



Pooling Administration System (PAS) User Guide for Service Providers (SPs)

Revision 11.0

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CHANGE HISTORY

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1 Introduction

1.1 Purpose

This document provides instructions to assist Service Providers (SPs) who are using 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 thousands blocks of available telephone numbers (NXX-Xs). A pool is created using blocks donated to the pool by SPs. The process of creating pools in a Numbering Plan Area (NPA) is defined in the *Industry Numbering Committee Thousands Block (NXX-X) Pooling Administration Guidelines* (ATIS-0300066).

The process of assigning pooled resources is governed by a set of industry-defined forms (e.g., Part 1A, Part 1B, Part 3, etc.). PAS creates, stores, executes, and administers these forms by electronic means so that any user can access them via a connection to the World Wide Web.

1.3 Content Summary

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

- Register as a PAS user
- Submit forecasts
- Donate blocks
- Request pool resources
- Confirm blocks are in service
- Search for forms
- Edit the user profile
- View and manage work items
- Request a new password

This document also describes the PAS error messages that SPs may encounter and any known problems.

1.4 Related Documents

The procedures provided in this document are consistent with the *Industry Numbering Committee Thousands Block (NXX-X) Pooling Administration Guidelines* (ATIS-0300066).

1.5 Conventions

This document presents the text that appears on the PAS web pages (e.g., field labels or button text) in **Arial bold**.

1.6 Problem Reporting

To report a problem, contact the Pooling Administration Help Desk at 1-866-638-7665 or submit a trouble ticket. To submit a trouble ticket, go to the <http://www.nationalpooling.com/> website and select the Support link. Additional information can found in the “Help Desk Expert for Customer Service” User Guide located on the <http://www.nationalpooling.com/> website.

2 Registration

2.1 Task Overview

All PAS users must be registered. By registering as a PAS user, you will have access to the web interfaces to request blocks and submit forecast and donation forms.

2.2 Required Information

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

Basic user information (name, title, address, phone number, fax number, e-mail address)

Headquarters' address

Company name and Operating Company Number(s) (OCN(s))

Name and phone number of the company official who can confirm that you require access to PAS

The state(s) in which your company operates

The Numbering Plan Area(s) (NPA(s)) in which your company operates

2.3 Preparations

Users registering as consultants on behalf of a service provider must provide the PA with a signed letter of authorization from the SP authorizing them to submit requests for resources on behalf of the carrier.

2.4 Procedure

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

1. Use your Internet browser to access the NeuStar Number Pooling website:
<http://www.nationalpooling.com/>.

The home page for the Number Pooling website is shown in Figure 2-1.

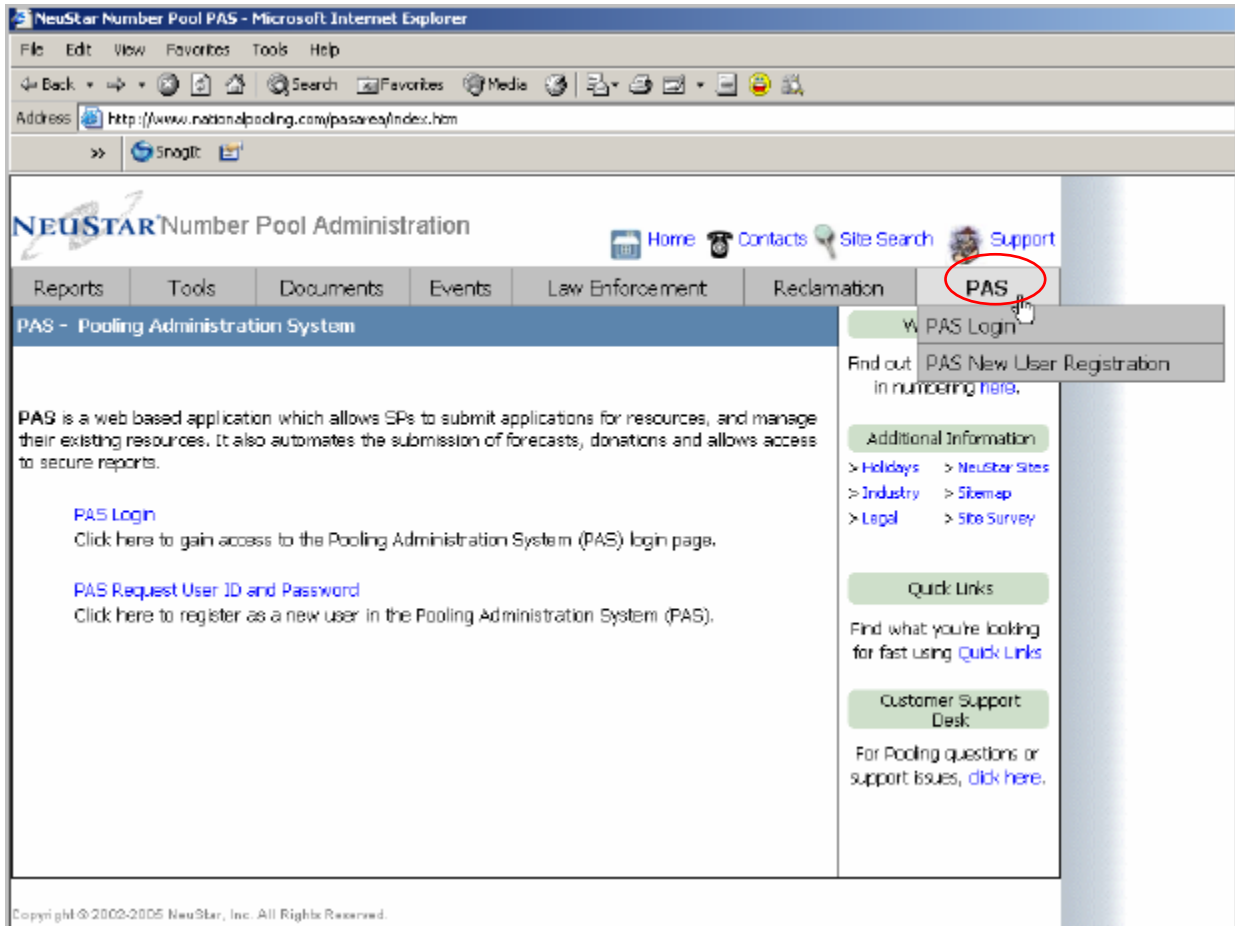


Figure 2-1. NeuStar Number Pooling Website Home Page

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

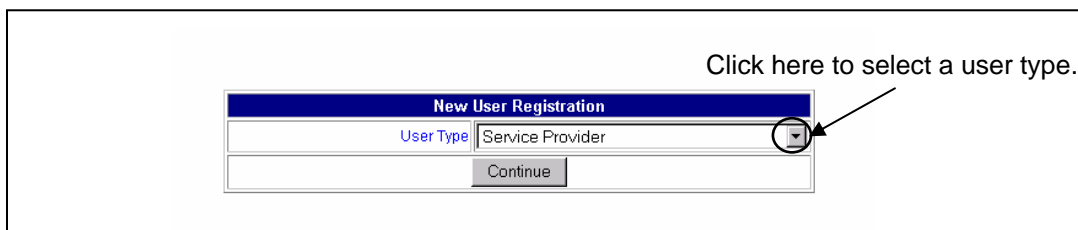


Figure 2-2. New User Registration Page

- Use the **User Type** drop-down list (highlighted in Figure 2-2) to select **Service Provider**.
- Click **Continue** to display the user registration form shown in Figure 2-3.

Pooling Administration System

User Registration - Step 2

User Information :

Name Prefix *	Prefix ▾
Last Name *	<input type="text"/>
Middle Initial	<input type="text"/>
First Name *	<input type="text"/>
Name Suffix	Suffix ▾
Telephone *	<input type="text"/> Ext. <input type="text"/>
Fax	<input type="text"/>
E-mail *	<input type="text"/>
Title *	<input type="text"/>
Company Name *	<input type="text"/>
Company's OCN(s) *	<input type="text"/> <small>(for multiple OCNs, please separate using commas)</small>

Address:

Street *	<input type="text"/>
City *	<input type="text"/>
State *	Select a State ▾
Zip *	<input type="text"/>

Headquarters Address:

Street *	<input type="text"/>
City *	<input type="text"/>
State *	Select a State ▾
Zip *	<input type="text"/>

Company contact to verify authorization:

Name *	<input type="text"/>
Telephone *	<input type="text"/>

Additional Contacts:

#	Contact Emailaddress	Subscription Choices
1	<input type="text"/>	<input type="checkbox"/> Part 3's <input type="checkbox"/> Part 4 Reminders <input type="checkbox"/> Semi Annual Forecast Reminder <input type="checkbox"/> Completed Part 1 B <input type="checkbox"/> Rejected Part 1 B
2	<input type="text"/>	<input type="checkbox"/> Part 3's <input type="checkbox"/> Part 4 Reminders <input type="checkbox"/> Semi Annual Forecast Reminder <input type="checkbox"/> Completed Part 1 B <input type="checkbox"/> Rejected Part 1 B
3	<input type="text"/>	<input type="checkbox"/> Part 3's <input type="checkbox"/> Part 4 Reminders <input type="checkbox"/> Semi Annual Forecast Reminder <input type="checkbox"/> Completed Part 1 B <input type="checkbox"/> Rejected Part 1 B

If you wish to have PAS send emails to persons other than yourself, enter the email address of the person, then select which of the specific emails you wish to have them receive by checking on the various checkboxes to the right of each name.

Select States:

States ALABAMA ALASKA ARIZONA ARKANSAS CALIFORNIA	>>> <<<	State(s) in which the company operates : <input type="text"/>
--	----------------	--

This Box lists all states and U.S. territories.

After clicking to highlight a state/territory name, click the right arrow to move the state/territory to the list on the right.

Figure 2-3. User Registration Form

- In the fields provided, enter the registration information. Information is required for all fields except the middle initial, name suffix, telephone extension, fax fields and additional contact fields.

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

- If you wish to have PAS send emails to persons other than yourself, enter the email address of the person or persons in each of the 3 additional contact fields, then select which of the specific emails you wish to have that person receive by placing a checkmark in each of the appropriate checkboxes to the right of the contact name.
- Click to highlight one of the states/U.S. territories in which your company operates.
- Click the >>>> button to move the state/territory name to the list on the right side of the page.
- Repeat steps 7 and 8 until all states in which your company operates appear in the list on the right side of the page.
- After you have entered the required information, click **Continue** to display the final user registration screen shown in Figure 2-4.

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

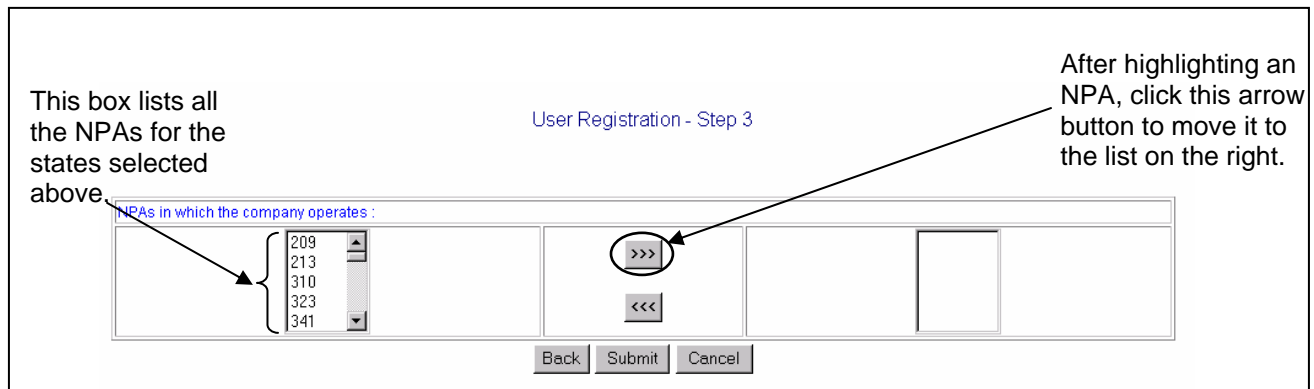


Figure 2-4. Additional User Registration Information

- The field labeled **NPAs in which the company operates** will display all of the NPAs for the states selected in steps 6, 7, and 8. Click to highlight one of the NPAs in which your company operates.
- Click the >>>> button to move the NPA to the list on the right side of the page.
- Repeat steps 11 and 12 until all NPAs in which your company operates appear in the list on the right side of the page.
- Click **Submit** to complete your registration request. The message shown in Figure 2-5 will appear to confirm that your request has been submitted successfully.

Thank you for submitting your request for a PAS user ID and password. A customer service representative will be in touch with you within 24 hours.

Figure 2-5. Registration Request Confirmation

15. Click **OK** to acknowledge the confirmation message.
16. After the PAS Login Administrator has processed your request, you will receive an e-mail stating whether you have been registered as a PAS user. If the registration is approved, the e-mail will contain your PAS username.
17. When you receive the e-mail providing your username, respond to the e-mail to acknowledge receipt. You will then receive a telephone call from the PAS Login Administrator informing you of your PAS password.

2.4.1 Logging in to PAS

Once you have successfully registered as a new user and received your username and password from the PAS Login Administrator, you can log in to PAS.

To login, click the **PAS Login** link from the **PAS** section of the NeuStar Number Pooling home page, the PAS homepage will be displayed. Click **Enter the site**. From the login page (Figure 2-6), enter your username and password then click **Sign in** to access PAS.



Figure 2-6. PAS Login Screen

WARNING: Once you are logged in to the system, if there is a period of inactivity of 20 minutes, PAS will automatically log you out. Five (5) minutes prior to being logged out of the system PAS will provide a pop-up warning message notifying you that your session expires in 5 minutes. (Figure 2-7). 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. PAS will notify you via a timed-out message (Figure 2-8).

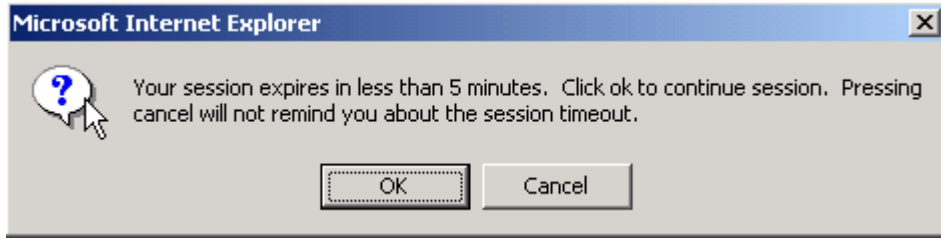


Figure 2-7. PAS Timeout Warning

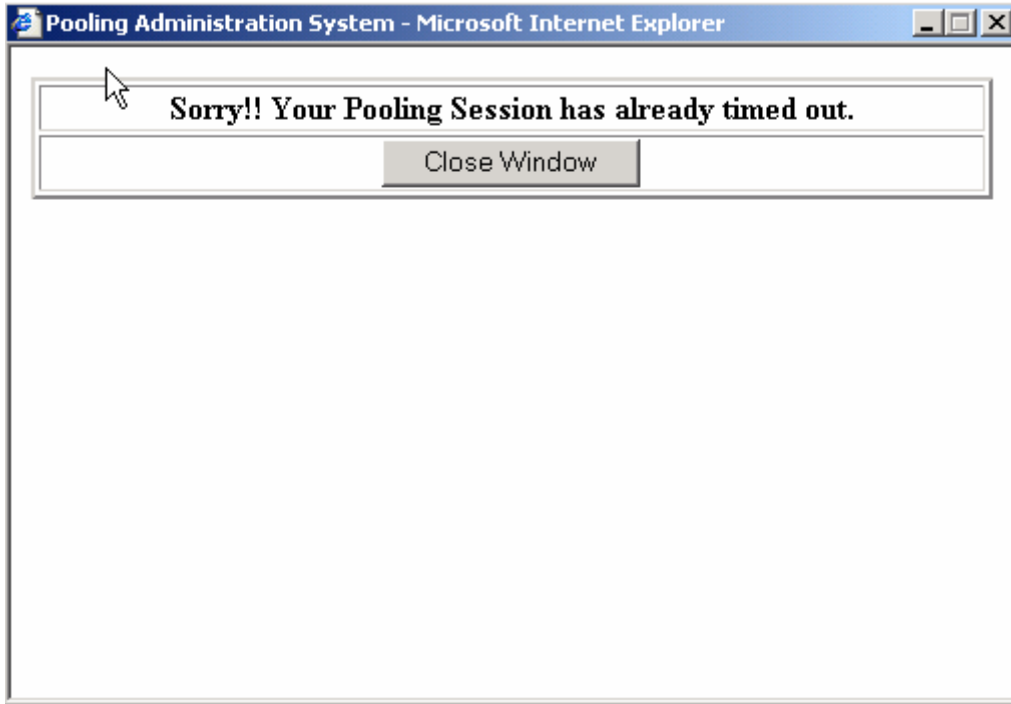


Figure 2-8. PAS Timed-Out Message

3 Forecasts

3.1 Task Overview

The *Industry Numbering Committee (INC) Thousands-Block Number (NXX-X) Pooling Administration Guidelines* specify that SPs will submit forecast reports when pooling is first implemented in a rate center and semi-annually thereafter. PAS allows registered SPs to submit these forecasts using a web-based GUI.

3.2 Required Information

To complete a forecast report, you will need to know how many blocks your company expects to request in each of the next 12 months for each rate center in the NPA for which the forecast is being created.

3.3 Preparations

Before submitting a forecast report, you will need to register as a PAS user and log in.

When you click the **PAS On-line Pooling Forms (Login)** link from the **Forms** section of the NeuStar Number Pooling home page, the PAS homepage will be displayed. Click **Enter the site**. Enter your username and password and click **Log in** to access PAS.

If you have forgotten your password, you can request that your password be reset as described in Section [11.4](#).

3.4 Procedure

3.4.1 Create a Forecast Report

The following procedure describes how to create a forecast report using PAS:

1. From the menu on the left side of the PAS web page (shown in Figure 3-1), click **Submit Forecast** then click **Create/Modify Forecast** to display the preliminary forecast page (Figure 3-2).

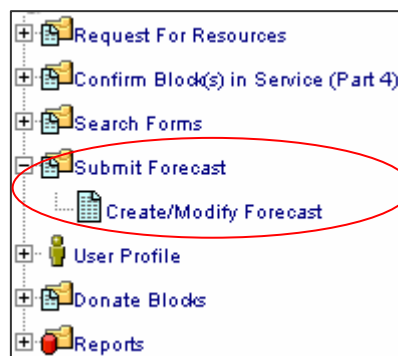


Figure 3-1. PAS Links for Forecasts

Use the drop-down lists to specify the NPA, starting month/year, and OCN.

Figure 3-2. Preliminary Forecast Page

2. The NPA drop-down list in the preliminary forecast page will contain all of the NPAs in your user profile for which the Pooling Administrator has created pools. Select the NPA that the forecast covers.
3. Use the date drop-down lists to select the first month for the forecast and the year.
4. The OCN drop-down list will contain all OCNs in your user profile. Select the OCN for the forecast.
5. Click **Continue** to display the forecast form (Figure 3-3) for the criteria you specified.

This drop-down list will contain all the rate areas in the specified NPA. Select ONE rate area

Use the drop down list to change the default forecast date.

Complete this row with the monthly forecast data for the rate area.

Complete this row if the need for a new NXX is due to a LRN

Directions:
Please provide the forecasted number of thousands blocks in each Rate Area that your company expects to take from the pool each month for the 12 months beginning with the Mandated Implementation Date or coincident with the semi-annual NRUF periods of coverage. Only the total quantity of thousands blocks that are forecasted should be entered. Do not include in the forecast the thousands blocks of full NXXs that are already in your inventory. If full NXX(s) is/are forecasted, please reflect this in thousands blocks, e.g., a full NXX = 10 thousands blocks. If further assistance is required, please contact the PA on 866-638-7665.

Figure 3-3. Forecast Form

6. When the forecast form is displayed, it will show your company's name, the OCN you specified on the preliminary page, and your telephone number, fax number, and e-mail address from your user profile. If any of the user information is incorrect, edit your user profile as described in the section on [User Profile](#).
7. Use the drop-down lists to specify the forecast report date. It will default to the date on which you are preparing the report.
8. The Rate Area drop-down list will contain all of the rate areas in the NPA you specified for which pools have been created. (The NPA will be shown in the adjacent NPA field.) Select one of the rate areas for which you want to submit forecast data.
9. In the fields for each month, enter the number of blocks you expect to need for that month.
10. After you have entered forecast data for all 12 months, click **Populate** to move the data for that rate area into the storage box below.

***NOTE:** If you need to change the forecast data after you have moved the data into the storage box, select the line of data in the storage box. The input fields in the **Rate Area** row will be populated with the data selected. Revise the data as necessary and click **Populate** to move the new data to the storage box.*

11. Repeat steps 8, 9, and 10 for each rate area to be included in the forecast.

***NOTE:** If any of the forecasted demand includes the need for a new NXX due to a LRN, please indicate it in the space provided in the LRN section of the Forecast form (Figure 3-3).*

12. After you have entered all of the forecast data for the specified NPA, click **Submit** to submit your forecast report.

