NANPA

North American Numbering Plan Administrator

Service Provider (SP) & Service Provider Consultant (SPC) NANP Administration System (NAS) User Guide

Thousands-Block/CO Code Resources

Version: 1.8

Version History

Revision History		
Date	Version	Description
October 28, 2024	1.0	Initial release of the combined NAS NANP Administration System (NAS) User Guide.
October 31, 2024	1.1	Added clarification on filename for attached documents.
December 4, 2024	1.2	Added additional “Search” option to the NAS and PAS Historic View Forms section.
December 9, 2024	1.3	Update to Part 1/3 Report section, date range includes Part 3 response date.
January 10, 2025	1.4	Updated Thousands-Block Disconnect section relating to statements provided if block is contaminated or not.
April 25, 2025	1.5	Update to the Navigation Menu for Thousands-Block and CO Code Requests.
June 18, 2025	1.6	Updated View Forms section to include “Printable Version” link when saving forms to PDF or printing forms.
September 12, 2025	1.7	Update to Assignment Needing Part 4 Report section, date range updated to an optional field.
January 27, 2026	1.8	Update to New CO Code Request, added additional information for multiple requests.

1 INTRODUCTION 5

1.1 PURPOSE 5
1.2 THOUSANDS-BLOCK/CO CODE RESOURCES SUBSCRIPTION 5
1.3 CONTENT SUMMARY 5
1.4 RELATED DOCUMENTS 5
1.5 CONVENTIONS 5
1.6 USER ACCESS 5
1.7 PREPARATIONS 6
1.8 TWO-FACTOR AUTHENTICATION 6
1.9 TROUBLESHOOTING 6

2 LOGIN AND USER DATA 6

2.1 NAS LOG IN 6
2.2 MULTI-FACTOR AUTHENTICATION 7
2.3 RESET YOUR PASSWORD 8
2.4 UPDATE USER PROFILE 9
2.5 UPDATE SWITCH/SPID/LRN/DPC 11
2.6 NAS USER REPORT 11

3 ACCESS THOUSANDS-BLOCK/CO CODE TOOLBAR 12
4 FORECAST 13

4.1 CREATE/MODIFY THOUSANDS-BLOCK FORECAST 14
4.2 UPLOAD THOUSANDS-BLOCK FORECAST FILE 16
4.3 REQUEST UPDATE TO EXCLUDED RATE CENTER 18

5 THOUSANDS-BLOCK REQUESTS 19

5.1 REQUEST NEW THOUSANDS-BLOCK 20
5.2 COPY THOUSANDS-BLOCK REQUEST 35
5.3 MODIFY THOUSANDS-BLOCK 36
5.4 MODIFY THOUSANDS-BLOCK EFFECTIVE DATE 38
5.5 DISCONNECT THOUSANDS-BLOCK 41
5.6 CANCEL THOUSANDS-BLOCK DISCONNECT 43
5.7 RESERVE THOUSANDS-BLOCK 44
5.8 ASSIGN/CANCEL/EXTEND THOUSANDS-BLOCK RESERVATION 51
5.9 MODIFY PENDING THOUSANDS-BLOCK REQUEST 57
5.10 WITHDRAW PENDING THOUSANDS-BLOCK REQUEST 58
5.11 SAVED THOUSANDS-BLOCK REQUEST 58

6 CO CODE REQUESTS 59

6.1 REQUEST NEW CO CODE 60
6.2 COPY CO CODE REQUEST 73
6.3 MODIFY CO CODE 74
6.4 MODIFY CO CODE EFFECTIVE DATE 77
6.5 DISCONNECT CO CODE 79
6.6 CANCEL CO CODE DISCONNECT 81
6.7 RESERVE CO CODE 82
6.8 ASSIGN/CANCEL/EXTEND CO CODE RESERVATION 87
6.9 MODIFY PENDING CO CODE REQUEST 90
6.10 WITHDRAW PENDING CO CODE REQUEST 91
6.11 SAVED CO CODE REQUEST 92

7 SUBMIT PART 4 93
8 FORMS & DOCUMENTS 95
8.1 VIEW FORMS 96
8.2 ATTACH DOCUMENTS 98
9 REPORTS 99
9.1 THOUSANDS-BLOCK FORECAST REPORT 99
9.2 THOUSANDS-BLOCK DISCONNECT REPORT 102
9.3 THOUSANDS-BLOCK/CO CODE PART 1/3 REPORT 103
9.4 THOUSANDS-BLOCK PART 1B REPORT 104
9.5 THOUSANDS-BLOCK/CO CODE PART 4 REPORT 106
9.6 THOUSANDS-BLOCK/CO CODE ASSIGNMENTS NEEDING PART 4 REPORT 107
9.7 THOUSANDS-BLOCK/CO CODE TOTAL NUMBERING RESOURCES REPORT 108
9.8 CO CODE UTILIZED REPORT 110
9.9 CO CODE ASSIGNMENT RECORDS 111
9.10 POOLED CO CODE PSTN REPORT 111
10 HISTORIC NAS FORMS AND REPORTS 114
10.1 VIEW FORMS 114
10.2 SUBMITTED PART 1 REPORT 116
10.3 PART 3 REPORT 117
10.4 SUBMITTED PART 4 REPORT 118
11 HISTORIC PAS FORMS AND REPORTS 120
11.1 VIEW FORMS 120
11.2 DISCONNECT REPORT 122
11.3 PART 1/1A REPORT 123
11.4 PART 1B REPORT 124
11.5 PART 3A REPORT 126
11.6 PART 4/4A REPORT 127

1 Introduction

1.1 Purpose

This document outlines the Service Provider (SP) and Service Provider Consultant (SPC) tools and processes related to the **Subscription Choice** of **Thousands-Block/CO Code Resources** in the web-based application of the NANP Administration System (NAS). The **Subscription Choice** of **Thousands-Block/CO Code Resources** in NAS automates the Central Office (CO) and Thousands-Block administration function and manages the thousands-block pools. The process of creating thousands-block pools in a Numbering Plan Area (NPA) and process for the administration of CO Codes and Thousands-Blocks is defined in the ATIS-0300119, *Thousands-Block (NPA-NXX-X) & Central Office Code (NPA-NXX) Administration Guidelines* (TBCOCAG).

The process of assigning thousands-blocks and CO Codes is governed by a set of industry-defined forms (e.g., Part 1, Part 1B, Part 3, Part 4, Appendix 1, Appendix 2, and Appendix 3). NAS manages these forms by electronic means so that any registered user can access them via a connection to the World Wide Web.

1.2 Thousands-Block/CO Code Resources Subscription

The **Subscription Choice** of **Thousands-Block/CO Code Resources** allows a user to submit and view data associated with thousands-blocks (NPA-NXX-X) and CO Codes (NPA-NXX) resources. To access the **Thousands-Block/CO Code** toolbar, the **Subscription Choice** of **Thousands-Block/CO Code Resources** must be selected in the user's profile.

1.3 Content Summary

This document will guide Service Provider (SP) and Service Provider Consultant (SPC) users through the following tasks related to Thousands-Block and CO Code resources:

- Submit/Modify Thousands-Block Forecast
- Submit Thousands-Block Applications
- Submit CO Code Applications
- Submit Thousands-Block and CO Code Part 4 (Confirmation of In Service)
- Upload Documents for Thousands-Block and CO Code Applications
- View Thousands-Block and CO Code Forms
- View Thousands-Block and CO Code Reports

1.4 Related Documents

The procedures provided in this document are consistent with the Federal Communication Commission (FCC) rules and the Industry Numbering Committee ATIS-0300119, *Thousands-Block (NPA-NXX-X) & Central Office Code (NPA-NXX) Administration Guidelines* (TBCOCAG).

1.5 Conventions

This document presents the text that appears on NAS screens (e.g., toolbar items, field labels and button text) as well as internal and external document references. Toolbar items, field names and internal document references are shown in **bold black**, internal document references are hyperlinked, and external document references are *black italicized*.

1.6 User Access

The data available to a NAS user with the subscription of **Thousands-Block/**CO Code **Resources** shall be restricted based on the user type selected.

Service Provider (SP)
A Service Provider (SP) user is a representative of an entity authorized to request and hold assignments of North American Numbering Plan (NANP) resources. SP will only be able to submit and view data for the States, NPAs, and OCNs in their user profile.

Service Provider Consultant (SPC)
A Service Provider Consultant (SPC) user is a representative of an entity authorized to request assignments of North American Numbering Plan (NANP) resources for a Service Provider (SP) under contract with them. SPC users will only be able to submit and view data for the States, NPAs, and OCNs in their user profile.

1.7 Preparations
NANP Administration System (NAS) Registration
A user is required to have an approved Service Provider or Service Provider Consultant registration with the **Subscription Choice** of **Thousands-Block/CO Code Resources** selected and the State, NPA, OCN in their user profile (see the *Service Provider and Service Provider Consultant NANP Administration System (NAS) User Registration Guide*).

1.8 Two-Factor Authentication
The NANP Administration System (NAS) requires two-factor authentication for FISMA compliance, therefore, NAS users are required to establish two-factor authentication to access the NAS (see the *Two-Factor Authentication User Guide*).

1.9 Troubleshooting
Any questions or issues may be emailed to support@nanpa.com or call 866-623-2282.

2 Login and User Data
To log in to NAS the user must be a registered user, have a valid and active username and password, and have established two-factor authentication.

This section provides direction on logging in and updating user profile.

- Section **2.1 NAS Log In**, how to login to the NAS GUI.
- Section **2.2 Multi-Factor Authentication**, how to enter two-factor authentication to access the NAS GUI.
- Section **2.3 Reset Your Password**, requesting a password reset in the NAS GUI
- Section **2.4 Update User Profile**, updating a user profile in the NAS GUI.
- Section **2.5 Update Switch/SPID/LRN/DPC**, uploading switch, SPID, LRN, and DPC data to NAS GUI.
- Section **2.6 NAS User Report**, viewing the NAS User Report in the NAS GUI.

2.1 NAS Log In
From the NANPA home page (https://www.nanpa.com), select **Login** located in the upper right corner (see in Figure 2-1), then the **Log In to NAS** screen will be displayed (Figure 2-2).

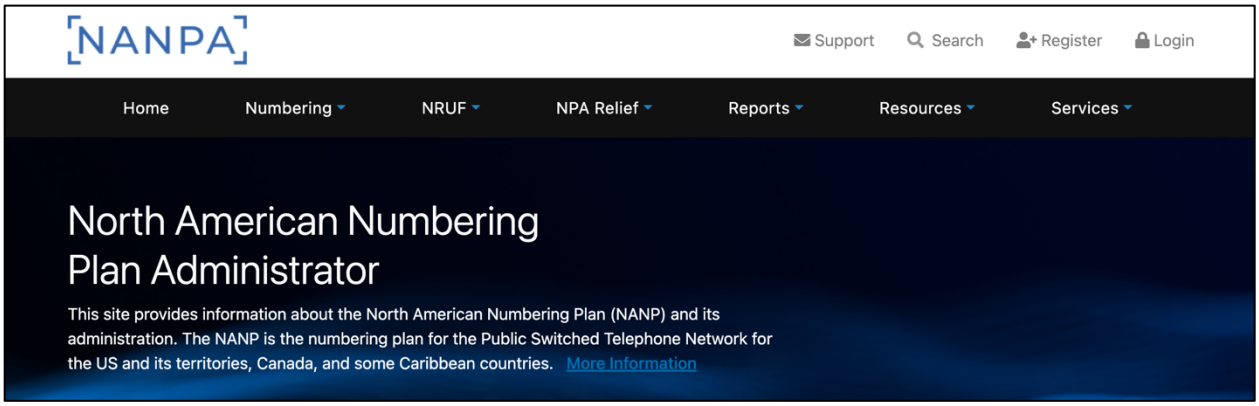


Figure 2-1

The NAS Log In screen (Figure 2-2) allows the user to enter their login credentials. All fields with a red asterisk (*) are required.

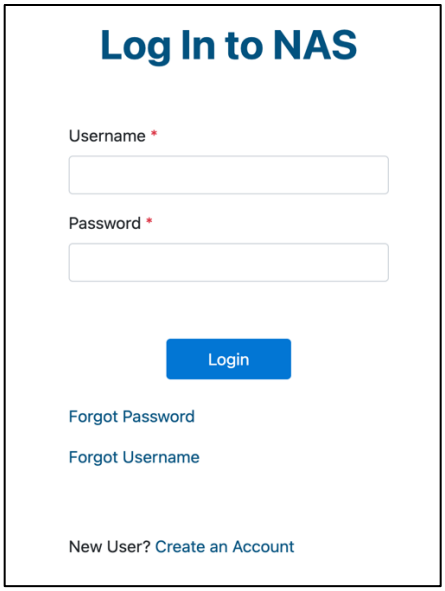


Figure 2-2

- **Username*** – The user must enter the NAS **Username** associated with their account.
- **Password** – The user must enter the NAS **Password** associated with the **Username**.
- **Login** – The user must select **Login**. NAS will provide the Multi-Factor Authentication screen (Section **2.2**).

2.2 Multi-Factor Authentication

On the **Multi-Factor Authentication** screen (Figure 2-3), the user must enter the Multi-Factor Authentication code associated with their NAS account. All fields with a red asterisk (*) are required.

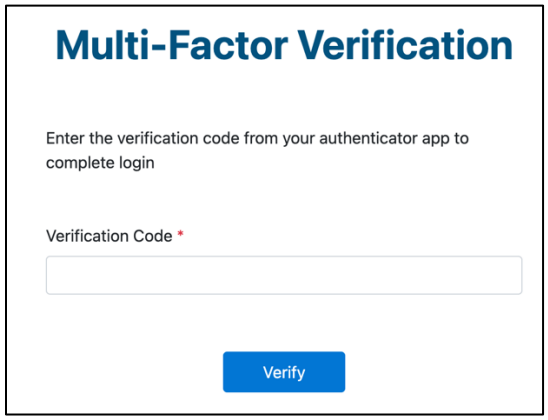


Figure 2-3

- **Verification Code** – The user must enter the six-digit code provided by the authentication tool.
- **Verify** – The user must select **Verify**. Upon successful login, NAS will provide the **Dashboard** (Figure 2-4).

Figure 2-4

2.3 Reset Your Password

To reset your password, select the **Person icon** located in the upper right corner (Figure 2-4), then **Reset Password,** the **Change Password** screen will be displayed, enter the current password and new password, then **Change Password** (Figure 2-6).

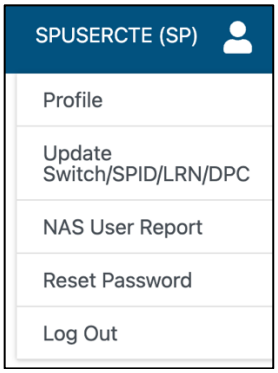


Figure 2-5

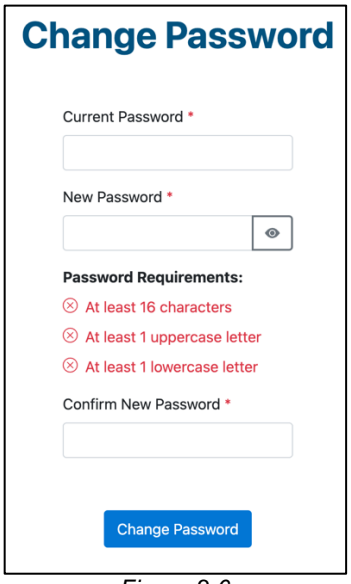


Figure 2-6

2.4 Update User Profile

To update your user profile, select the **Person icon** located in the upper right corner (Figure 2-1), then **Profile,** the **Profile** screen (Figure 2-7) will be displayed.

To edit any information, click the **Edit** link for the applicable section, this will vary based on the type of resource subscriptions you are subscribed to. Then select **Next** to return to the **Profile** screen. After making the required changes, then select **Update Profile** to submit those changes, NAS will display the **Confirmation** screen (Figure 2-8).

Note: Any changes to the following information: First Name, Last Name, Email, Agency/Company Name, Authorizer's Name, Authorizer's Agency/Company Name, OCN, NENA ID, or IAC Code, in conjunction with any other updates will require approval by the NANPA Customer Support prior to taking effect. For all other changes that do not require an approval, please log out and log back in to see those changes.

Figure 2-7

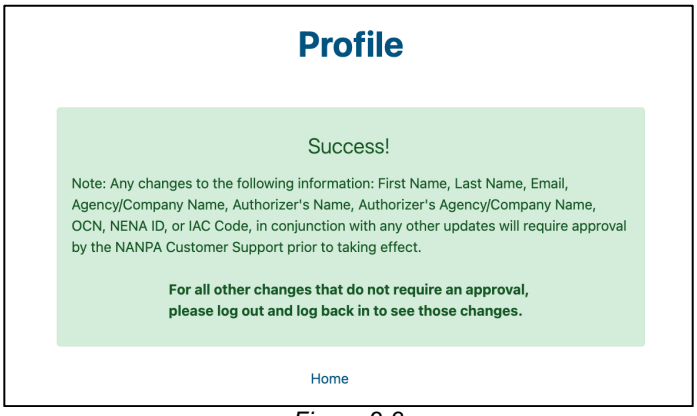


Figure 2-8

2.5 Update Switch/SPID/LRN/DPC (SP Users Only)

To add/update Switch/SPID/LRN/DPC related information, select the **Person icon** located in the upper right corner (see Figure 2-1), then **Update Switch/SPID/LRN/DPC,** the **Update Switch/SPID/LRN/DPC** screen will be displayed (Figure 2-9). This feature only applies to SP users only.

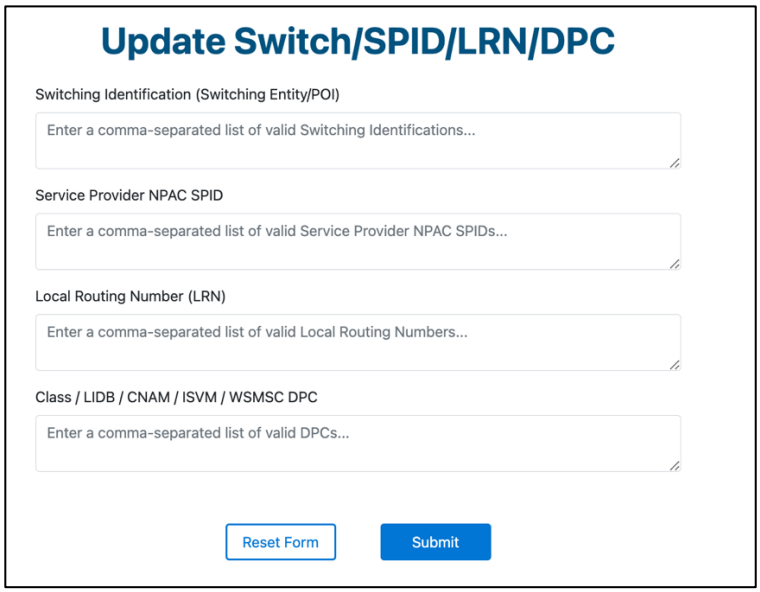


Figure 2-9

To add the **Switching Identification (Switching Entity/POI)** that will be used to select from when completing the Part 1 form, enter the switch, using a comma after each additional switch.

To add the **Service Provider NPAC SPID, Local Routing Number (LRN) and Class / LIDB / CNAM / ISVM / WSMSC DPC** that will be used to select from when completing the Part 1B form, enter the information using a comma after each additional SPID, LRN and DPC values.

Then select **Submit,** NAS will display the **Confirmation** screen (Figure 2-10).

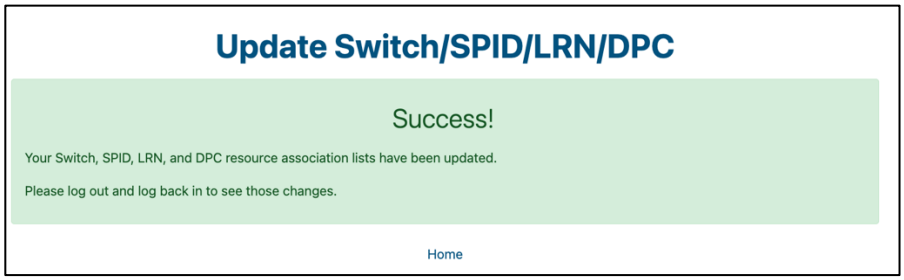


Figure 2-10

2.6 NAS User Report

The NAS User Report will show users with the same OCNs as the user querying the report. To view the **NAS User Report**, select the **Person icon** located in the upper right corner (Figure 2-1), then **NAS User Report,** the **NAS User Report** screen will be displayed (Figure 2-11).

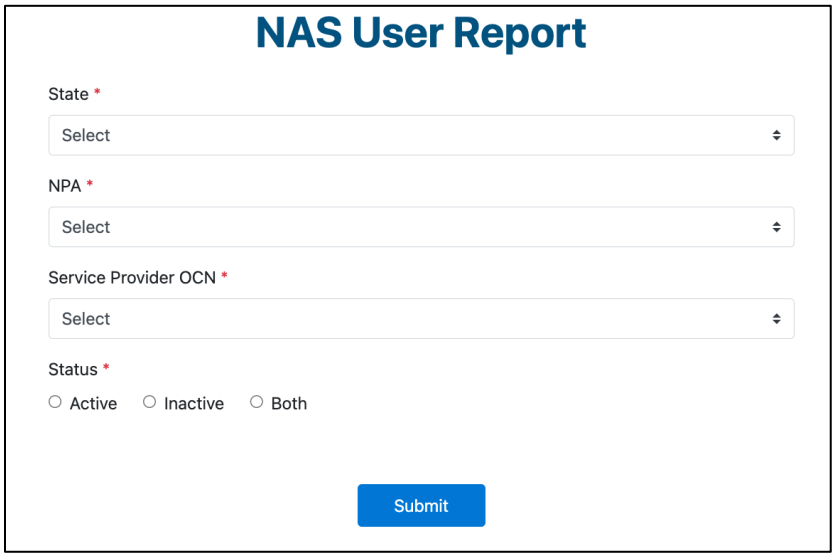


Figure 2-11

From the **NAS User Report** screen, select the following;

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Status** – Select the **Status** of **Active**, I**nactive** or **Both**.

Select **Submit** to view the **NAS User Report** (Figure 2-12).

Figure 2-12

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

3 Access Thousands-Block/CO Code Toolbar

To access the **Thousands-Block/CO Code** toolbar, which includes all tasks outlined **in 1.3** Content Summary, the user must have the **Subscription Choice** of **Thousands-Block/CO Code Resources** in their user profile.

From the **Dashboard**, select **Thousands-Block/CO Code** from the toolbar (Figure 3-1) to display the **Thousands-Block/CO Code** toolbar options (Figure 3-2).

NOTE: Toolbar options will vary based on the **Subscription Choices** selected in the user's profile.

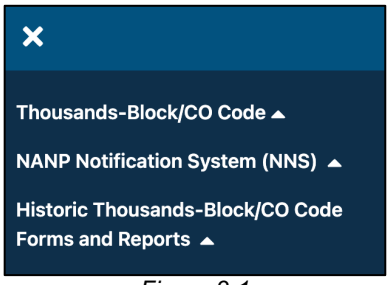


Figure 3-1

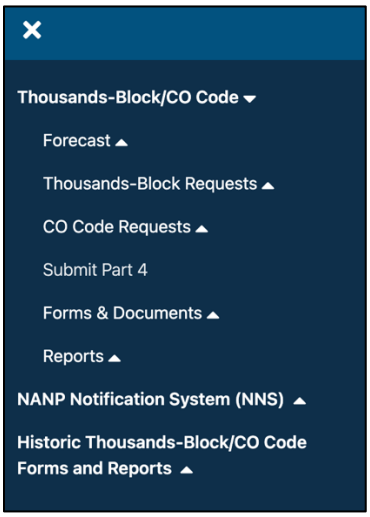


Figure 3-2

4 Forecast

This section provides direction on creating and submitting Thousands-Block Forecasts. Forecast options include:

- Section **4.1** Create/Modify Thousands-Block Forecast, creating new or modifying existing thousands-block forecasts in NAS GUI.
- Section **4.2 Upload Thousands-Block Forecast File**, uploading thousands-block forecast Excel files into NAS.
- Section **4.3 Request Update to Excluded Rate Center**, requesting to have the pooling status of an Excluded rate center updated to Optional.

4.1 Create/Modify Thousands-Block Forecast

Create/Modify Thousands-Block Forecast allows a user to submit a new Thousands-Block Forecast or modify an existing Thousands-Block Forecast in the NAS GUI.

From the **Thousands-Block/CO Code** toolbar, select **Forecast** (Figure 4-1). NAS will display the Forecast toolbar (Figure 4-2). Select **Create/Modify Thousands-Block Forecast** (Figure 4-2). NAS will display the **Thousands-Block Forecast Preliminary Data** screen (Figure 4-3).

Figure 4-1

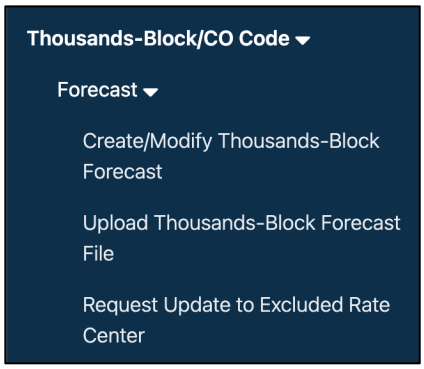


Figure 4-2

From the **Thousands-Block Forecast** preliminary screen (Figure 4-3), select the State, NPA, Month and Year and OCN. All fields with a red asterisk (*) are required. **S**elect the **Next** button to continue, NAS will provide the **Thousands-Block Forecast** screen (Figure 4-4).

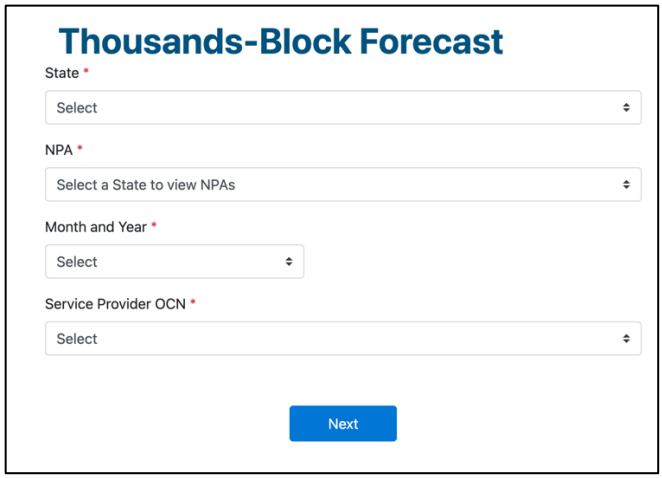


Figure 4-3

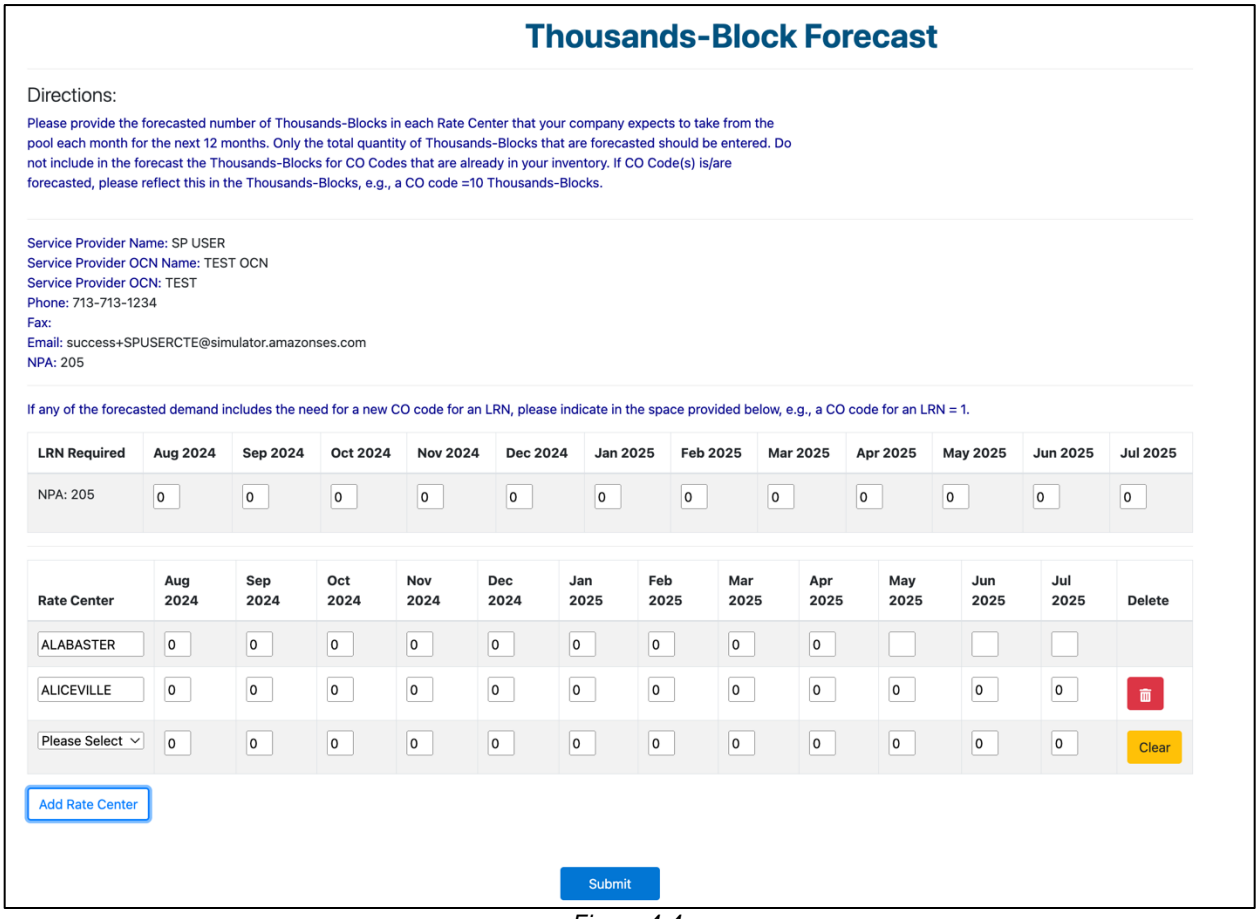


Figure 4-4

Note: If any forecasted demand includes the need for a new CO Code for an LRN, include the number of new CO Codes in the month that the request will be submitted.

When adding a new Thousands-Block Forecast, the **Rate Center** field is a drop-down list of all Rate Centers in the NPA (Figure 4-4). When an existing forecast is on file for an NPA, all Rate Centers with a forecast on file will be shown. The drop-down field on an existing forecast will only include the Rate Centers in the NPA without an existing Thousands-Block Forecast on file (Figure 4-4).

NOTE: At least one **Rate Center** must be added on a new Thousands-Block Forecast.

Add or modify the number of Thousands-Blocks being forecasted for the associated Rate Center for each of the twelve months (e.g., August 2024 = 3 when three Thousands-Blocks are needed).

Note: A Thousands-Block Forecast is required in all Rate Centers where the Service Provider has opted into pooling, however, if no thousands-blocks are needed a forecast of zero may be submitted.

The **Clear** or **Trash Can icons** under the **Delete** column may be used to remove a forecast for a Rate Center that has not yet been submitted (Figure 4-4).

Select a Rate Center then **Add Rate Center** to additional Rate Centers requiring a forecast.

Then select the **Submit** button to complete the forecast and receive the **Confirmation** screen (Figure 4-5).

To return to the **Dashboard** select the **Home** button.

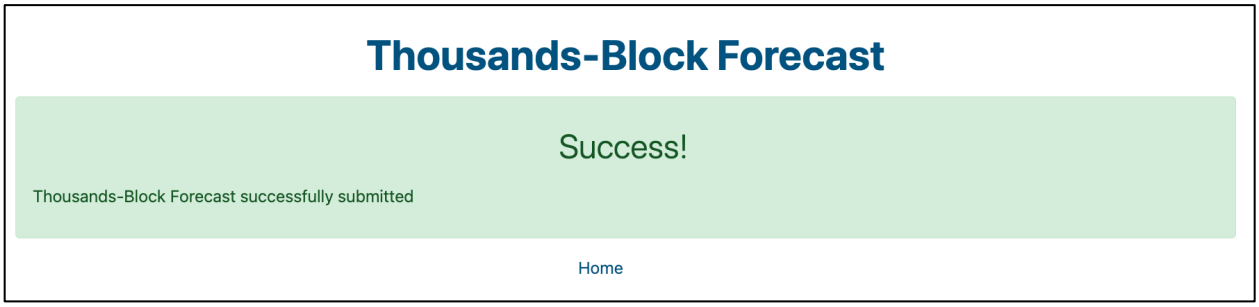


Figure 4-5

4.2 Upload Thousands-Block Forecast File

Upload Thousands-Block Forecast File allows a user to upload an Excel spreadsheet with forecast data for a given OCN and NPA.

From the **Forecast** toolbar, select **Upload Thousands-Block Forecast File** (Figure 4-6). NAS will provide the **Upload Thousands-Block Forecast** screen (Figure 4-7).

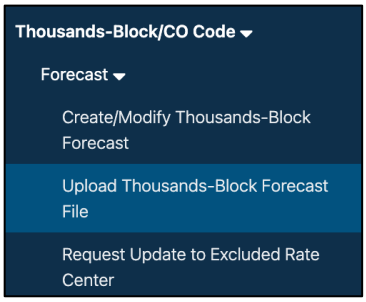


Figure 4-6

Select **Choose File** to select the forecast file to be uploaded to NAS, then select the **Submit** button to upload the forecast file.

NOTE: Ensure the file name adheres to the naming convention: incoming.<OCN>.tb.forecast.<Current MMDDYY>.xlsx

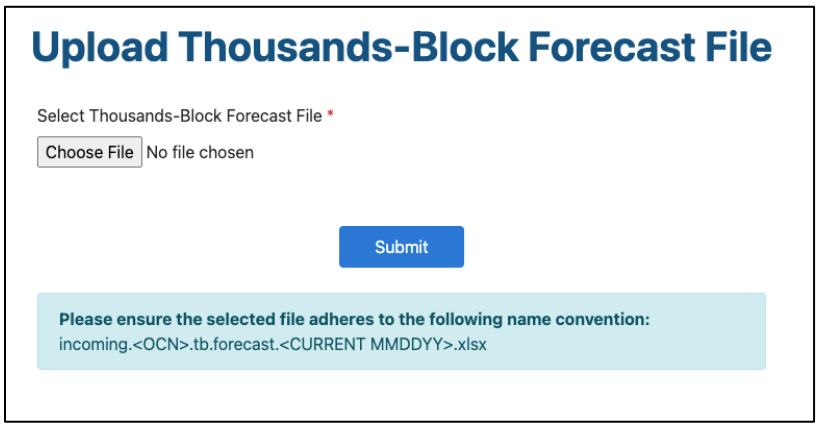


Figure 4-7

When all validations are met, NAS shall provide the **Confirmation** screen (Figure 4-8).

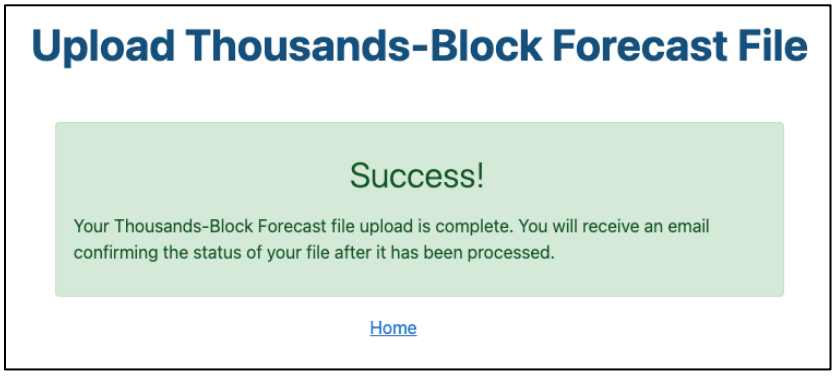


Figure 4-8

When one or more validations are not met, NAS shall provide the **Error Message** screen (Figure 4-9).

NOTE: The **Error Message** screen will list not list all errors, only the first error found.

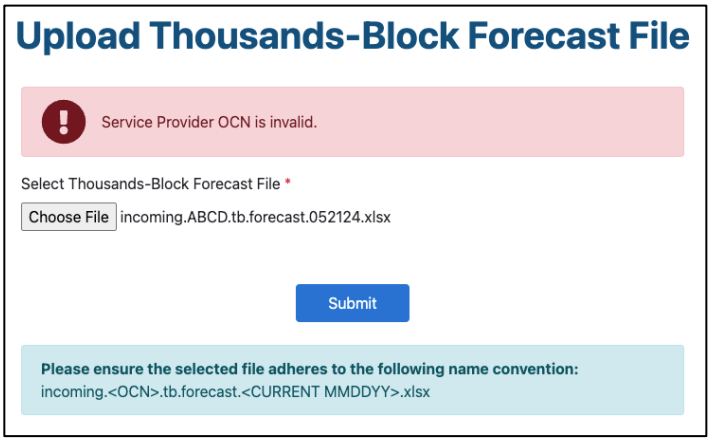


Figure 4-9

4.3 Request Update to Excluded Rate Center

Request Update to Excluded Rate Center allows a user to request the pooling status be changed for an Excluded rate center to Optional.

From the **Forecast** toolbar, select **Request Update to Excluded Rate Center** (Figure 4-10). NAS will provide the **Request Update to Excluded Rate Center** screen (Figure 4-11).

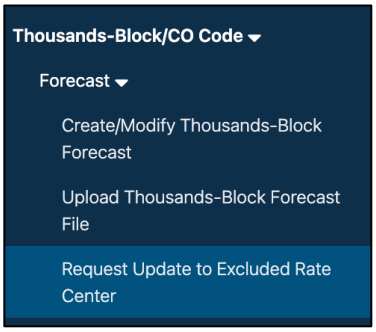


Figure 4-10

From the **Request Update to Excluded Rate Center** screen (Figure 4-11), select the State, NPA and Rate Center, then select the **Submit** button to complete the request. All fields with a red asterisk (*) are required.

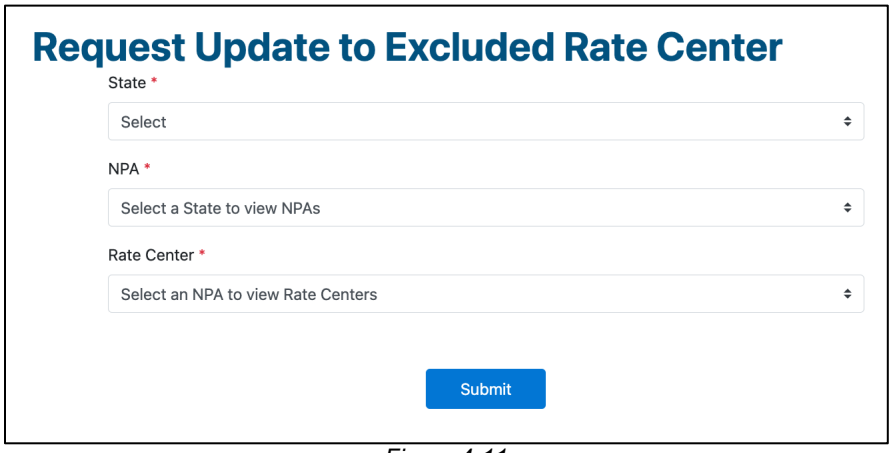


Figure 4-11

Upon successful submission, NAS will update the pooling status from Excluded to Optional (Figure 4-12).

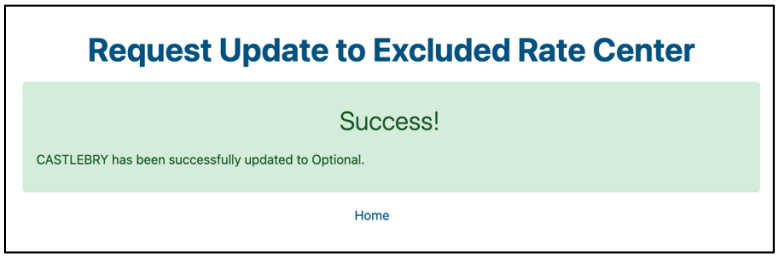


Figure 4-12

To return to the **Dashboard** select the **Home** button.

5 Thousands-Block Requests

This section provides direction on creating and submitting Thousands-Block applications. Thousands-Block application options include:

- Section **5.1 Request New Thousands-Block**, submit a new thousands-block application.
- Section**5.2 Copy Thousands-Block Request**, submit a new thousands-block application using data from a previous thousands-block application for the same application type, State, NPA, and Rate Center.
- Section**5.3 Modify Thousands-Block**Modify Thousands-Block , submit a modification for an assigned thousands-block(s).
- Section**5.4 Modify Thousands-Block Effective Date**Modify Thousands-Block Effective Date , submit an effective date change on a new, modification, or disconnect application where the effective date is the current date or a future date.

  NOTE: When the effective date is seven (7) calendar days or less in the future, email support@nanpa.com indicating the need to modify an effective date that is seven (7) calendar days or less in the future and include the Tracking Number.
- Section**5.5 Disconnect Thousands-Block**, submit a disconnect for a thousands-block.
- Section**5.6 Cancel Thousands-Block Disconnect**, cancel a previously approved thousands-block disconnect where the effective date of the disconnect is the current date or a future date.

NOTE: When the disconnect effective date is seven (7) calendar days or less in the future, email support@nanpa.com indicating the need to cancel a disconnect with an effective date that is seven (7) calendar days or less in the future and include the Tracking Number.

