Entity/POI) ² :	XXXXXXXXXX		
3. Original Effective Date ³ :	10/28/2019		
4. In Service Date ⁴ :	10/28/2019	MM/DD/YYYY	

Note: State commissions may request proof from all CO Code Holders that a CO Code has been Activated and assignment of the numbers has commenced⁵.

¹ "In Service" is defined as follows: A Central Office (CO) Code (NPA-NXX) or Thousands-Block (NPA-NXX-X) for which local routing information appears in the LERGTM 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.
² This is an 11-character descriptor of the Switching Entity/Point Of Interconnection (POI) provided by the owning entity for the purpose of routing calls. It is the 11-character Common Language[®] Location Code (CLLTM Code) of the Switching Entity/POI shown on the Part 1, iconectiv[®], Telcordia[®], and Common Language[®] are registered trademarks and CLCTM, CLLTM, LERGTM Routing Guide and TPMTM Data Source are trademarks and the Intellectual Property of Telcordia Technologies, Inc. dba as iconectiv.
³ This form shall be submitted to the NANPA within 6 months of the original effective date returned on the Part 3 and entered on the ACD screen in BIRRRS or reclamation procedures shall commence.
⁴ i.e., the date the Central Office (CO) Code (NPA-NXX) was placed In Service.
⁵ FCC 00-104 ¶ 237.

Figure 8-10 Confirmation of Code In Service – Part 4 Screen

The *Confirmation of Code In Service – Part 4* screen will display your contact information based on the information provided in your user profile. If any of the contact information is incorrect, please edit your user profile as described in **Section 10 User Profile**. The **NPA-NXX**, **Rate Center**, **Switch Identification**, and **Original Effective Date** fields will be pre-populated based on the current information associated with the CO code.

Please note that any field marked with a red asterisk (*) is a required field and must be completed.

Step 3. From the *Confirmation of Code In Service – Part 4* screen, complete the following field:

- **In Service Date** - Enter the date the CO code was put in service using the format of MM/DD/YYYY. The In Service Date may not be a date in the future and it may not

be a date prior to the original Pooling Administrator's Response/Confirmation - Part 3A effective date.

- Click **Submit**, a *Confirmation* screen will be displayed (Figure 8-11).
 - a) To return to your Inbox, click on the **Return to Inbox** button.
 - b) To view any of the forms for the submitted request, click on the **View Forms** button.

Your request has been successfully updated.
The Tracking Number for the request is: **503-CLACKAMAS-OR-1141400**

Figure 8-11 Confirmation Screen

9 Search Forms

9.1 Task Overview

The following form types: **Part 1, Part 1A, Part 1B, MTE (Appendix 2), MTE (Appendix 1)** (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 view as long as the State, NPA, and OCN exist in your user profile.

9.2 Preparations

None

9.3 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**.

9.3.1 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 9-1), click **Search Forms** then click **View Form** to display the *View Form(s)* screen (Figure 9-2).

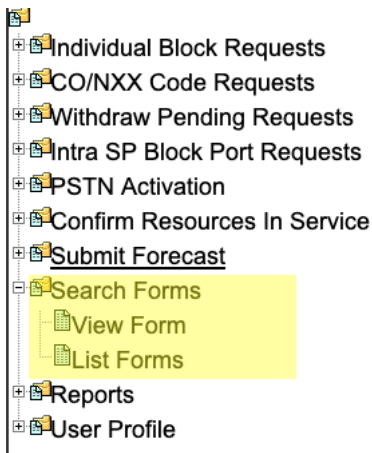


Figure 9-1 Tools Frame – Search Forms

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 9-2 View Forms Screen

Step 2. From the *View Form(s)* screen enter either the **tracking number** for any request type, or **block (NPA-NXX-X)** for any new block requests and new code requests for LRN, Dedicated Customer and Pool Replenishment requests or **code (NPA-NXX)** for any code modifications and code disconnect requests, Delayed PSTN Activation or PSTN Activation associated with the form you want to view, and then click **Submit**, PAS will display the *Forms List* screen which is a list of the forms matching your search criteria (Figure 9-3 for tracking number, Figure 9-3a for thousands-block, and Figure 9-3b for code).

- 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.
- The results of a search using the **block** or **code** will show only forms associated with the specified thousands-block or CO code which may include multiple tracking numbers.

Note: Delayed PSTN and PSTN Activation is only viewable when searching by CO code (NPA-NXX) or Tracking Number for a new code request.

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 9-3 Forms List Screen for Search by 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 9-3a Forms List Screen for Search By Block

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 9-3b Forms List Screen for Search by Code

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.

Note: A red **S** shown on the Forms List screen next to the tracking number and request type denotes the tracking number was part of a split request for pool replenishment. Refer to **Section 5.3.1, Step 2** for additional information regarding split requests.

9.3.2 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 9-1), click **Search Forms** then click **List Forms** to display the *Search Forms* screen (Figure 9-4).

Search Forms

NPA

Rate Center

OCN

Sort By : Rate Center OCN

Date Range From (MM/DD/YYYY)

To (MM/DD/YYYY)

View Form Types All Part 1A Part 1 Part 1B Part 3A Part 4/4A Part 5 MTE PSTN AttachDocs

Figure 9-4 Search Forms Screen

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 8-5):

- **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** - Select an **OCN** from the drop-down list of OCNs from your user profile or **Select All**.
- **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 (shown in Figure 9-5).

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			PHOENIX	ABCD	Part3A	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

Back

Figure 9-5 List of Forms

Step 3. From the *Forms List* screen, click on the **tracking number** link to view all of the forms associated to that tracking number. Then from the secondary *Forms List* screen (shown in Figure 9-3), to view any of the individual forms, click on the **form link** (e.g. **Part 1**, **Part 1A**, **Part 1B** and **Part 3A**, etc.) 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.

10 User Profile

10.1 Task Overview

When you register as a PAS user, the information you provide on the registration form will be stored in the **PAS** database as your user profile. Information from your user profile will be used to automatically populate some of the fields in the forms used for other **PAS** tasks such as CO code and thousands-block requests. To change this information, you must update your user profile. In addition, you have the option to direct specific pooling information to other users within your company. This information is also managed under your user profile.

10.2 Required Information

A **Company OCN** must be in **PAS** in order to add it to a user profile. If you receive the error message, “Invalid OCN. Must be 4 digit alpha-numeric and must exist in PAS.” when adding a new **Company OCN** to your **PAS** user profile email the customer support desk at support@nanpa.com to have the new **Company OCN** added to PAS.

The email shall include the following information in order for the customer support desk to add the new **Company OCN** to PAS.

- The **Company OCN** letter from NECA for the specific **Company OCN** being added.
- Certification documentation for the **Company OCN** category as outlined in Section 4.6.1 of the Thousands Block (NPA-NXX-X) & Central Office Code (NPA-NXX) Administration Guidelines (TBCOCAG).

NOTE: If the **Company OCN** name is different from the company name listed in the **Company Name** field on the registration, additional documentation may be needed showing the relationship/affiliation between the companies.

- *SP* users should only add **Company OCNs** associated with their own company.
- *SPC* users should only add **Company OCNs** where a letter of authorization (LOA) has been received from the SP indicating the *SPC* user may enter data into PAS on their behalf.

The LOA shall:

- be on the service provider’s company letterhead,
- list the authorized consultant’s name (or consultant’s company name)
- indicate that the consultant is authorized to have access as a user in PAS and can act on the service provider’s behalf for submission of numbering resources,
- list all OCNs for which the letter applies,
- include the contact phone number and email of the service provider’s authorized representative
- be signed by the service provider’s authorized representative.

PAS profile updates adding **Company OCNs** may be rejected if the SP/SPC user does not have authority or does not provide documentation to support the addition of an OCN(s).