3.4.2 Modify a Forecast

The following procedure describes how to submit a modified forecast report in between scheduled semi-annual forecasts:

1. From the menu on the left side of the PAS web page (shown in Figure 3-1), click **Submit Forecast**, and then click **Create/Modify Forecast** to display the preliminary forecast page (Figure 3-2).
2. Use the drop-down lists on the preliminary forecast page to specify the NPA, starting month/year, and OCN for which you want to modify the forecast data.
3. Click **Continue** to display the forecast form (Figure 3-3).
4. When the forecast form is displayed, it will show your company's name, the OCN you specified on the preliminary page, and your telephone number, fax number, and e-mail address from your user profile. If any of the user information is incorrect, edit your user profile as described in the section titled [User Profile](#).
5. Use the drop-down lists to specify the forecast report date. It will default to the date on which you are preparing the report.
6. The storage box will show the data for each rate area for which you have already submitted a forecast. To modify previously submitted data, select a line of data in the storage box. The input fields in the **Rate Area** row will be populated with the data selected. Revise the data as necessary and click **Populate** to move the new data to the storage box

7. To add forecast data for a rate area not covered in your initial forecast, take the following steps:
 - a. Use the **Rate Area** drop-down list to select the rate area for which you want to submit forecast data.
 - b. In the fields for each month, enter the number of blocks you expect to need for that month.
 - c. After you have entered forecast data for all 12 months, click **Populate** to move the data for that rate area into the storage box below.
8. After you have entered all of the modified forecast data, click **Submit** to submit your forecast.

4 Block Donations

4.1 Task Overview

The *Industry Numbering Committee (INC) Thousands-Block Number (NXX-X) Pooling Administration Guidelines* specify that, when pooling is first implemented in a rate area, SPs will identify all blocks in their inventories from which less than 10 percent of the telephone numbers have been assigned to customers. The SPs will then determine how many of these identified blocks will be required to meet their projected need for the next 6 months. Any surplus blocks will be donated to the pool. PAS allows registered SPs to donate blocks using a web-based GUI. The SP shall notify the appropriate Pooling Administrator via e-mail if they have no blocks to donate.

4.2 Required Information

To submit block donations, you will need the following information:

- Your company's service provider identifier for the Number Portability Administration Center (NPAC SPID)

- The NPA, exchange, and block number (NPA-NXX-X) for each block to be donated

- The rate area for each block to be donated

- Information about whether the blocks to be donated are contaminated, if contaminated the number of TNs unavailable for assignment, whether they are portable, if they have been protected from further assignment and if all IntraSP ports have been completed.

- The OCN, and Switch COMMON LANGUAGE[®] Location Identification (CLLI[™]) for each block to be donated.

- The date on which each block is to be donated.

4.3 Preparations

Before submitting a block donation, you will need to register as a PAS user and log in.

When you click the **PAS On-line Pooling Forms (Login)** link from the **Forms** section of the NeuStar Number Pooling home page, the PAS homepage will be displayed. Click **Enter the site**. Enter your username and password and click **Log in** to access PAS.

If you have forgotten your password, you can request that your password be reset as described in Section [11.4](#).

4.4 Procedure

The block donation procedure is divided into two processes: identifying blocks for donation to the pool and identifying rate areas for which no blocks will be donated.

4.4.1 Identifying Blocks for Donation

The following procedure describes how to submit block donations using PAS:

1. From the menu on the left side of the PAS web page (shown in Figure 4-1), click **Donate Blocks** then **Identify Block Donations** to display the preliminary block donations page (Figure 4-2).

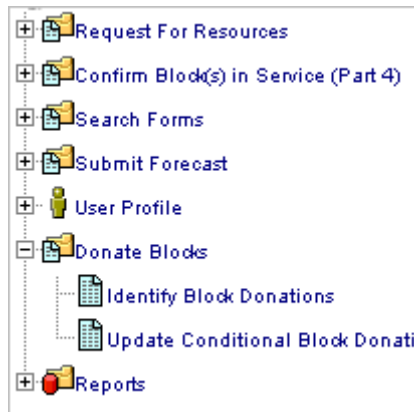


Figure 4-1. PAS Link for Block Donations

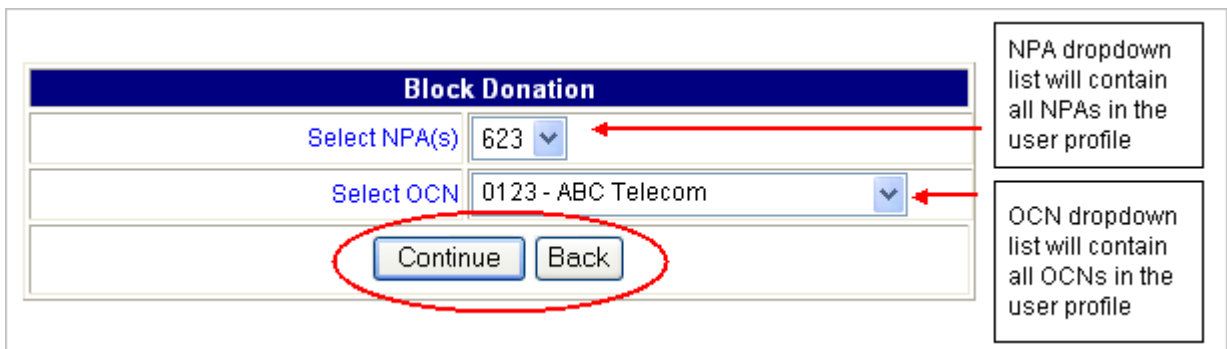


Figure 4-2. Preliminary Block Donations Page

2. Use the **NPA** drop-down list to select the NPA for which you want to donate blocks.
3. Click **Continue** to display the block donations form (Figure 4-3).

Pooling Administration System

test.user@neustar.biz (SP)
Sign Out

Block Donations

Company Name: **ABC TELECOM**
 NPAC SPID*:

Note: If you have multiple blocks to donate, enter the information for the first block in the fields below and then click the "Donate" button to add the data to the donation form. Enter the data for each additional block in the same manner. Click "Submit" ONLY after you finish entering data for all blocks you wish to donate. Click the "Delete" button to delete a block from the form.

NPA	126	Has Block Been Protected from Further Assignment?	<input checked="" type="radio"/> Yes <input type="radio"/> No
NXX *	<input type="text"/>	Is block Portable?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Block (0-9) *	<input type="text"/>	Rate Center of NXX*	Select a Rate Center ▾
Is block contaminated?	<input type="radio"/> Yes <input checked="" type="radio"/> No	OCN of SP	ABCD-ABC TELECOM
If Contaminated, How many TNs are not Available for Assignment?	<input type="text"/>	Switch CLLI *	<input type="text"/>
Have all IntraSP Ports Been completed?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Effective date of block donation	18 ▾ May ▾ 2007 ▾

Comments:

NPAC-NXX-Block(0-9)-Contam?-#TNs not Avail-All Intra SP Ports Completed?-Block Protected from Assignment-Portable-OCN of SP-Switch CLLI-Effective Date-Rate Center of NXX-Comments

Contaminated Y/N = Are any TNs "not available for assignment" out of this block? A TN is "not available for assignment" if it is classified as administrative, aging, assigned, intermediate, or reserved. (Do not donate blocks if contamination level is above 10%)
 If Yes, How Many TNs Not Available for Assignment = All contaminating TNs must be intra-service provider ported before donating a block
 Have All IntraSP Ports Been Completed? (Y/N) = An "N" may only be entered during initial pool implementation if an "N" is not updated to "Y" by the Block Donation Date, the donation will be rejected and a new form must be submitted
 If IntraSP ports in the NPAC are not completed and a donated contaminated block is assigned, there may be service disruptions including double assignments for those contaminated TNs
 Has the Block Been Protected from Further Assignment (Y/N) = When a block is donated, it must be protected, i.e., all available numbers from that block may no longer be used as inventory by the donating SP.
 Code Active and Portable (Y/N) = The following three questions must be answered in the affirmative to mark the block .Y.: 1) Is the code active in the PSTN?; 2) Is the code marked portable in the LERG Routing Guide; and 3) Is the code open in the NPAC?
 Switch CLLI = The donating switch CLLI associated with the NXX in the LERG Routing Guide
 Other Information = Please indicate if there is anything unique to this block, i.e., Restricted Use, Chatline, Mass Calling, etc.

*I hereby certify that the above information is true and accurate to the best of my knowledge and that this donation form has been prepared in accordance with the Thousands-Block (NXX-X) Pooling Administration Guidelines (ATIS-0300066).

Figure 4-3. Block Donations Form

4. Enter the **NPAC SPID** in the field at the top of the form.
5. Specify the **NXX** and **block number** of the first block to be donated.
6. Use the radio buttons to specify whether the **block is contaminated** (i.e., whether any telephone numbers from this block have been assigned to customers, with a maximum allowable contamination rate of 10 percent).
7. If the block is contaminated is "Yes," enter the number of **TNs not available for assignment**.
8. Use the Yes or No radio buttons to specify whether all **IntraSP ports have been completed**. Refer to Section 4.4.2 for details regarding Conditional Block donations made prior to the *Block Donation Identification Date* for rate centers that have been updated due to a Supplemental Implementation Meeting (SIM).
9. Use the Yes or No radio buttons to specify whether the block has been protected from further assignment.

10. Use the radio buttons to specify whether the block is portable.
 11. The **Rate Area** drop-down list will contain all of the pooled rate areas in the specified NPA. Select the rate area in which the block is located.
 12. The **OCN** drop-down list will contain all of the OCNs in your user profile. Select the OCN to which the block is currently assigned.
 - 13.
 14. Enter the switch CLLI* associated with the block.
 15. Use the drop-down lists to specify the donation date. It will default to the date on which you are completing the form.
 16. If needed, add comments in the field provided for the block to be donated.
 17. After you have entered all of the data for the block, click **Populate** to move the block donation data into the storage box below.
- NOTE:** *If you need to change the donation data after you have moved the data into the storage box, select the line of data in the storage box. The data will appear in the data entry fields, where you can modify the data as necessary. After you have changed the data, click **Populate** to move the data back to the storage box. If you want to delete donation data from the storage box, select the line of data and click **Delete**.*
18. Repeat steps 5 through 17 for each block to be donated.
 19. After you have entered data for all blocks to be donated, click **Submit** to submit your block donations.
 20. A successfully submitted donation screen will be provided with a tracking number for future reference (shown in Figure 4-4).

NOTE: *If you discover that you need to change a donation effective date after you have already submitted the form, call the Pool Administrator for your state/NPA. The Pool Administrators are listed on the NeuStar Number Pooling website <http://www.nationalpooling.com/contact/index.htm>*

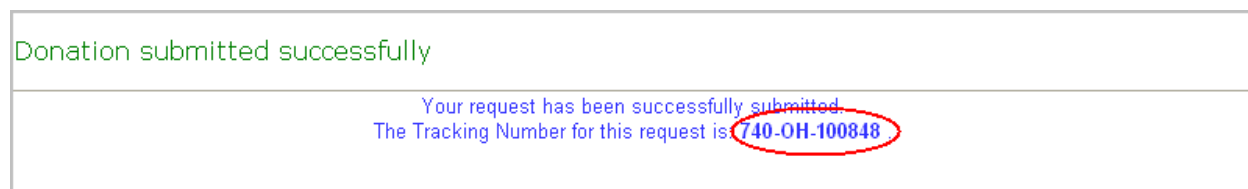


Figure 4-4: Successfully Submitted message

4.4.2 Update Conditional Block Donations

When a Supplemental Implementation Meeting (SIM) has been held to add mandatory rate centers to an existing pool the SP is allowed to conditionally donate blocks for updated rate centers between the Block Donation Identification Date and Block Donation Date. The only reason a block can be conditionally donated is if the block is donated on or before the *Block Donation Identification Date* and the SP has answered 'Have all Intra SP Ports been completed?' as No (because they are still in the process of entering their Intra SP Ports in the NPAC). The conditional donation can be updated to Yes on or before the *Block Donation Date*. Any conditionally accepted block donations that have not been updated by the Block Donation Date will be denied by the PA after the Block Donation Date has passed. For further information,

please refer to sections 7.2.5 and 7.2.7 of the TBPAG. Conditionally accepted donations will show up on the Blocks Available report in black and are not available for assignment.

The following procedure describes how to update conditional block donations using PAS:

1. From the menu on the left side of the PAS web page (shown in Figure 4-1), click **Donate Blocks** then **Update Conditional Block Donations** to display the preliminary block donations page (Figure 4-5).

Pooling Administration System

Joe ABC@ABCtelecom.com (SP) Sign Out

Update Conditional Block Donations

Select an NPA: 623 NPA dropdown list will contain all NPAs in the users profile

and/or

OCN: 0123 - ABC Telecom OCN dropdown list will contain all OCNs in the users profile

and/or

Rate Center: Select a Rate Center Rate center dropdown list will contain all pooled rate centers in the specified NPA

and/or

Enter Tracking Number: A user may choose to enter a tracking number instead of using the search options above

Figure 4-5. Update Conditional Block Donations Page

2. Two options are available for locating the conditional donation to be updated. The first option will use the **NPA** and/or **OCN** and/or **Rate Center** drop-down list to select the NPA, OCN and/or Rate Center for which you want to update conditional donations. The second option allows the user to enter a tracking number for a donation. If the tracking number is used, PAS will take the user directly to the Conditional Block Donation Page as shown in Figure 4-6.
3. Click **Continue** to display the conditional block donations form (Figure 4-6).

Joe ABC@ABCtelecom.com (SP) Sign Out

Tracking Number	Block Numbers#	OCN
623-AZ-100244 <small>Click Here</small>	623-123-0/623-123-1/623-123-2	0123 - ABC Telecom
623-AZ-100246	623- 234-0/623- 234-2/623- 234-5	0123 - ABC Telecom

Figure 4-6. Conditional Block Donations List

4. Click on the tracking number of the conditional donation that you want to update to display the **Update Conditional Block Donations Page** (Figure 4-7).

Pooling Administration System

justine.koch@alltel.com (SP)
Sign Out

Update Conditional Block Donations

Company Name: **SPRINT SPECTRUM LP**

NPAC SPID*:

Note: If you have multiple blocks to update, select the block to be updated by clicking on the block from the list of conditional donations below. PAS will populate current donation information for the block. Change the selection in the field "Have all IntraSP Ports Been completed?" from "No" to "Yes", modify the "Effective Date of Block Donation" as needed, enter comment, if desired, then click the "Update" button. Once all desired blocks have been updated click "Submit" to submit the modifications.

NPA	740	Has Block Been Protected from Further Assignment?	<input type="radio"/> Yes <input type="radio"/> No
NXX	<input type="text" value="000"/>	Is block Portable?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Block (0-9)	<input type="text" value="0"/>	Rate Center of NXX*	<input type="text" value="Select a Rate Center"/>
Is block contaminated?	<input type="radio"/> Yes <input type="radio"/> No	OCN of SP	6664
If Contaminated, How many TNs are not Available for Assignment?	<input type="text"/>	Switch CLLI	<input type="text" value="SWTCHCLLI"/>
Have all IntraSP Ports Been completed?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Effective date of block donation	<input type="text" value="18"/> <input type="text" value="May"/> <input type="text" value="2007"/>

Comments:

NPA-NXX-X-Contam?-#TNs not Avail-All Intra SP Ports Completed?-Block.Protected from Assignment-Portable-OCN of SP-Switch CLLI-Effective Date-Rate Center of NXX-Comments

740~248~2~No~0~No~Yes~Yes~6664~333333333333~26~May~2007~CIRCLEVL~

740~248~3~No~0~No~Yes~Yes~6664~333333333333~26~May~2007~CIRCLEVL~

740~248~9~No~0~No~Yes~Yes~6664~333333333333~26~May~2007~CIRCLEVL~

Contaminated Y/N = Are any TNs "not available for assignment" out of this block? A TN is "not available for assignment" if it is classified as administrative, aging, assigned, intermediate, or reserved. (Do not donate blocks if contamination level is above 10%)

If Yes, How Many TNs Not Available for Assignment = All contaminating TNs must be intra-service provider ported before donating a block

If Contaminated, How Many TNs are Not Available for Assignment = This is a count of all currently used TNs that need to continue to be routed to the donating switch when the block is donated

Have All IntraSP Ports Been Completed? (Y/N) = An "N" may only be entered during initial pool implementation if an "N" is not updated to "Y" by the Block Donation Date, the donation will be rejected and a new form must be submitted

If IntraSP ports in the NPAC are not completed and a donated contaminated block is assigned, there may be service disruptions including double assignments for those contaminated TNs

Has the Block Been Protected from Further Assignment (Y/N) = When a block is donated, it must be protected, i.e., all available numbers from that block may no longer be used as inventory by the donating SP.

Code Active and Portable (Y/N) = The following three questions must be answered in the affirmative to mark the block .Y.: 1) Is the code active in the PSTN?; 2) Is the code marked portable in the LERG Routing Guide; and 3) Is the code open in the NPAC?

Switch CLLI = The donating switch CLLI associated with the NXX in the LERG Routing Guide

Other Information = Please indicate if there is anything unique to this block, i.e., Restricted Use, Chatline, Mass Calling, etc.

"I hereby certify that the above information is true and accurate to the best of my knowledge and that this donation form has been prepared in accordance with the Thousands-Block (NXX-X) Pooling Administration Guidelines (ATIS-0300066)."

Figure 4-7. Conditional Block Donations Page

5. Select the block to be updated from the storage box in the lower portion of the screen (the previous donation information will populate in the fields above).
6. Update the "Have all IntraSP Ports been Completed?" to "Yes".
7. Update the block effective date, if necessary.
8. Enter comments, if necessary.
9. Click **Update** to populate the new data into the storage box.
10. Repeat steps 4 through 9 for each block to be updated.
11. Click **Submit** to submit the updated donation.
12. A successfully submitted donation screen will be provided with a tracking number for future reference (shown in Figure 4-8).

Donation submitted successfully

Your request has been successfully submitted.
The Tracking Number for this request is **740-OH-100788**

Figure 4-8: Successfully Submitted message

5 Requests for Pool Resources

5.1 Task Overview

The *Industry Numbering Committee (INC) Thousands-Block Number (NXX-X) Pooling Administration Guidelines* specify that SPs will request resources from a pool using specific application forms (Part 1A, Part 1B, Months to Exhaust and Utilization Certification Worksheet). PAS allows registered SPs to complete these forms using a web-based GUI.

5.2 Required Information

To submit a request for pool resources, you will need the following information:

- The NPA, Local Access Transport Area (LATA), and rate area of the pool from which you want to request resources

- Switch identification information, city or wire center name, and rate center subzone for the requested block(s)

- The OCN and parent company OCN related to the block request

- Whether any blocks are preferred or undesirable

- The NPAC SPID and the Location Routing Number (LRN)

- Whether the block(s) requested were previously donated by your company

If you will be requesting that NPAC activate the block range, you will need the following additional codes and numbers, if any have been assigned:

- The Customer Local Area Signaling Services Destination Point Code (CLASS DPC)

- The CLASS Subsystem Number (CLASS SSN)

- The Line Information Database Destination Point Code (LIDB DPC)

- The Line Information Database Subsystem Number (LIDB SSN)

- The Calling Name Delivery Destination Point Code (CNAM DPC)

- The Calling Name Delivery Subsystem Number (CNAM SSN)

- The Inter-Switch Voice Mail Destination Point Code (ISVM DPC)

- The Inter-Switch Voice Mail Subsystem Number (ISVM SSN)

- The Wireless Short Message Service Center Destination Point Code (WSMSC DPC)

- The Wireless Short Message Service Center Subsystem Number (WSMSC SSN)

If you will be requesting more than one block or if your company already has resources from the pool in its inventory, you will also need the following information:

- All codes and blocks in your company's inventory for the pool related to your request

- The quantity of available telephone numbers (TNs) in your company's inventory for the pool

- The total quantity of TNs your company has assigned for this pool

- The quantity of TNs your company has assigned for this pool in each of the previous 6 months

- The quantity of TNs your company expects to assign for this pool in each of the next 12 months

5.3 Preparations

Before requesting a block from the pool inventory, you will need to register as a PAS user and log in.

When you click the **PAS On-line Pooling Forms (Login)** link from the **Forms** section of the NeuStar Number Pooling home page, the PAS homepage will be displayed. Click **Enter the site**. Enter your username and password and click **Log in** to access PAS.

If you have forgotten your password, you can request that your password be reset as described in Section [11.4](#).

You will also need to make sure that your company has submitted a current semi-annual forecast (as described in Section 3) and that your company has not requested all of the blocks that were forecasted for the current month. If the forecast is out of date, submit a new forecast before proceeding.

5.4 Procedure

The subsections below provide the procedures for the following types of requests:

- New requests for individual blocks
- New requests for full NXXs (on behalf of the Pool Administrator, to satisfy a customer request, or to establish a Location Routing Number for a switch)
- Requests for modification to previously assigned blocks
- Requests that previously assigned blocks be disconnected
- Requests for block transfer

5.4.1 Submit a New Request for Individual Blocks (Initial & Growth)

The following procedure describes how to request individual blocks from a pool:

1. From the menu on the left side of the PAS web page (shown in Figure 5-1), click **Request Resources (Part 1A/B)** then click **New** to display the preliminary resource request page (Figure 5-2).

