

2006 (5/9, 5/11 & 5/23)
Pooling Administration System & Website Refresher
Q&A Document



PAS User Registration & User Profile

1. **Q:** What is the purpose of the “Additional Contacts” field located on the new user registration page?

A: The “Additional Contacts” field is an optional field. It allows PAS users to add up to three additional contacts to their profile so they may receive the following types of emails: Part 3, Part 4 Reminder Notices, Semi-Annual Forecast Reminders, Completed Part 1B and/or Rejected Part 1B. For existing PAS users, the “Additional Contacts” field can be found under “User Profile/Edit User profile”.

2. **Q:** If I changed my name, can I change my PAS login id?

A: Yes you can change your PAS login id by sending an email to poolingsupport@neustar.biz with your existing PAS login id and a request to update your login id to your new name.

3. **Q:** How do I update my user information and my password in PAS?

A: Once you have logged into PAS, go to the toolbar located on the left hand side of the screen and select “User Profile”. From there, you can modify your user profile and change your password at any time. For further information, you can refer to Section 8 “User Profile” of the *PAS User Guide for Service Providers*.

PAS Related Forms

4. **Q:** Can I enter all Xs in the LRN field on the Part 1B form instead of entering a valid LRN?

A: If the thousands-block does not need to be created and/or activated in the NPAC, then you can enter all 0s or all 1s in the LRN field, since this a numeric field.

5. **Q:** Is there a way to bypass the Part 1A and go directly to the Part 1B when submitting a block modification?

A: No, completion of the Part 1A is required for all change requests. You will need to specify the type of change that is being requested in Section 1.5 “Type of Request” on the Part 1A form. For further information, you can refer to Section 5.4.5 “Submit a Request for Modification to a Previously Assigned Block” of the *PAS User Guide for Service Providers*.

6. **Q:** What forms do I have to complete in PAS for an “Application for a full NXX on Behalf of a PA”?

A: You will need to complete an “Application for a full NXX on Behalf of a PA” in PAS and email or fax the CO Code Part 1 to the PA referencing the PAS tracking number. Also, you are submitting an initial request, you will need to email or fax your certification/license and proof of facilities readiness documentation as outlined in sections 4.3.1.1 and 4.3.1.2 of the Thousands Block Number (NPA-NXX-X) Pooling Assignment Guidelines (TBPAG). For further information, you can refer to Section 5.4.2 “Submit a New Request for a Full NXX on Behalf of the Pool Administrator” of the *PAS User Guide for Service Providers*.

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7. **Q:** What is the purpose of the Part 5 form? As a LERG assignee, why do I receive the "Part 5 Approved by NPAC" emails?

A: If a thousands-block is voluntarily returned via a Part 1A or reclaimed by a state commission or the FCC, the PA will complete sections A and B of the Part 5 form and forward it to the NPAC. The NPAC will then complete section C of the Part 5 form and notify the PA, the LERG assignee, and the block holder that the thousands-block has been removed from the NPAC. The LERG assignee is part of this notification process so that they can provide the blank and vacant code announcements for this thousands-block.

8. **Q:** What happens if my Part 4 due date falls on a weekend or a holiday?

A: Regardless of what day your Part 4 due is due, you are still required to file your Part 4 by the Part 4 due date, which is six months from the original Part 3 effective date. PAS is available on weekend and holidays, therefore you may submit your Part 4 at anytime as long as the Part 4 due date has not passed.

PAS Work Items

9. **Q:** Does it matter if I choose to either complete or delete my PAS work items?

A: No, you can either delete or complete your PAS work items. For further information, you can refer to Section 9 "Work Items" of the *PAS User Guide for Service Providers*.

10. **Q:** Can I view my co-worker's PAS work items without logging into PAS as that person?

A: No, the PAS work items are assigned to the PAS user who initiated the request.

PAS Reports

11. **Q:** Why do different PAS users from our company see different results on the PAS reports?

A: This difference could be caused by what states, NPAs and OCNs are in the PAS user's profile or how the report is queried. As long as the same states, NPAs and OCNs are in the different PAS user profiles and the search criteria are the same, the report results should also be the same.

Forecasts

12. **Q:** When is the semi-annual forecast submission deadline?

A: Section 6.0 of the Thousands-Block Pooling Administration Guidelines (TBPAG) directs carriers to "submit their NRUF to the NANPA on a semi-annual basis on or before February 1 for the period ending December 31 and on or before August 1 for the period ending on June 30 of each year. Additionally, under these same semi-annual reporting deadlines, SPs shall submit to the PA the Thousands-Block Forecast Report (Appendix 1)." Section 6.1.1 further advises, "NRUF forecast data needs to be supplemented in areas where thousands-block pooling has been implemented, and all thousands-block number pooling SPs shall provide a Thousands-Block Forecast Report (Appendix 1), on a semi-annual basis, by rate area to the PA in addition to the NRUF."

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State Waivers

13. **Q:** What information do I need to obtain from PAS prior to submitting my request for a state waiver to the state commission?

A: You will need to print the PAS screen that states you did not meet the MTE requirements and the prior screen showing your MTE information, along with any other documentation that is required by the state commission. You can refer to Section 5.5 "State Waiver Option" of the *PAS User Guide for Service Providers*.

Website

14. **Q:** On the www.nationalpooling.com website, under 'Law Enforcement' is the '911/Law IVR Registration' only for law enforcement agencies?

A: The '911/Law IVR Registration' is for law enforcement agencies only. However, service providers can request an IVR PIN. Prior to requesting an IVR PIN, your company must have a User Agreement in place with NeuStar. To request a PIN, send an email to ivr@neustar.biz with the following information in the body of your email request:

- Company Name
- SPID
- Name of Contact Person
- Contact Phone Number
- Email Address
- Fax Number, if available

Miscellaneous

15. **Q:** What is the difference between ordering a NXX from the PA vs. ordering a NXX from NANPA?

A: The main difference between ordering a NXX from the PA vs. ordering a NXX from NANPA is based on the pooling rate center designation. In mandatory rate centers where you are required to pool or optional rate centers where you have chosen to pool, you will need to go to the PA for your numbering needs. In rate centers where the rate center is optional and you have chosen not to pool, or for rate centers excluded from pooling, then you will need to go to the NANPA for your numbering needs.

16. **Q:** What effective date does the PA use when creating/modifying the BCD/BCR record in BIRRDs?

A: The PA uses the Part 3 effective date to create/modify the BCD/BCR record in BIRRDs.