10.3 Procedure

The following steps describe how to edit your user profile:

Step 1. From the tools frame on the left side (shown in Figure 10-1), click **User Profile** then **Edit User Profile** to display the *Edit User Profile – Step 1* screen (Figure 10-2 for SP users and Figure 10-2a for SPC users).

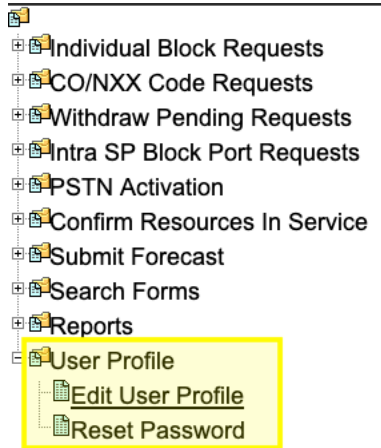


Figure 10-1 Tools Frame – User Profile

Pooling Administration System

Edit SP User Profile - Step 1

User Information:

First Name* Jan

Middle Initial

Last Name* Connally

Telephone* 925-363-8747 Ext

Fax* 925-363-7689

Email* bounce+dara.flowers@neustar.biz

Title* Service Provider Test User

Company Name* NeuStar

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

Address:

Street* 1800 Sutter St Suite 780

City* Concord

State* CA

Zip* 94520

Headquarters Address:

Copy Address to Headquarters

Address

Street* 1800 Sutter St Suite 780

City* Concord

State* CA

Zip* 94520

Company Contact to Verify Authorization:

Name* Gary Zahn

Telephone* 925-363-8753 Ext

Email* gary.zahn@neustar.biz

Title* Regional Director

Additional Contacts:

Additional Contact Email Address	Subscription Choices	States	OCN's	
1	<input type="checkbox"/> Part 3As <input type="checkbox"/> Part 4/4A Reminders <input type="checkbox"/> PSTN Reminders	<input type="checkbox"/> Pooling Notifications <input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5e	ALASKA ALABAMA ARKANSAS ARIZONA COLORADO CONNECTICUT DISTRICT OF COLUMBIA	ABCD > < >> <<
2	<input type="checkbox"/> Part 3As <input type="checkbox"/> Part 4/4A Reminders <input type="checkbox"/> PSTN Reminders	<input type="checkbox"/> Pooling Notifications <input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5e	ALASKA ALABAMA ARKANSAS ARIZONA COLORADO CONNECTICUT DISTRICT OF COLUMBIA	ABCD > < >> <<
3	<input type="checkbox"/> Part 3As <input type="checkbox"/> Part 4/4A Reminders <input type="checkbox"/> PSTN Reminders	<input type="checkbox"/> Pooling Notifications <input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5e	ALASKA ALABAMA ARKANSAS ARIZONA COLORADO CONNECTICUT DISTRICT OF COLUMBIA	ABCD > < >> <<
4	<input type="checkbox"/> Part 3As <input type="checkbox"/> Part 4/4A Reminders <input type="checkbox"/> PSTN Reminders	<input type="checkbox"/> Pooling Notifications <input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5e	ALASKA ALABAMA ARKANSAS ARIZONA COLORADO CONNECTICUT DISTRICT OF COLUMBIA	ABCD > < >> <<
5	<input type="checkbox"/> Part 3As <input type="checkbox"/> Part 4/4A Reminders <input type="checkbox"/> PSTN Reminders	<input type="checkbox"/> Pooling Notifications <input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5e	ALASKA ALABAMA ARKANSAS ARIZONA COLORADO CONNECTICUT DISTRICT OF COLUMBIA	ABCD > < >> <<

Designated Point of Contact for Reclamation

Contact User ID	Designated Point of Contact must be a registered and active user of PAS at the time of designation. To designate a Point of contact, enter the person's PAS SP User ID, which may be the same as the user's email address, in the field(s) provided. If a Designated Point of Contact(s) is entered PAS will use the contact information from the designated user(s) on the Overdue Part 4/4A 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 4/4A report is created.
1	
2	

Designated Point of Contact - Search for New Block Holder/New Code Holder Emails

Point of Contact email address	States	OCN's
1	ALASKA ALABAMA ARKANSAS ARIZONA COLORADO CONNECTICUT DISTRICT OF COLUMBIA	ABCD > < >> <<
2	ALASKA ALABAMA ARKANSAS ARIZONA COLORADO CONNECTICUT DISTRICT OF COLUMBIA	ABCD > < >> <<

To designate a Point of Contact, enter a valid email address in the field(s) provided. If a Designated Point of Contact(s) is entered, the PA will use these contact email addresses when sending a "Search for New Block Holder/New Code Holder as a Result of Code Disconnect" letter.

Select States:

States	Selected State(s)
CALIFORNIA	ALASKA ALABAMA ARKANSAS ARIZONA COLORADO CONNECTICUT DISTRICT OF COLUMBIA

Continue

Figure 10-2 SP User Profile – Step 1

Pooling Administration System

Edit SPC User Profile - Step 1

User Information:

First Name* Florence
 Middle Initial
 Last Name* Weber
 Telephone* 925-363-8747 Ext
 Fax* 925-363-7688
 Email* pasctemail@somos.com
 Title* Service Provider Consultant
 Company Name* NeuStar
 Company OCN(s)* ABCD
 (for multiple OCNs, please separate using commas)

Address:

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

Company Contact to Verify Authorization:

Name* Gary Zahn
 Telephone* 925-363-8753 Ext
 Email* gary.zahn@neustar.biz
 Title* Regional Director

Additional Contacts:

	Additional Contact Email Address	Subscription Choices	States	OCN's	
1		<input type="checkbox"/> Part 3As <input type="checkbox"/> Part 4/4A Reminders <input type="checkbox"/> PSTN Reminders	<input type="checkbox"/> Pooling Notifications <input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5s	CALIFORNIA > < >> <<	ABCD > < >> <<
2		<input type="checkbox"/> Part 3As <input type="checkbox"/> Part 4/4A Reminders <input type="checkbox"/> PSTN Reminders	<input type="checkbox"/> Pooling Notifications <input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5s	CALIFORNIA > < >> <<	ABCD > < >> <<
3		<input type="checkbox"/> Part 3As <input type="checkbox"/> Part 4/4A Reminders <input type="checkbox"/> PSTN Reminders	<input type="checkbox"/> Pooling Notifications <input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5s	CALIFORNIA > < >> <<	ABCD > < >> <<
4		<input type="checkbox"/> Part 3As <input type="checkbox"/> Part 4/4A Reminders <input type="checkbox"/> PSTN Reminders	<input type="checkbox"/> Pooling Notifications <input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5s	CALIFORNIA > < >> <<	ABCD > < >> <<
5		<input type="checkbox"/> Part 3As <input type="checkbox"/> Part 4/4A Reminders <input type="checkbox"/> PSTN Reminders	<input type="checkbox"/> Pooling Notifications <input type="checkbox"/> Completed Part 1B <input type="checkbox"/> Rejected Part 1B <input type="checkbox"/> Part 5s	CALIFORNIA > < >> <<	ABCD > < >> <<

Select States:

States		Selected State(s)
ALASKA ALABAMA ARKANSAS ARIZONA COLORADO CONNECTICUT DISTRICT OF COLUMBIA	> < >> <<	CALIFORNIA

Continue

Figure 10-2a SPC User Profile – Step 1

Step 2. From the *Edit User Profile – Step 1* screen, you may edit any of the fields:

- **User Information** – The following fields will be pre-populated and may be updated: **First Name***, **Middle Initial**, **Last Name***, **Telephone***, **Ext**, **Fax***, **Email***, **Title***, **Company Name***, **Company OCNs***.