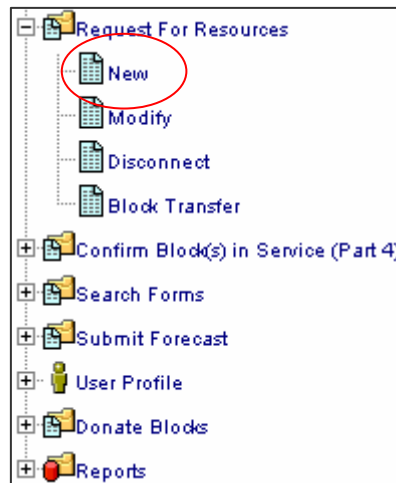


Figure 5-1. PAS Link for New Resource Requests

The screenshot shows a web form titled "Request Resources" with a blue header bar. The form contains the following fields:

- State:** A drop-down menu currently showing "CALIFORNIA".
- NPA:** A drop-down menu currently showing "209". A red box highlights this field, and a red arrow points to it from a text box on the right.
- Rate Center:** A drop-down menu currently showing "Select a Rate Center".
- OCN:** A drop-down menu currently showing "Select an OCN".
- Type of Application:** A drop-down menu currently showing "Application for Individual Blocks".
- Quantity of Blocks Requested:** An empty text input field.

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

This drop-down list will contain all NPAs in your user profile for the specified state.

Figure 5-2. Preliminary Resource Request Page

2. Use the drop-down lists on the preliminary block request page to select the state, NPA, rate center, and OCN in which you are requesting blocks.
3. Set **Type of Application** to **Application for Individual Blocks**.
4. Enter the quantity of blocks requested and click **Continue** to display the Part 1A form (Figure 5-3).
5. When the Part 1A form is displayed, **Section 1.1 Contact Information** will be filled in automatically from data in the PAS database. If any of the block applicant information is incorrect, edit your user profile as described in the section titled [User Profile](#).
6. Enter the information for **Section 1.2 General Information**, in the fields provided.
7. Use the drop-down lists in **Section 1.3 Dates**, to specify the requested effective date for the blocks. The default date will be 31 calendar days after the current date. The option to select a separate effective date for each block requested is made available to the user on the primary Part 1B screen. (Refer to Step 29.)

***NOTE:** The **Date of Application** will automatically be set to the current date.*
8. Use the radio buttons in Section 1.3 to specify whether you want your request to be expedited. If you select **Yes**, you will be able to modify the requested effective date as follows:
 - a. To a date as early as 16 calendar days after the current date if the requested block was previously donated by your company from the same switch
 - b. To a date as early as 8 business days plus 7 calendar days after the current date in all other cases
9. Use the drop-down lists in Section 1.4 of the Part 1A form to select your company's service provider type and the primary type of service the blocks will be used for.

Pooling Administration System

Sign Out

Part 1A

Type of Application : New

1.1 Contact Information : Note: if any of the contact info is incorrect, edit your user profile

Block Applicant :

Company Name: **Test Company**
 Headquarters Address: **1111 Concord Blvd**
 City: **Concord**
 State: **CA**
 Zip: **91111**

Contact Name: **Ms Test User**
 Contact Address: **1111 Concord Blvd**
 City: **Concord** State: **CA**
 Zip: **91111**
 Telephone: **(925) 923 - 1233** Fax: **(925) 923 - 1234**
 E-mail: **test.user@neustar.biz**

Pooling Administrator :

Contact Name: **Mrs Julie Kline**
 Contact Address: **1800 Sutter St. Ste. 780** State: **CA**
 City: **Concord**
 Zip: **94520**
 Telephone: **(925) 363-7653** Fax: **(925) 363-7656**
 E-mail: **jan.connally@neustar.biz**

1.2 General Information

LRN Needed **No**
 NPA: **672** LATA:
 OCN **1234 - Test Company**
 Parent Company OCN:
 Number of Thousands-Blocks Requested: **1**
 Switch Identification (Switching Identity/PO) City or Wire Center Name:
 Rate Center: **AMBROSE** Rate Center Sub Zone:

1.3 Dates

Date of Application **Thursday, March 8, 2007**
 Requested Block Effective Date **8 Apr 2007**
 Request Expedited Treatment Yes No

1.4 Type of Service Provider Requesting the Thousands-Block

a) Type of Service Provider:
 b) Primary type of service blocks to be used for:

c) Thousands-Block(s) (NPA-NXX) assignment preference Click here to see the available blocks in the pool.	<input type="text"/>	<input type="text" value="XXX"/>	<input type="text"/>	<input type="button" value="Delete"/>
d) Thousands-Block(s) (NPA-NXX) that are undesirable for this assignment, if any	<input type="text"/>	<input type="text" value="XXX"/>	<input type="text"/>	<input type="button" value="Delete"/>

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

Initial block for rate center Yes
 Growth block for rate center Yes
 Change block **N.A.**
 Disconnect block **N.A.**

Remarks:

I hereby certify that the above information requesting an NXX block is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Thousands-Block (2007) Pooling Administration Guidelines (ATIS-030006)

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

Section 1.1 Contact information requires that Service Providers 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 contact phone, fax, and e-mail address. The Pooling Administrator section also requires the Service Provider to fill in the Pooling Administrator's name, address, phone, fax and e-mail.

Section 1.2 Service Providers who need a thousands-block assignment or for a Location Routing Number (LRN) are required to fill in this section. If needed for an LRN, a CO Code Application needs to also be submitted to the PA. The Service Provider 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 Telcordia™ LERO™ Routing Guide. The Operating Company Number (OCN) assigned to the service provider and the OCN its parent company. An OCN is a four-character alphanumeric assigned by Telcordia™ Routing Administration (TRA). In addition, the number of thousands-blocks requested should be supplied. The Switch Identification as well as the city or wire center name, rate center, rate center sub zone, homing tandem and CLL™ tandem of the facilities based provider™. Explanations of these terms may be found in the footnotes.

Section 1.3 The date the Service Provider 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 should indicate their type, e.g., local exchange carrier, competitive local exchange carrier, interexchange carrier, CMRS. They also indicate the primary type of business in which the numbering resource is to be used. Service Providers also may indicate their preference for a particular thousands-block, e.g., 321-9000, or indicate any thousands-blocks that may be undesirable, e.g., 321-9000.

Section 1.5 Service Providers indicate the type of request. Initial requests are for first applications for thousands-blocks in a rate center, growth 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.

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

Foot Notes:

¹ Identify type of and reason for change(s) in Section 1.5.

² The Pool Administrator is available to assist in completing these forms.

³ A CO Code application will also need to be submitted to the PA.

⁴ Operating Company Number (OCN) assignments must uniquely identify the applicant. Relative to CO Code 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) (732-698-8700).

⁵ This is an eleven-character descriptor of the switch provided by the owning entity for the purpose of routing calls. This is the 11 character CLL™ code of the switch/POI.

⁶ Rate Center name must be a tariffed Rate Center.

⁷ Acknowledgment and indication of disposition of this application will 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.

⁸ Please ensure that the NPA-NXX of the LRN to be associated with this block(s) is/will be active in the network prior to the effective date of the block(s).

⁹ Telcordia, LERO Routing Guide, and CLL are trademarks of Telcordia Technologies, Inc.

The information in this section will be populated by PAS

Click on this link to display a list of available blocks

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.

Figure 5-3. Part 1 A Form

10. Specify any block preference (optional):

- a. Click the link next to the **Thousands-Block(s) (NXX-X) assignment preference** field to view the report showing what blocks are available for assignment.
- b. Enter a preferred block number (NPA-NXX-X) in the assignment preference field. Entering **NPA-NXX-*** indicates that you prefer a specific NPA/NXX, but do not have a block preference.
- c. Click the >>>> button to move your block preference to the storage box on the right.
- d. Repeat steps b and c until you have specified all preferred blocks.

***NOTE:** Delete blocks from the storage box by selecting the block and clicking **Delete**.*

11. Specify any blocks that are undesirable (optional):

- a. Enter an undesirable block number (NXX-X) in the field labeled **Thousands-Block(s) (NPA-NXX-X) that are undesirable for this assignment, if any**. Entering **NPA-NXX-*** indicates that you prefer not to be assigned any block from the specified NPA/NXX.
- b. Click the >>>> button to move the undesirable block to the storage box on the right.
- c. Repeat steps a and b until you have specified all undesirable blocks.

***NOTE:** Delete blocks from the storage box by selecting the block and clicking **Delete**.*

12. In **Section 1.5 Type of Request**, specify whether this is the first block your company has requested from this pool (**Initial**) or whether your company already has a block from this pool in its inventory (**Growth**).

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

14. After you have entered information in all of the Part 1A form fields, click **Continue**.

If you are requesting more than one block or have specified the request type as **Growth**, the Months to Exhaust and Utilization Worksheet – TN Level (Figure 5-4) will be displayed and you will proceed with step 14. If you are requesting a single block and have specified the request type as **Initial**, the preliminary Part 1B form (Figure 5-5) will be displayed and you should skip to step 29.

Months to Exhaust and Utilization Certification Worksheet - TN Level

Date **Wednesday, February 19, 2003**
 OCN **9104**
 Company Name **Joe's Telecom**
 Rate Center **WOLCOTT**

List all Codes NPA(s)-NXXs and Blocks NPA(s)-NXX-X(s)

Name of Block Applicant **Mr Joseph Rano**
 Title **user**
 Telephone Number **(925) 363-8747**
 Fax Number **(509) 271-5569**
 E-Mail **joseph.rano@neustar.biz**

A. Available Numbers *

B. Assigned Numbers *

C. Total Numbering Resources *

D. Quantity of numbers activated in the past 90 days and excluded from the Utilization calculation *

List excluded Code(s) or Block(s)

E. Growth History - Previous 6 months^{2*}

Month 1	<input type="text"/>	Month 2	<input type="text"/>
Month 3	<input type="text"/>	Month 4	<input type="text"/>
Month 5	<input type="text"/>	Month 6	<input type="text"/>

F. Forecast - Next 12 months^{3*}

Month 1	<input type="text"/>	Month 2	<input type="text"/>
Month 3	<input type="text"/>	Month 4	<input type="text"/>
Month 5	<input type="text"/>	Month 6	<input type="text"/>
Month 7	<input type="text"/>	Month 8	<input type="text"/>
Month 9	<input type="text"/>	Month 10	<input type="text"/>
Month 11	<input type="text"/>	Month 12	<input type="text"/>

G. Average Monthly Forecast (Sum of months # 1-6 (Part F above) divided by 6)

H. Months to Exhaust⁴ (Numbers Available for Assignment to customers (A) / Average Monthly Forecast (G))

Explanation

1. A copy of this worksheet is required to be submitted to the Pooling Administrator when requesting additional numbering resources in a rate center. For auditing purposes, the applicant must retain a copy of this document.
2. Net change in TNs 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.
3. Forecast of TNs needed in each following month, starting with the most recent month as Month #1.
4. To be assigned an additional thousands-block (NXX-X) for growth, "Months to Exhaust" must be less than or equal to 6 months. (FCC 00-104, § 52.15 (g)(3)(iii)).
5. Newly acquired numbers may be excluded from the Utilization calculation (FCC 00104, section 52.15 (g)(3)(ii))

Figure 5-4. Months to Exhaust and Utilization Worksheet – TN Level

15. The Months to Exhaust and Utilization worksheet that is displayed will contain some information that is carried over from the Part 1A. If you notice that any of the information is incorrect, use your browser's back button and correct the information on the Part 1A.
16. If this is an initial request, items A through E will be automatically set to zero because you have never been assigned numbers from the pool. You are required to complete this form only because you have requested more than one block. Skip to step 24 and enter the forecast data. If this is a growth request, continue with step 17.
17. List all codes (NXXs) and blocks (NXX-Xs (Thousands blocks)) that are assigned to your company for the pool from which you are requesting block(s) in the space provided.
18. In the field for item **A. Available Numbers**, enter the quantity of telephone numbers that are available in your company's inventory for this pool.
19. In the field for item **B. Assigned Numbers**, enter the quantity of telephone numbers in this pool that your company has assigned to customers.
20. In the field for item **C. Total Numbering Resources**, enter the total quantity of telephone numbers assigned to your company for this pool.
21. In the field for item **D. Quantity of Numbers Activated in the Past 90 Days and Excluded from Utilization Calculation**, enter the quantity of telephone numbers that will be excluded from the utilization calculation because they are in codes/blocks activated in the past 90 days.
22. Enter all excluded code(s) or block(s) in the space provided.
23. In the fields for item **E. Growth History**, enter the quantity of telephone numbers assigned to customers for each of the 6 previous months, with **Month 6** being the current month.
24. In the fields for item **F. Forecast**, enter the quantity of telephone numbers your company expects to assign to customers in each of the next 12 months, with **Month 1** being the current month.
25. Click **Show Calculations** to display the average monthly forecast (item G), months to exhaust (item H), and utilization percentage (item I) for the data you entered. A separate calculation will be displayed for each block requested.
NOTE: If the calculated month to exhaust value (item H) is greater than 6 and/or the calculated utilization percentage (item I) requirements are not met, you will not receive all of the blocks requested. If you believe you have made an error in your input, you may revise the input and recalculate before proceeding. If you wish to provide any comments about this form, type them in the text box labeled **Explanation**.
26. When you have finished entering the months to exhaust and utilization information, click **Submit**.
27. If the information you provided indicates that you will not exhaust the blocks you are requesting within 6 months and/or you do not meet the mandated utilization, PAS will present you with the following options:
 - a. Return to the Months to Exhaust Form
 - b. Start over with a fresh Part 1A

- c. State Waiver Option. **The State Waiver Option should only be selected if you have already received WRITTEN APPROVAL from the appropriate state commission.** Please see Section 5.5 before proceeding with this option.
28. If the information you provided supports the number of blocks you are requesting, the preliminary Part 1B page (Figure 5-5) will be displayed and you will proceed with step 29.

Figure 5-5. Preliminary Information for Part 1B Form

29. PAS will pre-populate the **Block Effective Date** for each block from Section 1.3 of the Part 1A. The user, however, has the option to enter a separate Block Effective Date for each block requested as indicated in the red footnote in the lower left of the screen.
30. Use the radio buttons to specify whether NPAC will activate the first block requested. NPAC or the SP will need to activate the block unless the requested block was donated to the pool by the requesting SP and will be used on the same switch. If this is for informational purposes only, check the **For Information Only** box.

The NPAC **will** create a block in the NPAC under the following circumstances (per Section 8.3.6 of the TBPAG):

- If the NPAC Activate Block Range field on the Part 1B is marked as “YES”, the NPAC will both **create and activate** the block range.
- If the NPAC Activate Block Range field on the Part 1B is marked as “NO”, the NPAC will create the block range but it will be the responsibility of the SP to activate the block range.

The NPAC **will NOT** create the block in NPAC under one or both of the following circumstances:

- If the “*For Information Only*” field is checked in combination with the NPAC Activate Block Range field on the Part 1B.
- If the block is being allocated back to the LERG Assignee on the donating switch (per the PA portion of Section A of the Part 1B).

31. Click **Continue** to display **Section A** of the Part 1B form (Figure 5-6).

Part 1B (Continued)	
Activation Request	
Section A (If request is for Activation, the thousand-block applicant is to provide all data except Block Range, Block Effective Date and LERG Assignee/ donating switch information; the PA will fill in those three fields. For a Modification request, the requestor is to provide all information.)	
Pooling Administrator :	
Name Ms Dara Sodano	
Address 1800 Sutter St. Ste. 780	
City Concord	State CA
Zip 94520	Phone (925) 363-7653
E-mail dara.sodano@neustar.biz	Fax (925) 363-7686
Block Applicant :	
Company Name Joe's Telecom	
Contact Name Joseph Rano	
Address 1800 Sutter St. Ste. 780	
City Concord	State CA
Zip 94520	Phone (925) 363-8747
E-mail joseph.rano@neustar.biz	Fax (509) 271-5569
Service Provider NPAC SOA SPID *	<input type="text"/>
LRN *	<input type="text"/>
Remarks	<div style="border: 1px solid black; height: 40px; width: 100%;"></div>
Block (1K) Range Block Effective Date Is Block being allocated back to LERG Assignee on donating switch? NPAC Activate Block Range Yes	

Figure 5-6. Part 1B Form, Section A

32. Enter the NPAC SPID and LRN in the fields provided.
33. If you selected **Yes** in step 29, click **Submit** to display **Section B** of the Part 1B form (Figure 5-7).
34. If you selected **No** in step 29, click **Submit** to submit the Part 1B form and skip to step 37.

Part 1B (Continued)	
Section B	
Class DPC	_____
Class SSN	_____
LIDB DPC	_____
LIDB SSN	_____
CNAM DPC	_____
CNAM SSN	_____
ISVM DPC	_____
ISVM SSN	_____
WSMSC DPC	_____
WSMSC SSN	_____
SOA Origination	_____

Figure 5-7. Part 1B Form, Section B

35. Enter the applicable information in Section B for the first block requested:
- a. **CLASS DPC**—The Customer Local Area Signaling Services Destination Point Code for 10-digit Global Title Translation (GTT) for CLASS features for the block. The CLASS DPC must be three sets of numbers where the value for each set ranges from 0 to 255.
 - b. **CLASS SSN**—The Customer Local Area Signaling Services Subsystem Number for the block. The CLASS SSN must be 000.
 - c. **LIDB DPC**—The Line Information Database Destination Point Code for 10-digit GTT for LIDB features for the block. The LIDB DPC must be three sets of numbers where the value for each set ranges from 0 to 255.
 - d. **LIDB SSN**—The Line Information Database Subsystem Number for the block. The LIDB SSN must be 000.
 - e. **CNAM DPC**—The Calling Name Delivery Destination Point Code for 10-digit GTT for CNAM features for the block. The CNAM DPC must be three sets of numbers where the value for each set ranges from 0 to 255.
 - f. **CNAM SSN**—The Calling Name Delivery Subsystem Number for the block. The CNAM SSN must be a 000.
 - g. **ISVM DPC**—The Inter-Switch Voice Mail Destination Point Code for 10-digit GTT for ISVM features for the block. The ISVM DPC must be three sets of numbers where the value for each set ranges from 0 to 255.
 - h. **ISVM SSN**—The Inter-Switch Voice Mail Subsystem Number for the block. The ISVM SSN must be 000.
 - i. **WSMSC DPC**—The Wireless Short Message Service Center Destination Point Code for 10-digit GTT for WSMSC features for the block. The WSMSC DPC must be three sets of numbers where the value for each set ranges from 0 to 255.
 - j. **WSMSC SSN**—The Wireless Short Message Service Center Subsystem Number for the block. This field is only required if the SP supports WSMSC data. The WSMSC SSN must be 000.

36. After entering all of the data for **Section B**, click **Submit**.
37. If you have requested only one block, a confirmation message will be displayed (Figure 5-8). Note the tracking number for future inquiries about the request.

Your request has been successfully submitted.
The Tracking Number for this request is: **209-BIG CREEK-CA-100074** .

Figure 5-8. Request Confirmation Message

NOTE: If you specified the request type as **Initial** in step 12, remember to submit the following documentation to the Pool Administrator for your state/NPA: evidence of license or certification to provide service in the area and evidence of facilities readiness within 60 days of the block activation date.

38. If you have requested more than one block, another series of Part 1B forms will be displayed. The additional Part 1B forms will be pre-populated with the information that was input on the 1st Part 1B. Although the additional Part 1Bs are pre-populated, you may make any necessary modifications. When you have completed Part 1B forms for all blocks requested, the confirmation message shown in Figure 5-8 will be displayed.

When your request has been processed, you will receive a Part 3 notification in your Work Item list (see Section 9). This may take up to 7 calendar days.

If you made an error on your original Part 1B and wish to make a correction:

- You may send an email instructing the PA to withdraw the request if it has not been processed by the PA, then submit a new request with the corrected Part 1B.

If the request has been processed and an assignment has been made, you will need to submit a modification request with the corrected information in the Part 1B. **NOTE:** Such a modification may change the original requested effective date in NPAC.

5.4.2 Submit a New Request for a Full NXX on Behalf of the Pool Administrator

There must be enough blocks available in each pool to meet the forecasted demand for the following 6 months. The only source of new codes (NXXs) is Code Administration. Pool Administrators cannot apply for a full NXX, but must select an SP to perform this function. The SP selected is known as the LERG Assignee. The rules by which a PA selects this LERG Assignee are spelled out in Section 8.4.4 of the INC Pooling Guidelines.

The following procedure describes how to request a full NXX on behalf of the Pool Administrator:

1. From the menu on the left side of the PAS web page (shown in Figure 5-9), click **Request for Resources** then click **New** to display the preliminary resource request page (Figure 5-10).

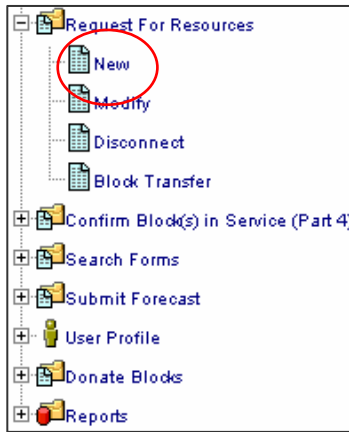


Figure 5-9. PAS Link for New Resource Requests

 A screenshot of a web form titled "Request Resources". The form contains several drop-down menus: "State" (set to CONNECTICUT), "NPA" (set to 203), "Rate Center" (set to Select a Rate Center), and "OCN" (set to Select an OCN). There is also a "Type of Application" drop-down menu set to "Application for a full NXX on Behalf of a PA". At the bottom of the form are "Continue" and "Cancel" buttons. Below the form is a "NOTE:" section with text: "If you are selecting a Rate Center that is moving to a new NPA due to a split, PAS will automatically migrate the request to the new NPA once the mandatory dialing date occurs."

Figure 5-10. Preliminary Resource Request Page

2. Use the drop-down lists on the preliminary resource request page to select the state, NPA, rate center, and OCN in which you are requesting the NXX.
3. Set the **Type of Application** to **Application for a full NXX on Behalf of a PA**.
4. Click **Continue** to display the **Request Full NXX On Behalf Of PA** page (Figure 5-11).