- Section **5.7**, **Reserve Thousands-Block,** submit a reservation request for a thousands-block(s) when a service provider is seeking a safety valve waiver.
- Section **5.8 Assign/Cancel/Extend Thousands-Block Reservation** , submits a request to assign, cancel or extend the reservation expiration date on a reserved thousands-block.
- Section **5.9 Modify Pending Thousands-Block Request**, modify a new or modification application that has not been processed by NANPA.
- Section **5.10 Withdraw Pending Thousands-Block Request**, withdraw a new, modification, or disconnect application that has not been processed by NANPA.
- Section **5.11 Saved Thousands-Block Request**, submit a previously saved application.
  NOTE: Requests are only saved for 30 calendar days.

5.1 Request New Thousands-Block

Request New Thousands-Block allows a user to apply for a new thousands-block.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Request New Thousands-Block,** NAS will display the **Service Area** screen (Figure 5-2).

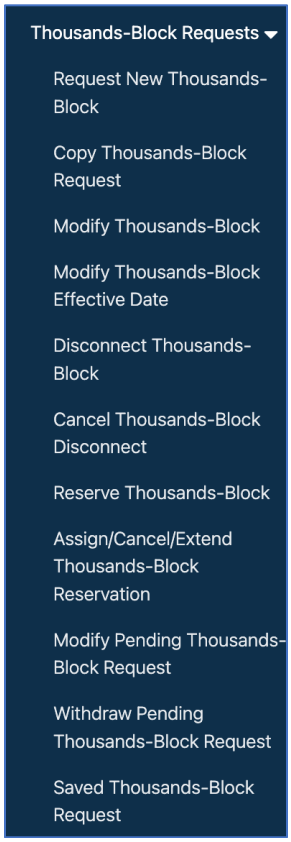


Figure 5-1

5.1.1 Service Area

The **Service Area** screen allows the user to define the service area and number of thousands-blocks being requested on the application.

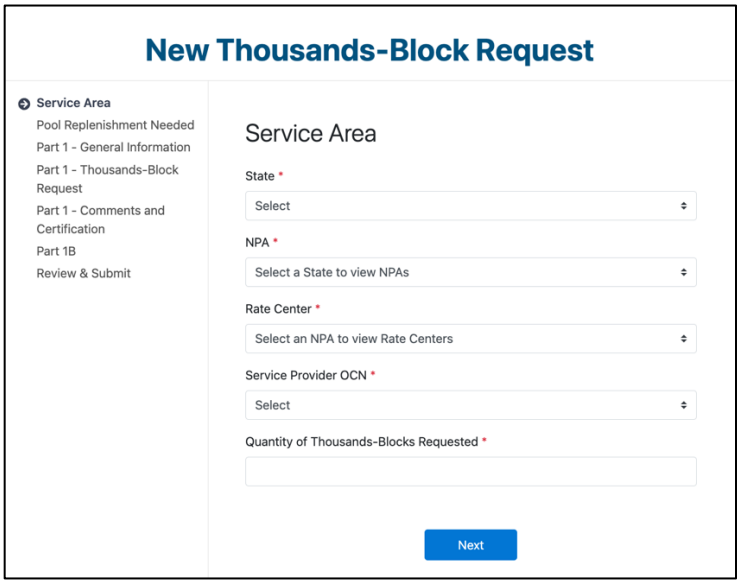


Figure 5-2

From the **Service Area** screen, complete the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of pooling Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Quantity of Thousands-Blocks Requested** – Enter the amount of number of thousands-blocks requested. A maximum of 25 thousands-blocks may be requested per application.

Select **Next**, NAS shall provide the:

- **Pool Replenishment Needed** screen (Section **5.1.2**) when the thousands-block pool is in need of replenishment.
- Part **1 – General Information** screen (Section **5.1.3**) when the thousands-block pool replenishment is not needed.

5.1.2 Pool Replenishment Needed

The **Pool Replenishment Needed** screen (Figure 5-3) is provided only when the six-month forecasted demand for thousands-blocks exceeds the number of thousands-blocks available in the pool for the State, NPA, and Rate Center selected.

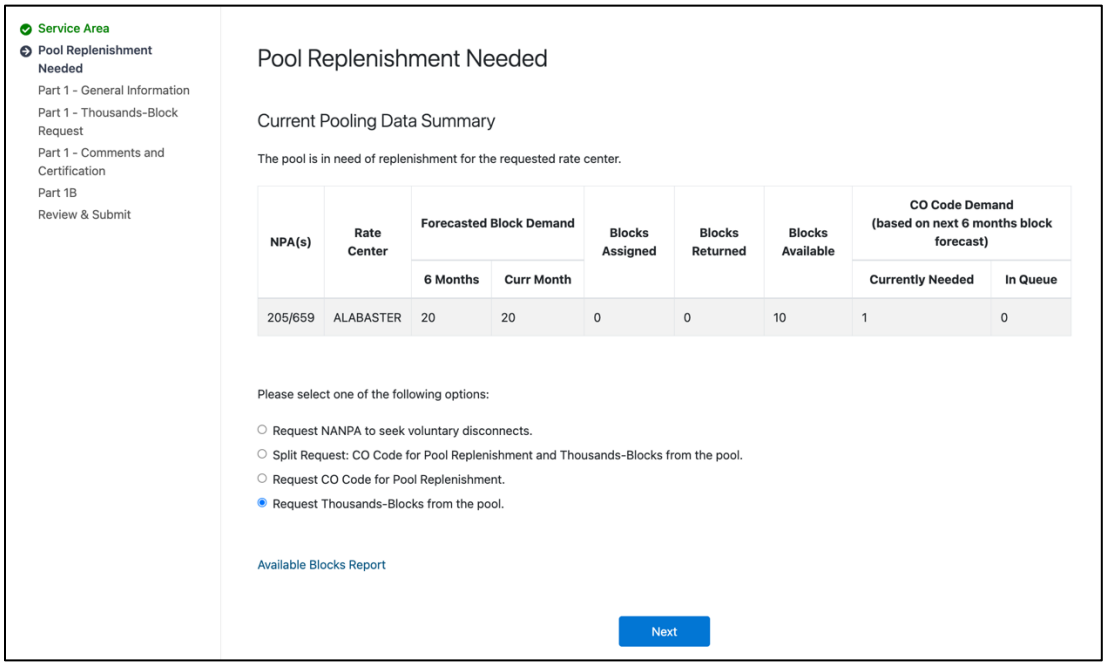


Figure 5-3

Select one of the following options, then select **Next** to proceed to the **Part 1 – General Information** screen:

- **Request NANPA to seek voluntary disconnects.** – When this radio button is selected, NANPA will seek voluntary disconnects from service providers with resources in the State, NPA, and Rate Center.

  NOTE: When selected, the applicant should wait at least 14 calendar days before proceeding with the application to allow NANPA to request and process the disconnect(s).

- **Split Request: CO Code for Pool Replenishment and Thousands-Blocks from the pool.** – When this radio button is selected, enter 1 or more in **Quantity of Thousands-Blocks requested from pool** and select 1 or more checkboxes under **Request Thousands-Blocks to be assigned from CO Code**.

- **Request CO Code for Pool Replenishment.** – When this radio button is selected, select which thousands-blocks to be assigned from the new CO Code.

- **Request Thousands-Blocks from the pool.** – When this radio button is selected, the request will be for the thousands-blocks in the pool.

To view the Available Blocks Report, select the **Available Thousands-Block Report** link, the report will open in a separate window.

Select **Next** to continue, NAS will provide the **Part 1 – General Information** screen (Figure 5-4).

5.1.3 Part 1 – General Information

From the **Part 1 – General Information** screen (Figure 5-4), select the Parent Company OCN and SPC users must also enter the **Headquarters Address**, then select **Next** to proceed to the **Part 1 – Thousands-Block Request** screen.

To view the Part 1 form footnotes/instructions, select the **Part 1 Instructions** link, which will open in a separate window.

To view the current pool status, select the **Pool Replenishment Status** link, move cursor over to view.

Note: At any time, the application may be saved by selecting the **Save** button provided on the screen.

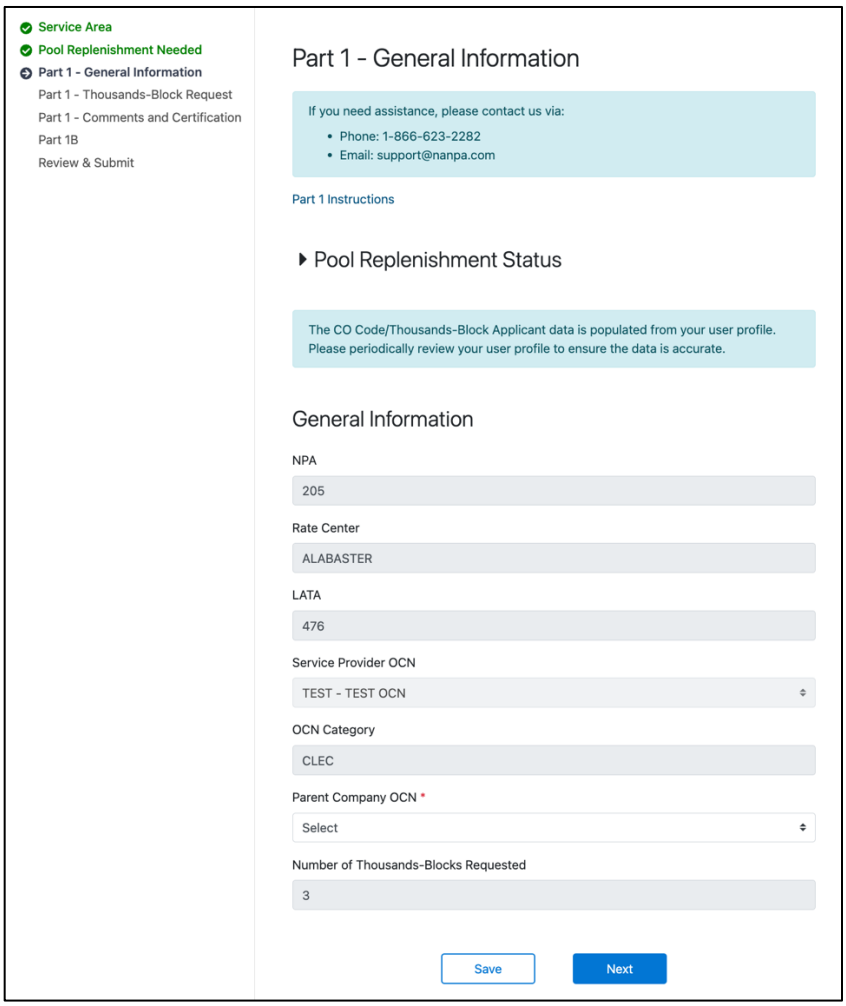


Figure 5-4

5.1.4 Part 1 – Thousands-Block Request

The **Part 1 – Thousands-Block Request** screen allows users to enter the routing, date, and preference data for the application (Figure 5-5).

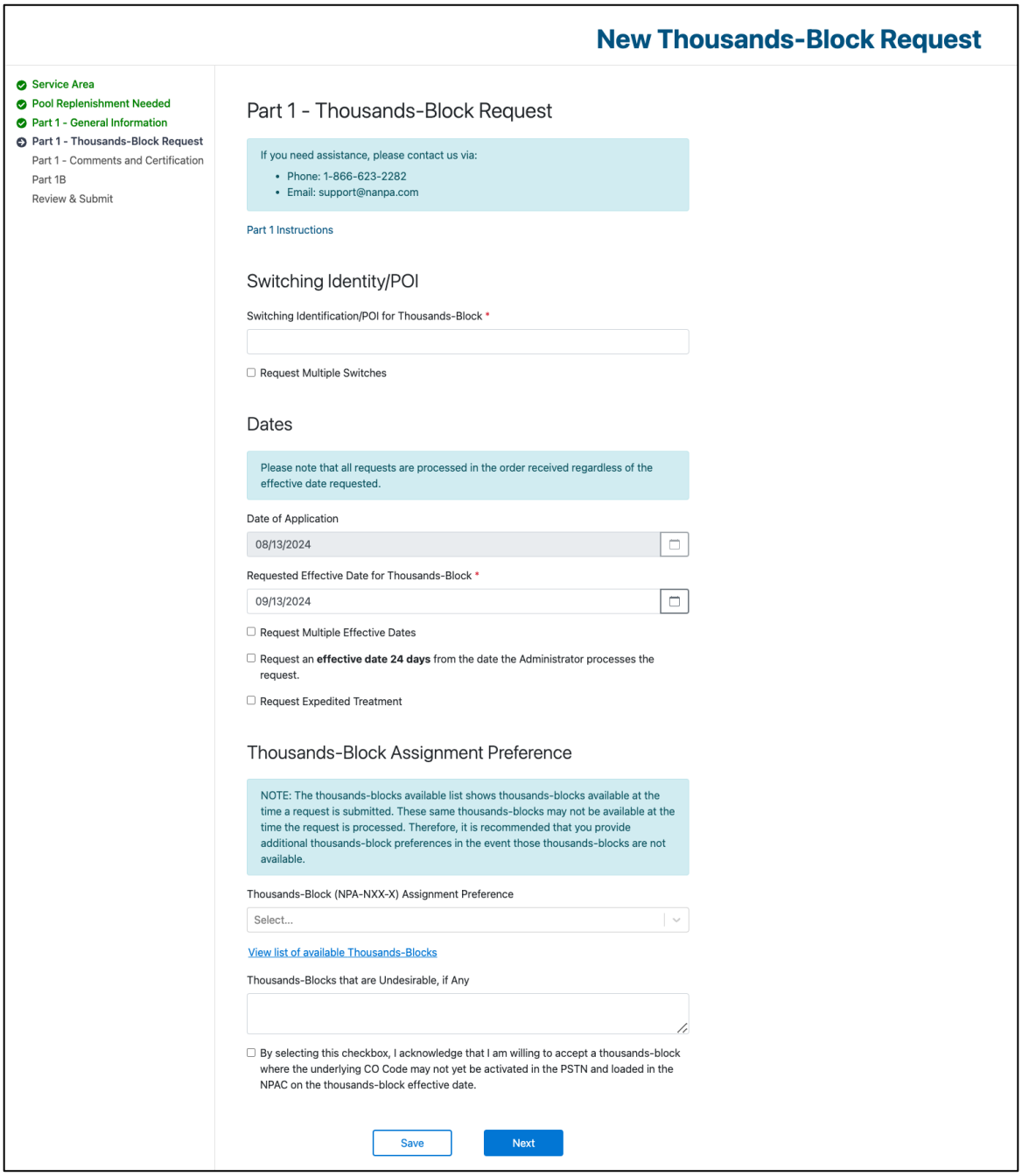


Figure 5-5

From the **Part 1 – Thousands-Block Request** screen, enter the following based on type of request:

- **CO Code Switching Identity/POI**

  NOTE: This section is only provided when the user selected **Split Request: CO Code for Pool Replenishment and Thousands-Blocks from the pool** or **Request CO Code for Pool Replenishment** on the **Pool Replenishment Needed** screen.

  - **Switch Identification (Switching Identity/POI) CO Code –** Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the CO Code.
  - **Request Multiple Switches –** Checkbox. When selected, **Switch Identification (Switching Identity/POI)** fields will be provided for each thousands-block selected from the CO Code (i.e., 0 and 1).
  - **Switch Identification (Switching Identity/POI) for Block X –** Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the thousands-block.
  - **Homing Tandem Operating Company –** Enter the full name of the **Homing Tandem Operating Company** associated with the **Homing Tandem CLLI.**
  - **Homing Tandem CLLI –** Enter the eleven-character **Homing Tandem CLLI** to be associated with the CO Code.

- **Thousands-Block Switching Identity/POI**

  NOTE: This section with not be provided when the user selected **Request CO Code for Pool Replenishment** on the **Pool Replenishment Needed** screen.

  - **Switch Identification (Switching Identity/POI) Thousands-Block –** Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the thousands-block.
  - **Request Multiple Switches –** Checkbox. When selected, **Switch Identification (Switching Identity/POI)** fields will be provided for each thousands-block requested (i.e., Block 1, Block 2, etc.).
  - **Switch Identification (Switching Identity/POI) for Block X –** Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the thousands-block.

- **CO Code Requested Effective Date**

  NOTE: This section is only provided when the user selected **Split Request: CO Code for Pool Replenishment and Thousands-Blocks from the pool** or **Request CO Code for Pool Replenishment** on the **Pool Replenishment Needed** screen.

  - **Requested Effective Date** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.

    NOTE: When an expedited date is entered **Request Expedited Treatment** must be selected. A letter agreeing to the expedite is required from the Tandem Homing Operating Company except when the applicant is the Tandem Homing Operating

Company. Also, a letter agreeing to the expedite is required from the AOCN except when the applicant is the AOCN.

NOTE: A CO Code effective date less than 30 calendar days is not allowed.

- **Request Multiple Effective Dates** – Checkbox. When selected, **Requested Effective Date for Block X** fields will be provided for each thousands-block selected from the CO Code (i.e., 0 and 1).
- **Requested Effective Date for Block X** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request an effective date 52 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 52-calendar day effective date from the date the request is processed.
- **Request Expedited Treatment** – Checkbox. When selected, the **CO Code Requested Effective Date** may be less than the standard 59 calendar days.

- **Thousands-Block Requested Effective Date**

  NOTE: This section with not be provided when the user selected **Request CO Code for Pool Replenishment** on the **Pool Replenishment Needed** screen.

  - **Requested Effective Date** – Populated with the standard 31 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
  - **Request Multiple Effective Dates** – Checkbox. When selected, **Requested Effective Date for Block X** fields will be provided for each thousands-block selected from the CO Code (i.e., Block 1, Block 2, etc.).
  - **Requested Effective Date for Block X** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
  - **Request an effective date 24 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 24-calendar day effective date from the date the request is processed.

    NOTE: This field will not be provided when Request Multiple Effective Dates is selected. To receive a 24-calendar day effective date for one of the requested thousands-blocks, specify which thousands-block(s) the 24-calendar day effective date applies to in the Comments field.

  - **Request Expedited Treatment** – Checkbox. When selected, the **Thousands-Block Requested Effective Date** may be less than the standard 31 calendar days.

- **CO Code Assignment Preference**

  NOTE: This section is only provided when the user selected **Split Request: CO Code for Pool Replenishment and Thousands-Blocks from the pool** or **Request CO Code for Pool Replenishment** on the **Pool Replenishment Needed** screen.

- **CO Code(s) (NPA-NXX) Assignment Preference** – This is a drop-down list of all available CO Codes in the NPA. The user may also type in a preference or the beginning of a preference to see what is available (i.e., 209 or 209-5).
- **View list of available CO Codes** – This is a link. When selected, the Available CO Codes Report for the NPA will open in a separate window.
- **CO Codes that are Undesirable, if any** – The user may enter any undesirable CO Codes or state "all others."

- **Thousands-Block Assignment Preference**

  NOTE: This section will not be provided when the user selected **Request CO Code for Pool Replenishment** on the **Pool Replenishment Needed** screen.

  - **Thousands-Block (NPA-NXX) Assignment Preference** – This is a drop-down list of all available Thousands-Blocks in the NPA complex. The user may also type in a preference or the beginning of a preference to see what is available (i.e., 209, 209-5, 209-500).
  - **View list of available Thousands-Blocks** – This is a link. When selected, the Available Thousands-Block Report for the NPA complex will open in a separate window.
  - **Thousands-Blocks that are Undesirable, if any** – The user may enter any undesirable CO Codes or state "all others."

- **By selecting this checkbox, I acknowledge that I am willing to accept a thousands-block where the underlying CO Code may not yet be activated in the PSTN and loaded in the NPAC on the thousands-block effective date** – Checkbox. When selected the user is agreeing to receive a thousands-block where PSTN Activation Confirmation has not been received.

Select **Next** to proceed to the **Part 1 – Comments and Certification** screen (Figure 5-6).

5.1.5 Part 1 – Comments and Certification

The **Part 1 Comments and Certification** screen is where the user completes the final steps of application and certifies that all information provided is accurate to the best of their knowledge.

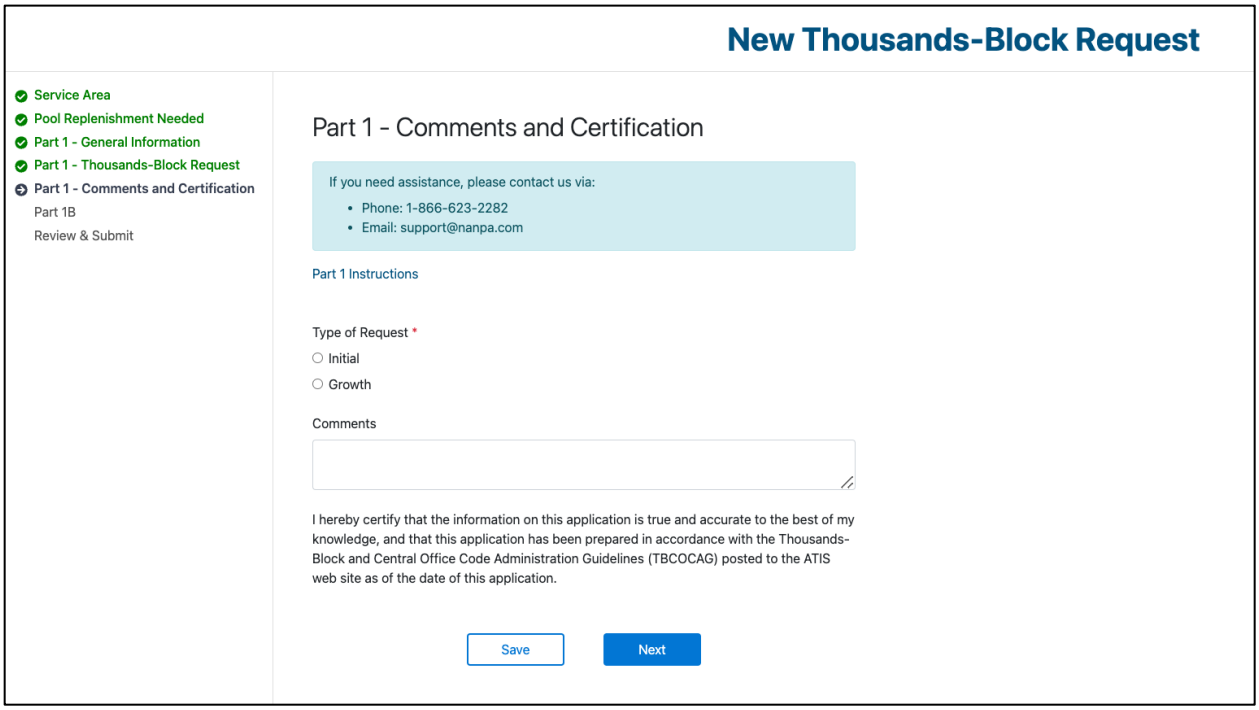


Figure 5-6

The **Part 1 Comments and Certification** screen, complete the following:

- **Type of Request**
- **Initial** – Radio button. Select this when the application is the first numbering resource being requested for the Service Provider OCN in the State, NPA, and Rate Center.
- **Growth** – Radio button. Select this when the application is the not the first numbering resource being requested for the Service Provider OCN in the State, NPA, and Rate Center.
- **Comments** – This is an optional free-form text field.

Select **Next**:

- When **Growth** was selected or when **Initial** was selected and more than one thousands-block is being requested, the **Months to Exhaust** screen (Section **5.1.6**) will be displayed.
- When **Initial** was selected, the **Part 1B** screen (Section **5.1.7**) will be displayed when **Split Request: CO Code for Pool Replenishment and Thousands-Blocks from the pool** or **Request Thousands-Blocks from the pool** was selected on the **Pool Replenishment Needed** screen.
- When **Initial** was selected and one thousands-block is being requested or the request is for CO Code for Pool Replenishment only, **Review & Submit** screen (Section **5.1.8**) will be displayed.

5.1.6 Months to Exhaust

The **Months to Exhaust** screen (Figure 5-7) is provided for all initial applications where more than one thousands-block is being requested on an initial application and all growth applications. The data entered will be used to verify that applicant meets the six months to exhaust and 75% utilization requirements.

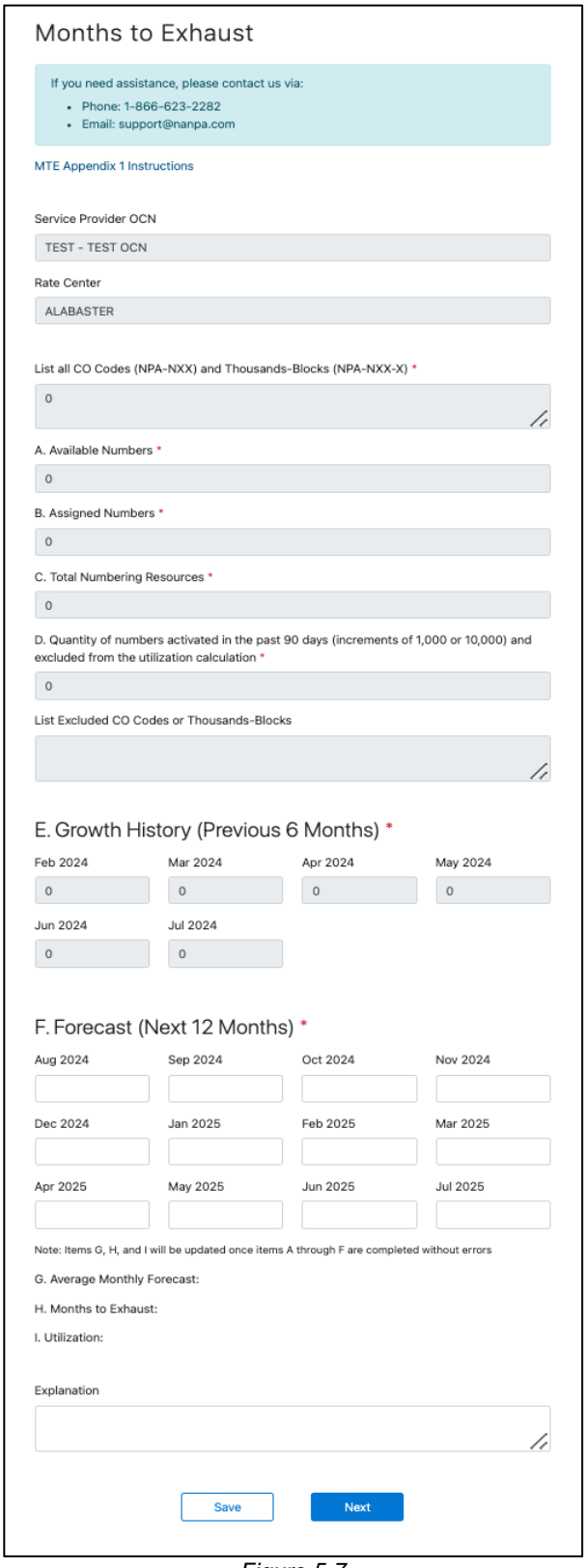

Months to Exhaust
If you need assistance, please contact us via:
Phone: 1-866-623-2282
Email: support@nanpa.com
MTE Appendix 1 Instructions
Service Provider OCN
TEST - TEST OCN
Rate Center
ALABASTER
List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X) *
0
A. Available Numbers *
0
B. Assigned Numbers *
0
C. Total Numbering Resources *
0
D. Quantity of numbers activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation *
0
List Excluded CO Codes or Thousands-Blocks
E. Growth History (Previous 6 Months) *
Feb 2024
Mar 2024
Apr 2024
May 2024
0
0
0
0
Jun 2024
Jul 2024
0
0
F. Forecast (Next 12 Months) *
Aug 2024
Sep 2024
Oct 2024
Nov 2024
Dec 2024
Jan 2025
Feb 2025
Mar 2025
Apr 2025
May 2025
Jun 2025
Jul 2025
Note: Items G, H, and I will be updated once items A through F are completed without errors
G. Average Monthly Forecast:
H. Months to Exhaust:
I. Utilization:
Explanation
Save
Next

Figure 5-7

Complete the following on the **Months to Exhaust** screen:

- **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** – Populated with 0 for **Initial** applications. For **Growth** applications, populated from the **Total Numbering Resources Report** with the CO Codes (NPA- NXX) and Thousands-Blocks (NPA-NXX-X) associated with the **Service Provider OCN**, **NPA**, and **Rate Center**. The user may edit this field, but an **Explanation** is required.
- **Available Numbers** – Populated with 0 for **Initial** applications. For **Growth** applications, the user is required to enter the quantity of available telephone numbers within the company's inventory.
- **Assigned Numbers** – Populated with 0 for **Initial** applications. For **Growth** applications, the user is required to enter the quantity of telephone numbers assigned to customers.
- **Total Numbering Resources** – Populated with 0 for **Initial** applications. For **Growth** applications, populated with the quantity of telephone numbers assigned to the **Service Provider OCN** in the **NPA**, and **Rate Center** from the **Total Numbering Resources Report**.

  NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation** – Populated with 0 for **Initial** applications. For **Growth** applications, the user is required to enter the quantity of telephone numbers that will be excluded from the utilization calculation because they are from CO Codes and/or thousands-blocks activated in the past 90 days.

  NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **List Excluded CO Codes or Thousands-Blocks** – Populated with 0 for **Initial** applications. The user is required to enter the CO Code(s) (NPA-NXX) and Thousands-Block(s) (NPA-NXX-X) activated in the past 90 days when a number other than 0 is entered in **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation**.
- **Growth History (Previous 6 months)**
  - **Months 1-6** – The user is required to enter the quantity of telephone numbers assigned to customers for each month of the previous 6 months.
- **Forecast (Next 12 Months)**
  - **Months 1-12** – The user is required to enter the of number of telephone numbers expected to be assigned for each of the next 12 months.
- **Explanation** – An Explanation is required when **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** and/or **Total Numbering Resources** is modified, otherwise, this is an optional free-form text field.

Select **Next:**

- If MTE is not met, then the following options may be provided:
  - **Proceed on the basis of the existing MTE and receive only <X> Thousands-Block(s)**
  - **Need to Request a State Waiver**
  - **Received a State Waiver**
  - **Over-Contaminated Thousands-Block Exception**

- If MTE is met, then the **Part 1B** screen (Section **5.1.7**) will be displayed when **Split Request: CO Code for Pool Replenishment and Thousands-Blocks from the pool** or **Request**

Thousands-Blocks from the pool was selected on the **Pool Replenishment Needed** screen, otherwise, the **Review & Submit** screen (Section **5.1.8**) will be displayed.

5.1.7 Part 1B

The user is required to complete the Part 1B screen (Figure 5-8) when **Split Request: CO Code for Pool Replenishment and Thousands-Blocks from the pool** or **Request Thousands-Blocks from the pool** was selected on the **Pool Replenishment Needed** screen.

To view the Part 1B form footnotes/instructions, select the **Part 1B Instructions** link, which will open in a separate window.

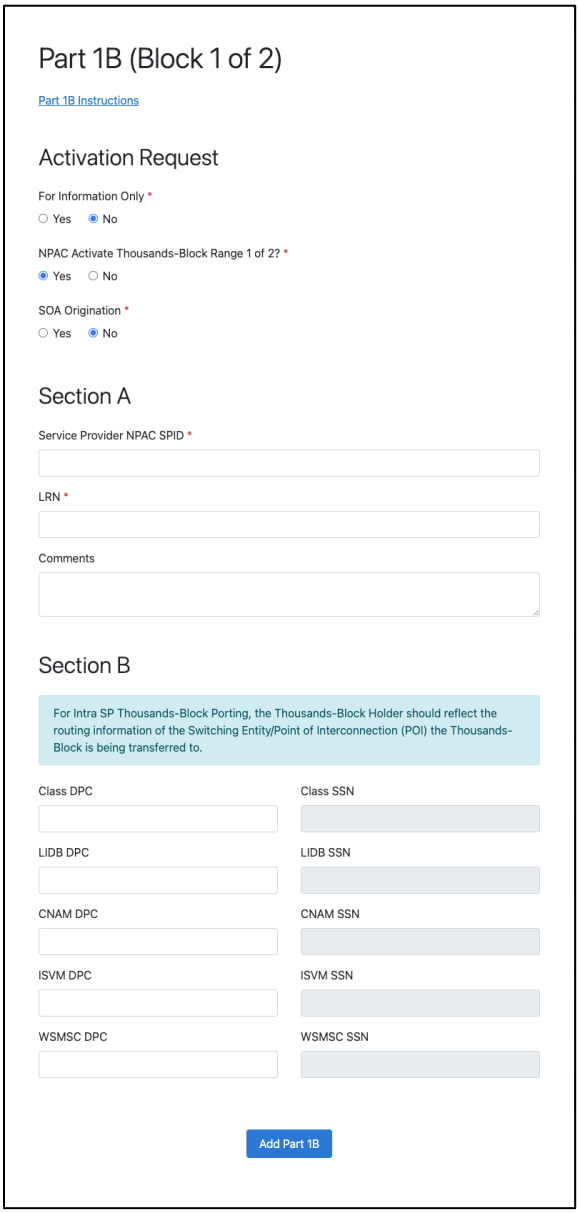


Figure 5-8

- **Activation Request**
  - **For Information Only** – Select either the **Yes** or **No** radio button.

    NOTE: When For Information Only is selected the Part 1B will not be sent to the NPAC.

    NOTE: The Part 1B will automatically be marked **For Information Only** when the:
    - thousands-block is being Allocated back to the CO Code Holder on the Switching Entity/POI where the CO Code resides.

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

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

    - the **Override SPID/LRN Validations in NAS** checkbox is selected.

  - **NPAC Activate Thousands-Block Range X of X** – Select either the **Yes** or **No** radio button.

    NOTE: When **Yes** is selected, **Section B** will be provided.

    NOTE: When **Yes** is selected, the NPAC will create and shall activate the Thousands-Block range.

    NOTE: When **No** is selected, the NPAC will create the Thousands-Block range, but it will be the responsibility of the SP to activate the Thousands-Block range.

  - **SOA Origination** – Select either the **Yes** or **No** radio button.

- **Section A**
  - **Override SPID/LRN Validations in NAS** – Checkbox. When the **Override SPID/LRN Validations in NAS** checkbox () is selected, the Part 1B will automatically update the **For Information Only** field to **Yes**.

    NOTE: When For Information Only is selected, the Part 1B will not be sent to the NPAC.

  - **Service Provider NPAC SPID** – Enter the four alpha-numeric character **Service Provider NPAC SPID** to be associated with the thousands-block.

NOTE: The **Service Provider NPAC SPID** entered must exist in the NPAC region of the requested thousands-block.

- **LRN** – Enter the ten-digit LRN to be associated with the thousands-block with no dashes.
- **Comments** – Enter any **Comments**.

- **Section B**

  NOTE: Section B is only provided when **NPAC Activate Thousands-Block Range X of X** is **Yes**.

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

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

- **WSMSC SSN** – The Wireless Short Message Service Center Subsystem Number for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC SSN entered must be 000 and is required when the **WSMSC DPC** is entered.

Select **Add Part 1B**, NAS will automatically create the additional Part 1Bs with the same information for each thousands-block requested and provide the **Review & Submit** screen (Section **5.1.8**).

NOTE: NAS will walk the user through each additional Part 1B. All additional Part 1B forms will be populated with the initial Part 1B data but the form data is editable.

5.1.8 Review & Submit

The **Part 1B Review & Submit** screen (Figure 5-9) allows the user to edit Part 1B data for each thousands-blocks being requested from the pool by selecting the **Edit** icon.

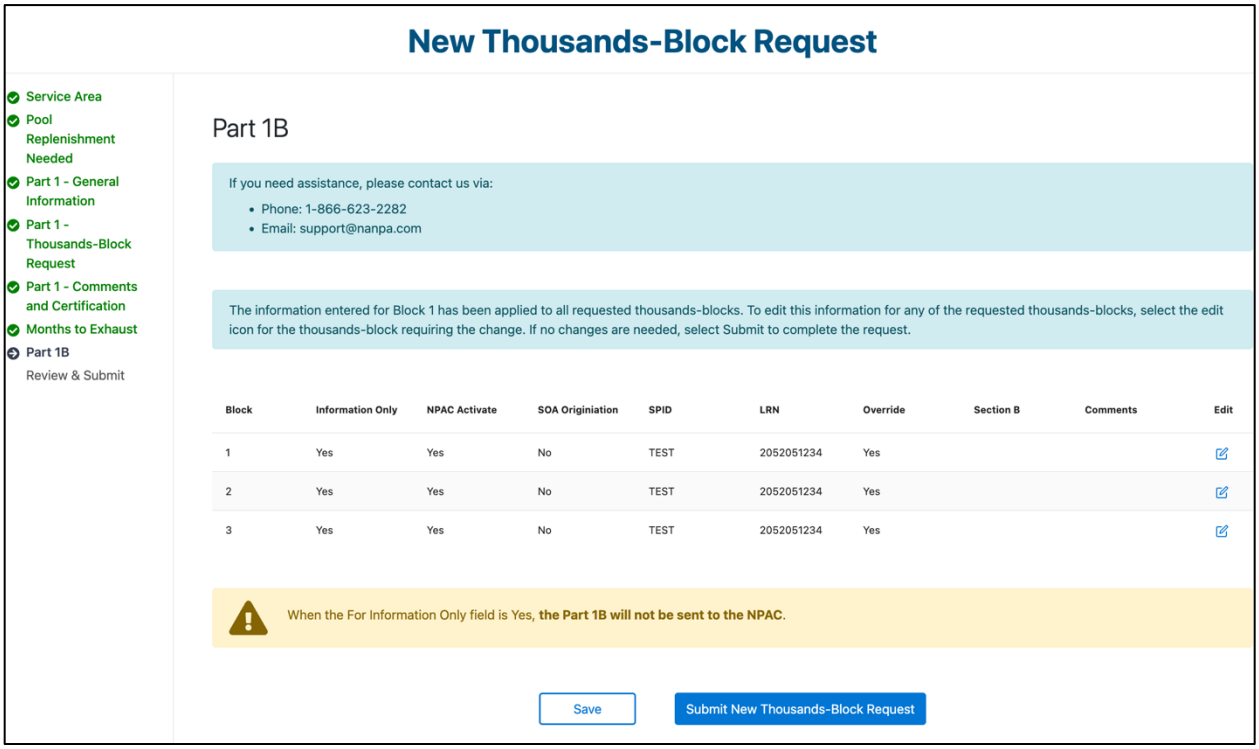


Figure 5-9

Select **Submit New Thousands Block Request** to submit the request, the **Confirmation** screen will be displayed (Figure 5-10). To attach supporting documents to the request, select the **Attach Documents** link (see Section **8.2**).

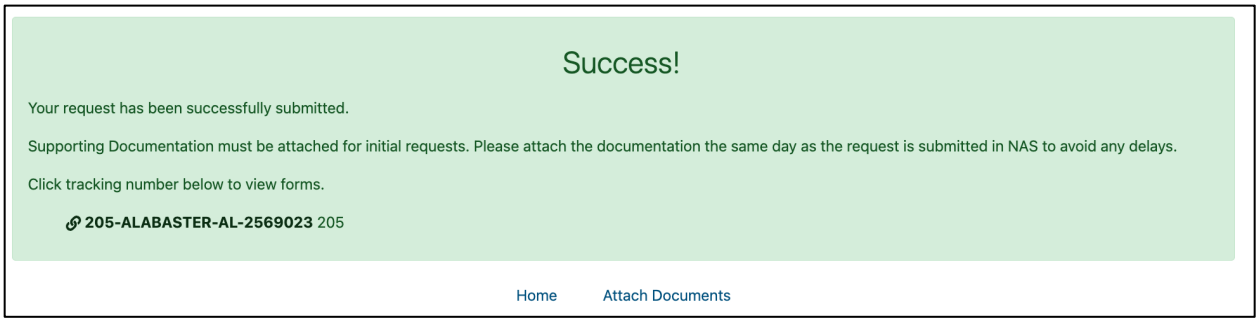


Figure 5-10

NOTE: If the request type is Initial, attach the following documentation to your application at the time of submission: 1) Evidence of license or certification to provide service in the area and 2) evidence of facilities readiness within 60 days of the thousands-block activation date.

NOTE: If for some reason you are unable to attach the documentation, email it to support@nanpa.com at the time of submission and include the tracking number in the email.

5.2 Copy Thousands-Block Request

Copy Thousands-Block Request allows a user to apply for a new thousands-block using a previously submitted New Thousands-Block request.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Copy Thousands-Block Request,** NAS will display the **Copy Thousands-Block Request** screen (Figure 5-11).

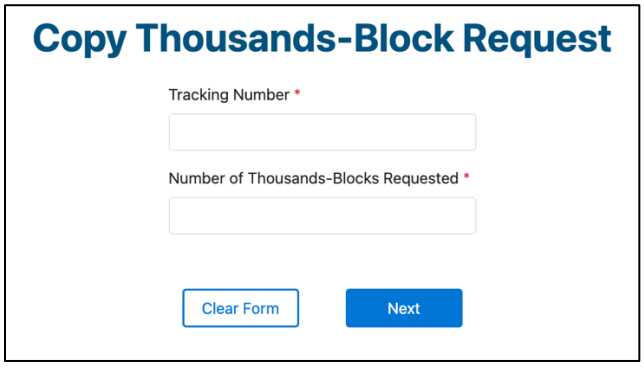


Figure 5-11

Complete the following on the **Copy Thousands-Block Request** screen:

- **Tracking Number** - Enter the tracking number of the original New Thousands-Block request.
- **Number of Thousands-Blocks Requested** – Enter the amount of number of thousands-blocks requested. A maximum of 25 thousands-blocks may be requested per application.

