



**Central Office (CO) Code (NXX)
User Guide**

2.0v

November 1, 2012

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1.0 Introduction

This document provides instruction for making requests for assignments and changes of CO (NXX) codes via the NANP Administration System (NAS). It also provides information regarding the capabilities for queries and reports in NAS. All instructions and field information apply for both Service Provider Applicants (SPA) and Service Provider Consultants (SPC) unless otherwise noted.

1.1 NAS Overview as it Relates to CO Code Request Processing

The following list includes some of the CO Code request processing and reporting capabilities available in NAS:

- Entering and submitting Part 1 requests for new NPA-NXX code assignments;
- Entering and submitting Part 1 requests for changes to existing NPA-NXX code assignments;
- Entering and submitting Part 1 requests for returns of NPA-NXX code assignments;
- Entering and submitting previously suspended Part 1 requests;
- Searching for all forms tied to code requests (Part 1s, Part 3s, MTEs, Part 4s & Part 5s);
- Reports capabilities
 - CO Code Utilized Report
 - CO Code Assignment Records
 - Part 3 Report
 - Submitted Part 4's Report
 - Assignments Needing Part 4 Report

2.0 CO Code Requests

2.1 Part 1 Requests

2.1.1 New

This section discusses the creation of Part 1 requests for new NPA-NXX code assignments and reservation of NPA-NXX codes via NAS. Please note that any field marked with a red asterisk is a required field and must be populated based on the criteria indicated in the field requirements listed below.