 A screenshot of a web form titled "Request Full NXX On Behalf Of PA". The form contains several questions with radio buttons for "Yes" and "No":

- "Do you already have a block/code in this rate center?" (Radio buttons: Yes, No - No is selected)
- "Which block(s) will be retained?" (Checkboxes: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9 - 0, 1, 2 are checked)
- "Will all blocks be activated on the same switch?" (Radio buttons: Yes, No - Yes is selected)
- "Will there be multiple block effective dates requested?" (Radio buttons: Yes, No - No is selected)

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

Figure 5-11. Information to Support a Full NXX Request on Behalf of the PA

5. Use the Yes/No radio buttons to specify whether your company already has a block or code from this rate center in its inventory.
6. Use the check boxes labeled 0 through 9 to specify which block(s) will be retained. Check one box for each block to be retained.
7. If more than one block is being retained, use the Yes/No radio buttons to specify whether all blocks will be activated on the same switch.
8. PAS provides the option to request a separate block effective date for each block that is being retained. Use the Yes/No radio buttons to specify whether there will be multiple block effective dates requested.
9. Click **Continue**.
 - a. If you answered that you do not currently hold a block in the pool (step 5) and indicated that you will be keeping only one block (step 6), the confirmation message shown in Figure 5-8 will be displayed. Note the tracking number for future inquiries about the request and skip to step 22.
 - b. If you answered that you already hold a block in the pool (step 5) or indicated that you will be keeping more than one block (step 6), the Months to Exhaust and Utilization Worksheet – TN Level (Figure 5-4) will be displayed. Proceed with step 9.
10. Complete the Months to Exhaust worksheet as described in Section 5.4.1, steps 14 through 24.
11. When you have finished entering the months to exhaust and utilization information, click **Submit**.
12. If the information you provided indicates that you will not exhaust the blocks you are requesting within 6 months and/or you do not meet the mandated utilization, PAS will present you with the following options:
 - a. Return to the Months to Exhaust Form
 - b. Start over with a fresh Part 1A
 - c. State Waiver Option. **The State Waiver Option should only be selected if you have already received WRITTEN APPROVAL from the appropriate state commission.** Please see Section 5.5 before proceeding with this option.
13. If all blocks retained will be activated on the same switch (step 7), and only one effective date will be requested (step 8), the confirmation message shown in Figure 5-8 will be displayed. Note the tracking number for future inquiries about the request and skip to step 22. If all blocks retained will not be activated on the same switch, or multiple effective dates will be requested, the preliminary Part 1B screen (Figure 5-5) will be displayed.
14. Enter the requested Block Effective Date if it is different than the date that is pre-populated.
15. Use the Yes/No radio buttons to indicate if the block will be activated in NPAC. Click **Continue**. **Section A** of the Part 1B form (Figure 5-6) will be displayed.
16. Enter the NPAC SPID and LRN in the fields provided.

17. Click **Continue** to display **Section B** of the Part 1B form (Figure 5-7).
18. Complete the fields in **Section B** as described in Section 5.4.1, step 35.
19. After entering all of the data for Part 1B, click **Submit**.
20. If you have requested more than one block, another series of Part 1B screens will be displayed. The additional Part 1B forms will be pre-populated with the information that was input on the 1st Part 1B. Although the additional Part 1Bs are pre-populated, you may make any necessary modifications
21. When you have completed Part 1B forms for all blocks retained, click **Submit**. The confirmation message shown in Figure 5-8 will be displayed. Note the tracking number for future inquiries about the request.

NOTE: *If you indicated that you do not currently hold a block in the pool (step 5), remember to submit the following documentation to the Pool Administrator for your NPA: evidence of license or certification to provide service in the area and evidence of facilities readiness within 60 days of the block activation date.*

22. Complete the “Central Office Code (NXX) Assignment Request – Part 1” form (attached as Appendix A) and fax the form to the Pool Administrator for your NPA.

NOTE: *The Pool Administrators are listed on the NeuStar Number Pooling website: <http://www.nationalpooling.com/contact/index.htm>*

The Pool Administrator will fax the “Central Office Code (NXX) Assignment Request – Part 1” form to Code Administration. When the Pool Administrator receives the new code from Code Administration, the Pool Administrator will process your request, and you will receive a Part 3 notification in your Work Item list (see Section 9) for each block retained.

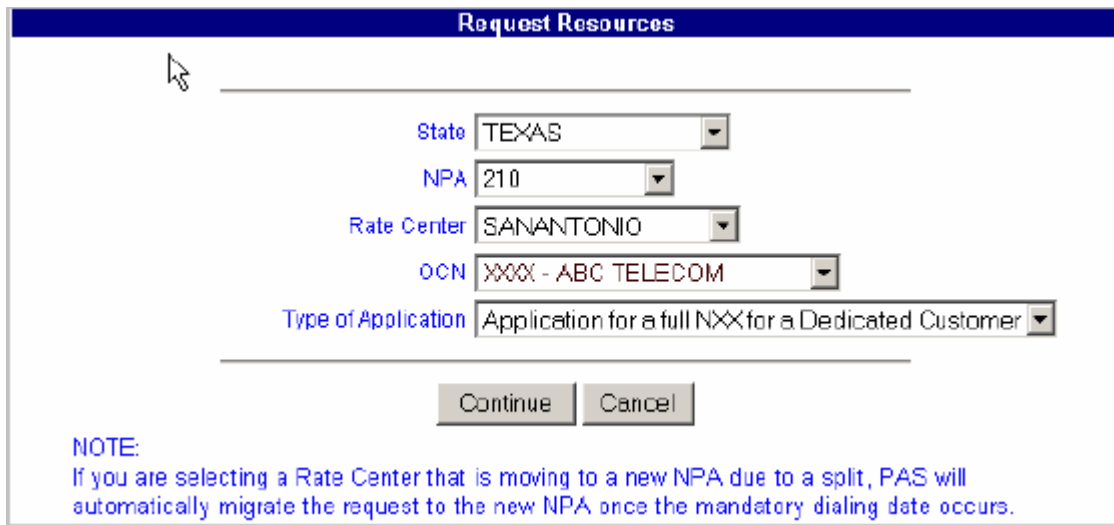
5.4.3 Submit a New Request for a Full NXX for a Dedicated Customer

Occasionally you may need to request a full NXX to satisfy the need of a customer that requires 10 blocks of numbers and would like them all from the same NXX. The following procedure describes how to request a full NXX for a dedicated customer:

1. From the menu on the left side of the PAS web page (shown in Figure 5-12), click **Request Resources (Part 1A/B)** then click **New** to display the preliminary resource request page (Figure 5-13).



Figure 5-12. PAS Link for New Resource Requests



Request Resources

State: TEXAS

NPA: 210

Rate Center: SANANTONIO

OCN: XXX - ABC TELECOM

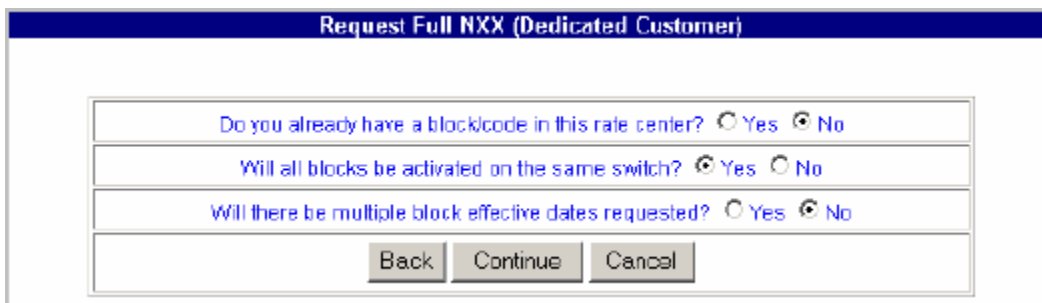
Type of Application: Application for a full NXX for a Dedicated Customer

Continue Cancel

NOTE:
If you are selecting a Rate Center that is moving to a new NPA due to a split, PAS will automatically migrate the request to the new NPA once the mandatory dialing date occurs.

Figure 5-13. Preliminary Resource Request Page

2. Use the drop-down lists on the preliminary resource request page to select the state, NPA, and rate center in which you are requesting the NXX.
3. Set the **Type of Application** to **Application for a full NXX for a Dedicated Customer**.
4. Click **Continue** to display the **Request Full NXX (Dedicated Customer)** page (Figure 5-14).



Request Full NXX (Dedicated Customer)

Do you already have a blockcode in this rate center? Yes No

Will all blocks be activated on the same switch? Yes No

Will there be multiple block effective dates requested? Yes No

Back Continue Cancel

Figure 5-14. Information to Support a Full NXX Request for a Dedicated Customer

5. Use the Yes/No radio buttons to specify whether your company already has a block or code from this pool in its inventory.
6. Use the Yes/No radio buttons to specify whether all blocks will be activated on the same switch.
7. PAS provides the option to request a separate block effective date for each block. Use the Yes/No radio buttons to specify whether there will be multiple block effective dates requested.
8. Click **Continue** to display the Months to Exhaust and Utilization Worksheet – TN Level (Figure 5-4).
9. Complete the Months to Exhaust worksheet as described in Section 5.4.1, steps 14 through 24.
10. When you have finished entering the months to exhaust and utilization information, click **Submit**.

11. If the information you provided indicates that you will not exhaust the blocks you are requesting within 6 months and/or you do not meet the mandated utilization threshold, PAS will present you with the following options:
 - a. Return to the Months to Exhaust Form
 - b. Start over with a fresh Part 1A
 - c. State Waiver Option. **The State Waiver Option should only be selected if you have already received WRITTEN APPROVAL from the appropriate state commission.** Please see Section 5.5 before proceeding with this option.
12. If all blocks retained will be activated on the same switch (step 6), and only one effective date will be requested (step 7), the confirmation message shown in Figure 5-8 will be displayed. Note the tracking number for future inquiries about the request and skip to step 20. If all blocks retained will not be activated on the same switch, or multiple effective dates will be requested, the preliminary Part 1B screen (Figure 5-5) will be displayed.
13. Enter the requested Block Effective Date if it is different than the date that is pre-populated. Use the Yes/No radio buttons to indicate if the block will be activated in NPAC. Click **Continue**. **Section A** of the Part 1B form (Figure 5-6) will be displayed
14. Enter the NPAC SPID and LRN in the fields provided.
15. Click **Continue** to display **Section B** of the Part 1B form (Figure 5-7).
16. Complete the fields in **Section B** as described in Section 5.4.1, step 35.
17. After entering all of the data for Part 1B, click **Submit**.
18. If you have requested more than one block, another series of Part 1B screens will be displayed. The additional Part 1B forms will be pre-populated with the information that was input on the 1st Part 1B. Although the additional Part 1Bs are pre-populated, you may make any necessary modifications
19. When you click **Submit** on the last Part 1B form, the confirmation message shown in Figure 5-8 will be displayed. Note the tracking number for future inquiries about the request.
20. **NOTE:** *If you indicated that you do not currently hold a block in the pool (step 5), remember to submit the following documentation to the Pool Administrator for your NPA: evidence of license or certification to provide service in the area and evidence of facilities readiness within 60 days of the block activation date.*
21. Complete the “Central Office Code (NXX) Assignment Request – Part 1” form (attached as Appendix A) and fax the form to the Pool Administrator for your NPA.
22. **NOTE:** *The Pool Administrators are listed on the NeuStar Number Pooling website: <http://www.nationalpooling.com/contact/index.htm>*

The Pool Administrator will fax the “Central Office Code (NXX) Assignment Request – Part 1” form to Code Administration. When the Pool Administrator receives the new code from Code Administration, the Pool Administrator will process your request, and you will receive a Part 3 notification in your Work Item list (see Section 9) confirming the block assignments.

5.4.4 Submit a New Request for a Full NXX to Establish an LRN

A 10-digit number (NPA-NXX-XXXX), called the Location Routing Number (LRN), uniquely identifies a switch/point of interconnection (POI) for the purpose of routing. To establish an LRN for a switch/POI, you will need to request a full NXX. The following procedure describes how to request a full NXX to establish an LRN:

1. From the menu on the left side of the PAS web page (shown in Figure 5-15), click **Request Resources (Part 1A/B)** then click **New** to display the preliminary resource request page (Figure 5-16).

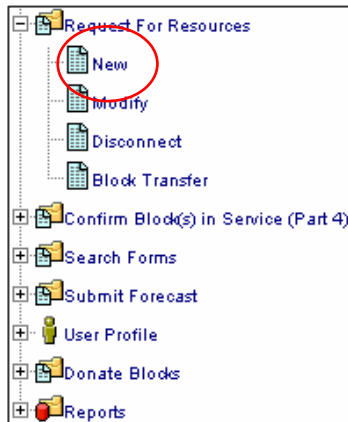


Figure 5-15. PAS Link for New Resource Requests

 A screenshot of a web form titled 'Request Resources'. The form contains several dropdown menus: 'State' (CALIFORNIA), 'NPA' (415), 'Rate Center' (Select a Rate Center), 'OCN' (Select an OCN), and 'Type of Application' (Application for a full NXX to Establish an LRN). At the bottom of the form are two buttons: 'Continue' and 'Cancel'.

Figure 5-16. Preliminary Resource Request Page

2. Use the drop-down lists on the preliminary resource request page to select the state, NPA, and rate center in which you are requesting the NXX.
3. Set the **Type of Application** to **Application for a full NXX to Establish an LRN**.
4. Click **Continue** to display the **Request Full NXX (To Establish LRN)** page (Figure 5-17).

Request Full NXX (To Establish LRN)

Which block(s) will be retained?

0 1 2 3 4 5 6 7 8 9

Will all blocks be activated on the same switch? Yes No

Will there be multiple block effective dates requested? Yes No

Figure 5-17. Information to Support a Full NXX Request to Establish an LRN

5. Use the check boxes labeled 0 through 9 to specify which block(s) your company will be keeping. Check one box for each block your company will keep.
6. Use the Yes/No radio buttons on the **Request Full NXX** page to specify whether all blocks will be activated on the same switch.
7. PAS provides the option to request a separate block effective date for each block. Use the Yes/No buttons to specify whether there will be multiple block effective dates requested.
8. Click **Continue** to display the Part 1A form (Figure 5-18).

test.user@neustar.biz (GF)
Pooling Administration System
Sign Out

Part 1A

Type of Application¹: **New**

1.1 Contact Information :

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

Block Applicant :

Company Name Test Company Headquarters Address 1234 Concord Blvd City Concord State CA Zip 94520	Contact Name Ms Test User Contact Address 1234 Concord Blvd City Concord State CA Zip 94520 Telephone (123) 123 - 1233 Fax (123) 123 - 1234 E-mail test.user@neustar.biz
---	---

Pooling Administrator² :

Contact Name Mrs Julie Klime Contact Address 1090 Sumter St. Ste. 700 City Concord Zip 94520 Telephone (925) 363-7653 E-mail jan.connally@neustar.biz	State CA Fax (925) 363-7666
--	--

1.2 General Information

LRN Needed ³ Yes	NPA 672	LATA* <input type="text"/>
Company Name Test Company	Parent Company OCN ⁴ <input type="text"/>	
Number of Thousands Blocks Requested 1	Switch Identification (Switching Identity) ⁵ <input type="text"/>	City or Wire Center Name <input type="text"/>
Rate Center ⁶ BEACH	Rate Center Sub Zone <input type="text"/>	

1.3 Dates

Date of Application ⁷ Thursday, March 8, 2007
Requested Block Effective Date ⁸ N/A
Request Expedited Treatment N/A

1.4 Type of Service Provider Requesting the Thousands-Block

a) Type of Service Provider ⁹ <input type="text" value="Select One"/>
b) Primary type of service blocks to be used for ¹⁰ <input type="text" value="Select One"/>
c) Thousands-Block(s) (NPA-NOC-X) assignment preference N/A
d) Thousands-Block(s) (NPA-NOC-X) that are undesirable for this assignment, if any N/A
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) XXX-0

1.5 Type of Request

Initial block for rate center <input type="radio"/> Yes
Growth block for rate center <input type="radio"/> Yes
Change block N/A
Disconnect block N/A

Remarks

I hereby certify that the above information requesting an NOC-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 (NOV-X) Pooling Administration Guidelines (ATIG-0306066)

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

Section 1.1 Contact information requires that Service Providers 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 section also requires the Service Provider to fill in the Pooling Administrator's name, address, phone, fax and e-mail.

Section 1.2 Service Providers who need a thousands-block assignment or for a Location Routing Number (LRN) are required to fill in this section. If needed for an LRN, a CO Code Application needs to also be submitted to the PA. The Service Provider 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 TelcordiaTM LERGTM Routing Guide. The Operating Company Number (OCN) assigned to the service provider and the OCN its parent company. An OCN is a four-character alphanumeric assigned by TelcordiaTM Routing Administration (TRA). In addition, the number of thousands-blocks requested should be supplied. The Switch Identification as well as the city or wire center name, rate center, rate center sub-zone, homing tandem and CLLITM tandem of the facilities based provider¹¹. Explanations of these terms may be found in the footnotes.

Section 1.3 The date the Service Provider 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 should indicate their type, e.g., local exchange carrier, competitive local exchange carrier, interexchange carrier, CMRS. They also indicate the primary type of business in which the numbering resource is to be used. Service Providers also may indicate their preference for a particular thousands-block, e.g., 321-9000, or indicate any thousands-blocks that may be undesirable, e.g., 321-6000.

Section 1.5 Service Providers indicate the type of request. Initial requests are for first applications for thousands-blocks in a rate center, growth 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.

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

Foot Notes:

¹ Identify type of and reason for change(s) in Section 1.5.

² The Pool Administrator is available to assist in completing these forms.

³ A CO Code application will also need to be submitted to the PA.

⁴ Operating Company Number (OCN) assignments must uniquely identify the applicant. Relative to CO Code 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) (732-999-6700).

⁵ This is an eleven-character descriptor of the switch provided by the owning entity for the purpose of routing calls. This is the 11 character CLLITM code of the switch IDOL.

⁶ Rate Center name must be a tariffed Rate Center.

⁷ Acknowledgment and indication of disposition of this application will 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.

⁸ Please ensure that the NPA-NOC of the LRN to be associated with this block(s) is/will be active in the network prior to the effective date of the block(s).

⁹ Telcordia, LERG Routing Guide, and CLLI are trademarks of Telcordia Technologies, Inc.

Figure 5-18. Part 1A Form

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9. When the Part 1A form is displayed, **Section 1.1 Contact Information** will be filled in automatically from data in the PAS database. If any of the block applicant information is incorrect, edit your user profile as described in the section titled [User Profile](#).
10. Enter the information for **Section 1.2 General Information**, in the fields provided.
11. Use the drop-down lists in Section 1.4 of the Part 1A form to select your company's service provider type and the primary type of service the blocks will be used for.
12. Section 1.4 will show which block(s) your company will be keeping based on the information entered on the preliminary screen.
13. In **Section 1.5 Type of Request**, specify whether this is the first block your company has requested from this pool (**Initial**) or whether your company already has a block from this pool in its inventory (**Growth**).
14. The Remarks field is a free-form-text field that may be used to enter comments as needed.
15. After you have entered information in all of the Part 1A form fields, click **Continue**.
If you are keeping more than one block or specified the request type as **Growth**, the Months to Exhaust and Utilization Worksheet – TN Level (Figure 5-4) will be displayed and you will proceed with step 15. If you are keeping a single block and specified the request type as **Initial**, the preliminary Part 1B form (Figure 5-5) will be displayed and you should skip to step 19.
16. Complete the worksheet as described in Section 5.4.1, steps 15 through 24.
17. When you have finished entering the months to exhaust and utilization information, click **Submit**.
18. If the information you provided indicates that you will not exhaust the blocks you are requesting within 6 months and/or you do not meet the mandated utilization, PAS will present you with the following options:
 - a. Return to the Months to Exhaust Form
 - b. Start over with a fresh Part 1A
 - c. State Waiver Option. **The State Waiver Option should only be selected if you have already received WRITTEN APPROVAL from the appropriate state commission.** Please see Section 5.5 before proceeding with this option.
19. If the information you provided supports the number of blocks you are requesting, the preliminary Part 1B page (Figure 5-5) will be displayed and you will proceed with step 20
20. PAS provides the option to request a separate block effective date for each block. Enter a new block effective date if it is different that the default block effective date.
21. If more than one block is being retained, use the Yes/No radio buttons to specify whether all blocks will be activated on the same switch.
22. If this is for informational purposes only, check the **For Information Only** box.
23. Click **Continue** to display **Section A** of the Part 1B form (Figure 5-6).

24. Enter the NPAC SPID and LRN in the fields provided. The LRN field is a required field. If no LRN is designated, enter all ones (1s) in the LRN field.
 25. If **Yes** is selected in step 21, click **Submit** to display **Section B** of the Part 1B form (Figure 5-7). If you selected **No** in step 21, click **Submit** to submit the Part 1B form and skip to step 24.
 26. Complete the fields in **Section B** as described in Section 5.4.1, step 35.
 27. After entering all of the data for Part 1B, click **Submit**.
 28. If more than one block is being retained, another series of Part 1B forms will be displayed. The additional Part 1B forms will be pre-populated with the information that was input on the 1st Part 1B. Although the additional Part 1Bs are pre-populated, you may make any necessary modifications.
 29. When you have completed Part 1B forms for all blocks retained, click **Submit**. The confirmation message shown in Figure 5-8 will be displayed. Note the tracking number for future inquiries about the request.
- NOTE:** If you specified the request type as **Initial** in step 13, remember to submit the following documentation to the Pool Administrator for your state/NPA: evidence of license or certification to provide service in the area and evidence of facilities readiness within 60 days of the block activation date.*
30. Complete the “Central Office Code (NXX) Assignment Request – Part 1” form (attached as Appendix A) and fax the form to the Pool Administrator for your state/NPA.