NOTE: Company OCNs must be in the PAS system in order to add them to a User Profile. See the Error! Reference source not found. section of this document for more information on adding a new OCN to PAS.

NOTE: SP users should only add **Company OCNs** associated with their own company. **SPC** users should only add **Company OCNs** where a letter of authorization (LOA) has been received from the SP indicating the **SPC** user may enter data into PAS on their behalf.

PAS profile updates adding **Company OCNs** may be rejected if the SP/SPC user does not have authority or does not provide documentation to support the addition of an OCN(s).

- **Address** - The following fields will be pre-populated and may be updated: **Street***, **City***, **State***, **Zip***.
- **Headquarters Address** - The following fields will be pre-populated and may be updated: **Street***, **City***, **State***, **Zip***.

NOTE: The Headquarters Address fields will not be provided for SPC users in their profile.

- **Company Contact to Verify Authorization** – The following fields will be pre-populated and may be updated: **Name***, **Telephone***, **Email***, **Title***.
- **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. You may further determine which emails the **Additional Contact** receives by selecting a state(s) and/or OCN(s) for which the contact shall receive emails.
 - To add a state/territory or OCN for the **Additional Contact**, select a state(s) or OCN(s) from the **States** or **OCNs** box on the left, then click the **>** button to move the state/territory or OCN to the **States** or **OCNs** box on the right.
 - To remove a state/territory or OCN for the **Additional Contact**, select a state(s) or OCN(s) from the **States** or **OCNs** box on the left, then click the **<** button to move the state/territory back to the **States** or **OCNs** box on the right.
 - To add all states or OCNs for the **Additional Contact**, click the **>>** button. To remove all states or OCNs for your additional contact click the **<<** button.

NOTE: Additional Contacts do not have to be registered PAS users.

NOTE: If there are no states or OCNs selected, the **Additional Contact** will receive notifications for all states and NPAs which you have listed in your user profile.

- **Designated Point of Contact for Reclamation** – 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 email address. Their contact information will be provided on the *List of Overdue Part 4/4A Report* that is provided to the regulators.

NOTE: Designated Point of Contacts for Reclamation must be registered and 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 reclamation will be pulled from the user who requested the thousands-block, or the user who last modified the thousands-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 thousands-block.

NOTE: This field is not available for SPC Users.

- **Designated Point of Contact – Search for New Block Holder/New Code Holder Emails** – The **Designated Point of Contact – Search for New Block Holder/New Code Holder Emails** fields are provided to allow you to add up to two designated points of contact for the purposes of receiving requests from the PA to become the new block or code holder when the PA is processing block or code disconnects where your company has ported TNs or assigned thousands-blocks. For each designated point of contact, enter the individual’s email address. You may further determine which emails the additional contact receives by selecting a **state(s)** and/or **OCN(s)** for which the contact shall receive emails.
 - To add a state/territory or OCN for the **Designated Point of Contact – Search for New Block Holder/New Code Holder Email**, select a state(s) or OCN(s) from the **States** or **OCNs** box on the left, then click the > button to move the state/territory or OCN to the **States** or **OCNs** box on the right.
 - To remove a state/territory or OCN for the **Designated Point of Contact – Search for New Block Holder/New Code Holder Email**, select a state(s) or OCN(s) from the **States** or **OCNs** box on the left, then click the < button to move the state/territory back to the **States** or **OCNs** box on the right.
 - To add all states or OCNs for the **Designated Point of Contact – Search for New Block Holder/New Code Holder Email**, click the >> button. To remove all states or OCNs for your additional contact click the << button.

NOTE: Designated Point of Contact – Search for New Block Holder/New Code Holder Email do not have to be registered PAS users.

NOTE: When entering an email in Designated Point of Contact – Search for New Block Holder/New Code Holder Email, at a minimum States need to be selected for the contact. If States are NOT selected, the contact entered will NOT receive any notifications.

NOTE: This field is not available for SPC Users.

- **States** – This field will be pre-populated with the information already selected and you may add or remove states from your profile.
 - To add a state/territory to your user profile, select a state(s) from the **States** box, then click the > button to move the state/territory to the **State(s) in which company operates** box.
 - To remove a state/territory from your user profile, select a state(s) from the **State(s) in which company operates** box, then click the < button to move the state/territory back to the **States** box.
 - To add all states to your user profile, click the >> button. To remove all states from your user click the << button, however you must have at least one state and one NPA in your user profile.
- After you make your changes, click **Continue**, PAS will display the *User Profile – Step 2* screen (Figure 10-3), which is a list of NPAs based on the state/territory selection.

Edit SP User Profile - Step 2	
Select NPA(s):	
NPA's	Selected NPA(s)
209	201
213	202
220	203
272	205
279	206
310	207
323	208
> < >> <<	
Submit Cancel Back	

Figure 10-3 User Profile – Step 2

Step 3. From the *User Profile – Step 2* screen

- **NPAs** – This field will be pre-populated with the information already selected and you may add or remove NPAs from your profile.
 - To add a NPA(s) to your user profile, select a NPA(s) from the **NPAs** box, then click the > button to move the NPA(s) to the **NPA(s) in which company operates** box.
 - To remove a NPA(s) from your user profile, select a NPA(s) from the **NPA(s) in which company operates**, then click the < button to move the NPA back to the **NPAs** box.
 - To add all NPAs to your user profile, click the >> button. To remove all NPA from your user click the << button, however you must have at least one state and NPA in your user profile.

- After you make your changes, click **Submit**, **PAS** will display the *Confirmation* screen (Figure 10-4).

Your request to update your profile has been successfully submitted.

If you requested to change the following information: **First Name, Last Name, Email, Company Name, Company OCN's and Company 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 10-4 Confirmation Screen

If you requested to change the following information: **First Name, Last Name, Email, Company Name, Company OCN's or Company Contact Name** those updates in conjunction with any other updates will require approval by the Customer Support Representative before taking effect. 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 after you sign out of **PAS** and log back in.

11 Work Items

11.1 Task Overview

PAS provides a work item list to alert SPs of actions they need to take or to notify them of a completed request.

11.2 Required Information

None

11.3 Procedure

If there are any work items assigned, a work item list similar to the one shown in Figure 11-1 will be displayed each time you log in to PAS. If no work items are assigned, a welcome message will be displayed (shown in Figure 11-2). Some work items provide reminders of actions to be taken, and others notify you of the completion of a thousands-block or CO code request.