Select **Next**, to proceed to the **Part 1 – General Information** screen (Section **5.1.3** under **Request New** Thousands-Block) and proceed through the Thousands-Block Request process.

Note: The information on the Part 1 and Part 1B screens will be pre-populated based on what was provided in the original request except for the Requested Effective Date field, it will default to 31 calendar days from the date of application and the Months to Exhaust screen.

5.3 Modify Thousands-Block

Modify Thousands-Block allows a user to submit a modification to a previously assigned or retained a thousands-block.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Modify Thousands-Block,** NAS will display the **Type of Change** screen (Figure 5-12).

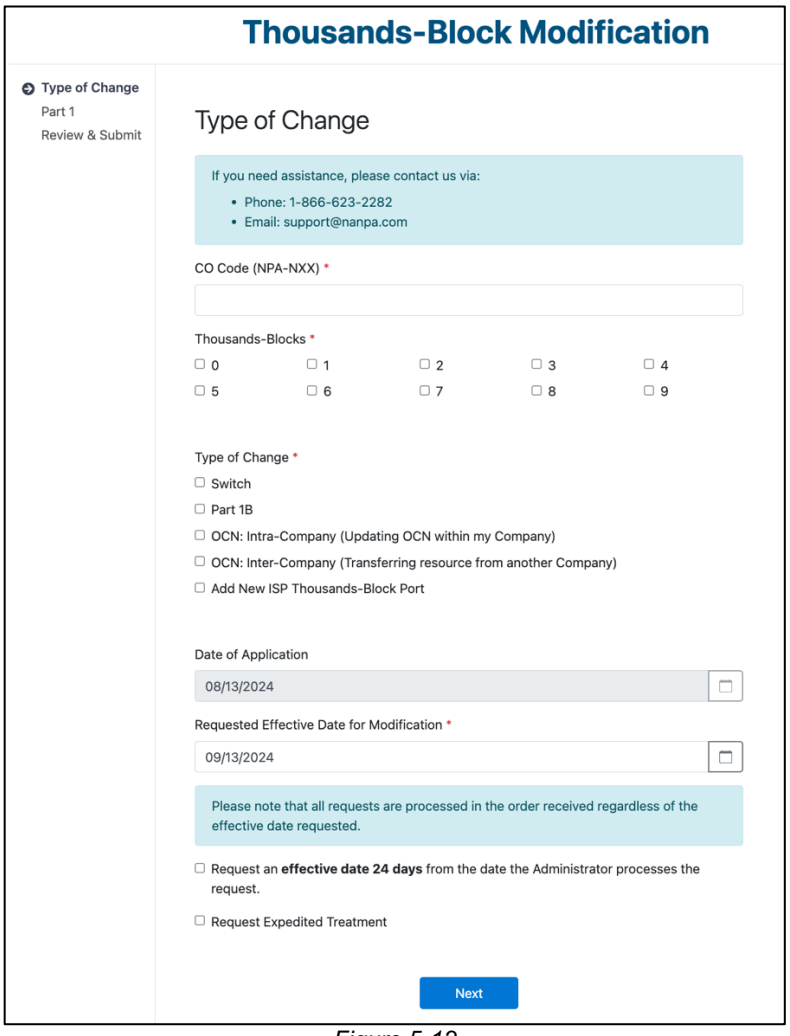


Figure 5-12

5.3.1 Type of Change

The **Type of Change** screen allows the user to select the thousands-blocks being modified.

From the **Type of Change** screen, complete the following:

- **CO Code (NPA-NXX)** – Enter the NPA-NXX.
- **Thousands-Blocks** – Checkbox. Select the thousands-block(s) that will be modified.
- **Type of Change** – Checkbox.
  - Switch
  - Part 1B
  - OCN: Intra-Company (Updating OCN within my Company)
    - Select checkbox if "This modification is in response to a request from NANPA to become the new Thousands-Block Holder."
  - OCN: Inter-Company (Transferring resource from another Company)
    - Select checkbox if "This modification is in response to a request from NANPA to become the new Thousands-Block Holder."
  - Add New ISP Thousands-Block Port
    - To request a new ISP thousands-block port, select **Add New ISP Thousands-Block Port** as the type of change. When adding a new ISP thousands-block port for a non-pooled CO Code, to update the pooled status on CO Code to an I and build out all 10 thousands-block records, then select **Yes** for **Update BIRRDS/LERG**.
    - To modify an existing ISP thousands-block port, select **Switch** and/or **Part 1B** as the type of change.
- **Requested Effective Date for Modification** – Populated with the standard 31 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request an effective date 24 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 24-calendar day effective date from the date the request is processed.
- **Request Expedited Treatment** – Checkbox. When selected, the **Thousands-Block Requested Effective Date** may be less than the standard 31 calendar days.

Select **Next** to proceed, based on the Type of Change selected, the applicable Part 1 and Part 1B screens and fields will be displayed for the user to update.

Once the modification request is submitted, then the **Confirmation** screen (Figure 5-13) will be provided . To attach supporting documents to the request, select the **Attach Documents** link (see Section **8.2**).

NOTE: If the this will be the Initial resource in the rate center, attach the following documentation to your application at the time of submission: 1) Evidence of license or certification to provide service in the area and 2) evidence of facilities readiness within 60 days of the thousands-block activation date.

NOTE: If for some reason you are unable to attach the documentation, email it to support@nanpa.com at the time of submission and include the tracking number in the email.

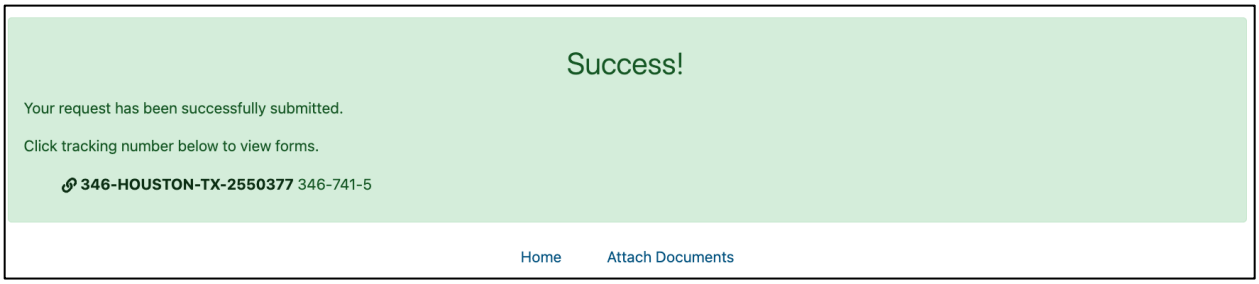


Figure 5-13

5.4 Modify Thousands-Block Effective Date

Modify Thousands-Block Effective Date allows a user to modify the effective date for a thousands-block when the effective date is still in the future.

Note: The following applications may have the effective date modified: New Thousands-Block Request and Thousands-Block Modification Request.

Note: A Thousands-Block Modification Request for Inter-company OCN may not modify the effective date to an earlier effective date than the Effective Date on the original Thousands-Block Modification Request Part 3. When the Effective Date needs to be moved to an earlier effective date than the Effective Date on the original Thousands-Block Modification Request Part 3, contact NANPA support at support@nanpa.com for assistance.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Modify Thousands-Block Effective Date,** NAS will display the **Effective Date Change Thousands-Block** screen (Figure 5-14).

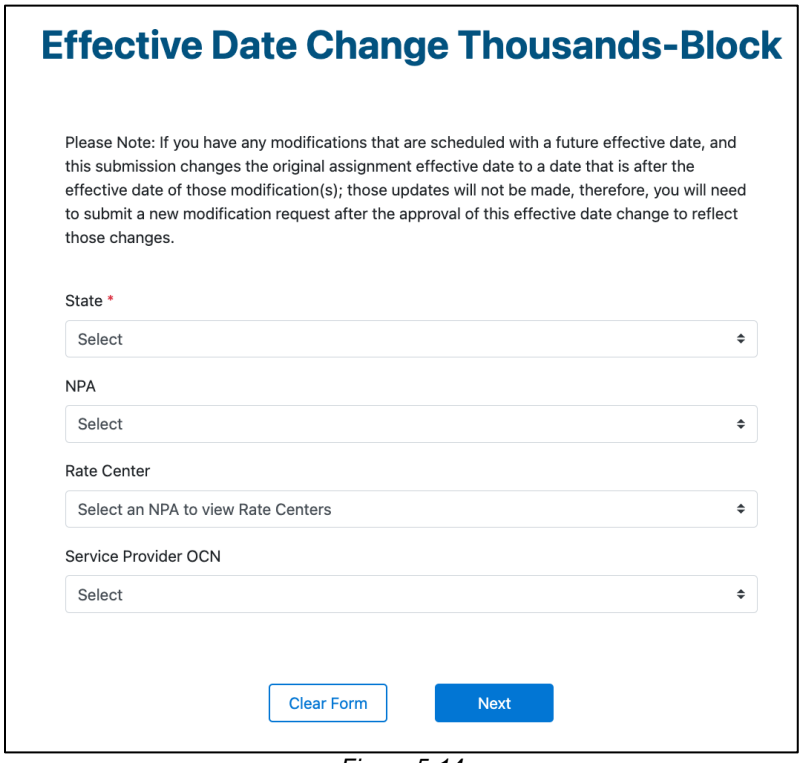


Figure 5-14

From the preliminary **Effective Date Change Thousands-Block** screen, complete the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of pooling Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Select **Next**, the **Effective Date Change Thousands-Block** screen (Figure 5-15) will be displayed.

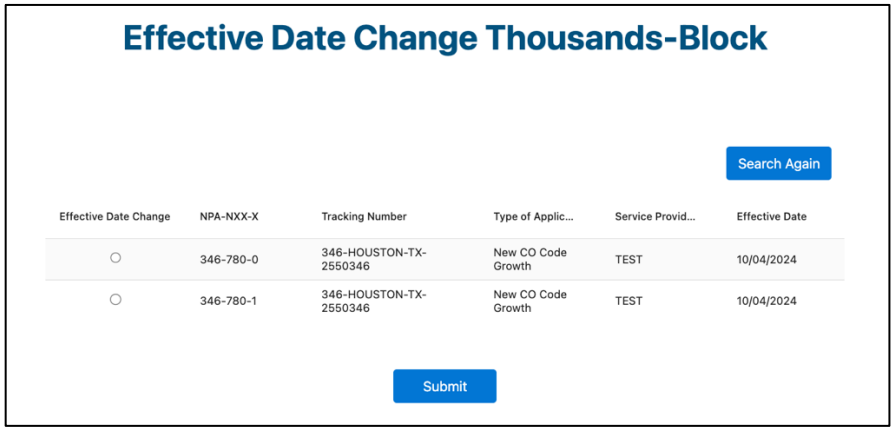


Figure 5-15

Select the thousands-block to request the effective date change for, then the **Dates** and **Comments** section will be displayed (Figure 5-16).

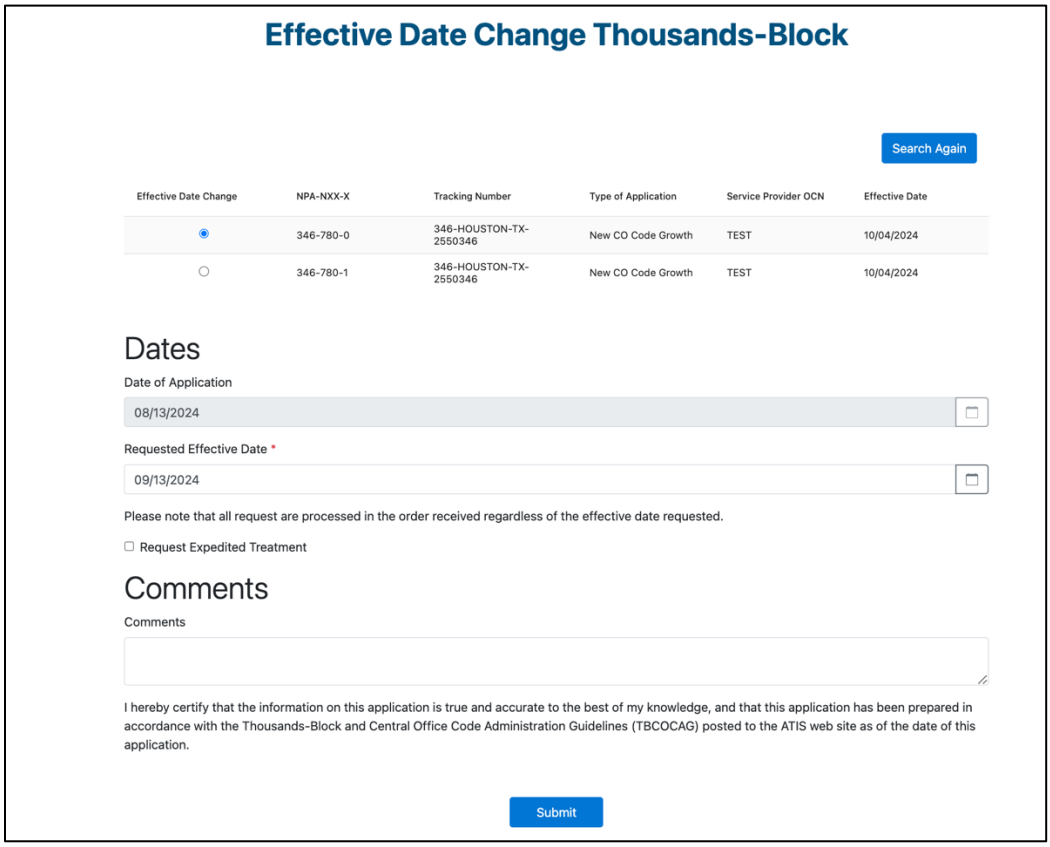


Figure 5-16

From the **Effective Date Change Thousands-Block** screen, complete the following:

- **Requested Effective Date** – Populated with the standard 31 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request Expedited Treatment** – Checkbox. When selected, the **Thousands-Block Requested Effective Date** may be less than the standard 31 calendar days.
- **Comments** – This is an optional free-form text field.

Select **Submit**, the **Confirmation** screen (Figure 5-17) will be displayed.

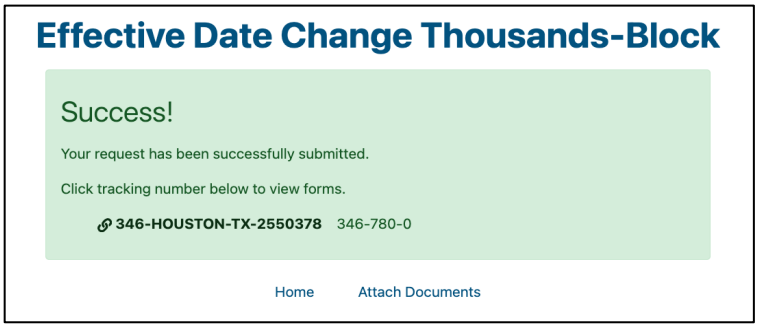


Figure 5-17

5.5 Disconnect Thousands-Block

Disconnect Thousands-Block allows a user to return (i.e., donate/disconnect) a thousands-block.

NOTE: When disconnecting an **ISP Thousands-Block Port**, the ISP Thousands-Block Port that is being disconnected will be made available in the pool inventory and the CO code will be updated to a Pooled CO code. If the ISP Thousands-Block Port that is being disconnected shall not be made available in the pool inventory and a Pooled CO code, include this information in the **Comments** field provided.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Disconnect Thousands-Block,** NAS will display the **Disconnect Thousands-Blocks** screen (Figure 5-18).

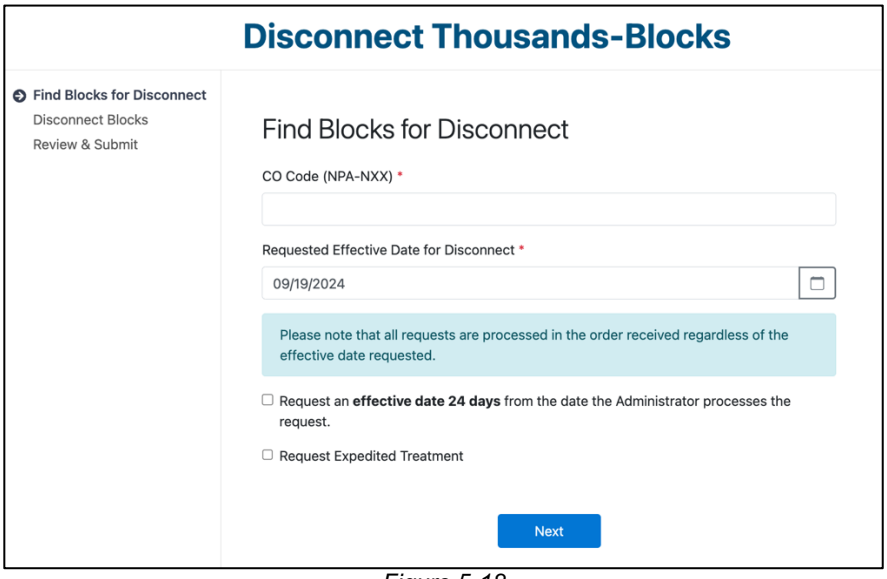


Figure 5-18

From the preliminary **Disconnect Thousands-Blocks** screen, complete the following:

- **CO Code (NPA-NXX)** – Enter the NPA-NXX associated with the thousands-block(s) that will be returned.

- **Requested Effective Date** – Populated with the standard 31 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request Expedited Treatment** – Checkbox. When selected, the **Thousands-Block Requested Effective Date** may be less than the standard 31 calendar days.

Select **Next**, the **Disconnect Thousands-Blocks** screen will be displayed (Figure 5-19).

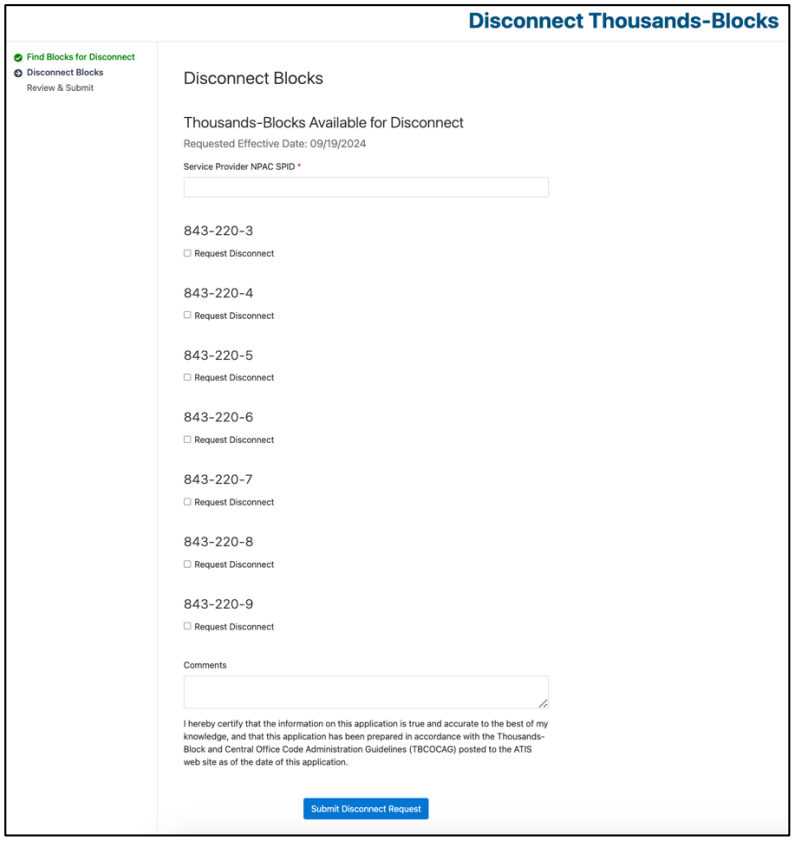


Figure 5-19

From the **Disconnect Thousands-Blocks** screen, complete the following:

NOTE: Ensure all Intra-Service Provider ports are completed in NPAC prior to submitting the disconnect or call failure may occur when the Thousands-Block is assigned to another service provider.

- **Service Provider NPAC SPID** – Enter the four alpha-numeric character **Service Provider NPAC SPID** associated with the thousands-block.
- **Request to Disconnect** – Select which thousands-block to be disconnected (Figure 5-20).
    - **Is this Thousands-Block Contaminated** – Select the **Yes** or **No** radio button.
        - When **Yes** is selected:
            - **Are there over 100 ported TNs**, select the **Yes** or **No** radio button.
                - When Yes is selected, **Are you exiting the market** – Select the **Yes** or **No** radio button.

- **I have completed all new Intra SP ports in the NPAC and protected the Thousands-Block from further assignment** – Select the **Yes** or **No** radio button.

  - When **No** is selected:
    - **I have protected the Thousands-Block from further assignment** – Select the **Yes** or **No** radio button.

- **Comments** – Enter any **Comments**.

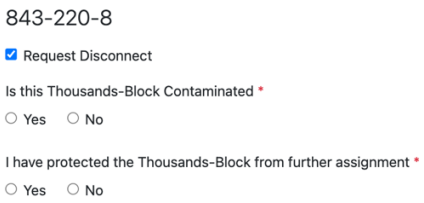


Figure 5-20

Select **Submit Disconnect Request**, the **Confirmation** screen will be displayed (Figure 5-21).

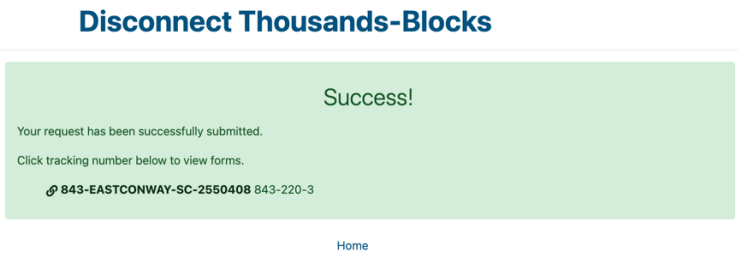


Figure 5-21

5.6 Cancel Thousands-Block Disconnect

Cancel Thousands-Block Disconnect allows a user to cancel a previously returned thousands-block when the effective date of the thousands-block disconnect is the current date or a future date.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Cancel Thousands-Block Disconnect,** NAS will display the **Cancel Disconnect Thousands-Blocks** screen (Figure 5-22).

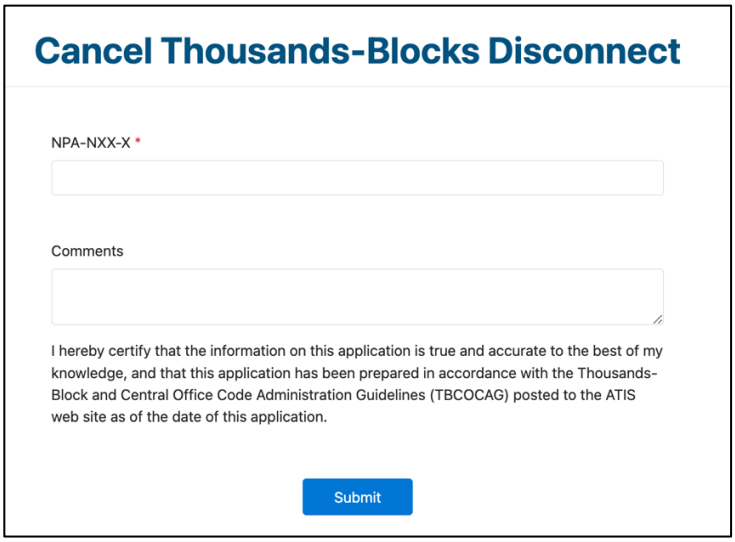


Figure 5-22

From the **Cancel Disconnect Thousands-Blocks** screen, complete the following:

- **NPA-NXX-X** – Enter the thousands-block(s) that was previously returned.
- **Comments** – Enter any **Comments**.

Select **Submit**, the **Confirmation** screen will be displayed (Figure 5-23).

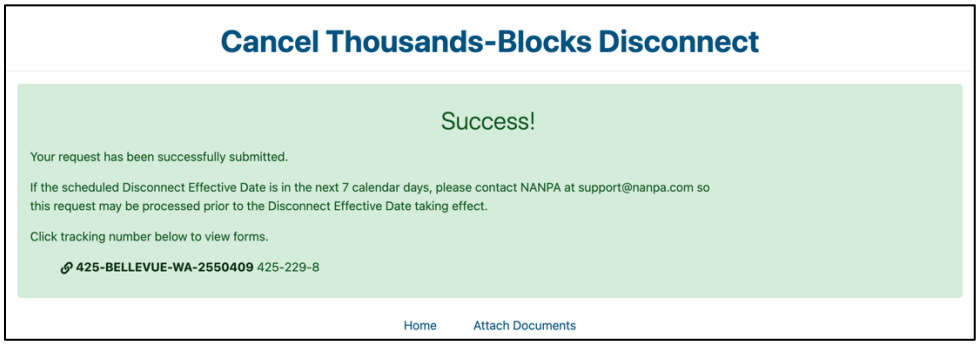


Figure 5-23

Note: If the scheduled thousands-block disconnect Effective Date is in the next 7 calendar days, please contact NANPA at support@nanpa.com so this request may be processed prior to the thousands-block disconnect Effective Date.

5.7 Reserve Thousands-Block

Reserve Thousands-Block allows a user to reserve a thousands-block when a safety valve request is pending regulatory approval.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Reserve Thousands-Block,** NAS will display the **Service Area** screen (Figure 5-24).

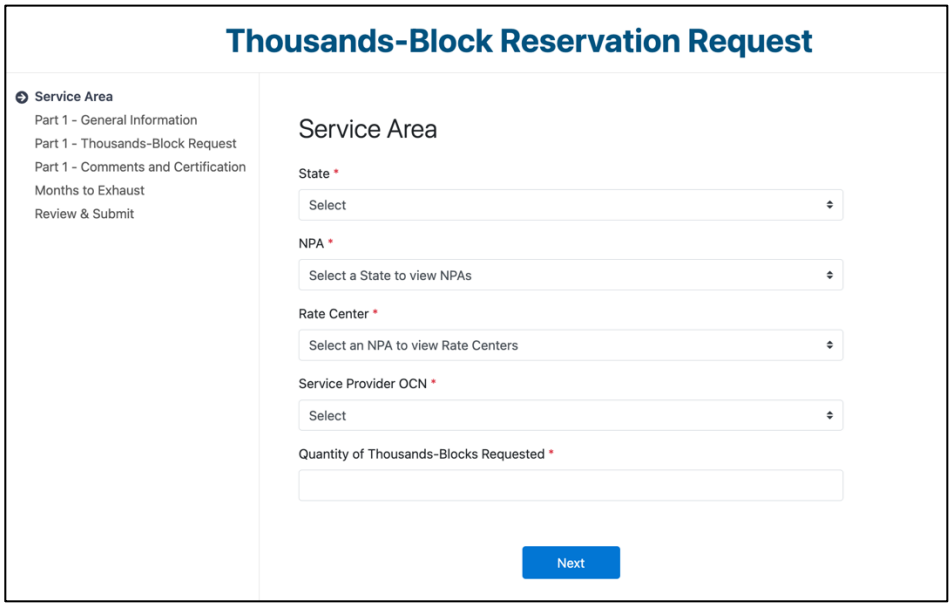


Figure 5-24

5.7.1 Service Area

The **Service Area** screen allows the user to define the service area and number of thousands-blocks being requested on the application.

From the **Service Area** screen, complete the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of pooling Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Quantity of Thousands-Blocks Requested** – Enter the amount of number of thousands-blocks requested. A maximum of 25 thousands-blocks may be requested per application.

Select **Next**, NAS shall provide the **Part 1 – General Information** screen (Figure 5-25).

5.7.2 Part 1 – General Information

From the **Part 1 – General Information** screen (Figure 5-25), select the Parent Company OCN and for SPC users enter the **Headquarters Address**.

To view the Part 1 form footnotes/instructions, select the **Part 1 Instructions** link, which will open in a separate window.

To view the current pool status, select the **Pool Replenishment Status** link, move cursor over to view.

Select **Next** to proceed to the **Part 1 – Thousands-Block Reservation Request** screen (Figure 5-26).

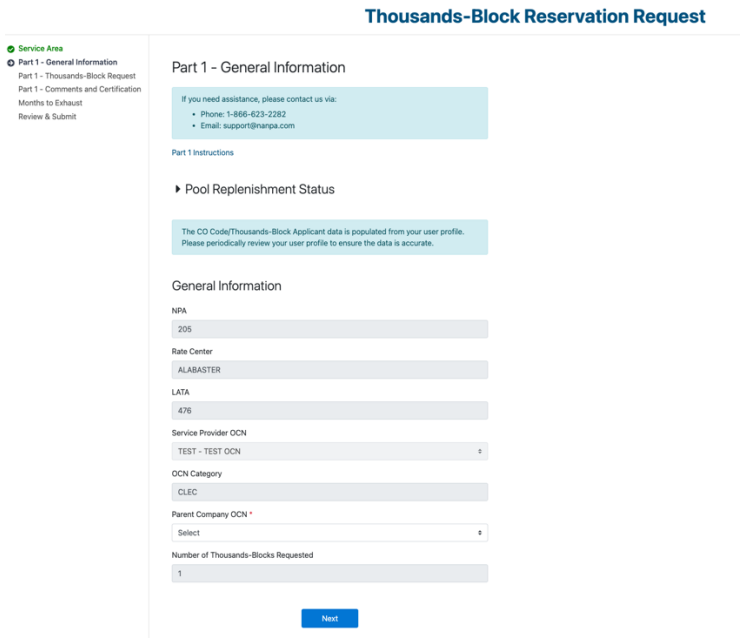


Figure 5-25

5.7.3 Part 1 – Thousands-Block Reservation Request

The **Part 1 – Thousands-Block Reservation Request** screen (Figure 5-26) allows users to enter the routing and preference data for the application.

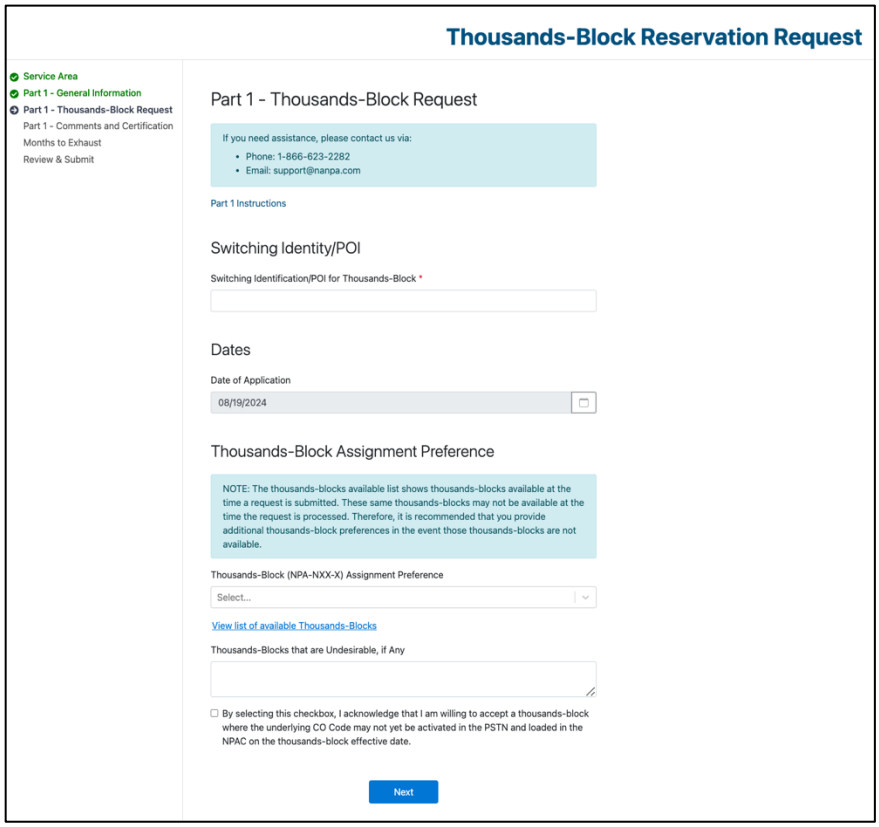


Figure 5-26

From the **Part 1 – Thousands-Block Reservation Request** screen, enter the following:

- **Switch Identification (Switching Identity/POI) Thousands-Block –** Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the thousands-block.

- **Thousands-Block Assignment Preference**

    - **Thousands-Block (NPA-NXX) Assignment Preference** – This is a drop-down list of all available Thousands-Blocks in the NPA complex. The user may also type in a preference or the beginning of a preference to see what is available (i.e., 209, 209-5, 209-500).
    - **View list of available Thousands-Blocks** – This is a link. When selected, the Available Thousands-Block Report for the NPA complex will open in a separate window.
    - **Thousands-Blocks that are Undesirable, if any** – The user may enter any undesirable CO Codes or state “all others.”

- **By selecting this checkbox, I acknowledge that I am willing to accept a thousands-block where the underlying CO Code may not yet be activated in the PSTN and loaded in the NPAC on the thousands-block effective date** – Checkbox. When selected the user is agreeing to receive a thousands-block where PSTN Activation Confirmation has not been received.

Select **Next** to proceed to the **Part 1 – Comments and Certification** screen (Figure 5-27).

5.7.4 Part 1 – Comments and Certification

The **Part 1 Comments and Certification** screen (Figure 5-27) is where the user completes the final steps of application and certifies that all information provided is accurate to the best of their knowledge.

The **Part 1 Comments and Certification** screen, complete the following:

- **Type of Request**
- **Growth** – Radio button. Select this, reservations are only allowed for growth requests only and where a safety valve request is pending regulatory approval.
- **Comments** – This is an optional free-form text field.

Note: The tracking number of the denied Thousands-Block Request must be added to the **Comments** field.

Select **Next**, the **Months to Exhaust** screen (Figure 5-28) will be displayed.

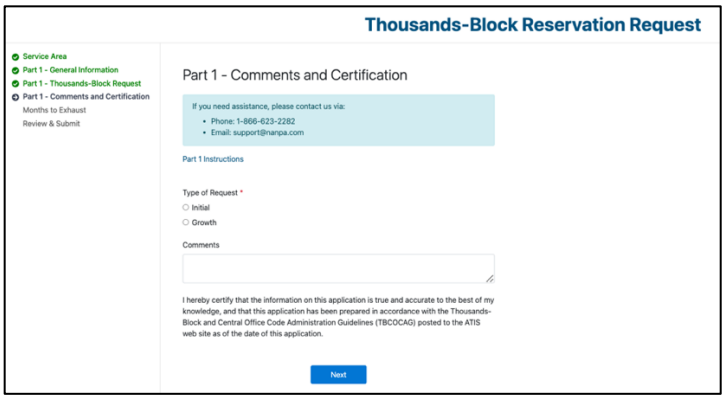


Figure 5-27

5.7.5 Months to Exhaust

Complete the following on the **Months to Exhaust** screen (Figure 5-28):

- **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** – For **Growth** applications, populated from the **Total Numbering Resources Report** with the CO Codes (NPA- NXX) and Thousands-Blocks (NPA-NXX-X) associated with the **Service Provider OCN**, **NPA**, and **Rate Center**. The user may edit this field, but an **Explanation** is required.
- **Available Numbers** – For **Growth** applications, the user is required to enter the quantity of available telephone numbers within the company's inventory.
- **Assigned Numbers** – For **Growth** applications, the user is required to enter the quantity of telephone numbers assigned to customers.

- **Total Numbering Resources** – For **Growth** applications, populated with the quantity of telephone numbers assigned to the **Service Provider OCN** in the **NPA**, and **Rate Center** from the **Total Numbering Resources Report**.

  NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation** – For **Growth** applications, the user is required to enter the quantity of telephone numbers that will be excluded from the utilization calculation because they are from CO Codes and/or thousands-blocks activated in the past 90 days.

  NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **List Excluded CO Codes or Thousands-Blocks** – The user is required to enter the CO Code(s) (NPA-NXX) and Thousands-Block(s) (NPA-NXX-X) activated in the past 90 days when a number other than 0 is entered in **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation**.
- **Growth History (Previous 6 months)**
  - **Months 1-6** – The user is required to enter the quantity of telephone numbers assigned to customers for each month of the previous 6 months.
- **Forecast (Next 12 Months)**
  - **Months 1-12** – The user is required to enter the of number of telephone numbers expected to be assigned for each of the next 12 months.
- **Explanation** – An Explanation is required when **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** and/or **Total Numbering Resources** is modified, otherwise, this is an optional free-form text field.

Note: To request a thousands-block reservation while your Safety Valve request is pending regulatory approval, your months to exhaust calculation must exceed 6.0 or your utilization calculation must be below 75%.

Select **Submit Thousands-Block Reservation Request** to complete the application**,** the **Confirmation** screen will be displayed (Figure 5-29). To attach supporting documents to the request, select the **Attach Documents** link (see Section **8.2**).

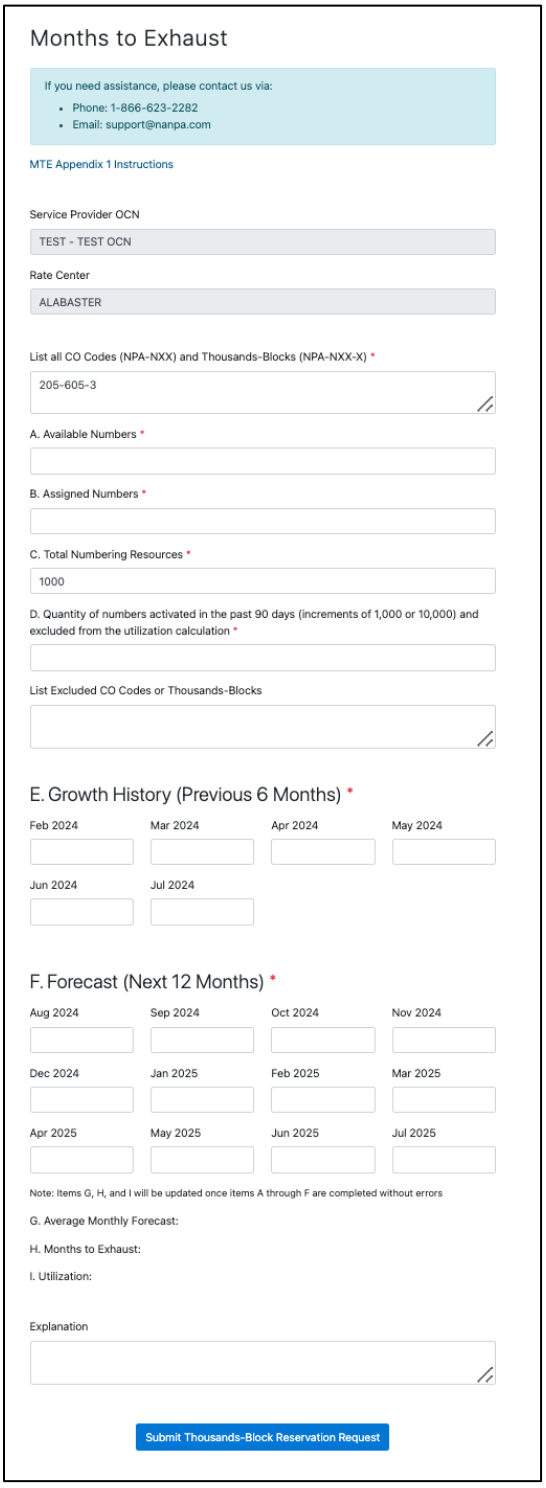

Months to Exhaust
If you need assistance, please contact us via:
Phone: 1-866-623-2282
Email: support@nanpa.com
MTE Appendix 1 Instructions
Service Provider OCN
TEST - TEST OCN
Rate Center
ALABASTER
List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X) *
205-605-3
A. Available Numbers *
B. Assigned Numbers *
C. Total Numbering Resources *
1000
D. Quantity of numbers activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation *
List Excluded CO Codes or Thousands-Blocks
E. Growth History (Previous 6 Months) *
Feb 2024
Mar 2024
Apr 2024
May 2024
Jun 2024
Jul 2024
F. Forecast (Next 12 Months) *
Aug 2024
Sep 2024
Oct 2024
Nov 2024
Dec 2024
Jan 2025
Feb 2025
Mar 2025
Apr 2025
May 2025
Jun 2025
Jul 2025
Note: Items G, H, and I will be updated once items A through F are completed without errors
G. Average Monthly Forecast:
H. Months to Exhaust:
I. Utilization:
Explanation
Submit Thousands-Block Reservation Request

Figure 5-28

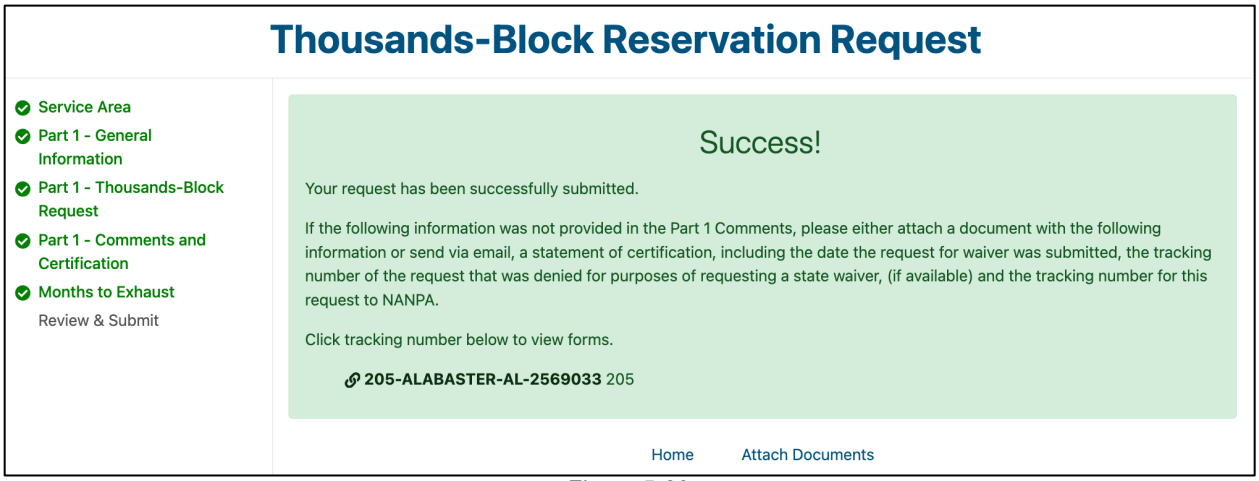


Figure 5-29

5.8 Assign/Cancel/Extend Thousands-Block Reservation

Assign/Cancel/Extend Thousands-Block Reservation allows a user to request a reserved thousands-block to be assigned, cancel a thousands-block reservation or request a one-time extension for a reserved thousands-block.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Assign/Cancel/Extend Thousands-Block Reservation,** NAS will display the **Process Thousands-Block Reservation** screen (Figure 5-30).