***NOTE:** The Pool Administrators are listed on the NeuStar Number Pooling website: <http://www.nationalpooling.com/contact/index.htm>*

The Pool Administrator will fax the “Central Office Code (NXX) Assignment Request – Part 1” form to Code Administration. When the Pool Administrator receives the new code from Code Administration, the Pool Administrator will process your request, and you will receive a Part 3 notification in your Work Item list (see Section 9) for each block retained.

5.4.5 Submit a Request for Modification to a Previously Assigned Block

The following procedure describes how to submit a request to change the information in the PAS database for a block that is in your company’s inventory:

1. From the menu on the left side of the PAS web page (shown in Figure 5-19), click **Request Resources (Part 1A/B)** then click **Modify** to display the preliminary page for requesting block changes (Figure 5-20).

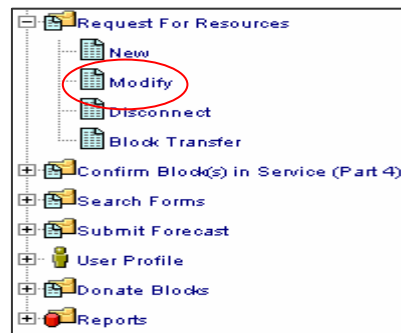


Figure 5-19. PAS Link for Block Changes

Request For a Block Change

Please enter the block number that you would like to change. PAS will ensure that the block you enter has been issued to you before allowing a change request.

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

Enter Block Number

Figure 5-20. Preliminary Page for Block Change

2. On the preliminary page for requesting block changes, specify the block to be changed.
3. Click **Submit** to display a Part 1A form for the specified block. (See Figure 5-21.)

test.user@neustar.biz (SP)
Pooling Administration System
Sign Out

Part 1A

Type of Application: Change

1.1 Contact Information:

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

Block Applicant:

Company Name	Test Company	
Headquarters Address	1234 Concord Blvd	
City	Concord	
State	CA	
Zip	94601	
Contact Name	Ms Test User	
Contact Address	1234 Concord Blvd	
City	Concord	
State	CA	
Zip	94601	
Telephone	(123) 123 - 1233	Fax (123) 123 - 1234
E-mail	test.user@neustar.biz	

Pooling Administrator:

Contact Name	Ms Diane Mueller	
Contact Address	1800 Sumter St. Ste. 700	
City	Concord	
State	CA	
Zip	94520	
Telephone	(925) 363.7656 Ext. 7656	Fax (925) 363.7655
E-mail	jan.connally@neustar.biz	

1.2 General Information

LRN Needed ¹	N/A	
NPA	920	LATA ² 556
OCN ³	1234 - Test Company	
Parent Company OCN ⁴	1234	
Number of Thousands-Blocks Requested	N/A	
Switch Identification (Switching Identity) ⁵	300000000000	City or Wire Center Name
Rate Center ⁶	GLERWOOD SPRINGS	
Rate Center Sub Zone	NA	

1.3 Dates

Date of Application⁷ Thursday, March 8, 2007

Requested Block Effective Date⁸ / /

Request Expedited Treatment Yes No

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

c) Thousands-Block(s) (NPA-NDI) assignment preference: N/A

d) Thousands-Block(s) (NPA-NDI) that are undesirable for this assignment, if any: N/A

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

Initial block for rate center: N/A

Growth block for rate center: N/A

Change block: Yes

Type of Change⁹: Select One

Reason¹⁰:

Disconnect block: N/A

Remarks:

I hereby certify that the above information requesting an NOC block is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Thousands-Block (NOC) Pooling Administration Guidelines (ATIS-03060606)

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

Section 1.1 Contact information requires that Service Providers 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 section also requires the Service Provider to fill in the Pooling Administrator's name, address, phone, fax and e-mail.

Section 1.2 Service Providers who need a thousands-block assignment or for an Location Routing Number (LRN) are required to fill in this section. If needed for an LRN, a CO Code Application needs to also be submitted to the FA. The Service Provider 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 Telcordia™ LERG™ Routing Guide. The Operating Company Number (OCN) assigned to the service provider and the OCN of its parent company. An OCN is a four-character alphanumeric assigned by Telcordia™ Pooling Administration (TRA). In addition, the number of thousands-blocks requested should be supplied. The Switch Identification as well as the city or wire center name, rate center, rate center sub zone, naming tandem and CLLI™ tandem of the facilities based provider¹¹. Explanations of these terms may be found in the footnotes.

Section 1.3 The date the Service Provider 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 should indicate their type, e.g., local exchange carrier, competitive local exchange carrier, interexchange carrier, CMRS. The also indicate the primary type of business in which the numbering resource is to be used. Service Providers also may indicate their preference for a particular thousands-block, e.g., 321-8000, or indicate any thousands-blocks that may be undesirable, e.g., 321-8000.

Section 1.5 Service Providers indicate the type of request. Initial requests are for first applications for thousands-blocks in a rate center, growth 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.

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

Foot Notes:

¹ Identify type of and reason for change(s) in Section 1.5.

² The Pool Administrator is available to assist in completing these forms.

³ A CO Code application will also need to be submitted to the FA.

⁴ Operating Company Number (OCN) assignments must uniquely identify the applicant. Relative to CO Code assignments, NECA-assigned Company Codes may be used as OCNs. Companies with no prior CO Code or Company Code assignments should contact NECA (800-524-1920) 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).

⁵ This is an eleven-character descriptor of the switch provided by the owning entity for the purpose of routing calls. This is the 11 character CLLI™ code of the switch, #00.

⁶ Rate Center name must be a tariffed Rate Center.

⁷ Acknowledgment and indication of disposition of this application will 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.

⁸ Please ensure that the NPA-NDI of the LRN to be associated with this block(s) is/will be active in the network prior to the effective date of the block(s).

⁹ Telcordia, LERG Routing Guide, and CLLI are trademarks of Telcordia Technologies, Inc.

Figure 5-21. Part 1A Form for Block Change

4. In **Section 1.2 General Information**, change the LATA, OCN, Parent Company OCN, and/or Switch Identification, as necessary.
5. In **Section 1.3 Dates**, change the block effective date, as necessary.
6. At the bottom of the form, use the drop-down list to specify the type of change and enter a reason for the change in the **Reason** text field.
7. The Remarks field is a free-form-text field that may be used to enter comments as needed.
8. When you have made all necessary changes, click **Continue** to display the preliminary Part 1B page (Figure 5-22).

Figure 5-22. Preliminary Information for Part 1B Form

9. As necessary, use the radio buttons on the preliminary Part 1B page to change your response to the question asking whether the block will be activated by NPAC.
10. Click Continue to display **Section A** of the Part 1B form (Figure 5-6).
11. As necessary, change the fields in **Section A** (described in Section 5.4.1, step 31).
12. Click Continue to display Section B of the Part 1B form (Figure 5-7) only if you've selected Yes in Step 9. Proceed to Step 15 if you've selected No in Step 9.
13. As necessary, change the fields in **Section B** (described in Section 5.4.1, step 35).
14. After making all desired changes to **Section B**, click **Continue**.
15. Enter current values for applicable fields in **Section C**, click **Submit**.

NOTE: *Section C must be completely filled in with current values. Any fields in Section C of the Part 1B form that are left blank will be updated in the NPAC as blank fields.*

16. A confirmation message will be displayed (Figure 5-23). Note the tracking number for future inquiries about the request.

Your request has been successfully submitted.
The Tracking Number is XXXXX.

Figure 5-23. Change Request Confirmation Message

When your request has been processed, you will receive a Part 3 notification in your Work Item list (see Section 9).

5.4.6 Submit a Request for Disconnection of a Previously Assigned Block

The following procedure describes how to submit a request to disconnect a block that is in your company's inventory:

1. From the menu on the left side of the PAS web page (shown in Figure 5-24), click **Request Resources (Part 1A/B)** then click **Disconnect** to display the preliminary page for requesting block disconnects (Figure 5-25).

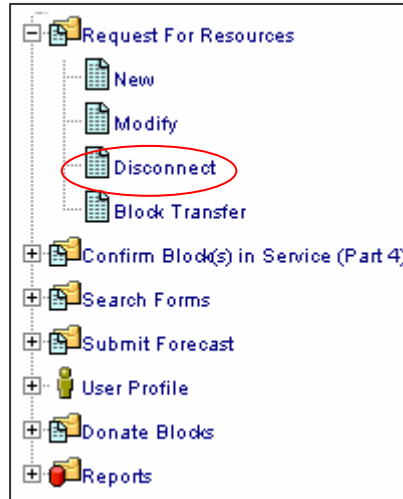


Figure 5-24. PAS Link for Block Disconnect

Request For a Block Disconnect

Please enter the block number. PAS will ensure that the block you enter has been issued to you before allowing a change request.

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.

Enter Block Number

Figure 5-25. Preliminary Page for Block Disconnect

2. On the preliminary page for requesting a block disconnect, specify the block to be disconnected.
3. Click **Submit** to display a Part 1A form for the specified block. (See Figure 5-26.)

The information in the section will be populated by PAS

test.user@neustar.biz (SP)
Sign Out

Pooling Administration System

Part 1A

Type of Application ¹: **Disconnect**

1.1 Contact Information :

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

Block Applicant :

Company Name: **Test Company**
 Headquarters Address: **1234 Concord Blvd**
 City: **Concord**
 State: **CA**
 Zip: **11111**

Contact Name: **Ms Test User**
 Contact Address: **1234 Concord Blvd**
 City: **Concord** State: **CA**
 Zip: **11111**
 Telephone: **(123) 123 - 1233** Fax: **(123) 123 - 1234**
 E-mail: **test.user@neustar.biz**

Pooling Administrator ²:

Contact Name: **Julie Kline**
 Contact Address: **1800 Sumter St. Ste. 700**
 City: **Concord** State: **CA**
 Zip: **94520**
 Telephone: **(925) 363.7653** Fax: **(925) 363-7686**
 E-mail: **jan.connally@neustar.biz**

1.2 General Information

LRN Needed ³: **NO** LATA: **556**
 NPA: **254**
 OCN ⁴: **1234 - Test Company**
 Parent Company OCN: **1234**

Number of Thousands-Blocks Requested: **1**
 Switch Identification (Switching Identity/POI) ⁵: **XXXXXXXXXX** City or Wire Center Name:
 Rate Center ⁶: **COPPERAS COVE** Rate Center Sub-Zone: **na**

1.3 Dates

Date of Application ⁷: **03-08-2007**
 Disconnect Block Effective Date ⁸: **Apr 8 2007**
 Request Expedited Treatment: **NA**

1.4 Type of Service Provider Requesting the Thousands-Block:

a) Type of Service Provider: **CAP OR CLEC**
 b) Primary Type of Service: **Wireline**
 c) Thousands-Block(s) (NPA-NXX-0) assignment preference: **NA**
 d) Thousands-Block(s) (NPA-NXX-0) that are undesirable for this assignment, if any (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): **NA**

1.5 Type of Request

Initial block for rate center: **NA**
 Growth block for rate center: **NA**
 Change block: **NA**
 Disconnect block: **Yes** NPA-NXX: **254-123-1**

Remarks

I hereby certify that the above information requesting an NXX-0 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-0) Pooling Administration Guidelines (ATIS-0300066)

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

Section 1.1 Contact information requires that Service Providers 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 section also requires the Service Provider to fill in the Pooling Administrator's name, address, phone, fax and e-mail.

Section 1.2 Service Providers who need a thousands-block assignment or for a Location Routing Number (LRN) are required to fill in this section. If needed for an LRN, a CO Code Application needs to also be submitted to the PA. The Service Provider 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 Telcordia™ LERO™ Routing Guide. The Operating Company Number (OCN) assigned to the service provider and the OCN of its parent company. An OCN is a four-character alphanumeric assigned by Telcordia™ Routing Administration (TRA). In addition, the number of thousands-blocks requested should be supplied. The Switch Identification as well as the city or wire center name, rate center, rate center sub-zone, holding tandem and CLLI™ tandems of the facilities based provider ⁹. Explanations of these terms may be found in the footnotes.

Section 1.3 The date the Service Provider 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 should indicate their type, e.g. local exchange carrier, competitive local exchange carrier, interexchange carrier, CMRS. They also indicate the primary type of business in which the numbering resource is to be used. Service Providers also may indicate their preference for a particular thousands-block, e.g., 321-9000, or indicate any thousands-blocks that may be undesirable, e.g., 321-8000.

Section 1.5 Service Providers indicate the type of request. Initial requests are for first applications for thousands-blocks in a rate center, growth 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.

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

Foot Notes:

¹ Identify type of and reason for change(s) in Section 1.5.

² The Pool Administrator is available to assist in completing these forms.

³ A CO Code application will also need to be submitted to the PA.

⁴ Operating Company Number (OCN) assignments must uniquely identify the applicant. Relative to CO Code 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).

⁵ This is an eleven-character descriptor of the switch provided by the owning entity for the purpose of routing calls. This is the 11 character CLLI™ code of the switch/POI.

⁶ Rate Center name must be a tariffed Rate Center.

⁷ Acknowledgment and indication of disposition of this application will 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.

⁸ Please ensure that the NPA-NXX of the LRN to be associated with this block(s) is/will be active in the network prior to the effective date of the block(s).

⁹ Telcordia, LERO Routing Guide, and CLLI are trademarks of Telcordia Technologies, Inc.

Figure 5-26. Part 1A Form for Block Disconnect

4. The **Date of Application** will be set to the current date and cannot be edited. By default, the **Disconnect Block Effective Date** will be set to 31 calendar days after the current date. Use the drop-down lists to change the disconnect date.
5. The Part 1A Remarks field is a required field for a disconnect request. The user submitting the disconnect request must indicate in the Remarks whether the block being returned is contaminated or pristine.
6. Click **Submit** to submit your request that the block be disconnected.

5.4.7 Submit a Request for Block Transfer

If you acquire another SP's resources or are asked to become the new block assignee of an existing code, you will need to utilize the block transfer function. The following procedure describes how to submit a request for block transfer.

1. From the menu on the left side of the PAS web page (shown in Figure 5-27), click **Request Resources (Part 1A/B)** then click **Block Transfer** to display the preliminary block transfer page (Figure 5-28).

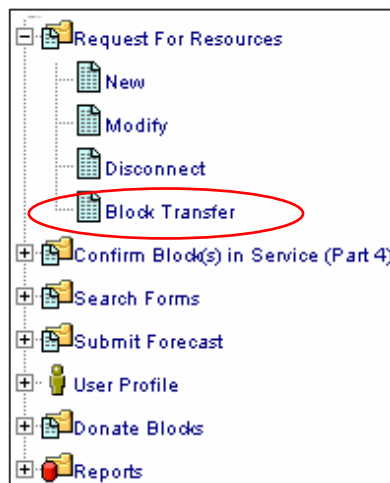


Figure 5-27. PAS Link for Block Transfer

Request For a Block Transfer

Please enter the block number that you would like to transfer. PAS will ensure that the block you enter has been issued before allowing a transfer request.

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

Enter Block Number

Figure 5-28. Preliminary Page for Block Transfer

2. On the preliminary page for block transfer, specify the block to be transferred.
3. Click **Submit** to display a Part 1A form for the specified block. (See Figure 5-29)

Pooling Administration System
Sign Out

Part 1A

Type of Application: Transfer

1.1 Contact Information:

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

Block Applicant:

Company Name	Test Company		
Headquarters Address	1234 Concord Blvd		
City	Concord		
State	CA		
Zip	11111		
Contact Name	Ms Test User		
Contact Address	1234 Concord Blvd		
City	Concord		
State	CA		
Zip	11111		
Telephone	(123) 123 - 4233		Fax (123) 123 - 1234
E-mail	testuser@neustar.biz		
Pooling Administrator:	Contact Name Ms Diane Mueller		
Contact Address	1800 Sutter St. Ste. 780		
City	Concord		
State	CA		
Zip	94520		
Telephone	(925) 363-7656 Ext. 7656		Fax (925) 363-7655
E-mail	jan.comally@neustar.biz		

1.2 General Information

LRN Needed ¹⁸ N/A

NPA 970 LATA

OCN ¹⁹ 1234 - Test Company Parent Company OCN

Number of Thousands-Blocks Requested N/A

Switch Identification (Switching Identif#) ²⁰ City or Wire Center Name

Rate Center ²¹ ASPEN Rate Center Sub Zone

1.3 Dates

Date of Application ²² Thursday, March 8, 2007

Requested Block Effective Date ²³ Apr 0 2007

Request Expedited Treatment Yes No

1.4 Type of Service Provider Requesting the Thousands-Block

a) Type of Service Provider ²⁴ CAP-OR-CLEC

b) Primary type of service blocks to be used for ²⁵ Wireline

c) Thousands-Block(s) (NPA-NOC) assignment preference N/A

d) Thousands-Block(s) (NPA-NOC) that are undesirable for this assignment, if any N/A

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

Initial block for rate center N/A

Growth block for rate center N/A

Change block Yes NPA-NOC: 123-123-6

Type of Change Transfer

Reason:

Disconnect block N/A

Remarks:

I hereby certify that the above information requesting an NOX block is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the Thousands-Block (NOX) Pooling Administration Guidelines (ATIS-0300066)

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

Section 1.1 Contact information requires that Service Providers 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 section also requires the Service Provider to fill in the Pooling Administrator's name, address, phone, fax and e-mail.

Section 1.2 Service Providers who need a thousands-block assignment or for an Location Routing Number (LRN) are required to fill in this section. If needed for an LRN, a CO Code Application needs to also be submitted to the PA. The Service Provider 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 Telcordia™ LERO™ Routing Guide. The Operating Company Number (OCN) assigned to the service provider and the OCN to parent company. An OCN is a four-character alphanumeric assigned by Telcordia™ Routing Administrator (TRA). In addition, the number of thousands-blocks requested should be supplied. The Switch Identification as well as the city or wire center name, rate center, rate center sub zone, homing tandem and CLLI™ tandem of the facilities based provider ²⁶. Explanations of these terms may be found in the footnotes.

Section 1.3 The date the Service Provider 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 should indicate their type, e.g., local exchange carrier, competitive local exchange carrier, interexchange carrier, CMRS. They also indicate the primary type of business in which the numbering resource is to be used. Service Providers also may indicate their preference for a particular thousands-block, e.g., 321-9000, or indicate any thousands-blocks that may be undesirable, e.g., 221-8000.

Section 1.5 Service Providers indicate the type of request. Initial requests are for first applications for thousands-blocks in a rate center, growth 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.

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

Foot Notes:

¹⁸ Identify type of and reason for change(s) in Section 1.5.

¹⁹ The Pool Administrator is available to assist in completing these forms.

²⁰ A CO Code application will also need to be submitted to the PA.

²¹ Operating Company Number (OCN) assignments must uniquely identify the applicant. Relative to CO Code 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).

²² This is an eleven-character descriptor of the switch provided by the owning entity for the purpose of routing calls. This is the 11 character CLLI™ code of the switch (POI).

²³ Rate Center name must be a tariffed Rate Center.

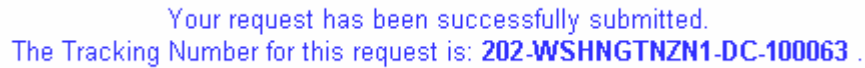
²⁴ Acknowledgment and indication of disposition of this application will be provided to applicant within seven calendar days from the date of receipt of this application. An incomplete form may result in delays in processing this request.

²⁵ Please ensure that the NPA-NOC of the LRN to be associated with this block(s) is/will be active in the network prior to the effective date of the block(s).

²⁶ Telcordia, LERO Routing Guide, and CLLI are trademarks of Telcordia Technologies, Inc.

Figure 5-29. Part 1A Form for Block Transfer

4. In **Section 1.2 General Information**, input the LATA, Parent Company OCN, and Switch Identification.
5. In **Section 1.3 Dates**, change the block transfer effective date, as necessary.
6. At the bottom of the form, use the drop-down list to specify the type of change and enter a reason for the change in the **Reason** text field.
7. When you have made all necessary changes, click **Submit**.
8. A confirmation message will be displayed (Figure 5-30). Note the tracking number for future inquiries about the request.



Your request has been successfully submitted.
The Tracking Number for this request is: **202-WSHNGTNZN1-DC-100063** .

