

NAS NRUF On-Line Quick Reference Guide

Below are a few simple steps¹ to assist in the submission of the NRUF Form 502 using the NANP Administration System (NAS) NRUF on-line submission method:

- Login to NAS
- Select “Request for NRUF”
- Select “Create Geo Form 502” or “Create Non-Geo 502”
- Enter Company Info
- Select appropriate utilization worksheet (e.g., U1) and then select “Go to Worksheet”
- Enter utilization data, select “Add”. Each entry will appear at the bottom of screen. Once completed, select “Completed Worksheet”. This will bring you back to the company info screen.
- If no other utilization worksheet is required, scroll to bottom of screen to select the appropriate forecast worksheet (e.g., Form F-1b) and then select “Go to Worksheet”. No forecast worksheet is required if only completing the U3 or U4.
- Enter forecast data, select “Add”. Each entry will appear at the bottom of screen. Once completed, select “Completed Worksheet”. This will bring you back to the company info screen.
- If no other forecast worksheet is required, complete rural certification, if you completed the Geo Form 502 U2 or U4 form and save certification. This will bring you back to the company info screen.
- Select “Submit to NANPA” to receive tracking number.

If you don’t have time to complete in one session, here is how to “Add” to your initial submission:

- Login to NAS
- Select “Request for NRUF”
- Select “Modify Geo Form 502” or “Modify Non-Geo 502”
- Enter Company Info
- Select appropriate utilization or forecast worksheet you wish to continue working on and then select “Go to Worksheet”
- Select action code of “Add”
- Enter utilization or forecast data, following the instructions listed above.

The NAS NRUF On-Line User Guide provides more detailed description of the NAS NRUF on-line submission capabilities (https://www.nationalnanpa.com/tools/nasUser_guide.html).

¹ To submit NRUF, one must be a NAS registered user with ‘NRUF’ included in their profile.