NAS Landing Page

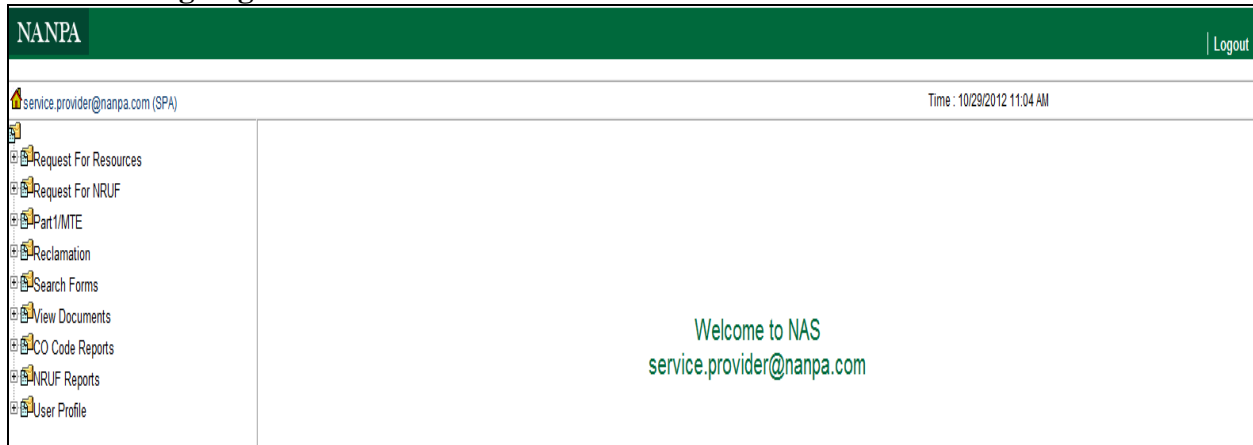


Figure 2.1.1

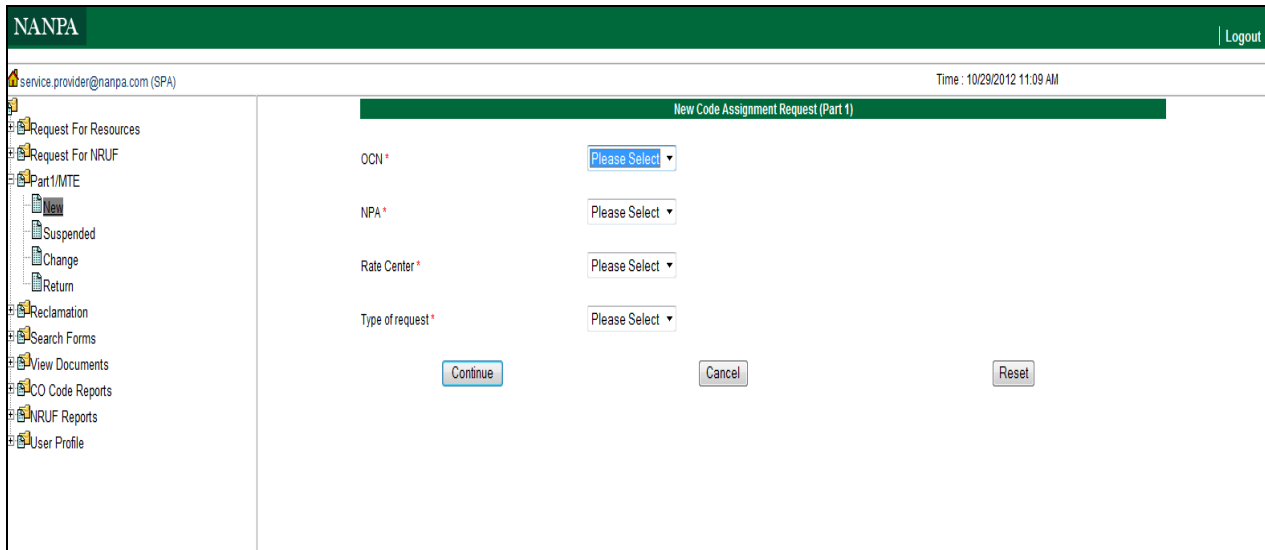
2.1.1.1 Initial Requests

The following section describes the steps to create and submit a Part 1 request in NAS for an Initial NPA-NXX code assignment.

Creating and Submitting a Part 1 Request for an Initial NPA-NXX code

Step 1: To create a Part 1 request for an Initial NPA-NXX code assignment, click on the + sign next to “Part 1/MTE” (see Figure 2.1.1). This will bring down a list of Part 1 request form options.

Step 2: Click on “New.” The *New Code Assignment Request (Part 1)* screen is displayed as shown in Figure 2.1.2.



The screenshot shows the NANPA web application interface. At the top, there is a green header with 'NANPA' on the left and 'Logout' on the right. Below the header, the user's email 'service.provider@nanpa.com (SPA)' and the current time 'Time: 10/29/2012 11:09 AM' are displayed. The main content area is titled 'New Code Assignment Request (Part 1)'. It contains four dropdown menus, each with a red asterisk indicating a required field: 'OCN *', 'NPA *', 'Rate Center *', and 'Type of request *'. Each dropdown menu currently shows 'Please Select'. At the bottom of the form, there are three buttons: 'Continue' (highlighted in blue), 'Cancel', and 'Reset'. On the left side of the interface, there is a navigation menu with various options like 'Request For Resources', 'Request For NRUF', 'Part 1/MTE', 'Suspended', 'Change', 'Return', 'Reclamation', 'Search Forms', 'View Documents', 'CO Code Reports', 'NRUF Reports', and 'User Profile'.

Figure 2.1.2

Step 3: Select information from the dropdown lists in the following fields.

OCN: Click on the OCN field to bring up the list of Company OCNs. Select an OCN from this list. *Note: The OCNs listed in the drop-down are from your NAS profile. If an OCN is not listed, you will need to update your profile.*

NPA: Click on the NPA field to bring up the list of NPA(s). Select an NPA from this list. The screen will refresh and load the appropriate rate centers based on the NPA selected. *Note: The NPAs listed in the drop-down are from your NAS profile. If a NPA is not listed, you will need to update your profile.*

Rate Center: Click on the Rate Center field to bring up a list of Rate Centers. Select the Rate Center for the code assignment.

Type of request: Click on the Type of Request field to bring up a list of Part 1 application choices. Select “Initial.”

Click on the “**Continue**” button.

NAS will perform validations to confirm that the request being submitted is a valid Initial request. If NAS confirms that the request for an Initial code is invalid, it will return a Validation error message, “Invalid Request Type: There are currently existing assignments or pending assignment requests. Please request Growth” (see Figure 2.1.3).