Download Work Items

Delete Work Items Select All Unselect All

somos.sp@somos.com Total:44

Refresh my work items		Work Items for User: somos.sp@somos.com			
Delete	Tracking Number	Work Item Name	Status	Work Item Create Date	User Created
<input type="checkbox"/>	503-BEAVER-OR-1141388	↵ New Block Assignment Withdrawn	NEW	02/21/2019 01:34:38 PM EST	Kevin Gatchell
<input type="checkbox"/>	503-BEAVER CRK-OR-1141380	↵ 503-732-6: New Block Assignment	NEW	02/21/2019 02:10:48 PM EST	Dara Flowers
<input type="checkbox"/>	503-BEAVER CRK-OR-1141361	↵ Full NXX Pool Replenishment Request Suspended	NEW	02/21/2019 02:11:56 PM EST	Dara Flowers
<input type="checkbox"/>	503-AURORA-OR-1141362	↵ 971-715-3: New Block Assignment	NEW	02/21/2019 02:12:15 PM EST	Dara Flowers
<input type="checkbox"/>	503-AURORA-OR-1141363	↵ 971-715-4: New Block Assignment	NEW	02/21/2019 02:12:32 PM EST	Dara Flowers
<input type="checkbox"/>	503-CLACKAMAS-OR-1141364	↵ 971-335-0: New Block Assignment	NEW	02/21/2019 02:12:59 PM EST	Dara Flowers
<input type="checkbox"/>	503-CLACKAMAS-OR-1141364	↵ 971-335-1: New Block Assignment	NEW	02/21/2019 02:13:11 PM EST	Dara Flowers
<input type="checkbox"/>	503-BEAVER-OR-1141369	↵ 503-664-1: New Block Reservation	NEW	02/21/2019 02:13:46 PM EST	Dara Flowers
<input type="checkbox"/>	503-BEAVER CRK-OR-1141371	↵ 503-732-8: New Block Reservation	NEW	02/22/2019 01:30:20 PM EST	Dara Flowers
<input type="checkbox"/>	503-BEAVER CRK-OR-1141371	↵ New Block Reservation Denied	NEW	02/22/2019 01:30:47 PM EST	Dara Flowers
<input type="checkbox"/>	503-BEAVER CRK-OR-1141371	↵ New Block Reservation Denied	NEW	02/22/2019 01:31:07 PM EST	Dara Flowers
<input type="checkbox"/>	503-BEAVER-OR-1141385	↵ New Block Assignment Denied	NEW	02/22/2019 01:32:02 PM EST	Dara Flowers
<input type="checkbox"/>	971-CLACKAMAS-OR-1141376	↵ PART_3_READY	NEW	02/22/2019 01:58:44 PM EST	Kevin Gatchell
<input type="checkbox"/>	971-CLACKAMAS-OR-1141376	↵ 971-335-1: Disconnect Approved	NEW	02/22/2019 02:00:53 PM EST	Kevin Gatchell
<input type="checkbox"/>	503-ASTORIA-OR-1141388	↵ Full NXX Pool Replenishment Request Suspended	NEW	03/04/2019 02:36:51 PM EST	Dara Flowers
<input type="checkbox"/>	503-ASTORIA-OR-1141389	↵ Full NXX Pool Replenishment Request Suspended	NEW	03/04/2019 02:37:56 PM EST	Dara Flowers
<input type="checkbox"/>	503-BEAVER CRK-OR-1141381	↵ 971-349-6: Full NXX Pool Replenishment Request Approved	NEW	03/04/2019 02:43:35 PM EST	Dara Flowers
<input type="checkbox"/>	503-ASTORIA-OR-1141388	↵ 971-390-4: Full NXX Pool Replenishment Request Approved	NEW	03/04/2019 02:44:09 PM EST	Dara Flowers
<input type="checkbox"/>	503-ASTORIA-OR-1141388	↵ 971-390-5: Full NXX Pool Replenishment Request Approved	NEW	03/04/2019 02:44:10 PM EST	Dara Flowers
<input type="checkbox"/>	503-ASTORIA-OR-1141389	↵ 971-391-5: Full NXX Pool Replenishment Request Approved	NEW	03/04/2019 03:12:41 PM EST	Dara Flowers
<input type="checkbox"/>	503-AURORA-OR-1141394	↵ Full NXX for LRN Request Suspended	NEW	03/04/2019 03:13:22 PM EST	Dara Flowers
<input type="checkbox"/>	503-AURORA-OR-1141394	↵ 971-372-9: Full NXX for LRN Request Approved	NEW	03/04/2019 03:13:59 PM EST	Dara Flowers
<input type="checkbox"/>	503-BEAVER CRK-OR-1141361	↵ 971-349: PSTN Activation Confirmation Approved	NEW	03/04/2019 06:11:12 PM EST	Dara Flowers
<input type="checkbox"/>	503-AURORA-OR-1141394	↵ 971-372: PSTN Activation Confirmation Approved	NEW	03/04/2019 06:15:33 PM EST	Dara Flowers
<input type="checkbox"/>	503-CLACKAMAS-OR-1141395	↵ Full NXX Pool Replenishment Request Suspended	NEW	03/04/2019 06:22:06 PM EST	Dara Flowers
<input type="checkbox"/>	503-CLACKAMAS-OR-1141395	↵ 971-378-6: Full NXX Pool Replenishment Request Approved	NEW	03/04/2019 06:22:32 PM EST	Dara Flowers
<input type="checkbox"/>	503-CLACKAMAS-OR-1141395	↵ 971-378-7: Full NXX Pool Replenishment Request Approved	NEW	03/04/2019 06:22:33 PM EST	Dara Flowers
<input type="checkbox"/>	503-CLOVERDALE-OR-1141396	↵ Full NXX Pool Replenishment Request Suspended	NEW	03/04/2019 06:25:08 PM EST	Kevin Gatchell
<input type="checkbox"/>	503-CLOVERDALE-OR-1141396	↵ 971-388-7: Full NXX Pool Replenishment Request Approved	NEW	03/04/2019 06:25:49 PM EST	Kevin Gatchell
<input type="checkbox"/>	503-CLOVERDALE-OR-1141396	↵ 971-388-6: Full NXX Pool Replenishment Request Approved	NEW	03/04/2019 06:25:49 PM EST	Kevin Gatchell
<input type="checkbox"/>	503-CLOVERDALE-OR-1141396	↵ 971-388: PSTN Activation Confirmation Approved	NEW	03/04/2019 06:26:52 PM EST	Kevin Gatchell
<input type="checkbox"/>	503-BEAVERTON-OR-1141390	↵ 503-403: Code Modification Suspended	NEW	03/05/2019 08:51:40 AM EST	Dara Flowers
<input type="checkbox"/>	503-CLACKAMAS-OR-1141400	↵ Full NXX Dedicated Customer Request Suspended	NEW	03/05/2019 09:45:35 AM EST	Kevin Gatchell
<input type="checkbox"/>	503-CLACKAMAS-OR-1141400	↵ 971-385-0: Full NXX Dedicated Customer Request Approved	NEW	03/05/2019 09:46:52 AM EST	Kevin Gatchell
<input type="checkbox"/>	503-CLACKAMAS-OR-1141400	↵ 971-385-1: Full NXX Dedicated Customer Request Approved	NEW	03/05/2019 09:46:53 AM EST	Kevin Gatchell
<input type="checkbox"/>	503-CLACKAMAS-OR-1141400	↵ 971-385-2: Full NXX Dedicated Customer Request Approved	NEW	03/05/2019 09:46:54 AM EST	Kevin Gatchell
<input type="checkbox"/>	503-CLACKAMAS-OR-1141400	↵ 971-385-3: Full NXX Dedicated Customer Request Approved	NEW	03/05/2019 09:46:55 AM EST	Kevin Gatchell
<input type="checkbox"/>	503-CLACKAMAS-OR-1141400	↵ 971-385-4: Full NXX Dedicated Customer Request Approved	NEW	03/05/2019 09:46:56 AM EST	Kevin Gatchell
<input type="checkbox"/>	503-CLACKAMAS-OR-1141400	↵ 971-385-5: Full NXX Dedicated Customer Request Approved	NEW	03/05/2019 09:46:57 AM EST	Kevin Gatchell
<input type="checkbox"/>	503-CLACKAMAS-OR-1141400	↵ 971-385-6: Full NXX Dedicated Customer Request Approved	NEW	03/05/2019 09:46:58 AM EST	Kevin Gatchell
<input type="checkbox"/>	503-CLACKAMAS-OR-1141400	↵ 971-385-7: Full NXX Dedicated Customer Request Approved	NEW	03/05/2019 09:46:59 AM EST	Kevin Gatchell
<input type="checkbox"/>	503-CLACKAMAS-OR-1141400	↵ 971-385-8: Full NXX Dedicated Customer Request Approved	NEW	03/05/2019 09:47:00 AM EST	Kevin Gatchell
<input type="checkbox"/>	503-CLACKAMAS-OR-1141400	↵ 971-385-9: Full NXX Dedicated Customer Request Approved	NEW	03/05/2019 09:47:01 AM EST	Kevin Gatchell
<input type="checkbox"/>	971-BEAVER CRK-OR-1141404	↵ PART_3_READY	NEW	03/05/2019 10:09:46 AM EST	Kevin Gatchell

Figure 11-1 Work Item List

Welcome to PAS
somos.spc@somos.com

Figure 11-2 Welcome Message

11.3.1 Review Work Items

Described below are work items shown on the *Work Item Summary* screen and how to view those work items:

NOTE: From the work item list (Figure 11-1), click on the work item (e.g. **NPA-NXX-X: New Block Assignment, NPA-NXX-X Modify Block Approved**) in the **Work Item Name** column to display the Pooling Administrator's Response/Confirmation - Part 3A form for viewing. This information can be printed by clicking on the **Printable Version** link located on the upper right-hand side of the form.