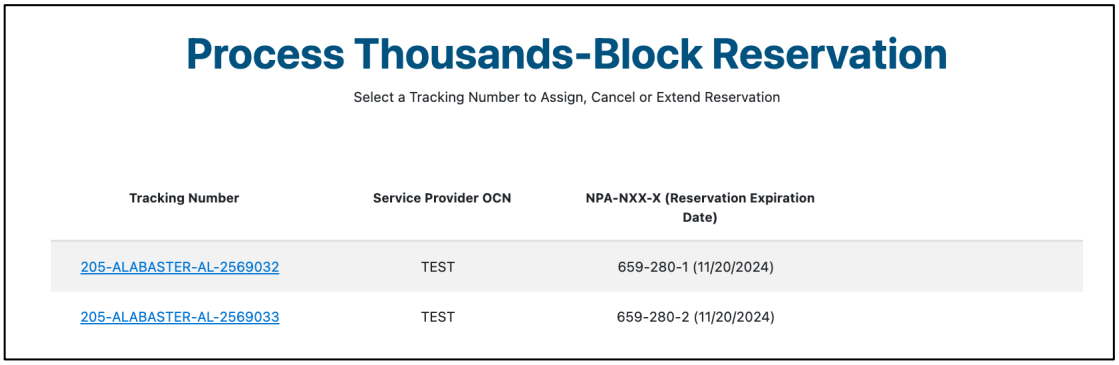


Figure 5-30

From the **Process Thousands-Block Reservation** screen, select a **Tracking Number** to display the reserved thousands-block(s) (Figure 5-31), then select one of the following and click **Submit**:

- To request a reserved thousands-block to be assigned, select the **Assign Reservation** radio button.
  - When the **Assign Reservation** radio button is selected, then **Part 1 – Assign Thousands-Block Reservation** screen (Section **5.8.1**) will be displayed.
- To cancel a thousands-block reservation, select the **Cancel Reservation** radio button.
  - When the **Cancel Reservation** radio button is selected, the reservation will be cancelled, and the **Confirmation** screen (Figure 5-35) will be displayed.

- To request a one-time extension for a reserved thousands-block, select the **Extend Reservation** radio button.
    - When the **Extend Reservation** radio button is selected, the reservation will be extended for an additional three months, and the **Confirmation** screen (Figure 5-35) will be displayed.

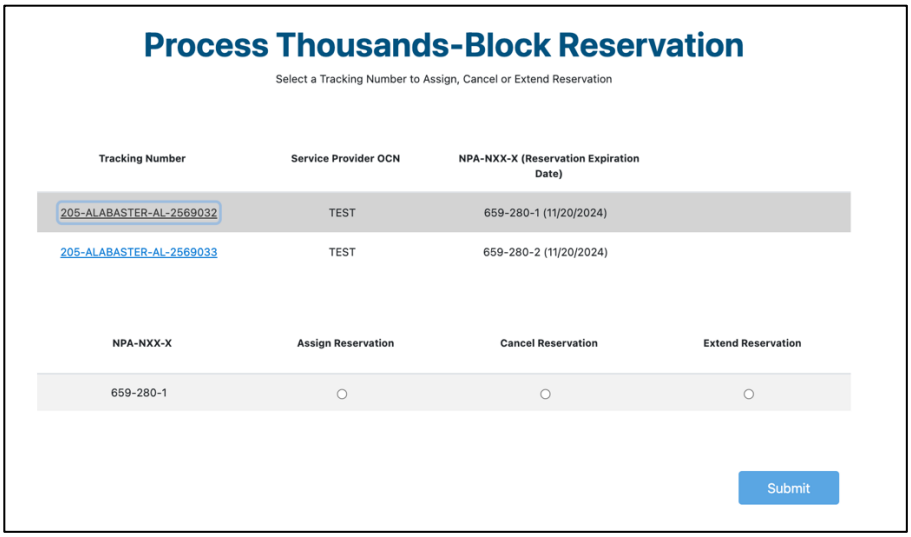


Figure 5-31

5.8.1 Part 1

From the **Part 1 – Assign Thousands-Block Reservation** screen , enter the following, then select **Next** to display the **Part 1B** screen:

- **Requested Effective Date for Thousands-Block** – Populated with the standard 31 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request an effective date 24 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 24-calendar day effective date from the date the request is processed.
- **Request Expedited Treatment** – Checkbox. When selected, the **Thousands-Block Requested Effective Date** may be less than the standard 31 calendar days.
- **Comments** – This is an optional free-form text field.

Select **Next** to proceed to the **Part 1B** screen (Figure 5-33).

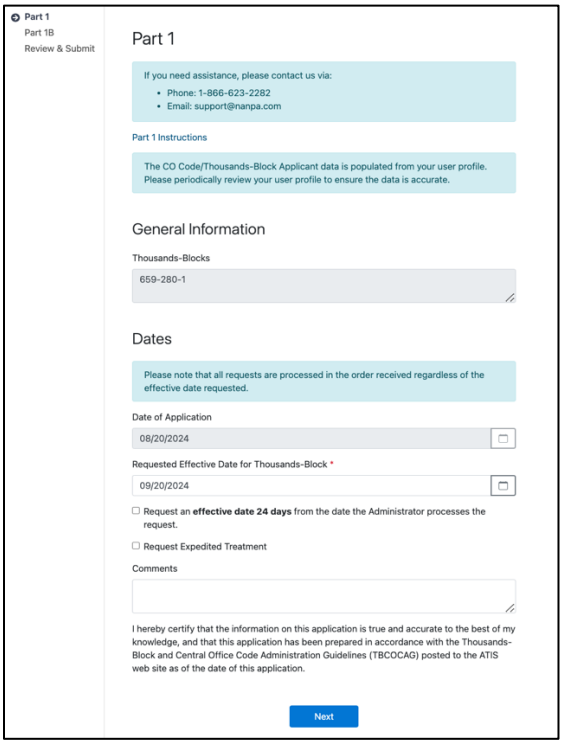


Figure 5-32

5.8.2 Part 1B

The user is required to complete the Part 1B screen (Figure 5-33).

To view the Part 1B form footnotes/instructions, select the **Part 1B Instructions** link, which will open in a separate window.

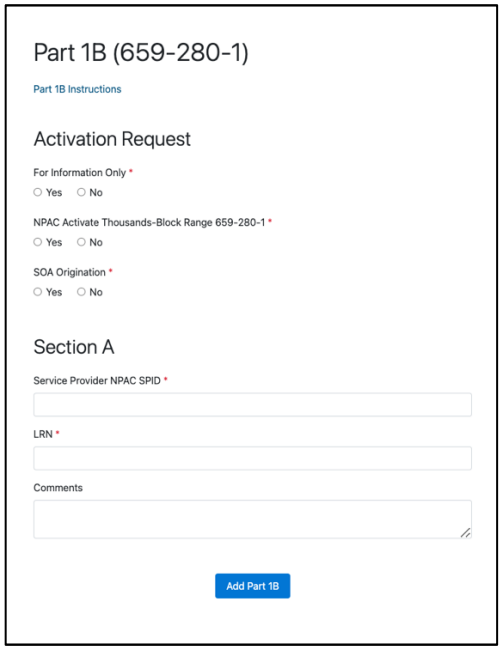


Figure 5-33

- **Activation Request**
  - **For Information Only** – Select either the **Yes** or **No** radio button.

    NOTE: When For Information Only is selected the Part 1B will not be sent to the NPAC.

    NOTE: The Part 1B will automatically be marked **For Information Only** when the:
    - thousands-block is being Allocated back to the CO Code Holder on the Switching Entity/POI where the CO Code resides.

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

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

    - the **Override SPID/LRN Validations in NAS** checkbox is selected.

  - **NPAC Activate Thousands-Block Range X of X** – Select either the **Yes** or **No** radio button.

    NOTE: When **Yes** is selected, **Section B** will be provided.

    NOTE: When **Yes** is selected, the NPAC will create and shall activate the Thousands-Block range.

    NOTE: When **No** is selected, the NPAC will create the Thousands-Block range, but it will be the responsibility of the SP to activate the Thousands-Block range.

  - **SOA Origination** – Select either the **Yes** or **No** radio button.

- **Section A**
  - **Override SPID/LRN Validations in NAS** – Checkbox. When the **Override SPID/LRN Validations in NAS** checkbox () is selected, the Part 1B will automatically update the **For Information Only** field to **Yes**.

    NOTE: When For Information Only is selected, the Part 1B will not be sent to the NPAC.

  - **Service Provider NPAC SPID** – Enter the four alpha-numeric character **Service Provider NPAC SPID** to be associated with the thousands-block.

NOTE: The **Service Provider NPAC SPID** entered must exist in the NPAC region of the requested thousands-block.

- **LRN** – Enter the ten-digit LRN to be associated with the thousands-block with no dashes.
- **Comments** – Enter any **Comments**.

- **Section B**

  NOTE: Section B is only provided when **NPAC Activate Thousands-Block Range X of X** is **Yes**.

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

DPC must be between 001 and 255 and the three-digit values used for the next **two** three-digit portions of the DPC must be between 000 and 255.

- **WSMSC SSN** – The Wireless Short Message Service Center Subsystem Number for the thousands-block. This field is only required if the SP supports WSMSC data. The WSMSC SSN entered must be 000 and is required when the **WSMSC DPC** is entered.

Select **Add Part 1B**, NAS will automatically create the additional Part 1Bs with the same information for each thousands-block and provide the **Review & Submit** screen (Figure 5-34).

NOTE: NAS will walk the user through each additional Part 1B. All additional Part 1B forms will be populated with the initial Part 1B data but the form data is editable.

5.8.3 Review & Submit

The Part 1B Review & Submit screen (Figure 5-34) allows the user to edit Part 1B data for each thousands-blocks by selecting the **Edit** icon.

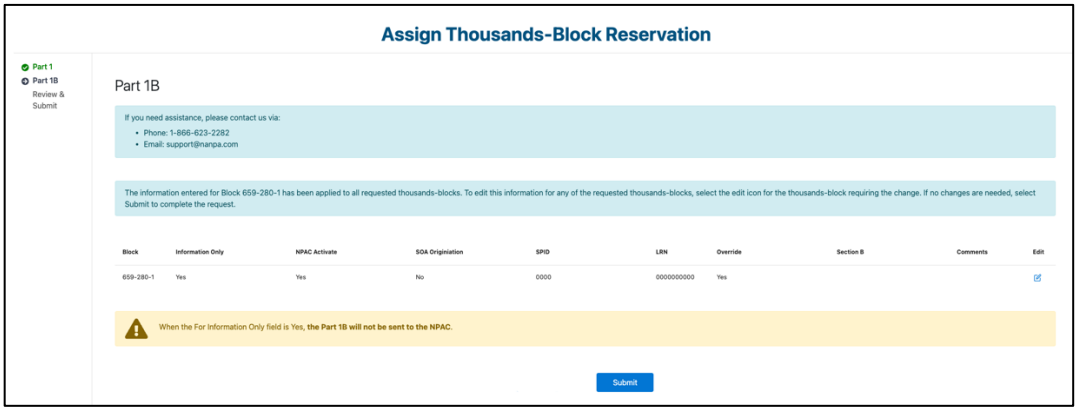


Figure 5-34

Select **Submit** to submit the request, the **Confirmation** screen will be displayed (Figure 5-35). To attach supporting documents to the request, select the **Attach Documents** link (see Section **8.2**).

Figure 5-35

5.9 Modify Pending Thousands-Block Request

Modify Pending Thousands-Block Request allows a user to modify a pending application where a Part 3 has not been issued.

Note: The following applications may be modified: New Thousands-Block Request and Thousands-Block Modification Request.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Modify Pending Thousands-Block Request,** NAS will display the **Modify Pending Thousands-Block Request** screen (Figure 5-36).

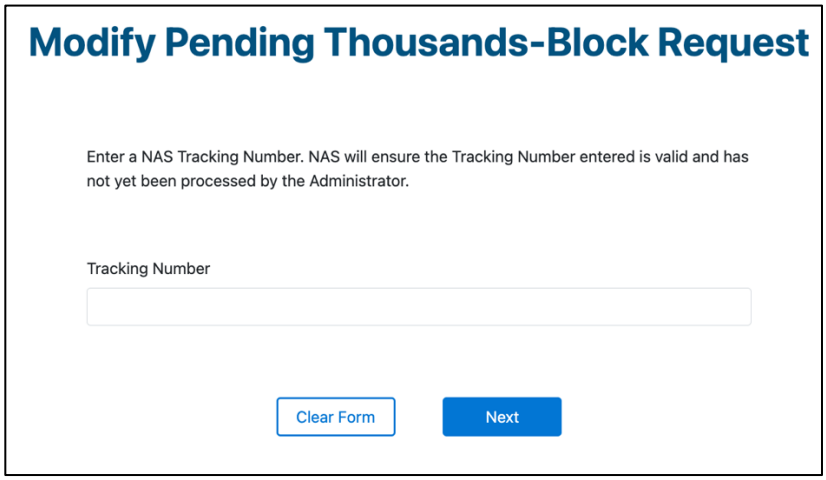


Figure 5-36

From the **Modify Pending Thousands-Block Request** screen, enter the **Tracking Number** of the request then select **Next** to proceed.

Based on the type of application, the applicable **Part 1** and **Part 1B** screens and fields will be displayed for the user to update (*e.g., Effective Date, Switch)*. Refer to the appropriate section for the Type of Application. Once the request is submitted, the **Confirmation** screen (Figure 5-37) will be provided.

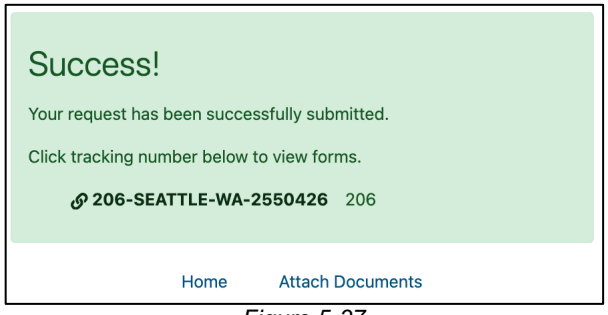


Figure 5-37

5.10 Withdraw Pending Thousands-Block Request

Withdraw Pending Thousands-Block Request allows a user to withdraw a pending application where a Part 3 has not been issued.

Note: The following applications may be withdrawn: New Thousands-Block Request, Thousands-Block Modification Request, Thousands-Block Reservation Request, Assign Thousands-Block Reservation Request and Thousands-Block Effective Date Change Request.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Withdraw Pending Thousands-Block Request,** NAS will display the **Withdraw Pending Thousands-Block Request** screen (Figure 5-38).

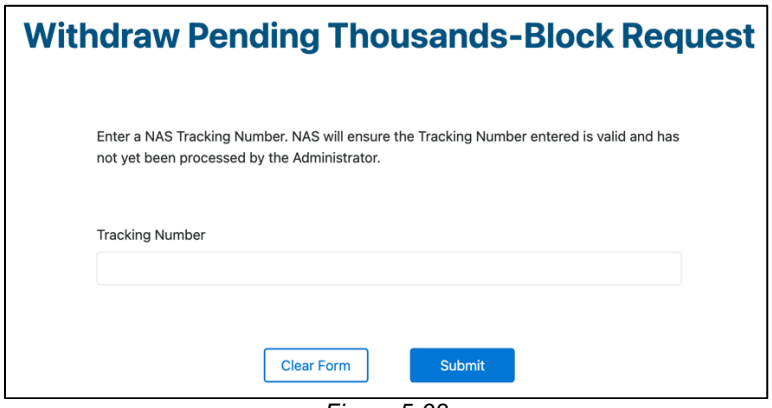


Figure 5-38

From the **Withdraw Pending Thousands-Block Request** screen, enter the **Tracking Number** then select **Submit**, then the **Confirmation** screen (Figure 5-39) will be displayed.

Figure 5-39

5.11 Saved Thousands-Block Request

Saved Thousands-Block Request allows a user to submit a previously saved application.

Note: Applications may only be saved for a period of 30 days from the date it was originally saved, after 30 days, NAS will automatically remove the saved applications.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Thousands-Block Requests**. NAS will display the **Thousands-Block Requests** toolbar (Figure 5-1). Select **Saved Thousands-Block Request,** NAS will display the **Saved Thousands-Block Request** screen (Figure 5-40).

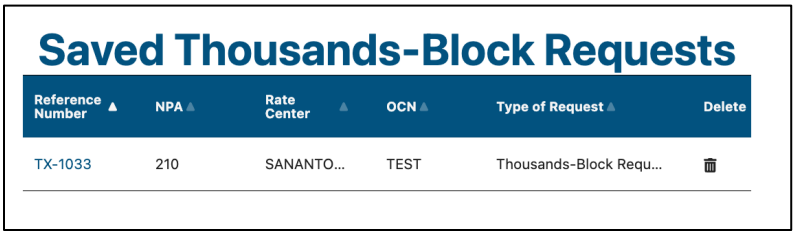


Figure 5-40

From the **Saved Thousands-Block Request** screen, select the **Reference Number** of the request to proceed. To delete a saved request, select the **trash** icon.

Based on the type of New Thousands-Block Request, the applicable **Part 1**, **Months to Exhaust** and **Part 1B** screens will be displayed for the user to complete (see Section **5.1**). Once the request is submitted, the **Confirmation** screen (Figure 5-41) will be provided . To attach supporting documents to the request, select the **Attach Documents** link (see Section **8.2**).

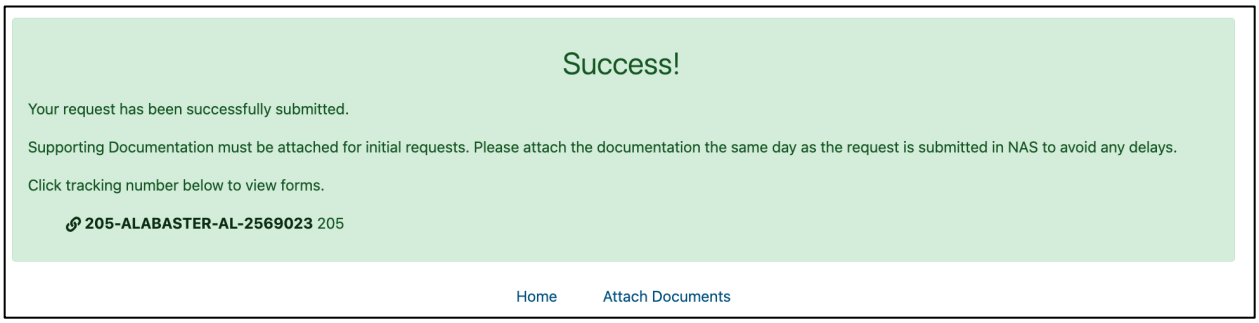


Figure 5-41

NOTE: If the request type is **Initial**, attach the following documentation to your application at the time of submission: 1) Evidence of license or certification to provide service in the area and 2) evidence of facilities readiness within 60 days of the thousands-block activation date.

NOTE: If for some reason you are unable to attach the documentation, email it to support@nanpa.com at the time of submission and include the tracking number in the email.

6 CO Code Requests

This section provides direction on creating and submitting CO Code applications. CO Code application options include:

- Section **6.1 Request New CO Code**Request New CO Code , submit a new CO Code application.
- Section **6.2 Copy CO Code Request**, submit a new CO Code application using data from a previous CO Code application for the same application type, State, NPA, and Rate Center.

- Section **6.3 Modify CO Code**, submit a modification for an assigned CO Code.
- Section **6.4 Modify CO Code Effective Date**, submit an effective date change on a new, modification, or disconnect application where the effective date is the current date or a future date.
  NOTE: When the effective date is seven (7) calendar days or less in the future, email support@nanpa.com indicating the need to modify an effective date that is seven (7) calendar days or less in the future and include the Tracking Number.
- Section **6.5 Disconnect CO Code,** submit a disconnect for a CO Code.
- Section **6.6 Cancel CO Code Disconnect**Cancel CO Code Disconnect , cancel a previously approved CO Code disconnect where the effective date of the disconnect is the current date or a future date.
  NOTE: When the disconnect effective date is seven (7) calendar days or less in the future, email support@nanpa.com indicating the need to cancel a disconnect with an effective date that is seven (7) calendar days or less in the future and include the Tracking Number.
- Section **6.7 Reserve CO Code**, submit a reservation request for a CO Code when a service provider is seeking a safety valve waiver.
- Section **6.8 Assign/Cancel/Extend CO Code Reservation** submits a request to assign, cancel or extend the reservation expiration date on a reserved CO Code.
- Section **6.9 Modify Pending CO Code Request**, modify a new or modification application that has not been processed by NANPA.
- Section **6.10 Withdraw Pending CO Code Request**, withdraw a new, modification, or disconnect application that has not been processed by NANPA.
- Section **6.11 Saved CO Code Request**, submit a previously saved application.
  NOTE: Requests are only saved for 30 calendar days.

6.1 Request New CO Code

Request New CO Code allows a user to apply for a new CO Code.

NOTE: To submit multiple CO code requests for the same application type, state, NPA, rate center and OCN, you may do so by going to **Request Multiple CO Codes**. You will enter the "Number of CO Codes being requested" in the field provided, which may be up to 5 codes. After you select **Next**, you will proceed to the **Part 1** screen. Proceed to section 6.1.2 for a **CO Code for Dedicated Customer** or **Non-Pooled CO Code** request and section 6.1.4 for a **CO Code for Pool Replenishment** or **CO Code for LRN** request then complete the required fields for each code requested.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Request New CO Code,** NAS will display the **New CO Code Request** screen (Figure 6-2).

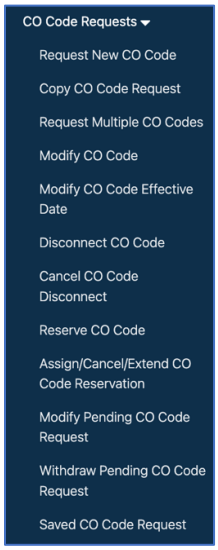


Figure 6-1

6.1.1 New CO Code Request

The **New CO Code Request** screen allows the user to define the service area on the application.

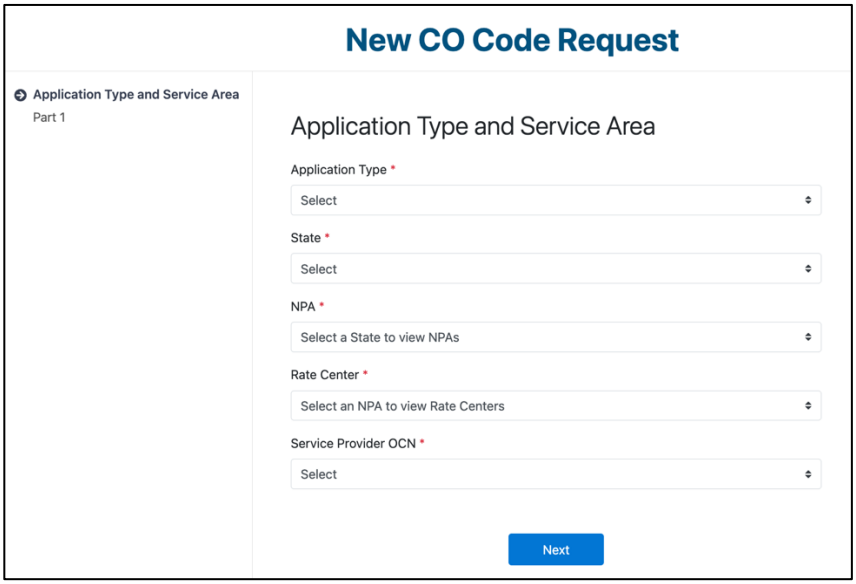


Figure 6-2

From the **New CO Code Request** screen, complete the following:

- **Application Type –** Select Application Type of: **CO Code for Dedicated Customer**, **CO Code for Pool Replenishment**, **CO Code for LRN** or **Non-Pooled CO Code.**
  - If **CO Code for Dedicated Customer** is selected, select the **Yes or No** radio button for **Build Block Records in BIRRDS/LERG.**
  - If **CO Code for Pool Replenishment** or **CO Code for LRN**, select which thousands-blocks to be assigned.
- **State** – Select a **State**. This is a drop-down list of states in the user's profile.

- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Select **Next**, NAS shall provide the:

- **Part 1** screen(Figure 6-3) when **CO Code for Dedicated Customer** or **Non-Pooled CO Code** is selected as the type of application (refer to Section **6.1.2**).
- **Part 1** screen (Figure 6-6) when **CO Code for Pool Replenishment** or **CO Code for LRN** is selected as the type of application (refer to Section **6.1.4**).

6.1.2 Part 1

From the **Part 1** screen (Figure 6-3) for a **CO Code for Dedicated Customer** or **Non-Pooled CO Code** request, enter the following:

Headquarters Address (only applies to SPC users)

- **Street Address** – Enter the **Street Address** of the company.
- **City** – Enter the **City** of the company.
- **State or Territory** – Enter the **State or Territory** of the company.
- **Zip Code** – Enter the **Zip Code** of the company.

General Information

- **Parent Company OCN** – Select a **Parent Company OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Switching Identity/POI

- **Switch Identification (Switching Identity/POI) CO Code –** Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the CO Code.
- **Homing Tandem Operating Company –** Enter the full name of the **Homing Tandem Operating Company** associated with the **Homing Tandem CLLI.**
- **Homing Tandem CLLI –** Enter the eleven-character **Homing Tandem CLLI** to be associated with the CO Code.

Dates

- **Requested Effective Date** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request an effective date 52 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 52-calendar day effective date from the date the request is processed.
- **Request Expedited Treatment** – Checkbox. When selected, the **CO Code Requested Effective Date** may be less than the standard 59 calendar days.

    - **NOTE:** When an expedited date is entered **Request Expedited Treatment** must be selected. A letter agreeing to the expedite is required from the Tandem Homing Operating Company except when the applicant is the Tandem Homing Operating Company. Also, a letter agreeing to the expedite is required from the AOCN except when the applicant is the AOCN.

- **NOTE:** A CO Code effective date less than 30 calendar days is not allowed.

CO Code Assignment Preference

- **CO Code(s) (NPA-NXX) Assignment Preference** – This is a drop-down list of all available CO Codes in the NPA. The user may also type in a preference or the beginning of a preference to see what is available (i.e., 209 or 209-5).
- **View list of available CO Codes** – This is a link. When selected, the Available CO Codes Report for the NPA will open in a separate window.
- **CO Codes that are Undesirable, if any** – The user may enter any undesirable CO Codes or state "all others."

Comments

- **Initial** – Radio button. Select this when the application is the first numbering resource being requested for the Service Provider OCN in the State, NPA, and Rate Center.
- **Growth** – Radio button. Select this when the application is the not the first numbering resource being requested for the Service Provider OCN in the State, NPA, and Rate Center.
- **Comments** – This is an optional free-form text field.

To view the Part 1 form footnotes/instructions, select the **Part 1 Instructions** link, which will open in a separate window.

Note: At any time, the application may be saved by selecting the **Save** button provided on the screen.

Select **Submit New CO Code Request** when **Initial** is selected, the **Confirmation** screen (Figure 6-5 will be displayed. To attach supporting documents to the request, select the **Attach Documents** link (see Section **8.2**).

Select **Next**, when **Growth** is selected, the **Months to Exhaust** screen (Figure 6-4) will be displayed (refer to Section **6.1.3**).

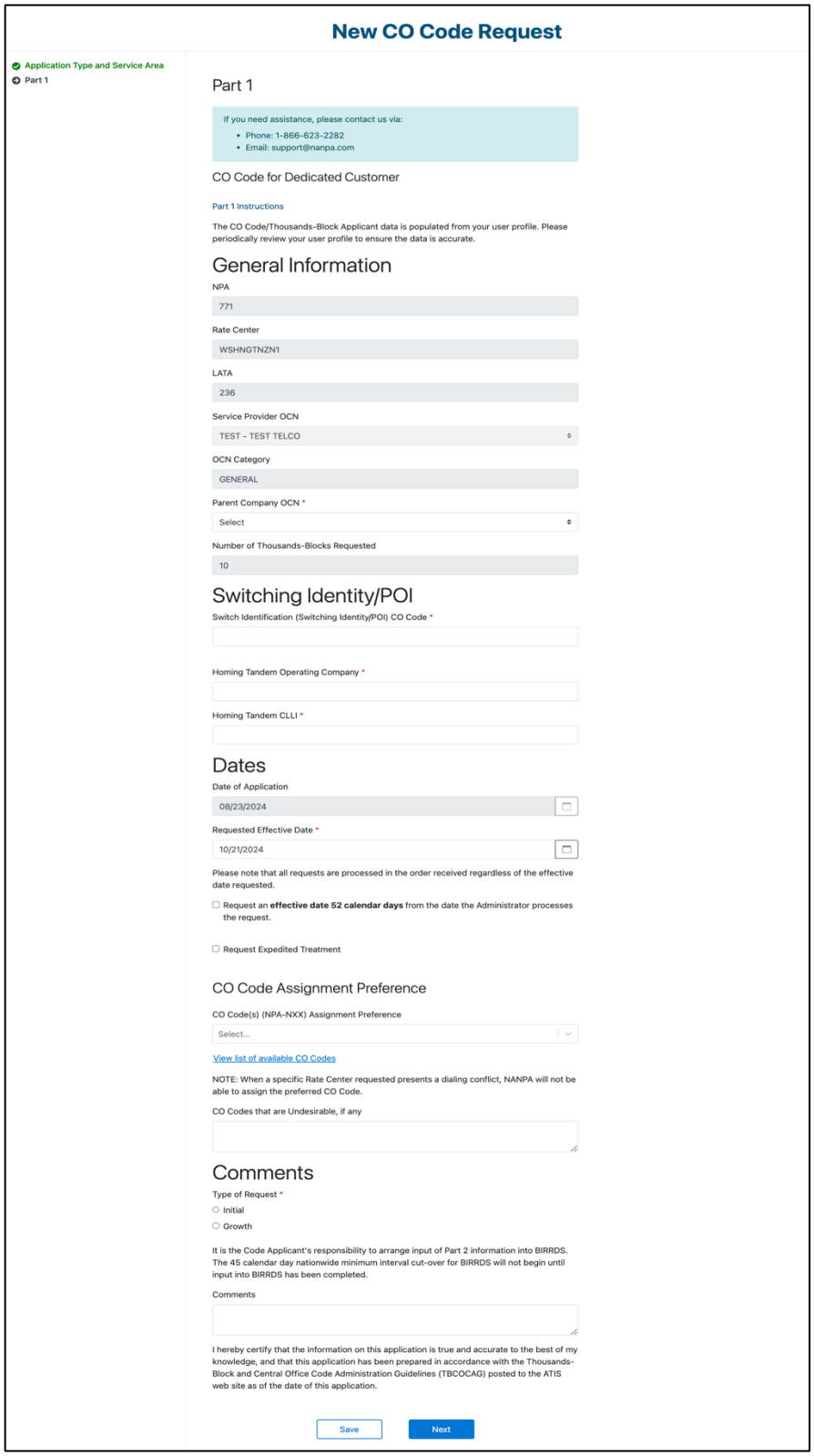

New CO Code Request
Application Type and Service Area
Part 1
Part 1
If you need assistance, please contact us via:
Phone: 1-866-623-2282
Email: support@nanpa.com
CO Code for Dedicated Customer
Part 1 Instructions
The CO Code/Thousands-Block Applicant data is populated from your user profile. Please periodically review your user profile to ensure the data is accurate.
General Information
NPA
771
Rate Center
WSHNGTNZN1
LATA
236
Service Provider OCN
TEST - TEST TELCO
OCN Category
GENERAL
Parent Company OCN *
Select
Number of Thousands-Blocks Requested
10
Switching Identity/POI
Switch Identification (Switching Identity/POI) CO Code *
Homing Tandem Operating Company *
Homing Tandem CLLI *
Dates
Date of Application
08/23/2024
Requested Effective Date *
10/21/2024
Please note that all requests are processed in the order received regardless of the effective date requested.
Request an effective date 52 calendar days from the date the Administrator processes the request.
Request Expedited Treatment
CO Code Assignment Preference
CO Code(s) (NPA-NXX) Assignment Preference
Select...
View list of available CO Codes
NOTE: When a specific Rate Center requested presents a dialing conflict, NANPA will not be able to assign the preferred CO Code.
CO Codes that are Undesirable, if any
Comments
Type of Request *
Initial
Growth
It is the Code Applicant's responsibility to arrange input of Part 2 information into BIRRDS. The 45 calendar day nationwide minimum interval cut-over for BIRRDS will not begin until input into BIRRDS has been completed.
Comments
I hereby certify that the information on this application is true and accurate to the best of my knowledge, and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) posted to the ATIS web site as of the date of this application.
Save
Next

Figure 6-3

6.1.3 Months to Exhaust

The **Months to Exhaust** screen (Figure 6-4) is provided for all growth applications. The data entered will be used to verify that applicant meets the six months to exhaust and 75% utilization requirements.

Complete the following on the **Months to Exhaust** screen:

- **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** – For **Growth** applications, populated from the **Total Numbering Resources Report** with the CO Codes (NPA- NXX) and Thousands-Blocks (NPA-NXX-X) associated with the **Service Provider OCN**, **NPA**, and **Rate Center**. The user may edit this field, but an **Explanation** is required.
- **Available Numbers** – For **Growth** applications, the user is required to enter the quantity of available telephone numbers within the company's inventory.
- **Assigned Numbers** – For **Growth** applications, the user is required to enter the quantity of telephone numbers assigned to customers.
- **Total Numbering Resources** – For **Growth** applications, populated with the quantity of telephone numbers assigned to the **Service Provider OCN** in the **NPA**, and **Rate Center** from the **Total Numbering Resources Report**.

  NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation** – For **Growth** applications, the user is required to enter the quantity of telephone numbers that will be excluded from the utilization calculation because they are from CO Codes and/or thousands-blocks activated in the past 90 days.

  NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **List Excluded CO Codes or Thousands-Blocks** – The user is required to enter the CO Code(s) (NPA-NXX) and Thousands-Block(s) (NPA-NXX-X) activated in the past 90 days when a number other than 0 is entered in **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation**.
- **Growth History (Previous 6 months)**
  - **Months 1-6** – The user is required to enter the quantity of telephone numbers assigned to customers for each month of the previous 6 months.
- **Forecast (Next 12 Months)**
  - **Months 1-12** – The user is required to enter the of number of telephone numbers expected to be assigned for each of the next 12 months.
- **Explanation** – An Explanation is required when **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** and/or **Total Numbering Resources** is modified, otherwise, this is an optional free-form text field.

If MTE is not met, then the following options will be provided:

- Need to Request a State Waiver
- Received a State Waiver

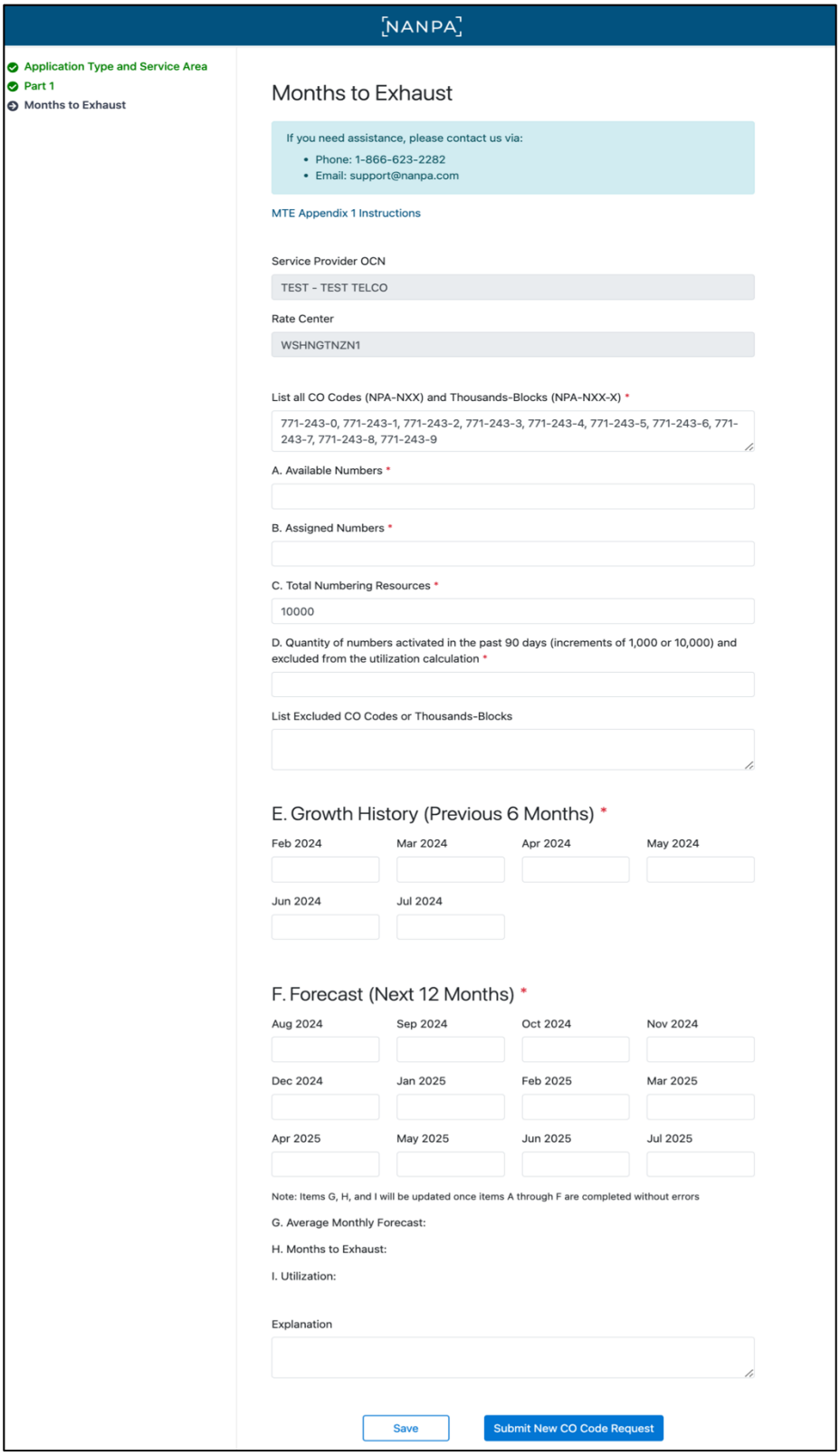

NANPA
Application Type and Service Area
Part 1
Months to Exhaust
Months to Exhaust
If you need assistance, please contact us via:
Phone: 1-866-623-2282
Email: support@nanpa.com
MTE Appendix 1 Instructions
Service Provider OCN
TEST - TEST TELCO
Rate Center
WSHNGTNZN1
List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X) *
771-243-0, 771-243-1, 771-243-2, 771-243-3, 771-243-4, 771-243-5, 771-243-6, 771-243-7, 771-243-8, 771-243-9
A. Available Numbers *
B. Assigned Numbers *
C. Total Numbering Resources *
10000
D. Quantity of numbers activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation *
List Excluded CO Codes or Thousands-Blocks
E. Growth History (Previous 6 Months) *
Feb 2024
Mar 2024
Apr 2024
May 2024
Jun 2024
Jul 2024
F. Forecast (Next 12 Months) *
Aug 2024
Sep 2024
Oct 2024
Nov 2024
Dec 2024
Jan 2025
Feb 2025
Mar 2025
Apr 2025
May 2025
Jun 2025
Jul 2025
Note: Items G, H, and I will be updated once items A through F are completed without errors
G. Average Monthly Forecast:
H. Months to Exhaust:
I. Utilization:
Explanation
Save
Submit New CO Code Request

Figure 6-4

Select **Submit New CO Code Request,** the **Confirmation** screen (Figure 6-5) will be displayed. To attach supporting documents to the request, select the **Attach Documents** link (see Section **8.2**).

NOTE: If the request type is Initial, attach the following documentation to your application at the time of submission: 1) Evidence of license or certification to provide service in the area and 2) evidence of facilities readiness within 60 days of the thousands-block activation date.

NOTE: If for some reason you are unable to attach the documentation, email it to support@nanpa.com at the time of submission and include the tracking number in the email.