Figure 5-30. Block Transfer Confirmation Message

***NOTE:** For Block Transfer request only, the Part 1B form must be manually submitted to the appropriate Pooling Administrator.*

5.4.8 Correcting Errors on Requests Already Submitted

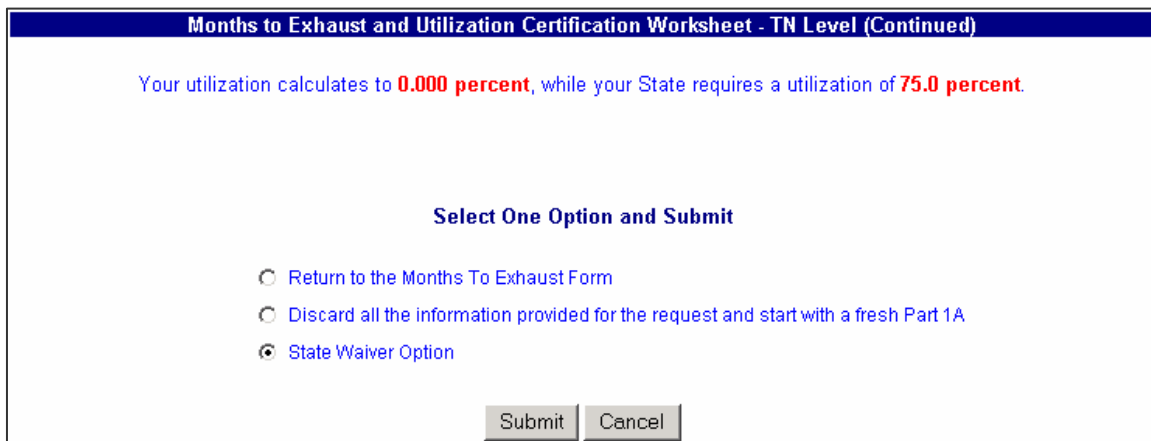
If an error is discovered on a request that has already been submitted in PAS (tracking number received), users will need to contact the PA to withdraw the request, then re-submit a new request with the corrected information. The request for withdrawal should be made in writing and include the tracking number of the request to be withdrawn. This is necessary because of potential issues with overlap of modifications being made to a request at the same time the PA has picked up the application for processing as well as possible data integrity issues with possible multiple versions of applications.

5.5 State Waiver Option

The State Waiver Option can only be used if you are granted permission by the state regulatory body, in which you are applying resources for, to submit a request for resources even though you do not meet Months to Exhaust and/or Utilization requirements. The following procedure describes how to utilize the state waiver option. **The State Waiver Option should only be selected if you have already received WRITTEN APPROVAL from the appropriate state commission.**

If you have reached this screen prior to asking for your state waiver, you will need to print this screen which indicates you did not meet MTE and also the prior screen which shows your MTE input criteria. These two screens along with the documentation that is required by that state needs to be submitted to the State Commission.

1. If your Months to Exhaust do not meet requirements, PAS will display a screen that points out the discrepancy as well as available options (See Figure 5-31).



Months to Exhaust and Utilization Certification Worksheet - TN Level (Continued)

Your utilization calculates to **0.000 percent**, while your State requires a utilization of **75.0 percent**.

Select One Option and Submit

Return to the Months To Exhaust Form

Discard all the information provided for the request and start with a fresh Part 1A

State Waiver Option

Submit Cancel

Figure 5-31. MTE and Utilization Option Screen

2. Highlight the radio button that corresponds to the **State Waiver Option**, and click **Submit**.
3. PAS will allow you to continue with the submission process regardless of the results of your MTE and Utilization calculations. To avoid delays in the processing of your request, please submit a copy of your state waiver to the Pooling Administrator on the same day of the submission of your request.

6 Confirmation of Blocks in Service

6.1 Task Overview

The *Industry Numbering Committee (INC) Thousands-Block Number (NXX-X) Pooling Administration Guidelines* specify that SPs will certify that assigned blocks are in service using a Part 4 form. PAS allows registered SPs to complete this form using a web-based GUI.

6.2 Required Information

To confirm that a block is in service, you will need the following information:

- The NPA-NXX-X combination for the block you are confirming is in service
- Identification information for the switch on which the block was activated
- The date that the block was put into service
- The date the block was allocated

6.3 Preparations

Before confirming that a block is in service, you will need to register as a PAS user and log in.

When you click the **PAS On-line Pooling Forms (Login)** link from the **Forms** section of the NeuStar Number Pooling home page, the PAS homepage will be displayed. Click **Enter the site**. Enter your username and password and click **Log in** to access PAS.

If you have forgotten your password, you can request that your password be reset as described in Section [11.4](#).

Your company will need to have submitted a block request using PAS and have received a Part 3 form identifying the block assigned. In cases where your company is the code holder/LERG assignee for the code in which a Part 4 is being submitted for a specific block; the PSTN email confirmation must be sent to the PA prior to submitting the Part 4 for that block or the Part 4 will be rejected.

A Part 4 should not be submitted unless the block is in service. In service is defined in the Thousand Block Pooling Administration Guidelines (TBPAG) as: A code or block for which local routing information has been input to the LERG Routing Guide *and* the carrier has begun to activate and assign numbers within the NXX code or NXX-X block to end users (FCC 00-104, ¶240).

6.4 Procedure

The following procedure describes how to confirm that a block is in service using PAS:

1. From the menu on the left side of the PAS web page (shown in Figure 6-1), click **Confirm Block(s) in Service (Part 4)** then click **Create Part 4** to display the page that will allow you specify which block you want to confirm is in service (Figure 6-2).

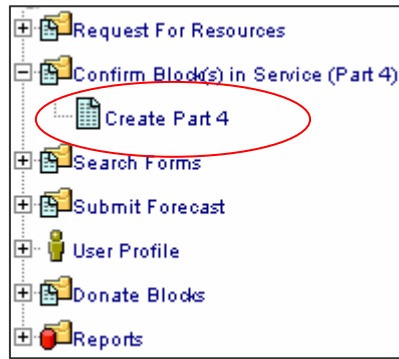


Figure 6-1. PAS Link for Confirming Blocks in Service

A screenshot of a web form titled 'Create Part 4' with a subtitle 'Confirmation of NXX-X Block In Service'. The form contains two input fields: 'Enter Tracking Number' and 'Enter NPA-NXX-X', separated by 'OR'. At the bottom are 'Submit' and 'Cancel' buttons.

Figure 6-2. Preliminary Page for Confirming Blocks in Service

2. Enter either the tracking number assigned to the request for the block or the NPA-NXX-X combination for the block.
 - a. If you enter a tracking number, click **Submit** to display a list of blocks associated with that tracking number (see Figure 6-3). Then click the **Create Part 4** link next to one of the blocks to display the Part 4 form for that block (Figure 6-4).
 - b. If you enter a block number, click **Submit** to display the Part 4 form for that block (Figure 6-4).

List of Forms		
Create Date	Block	URL
01/08/2002	209 206 2	Create Part Four

Figure 6-3. List of Blocks

Pooling Administration System

test.user@neustar.biz (SP)
Sign Out

Thousands-Block Number Pooling Administration Guidelines (TBPAAG)

Thousands-Block (NXX-X) Confirmation Form - Part 4
Confirmation of NXX-X Block In Service (Required)

By signing below, I certify that the block (NXX-X) specified in Section 1 below is activated and assignment of the numbers has commenced and is being used for the purpose specified in the original application.¹

Company Name		Test Company
OCN		1234
Name of Authorized Representative of Company / Entity		Ms Test User
Telephone Number		(123) 123 - 1233
Email		test.user@neustar.biz
Fax Number	(123) 123 - 1234	Date 03/09/2007


1. NPA-NXX-X block(s)	123-123-1	Rate Center KEENESBURG
2. Switch Identification (Switching Entity /POI) ²		
3. Original Effective Date	11/03/2006	
4. In Service Date ^{3 *}	<input type="text" value="Mar"/> <input type="text" value="9"/> <input type="text" value="2007"/>	

Note: State commissions may request proof from all block holders that an NXX-X-block has been activated and assignment of the numbers has commenced.⁴

¹ FCC 00-104 ¶ 237.
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 Identification (CLLI™) of the switch/POI shown on the Part 1A form.
³ A code or block for which local routing information has been input to the LERG Routing Guide and the carrier has begun to activate and assign numbers within the NXX code or NXX-X block to end users. (FCC 00-104 ¶ 240). This form must be submitted to the PA within six months of the original effective date returned on the Part 3 and entered on the BCR/BCD screen in BIRRDOS or reclamation procedures will commence.
⁴ FCC 00-104 ¶ 237.

Figure 6-4. Part 4 Form

3. Use the drop-down lists for item 3 to enter the date the block was put in service.
4. Click **Submit**.
5. If the following error message is received (Figure 6-5), an email must be sent to the PA confirming PSTN activation (see section 7.5.4 of the TBPAG for more information) and the Part 4 will need to be re-submitted after the PA has confirmed the PSTN indicator has been updated in PAS.



- Request For Resources
- Confirm Block(s) In Service (Part 4)
- Create Part 4
- Search Forms
- Submit Forecast
- User Profile
- Donate Blocks
- Reports

Pooling Administration System

test.user@neustar.biz (SP) Sign Out

Invalid Data

Please refer to the INC guidelines or call the help desk at 866-NeuPool for assistance

Thousands-Block Number Pooling Administration Guidelines (TBPAAG)

Thousands-Block (NXX-X) Confirmation Form - Part 4

Confirmation of NXX-X Block In Service (Required)

By signing below, I certify that the block (NXX-X) specified in Section 1 below is activated and assignment of the numbers has commenced and is being used for the purpose specified in the original application.¹

Company Name	Test Company																
OCN	1234																
Name of Authorized Representative of Company / Entity	Ms. Test User																
Telephone Number	123-123-1233																
Email	test.user@neustar.biz																
Fax Number	Date 03/08/2007																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">1. NPA-NXX-X block(s)</td> <td style="width: 20%;">123-123-1</td> <td style="width: 10%; text-align: right;">Rate Center</td> <td style="width: 10%;">TEST AREA</td> </tr> <tr> <td colspan="4">2. Switch Identification (Switching Entity / POI)²</td> </tr> <tr> <td colspan="4">3. Original Effective Date</td> </tr> <tr> <td></td> <td>11/03/2006</td> <td colspan="2"> <div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">Mar</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">8</div> <div style="border: 1px solid black; padding: 2px;">2007</div> </div> </td> </tr> </table>		1. NPA-NXX-X block(s)	123-123-1	Rate Center	TEST AREA	2. Switch Identification (Switching Entity / POI) ²				3. Original Effective Date					11/03/2006	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">Mar</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">8</div> <div style="border: 1px solid black; padding: 2px;">2007</div> </div>	
1. NPA-NXX-X block(s)	123-123-1	Rate Center	TEST AREA														
2. Switch Identification (Switching Entity / POI) ²																	
3. Original Effective Date																	
	11/03/2006	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 2px;">Mar</div> <div style="border: 1px solid black; padding: 2px; margin: 0 5px;">8</div> <div style="border: 1px solid black; padding: 2px;">2007</div> </div>															
<p style="color: red; font-weight: bold;">4. In Service Date^{3*}</p> <p style="color: red;">You are the LERG Assignee for the NXX from which this block is assigned. The NXX is not activated in the PSTN, therefore Part 4 cannot be accepted. Please notify the pooling administrator via email when the code has been activated in the PSTN, built in the NPAC and all other LERG Assignee responsibilities have been fulfilled. A Part 4 can then be resubmitted for this block as long as all other submission criteria is met.</p>																	

Note: State commissions may request proof from all block holders that an NXX-X-block has been activated and assignment of the numbers has commenced.⁴

¹ FCC 00-104 ¶ 237.
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 Identification (CLLI™) of the switch/POI shown on the Part 1A form.
³ A code or block for which local routing information has been input to the LERG Routing Guide and the carrier has begun to activate and assign numbers within the NXX code or NXX-X block to end users. (FCC 00-104 ¶ 240). This form must be submitted to the PA within six months of the original effective date returned on the Part 3 and entered on the BCR/BCD screen in BIRRRS or reclamation procedures will commence.
⁴ FCC 00-104 ¶ 237.

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Figure 6-5. Part 4 Form Reject Message

7 Search Function

7.1 Task Overview

With PAS, you can view any forms that your company has submitted in support of a block request by using a search function.

7.2 Required Information

To access a list of forms submitted, you will need to specify an NPA and rate center. To access a form for a specific request, you will need the tracking number for the request.

7.3 Preparations

Before viewing a form stored in the PAS database, you will need to register as a PAS user and log in.

When you click the **PAS On-line Pooling Forms (Login)** link from the **Forms** section of the NeuStar Number Pooling home page, the PAS homepage will be displayed. Click **Enter the site**. Enter your username and password and click **Log in** to access PAS.

If you have forgotten your password, you can request that your password be reset as described in Section [11.4](#).

In addition, your company will need to have submitted a block request using PAS. PAS will only allow you to view requests submitted by your company.

7.4 Procedure

The subsections below describe how to view and copy forms submitted in support of a block request.

7.4.1 Display a List of Forms

The following procedure describes how to display a list of forms related to resource requests in a specified rate center:

1. From the menu on the left side of the PAS web page (shown in Figure 7-1), click **Search Forms** then click **List Forms** to display the page that will allow you to specify the criteria PAS will use to generate the list (Figure 7-2).

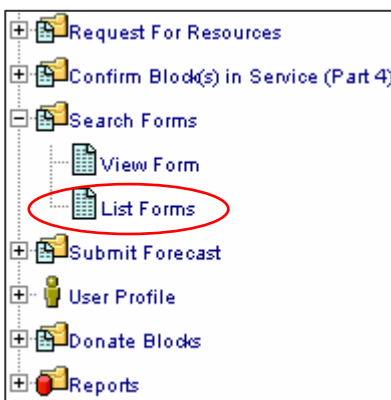


Figure 7-1. PAS Link for Listing Forms

Figure 7-2. Preliminary Page for Listing Forms

2. Use the drop-down lists to specify the NPA, rate center, and date range for the list.
3. Use the check boxes to specify whether you want the list to contain all forms or only forms of a certain type.
4. Click **Continue** to display the forms list, which will be similar to Figure 7-3.

Forms List				
Rate Center	OCN	Form Type	Date	Tracking Number
WSNGTNZN08	COBBOSSSEECONTEETEL	Part 1a	01/04/2002	703-WSNGTNZN08-VA-100005
WSNGTNZN08	COBBOSSSEECONTEETEL	Part 1b	01/04/2002	703-WSNGTNZN08-VA-100005
WSNGTNZN08	COBBOSSSEECONTEETEL	Part 3	01/01/2002	703-WSNGTNZN08-VA-100005
WSNGTNZN08	COBBOSSSEECONTEETEL	Part 4	01/04/2002	703-WSNGTNZN08-VA-100005
WSNGTNZN08	COBBOSSSEECONTEETEL	MTE	01/04/2002	703-WSNGTNZN08-VA-100005
WSNGTNZN08	COBBOSSSEECONTEETEL	Part 1a	01/04/2002	703-WSNGTNZN08-VA-100006
WSNGTNZN08	COBBOSSSEECONTEETEL	Part 1b	01/04/2002	703-WSNGTNZN08-VA-100006
WSNGTNZN08	PAC-WEST TELECOMM MT	Part 1a	01/08/2002	703-WSNGTNZN08-VA-100007
WSNGTNZN08	PAC-WEST TELECOMM MT	Part 1b	01/08/2002	703-WSNGTNZN08-VA-100007
WSNGTNZN08	PAC-WEST TELECOMM MT	Part 1a	01/08/2002	703-WSNGTNZN08-VA-100008
WSNGTNZN08	PAC-WEST TELECOMM MT	Part 1b	01/08/2002	703-WSNGTNZN08-VA-100008

Figure 7-3. Forms List

5. Click the tracking number link to view the forms for that tracking number (see Section 7.4.2.)

7.4.2 View a Form

The following procedure describes how to view a form stored in PAS:

1. From the menu on the left side of the PAS web page (shown in Figure 7-4), click **Search Forms** then click **View Form** to display the page that will allow you to view a form (Figure 7-5).

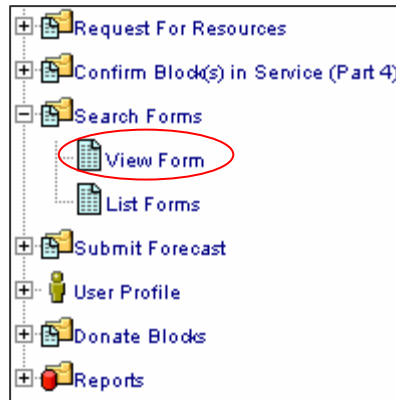


Figure 7-4. PAS Link for Viewing a Form

View Form(s)

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 allowing a change request.

PAS tracking numbers 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 six digit sequence number.
Example: 703-HERNDON-VA-100001

PAS block numbers have the following format: NPA-MXX-X
Neither the NPA nor the MXX 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

Enter Tracking Number

OR

Enter Block Number

Figure 7-5. Preliminary Page for Viewing a Form

2. Enter either the tracking number or NPA-NXX-X associated with the form you want to view.
 - a. The results of a search using the tracking number will show all forms (Part 1A, Part 1B, Part 3, etc.) associated to the specified tracking number.
 - b. The results of a search using the block number will show only forms associated to the specified block number.
3. Click **Submit**. PAS will display a list of the forms matching your search criteria (see Figure 7-6). To view any of the forms, click on any form link e.g. Part 1A, Part 1B and Part 3 listed under the Link to Form heading.

Date of Submission	Link to Form	Tracking Number
2002-01-25 23:45:21.0	Part 1A	510-CROCKETT-CA-100060
2002-01-25 23:45:21.0	Part 1B	510-CROCKETT-CA-100060
2002-01-31 22:40:05.0	Part Three	510-CROCKETT-CA-100060

Figure 7-6. List of Forms

8 User Profile

8.1 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. To change the information in the PAS database, you must update your user profile. You will also be able to reset your password under the User Profile tool.

8.2 Required Information

To update your user profile, you will need to know your user name and password. If you have forgotten your password, you can request that your password be reset as described in Section [11.4](#).

8.3 Preparations

Before editing your user profile or resetting your password, you will need to log in to PAS.

When you click the **PAS Login** link from the **PAS** section of the NeuStar Number Pooling home page, the PAS homepage will be displayed. Click **Enter the site**. Enter your username and password and click **Log in** to access PAS.

8.4 Procedure

The following procedure describes how to edit your user profile in PAS:

1. From the menu on the left side of the PAS web page (shown in Figure 8-1), click **Edit User Profile** to display the form you will use to edit your profile (Figure 8-2).

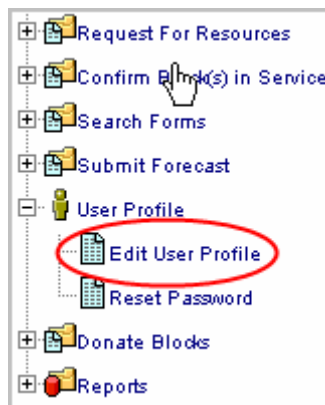


Figure 8-1. PAS Link for Editing a User Profile

Pooling Administration System

test.user@neustar.biz (SP)
Sign Out

Edit User Profile

User Information:

Name Prefix *

Last Name *

Middle Initial

First Name *

Name Suffix

Telephone * ext.

Fax

E-mail *

Title *

Company Name *

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

Address:

Street *

City *

State *

Zip *

Headquarters Address:

Street *

City *

State *

Zip *

Company contact to verify authorization:

Name *

Telephone *

Additional Contacts:

	Contact Emailaddress	Subscription Choices
1	<input type="text" value="susan.right@abctelecom.com"/>	<input checked="" type="checkbox"/> Part 3's <input checked="" type="checkbox"/> Part 4 Reminders <input type="checkbox"/> Semi Annual Forecast Reminder <input type="checkbox"/> Completed Part 1 B <input type="checkbox"/> Rejected Part 1 B
2	<input type="text" value="michael.manchester@abctelecom.com"/>	<input type="checkbox"/> Part 3's <input type="checkbox"/> Part 4 Reminders <input checked="" type="checkbox"/> Semi Annual Forecast Reminder <input type="checkbox"/> Completed Part 1 B <input type="checkbox"/> Rejected Part 1 B
3	<input type="text"/>	<input type="checkbox"/> Part 3's <input type="checkbox"/> Part 4 Reminders <input type="checkbox"/> Semi Annual Forecast Reminder <input type="checkbox"/> Completed Part 1 B <input type="checkbox"/> Rejected Part 1 B

States

>>>

<<<

State(s) in which the company operates :

ALASKA
 ALABAMA
 ARKANSAS
 ARIZONA
 CALIFORNIA

Figure 8-2. Edit User Profile Form

2. The user profile that is displayed will show the information that is stored in the PAS database for your username. Place your cursor in the field you wish to edit and replace the incorrect information.
3. To modify the list of states in which your company operates, click to highlight one of the states and then click the >>> or <<< button to move the state/territory name into or out of the list on the right side of the page.
4. After making necessary modifications, click **Continue** to update the NPA's (Figure 8-3).

The screenshot shows a web interface titled "Edit User Profile". It features two main sections for NPA selection:

- Select NPAs:** A list box containing the values 475, 719, 959, and 970.
- Buttons:** Two buttons labeled ">>>" and "<<<" are positioned between the two list boxes.
- NPAs in which the company operates:** A list box containing the values 203, 212, 303, 315, and 347.
- Navigation:** At the bottom of the form are three buttons: "Back", "Submit", and "Cancel".

Figure 8-3. Modify NPA Page

5. Click to highlight one of the NPAs and then click the >>> or <<< button to move the NPA into or out of the list on the right side of the page.
6. When you have finished modifying NPAs, click **Submit**.
7. The message shown in Figure 8-4 will appear to confirm that your request for a modification to your user profile has been submitted successfully.

User Update Request Submitted Successfully. A customer service representative will provide an update on the status of your request within 24 hours.

Figure 8-4. Registration Request Confirmation

8. After the PAS Login Administrator has processed your request, you will receive an e-mail stating whether your profile has been modified.

8.5 Procedure

The following procedure describes how to reset your user password in PAS.

1. From the menu on the left side of the PAS web page (shown in Figure 8-5), click **User Profile/Reset Password**. This will bring up the Password reset warning message (Figure 8-6) asking if you wish to continue.