NPA-NXX-X: New Block Assignment

An **NPA-NXX-X: New Block Assignment** work item will be created once a new block request has been approved.

New Block Assignment Denied

A **New Block Assignment Denied** work item will be created once a new block request has been denied.

New Block Assignment Withdrawn

A **New Block Assignment Withdrawn** work item will be created once a new block request has been withdrawn.

NPA-NXX-X: Modify Block Approved

An **NPA-NXX-X: Modify Block Approved** work item will be created once a block modification request has been approved.

NPA-NXX-X: Modify Block Denied

An **NPA-NXX-X: Modify Block Denied** work item will be created once a block modification request has been denied.

NPA-NXX-X: Modify Block Withdrawn

An **NPA-NXX-X: Modify Block Withdrawn** work item will be created once a block modification request has been withdrawn.

NPA-NXX-X: New Block Reservation

An **NPA-NXX-X: New Block Reservation** work item will be created once a new block reservation request has been approved.

New Block Reservation Denied

A **New Block Reservation Denied** work item will be created once a new block reservation request has been denied.

New Block Reservation Withdrawn

A **New Block Reservation Withdrawn** work item will be created once a new block reservation request has been withdrawn.

NPA-NXX-X: Assign New Block Reservation Approved

An **NPA-NXX-X: Assign New Block Reservation Approved** work item will be created once an assign block reservation request has been approved.

NPA-NXX-X: Assign New Block Reservation Denied

An **NPA-NXX-X: Assign Block Reservation Denied** work item will be created once an assign block reservation request has been denied.

NPA-NXX-X: Assign New Block Reservation Withdrawn

An **NPA-NXX-X: Assign New Block Reservation Withdrawn** work item will be created once an assign block reservation request has been withdrawn.

NPA-NXX-X: Cancel New Block Reservation

An **NPA-NXX-X: Cancel New Block Reservation** work item will be created once a cancel new block reservation request has been approved.

NPA-NXX-X: Extend New Block Reservation

An **NPA-NXX-X: Extend New Block Reservation** work item will be created once an extend block reservation request has been approved.

NPA-NXX-X: Disconnect Approved

An **NPA-NXX-X: Disconnect Approved** work item will be created once a block disconnect request has been approved.

NPA-NXX-X: Disconnect Suspended

An **NPA-NXX-X: Disconnect Suspended** work item will be created once a block disconnect request has been denied.

NPA-NXX-X: Disconnect Denied

An **NPA-NXX-X: Disconnect Denied** work item will be created once a block disconnect request has been denied.

NPA-NXX-X: Disconnect Withdrawn

An **NPA-NXX-X: Disconnect Withdrawn** work item will be created once a block disconnect request has been withdrawn.

NPA-NXX-X: Cancel Block Disconnect Approved

An **NPA-NXX-X: Cancel Block Disconnect Approved** work item will be created once a cancel block disconnect request has been approved.

NPA-NXX-X: Cancel Block Disconnect Denied

An **NPA-NXX-X: Cancel Block Disconnect Denied** work item will be created once a cancel block disconnect request has been denied.

NPA-NXX-X: Cancel Block Disconnect Withdrawn

An **NPA-NXX-X: Cancel Block Disconnect Withdrawn** work item will be created once a cancel block disconnect request has been withdrawn.

NPA-NXX-X: Full NXX for LRN Request Approved

An **NPA-NXX-X: Full NXX for LRN Request Approved** work item will be created once a full NXX for LRN request has been approved.

Full NXX for LRN Request Denied

A **Full NXX for LRN Request Denied** work item will be created once a full NXX for LRN request has been denied.

Full NXX for LRN Request Withdrawn

A **Full NXX for LRN Request Withdrawn** work item will be created once a full NXX for LRN request has been withdrawn.

Full NXX for LRN Request Suspended

A **Full NXX for LRN Request Suspended** work item will be created once a full NXX for LRN request has been suspended.

NPA-NXX-X: Full NXX Pool Replenishment Request Approved

An **NPA-NXX-X: Full NXX Pool Replenishment Request Approved** work item will be created once a full NXX pool replenishment request has been approved.

Full NXX Pool Replenishment Request Denied

A **Full NXX Pool Replenishment Request Denied** work item will be created once a full NXX pool replenishment request has been denied.

Full NXX Pool Replenishment Request Withdrawn

A **Full NXX Pool Replenishment Request Withdrawn** work item will be created once a full NXX pool replenishment request has been withdrawn.

Full NXX Pool Replenishment Request Suspended

A **Full NXX Pool Replenishment Request Suspended** work item will be created once a full NXX pool replenishment request has been suspended.

NPA-NXX-X: Full NXX Dedicated Customer Request Approved

An **NPA-NXX-X: Full NXX Dedicated Customer Request Approved** work item will be created once a full NXX dedicated customer request has been approved.

Full NXX Dedicated Customer Request Denied

A **Full NXX Dedicated Customer Request Denied** work item will be created once a full NXX dedicated customer request has been denied.

Full NXX Dedicated Customer Request Withdrawn

A **Full NXX Dedicated Customer Request Withdrawn** work item will be created once a full NXX dedicated customer request has been withdrawn.

Full NXX Dedicated Customer Request Suspended

A **Full NXX Dedicated Customer Request Suspended** work item will be created once a full NXX dedicated customer request has been suspended.

NPA-NXX: Code Modification Approved

An **NPA-NXX: Code Modification Approved** work item will be created once a code modification request has been approved.

NPA-NXX: Code Modification Denied

An **NPA-NXX: Code Modification Denied** work item will be created once a code modification request has been denied.

NPA-NXX: Code Modification Withdrawn

An **NPA-NXX: Code Modification Withdrawn** work item will be created once a code modification request has been withdrawn.

NPA-NXX: Code Modification Suspended

An **NPA-NXX: Code Modification Suspended** work item will be created once a code modification request has been suspended.

NPA-NXX: Code Disconnect Approved

An **NPA-NXX: Code Disconnect Approved** work item will be created once a code disconnect request has been approved.

NPA-NXX: Code Disconnect Denied

An **NPA-NXX: Code Disconnect Denied** work item will be created once a code disconnect request has been denied.

NPA-NXX: Code Disconnect Withdrawn

An **NPA-NXX: Code Disconnect Withdrawn** work item will be created once a code disconnect request has been withdrawn.

NPA-NXX: Code Disconnect Suspended

An **NPA-NXX: Code Disconnect Suspended** work item will be created once a code disconnect request has been suspended.

NPA-NXX-X: New ISPP Approved

An **NPA-NXX-X: New ISPP Approved** work item will be created once a new ISP block port request has been approved.

NPA-NXX-X: New ISPP Denied

An **NPA-NXX-X: New ISPP Denied** work item will be created once a new ISP block port request has been denied.