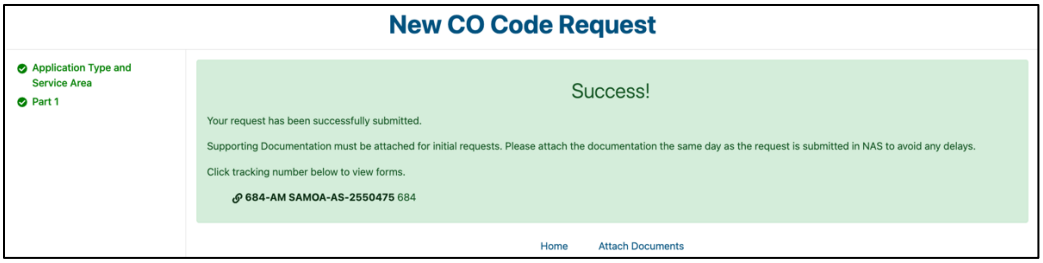


Figure 6-5

6.1.4 Part 1

From the **Part 1** screen (Figure 6-6) for a **CO Code for Pool Replenishment** or **CO Code for LRN** request, enter the following:

Headquarters Address (only applies to SPC users)

- **Street Address** – Enter the **Street Address** of the company.
- **City** – Enter the **City** of the company.
- **State or Territory** – Enter the **State or Territory** of the company.
- **Zip Code** – Enter the **Zip Code** of the company.

General Information

- **Parent Company OCN** – Select a **Parent Company OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Switching Identity/POI

- **Switch Identification (Switching Identity/POI) CO Code –** Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the CO Code.
- **Request Multiple Switches –** Checkbox. When selected, **Switch Identification (Switching Identity/POI)** fields will be provided for each thousands-block selected from the CO Code (i.e., 0 and 1).
- **Homing Tandem Operating Company –** Enter the full name of the **Homing Tandem Operating Company** associated with the **Homing Tandem CLLI.**
- **Homing Tandem CLLI –** Enter the eleven-character **Homing Tandem CLLI** to be associated with the CO Code.

Dates

- **Requested Effective Date** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request Multiple Effective Dates** – Checkbox. When selected, **Requested Effective Date for Block X** fields will be provided for each thousands-block selected from the CO Code (i.e., Block 1, Block 2, etc.).
- **Request an effective date 52 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 52-calendar day effective date from the date the request is processed.
- **Request Expedited Treatment** – Checkbox. When selected, the **CO Code Requested Effective Date** may be less than the standard 59 calendar days.

    - **NOTE:** When an expedited date is entered **Request Expedited Treatment** must be selected. A letter agreeing to the expedite is required from the Tandem Homing Operating Company except when the applicant is the Tandem Homing Operating Company. Also, a letter agreeing to the expedite is required from the AOCN except when the applicant is the AOCN.

    - **NOTE:** A CO Code effective date less than 30 calendar days is not allowed.

CO Code Assignment Preference

- **CO Code(s) (NPA-NXX) Assignment Preference** – This is a drop-down list of all available CO Codes in the NPA. The user may also type in a preference or the beginning of a preference to see what is available (i.e., 209 or 209-5).
- **View list of available CO Codes** – This is a link. When selected, the Available CO Codes Report for the NPA will open in a separate window.
- **CO Codes that are Undesirable, if any** – The user may enter any undesirable CO Codes or state “all others.”

Comments

- **Initial** – Radio button. Select this when the application is the first numbering resource being requested for the Service Provider OCN in the State, NPA, and Rate Center.
- **Growth** – Radio button. Select this when the application is the not the first numbering resource being requested for the Service Provider OCN in the State, NPA, and Rate Center.
- **Comments** – This is an optional free-form text field.

To view the Part 1 form footnotes/instructions, select the **Part 1 Instructions** link, which will open in a separate window.

Note: At any time, the application may be saved by selecting the **Save** button provided on the screen.

Select **Submit New CO Code Request** when **Initial** is selected, the **Confirmation** screen (Figure 6-8) will be displayed. To attach supporting documents to the request, select the **Attach Documents** link (see Section **8.2**).

Select **Next**, when **Growth** is selected, the **Months to Exhaust** screen (Figure 6-7) will be displayed.

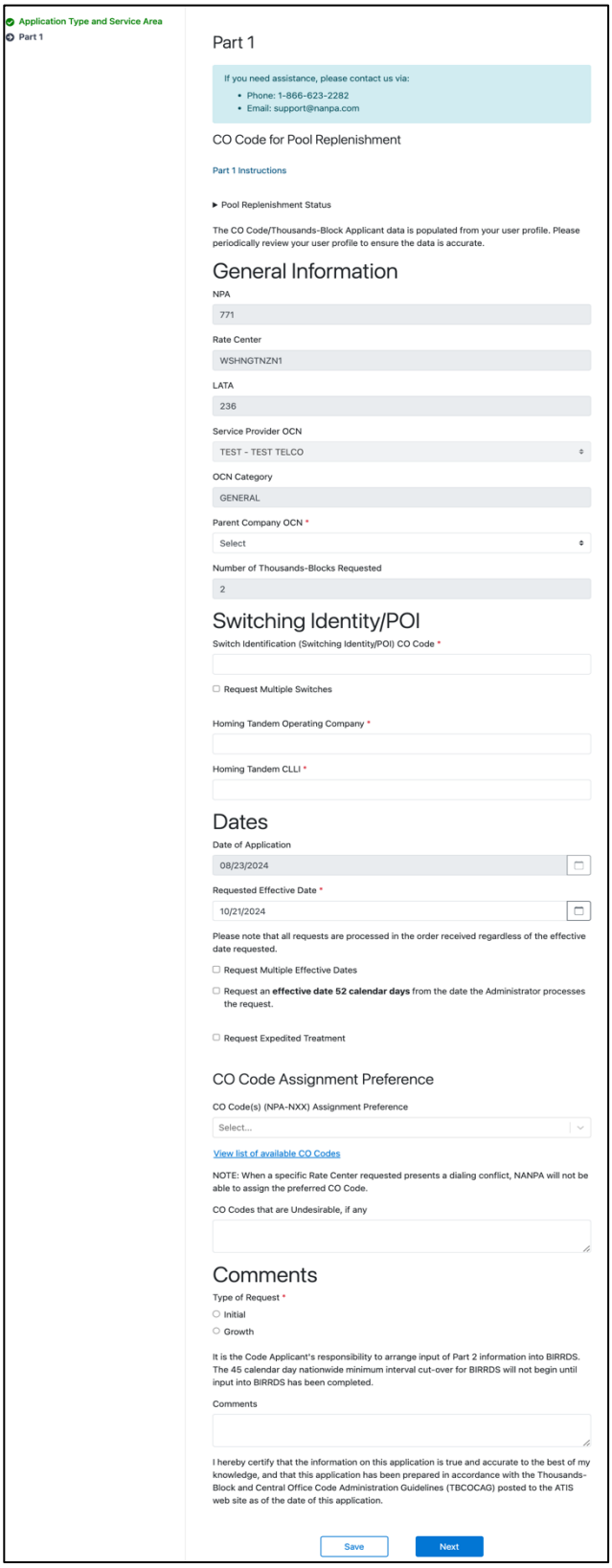

Application Type and Service Area
Part 1
Part 1
If you need assistance, please contact us via:
Phone: 1-866-623-2282
Email: support@nanpa.com
CO Code for Pool Replenishment
Part 1 Instructions
Pool Replenishment Status
The CO Code/Thousands-Block Applicant data is populated from your user profile. Please periodically review your user profile to ensure the data is accurate.
General Information
NPA
771
Rate Center
WSHNGTNZN1
LATA
236
Service Provider OCN
TEST - TEST TELCO
OCN Category
GENERAL
Parent Company OCN *
Select
Number of Thousands-Blocks Requested
2
Switching Identity/POI
Switch Identification (Switching Identity/POI) CO Code *
Request Multiple Switches
Homing Tandem Operating Company *
Homing Tandem CLLI *
Dates
Date of Application
08/23/2024
Requested Effective Date *
10/21/2024
Please note that all requests are processed in the order received regardless of the effective date requested.
Request Multiple Effective Dates
Request an effective date 52 calendar days from the date the Administrator processes the request.
Request Expedited Treatment
CO Code Assignment Preference
CO Code(s) (NPA-NXX) Assignment Preference
Select...
View list of available CO Codes
NOTE: When a specific Rate Center requested presents a dialing conflict, NANPA will not be able to assign the preferred CO Code.
CO Codes that are Undesirable, if any
Comments
Type of Request *
Initial
Growth
It is the Code Applicant's responsibility to arrange input of Part 2 information into BIRRDS. The 45 calendar day nationwide minimum interval cut-over for BIRRDS will not begin until input into BIRRDS has been completed.
Comments
I hereby certify that the information on this application is true and accurate to the best of my knowledge, and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) posted to the ATIS web site as of the date of this application.
Save
Next

Figure 6-6

6.1.5 Months to Exhaust

The **Months to Exhaust** screen (Figure 6-7) is provided for all growth applications and for initial applications where more than one thousands-block is being requested from a CO Code for an LRN or Pool Replenishment request. The data entered will be used to verify that applicant meets the six months to exhaust and 75% utilization requirements.

Complete the following on the **Months to Exhaust** screen:

- **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** – Populated with 0 for **Initial** applications. For **Growth** applications, populated from the **Total Numbering Resources Report** with the CO Codes (NPA- NXX) and Thousands-Blocks (NPA-NXX-X) associated with the **Service Provider OCN**, **NPA**, and **Rate Center**. The user may edit this field, but an **Explanation** is required.
- **Available Numbers** – Populated with 0 for **Initial** applications. For **Growth** applications, the user is required to enter the quantity of available telephone numbers within the company's inventory.
- **Assigned Numbers** – Populated with 0 for **Initial** applications. For **Growth** applications, the user is required to enter the quantity of telephone numbers assigned to customers.
- **Total Numbering Resources** – Populated with 0 for **Initial** applications. For **Growth** applications, populated with the quantity of telephone numbers assigned to the **Service Provider OCN** in the **NPA**, and **Rate Center** from the **Total Numbering Resources Report**.

  NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation** – Populated with 0 for **Initial** applications. For **Growth** applications, the user is required to enter the quantity of telephone numbers that will be excluded from the utilization calculation because they are from CO Codes and/or thousands-blocks activated in the past 90 days.

  NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **List Excluded CO Codes or Thousands-Blocks** – Populated with 0 for **Initial** applications. The user is required to enter the CO Code(s) (NPA-NXX) and Thousands-Block(s) (NPA-NXX-X) activated in the past 90 days when a number other than 0 is entered in **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation**.
- **Growth History (Previous 6 months)**
  - **Months 1-6** – The user is required to enter the quantity of telephone numbers assigned to customers for each month of the previous 6 months.
- **Forecast (Next 12 Months)**
  - **Months 1-12** – The user is required to enter the of number of telephone numbers expected to be assigned for each of the next 12 months.
- **Explanation** – An Explanation is required when **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** and/or **Total Numbering Resources** is modified, otherwise, this is an optional free-form text field.

If MTE is not met, then the following options will be provided:

- Proceed on the basis of the existing MTE and receive only <X> Thousands-Block(s)

- Need to Request a State Waiver
- Received a State Waiver

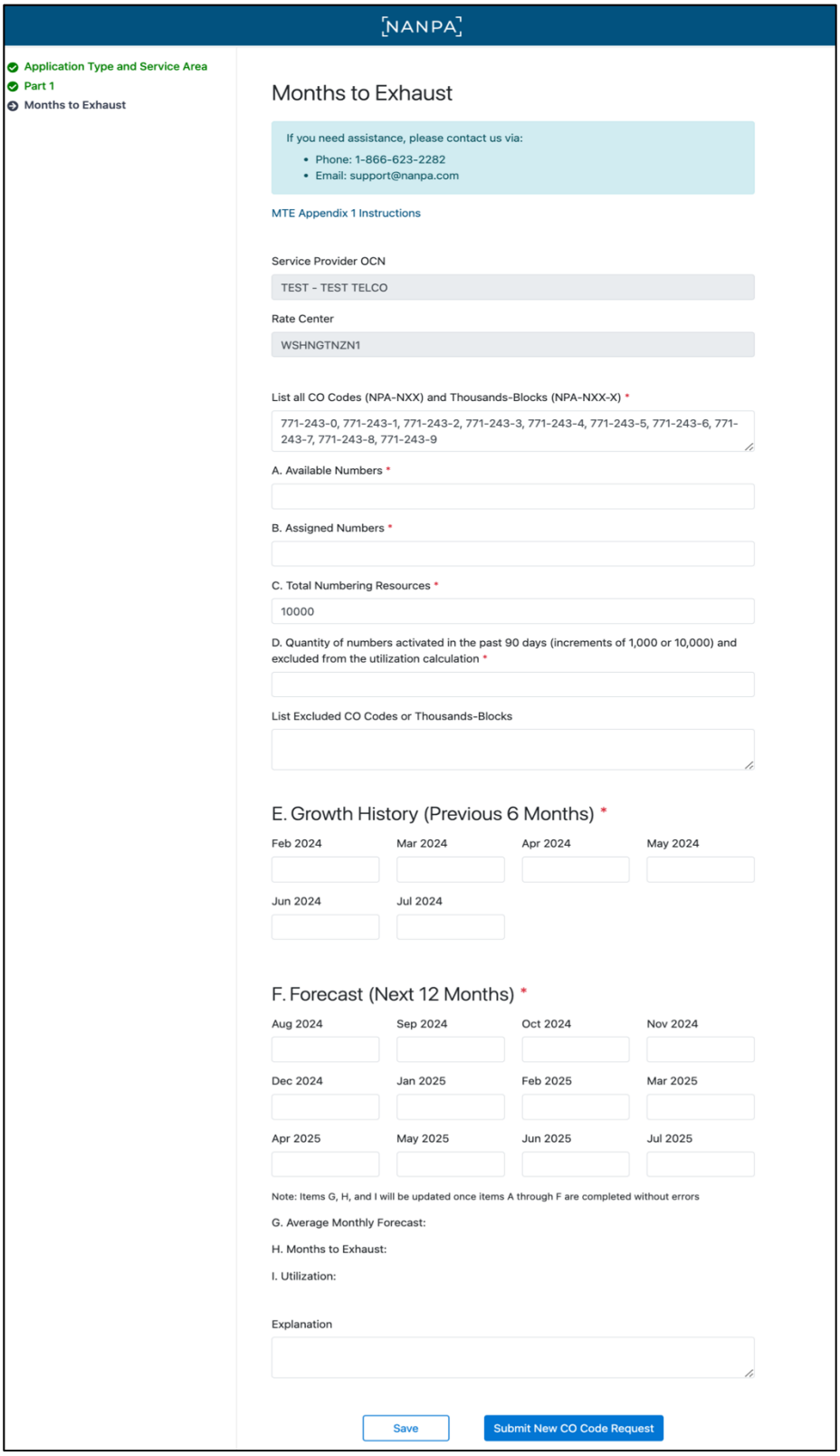

NANPA
Application Type and Service Area
Part 1
Months to Exhaust
Months to Exhaust
If you need assistance, please contact us via:
Phone: 1-866-623-2282
Email: support@nanpa.com
MTE Appendix 1 Instructions
Service Provider OCN
TEST - TEST TELCO
Rate Center
WSHNGTNZN1
List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X) *
771-243-0, 771-243-1, 771-243-2, 771-243-3, 771-243-4, 771-243-5, 771-243-6, 771-243-7, 771-243-8, 771-243-9
A. Available Numbers *
B. Assigned Numbers *
C. Total Numbering Resources *
10000
D. Quantity of numbers activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation *
List Excluded CO Codes or Thousands-Blocks
E. Growth History (Previous 6 Months) *
Feb 2024
Mar 2024
Apr 2024
May 2024
Jun 2024
Jul 2024
F. Forecast (Next 12 Months) *
Aug 2024
Sep 2024
Oct 2024
Nov 2024
Dec 2024
Jan 2025
Feb 2025
Mar 2025
Apr 2025
May 2025
Jun 2025
Jul 2025
Note: Items G, H, and I will be updated once items A through F are completed without errors
G. Average Monthly Forecast:
H. Months to Exhaust:
I. Utilization:
Explanation
Save
Submit New CO Code Request

Figure 6-7

Select **Submit New CO Code Request,** the **Confirmation** screen (Figure 6-8) will be displayed. To attach supporting documents to the request, select the **Attach Documents** link (see Section **8.2**).

NOTE: If the request type is Initial, attach the following documentation to your application at the time of submission: 1) Evidence of license or certification to provide service in the area and 2) evidence of facilities readiness within 60 days of the thousands-block activation date.

NOTE: If for some reason you are unable to attach the documentation, email it to support@nanpa.com at the time of submission and include the tracking number in the email.

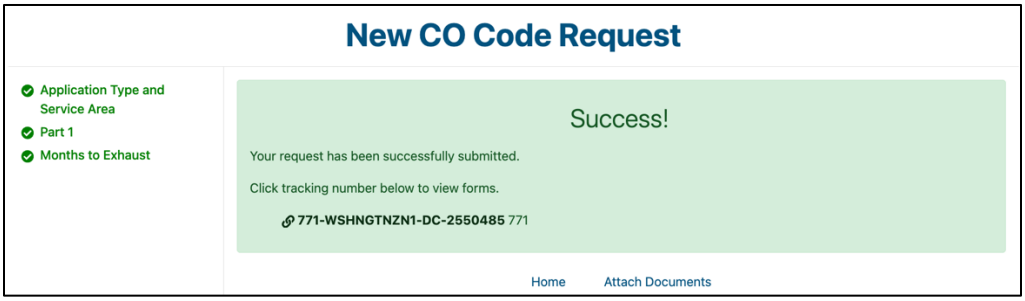


Figure 6-8

6.2 Copy CO Code Request

Copy CO Code Request allows a user to apply for a new CO Code using a previously submitted New CO Code request.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Copy CO Code Request,** NAS will display the **Copy CO Code Request** screen (Figure 6-9).

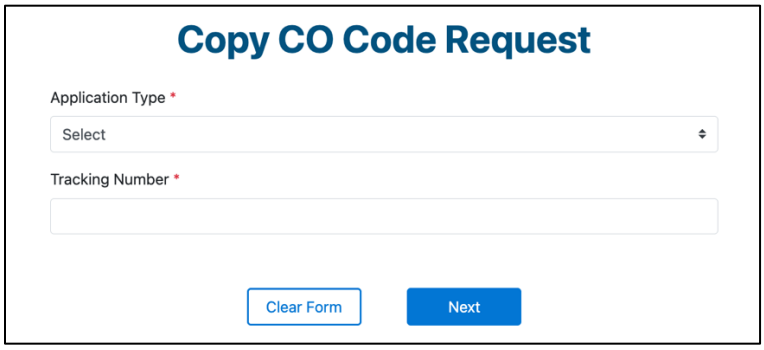


Figure 6-9

Complete the following on the **Copy CO Code Request** screen:

- **Application Type –** Select Application Type of: **CO Code for Dedicated Customer**, **CO Code for Pool Replenishment**, **CO Code for LRN** or **Non-Pooled CO Code.**
    - If **CO Code for Dedicated Customer** is selected, select the **Yes or No** radio button for **Build Block Records in BIRRDS/LERG.**
    - If **CO Code for Pool Replenishment** or **CO Code for LRN**, select which thousands-blocks are to be assigned.
- **Tracking Number** - Enter the tracking number of the original New CO Code request.

NOTE: The **Application Type** of **Tracking Number** entered must be for the same **Application Type** being requested.

Select **Next**, to proceed to the **Part 1** screen, for information on completing a:

- **CO Code for Dedicated Customer** or **Non-Pooled CO Code** request, refer to Section **6.1.2**
- **CO Code for Pool Replenishment** or **CO Code for LRN** request, refer to Section **6.1.4**.

Note: The information on the Part 1 screens will be pre-populated based on what was provided in the original request except for the Requested Effective Date field, it will default to 59 calendar days from the date of application and the Months to Exhaust screen.

6.3 Modify CO Code

Modify CO Code allows a user to o modify a previously assigned CO Code.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Modify CO Code,** NAS will display the **Type of Change** screen (Figure 6-10).

6.3.1 Type of Change

The **Type of Change** screen (Figure 6-10) allows the user to enter the CO Code being modified.

From the **Type of Change** screen, complete the following:

- **CO Code (NPA-NXX)** – Enter the NPA-NXX.
- **Type of Change** – Checkbox.
    - Switch
    - Tandem
    - Rate Center
    - OCN: Intra-Company (Updating OCN within my Company)
        - Select checkbox if “This modification is in response to a request from NANPA to become the new CO Code Holder.”
    - OCN: Inter-Company (Transferring resource from another Company)
        - Select checkbox if “This modification is in response to a request from NANPA to become the new CO Code Holder.”
- **Requested Effective Date for Modification** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request an effective date 52 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 52-calendar day effective date from the date the request is processed.
- **Request Expedited Treatment** – Checkbox. When selected, the **CO Code Requested Effective Date** may be less than the standard 59 calendar days.

- **NOTE:** When an expedited date is entered **Request Expedited Treatment** must be selected. A letter agreeing to the expedite is required from the Tandem Homing Operating Company except when the applicant is the Tandem Homing Operating Company. Also, a letter agreeing to the expedite is required from the AOCN except when the applicant is the AOCN.

- **NOTE:** A CO Code effective date less than 30 calendar days is not allowed.

*Select **Next** to proceed, based on the **Type of Change** selected, the applicable Part 1 screens and fields will be displayed for the user to update. Once the modification request is submitted, the **Confirmation** screen will be provided (Figure 6-11*

). To attach supporting documents to the request, select the **Attach Documents** link (see Section **8.2**).

NOTE: If the this will be the Initial resource in the rate center, attach the following documentation to your application at the time of submission: 1) Evidence of license or certification to provide service in the area and 2) evidence of facilities readiness within 60 days of the thousands-block activation date.

NOTE: If for some reason you are unable to attach the documentation, email it to support@nanpa.com at the time of submission and include the tracking number in the email.

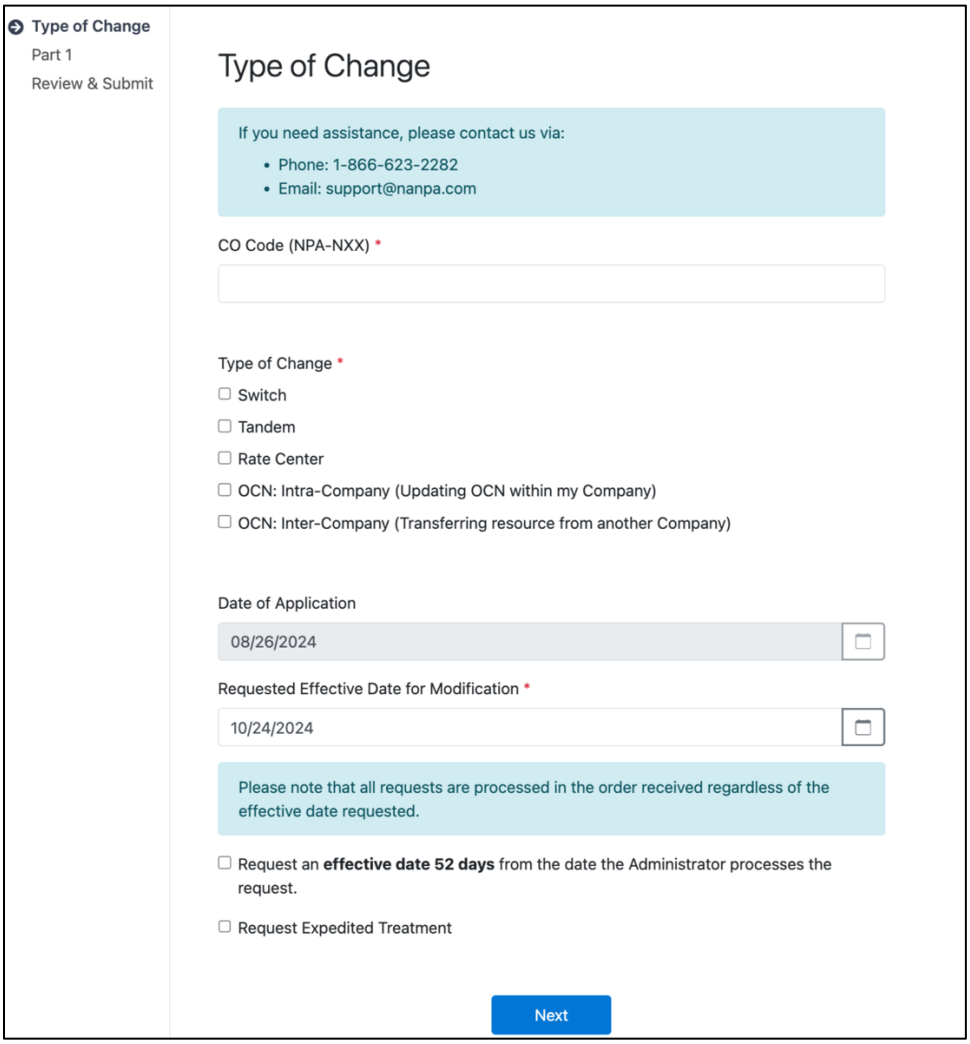


Figure 6-10

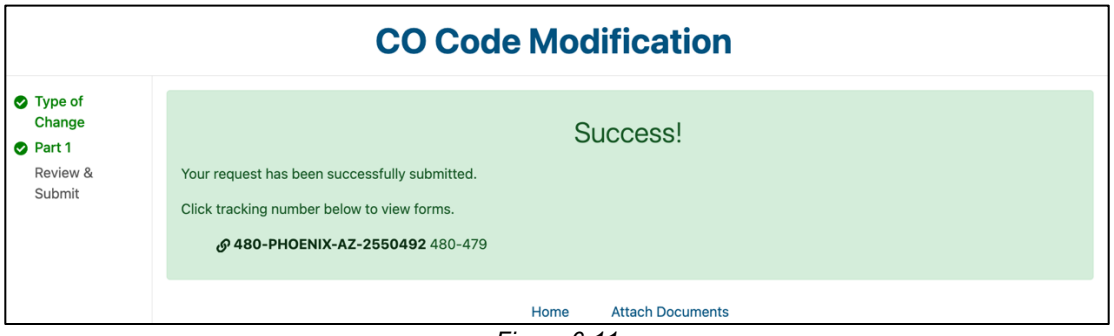


Figure 6-11

6.4 Modify CO Code Effective Date

Modify CO Code Effective Date allows a user to modify the effective date for a CO Code when the effective date is still in the future.

Note: The following applications may have the effective date modified: New CO Code Request and CO Code Modification Request.

Note: A CO Code Modification Request for Inter-company OCN may not modify the effective date to an earlier effective date than the Effective Date on the original CO Code Modification Request Part 3. When the Effective Date needs to be moved to an earlier effective date than the Effective Date on the original CO Code Modification Request Part 3, contact NANPA support at support@nanpa.com for assistance.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Modify CO Code Effective Date,** NAS will display the **Effective Date Change CO Code** screen (Figure 6-12).

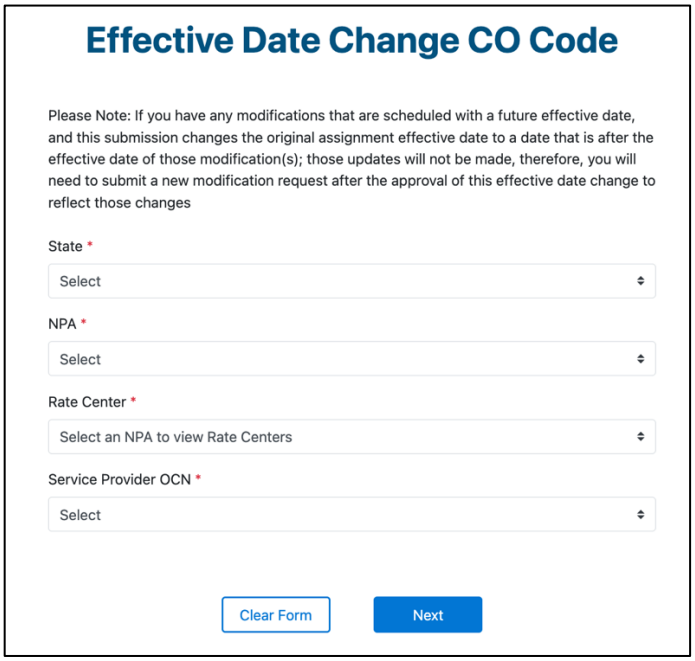


Figure 6-12

From the preliminary **Effective Date Change CO Code** screen, complete the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Select **Next**, the **Effective Date Change CO Code** screen will be displayed (Figure 6-13).

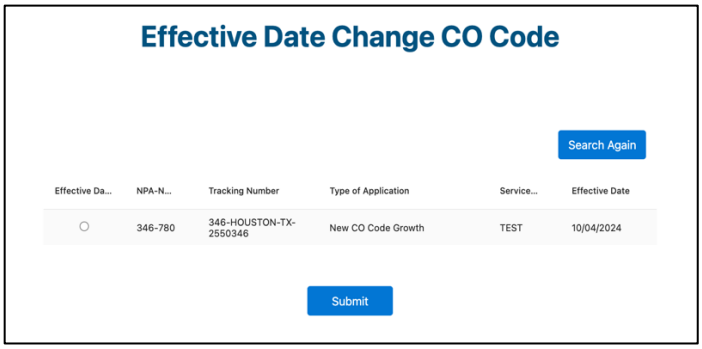


Figure 6-13

Select the CO Code to request the effective date change for, then the **Dates** and **Comments** section will be displayed (Figure 6-14).

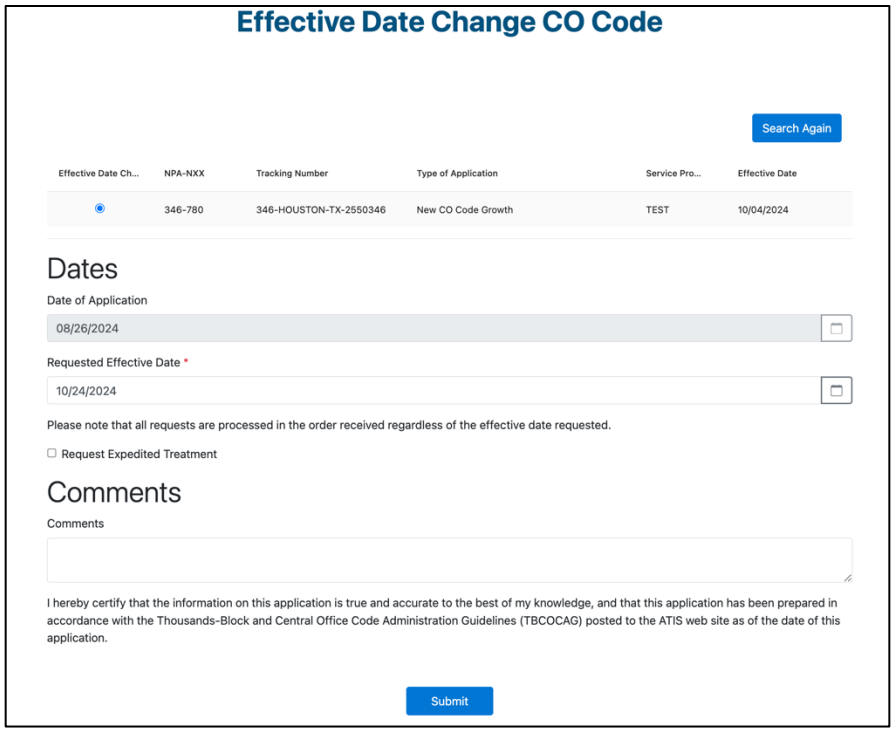


Figure 6-14

From the **Effective Date Change CO Code** screen, complete the following:

- **Requested Effective Date** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request Expedited Treatment** – Checkbox. When selected, the **CO Code Requested Effective Date** may be less than the standard 59 calendar days.
    - **NOTE:** When an expedited date is entered **Request Expedited Treatment** must be selected. A letter agreeing to the expedite is required from the Tandem Homing Operating Company except when the applicant is the

Tandem Homing Operating Company. Also, a letter agreeing to the expedite is required from the AOCN except when the applicant is the AOCN.

  - **NOTE:** A CO Code effective date less than 30 calendar days is not allowed.
- **Comments** – This is an optional free-form text field.

Select **Submit**, the **Confirmation** screen will be displayed (Figure 6-15).

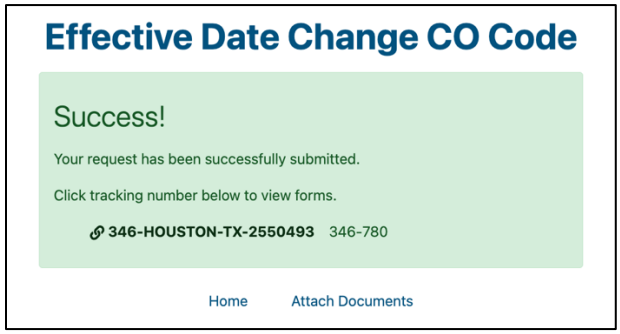


Figure 6-15

6.5 Disconnect CO Code

Disconnect CO Code allows a user to return (i.e., disconnect) a CO Code .

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Disconnect CO Code,** NAS will display the **Disconnect CO Code** screen (Figure 6-16).

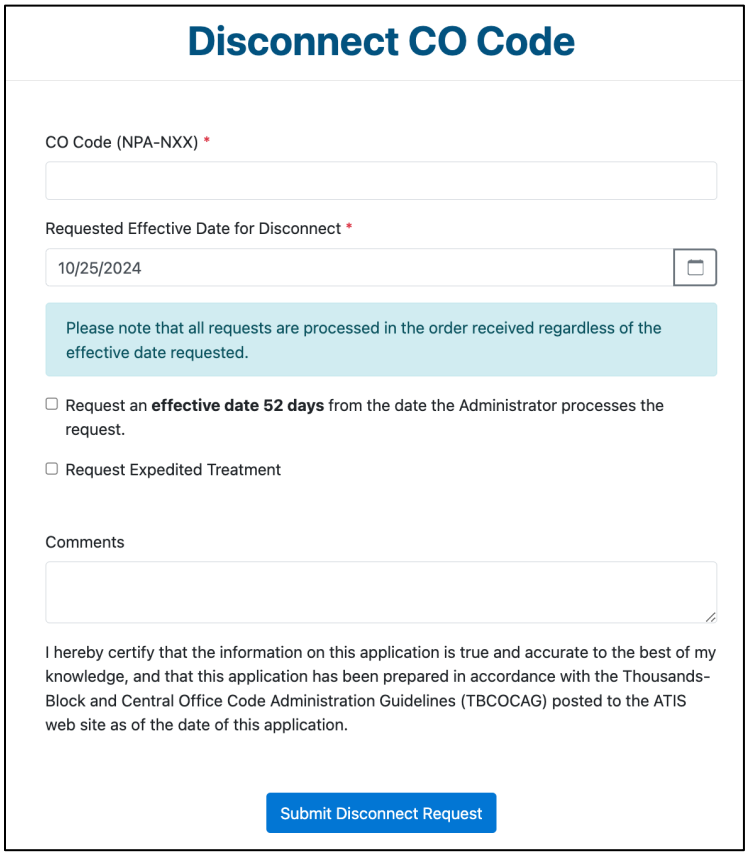


Figure 6-16

From the preliminary **Disconnect CO Code** screen, complete the following:

- **CO Code (NPA-NXX)** – Enter the NPA-NXX associated with the thousands-block(s) that will be returned.
- **Requested Effective Date for Disconnect** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request an effective date 52 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 52-calendar day effective date from the date the request is processed.
- **Request Expedited Treatment** – Checkbox. When selected, the **CO Code Requested Effective Date** may be less than the standard 59 calendar days.

    - **NOTE:** When an expedited date is entered **Request Expedited Treatment** must be selected. A letter agreeing to the expedite is required from the Tandem Homing Operating Company except when the applicant is the Tandem Homing Operating Company. Also, a letter agreeing to the expedite is required from the AOCN except when the applicant is the AOCN.

    - **NOTE:** A CO Code effective date less than 30 calendar days is not allowed.

- **Comments** – This is an optional free-form text field.

Select **Submit Disconnect Request**, the **Confirmation** screen will be displayed (Figure 6-17).

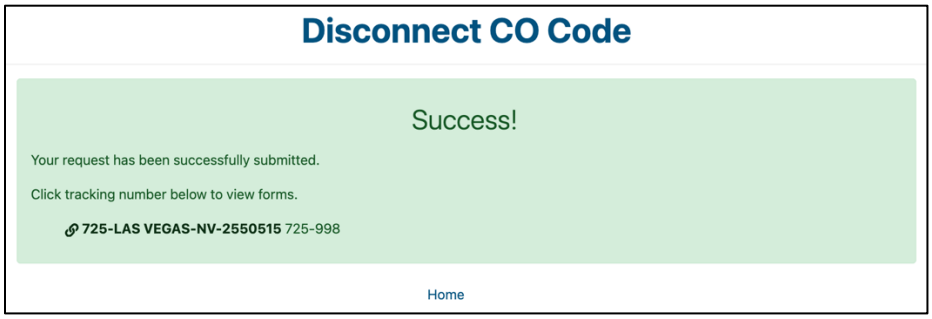


Figure 6-17

6.6 Cancel CO Code Disconnect

Cancel CO Code Disconnect allows a user to cancel a previously returned (i.e., disconnected) CO Code when the effective date of the CO Code disconnect is the current date or a future date.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Cancel CO Code Disconnect,** NAS will display the **Cancel Disconnect CO Code** screen (Figure 6-18).

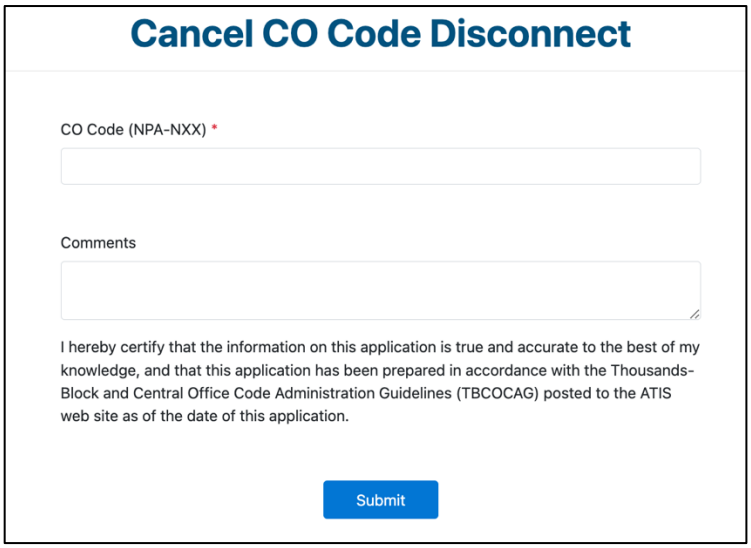


Figure 6-18

From the **Cancel Disconnect Thousands-Blocks** screen, complete the following:

- **CO Code (NPA-NXX)** – Enter the CO Code that was previously returned.
- **Comments** – Enter any **Comments**.

Select **Submit**, the **Confirmation** screen will be displayed (Figure 6-19).

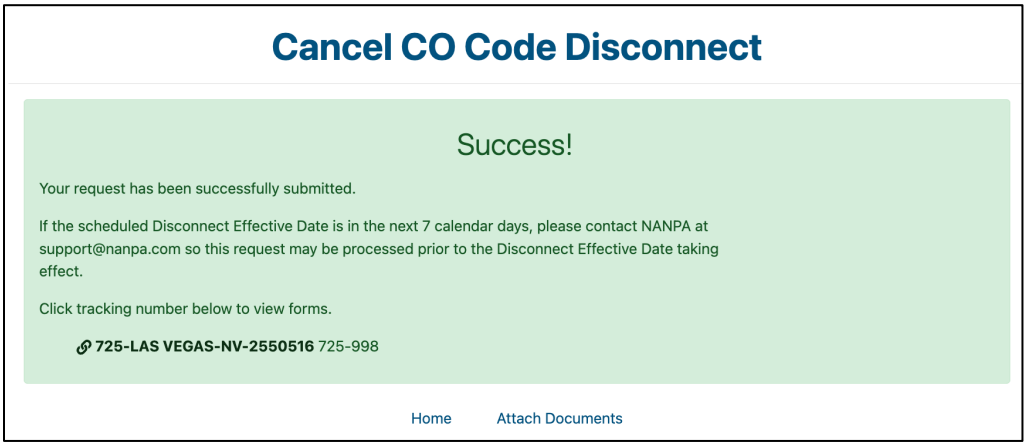


Figure 6-19

Note: If the scheduled CO Code disconnect Effective Date is in the next 7 calendar days, please contact NANPA at support@nanpa.com so this request may be processed prior to the CO Code disconnect Effective Date.

6.7 Reserve CO Code

Reserve CO Code allows a user to reserve a CO Code when a safety valve request is pending regulatory approval.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Reserve CO Code,** NAS will display the **CO Code Reservation** screen (Figure 6-20).

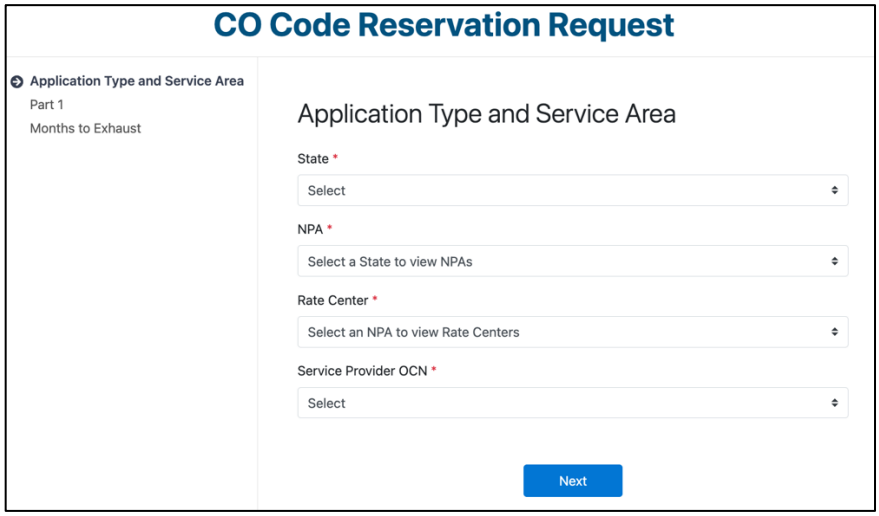


Figure 6-20

From the **New CO Code Request** screen, complete the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Select **Next**, NAS shall provide the **Part 1** screen (Figure 6-21).