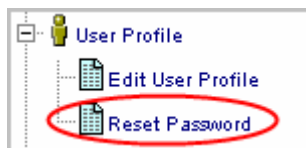


Figure 8-5. User Profile/Reset Password Toolsframe

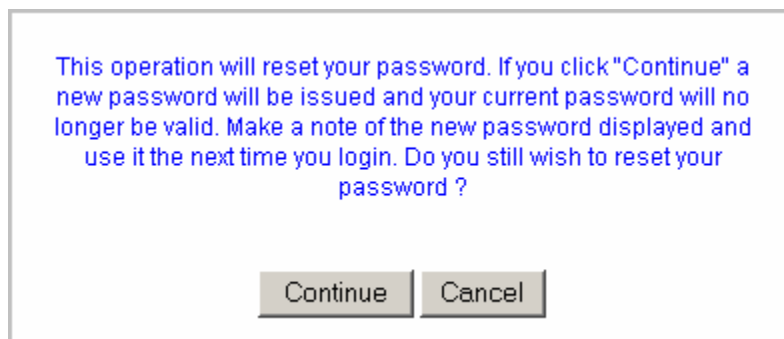


Figure 8-6. Password Reset Warning Message

2. If you click "Continue", PAS will reset your password; the new password will be displayed along with your Login ID. Make a record of the new password for future use.

9 Work Items

9.1 Task Overview

PAS provides a work item list to alert SPs of actions they need to take.

9.2 Required Information

None

9.3 Preparations

Before viewing your work item list, you will need to log in to PAS.

When you click the **PAS On-line Pooling Forms (Login)** link from the **Forms** section of the NeuStar Number Pooling home page, the PAS homepage will be displayed. Click **Enter the site**. Enter your username and password and click **Log in** to access PAS.

If you have forgotten your password, you can request that your password be reset as described in Section [11.4](#).

9.4 Procedure

A work item list similar to the one shown in Figure 9-1 will be displayed each time you log in to PAS. Some work items are linked to forms enabling you to take action. Other work items provide reminders of actions to be taken.

Pooling Administration System					
sp@joestelco.com					Sign Out
Refresh my work items		Work Item Summary			
Count	Pending:115	Working:1	Overdue:0	Total:116	
Modify/Delete	Summary	Work Item Name	Status	Work Item Create Date	User Created
	Response to PAS Resource Request for Tracking#:415-NOVATO-CA-100223	PART_3_READY	PENDING	06/05/2002 12:53:20 PM EDT	Joe,Rano
	Response to PAS Resource Request for Tracking#:415-NOVATO-CA-100224	PART_3_READY	PENDING	05/22/2002 12:41:15 PM EDT	Joe,Rano
	Response to PAS Resource Request for Tracking#:415-NOVATO-CA-100222	PART_3_READY	PENDING	05/22/2002 12:34:13 PM EDT	Joe,Rano
	Response to PAS Resource Request for Tracking#:510-RICHMOND-CA-100095	PART_3_READY	PENDING	05/10/2002 07:14:40 PM EDT	Joe,Rano
	Response to PAS Resource Request for Tracking#:510-RICHMOND-CA-100095	PART_3_READY	PENDING	05/10/2002 05:16:01 PM EDT	Joe,Rano
	Response to PAS Resource Request for Tracking#:415-	PART_3_READY	PENDING	05/07/2002 06:41:50 PM	Joe,Rano

This row gives a summary count of Work Items in your list

Using the orange arrows, PAS will allow you to sort the Work Items per the corresponding heading.

Figure 9-1. Work Item List

9.4.1 Review Work Items

The procedure below describes how to view and /or take action on the following work items:

PART 3 READY

A *Part 3 Ready* work item will be created once the request has been processed.

1. From the work item list of the PAS web page (Figure 9-1), click **PART_3_READY** work item to display the list of forms e.g. Part 1A, Part 1B and Part 3 (Figure 3-2).
2. To view any of the forms, click on any form link e.g. Part 1A, Part 1B and Part 3 listed under the Link to Form heading (described in Section 7.4.2, step 4).

DONATION PROCESSED

A *Donation_Processed* work item is created whenever the PA processes a block donation.

1. From the work item list of the PAS web page (Figure 9-1), click DONATION_PROCESSED work item to display the Block Donation Page Information with information regarding the block donation status. This information can be downloaded or printed.

PART 4 DUE

A Part 4 Due work item will be created 30 days prior to the date the Part 4 is due if a Part 4 has not been received.

1. From the work item list of the PAS web page (Figure 9-1), note the Tracking # under the Summary Heading. To submit a Part 4, proceed to Section 6, step 1.

SEMI FORECAST REM

A Semi Forecast Reminder will be created on December 1st and June 1st for those NPA(s) and Rate Center(s) indicated within your user profile.

1. From the work item list of the PAS web page (Figure 9-1), click **SEMI_FORECAST_REM** work item to display the preliminary forecast page (Figure 3-2).
2. Create a Forecast Report (described in Section 3.4.1, step 2).

SEMI FORECAST OVERDUE

A Semi Forecast Overdue work item will be created after February 1st and August 1st if you have not submitted a forecast.

1. From the work item list of the PAS web page (Figure 9-1), click **SEMI_FORECAST_OVERDUE** work item to display the preliminary forecast page (Figure 3-2).
2. Create a Forecast Report (described in Section 3.4.1, step 2).

The procedure outlined below describes 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

To delete one work item at a time:

1. Click on the **trash bin** icon under the Modify/Delete Heading. PAS will display the work items details page for that work item (Figure 9-2).

Work Item Details			
Work Item Name	SEMI_FORECAST_REM_JUNE	Scheduled Start Date	06/01/2002 05:59:13 PM EDT
Status	PENDING <input type="button" value="CANCELLED"/>	Scheduled Completion Date	08/01/2002 05:59:13 PM EDT
User Assigned	Service,Provider	Actual Start Date	03/08/2002 02:31:29 PM EST
		Actual Completion Date	Not yet completed.
Completed User	Not Yet Completed	User Created	Admin,Admin
Summary	Semi Annual Forecast Due -510CROCKETT7145		
Comments:			
<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>			
		<input type="button" value="Delete"/>	<input type="button" value="Back"/>

Figure 9-2 Work Item Details

2. Click **Delete**.

To delete several work items at a time:

1. Click on the checkbox under the Modify/Delete Heading. This will place a checkmark next to the work item(s) to be deleted (Figure 9.3).

Pooling Administration System

user@neustar.biz (SP) Sign Out

Work Item Summary

Count	Pending: 20	Working: 0	Overdue: 0	Total: 20	
Modify/Delete	Summary	Work Item Name	Status	Work Item Create Date	User Created
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:46:39 PM EST	Kevin,Gatchell
<input type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:47:57 PM EST	Kevin,Gatchell
<input type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:48:57 PM EST	Kevin,Gatchell
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:49:58 PM EST	Kevin,Gatchell
<input type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:51:43 PM EST	Florence,Weber
<input type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:52:41 PM EST	Florence,Weber
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:53:40 PM EST	Florence,Weber
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:54:29 PM EST	Florence,Weber
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:56:37 PM EST	Pooling,Support
<input type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:57:40 PM EST	Pooling,Support
<input type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:58:38 PM EST	Pooling,Support
<input type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:59:55 PM EST	Pooling,Support

Figure 9-3 Delete checkboxes

2. Click on the **Delete Work Items** button at the top left side of the Work Item Summary screen. PAS will bring up a confirmation message (Figure 9-4).

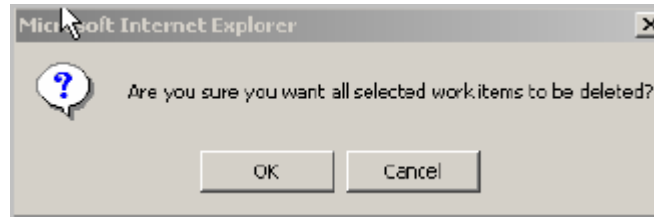


Figure 9-4 Delete Work Items Confirmation Message

3. Click **OK** to complete the deletion of the selected work items, or **Cancel** to stop the delete process.

To Delete **ALL** work items:

1. Click on **Select All** at the top of the Work Item Summary screen. PAS will place a checkmark in the delete checkbox for all existing work items (Figure 9-5). (Click on **Unselect All** to “unselect” all work items.)

Pooling Administration System

testuser@neustar.biz (SP) Sign Out

Work Item Summary

Count	Pending:20	Working:0	Overdue:0	Total:20	
Modify/Delete	Summary	Work Item Name	Status	Work Item Create Date	User Created
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:46:39 PM EST	Kevin, Gatchell
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:47:57 PM EST	Kevin, Gatchell
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:48:57 PM EST	Kevin, Gatchell
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:49:58 PM EST	Kevin, Gatchell
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:51:43 PM EST	Florence, Weber
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:52:41 PM EST	Florence, Weber
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:53:40 PM EST	Florence, Weber
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:54:29 PM EST	Florence, Weber
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:56:37 PM EST	Pooling, Support
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:57:40 PM EST	Pooling, Support
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:58:38 PM EST	Pooling, Support
<input checked="" type="checkbox"/>	New Block Assignment Denied	PART_3_READY	PENDING	03/23/2005 02:59:55 PM EST	Pooling, Support

Figure 9-5 Select All Work Items

2. Click on the **Delete Work Items** button at the top left side of the Work Item Summary screen. PAS will bring up a confirmation message (Figure 9-4).

3. Click **OK** to complete the deletion of the selected work items, or **Cancel** to stop the delete process.

The procedure below describes how to modify the status of a work item:

1. To modify the status of a work item, click on the **pencil and notepad** icon under the Modify/Delete Heading. PAS will display the work items details page for that work item (Figure 9-6).

Work Item Details			
Work Item Name	SEMI_FORECAST_REM_JUNE	Scheduled Start Date	06/01/2002 05:59:13 PM EDT
Status	PENDING <input type="text" value="PENDING"/>	Scheduled Completion Date	08/01/2002 05:59:13 PM EDT
User Assigned	Service,Provider	Actual Start Date	03/08/2002 04:43:06 PM EST
		Actual Completion Date	Not yet completed.
Completed User	Not Yet Completed	User Created	Admin,Admin
Summary	Semi Annual Forecast Due -415 SAN FRANCISCO: MONTROSE-EVRGREEN DA 7145		
Comments:			
<div style="border: 1px solid gray; height: 60px; width: 100%;"></div>			
<input type="button" value="Modify"/>		<input type="button" value="Back"/>	

Figure 9-6 Work Item Details

2. Modify the work item status field to any of the following statuses PENDING, COMPLETED, WORKING or OVERDUE. Click **Modify**.

10 Reports

10.1 Task Overview

PAS will allow Service Providers to view Reports for the OCNs in their profile.

10.2 Required Information

None

10.3 Preparations

Before viewing Forecast and Donation Reports, you will need to log in to PAS.

When you click the **PAS On-line Pooling Forms (Login)** link from the **Forms** section of the NeuStar Number Pooling home page, the PAS homepage will be displayed. Click **Enter the site**. Enter your username and password and click **Log in** to access PAS.

If you have forgotten your password, you can request that your password be reset as described in Section [11.4](#).

10.4 Procedure

The subsections below provide the procedures for the following types of reports:

- Forecast Report
- Donation Report
- Part 1A Report

10.4.1 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 is listed by NPA and Rate Center with LRN Forecasts shown in the lower section of the report.

The following procedure describes how to generate a Forecast Report using PAS:

1. From the menu on the left side of the PAS web page (shown in Figure 10-1), click **Reports** then **Forecast Reports** to display the preliminary forecast reports page (Figure 10-2).



Figure 10-1. PAS Link for Forecast Reports

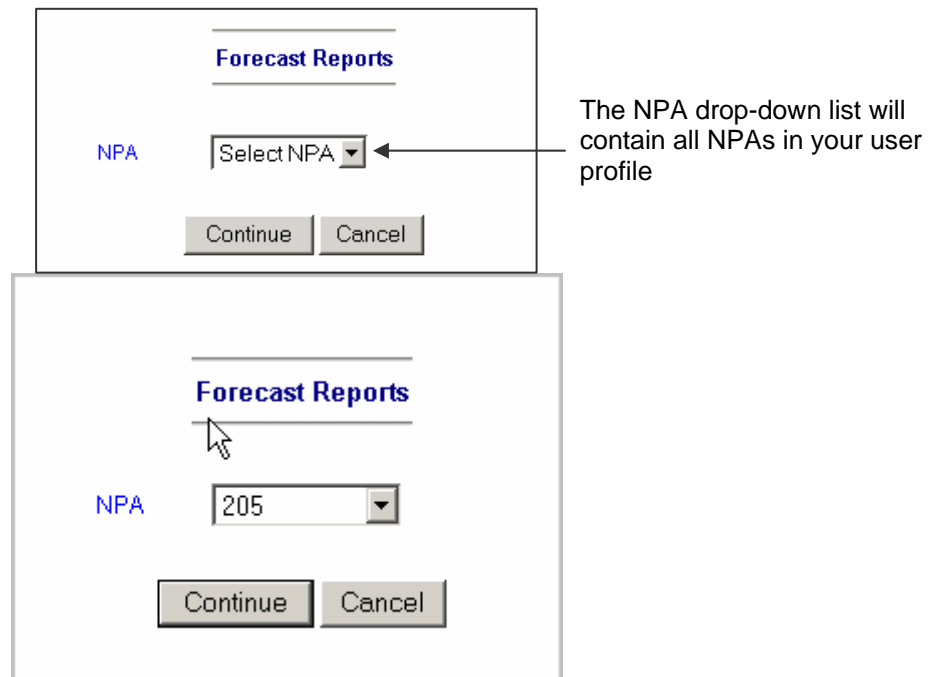


Figure 10-2. Preliminary Forecast Reports Page

2. Use the **NPA** drop-down list to select the NPA for which you want generate a Forecast Report.
3. Click Continue to display the Forecast Report. (Figure 10-3).

Forecast Reports																				
NPA(s)	Rate Area	SP	Mar 2005	Apr 2005	May 2005	Jun 2005	Jul 2005	Aug 2005	Sep 2005	Oct 2005	Nov 2005	Dec 2005	Jan 2006	Feb 2006	Mar 2006	Apr 2006	May 2006	Jun 2006	Jul 2006	Aug 2006
201/551	BAYONNE	XXXX-TEMP	2	0	0	0	0	0	0	0	0	0	0	0						
201/551	CLIFFSIDE	XXXX-TEMP	1	0	2	0	0	0	0	0	0	0	0	0						

LRN Forecast Reports																				
NPA(s)		SP	Mar 2005	Apr 2005	May 2005	Jun 2005	Jul 2005	Aug 2005	Sep 2005	Oct 2005	Nov 2005	Dec 2005	Jan 2006	Feb 2006	Mar 2006	Apr 2006	May 2006	Jun 2006	Jul 2006	Aug 2006
201		XXXX-TEMP	0	0	0	0	0	0	0	0	0	0	0	0						

[Download](#) [Back](#) [Print](#) [Return to Inbox](#)

Figure 10-3. Forecast Report

- To download the Forecast Report onto an EXCEL spreadsheet, click **Download**.

NOTE: The Forecast Report is sorted first by OCN, then by Rate Center.

10.4.2 Donation Reports

The Donation Report is a historical record of all donations accepted. Report information includes, block number (NPA-NXX-X), status (Received, Received_Update_Conditional, Reprocess_Conditional, Rejected or Effective), rate area, OCN, contamination (Y or N), active and portable (Y or N), switch CLLI, and effective date (of the donation).

The following procedure describes how to generate a Donation Report using PAS:

- From the menu on the left side of the PAS web page (shown in Figure 10-4), click **Reports** then **Donation Reports** to display the preliminary Donation Reports page (Figure 10-5).



Figure 10-4. PAS Link for Donation Reports

Pooling Administration System

Joe ABC@ABCtelecom.com (SP)
Sign Out

Donation Reports

Select an NPA:

Select NPA ▼

←

and/or

OCN:

Select OCN

←

and/or

Status:

Select Status ▼

←

Sort By:
 Rate Center
 OCN

NPA dropdown list will contain all NPAs listed in the

OCN dropdown list will contain all OCNs listed in the

Users may choose from the following status selections: Rejected, Pending, Conditional and Accepted. If a user wants to view a report with all status selections they may leave the default of select status.

Figure 10-5. Preliminary Donation Reports Page

2. To limit the results for the Donation Report to a specific NPA, use the **NPA** drop-down list to select the NPA for which you want to generate a Donation Report. (The NPA drop-down list will contain all NPAs in your user profile.)

AND/OR
3. To limit the results for the Donation Report to a specific OCN, use the OCN drop-down list to select the OCN for which you want to generate a Donation Report. (The OCN drop-down list will contain all OCNs in your user profile.)

AND/OR
4. A new search criteria has been added to allow the user to search for specific types of Donations. The status options are as follows:
 - a. Rejected: Donations that have been rejected by the PA.
 - b. Pending: Donations not yet processed by the PA, including Received, Received_Update_Conditional, and Reprocess_Conditional.
 - c. Conditional: Donations that have been conditionally accepted by the PA and will need to be updated by the Block Donation Date.
 - d. Accepted: Donations accepted by the PA (status shown as Effective).

Note: The user may select a status from the Status drop-down menu list for which they want to generate a Donation Report. If the user does not select a status (leaves the default of 'select status' the report will include all four donation types/statuses.

NOTE: Either an **NPA**, or an **OCN**, or a status or any combination of an **NPA**, an **OCN**, and status can be selected to create a Donation Report.

- To determine the order in which the Donation Report will be sorted, choose either **Sort by Rate Center** or **Sort by OCN** by clicking on the appropriate radio button.
- Click Continue to display the Donation Report. (Figure 10-6).

Pooling Administration System													
bruce.bennett@qwest.com (SP)												Sign Out	
Donation Reports													
NPA	NXX	X	Tracking #	Status	Rate Area	SP	Contam?	If Contaminated, How many TNS are not available for Assignment?	Have all the Intra SP Ports been completed?	Has the Block been protected from further Assignment?	Active and Portable?	Switch CLLI	Effective Date
NPA	NXX	X	623-AZ-100244	EFFECTIVE	PHOENIX		N		Y	Y	Y	XXXXXXXXXXXX	05/15/2007
NPA	NXX	X	623-AZ-100244	EFFECTIVE	PHOENIX		Y	12	Y	Y	Y	XXXXXXXXXXXX	05/15/2007
NPA	NXX	X	623-AZ-100244	EFFECTIVE	PHOENIX		N		Y	Y	Y	XXXXXXXXXXXX	05/15/2007
NPA	NXX	X		EFFECTIVE	PHOENIX		N				Y	XXXXXXXXXXXX	12/11/2002
NPA	NXX	X		EFFECTIVE	PHOENIX		N				Y	XXXXXXXXXXXX	12/11/2002
NPA	NXX	X		EFFECTIVE	PHOENIX		N				Y	XXXXXXXXXXXX	12/11/2002
NPA	NXX	X	623-AZ-100246	CONDITIONAL	PHOENIX		N		N	Y	Y	XXXXXXXXXXXX	05/15/2007
NPA	NXX	X		EFFECTIVE	PHOENIX		Y				Y	XXXXXXXXXXXX	12/11/2002
NPA	NXX	X	623-AZ-100246	CONDITIONAL	PHOENIX		Y	2	N	Y	Y	XXXXXXXXXXXX	05/15/2007
NPA	NXX	X		EFFECTIVE	PHOENIX		N				Y	XXXXXXXXXXXX	12/11/2002
NPA	NXX	X		EFFECTIVE	PHOENIX		N				Y	XXXXXXXXXXXX	12/11/2002
NPA	NXX	X		REJECTED	PHOENIX		Y				Y	XXXXXXXXXXXX	12/11/2002

Figure 10-6. Donation Report

- To download the Donation Report onto an EXCEL spreadsheet, click **Download**.

10.4.3 Part 1A Report

The Part 1A Report provides a list of Part 1A requests submitted for a single NPA or all NPAs within the user’s profile, for a single OCN or all OCNs within the user’s profile, for a specific request type of all request types within a specified date range (required field) based upon the criteria selected in the preliminary report screen. The report includes the state, tracking number, type of request, OCN, submission date, Part 3 issue date, the disposition (approved, denied, suspended), and the block number (NPA-NXX-X).

The following procedure describes how to generate a Part 1A Report using PAS:

- From the menu on the left side of the PAS web page (shown in Figure 10-7), click **Reports** then **Part 1A Report** to display the preliminary Part 1A Report page (Figure 10-8).

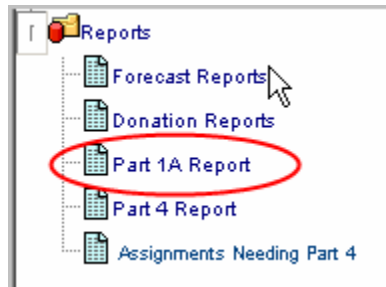


Figure 10-7. PAS Link for the Part 1A Report

 A screenshot of a web form titled 'Part 1A Report'. The form contains several fields:

- NPA:** A drop-down menu with the text 'Select NPA'.
- OCN:** A drop-down menu with the text 'Select OCN'.
- Type of Request:** A drop-down menu with the text 'Select Type of Request'.
- Date Range:** A section with two rows of date pickers. The first row is labeled 'From:' and the second 'To:'. Each row has three drop-down menus for day, month, and year. Both rows are currently set to '4', 'Nov', and '2005'.
- At the bottom, there are two buttons: 'Continue' and 'Cancel'.