NPA-NXX: New ISPP Withdrawn

An **NPA-NXX-X: New ISPP Withdrawn** work item will be created once a new ISP block port request has been withdrawn.

NPA-NXX-X: Modify ISPP Approved

An **NPA-NXX-X: Modify ISPP Approved** work item will be created once a modify ISP block port request has been approved.

NPA-NXX-X: Modify ISPP Denied

An **NPA-NXX-X: Modify ISPP Denied** work item will be created once a modify ISP block port request has been denied.

NPA-NXX-X: Modify ISPP Withdrawn

An **NPA-NXX-X: Modify ISPP Withdrawn** work item will be created once a modify ISP block port request has been withdrawn.

NPA-NXX-X: Disconnect ISPP Approved

An **NPA-NXX-X: Disconnect ISPP Approved** work item will be created once a disconnect ISP block port request has been approved.

NPA-NXX-X: Disconnect ISPP Denied

An **NPA-NXX-X: Disconnect ISPP Denied** work item will be created once a disconnect ISP block port request has been denied.

NPA-NXX-X: Disconnect ISPP Withdrawn

An **NPA-NXX-X: Disconnect ISPP Withdrawn** work item will be created once a disconnect ISP block port request has been withdrawn.

NPA-NXX-X: Part 1B Completed

An **NPA-NXX-X: Part 1B Completed** work item will be created once NPAC activates the block.

NPA-NXX-X: Part 1B Rejected

An **NPA-NXX-X: Part 1B Rejected** work item will be created if NPAC is unable to create the block.

Part 4A Due

A **Part 4A Due** work item will be created if there is no Confirmation of Thousands-Block In Service - Part 4A on file for the thousands-block assignment by the 5th month prior to when the thousands-block Part 4A is due.

Part 4 Due Code

A **Part 4 Due Code** work item will be created if there is no Confirmation of Code In Service - Part 4 on file for the CO code assignment by the 5th month prior to when the CO code Part 4 is due on a Dedicated Customer request only.

NPA-NXX: PSTN Activation Confirmation Due

An **NPA-NXX: PSTN Activation Confirmation Due** work item will be created if PSTN Activation Confirmation has not been received by the Pooling Administrator's Response/Confirmation - Part 3A effective date for the thousands-block assignment.

NOTE: If a PSTN Activation has not already been submitted, you can submit by clicking on the PSTN Activation due work item and completing the PSTN Activation form. (Refer to Section 7.3.1)

NPA-NXX: PSTN Activation Confirmation Approved

An **NPA-NXX: PSTN Activation Confirmation Approved** work item will be created if PSTN Activation Confirmation has been approved.

NPA-NXX: PSTN Activation Confirmation Denied

An **NPA-NXX: PSTN Activation Confirmation Denied** work item will be created if PSTN Activation Confirmation has been denied.

11.3.2 Delete Work Items

The steps below describe how to delete a work item:

There are three options available for deleting work items in **PAS**:

- Delete one work item at a time
- Delete several work items at a time
- Delete ALL work items at once

NOTE: **PAS** will automatically delete work items after 30 days. The requests for which the work items were created, will still be viewable using the **Search Forms** tool (see **Section 9**).

To delete **one** or **more** work items at a time:

Step 1. Click on the checkbox under the **Delete** heading. This will place a checkmark next to the work item(s) to be deleted.

Step 2. Click **Delete Work Items**, **PAS** will prompt you with a pop-up message; click **OK** to complete the deletion of the selected work items or **Cancel** to stop the deletion of the selected work items.

To delete **all** work items:

Step 1. Click on **Select All** at the top of the *Work Item Summary* screen. **PAS** will place a checkmark under the **Delete** heading for all existing work items (*Click on **Unselect All** to unselect all work items.*)

Step 2. Click **Delete Work Items**, **PAS** will prompt you with a pop-up message; click **OK** to complete the deletion of the selected work items or **Cancel** to stop the deletion of the selected work items.

NOTE: If your user id is in suspended status, **PAS** will continue to generate work items in the **Work Item Summary** List. **PAS** will also continue to send emails for all of the transactions and reminders associated to those work items.

NOTE: If your user id is in disabled status for any reason, **PAS** will **not** generate work items in the **Work Item Summary** list in **PAS** during the time you are disabled. Also, **PAS** will no longer send emails to you for all of the transactions and reminders associated to those work items. In addition, the emails will also no longer be sent to any additional contacts listed in your profile with a cc:. However, once you have your login re-enabled, you will be able to view all the forms associated with the specific work item via the **Search Forms** tool.

12 Reports

12.1 Task Overview

The subsections below provide the procedures for generating 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
- Total Numbering Resources Report

12.2 Required Information

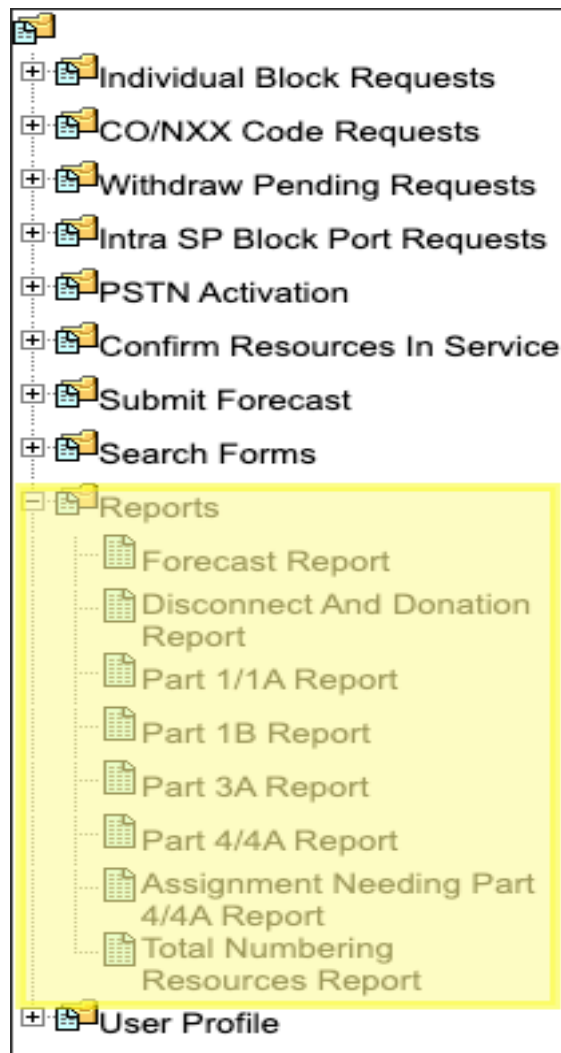


Figure 12-1 Tools Frame - Reports

12.2.1 Forecast Reports

The **Forecast Report** is a list of all current forecasts that are on file in **PAS** for the next 18 months, based on the **states**, **NPAs** and **OCNs** included in the user's profile. The report includes the **NPA**, **Rate Center** and **SP** (OCN and OCN Name), **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 12-1), click **Reports** then **Forecast Report** to display the preliminary *Forecast Report* screen (Figure 12-2).

Figure 12-2 Preliminary Forecast Report Screen

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

- **State** - Select a **State** from the drop-down list of states from your user profile or leave the default **Select All**.
- **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** - Select an **OCN** from the drop-down list of OCNs from your user profile or leave the default **Select All**.
- **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 12-3).

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 12-3 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.

12.2.2 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 (Contaminated), 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 Donation Report:

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

Disconnect And Donation Report

State*

NPA*

Rate Center*

OCN

Date Range (MM/DD/YYYY)

From*

To*

Sort By: Rate Center OCN

Figure 12-4 Preliminary Disconnect and 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** - Select a **State** from the drop-down list of states from your user profile or leave the default **Select All**.