6.7.1 Part 1

From the **Part 1** screen (Figure 6-21), enter the following:

Headquarters Address (only applies to SPC users)

- **Street Address** – Enter the **Street Address** of the company.
- **City** – Enter the **City** of the company.
- **State or Territory** – Enter the **State or Territory** of the company.
- **Zip Code** – Enter the **Zip Code** of the company.

General Information

- **Parent Company OCN** – Select a **Parent Company OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Switching Identity/POI

- **Switch Identification (Switching Identity/POI) CO Code –** Enter the eleven-character **Switch Identification (Switching Identity/POI)** to be associated with the CO Code.
- **Homing Tandem Operating Company –** Enter the full name of the **Homing Tandem Operating Company** associated with the **Homing Tandem CLLI.**
- **Homing Tandem CLLI –** Enter the eleven-character **Homing Tandem CLLI** to be associated with the CO Code.

CO Code Assignment Preference

- **CO Code(s) (NPA-NXX) Assignment Preference** – This is a drop-down list of all available CO Codes in the NPA. The user may also type in a preference or the beginning of a preference to see what is available (i.e., 209 or 209-5).
- **View list of available CO Codes** – This is a link. When selected, the Available CO Codes Report for the NPA will open in a separate window.
- **CO Codes that are Undesirable, if any** – The user may enter any undesirable CO Codes or state "all others."

Comments

- **Growth** – Radio button. Select this, reservations are only allowed for growth requests only and where a safety valve request is pending regulatory approval.
- **Comments** – This is an optional free-form text field.

To view the Part 1 form footnotes/instructions, select the **Part 1 Instructions** link, which will open in a separate window.

Select **Next**, the **Months to Exhaust** screen (Figure 6-22) will be displayed.

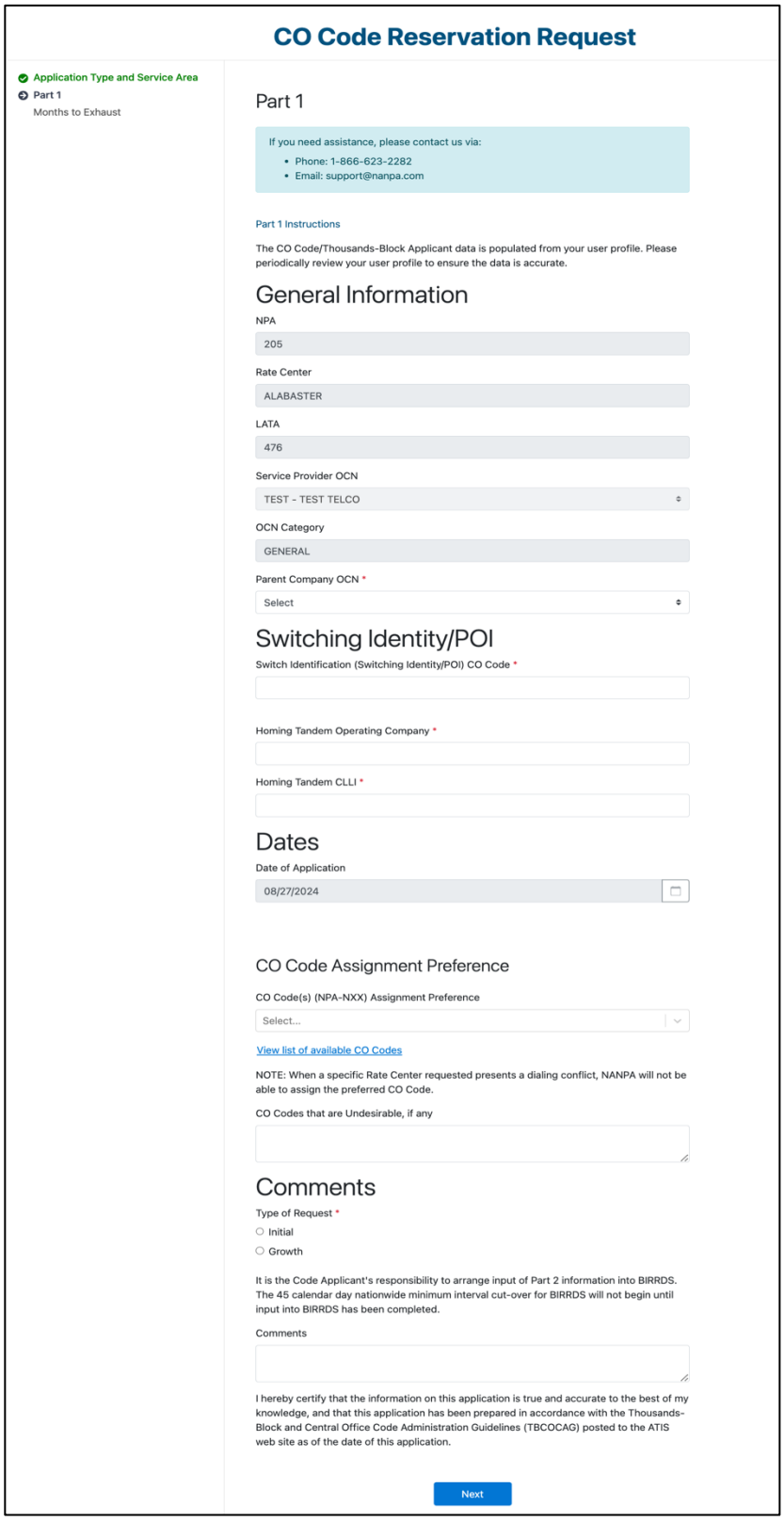

CO Code Reservation Request
Application Type and Service Area
Part 1
Months to Exhaust
Part 1
If you need assistance, please contact us via:
Phone: 1-866-623-2282
Email: support@nanpa.com
Part 1 Instructions
The CO Code/Thousands-Block Applicant data is populated from your user profile. Please periodically review your user profile to ensure the data is accurate.
General Information
NPA
205
Rate Center
ALABASTER
LATA
476
Service Provider OCN
TEST - TEST TELCO
OCN Category
GENERAL
Parent Company OCN *
Select
Switching Identity/POI
Switch Identification (Switching Identity/POI) CO Code *
Homing Tandem Operating Company *
Homing Tandem CLLI *
Dates
Date of Application
08/27/2024
CO Code Assignment Preference
CO Code(s) (NPA-NXX) Assignment Preference
Select...
View list of available CO Codes
NOTE: When a specific Rate Center requested presents a dialing conflict, NANPA will not be able to assign the preferred CO Code.
CO Codes that are Undesirable, if any
Comments
Type of Request *
Initial
Growth
It is the Code Applicant's responsibility to arrange input of Part 2 information into BIRRDS. The 45 calendar day nationwide minimum interval cut-over for BIRRDS will not begin until input into BIRRDS has been completed.
Comments
I hereby certify that the information on this application is true and accurate to the best of my knowledge, and that this application has been prepared in accordance with the Thousands-Block and Central Office Code Administration Guidelines (TBCOCAG) posted to the ATIS web site as of the date of this application.
Next

Figure 6-21

6.7.2 Months to Exhaust

Complete the following fields on the **Months to Exhaust** screen:

- **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** – For **Growth** applications, populated from the **Total Numbering Resources Report** with the CO Codes (NPA- NXX) and Thousands-Blocks (NPA-NXX-X) associated with the **Service Provider OCN**, **NPA**, and **Rate Center**. The user may edit this field, but an **Explanation** is required.
- **Available Numbers** – For **Growth** applications, the user is required to enter the quantity of available telephone numbers within the company's inventory.
- **Assigned Numbers** – For **Growth** applications, the user is required to enter the quantity of telephone numbers assigned to customers.
- **Total Numbering Resources** – For **Growth** applications, populated with the quantity of telephone numbers assigned to the **Service Provider OCN** in the **NPA**, and **Rate Center** from the **Total Numbering Resources Report**.

  NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation** – For **Growth** applications, the user is required to enter the quantity of telephone numbers that will be excluded from the utilization calculation because they are from CO Codes and/or thousands-blocks activated in the past 90 days.

  NOTE: This number will be in increments of 1,000 or 10,000 (i.e., 20,000 or 22,000).

- **List Excluded CO Codes or Thousands-Blocks** – The user is required to enter the CO Code(s) (NPA-NXX) and Thousands-Block(s) (NPA-NXX-X) activated in the past 90 days when a number other than 0 is entered in **Quantity of number activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation**.
- **Growth History (Previous 6 months)**
  - **Months 1-6** – The user is required to enter the quantity of telephone numbers assigned to customers for each month of the previous 6 months.
- **Forecast (Next 12 Months)**
  - **Months 1-12** – The user is required to enter the of number of telephone numbers expected to be assigned for each of the next 12 months.
- **Explanation** – An Explanation is required when **List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X)** and/or **Total Numbering Resources** is modified, otherwise, this is an optional free-form text field.

Note: To request a CO Code reservation while your Safety Valve request is pending regulatory approval, your months to exhaust calculation must exceed 6.0 or your utilization calculation must be below 75%.

Select **Submit CO Code Reservation Request,** the Confirmation screen will be displayed (Figure 6-23). To attach supporting documents to the request, select the **Attach Documents** link (see Section **8.2**).

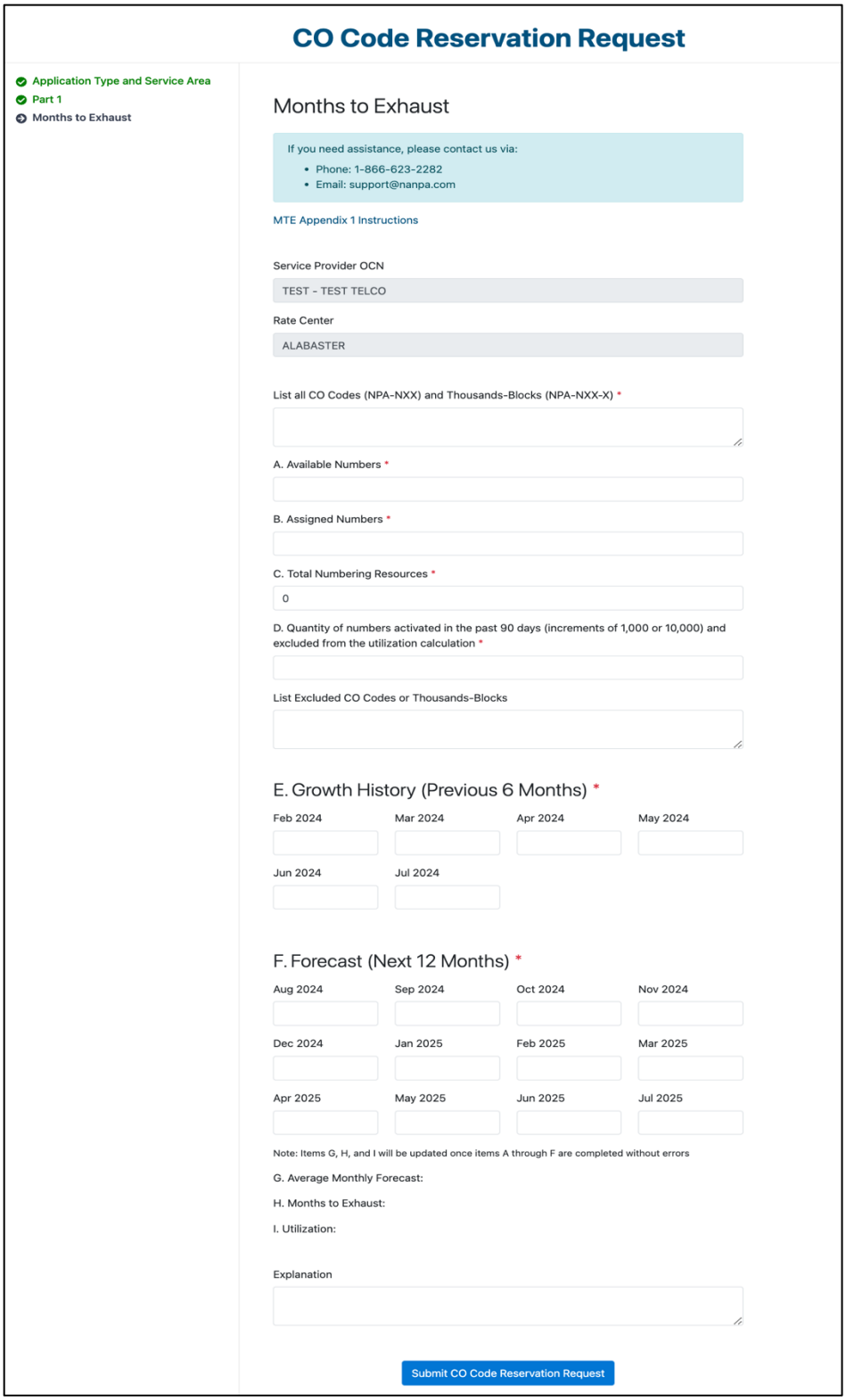

CO Code Reservation Request
Application Type and Service Area
Part 1
Months to Exhaust
Months to Exhaust
If you need assistance, please contact us via:
Phone: 1-866-623-2282
Email: support@nanpa.com
MTE Appendix 1 Instructions
Service Provider OCN
TEST - TEST TELCO
Rate Center
ALABASTER
List all CO Codes (NPA-NXX) and Thousands-Blocks (NPA-NXX-X) *
A. Available Numbers *
B. Assigned Numbers *
C. Total Numbering Resources *
0
D. Quantity of numbers activated in the past 90 days (increments of 1,000 or 10,000) and excluded from the utilization calculation *
List Excluded CO Codes or Thousands-Blocks
E. Growth History (Previous 6 Months) *
Feb 2024
Mar 2024
Apr 2024
May 2024
Jun 2024
Jul 2024
F. Forecast (Next 12 Months) *
Aug 2024
Sep 2024
Oct 2024
Nov 2024
Dec 2024
Jan 2025
Feb 2025
Mar 2025
Apr 2025
May 2025
Jun 2025
Jul 2025
Note: Items G, H, and I will be updated once items A through F are completed without errors
G. Average Monthly Forecast:
H. Months to Exhaust:
I. Utilization:
Explanation
Submit CO Code Reservation Request

Figure 6-22

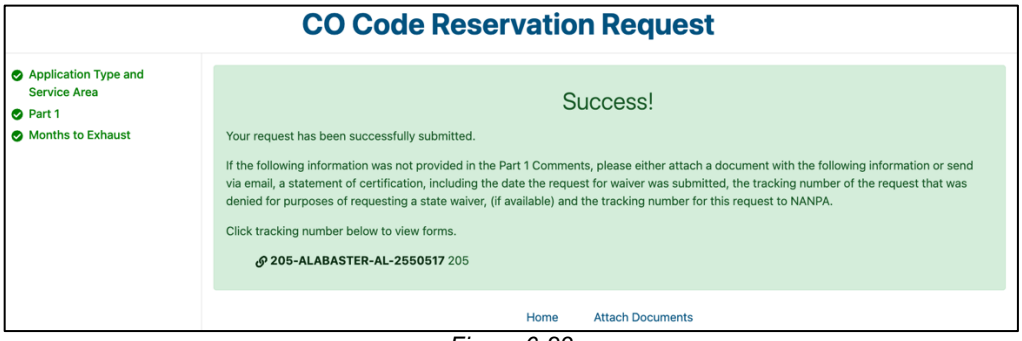


Figure 6-23

6.8 Assign/Cancel/Extend CO Code Reservation

Assign/Cancel/Extend CO Code Reservation allows a user to request a reserved CO Code to be assigned, cancel a CO Code reservation or request a one-time extension for a reserved CO Code.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Assign/Cancel/Extend CO Code Reservation,** NAS will display the **Process CO Code Reservation** screen (Figure 6-24).

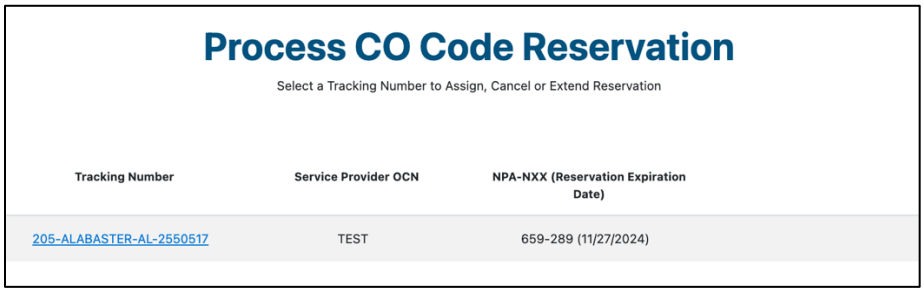


Figure 6-24

From the **Process CO Code Reservation** screen, select a **Tracking Number** to display the reserved CO Code (Figure 6-25), then select one of the following and click **Submit**:

- To request a reserved CO Code to be assigned, select the **Assign Reservation** radio button.
  - When the **Assign Reservation** radio button is selected, then **Part 1 – Assign CO Code Reservation** screen (Figure 6-26) will be displayed.
- To cancel a thousands-block reservation, select the **Cancel Reservation** radio button.
  - When the **Cancel Reservation** radio button is selected, the reservation will be cancelled, and the **Confirmation** screen (Figure 6-27) will be displayed.
- To request a one-time extension for a reserved CO Code, select the **Extend Reservation** radio button.
  - When the **Extend Reservation** radio button is selected, the reservation will be extended for an additional three months, and the **Confirmation** screen (Figure 6-27) will be displayed.

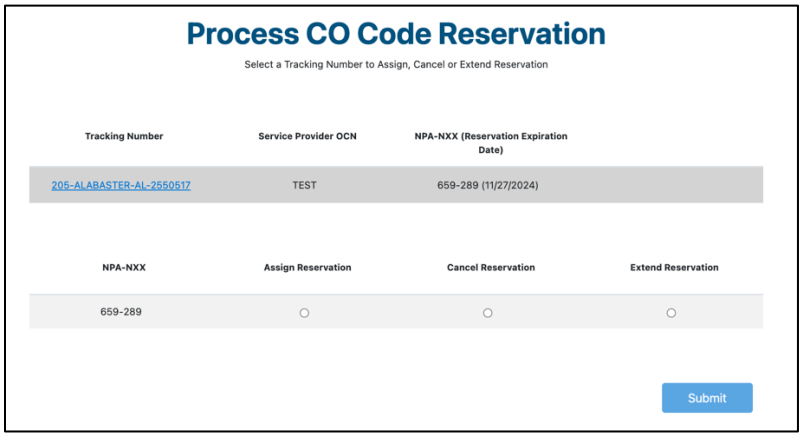


Figure 6-25

6.8.1 Part 1 – Assign CO Code Reservation

From the **Part 1 – Assign CO Code Reservation** screen (Figure 6-26), enter the following:

- **Requested Effective Date** – Populated with the standard 59 calendar day effective date. The user may enter a new date in MM/DD/YYYY format or use the calendar icon to select a different date.
- **Request an effective date 52 calendar days from the date the Administrator processes the request.** – Checkbox. When selected, the Administrator will use a 52-calendar day effective date from the date the request is processed.
- **Request Expedited Treatment** – Checkbox. When selected, the **CO Code Requested Effective Date** may be less than the standard 59 calendar days.

    - **NOTE:** When an expedited date is entered **Request Expedited Treatment** must be selected. A letter agreeing to the expedite is required from the Tandem Homing Operating Company except when the applicant is the Tandem Homing Operating Company. Also, a letter agreeing to the expedite is required from the AOCN except when the applicant is the AOCN.

    - **NOTE:** A CO Code effective date less than 30 calendar days is not allowed.
- **Comments** – This is an optional free-form text field.

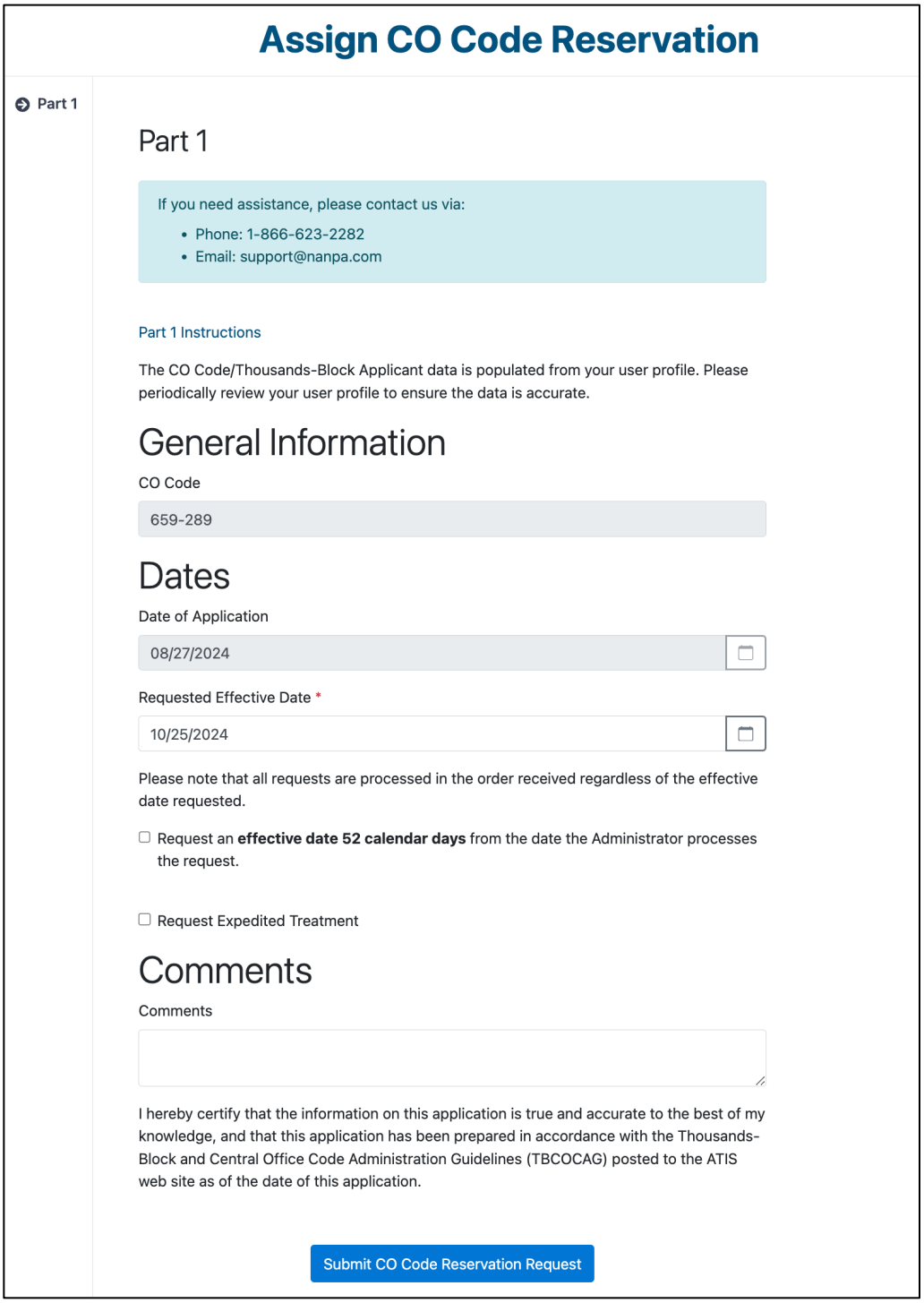


Figure 6-26

Select **Submit CO Code Reservation Request** to submit the request, the **Confirmation** screen (Figure 6-27) will be displayed. To attach supporting documents to the request, select the **Attach Documents** link (see Section **8.2**).

Figure 6-27

6.9 Modify Pending CO Code Request

Modify Pending CO Code Request allows a user to modify a pending application in the NAS GUI where a Part 3 has not been issued.

Note: The following applications may be modified: New CO Code Request and CO Code Modification Request.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Modify Pending CO Code Request,** NAS will display the **Modify Pending CO Code Request** screen (Figure 6-28).

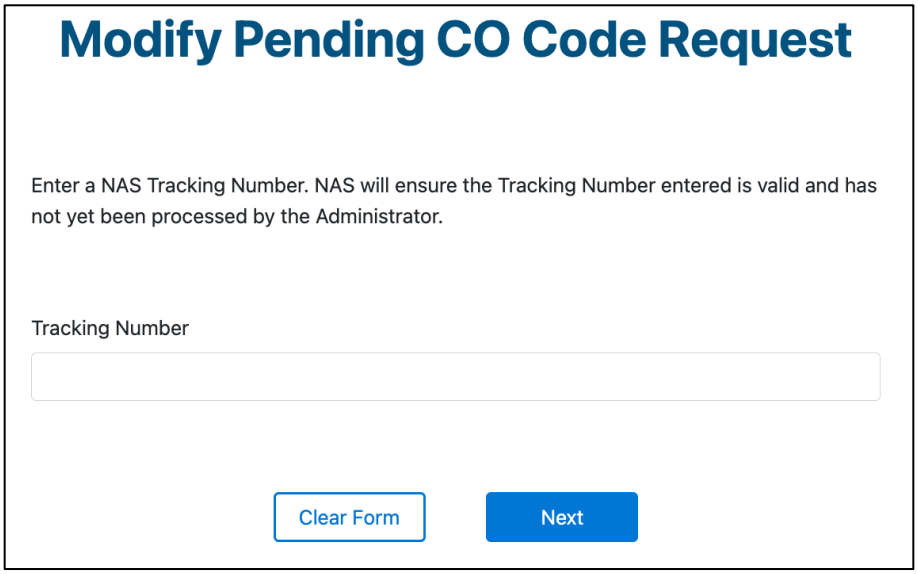


Figure 6-28

From the **Modify Pending CO Code Request** screen, enter the **Tracking Number** of the request then select **Next** to proceed.

The applicable screens and fields will be displayed for the user to update (*e.g., Effective Date, Switch)*. Refer to the appropriate section for the Type of Application. Once the request is submitted, then the **Confirmation** screen (Figure 6-29) will be provided.

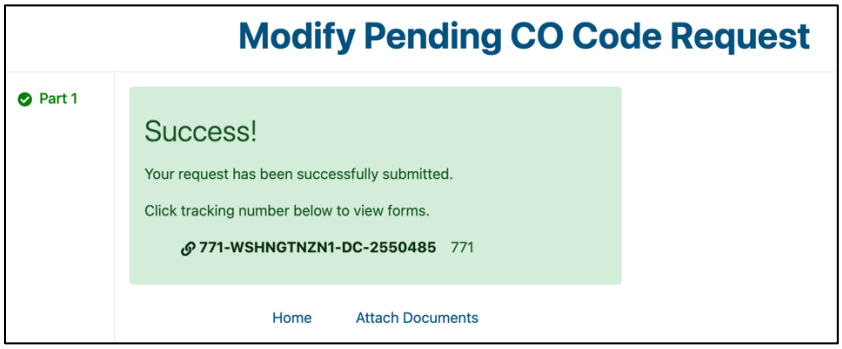


Figure 6-29

6.10 Withdraw Pending CO Code Request

Withdraw Pending CO Code Request allows a user to withdraw a pending application when a Part 3 has not been issued.

Note: The following applications may be withdrawn: New CO Code Request, CO Code Modification Request, CO Code Reservation Request, Assign CO Code Reservation Request and CO Code Effective Date Change Request.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Withdraw Pending CO Code Request,** NAS will display the **Withdraw Pending CO Code Request** screen (Figure 6-30).

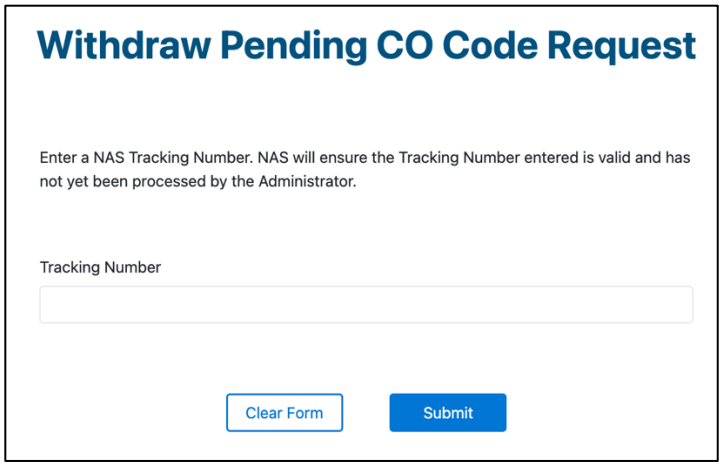


Figure 6-30

From the **Withdraw Pending CO Code Request** screen, enter the Tracking Number then select **Submit**, then the **Confirmation** screen (Figure 6-31) will be displayed.

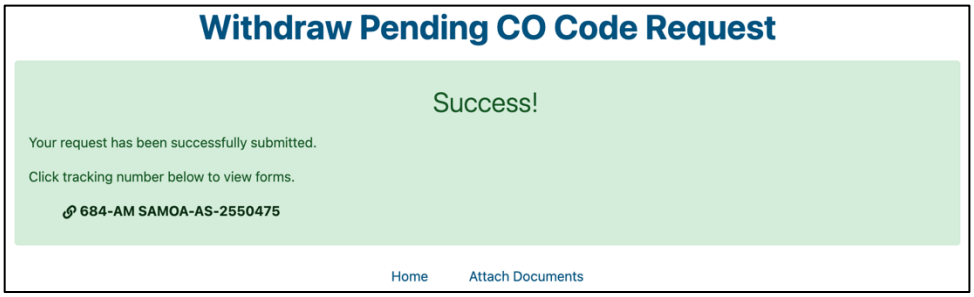


Figure 6-31

6.11 Saved CO Code Request

Saved CO Code Request allows a user to submit a previously saved application.

Note: Applications may only be saved for a period of 30 days from the date it was originally saved, after 30 days, NAS will automatically remove the saved applications.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **CO Code Requests**. NAS will display the **CO Code Requests** toolbar (Figure 6-1). Select **Saved CO Code Request,** NAS will display the **Saved CO Code Request** screen (Figure 6-32).

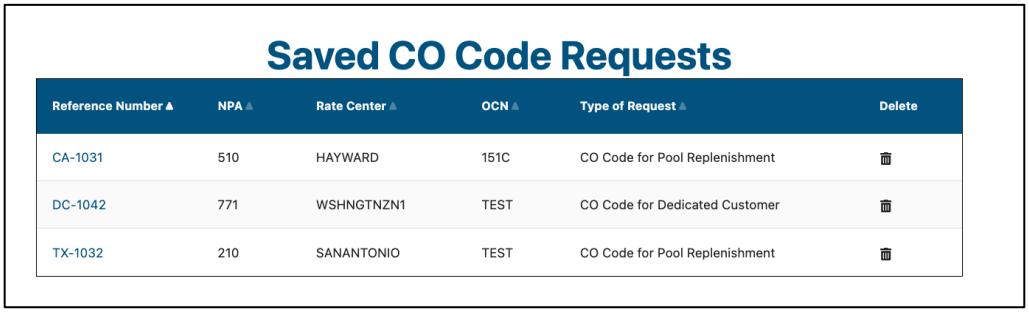


Figure 6-32

From the **Saved CO Code Request** screen, select the **Reference Number** of the request to proceed. To delete a saved request, select the **trash** icon.

Based on the type of request, the applicable **Part 1** and **Months to Exhaust** screens will be displayed for the user to complete (see Section **6.1**). Once the request is submitted, then the **Confirmation** screen will be provided (Figure 6-33). To attach supporting documents to the request, select the **Attach Documents** link (see Section **8.2**).

Figure 6-33

NOTE: If the request type is Initial, attach the following documentation to your application at the time of submission: 1) Evidence of license or certification to provide service in the area and 2) evidence of facilities readiness within 60 days of the thousands-block activation date.

NOTE: If for some reason you are unable to attach the documentation, email it to support@nanpa.com at the time of submission, include the tracking number.

7 Submit Part 4

This section provides direction on submitting the Confirmation of In Service – Part 4 for CO Codes and thousands-blocks.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Submit Part 4** (Figure 7-1). NAS will display the **Submit Part 4** screen (Figure 7-2).

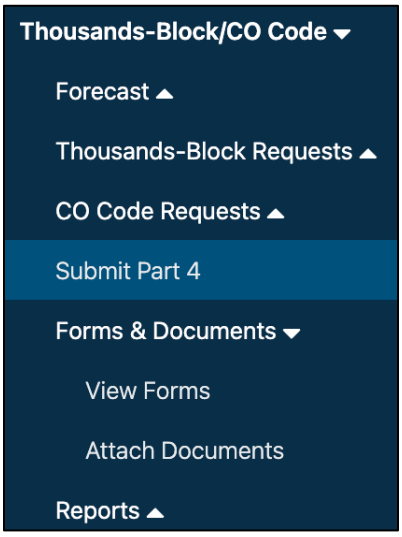


Figure 7-1

From the preliminary **Submit Part 4** screen (Figure 7-2), select one of the following:

- **Tracking Number**
- **NPA-NXX or NPA-NXX-X**
- **State, NPA and Service Provider OCN**

Then select **Next** to display the **Submit Part 4** screen (Figure 7-3).

To clear the data from the fields, select **Clear Form**.

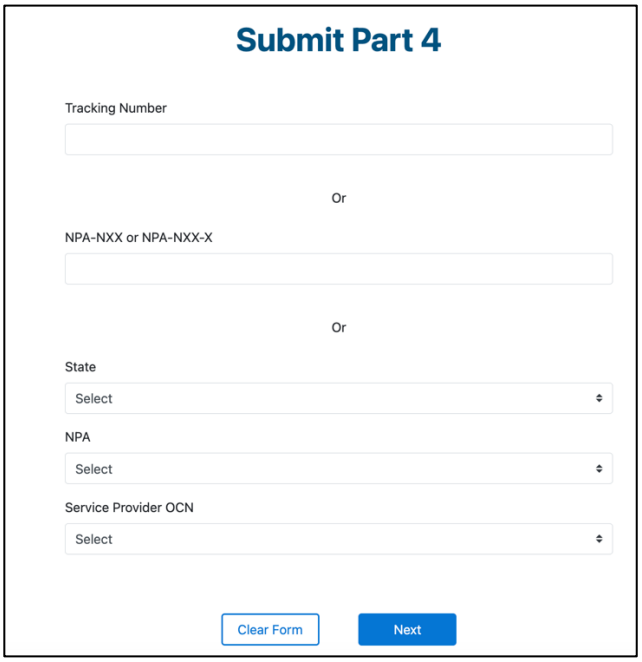


Figure 7-2

From the **Submit Part 4** screen (Figure 7-3), complete the following:

- **Select** the checkbox next to the CO Code(s) or thousands-block(s) where a Part 4 will be filed.
- Enter the **In-Service Date** of the CO Code(s) or thousands-block(s).

To view the Part 4 form footnotes/instructions, select the **Part 4 Footnote / Instructions** link, which will open in a separate window.

Then select **Submit** to complete the submission of the Part 4(s), NAS will provide the **Confirmation** screen (Figure 7-4).

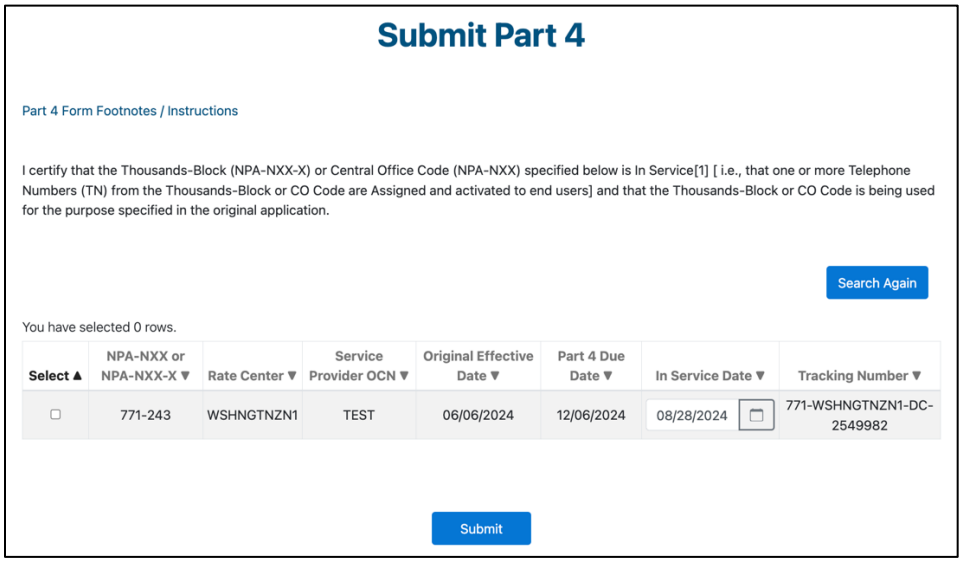


Figure 7-3

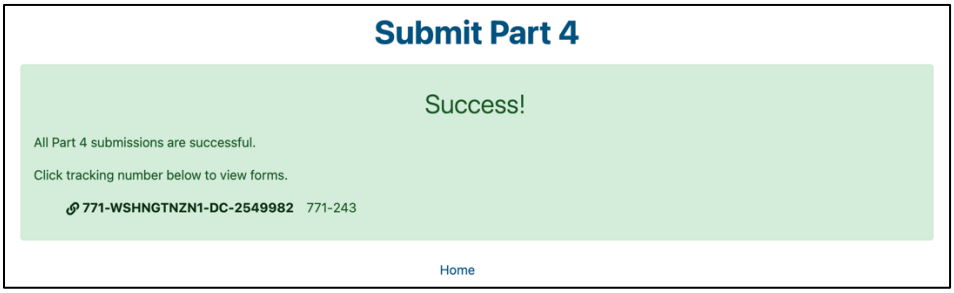


Figure 7-4

8 Forms & Documents

This section provides direction on the **Forms & Documents** functions (Figure 8-1) for CO Code and thousands-block resources which includes:

- Section **8.1 View Forms**, which allows users to view forms associated with CO Code and thousands-block applications submitted in NAS.
- **Section 8.2 Attach Documents**, which allows users to attach documents to CO Code and thousands-block applications submitted in NAS.

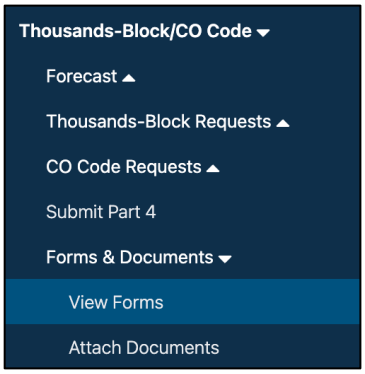


Figure 8-1

8.1 View Forms

View Forms allows a user to search for and view CO Code and thousands-block forms submitted in the NAS GUI.

Users with the **Subscription Choice** of **Thousands-Block/CO Code Resources** may view all submitted forms, even if another user submitted the form as long as the OCN and NPA is in their user profile.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Forms & Documents** (Figure 8-1. NAS will display the **Forms & Documents** toolbar. Select **View Forms**, NAS will display the **Forms Search** screen (Figure 8-2Figure 4-3).

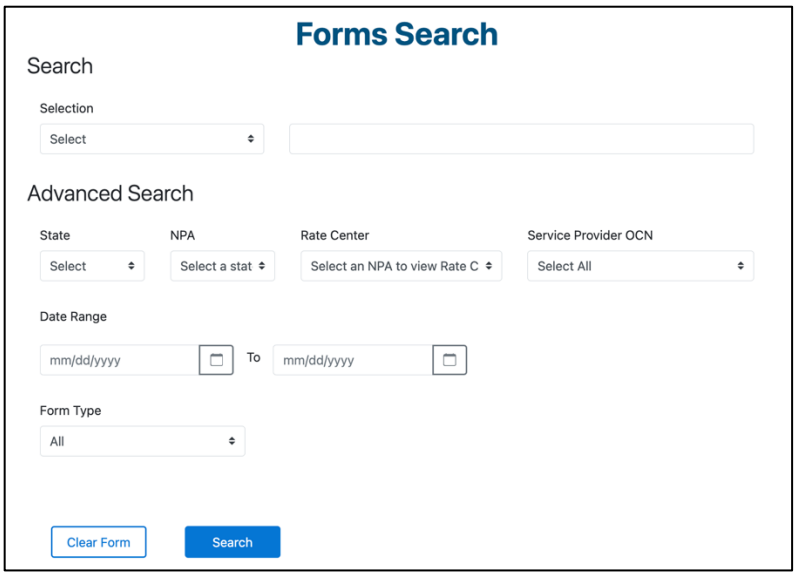


Figure 8-2

From the **Forms Search** screen (Figure 8-2), the user may search by a specific tracking number, CO Code or thousands block or by state, NPA, rate center, OCN and date range.

To search by a specific tracking number, CO Code or thousands block, select from one of the options provided in the **Selection** drop-down list under **Search**:

- **Tracking Number**
- **CO Code (NPA-NXX)**
- **Thousands-Block (NPA-NXX-X)**

To search by state, NPA, rate center, OCN, form type and date range, select the options provided under **Advanced Search**.