Figure 10-8. Preliminary Part 1A Report Page

2. Use the drop-down lists to select the criteria in which you want to generate a Part 1A Report.
 - The **NPA** and **OCN** drop-down lists are pulled from NPAs and OCNs in your user profile.
 - In the **Type of Request** field, the following options are given: Select All, Initial, Growth, Modify, Disconnect, or Transfer.
 - In the **Date Range** section, use the drop-down lists to select the date range for the report.
 - Click **Continue** to display the Part 1A Report. (Figure 10-9). Records shown on this report are based upon the NPA listed on the Part 1A.

Part 1A Report									
State	Tracking Number	Type of Request	OCN	Submission Date	Part 3 Issue Date	Disposition	NPA	NXX	X
UT	801-ALTA-UT-104267	Full NXX Request:Behalf of PA - Initial	XXXX	09-13-2005	09-14-2005	Denied	801	0	0

Figure 10-9. Part 1A Report

3. To download the Part 1A Report onto an EXCEL spreadsheet, click **Download**.

10.4.4 Part 4 Report

The Part 4 Report provides a list of Part 4s submitted for a single state or all states, a single NPA or all NPAs, a single OCN or all OCNs within the user’s profile, within a specified date range (required field) based upon the criteria selected in the preliminary report screen. The report includes the state, block number (NPA-NXX-X), OCN, type of request, rate area, assignment date, effective date, in-service date, Part 4 receipt date, and submitter’s name.

The following procedure describes how to generate a Part 4 Report using PAS:

1. From the menu on the left side of the PAS web page (shown in Figure 10-10), click **Reports** then **Part 4 Report** to display the preliminary Part 4 Report page (Figure 10-11).

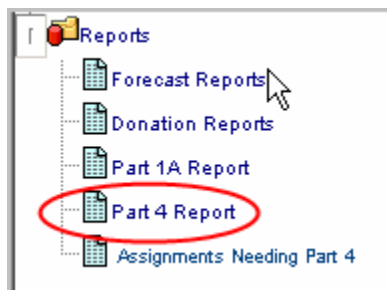


Figure 10-10. PAS Link for the Part 4 Report

Part 4 Report

State:

NPA:

OCN:

Date Range

From:

To:

Figure 10-11. Preliminary Part 4 Report Page

2. Use the drop-down lists to select the criteria with which you want to generate a Part 4 Report.
3. The **State**, **NPA**, and **OCN** drop-down lists are pulled from States, NPAs and OCNs in your user profile. A selection of “All” can be made from any of these drop-down lists.
4. You must select a beginning (from) date and an end (to) date for the report from the **Date Range** drop-down lists
5. Click **Continue** to display the Part 4 Report. (Figure 10-12). Records shown on this report are selected based upon the NPA of the block assigned.

Part 4 Report

State	NPA	NXX	X	OCN	Type of Request	Rate Area	Assignment Date	Effective Date	In Service Date	Part 4 Receipt Date	Submitter
AR	501	545	X		Block Request: Growth	HOTSPRINGS	06-17-2005	07-14-2005	07-25-2005	07-25-2005	Janelle Weber
AR	501	743	X		Block Request: Initial	CABOT	06-15-2005	07-10-2005	07-25-2005	07-25-2005	Janelle Weber
AR	870	253	X		Block Request: Growth	JONESBORO	06-17-2005	07-14-2005	07-25-2005	07-25-2005	Janelle Weber
AR	870	253	X		Block Request: Growth	JONESBORO	06-17-2005	07-14-2005	07-25-2005	07-25-2005	Janelle Weber

Figure 10-12. Part 4 Report

10.4.5 Assignments Needing Part 4 Report

The Assignments Needing Part 4 Report provides a list of block assignments that have a Part 4 due for a single state or all states, a single NPA or all NPAs, a single OCN or all OCNs within the user's profile, within a specified date range (required field) based upon the criteria selected in the preliminary report screen. The report includes the state, block number (NPA-NXX-X), OCN, type of request, rate area, assignment date, effective date, and Part 4 due date.

The following procedure describes how to generate an Assignments Needing Part 4 Report using PAS:

From the menu on the left side of the PAS web page (shown in Figure 10-13), click **Reports** then **Assignments Needing Part 4 Report** to display the preliminary Assignments Needing Part 4 Report page (Figure 10-14).

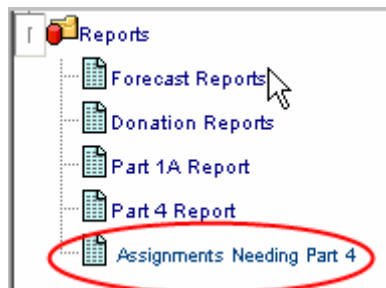


Figure 10-13. PAS Link for the Assignments Needing Part 4 Report

 A screenshot of the 'Assignments Needing Part 4 Report' preliminary page. The page has a title 'Assignments Needing Part 4 Report' and a 'Date Range' label. Below the title are several drop-down menus: 'State: All', 'NPA: Select an NPA', 'OCN: Select OCN', 'From: 31 Oct 2005', and 'To: 31 Oct 2005'. At the bottom of the form are two buttons: 'Continue' and 'Cancel'.

Figure 10-14. Preliminary Assignments Needing Part 4 Report Page

1. Use the drop-down lists to select the criteria with which you want to generate an Assignments Needing Part 4 Report.
2. The **State**, **NPA**, and **OCN** drop-down lists are pulled from States, NPAs and OCNs in your user profile. A selection of "All" can be made from any of these drop-down lists.
3. You must select a beginning (from) date and an end (to) date for the report from the **Date Range** drop-down lists

- Click **Continue** to display the Assignments Needing Part 4 Report. (Figure 10-15). Records shown on this report are selected based upon the NPA of the block listed on the Part 3.

Assignments needing Part 4 Report									
State	NPA	NXX	X	OCN	Type of Request	Rate Area	Assignment Date	Effective Date	Part 4 Due Date
TX	903	701	X	XXXX	Block Request: Growth	TEXARKANA	09-02-2005	09-30-2005	03-30-2006
TX	915	345	X	XXXX	Block Request: Growth	EL PASO	07-12-2005	08-07-2005	02-07-2006
TX	915	345	X	XXXX	Block Request: Growth	EL PASO	07-12-2005	08-07-2005	02-07-2006
TX	915	345	X	XXXX	Block Request: Growth	EL PASO	07-12-2005	08-07-2005	02-07-2006
TX	915	345	X	XXXX	Block Request: Growth	EL PASO	07-12-2005	08-07-2005	02-07-2006
TX	915	345	X	XXXX	Block Request: Growth	EL PASO	07-12-2005	08-07-2005	02-07-2006
TX	940	613	X	XXXX	Block Request: Growth	WICHITAFLS	07-01-2005	07-29-2005	01-29-2006

Figure 10-15. Assignments Needing Part 4 Report

11 Password Changes

11.1 Task Overview

The Pooling Administration System (PAS) passwords expire every 150 days from the date of issuance. You will receive an email notification 10 calendar days prior to your password expiring.

11.2 Required Information

None

11.3 Preparations

To request a new PAS password, you must be a registered PAS user.

11.4 Procedure

The following procedure describes how to reset your password after receipt of a “Password Expiration Email”:

Refer to [Section 8.5](#) for details on how to reset your password in PAS. You must reset your password within ten calendar days of receiving the email to avoid having your account be disabled. If you do not reset your password within this timeframe, a second and final email reminder will go out 3 days prior to your password expiring.

The following procedure describes how to request a new PAS password when you have forgotten your existing password:

Send an email to poolingsupport@neustar.biz to request a new password. Please include within the email your PAS User ID (Login ID) and specify that this is a request for a new 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 password (similar in structure to that initially generated for the account) will be produced and provided to you via the phone number of record on the original application. The pooling representative will confirm your email address in PAS, then contact you via telephone and provide you with your new password. Under no circumstances is any other phone number other than the phone number of record provided within your user profile be used for this service, nor will your username be provided in the course of this call.

Appendix A References

Industry Numbering Committee (INC) Thousands-Block Number (NXX-X) Pooling Administration Guidelines

Appendix B Acronyms

CLASS	Customer Local Area Signaling Services
CLLI™	COMMON LANGUAGE® Location Identifier
CNAM	Calling Name
DPC	Destination Point Code
GTT	Global Title Translation
ISVM	Inter-Switch Voice Mail
LERG	Local Exchange Routing Guide
LIDB	Line Information Database
NPA	Numbering Plan Area
NPAC	Number Portability Administration Center
NXX	Central Office Code
OCN	Operating Company Number
PAS	Pooling Administration System
SP	Service Provider
SSN	Subsystem Number
TN	Telephone Number
WSMSC	Wireless Short Message Service Center

Appendix C Definitions

Administrative Operating Company Number (AOCN)	A four character numeric or alphanumeric that identifies the administrator of one (or more) data record contained in (BIRRDS™). AOCNs are determined by Operating Company Number (OCN) assignment. The AOCN further identifies the entity authorized by the Code Holder to input and maintain data into BIRRDS.
Allocated/Assigned Block	A thousands-block is allocated/assigned to an SP when the block information has been entered into BIRRDS™ by the PA.
Allocation Date	The Allocation Date is the date established by the PA when the PA officially makes the block assignment to an SP.
Available Numbers	Available numbers are numbers that are available for assignment to subscriber access lines, or their equivalents, within a rate area 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, reserved, intermediate, aged, and administrative primary categories from the total of numbers in the inventory of a code or block holder (FCC 00-104 §52.15 (f)(1) (iv)).
Block (see NXX-X)	Network Numbering Exchange identifying the thousands block.
Blocks Available for Assignment	Thousands-blocks (NXX-X) within the industry inventory pool rate area which are within an NPA/NXX that is flagged as LNP capable in the LERG Routing Guide and the NPAC, and which are available for assignment within the SP's rate area.
Block Disconnect	The process used by an SP that submits a request to the PA for removing a block previously assigned in PAS.
Block Holder	The entity to which a thousands-block (NXX-X) has been assigned for use.
Block Modification	The process of changing of certain characteristics associated with an NXX-X, such as a different switch identification.
Block Request	An application from an SP to the PA for a thousands-block assignment, modification, disconnect or transfer

Block Transfer	<p>Thousands-block assignments may be transferred between SPs if the block is in use with active customers and one or more of the following conditions are met:</p> <ol style="list-style-type: none">TNs are assigned and/or reserved for a single customer;the customer had posted TNs to another SP that is not the Block Holder;merger or acquisition;Type 1 to Type 2 migration;Both SPs involved mutually agree to the transfer of the thousands-block assignment.
Central Office (CO) Code	<p>The sub-NPA code in a TN, i.e., digits D-E-F of a 10-digit NANP Area address. Central office codes are in the form "NXX", where N is a number from 2 to 9 and X is a number from 0 to 9. Central office codes may also be referred to as "NXX codes" (47 C.F.R. § 52.7(c)).</p>
Certify	<p>The authorization of a carrier by a regulator to provide a telecommunications service in the relevant geographic area. FCC 00-104 § 52.15 (g) 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.</p>
CLLI™	<p>A CLLI™ <i>Location Identification Code</i> is an eleven-character alphanumeric descriptor used to identify switches, points of interconnection, and other categories of telephony network elements and their locations. Companies that are licensees of Telcordia™ COMMON LANGUAGE® Products can refer questions to their company's COMMON LANGUAGE Coordinator. If you do not know if you are a licensee, do not know your Coordinator, or are a licensee with questions regarding CLLIs, call the COMMON LANGUAGE Hotline, 877-699-5577. Alternatively, or if you are <i>not</i> a licensee, obtain further information at www.commonlanguage.com. (COMMON LANGUAGE is a registered trademark and CLLI is a trademark of Telcordia Technologies, Inc.)</p>
Code Holder	<p>An assignee of a full NXX code which was allocated by the CO Code Administrator. Where the Code Holder is participating in thousands-block number pooling, the Code Holder becomes a LERG™ Assignee at the Block Donation Date.</p>

Contamination	Contamination occurs when at least one telephone number within a thousands-block of telephone numbers is not available for assignment to end users or customers. Blocks contaminated up to and including 10 percent are eligible for donation. For purposes of this provision, a telephone number is “not available for assignment” if it is classified as administrative, aging, assigned, intermediate, or reserved as defined in FCC rules.
Dedicated Customer	Numbers allocated by a service provider to a retail dealer for use in the sale and establishment of service on behalf of that service provider. See the definition of “Intermediate Numbers” below.
Donation	The term “donation” refers to the process by which carriers are required to contribute telephone numbers to a thousands-block number pool.
Effective Date	The date by which routing and rating changes within the PSTN must be complete for the assigned thousands-block or the assigned CO Code. Also, the date by which the thousands-block becomes an active block. (Also referred to as “the LERG™ Routing Guide effective date.”)
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.
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.
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 code or block for which local routing information has been input to the LERG Routing Guide <i>and</i> the carrier has begun to activate and assign numbers within the NXX code or NXX-X block to end users.

Inventory	<p>The term “inventory” refers to all telephone numbers distributed, assigned or allocated:</p> <ol style="list-style-type: none"> (1) To a service provider, or (2) To a Pooling Administrator for the purpose of establishing or maintaining a thousands-block number.
LATA (Local Access and Transport Area)	<p>Also referred to as service areas by some BOCs, a LATA serves two basic purposes: to provide a method for delineating the area within which the BOCs may offer services and, to provide a basis for determining how the assets of the former Bell System were to be divided between the BOCs and AT&T at divestiture.</p>
LERG™ Routing Guide	<p>The Telcordia™ LERG™ Routing Guide contains information about the local routing data obtained from the BIRRDS. This information reflects the current network configuration and scheduled network changes for all entities originating or terminating PSTN calls within the NANP.</p> <p>Contact Information: Telcordia™ Routing Administration (TRA) 8 Corporate Pl. 3N141 Piscataway, NJ 08854-4156 732-699-6700 tra@telcordia.com</p>
LERG™ Assignee	<p>The SP responsible for default routing functions associated with a pooled NXX code.</p>
Location Routing Number (LRN)	<p>The ten-digit (NPA-NXX-XXXX) number assigned to a switch/POI used for routing in a permanent local number portability environment. See “Administrative Numbers” definition.</p>
Login Administrator	<p>The Login Administrator (LA) processes all user registration applications submitted by Service Providers (SP) and regulatory users. The LA also creates accounts for all internal users, Number Portability Administration Center (NAPC) users, and auditors as directed via email by the Regional Director, Pooling Administration Services.</p>

Months to Exhaust Service Providers must demonstrate that existing numbering resources for a rate center will be used up (exhaust) within 6 months. In the MTE calculation, SPs must include every numbering resource in the rate center, regardless of NPA. An exception occurs in cases where a rate center is split among multiple NPAs due to a regulatory order by a state commission. Should that occur, the MTE calculation shall be based only those numbering resources in the rate center and particular NPA for which additional resources are being requested.

When used by SPs to document the need for an additional block:

=
$$\frac{\text{TNs Available for Assignment}}{\text{Average Monthly Growth Rate}}$$

Average Monthly Growth Rate

When used by the PA to document the need for an additional CO Code:

=
$$\frac{\text{Blocks Available for Assignment}}{\text{Average Monthly Growth Rate}}$$

Average Monthly Growth Rate

NXX (see Central Office Code)

The sub-NPA code in a TN, i.e., digits D-E-F of a 10-digit NANP Area address. Central office codes are in the form "NXX", where N is a number from 2 to 9 and X is a number from 0 to 9. Central office codes may also be referred to as "NXX codes"

NXX-X (see Block)

Network Numbering Exchange identifying the thousands block.

NPA	<p>Numbering Plan Area, also called area code. An NPA is the 3-digit code that occupies the A, B, and C positions in the 10-digit NANP format that applies throughout the NANP Area. 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> <ul style="list-style-type: none">a) Geographic NPAs are NPAs which correspond to discrete geographic areas within the NANP Area.b) 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.
NPAC	<p>The Number Portability Administration Center (NPAC) supports the implementation of Local Number Portability (LNP). LNP is the ability to change service or service providers, and eventually locations, while maintaining the same phone number and access to advanced calling features. LNP will help to ensure successful local telephone competition, since without LNP, subscribers might be unwilling to switch service providers.</p>
OCN (Operating Company Number)	<p>An Operating Company Number (OCN) is a four place alphanumeric code that uniquely identifies providers of local telecommunications service. OCN assignments are required of all SPs in their submission of utilization and forecast data (FCC 00-104 ¶ 41 and Public Notice DA 00-1549). Relative to CO Code assignments, NECA-assigned Company Codes may be used as OCNs. Companies with no prior CO Code or Company Code assignments 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 Telcordia™ Routing Administration TRA on 732-699-6700.</p>
Part 1	<p>NXX or Central Office Code application form to be used for the assignment of a full code (or NXX)</p>
Part 1A	<p>Thousands-Block Application Form to be used for an initial block, a change in a block assignment, or to disconnect a block.</p>

Part 1B	Thousands-Block Application Form (NPAC Block Holder Data) to be used to activate a block in the NPAC, for an Intra-SP block-porting request; or for a modification to a block in the NPAC. One Part 1B is to be issued for each thousands-block request.
Part 3	Pooling Administrator's Response/Confirmation and used to approve, suspend or deny an SP's application.
Part 4	Thousands-Block Application Form that is issued by the SP to confirm that an NXX-X (thousands block) is in service. If the Part 4 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)	The term Pooling Administrator refers to the entity or entities responsible for administering a thousands-block number pool
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)	Public Switched Telephone Network. The PSTN is composed of all transmission and switching facilities and signal processors supplied and operated by all telecommunications common carriers for use by the public.

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 Area (or Rate Center)	Denotes the smallest geographic area used to distinguish rate boundaries.
Regional Director ~ Pooling Administration Services Center (RD-PASC)	The RD~PASC staffs, manages, and operates the Pooling Administration Services Center. The RD~PASC hires and supervises the pool administration staff. The RD~PASC assures that the staff has adequate tools and facilities to properly perform its functions and develops and implements escalation procedures. The RD~PASC also prepares reports for industry and regulatory agencies.
Reassignment	The process of reestablishing the assignment of a thousands-block, which was previously assigned to another SP or to a new SP.
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"> a. the thousands-blocks are required to meet the SP's 6-month projected forecast beyond the Pool Start /Allocation Date; or b. there are technical reasons which justify retaining the thousand-blocks such as TNs that are assigned to non-portable services, e.g., packet switched service; or c. this is their initial block or "footprint" block, even if the thousands-block is less than ten percent
Service Provider (SP)	The term "service provider" refers to a telecommunications carrier or other entity that receives numbering resources from the NANPA, a Pooling Administrator or a telecommunications carrier for the purpose of providing or establishing telecommunications service.

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 Option	The 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.
Switch	A telephone switch is equipment that connects phone calls. It is what makes your phone calls "work" in the sense of making connections and relaying the speech information. Switch designations on an application will have the form: BCHNNJ01RSO, where the first 4 characters are the city, the next 2 are the state, the last 5 characters are related to the type of equipment.
Thousands-Block	A range of one thousand TNs within an NPA-NXX beginning with X000 and ending with X999, where X is a value from 0 to 9.
Thousands-Block Number Pooling	Thousands-block number pooling is a process by which the 10,000 numbers in a central office code (NXX) are separated into ten sequential blocks of 1,000 numbers each (thousands-blocks), and allocated separately within a rate center.
Tracking Number	A unique identifier associated with an application for use in PAS in the format: NPA-St-Rate Center (abbrev)-NNNNNN (4 to 6 digit number automatically generated by PAS). Example: 609-NJ-BEACHHAVEN-123456

User

- | | |
|--------------|---|
| (1) External | (1) A user that is not an employee of NeuStar PA, such as a regulator or service provider. |
| (2) Internal | (2) A user that is an employee of NeuStar PA. The Login Administrator will require the user information from the Regional Director, Pooling Administration Services. |
| (3) Profile | (3) The information input by the Login Administrator associated with each user, whether internal or external. |
| (4) Update | (4) The process used by the Login Administrator for external users to change the name or contact information for the user by editing the appropriate text fields; also to modify fields associated with internal users, e.g., Senior PA assignment. |
| (5) Disable | (5) The process used by the Login Administrator to discontinue a user's access to PAS. |

Utilization Threshold

The Service Provider's current numbering resource (Indigenous Telephone Numbers) utilization level for the rate center in which it is seeking growth numbering resources.

The numbering resource utilization level shall be calculated by dividing all assigned numbers by the total numbering resources in the applicant's inventory and multiplying the result by 100. Numbering resources activated in the LERG Routing Guide (within the preceding 90 days of reporting utilization levels may be excluded from the utilization threshold calculation.

All applicants for growth numbering resources shall achieve a 60% utilization threshold, calculated in accordance with FCC 00 429 § 52.15 (g)(3)(ii), for the rate center in which they are requesting growth numbering resources.

The initial utilization threshold of 60% shall be effective May 2001. The utilization threshold shall be increased by 5% on June 30, 2002, and annually thereafter until the utilization threshold reaches 75%. (FCC 00 429 § 52.15 (h))

Work Item

PAS provides a work item list to alert internal users of actions they need to take. Work items are various Pooling Administration functions. Some work items, such as **LOGIN_REQUESTED** or **REVIEW DONATION**, are linked to forms enabling an internal user to take action. Other work items, such as **UPDATE_RDBS**, provide internal users with reminders of actions to be taken outside PAS. In addition to displaying a user's work items, the work item list allows the user to change a work item's status.

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