- **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** - Select an **OCN** from the drop-down list of OCNs from your user profile or leave the default **Select All**.
- **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 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 12-5).

Disconnect And Donation Report														
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-BEAVR 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 12-5 Donation 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.

12.2.3 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 requests submitted. The report includes the **State, Tracking Number, Type of Request, OCN, Company Name, Parent Company OCN, Parent Company Name, Submission Date, Part 3A Issue Date, the Disposition** (approved, denied, suspended or withdrawn), and the **NPA-NXX-X**.

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 12-1), click **Reports** then **Part 1/1A Report** to display the preliminary *Part 1/1A Report* screen (Figure 12-6).

Figure 12-6 Preliminary Part 1A Report Screen

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

- **State** - Select a **State** from the drop-down list of states from your user profile or leave the default **Select All**.
- **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** - Select an **OCN** from the drop-down list of OCNs from your user profile or leave the default **Select All**.
- **Type of Request** - The following options are provided: **Select All**, **Initial**, **Growth**, **Reservation**, **Modification**, **Disconnect** or **ISPP**.
- **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 12-7).

Part 1/1A Report													
State	Tracking Number	Type of Request	OCN	Company Name	Parent Company OCN	Parent Company Name	Submission Date	Download	Back	Return to Inbox	NPA	NXX	X
								Part 3A Issue Date	Disposition				
AZ	480- PHOENIX- AZ- 1179348	Block Request - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	637	5
AZ	480- PHOENIX- AZ- 1179349	Full NXX: Pool Replenishment - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	604	0
AZ	480- PHOENIX- AZ- 1179349	Full NXX: Pool Replenishment - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Suspended				
AZ	480- PHOENIX- AZ- 1179350	Block Reservation	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	637	1
AZ	480- PHOENIX- AZ- 1179350	Block Reservation	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	637	2
AZ	480- PHOENIX- AZ- 1179350	Block Reservation	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	637	3
AZ	480- PHOENIX- AZ- 1179351	Full NXX: Pool Replenishment - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	701	5
AZ	480- PHOENIX- AZ- 1179351	Full NXX: Pool Replenishment - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	701	6
AZ	480- PHOENIX- AZ- 1179351	Full NXX: Pool Replenishment - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Suspended				
AZ	480- PHOENIX- AZ- 1179352	ISPP - New	ABCD	TEST USER			10/28/2019	10/28/2019	Approved		480	312	9
AZ	480- PHOENIX- AZ- 1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	769	0
AZ	480- PHOENIX- AZ- 1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	769	1
AZ	480- PHOENIX- AZ- 1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Suspended				
AZ	480- PHOENIX- AZ- 1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	769	2
AZ	480- PHOENIX- AZ- 1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	769	3
AZ	480- PHOENIX- AZ- 1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	769	4
AZ	480- PHOENIX- AZ- 1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	769	5
AZ	480- PHOENIX- AZ- 1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	769	6
AZ	480- PHOENIX- AZ- 1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	769	7
AZ	480- PHOENIX- AZ- 1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	769	8
AZ	480- PHOENIX- AZ- 1179353	Full NXX: Dedicated Customer - Growth	ABCD	TEST USER	ABCD	TEST USER	10/28/2019	10/28/2019	Approved		480	769	9
AZ	480- PHOENIX- AZ- 1179354	Block Modification	ABCD	TEST USER	ABCD	TEST USER	10/28/2019		Received		480	701	5
AZ	480- PHOENIX- AZ- 1179355	Code Modification	ABCD	TEST USER	ABCD	TEST USER	10/28/2019		Received		480	701	-

Figure 12-7 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.

12.2.4 Part 1B Report

The Part 1B Report provides a list of NPAC Thousands-Block Data - Part 1Bs associated to requests submitted in PAS. The report includes the **State, NPA-NXX-X, Tracking Number, Type of Request, OCN, SPID, CLASS (DPC and SSN), LIDB (DPC and SSN), CNAM (DPC and SSN), ISVM (DPC and SSN), WSMS (DPC and SSN), SOA Origination (Yes/No), 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 12-1), click **Reports** then **Part 1B Report** to display the preliminary *Part 1B Report* screen (Figure 12-8).

Figure 12-8 Preliminary Part 1A Report Screen

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

- **State** - Select a **State** from the drop-down list of states from your user profile or leave the default **Select All**.
- **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** - Select an **OCN** from the drop-down list of OCNs from your user profile or leave the default **Select All**.
- **Type of Request** - The following options are provided: **Select All, Initial, Growth, Reservation, Modification, or ISPP**.

- **Date Range** – Enter a **From** and **To** date in the format of MM/DD/YYYY. This is based on the date that the Part 1B was submitted.

After you have made your selections, click **Continue** to display the *Part 1B Report* (Figure 12-9).

Part 1B Report																				
																		Download	Back	Return to Inbox
State	NPA	NXX	X	Tracking Number	Type of Request	OCN	SPID	LRN	CLASS	LIDB	CNAM	ISYM	WSMS	SOA	Info	Alloc. Code	NPAC Activate	Block Eff.	Reject	
									DPC	DPC	DPC	DPC	DPC	Orig.	Only	Holder	Block Range	Date	Reason	
OR	503	732	6	503-BEAVER CRK-OR-1141360	Block Request - Initial	ABCD	ABCD	1111111111							No	N	N	Y	03/24/2019	
OR	971	335	0	503-CLACKAMAS-OR-1141364	Block Request - Initial	ABCD	ABCD	1111111111							No	N	N	Y	03/17/2019	
OR	971	335	1	503-CLACKAMAS-OR-1141364	Block Request - Initial	ABCD	ABCD	1111111111							No	N	N	Y	03/24/2019	
OR	971	715	3	503-AURORA-OR-1141362	Block Request - Initial	ABCD	ABCD	1111111111							No	N	N	Y	03/24/2019	
OR	971	715	4	503-AURORA-OR-1141363	Block Request - Growth	ABCD	ABCD	1111111111							No	N	N	Y	03/24/2019	

Figure 12-9 Part 1B Report

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.

12.2.5 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 Company 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 12-1), click **Reports** then **Part 3A Report** to display the preliminary *Part 3A Report* screen (Figure 12-10).

Part 3A Report

State *

NPA *

Rate Center *

OCN *

Type of Request *

Date Range
(MM/DD/YYYY)

From *

To *

Figure 12-10 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** - Select a **State** from the drop-down list of states from your user profile or leave the default **Select All**.
- **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** - Select an **OCN** from the drop-down list of OCNs from your user profile or leave the default **Select All**.
- **Type of Request** - The following options are provided: **Select All**, **Initial**, **Growth**, **Reservation**, **Modification**, **Disconnect** or **ISPP**.
- **Date Range** – Enter a **From** and **To** date in the format of MM/DD/YYYY. This is based on the date that 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 12-11).

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 OCN Name	Rate Center	Pooling Status	Switch	Part 3A Effective Date	Part 3A Status	Part 3A Response Date
AZ	480	312	9	480- PHOENIX- AZ- 1179352	ISPP - New	ABCD	TEST USER			PHOENIX	M	XXXXXXXXXXXX	11/28/2019	Approved	10/28/2019
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	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	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 12-11 Part 3A Report

Note: To download the 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.

12.2.6 Part 4/4A Report

The Part 4/4A Report provides a list of Confirmation of Code In Service - Part 4s and 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 12-1), click **Reports** then **Part 4/4A Report** to display the preliminary *Part 4/4A Report* screen (Figure 12-12).

The screenshot shows the 'Part 4/4A Report' screen. It features a dark blue header with the text 'Part 4/4A Report'. Below the header, there are four dropdown menus for 'State *', 'NPA *', 'Rate Center *', and 'OCN *', each with 'Select All' as the default option. Below these is a 'Date Range (MM/DD/YYYY)' section with 'From *' and 'To *' input fields. At the bottom, there are 'Continue' and 'Cancel' buttons.