After making the selections under **Search** or **Advanced Search**, select **Search** to continue, NAS will display the search results at the bottom of the **Forms Search** screen (Figure 8-3).

When no applications meet the search criteria, NAS will display the message "**There are no records to display**" at the bottom of the **Forms Search** screen.

To view a form, select the eye icon at the end of the form's row.

To print or save the form, click on the **Printable Version** link located above the form.

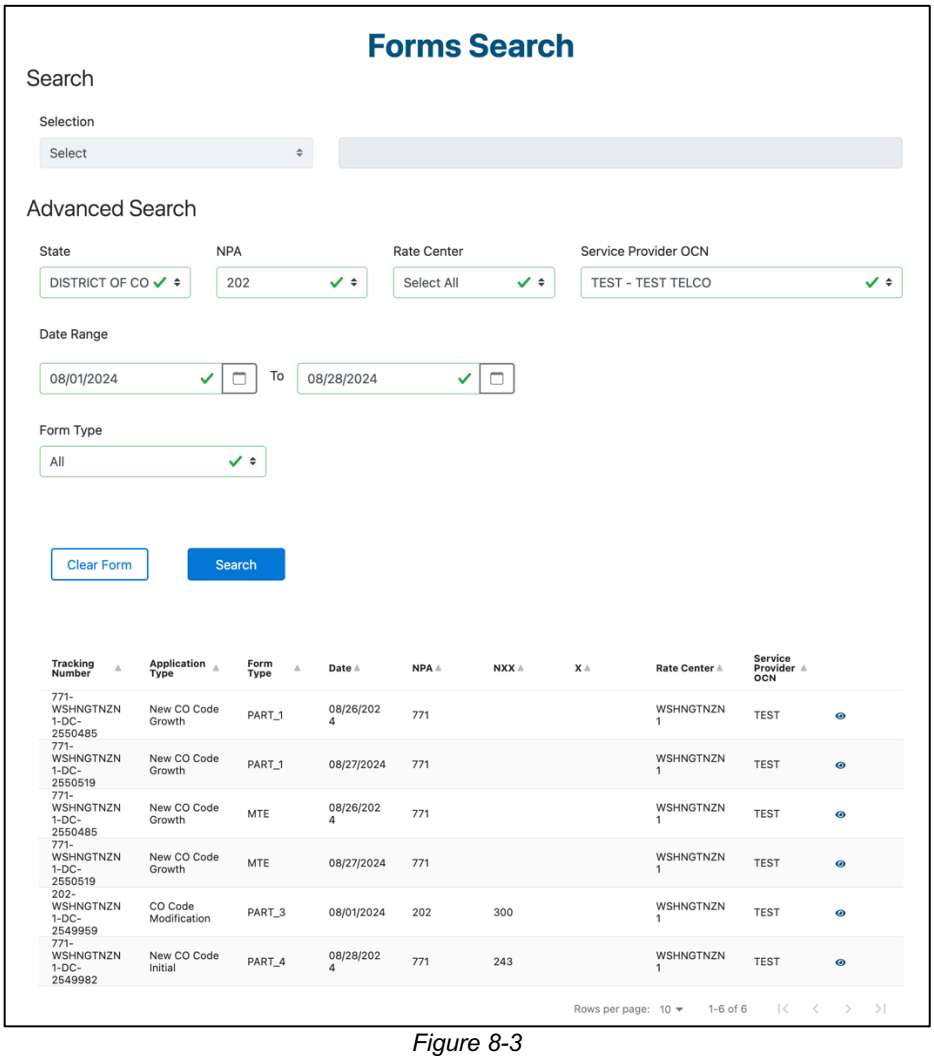


Figure 8-3

8.2 Attach Documents

Attach Documents allows a user to attach documents to one or more applications using the Tracking Number(s). The user may attach documents to a maximum of 25 tracking numbers.

NAS accepts the following file formats: PDF, Word, Excel, GIF, JPEG, TIFF, bitmap, Power Point, HTML, txt, csv, and Zip and the maximum file size for all attachments may not exceed 10 MB per tracking number.

Up to 256 alphanumeric characters, including file name extension and the following special characters **!-_.'()** are allowed for the filename.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Forms & Documents**, then select **Attach Documents** (Figure 8-1). NAS will display the preliminary **Attach Documents** screen (Figure 8-4).

Figure 8-4

From the preliminary **Attach Documents** screen (Figure 8-4), enter the **Tracking Number(s)** of the application(s) to which the documents are being attached, then select **Next** to continue, NAS will provide the **Attach Documents** screen (Figure 8-5).

To clear data entered in the **Tracking Numbers** field, select **Clear Form**.

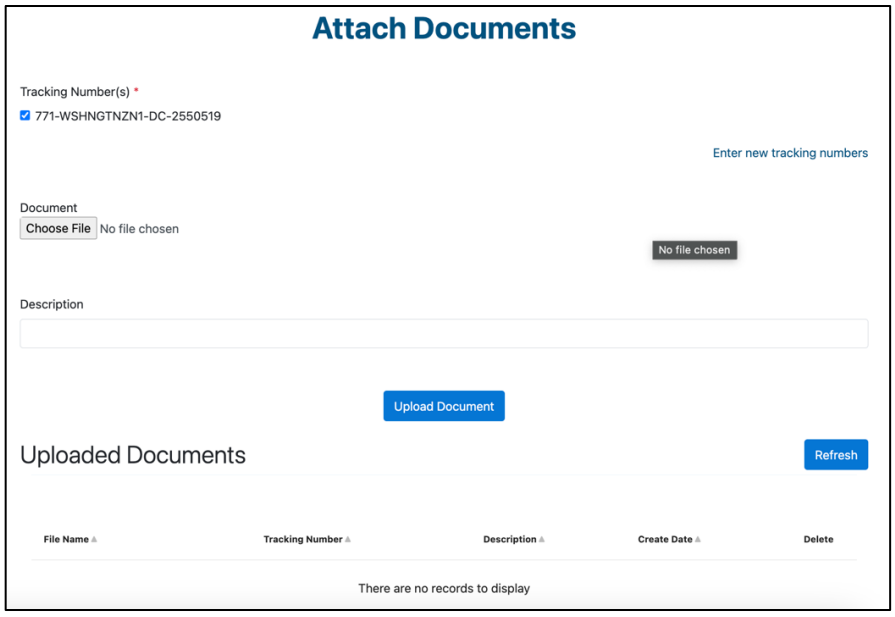


Figure 8-5

To modify the **Tracking Numbers** entered on the preliminary **Attach Documents** screen, select **Enter new tracking numbers**. When selected, the preliminary **Attach Documents** screen will be provided and the Tracking Numbers field will be blank.

To attach a document, select **Choose File**, a window will open to select a file, then select **Upload Document**, NAS will provide a **Confirmation** screen (Figure 8-6).

The **Description** field is provided to add additional information on the type of document e.g., certification, proof of facilities readiness, carrier partner agreement, safety valve waiver.

To delete an uploaded document, select the **trash can icon**.

If the uploaded document does not appear in the **Uploaded Documents** box, select **Refresh**.

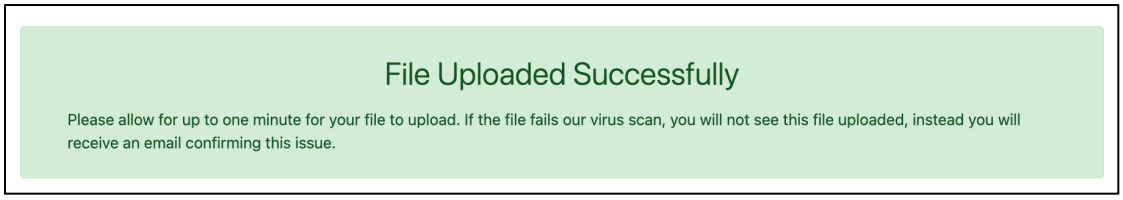


Figure 8-6

9 Reports

This section provides direction on how to query and view the reports relating to CO Codes and thousands-blocks:

- Section **9.1 Thousands-Block Forecast Report**
- Section **9.2 Thousands-Block Disconnect Report**
- Section **9.3 Thousands-Block/CO Code Part 1/3 Report**
- Section **9.4 Thousands-Block Part 1B Report**
- Section **9.5 Thousands-Block/CO Code Part 4 Report**
- Section **9.6 Thousands-Block/CO Code Assignments Needing Part 4 Report**
- Section **9.7 Thousands-Block/CO Code Total Numbering Resources Report**
- Section **9.8 CO Code Utilized Report**
- Section **9.9 CO Code Assignment Records**
- Section **9.10 Pooled CO Code PSTN Report**

9.1 Thousands-Block Forecast Report

The **Thousands-Block Forecast Report** is a report of current forecasts on file by OCN, NPA and Rate Center for the next 18 months.

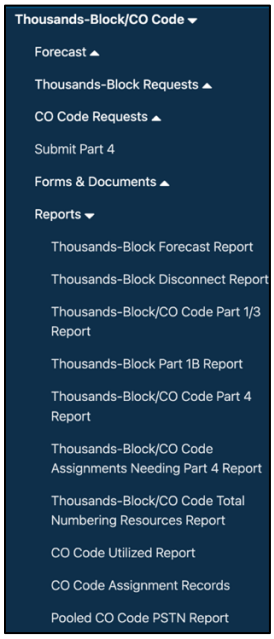


Figure 9-1

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Thousands-Block Forecast Report**, NAS will display the preliminary **Thousands-Block Forecast Report** screen (Figure 9-2).

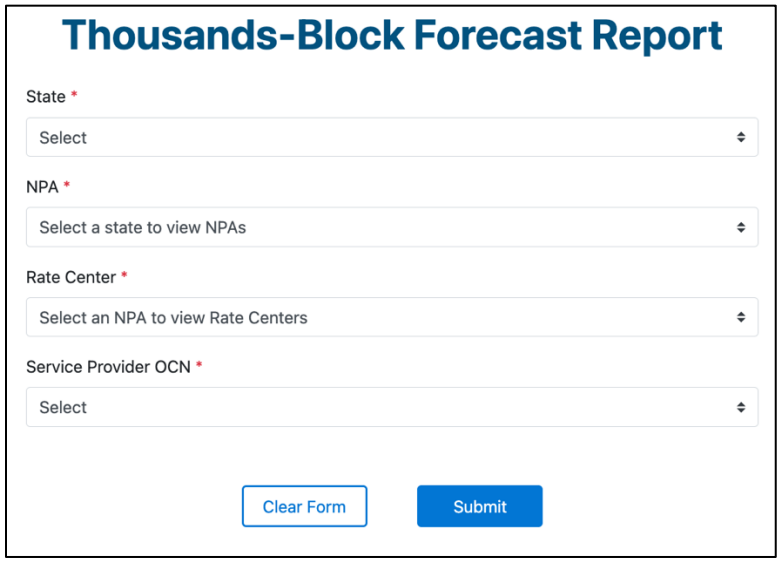


Figure 9-2

From the preliminary **Thousands-Block Forecast Report** screen, select the following:

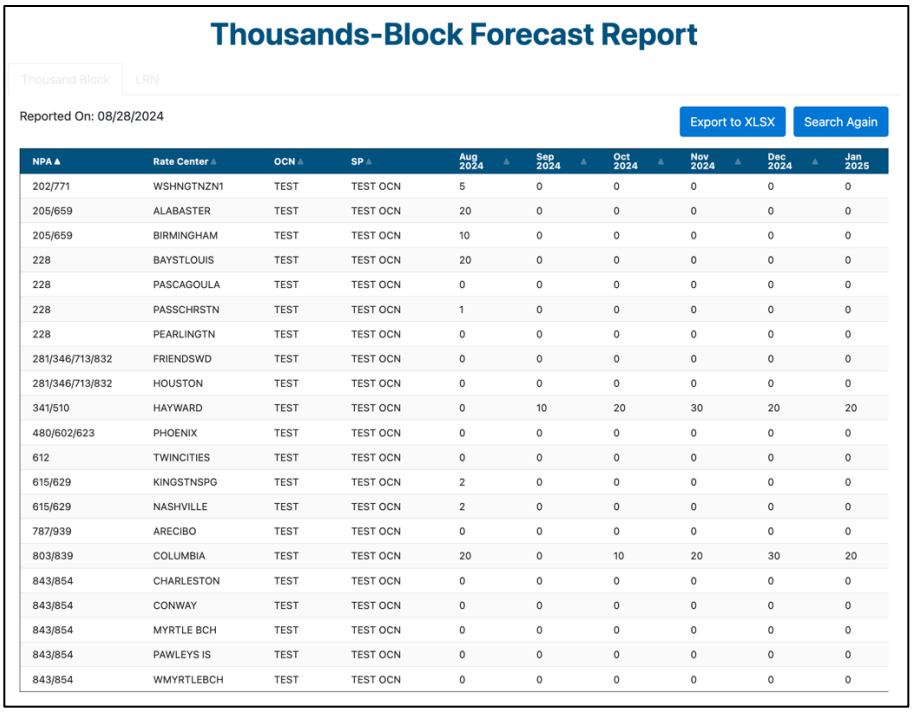
- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of pooling Rate Centers for the NPA selected.

- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Select **Submit**, NAS will display the search results, the **Thousands Block** tab (Figure 9-3) will display the thousands-block forecasts at the NPA, Rate Center, OCN level and the **LRN** tab (Figure 9-4) will display the LRN forecasts at the NPA and OCN level.

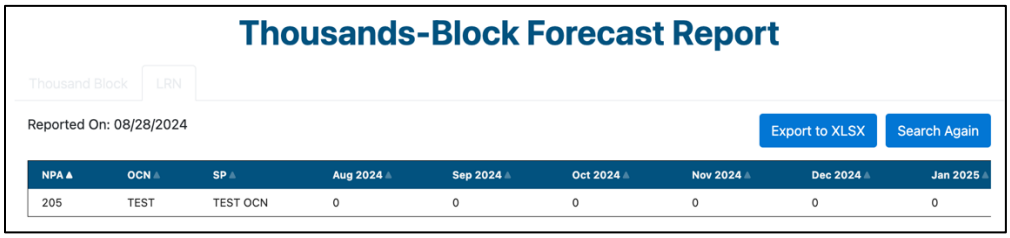
Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.



NPA ▲	Rate Center	OCN	SP	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025
202/771	WSHNGTNZN1	TEST	TEST OCN	5	0	0	0	0	0
205/659	ALABASTER	TEST	TEST OCN	20	0	0	0	0	0
205/659	BIRMINGHAM	TEST	TEST OCN	10	0	0	0	0	0
228	BAYSTLOUIS	TEST	TEST OCN	20	0	0	0	0	0
228	PASCAGOULA	TEST	TEST OCN	0	0	0	0	0	0
228	PASSCHRSTN	TEST	TEST OCN	1	0	0	0	0	0
228	PEARLINGTN	TEST	TEST OCN	0	0	0	0	0	0
281/346/713/832	FRIENDSWD	TEST	TEST OCN	0	0	0	0	0	0
281/346/713/832	HOUSTON	TEST	TEST OCN	0	0	0	0	0	0
341/510	HAYWARD	TEST	TEST OCN	0	10	20	30	20	20
480/602/623	PHOENIX	TEST	TEST OCN	0	0	0	0	0	0
612	TWINCITIES	TEST	TEST OCN	0	0	0	0	0	0
615/629	KINGSTNSPG	TEST	TEST OCN	2	0	0	0	0	0
615/629	NASHVILLE	TEST	TEST OCN	2	0	0	0	0	0
787/939	ARECIBO	TEST	TEST OCN	0	0	0	0	0	0
803/839	COLUMBIA	TEST	TEST OCN	20	0	10	20	30	20
843/854	CHARLESTON	TEST	TEST OCN	0	0	0	0	0	0
843/854	CONWAY	TEST	TEST OCN	0	0	0	0	0	0
843/854	MYRTLE BCH	TEST	TEST OCN	0	0	0	0	0	0
843/854	PAWLEYS IS	TEST	TEST OCN	0	0	0	0	0	0
843/854	WMYRTLEBCH	TEST	TEST OCN	0	0	0	0	0	0

Figure 9-3



NPA ▲	OCN	SP	Aug 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024	Jan 2025
205	TEST	TEST OCN	0	0	0	0	0	0

Figure 9-4

9.2 Thousands-Block Disconnect Report

The **Thousands-Block Disconnect Report** is a report of thousands-blocks disconnect requests submitted to NANPA.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Thousands-Block Disconnect Repor**t, NAS will display the preliminary **Thousands-Block Disconnect Report** screen (Figure 9-5).

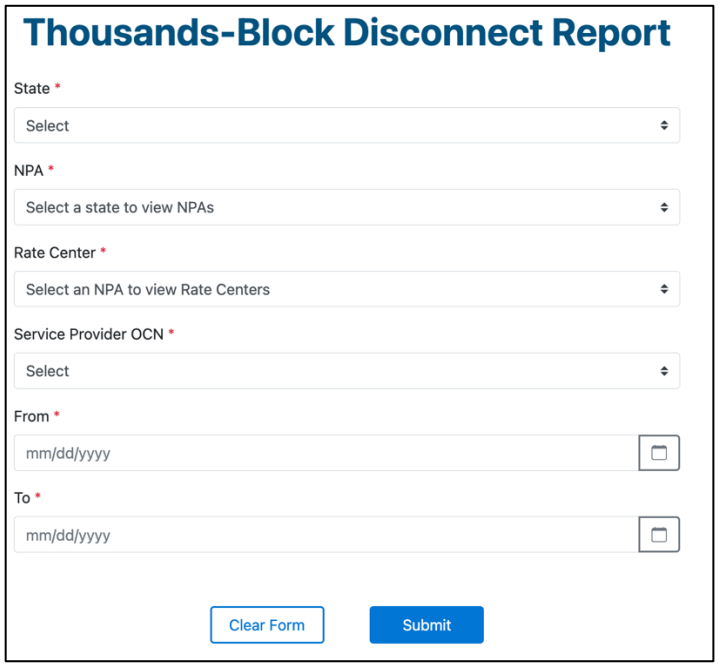


Figure 9-5

From the preliminary **Thousands-Block Disconnect Report** screen, select the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of pooling Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
    - The From/To date range is based on the date the thousands-block disconnect request was submitted.

Select **Submit**, NAS will display the search results on the **Thousands-Block Disconnect Report** screen (Figure 9-6).

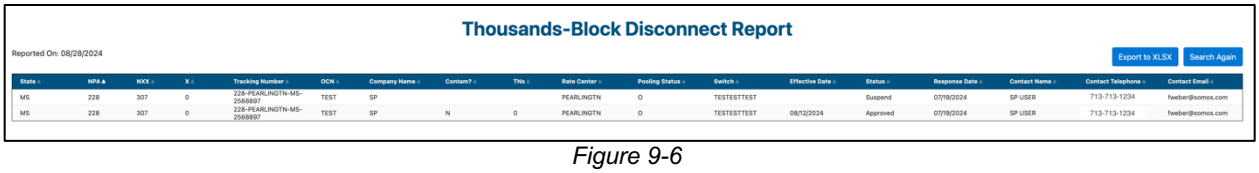


Figure 9-6

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

9.3 Thousands-Block/CO Code Part 1/3 Report

The **Thousands-Block/CO Code Part 1/3 Report** is a report of Part 1 requests submitted to NANPA and NANPA's Part 3 response to those requests.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Thousands-Block/CO Code Part 1/3 Report**, NAS will display the preliminary **Thousands-Block/CO Code Part 1/3** screen (Figure 9-7).

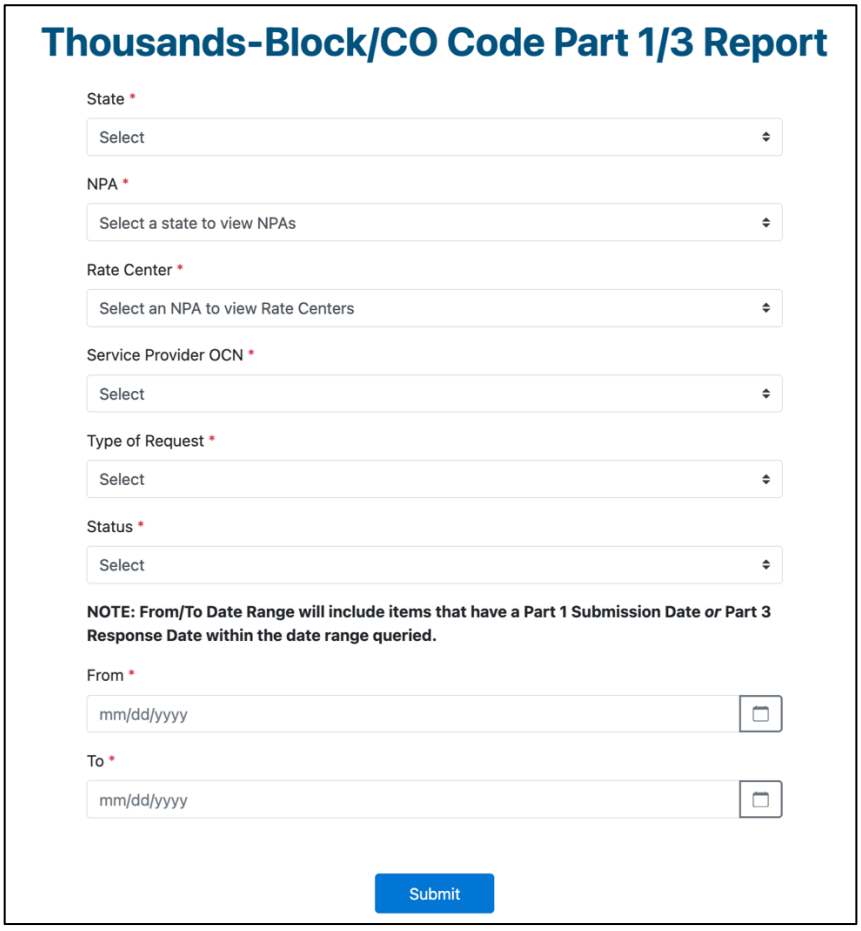


Figure 9-7

From the preliminary **Thousands-Block/CO Code Part 1/3** screen, select the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.

- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Type of Request** – Select a **Type of Request** of Select All, Initial, Growth, Reservation Modification, or Disconnect.
- **Status** – Select a **Status** of Select All, Approved, Denied, New, Suspended or Withdrawn.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
    - The From/To date ranges is based on the Part 1 submission and Part 3 response date.

Select **Submit**, NAS will display the search results on the **Thousands-Block/CO Code Part 1/3** screen (Figure 9-8).

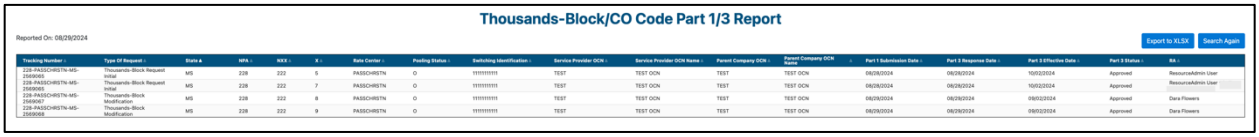


Figure 9-8

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

9.4 Thousands-Block Part 1B Report

The **Thousands-Block Part 1B Report** is a report of Part 1B forms associated with thousands-blocks requests submitted to NANPA.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Thousands-Block Part 1B Report**, NAS will display the preliminary **Thousands-Block Part 1B Report** screen (Figure 9-9).

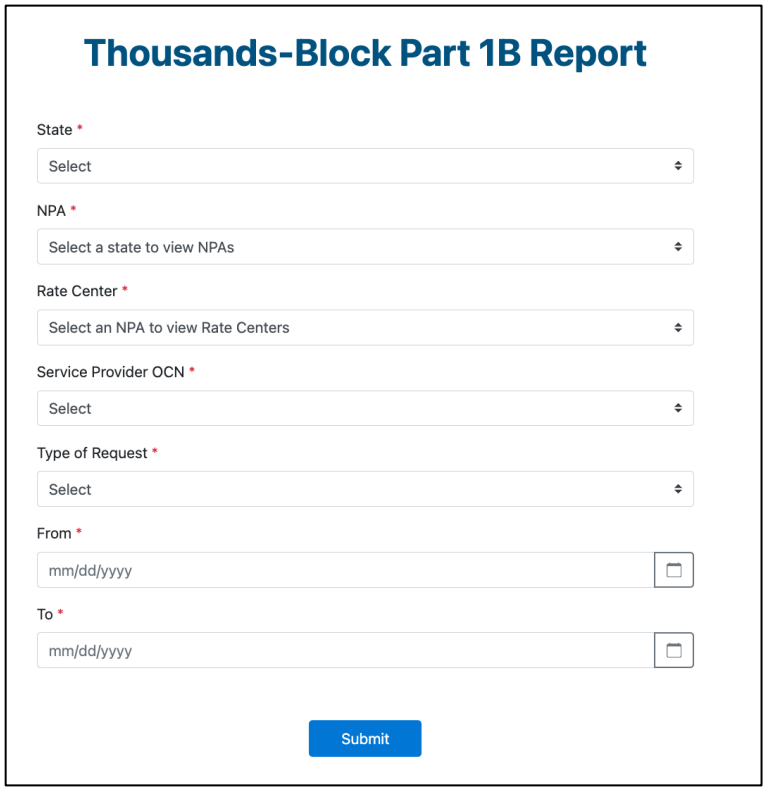


Figure 9-9

From the preliminary **Thousands-Block Part 1B Report** screen, select the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of pooled Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Type of Request** – Select a **Type of Request** of Select All, Block Request or Block Modification.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
    - The From/To date ranges is based on the Part 1 submission date.

Select **Submit**, NAS will display the search results on the **Thousands-Block Part 1B Report** screen (Figure 9-10).

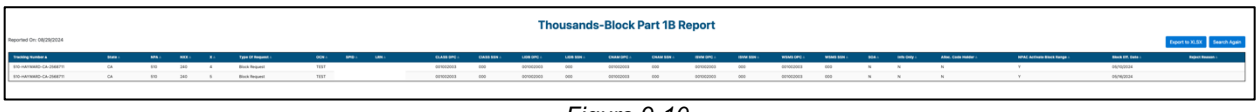


Figure 9-10

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"

- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

9.5 Thousands-Block/CO Code Part 4 Report

The **Thousands-Block/CO Code Part 4 Report** is a report of Part 4s submitted to NANPA for CO Codes and thousands-blocks.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Thousands-Block/CO Code Part 4 Report**, NAS will display the preliminary **Thousands-Block/CO Code Part 4 Report** screen (Figure 9-11).

Figure 9-11

From the preliminary **Thousands-Block/CO Code Part 4 Report** screen, select the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
    - The From/To date ranges is based on the Part 4 submission date.

Select **Submit**, NAS will display the search results on the **Thousands-Block/CO Code Part 4 Report** screen (Figure 9-12).

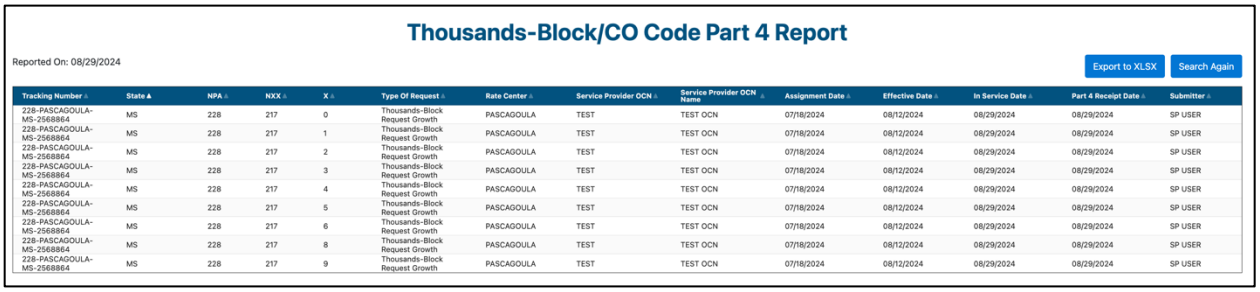


Figure 9-12

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

9.6 Thousands-Block/CO Code Assignments Needing Part 4 Report

The **Thousands-Block/CO Code Assignments Needing Part 4 Report** is a report CO Codes and thousands-blocks where a Part 4 is required.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Thousands-Block/CO Code Assignments Needing Part 4 Report**, NAS will display the preliminary **Thousands-Block/CO Code Assignments Needing Part 4 Report** screen (Figure 9-13).

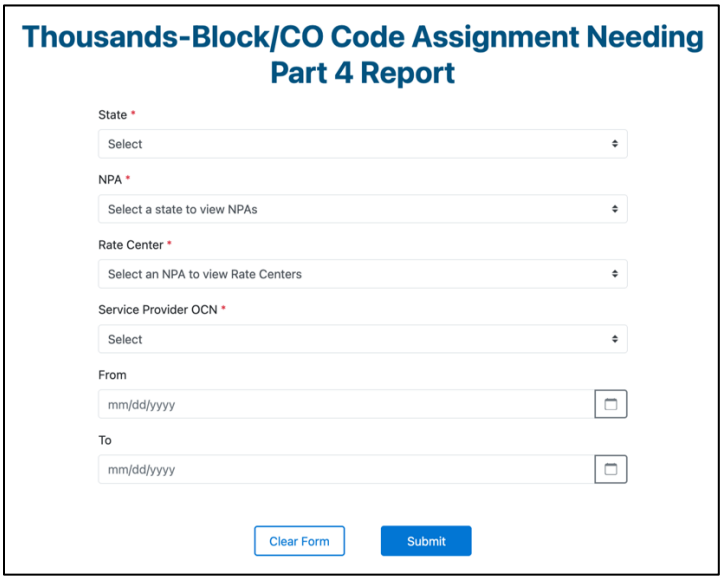
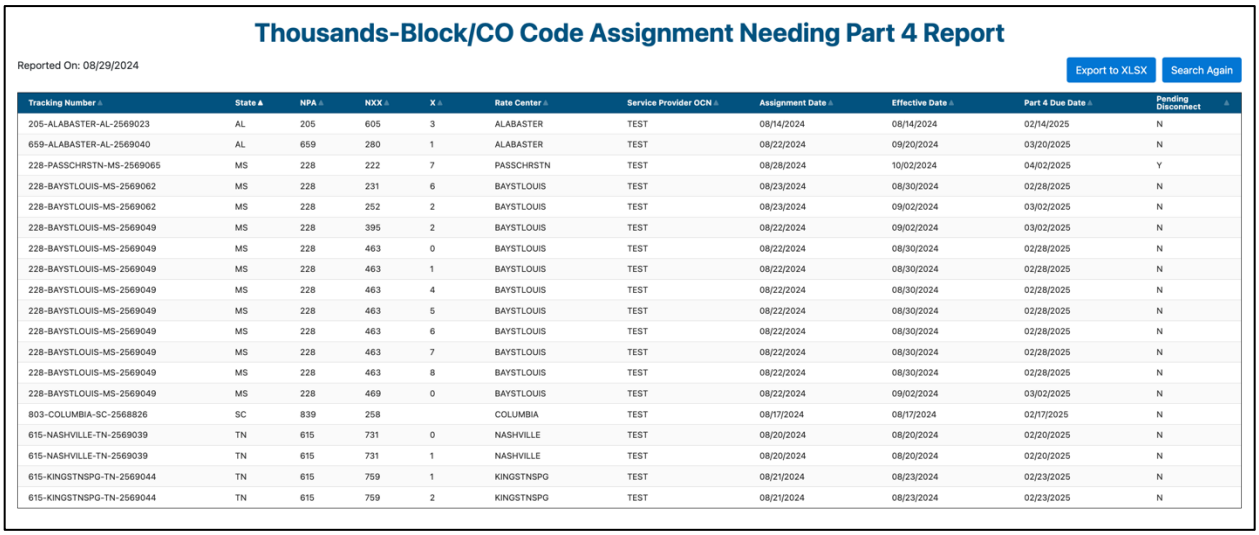


Figure 9-13

From the preliminary **Thousands-Block/CO Code Assignments Needing Part 4 Report** screen, select the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
    - The From/To date ranges is based on the Part 4 due date.
    - The From/To date range is an optional field.

Select **Submit**, NAS will display the search results on the **Thousands-Block/CO Code Assignments Needing Part 4 Report** screen (Figure 9-14).



Thousands-Block/CO Code Assignment Needing Part 4 Report

Reported On: 08/29/2024

Export to XLSX | Search Again

Tracking Number	State ▲	NPA	NXX	X	Rate Center	Service Provider OCN	Assignment Date	Effective Date	Part 4 Due Date	Pending Disconnect
205-ALABASTER-AL-2569023	AL	205	605	3	ALABASTER	TEST	08/14/2024	08/14/2024	02/14/2025	N
659-ALABASTER-AL-2569040	AL	659	280	1	ALABASTER	TEST	08/22/2024	09/20/2024	03/20/2025	N
228-PASSCHRSTN-MS-2569065	MS	228	222	7	PASSCHRSTN	TEST	08/28/2024	10/02/2024	04/02/2025	Y
228-BAYSTLOUIS-MS-2569062	MS	228	231	6	BAYSTLOUIS	TEST	08/23/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569062	MS	228	252	2	BAYSTLOUIS	TEST	08/23/2024	09/02/2024	03/02/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	395	2	BAYSTLOUIS	TEST	08/22/2024	09/02/2024	03/02/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	463	0	BAYSTLOUIS	TEST	08/22/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	463	1	BAYSTLOUIS	TEST	08/22/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	463	4	BAYSTLOUIS	TEST	08/22/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	463	5	BAYSTLOUIS	TEST	08/22/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	463	6	BAYSTLOUIS	TEST	08/22/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	463	7	BAYSTLOUIS	TEST	08/22/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	463	8	BAYSTLOUIS	TEST	08/22/2024	08/30/2024	02/28/2025	N
228-BAYSTLOUIS-MS-2569049	MS	228	469	0	BAYSTLOUIS	TEST	08/22/2024	09/02/2024	03/02/2025	N
803-COLUMBIA-SC-2568826	SC	839	258		COLUMBIA	TEST	08/17/2024	08/17/2024	02/17/2025	N
615-NASHVILLE-TN-2569039	TN	615	731	0	NASHVILLE	TEST	08/20/2024	08/20/2024	02/20/2025	N
615-NASHVILLE-TN-2569039	TN	615	731	1	NASHVILLE	TEST	08/20/2024	08/20/2024	02/20/2025	N
615-KINGSTNSPG-TN-2569044	TN	615	759	1	KINGSTNSPG	TEST	08/21/2024	08/23/2024	02/23/2025	N
615-KINGSTNSPG-TN-2569044	TN	615	759	2	KINGSTNSPG	TEST	08/21/2024	08/23/2024	02/23/2025	N

Figure 9-14

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

9.7 Thousands-Block/CO Code Total Numbering Resources Report

The **Thousands-Block/CO Code Total Numbering Resources Report** is a report of CO Codes and thousands-blocks assigned/retained to a Service Provider's OCN.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Thousands-Block/CO Code Total Numbering Resources**

Report, NAS will display the preliminary **Thousands-Block/CO Code Total Numbering Resources Report** screen (Figure 9-15).

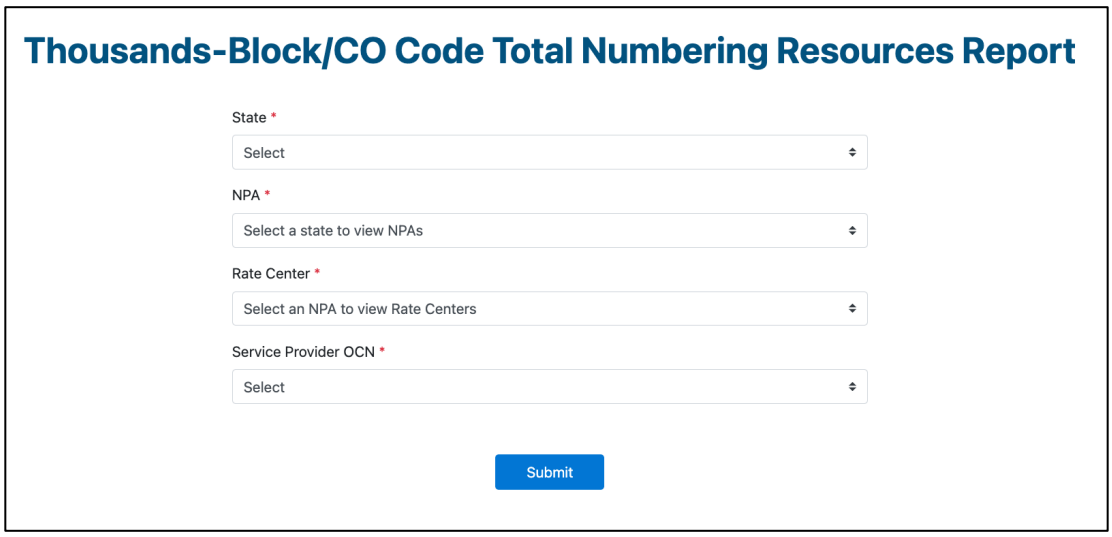
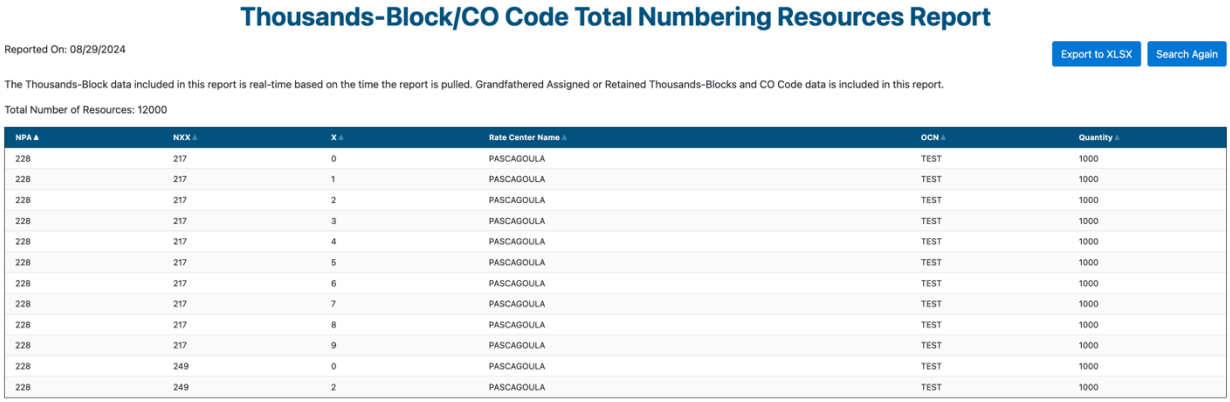


Figure 9-15

From the preliminary **Thousands-Block/CO Code Total Numbering Resources Report** screen, select the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

Select **Submit**, NAS will display the search results on the **Thousands-Block/CO Code Total Numbering Resources Report** screen (Figure 9-16).



NPA	NXX	X	Rate Center Name	OCN	Quantity
228	217	0	PASCAGOULA	TEST	1000
228	217	1	PASCAGOULA	TEST	1000
228	217	2	PASCAGOULA	TEST	1000
228	217	3	PASCAGOULA	TEST	1000
228	217	4	PASCAGOULA	TEST	1000
228	217	5	PASCAGOULA	TEST	1000
228	217	6	PASCAGOULA	TEST	1000
228	217	7	PASCAGOULA	TEST	1000
228	217	8	PASCAGOULA	TEST	1000
228	217	9	PASCAGOULA	TEST	1000
228	249	0	PASCAGOULA	TEST	1000
228	249	2	PASCAGOULA	TEST	1000

Figure 9-16

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

9.8 CO Code Utilized Report

The **CO Code Utilized Report** is a report of assigned and unavailable CO Codes.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **CO Code Utilized Report**, NAS will display the preliminary **CO Code Utilized Report** screen (Figure 9-17).

Figure 9-17

From the preliminary **CO Code Utilized Report** screen, select the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.

Select **Submit**, NAS will display the search results on the **CO Code Utilized Report** screen (Figure 9-18).

Figure 9-18

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

9.9 CO Code Assignment Records

The **CO Code Assignment Records** is a report of assigned CO Codes.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **CO Code Assignment Records**, NAS will display the **CO Code Assignment Records** screen (Figure 9-19).