Figure 12-12 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** - Select a **State** from the drop-down list of states from your user profile or leave the default **Select All**.
- **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** - Select an **OCN** from the drop-down list of OCNs from your user profile or leave the default **Select All**.

- 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 12-13).

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 12-13 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.

12.2.7 Assignments Needing Part 4/4A Report

The Assignments Needing Part 4/4A Report provides a list of thousands-block assignments that require a Confirmation of Thousands-Block In Service - Part 4A and a list of CO 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 1. From the tools frame on the left side (shown in Figure 12-1), click **Reports** then **Assignments Needing Part 4/4A Report** to display the preliminary *Assignments Needing Part 4/4A Report* screen (Figure 12-14).

Assignment Needing Part 4/4A Report

State

NPA

Rate Center

OCN

Date Range
(MM/DD/YYYY)

From *

To *

Figure 12-14 Preliminary Assignments Needing Part 4/4A Report Screen

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

- **State** - Select a **State** from the drop-down list of states from your user profile or leave the default **Select All**.
- **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** - Select an **OCN** from the drop-down list of OCNs from your user profile or leave the default **Select All**.
- **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 12-15).

Assignment Needing Part 4/4A Report										
State	NPA	NXX	X	OCN	Type of Request	Rate Center	Assignment Date	Effective Date	Part 4/4A Due Date	Pending Disconnect
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 12-15 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.

12.2.8 Total Numbering Resources Report

The *Total Numbering Resources Report* provides a list of a service provider’s assigned and retained pooled thousands-blocks and assigned non-pooled CO codes for a given **state**, **NPA**, **rate center** and

OCN. The assigned and retained thousands-block data will be real-time. The assigned non-pooled CO code data will be updated nightly.

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 12-1), click **Reports** then **Total Numbering Resources Report** to display the preliminary *Total Numbering Resources Report* screen (Figure 12-16).

Figure 12-16 Preliminary Total Numbering Resources Report Screen

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

- **State** – Select a **State** from the drop-down list of states.
- **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** – Select an **OCN** from the drop-down list of OCNs, or leave the default **Select All**.

After you have made your selection, click **Continue** to display the *Total Numbering Resources Report*. (Figure 12-17). The total number of resources is shown at the top of the report.

NPA	NXX	X	Rate Center Name	OCN	Quantity
971	335	0	CLACKAMAS	ABCD	1000
971	378	6	CLACKAMAS	ABCD	1000
971	378	7	CLACKAMAS	ABCD	1000
971	385	0	CLACKAMAS	ABCD	1000
971	385	1	CLACKAMAS	ABCD	1000
971	385	2	CLACKAMAS	ABCD	1000
971	385	3	CLACKAMAS	ABCD	1000
971	385	4	CLACKAMAS	ABCD	1000
971	385	5	CLACKAMAS	ABCD	1000
971	385	6	CLACKAMAS	ABCD	1000
971	385	7	CLACKAMAS	ABCD	1000
971	385	8	CLACKAMAS	ABCD	1000
971	385	9	CLACKAMAS	ABCD	1000

Figure 12-17 Total Numbering Resources Report

Note: To download the Total Numbering Resources 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**.

13 Password Changes

13.1 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 13-1) 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 your account will go into a suspended status. During the 30-day suspended period you will still receive emails and work items in your **Work Item Summary** list. In addition, your additional contacts will also continue to receive emails. 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 or work items in your **Work Item Summary** list. Also, your additional contacts will no longer receive emails.

NOTE: Once you are re-enabled, you will be able to view any forms for requests processed while your user was disabled by using the **Search Forms** tool (see **Section 9**)

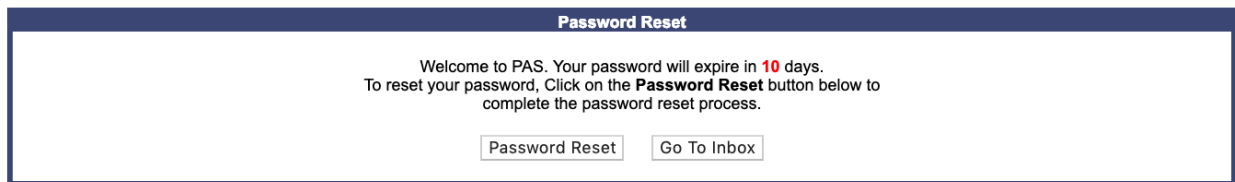


Figure 13-1 PAS Password Expiration Notice

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

13.2 Required Information

None

13.3 Procedure

13.3.1 Reset Password in PAS

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

Step 1. From the tools frame on the left side (shown in Figure 13-2), click **User Profile** then click **Reset Password**. **PAS** will display the **Reset User Password** warning message (Figure 13-3) asking if you wish to continue to reset your password.

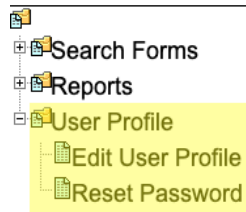


Figure 13-2 Tools Frame – User Profile

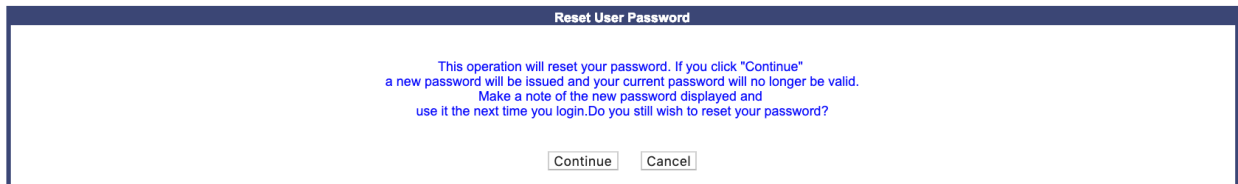


Figure 13-3 Reset User Password Warning Message

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.

13.3.2 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 for a forgotten 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.

Appendix A References

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)*

Appendix B Acronyms

CLASS	Customer Local Area Signaling Services
CLLI™	COMMON LANGUAGE® Location Identifier
CNAM	Calling Name
CO	Central Office
DPC	Destination Point Code
GTT	Global Title Translation
INC	Industry Numbering Committee
ISVM	Inter-Switch Voice Mail
LATA	Local Access and Transport Area
LERG	LERG™ Routing Guide (LERG)
LIDB	Line Information Database
LRN	Location Routing Number
MTE	Months to Exhaust
NPA	Numbering Plan Area
NPAC	Number Portability Administration Center
NPA-NXX	Central Office Code
NPA-NXX-X	Thousands Block
OCN	Operating Company Number
PA	Pooling Administrator
PAS	Pooling Administration System
SP	Service Provider
SPC	Service Provider Consultant
SSN	Subsystem Number
TN	Telephone Number
WSMSC	Wireless Short Message Service Center

Appendix C 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) 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.

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).

LERG™ Routing Guide (LERG)

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.

Location Routing Number (LRN)

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.

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)	<p>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)).</p> <p>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.</p>
Numbering Plan Area (NPA)	<p>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.</p> <p>Geographic NPAs are NPAs which correspond to discrete geographic areas within the NANP area.</p> <p>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.</p>
NPAC (Number Portability Administration Center)	<p>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).</p>

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

Operating Company Number (OCN)	<p>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.</p>
Part 1	<p>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.</p>
Part 1A	<p>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.</p>
Part 1B	<p>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.</p>
Part 3A	<p>Pooling Administrator’s Response/Confirmation form used to approve, suspend or deny an SP’s Part 1 or Part 1A application.</p>
Part 4	<p>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.</p>

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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