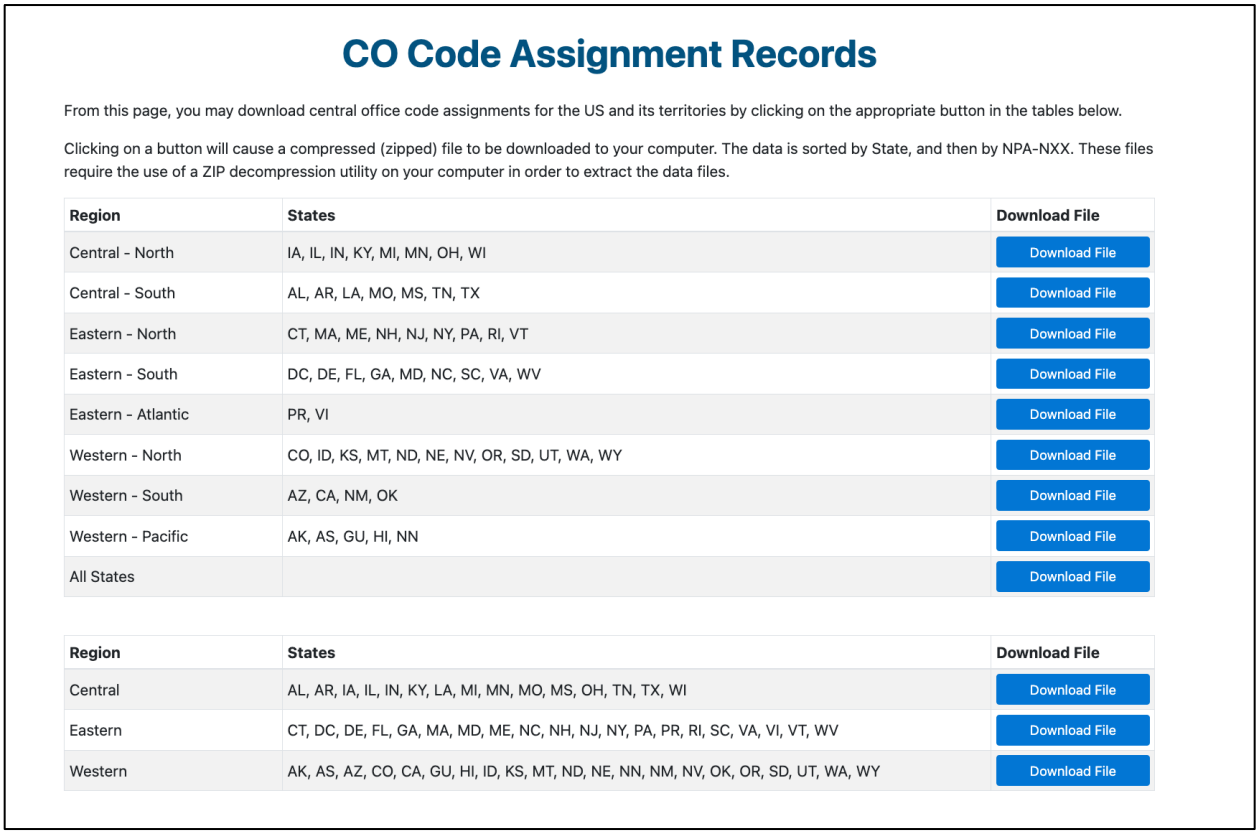


Figure 9-19

From the **CO Code Assignment Records** screen, select **Download File** to download the report, which will create a compressed (zipped) file to be downloaded to your computer. The data is sorted by State, and then by NPA-NXX. These files require the use of a ZIP decompression utility on your computer to extract the data files.

9.10 Pooled CO Code PSTN Report

The **Pooled CO Code PSTN Report** is a report of assigned CO Codes.

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Reports**. NAS will display the **Reports** toolbar (Figure 9-1). Select **Pooled CO Code PSTN Report**, NAS will display the preliminary **Pooled CO Code PSTN Report** screen (Figure 9-20).

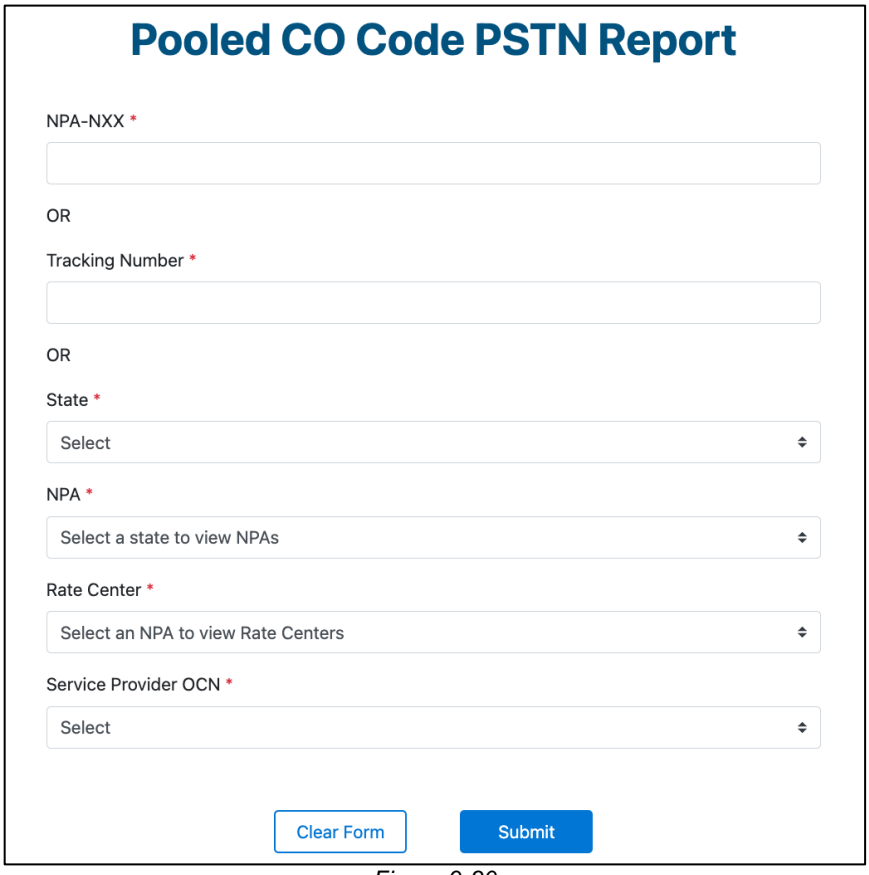


Figure 9-20

From the preliminary **Pooled CO Code PSTN Report** screen, complete one of the following:

- **NPA-NXX** – Enter the pooled **NPA-NXX**.
- **Tracking Number** – Enter the **Tracking Number** of the Pool Replenishment or LRN request,
- **State, NPA, Rate Center, Service Provider OCN** – Select the **State, NPA, Rate Center,** and **Service Provider OCN**, which is based on the user's profile.

Select **Submit**, NAS will display the search results on the **Pooled CO Code PSTN Report** screen (Figure 9-21).

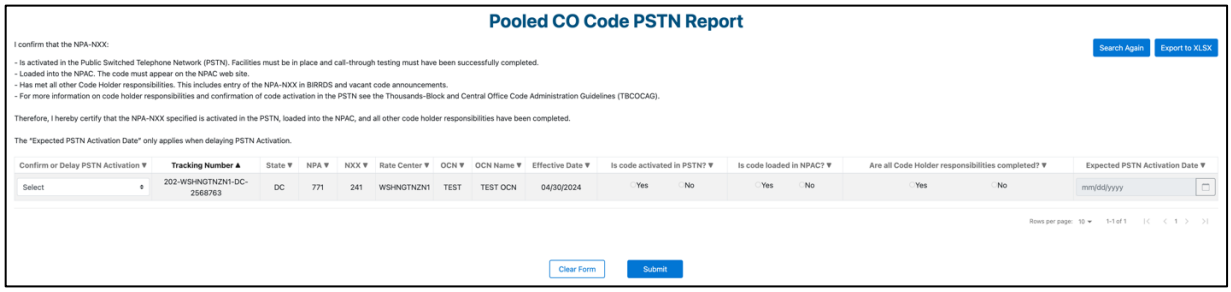


Figure 9-21

9.10.1 Confirm PSTN Activation

From the **Pooled CO Code PSTN Report** screen (Figure 9-21), to confirm PSTN activation, select **Confirm** under the **Confirm or Delay PSTN Activation** column for each NPA-NXX.

Then select the "Yes" radio button for the following (Figure 9-22):

- **Is code activated in PSTN?**
- **Is code loaded in NPAC?**
- **Are all Code Holder responsibilities completed?**

Select **Submit**, NAS will display the **Confirmation** screen (Figure 9-23).

Figure 9-22

9.10.2 Delay PSTN Activation

From the **Pooled CO Code PSTN Report** screen (Figure 9-21), to delay PSTN activation, select **Delay** under the **Confirm or Delay PSTN Activation** column for each NPA-NXX. Then enter the **Expected PSTN Activation Date** (Figure 9-22).

Select **Submit**, NAS will display the **Confirmation** screen (Figure 9-23).

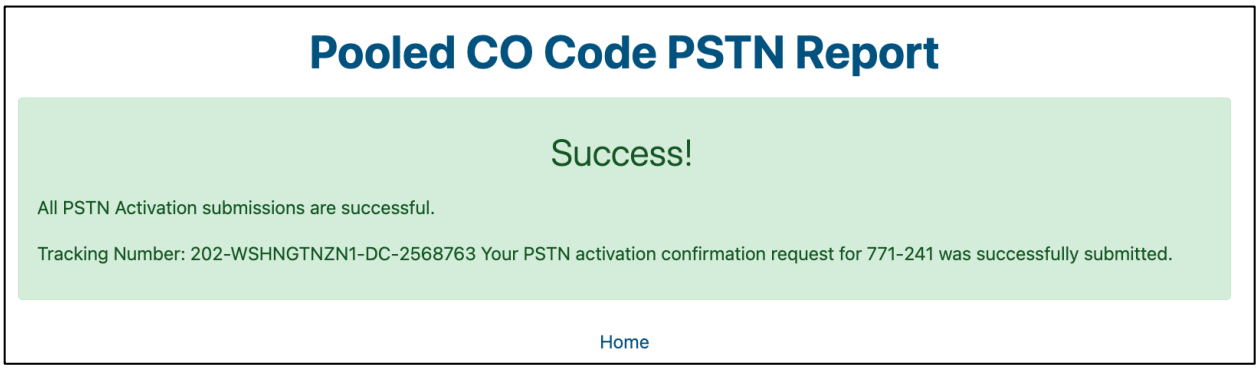


Figure 9-23

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.

- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

10 Historic NAS Forms and Reports

This section provides direction on how to query and view the historic NAS forms and reports relating to CO Codes:

- Section **10.1 View Forms**
- Section **10.2 Submitted Part 1 Report**
- Section **10.3 Part 3 Report**
- Section **10.4 Submitted Part 4 Report**

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Historic Thousands-Block/CO Code Forms and Reports**, Then **NAS**. NAS will display the **Historic Thousands-Block/CO Code Forms and Reports** toolbar (Figure 10-1).

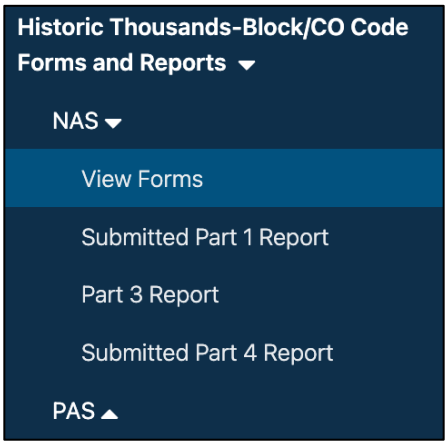


Figure 10-1

10.1 View Forms

View Forms allows a user to search for and view CO Code forms submitted in the old NAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 10-1), select **NAS**, then select **View Forms**, NAS will display the **NAS Historic Forms Search** screen (Figure 10-2Figure 4-3).

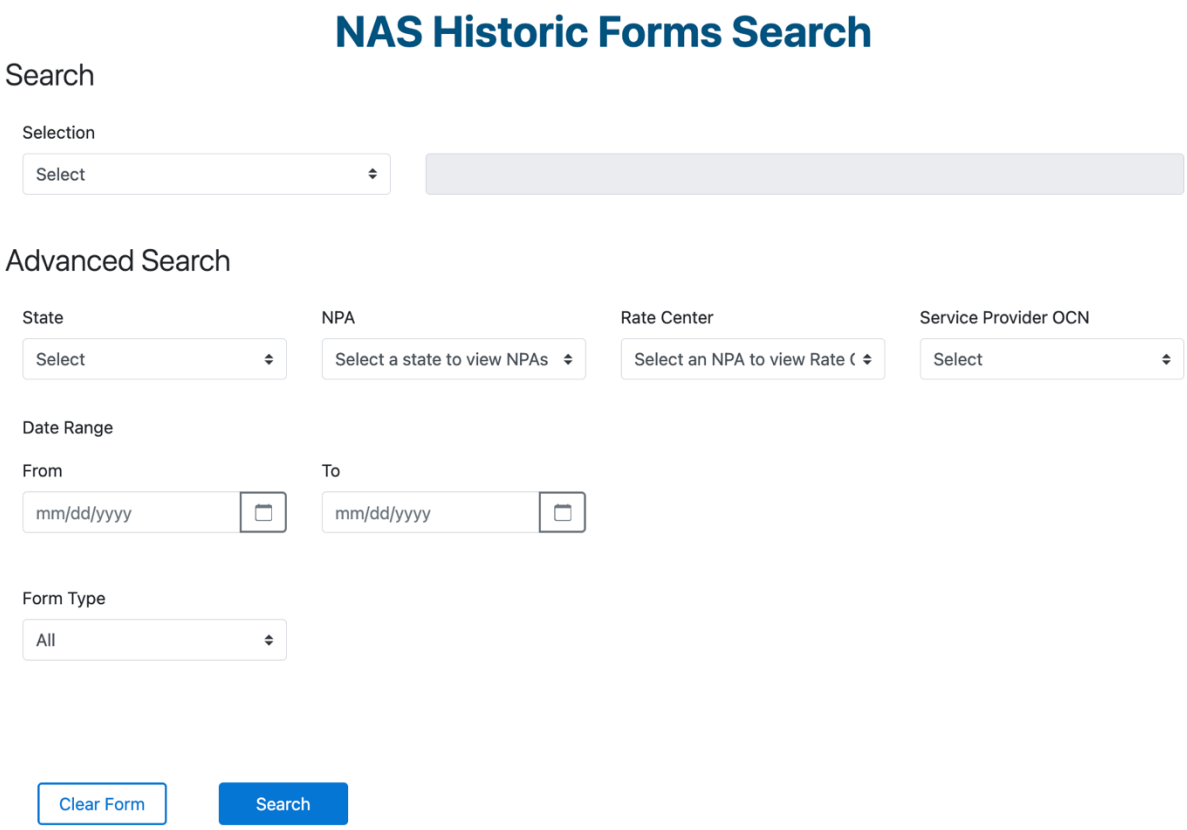


Figure 10-2

From the **NAS Historic Forms Search** screen (Figure 10-2):

- Under **Search**, you may search by the **NAS Tracking Number**, **NPA-NXX** or **Advanced Search**.
- Under **Advanced Search**, you may search by **State**, **NPA**, **Rate Center**, **Service Provider OCN**, **Date Range** and **Form Type**.

After making the selections, select **Search** to continue, NAS will display the search results at the bottom of the **NAS Historic Forms Search** screen.

When no applications meet the search criteria, NAS will display the message "**There are no records to display**" at the bottom of the **NAS Historic Forms Search** screen.

To view a form, select the eye icon at the end of the form's row.

To print or save the form, click on the **Printable Version** link located above the form.

10.2 Submitted Part 1 Report

Submitted Part 1 Report allows a user to search for and view CO Code forms submitted in the old NAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 10-1), select **NAS**, then select **Submitted Part 1 Report**, NAS will display the preliminary **Historic NAS Submitted Part 1 Report** screen (Figure 10-3Figure 4-3).

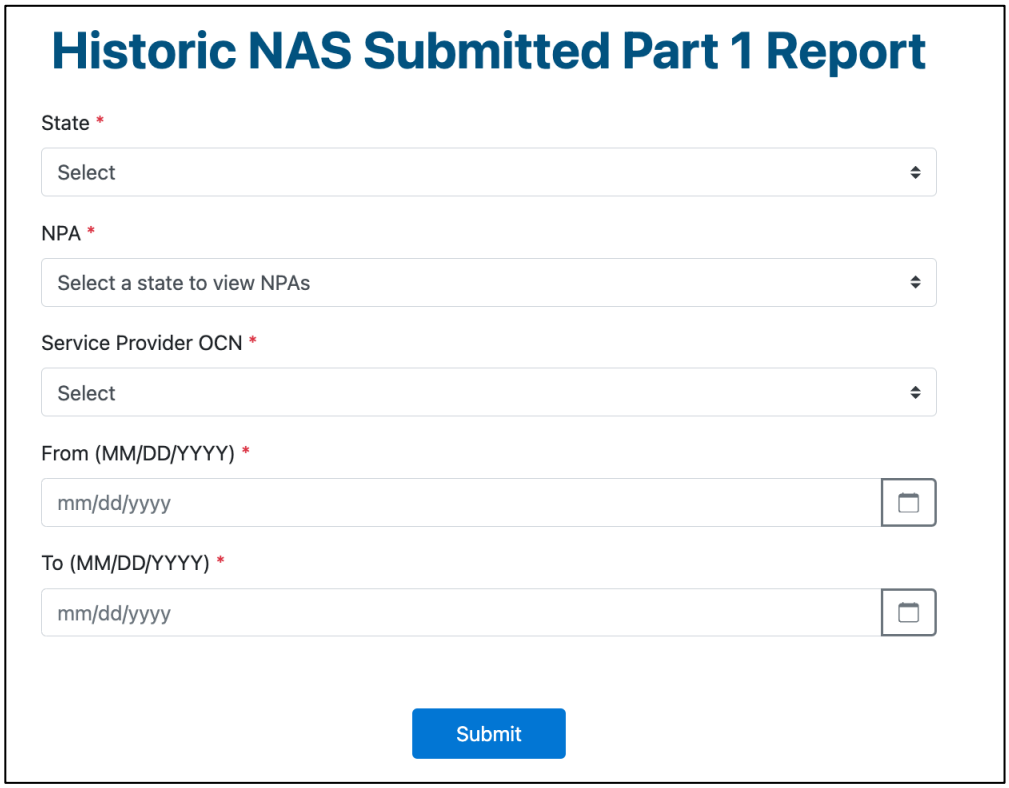


Figure 10-3

From the preliminary **Historic NAS Submitted Part 1 Report** screen, select the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
    - The From/To date ranges is based on the Part 1 submission date.

Select **Submit**, NAS will display the search results on the **Historic NAS Submitted Part 1 Report** screen (Figure 10-4).

Figure 10-4

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

10.3 Part 3 Report

Part 3 Report allows a user to search for and view CO Code forms submitted in the old NAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 10-1), select **NAS**, then select **Part 3 Report**, NAS will display the preliminary **Historic NAS Part 3 Report** screen (Figure 10-5).

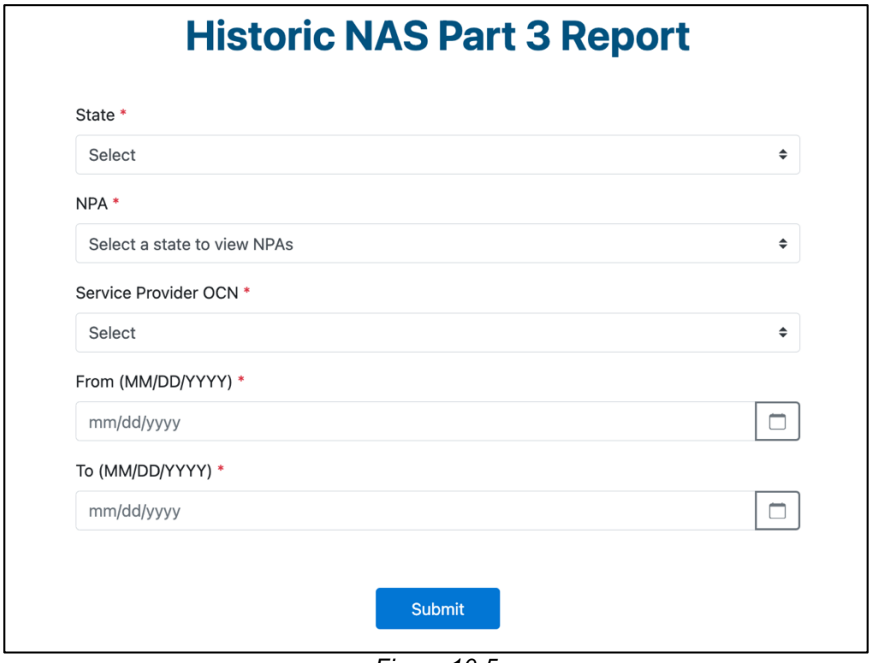


Figure 10-5

From the preliminary **Historic NAS Part 3 Report** screen, select the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.

- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
    - The From/To date ranges is based on the Part 3 response date.

Select **Submit**, NAS will display the search results on the **Historic NAS Submitted Part 3 Report** screen (Figure 10-6).

Figure 10-6

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

10.4 Submitted Part 4 Report

Submitted Part 4 Report allows a user to search for and view CO Code forms submitted in the old NAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 10-1), select **NAS**, then select Submitted **Part 4 Report**, NAS will display the preliminary **Historic NAS Submitted Part 4 Report** screen (Figure 10-7).

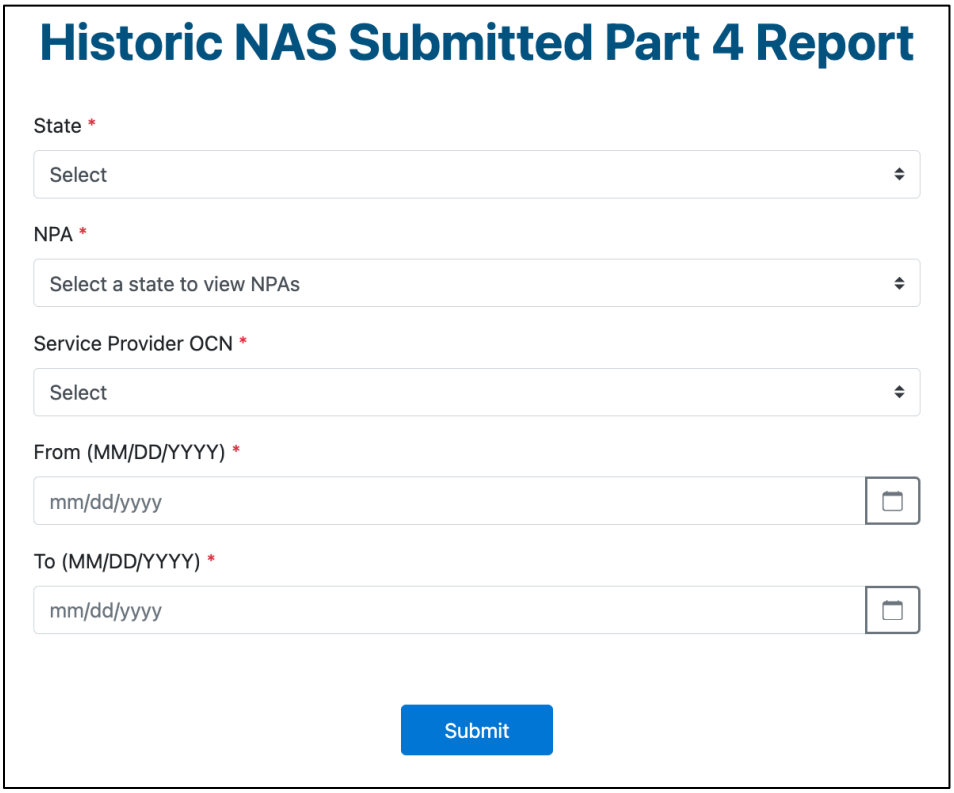


Figure 10-7

From the preliminary **Historic NAS Submitted Part 4 Report** screen, select the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
    - The From/To date ranges is based on the Part 4 submission date.

Select **Submit**, NAS will display the search results on the **Historic NAS Submitted Part 4Report** screen (Figure 10-8).

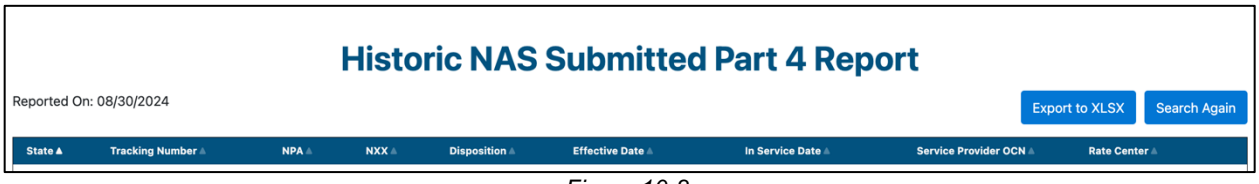


Figure 10-8

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

11 Historic PAS Forms and Reports

This section provides direction on how to query and view the historic PAS forms and reports relating to thousands-blocks and pooled CO Codes:

- Section **11.1 View Forms**
- Section **11.2 Disconnect Report**
- Section **11.3 Part 1/1A Report**
- Section **11.4 Part 1B Report**
- Section **11.5 Part 3A Report**
- Section **11.6 Part 4/4A Report**

From the **Thousands-Block/CO Code** toolbar (Figure 3-2), select **Historic Thousands-Block/CO Code Forms and Reports**, then select **PAS**. NAS will display the **PAS Historic Forms Search** screen (Figure 11-1Figure 4-3).

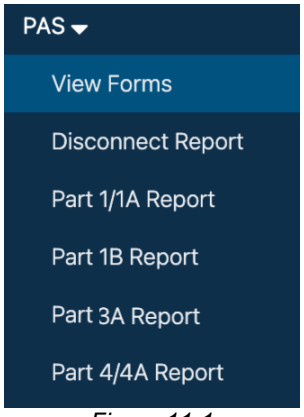


Figure 11-1

11.1 View Forms

View Forms allows a user to search for and view thousands-block and pooled CO code forms submitted in the old PAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 11-1), select **PAS**, then select **View Forms**, NAS will display the **PAS Historic Forms Search** screen (Figure 11-2).

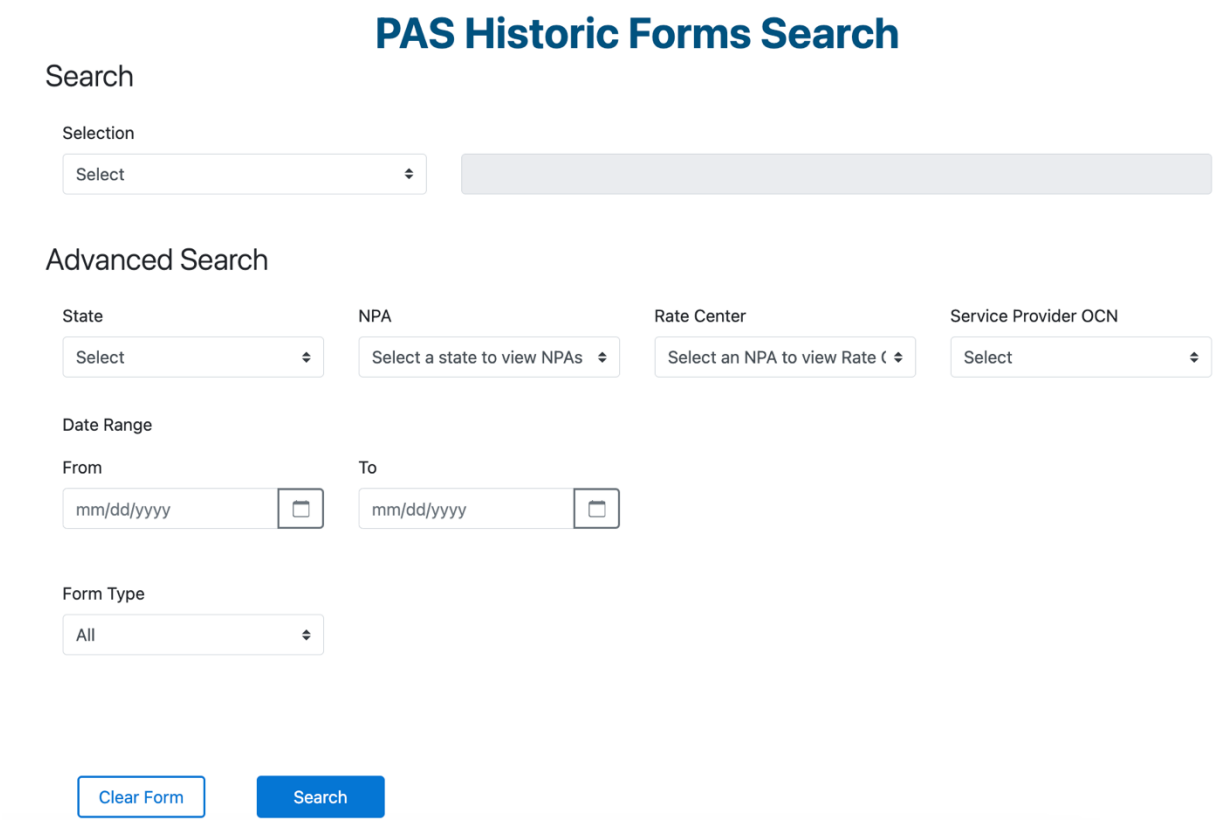


Figure 11-2

From the **PAS Historic Forms Search** screen (Figure 11-2):

- Under **Search**, you may search by the **PAS Tracking Number**, **NPA-NXX**, **NPA-NXX-X** or **Advanced Search**.
- Under **Advanced Search**, you may search by **State**, **NPA**, **Rate Center**, **Service Provider OCN**, **Date Range** and **Form Type**.

After making the selections, select **Search** to continue, NAS will display the search results at the bottom of the **PAS Historic Forms Search** screen.

When no applications meet the search criteria, NAS will display the message "**There are no records to display**" at the bottom of the **PAS Historic Forms Search** screen.

To view a form, select the eye icon at the end of the form's row.

To print or save the form, click on the **Printable Version** link located above the form.

11.2 Disconnect Report

Disconnect Report allows a user to search for thousands-block disconnects/donations submitted in the old PAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 11-1), select **PAS**, then select **Disconnect Report**, NAS will display the preliminary **Historic PAS Donation/Disconnect Report** screen (Figure 11-3).

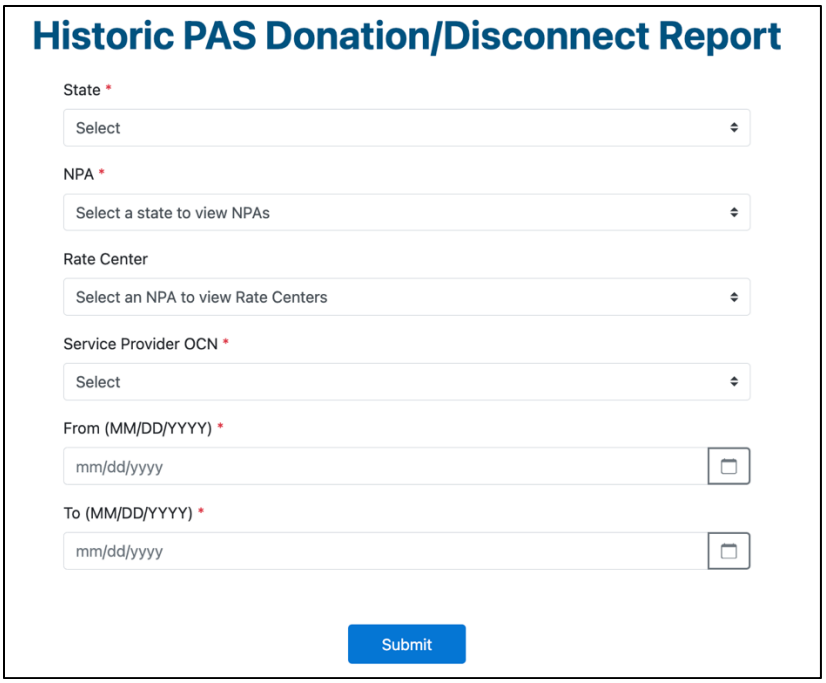


Figure 11-3

From the preliminary **Historic PAS Donation/Disconnect Report** screen, select the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
    - The From/To date ranges is based on the submission date.

Select **Submit**, NAS will display the search results on the **Historic PAS Donation/Disconnect Report** screen (Figure 11-4).

Figure 11-4

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

11.3 Part 1/1A Report

Part 1/1A Report allows a user to search for Part 1/1A requests submitted in the old PAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 11-1), select **PAS**, then select **Part 1/1A Report**, NAS will display the preliminary **Historic PAS Part 1/1A Report** screen (Figure 11-5).

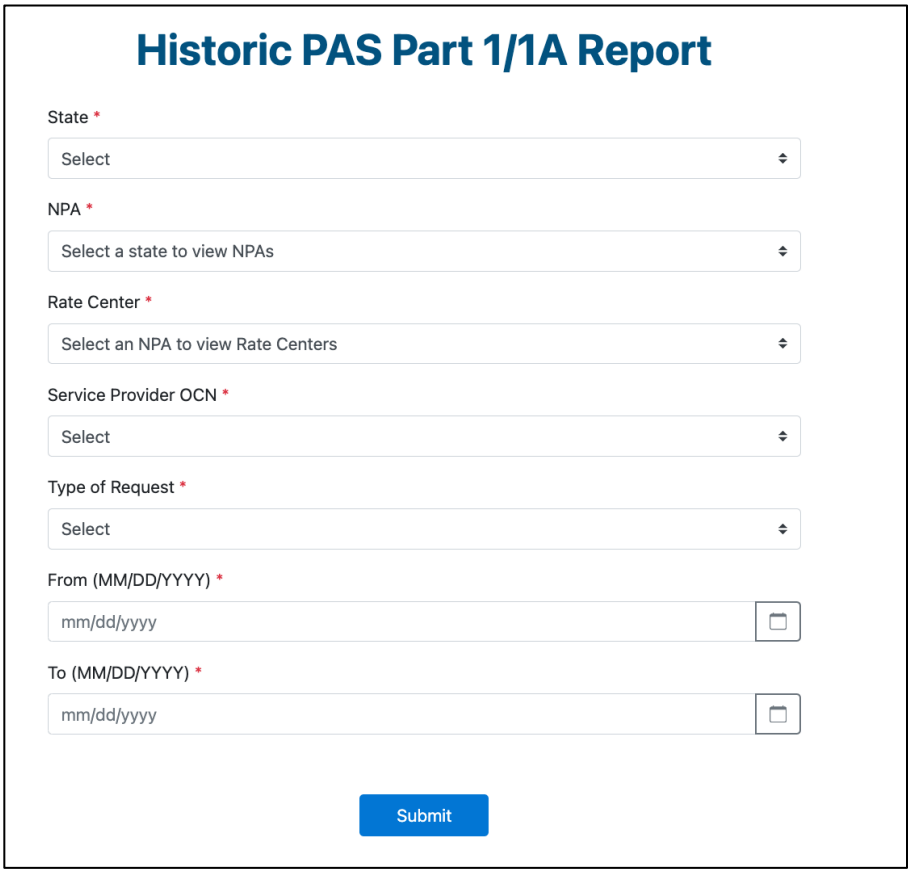


Figure 11-5

From the preliminary **Historic PAS Part 1/1A Report** screen, select the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Type of Request** –Select **Type of Request**.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
    - The From/To date ranges is based on the Part 1/1A submission date.

Select **Submit**, NAS will display the search results on the **Historic PAS Part 1/1A Report** screen (Figure 11-6).

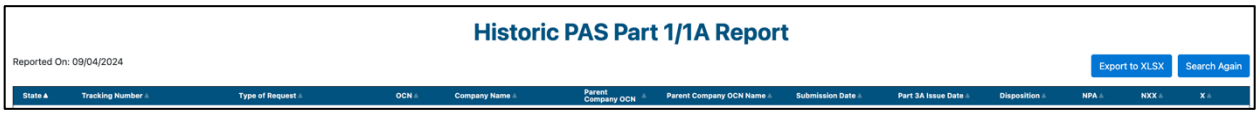


Figure 11-6

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

11.4 Part 1B Report

Part 1B Report allows a user to search for Part 1Bs submitted in the old PAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 11-1), select **PAS**, then select **Part 1B Report**, NAS will display the preliminary **Historic PAS Part 1B Report** screen (Figure 11-7)

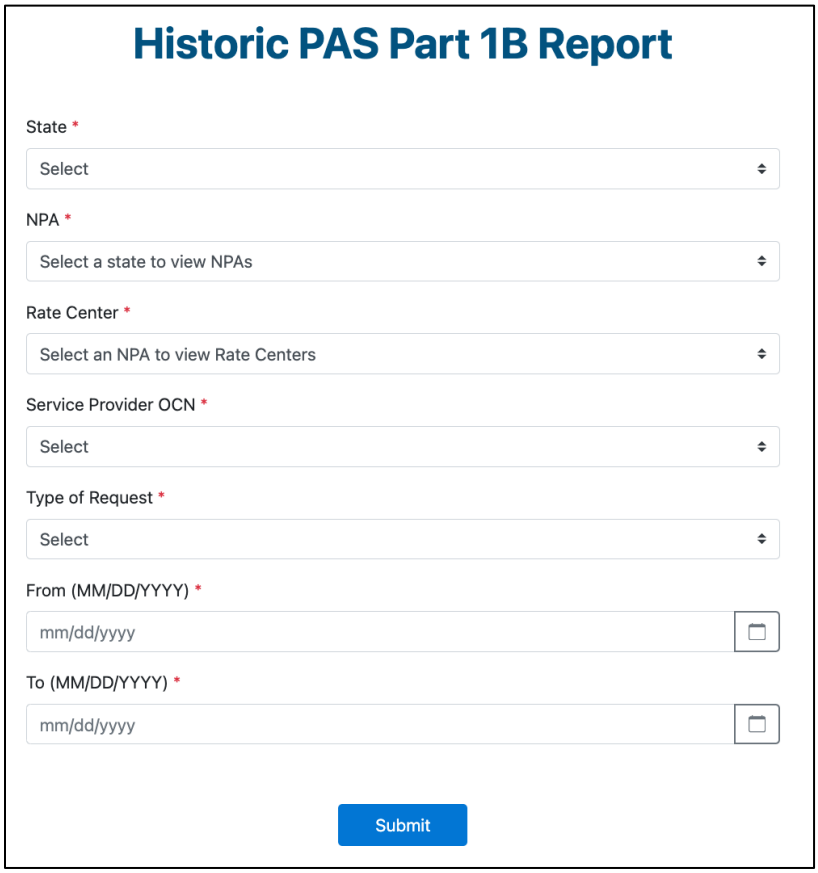


Figure 11-7

From the preliminary **Historic PAS Part 1B Report** screen, select the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Type of Request** –Select **Type of Request**.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
    - The From/To date ranges is based on the submission date.

Select **Submit**, NAS will display the search results on the **Historic PAS Part 1B Report** screen (Figure 11-8).

Figure 11-8

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

11.5 Part 3A Report

Part 3A Report allows a user to search for Part 3 responses for Part 1/1A requests submitted in the old PAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 11-1), select **PAS**, then select **Part 3A Report**, NAS will display the preliminary **Historic PAS Part 3A Report** screen (Figure 11-9).

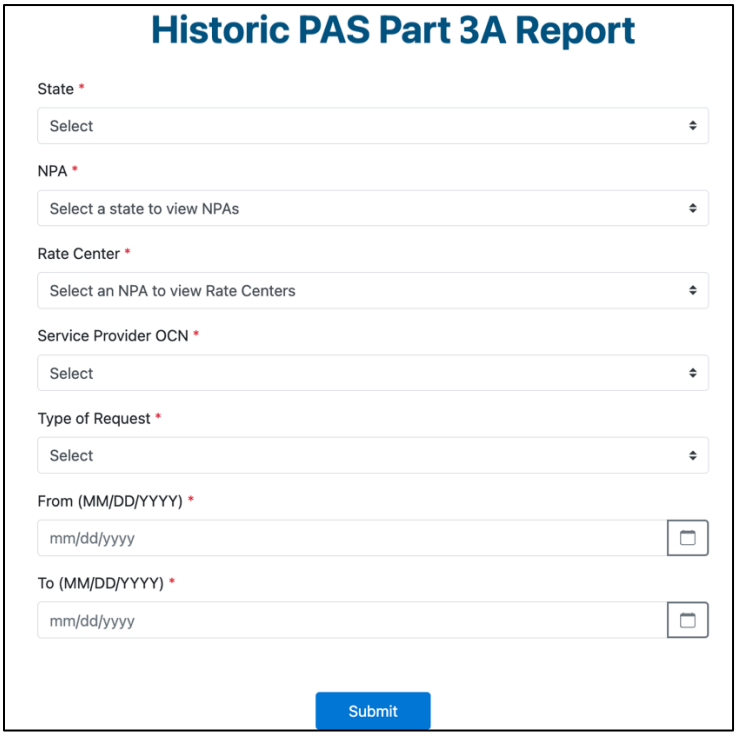


Figure 11-9

From the preliminary **Historic PAS Part 3A Report** screen, select the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Type of Request** –Select **Type of Request**.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.

- The From/To date ranges is based on the Part 3 response date.

Select **Submit**, NAS will display the search results on the **Historic PAS Part 3A Report** screen (Figure 11-10).

Figure 11-10

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

11.6 Part 4/4A Report

Part 4/4A Report allows a user to search for Part 4s submitted in the old PAS.

From the **Historic Thousands-Block/CO Code Forms and Report** toolbar (Figure 11-1), select **PAS**, then select **Part 4/4A Report**, NAS will display the preliminary **Historic PAS Part 4/4A Report** screen (Figure 11-11).

Figure 11-11

From the preliminary **Historic PAS Part 4/4A Report** screen, select the following:

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Rate Center** – Select a **Rate Center**. This is a drop-down list of Rate Centers for the NPA selected.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **From** – Enter a **From** date.
- **To** – Enter a **To** date.
    - The From/To date ranges is based on the Part 4 submission date.

Select **Submit**, NAS will display the search results on the **Historic PAS Part 4/4A Report** screen (Figure 11-12).

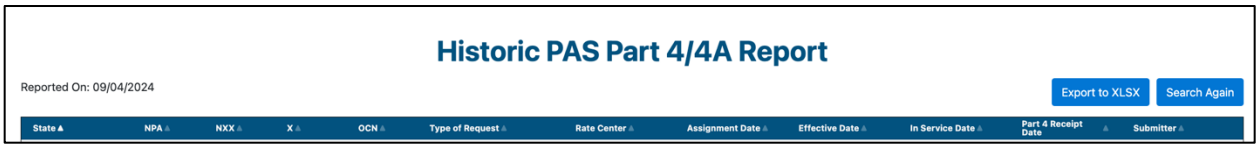


Figure 11-12

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.