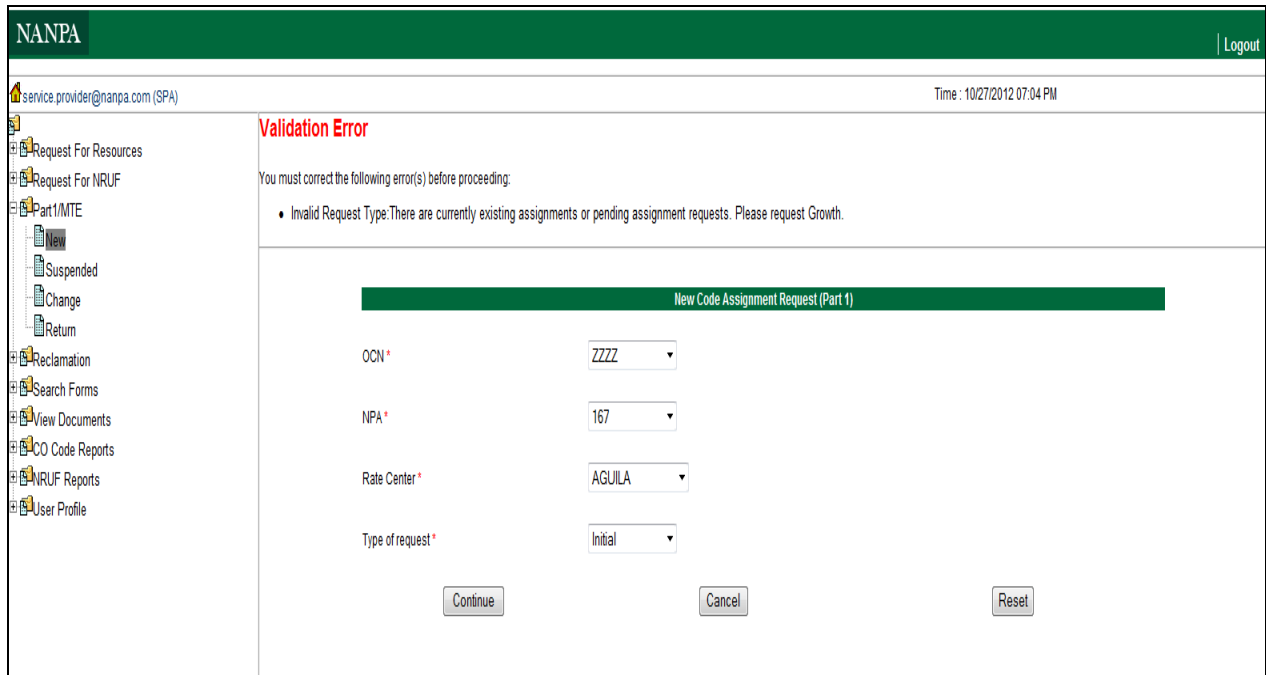


Figure 2.1.3

If NAS confirms that the request for an Initial code is valid, it will bring up the Part 1 form screen as shown in Figure 2.1.4.

Section 1.1	
Code Applicant	
Company/Entity Name:	TELECOM INC.
Headquarters Address:	1 Telecom Lane
Headquarters City, State, Zip:	Telecom, GU, 88888
Contact Name:	Service Provider
Contact City, State, Zip:	Telecom, GU, 88888
Contact Phone:	6666666666
Contact Fax:	6666666666
Code Administrator²	
Name:	David Morgan
Address:	46000 Center Oak Plaza
City, State and Zip:	Sterling, VA, 20166
Phone:	571-434-5381
Fax:	571-434-5502
Section 1.2	
NPA:	167
LATA [*] :	<input type="text"/>
OCN ⁴ :	ZZZZ
Parent Company OCN [*] :	Please Select ▾
Switch Identification ⁵ [*] :	<input type="text"/>
Locality/City/Wire Center:	<input type="text"/>
Rate Center ⁶ :	AGUILA
Homing Tandem Operating Company ⁷ :	<input type="text"/>
Homing Tandem CLLL ⁸ [*] :	<input type="text"/>
Section 1.3	
Date of Application:	10/27/2012
Requested Effective date ^{9,10} [*] :	12/25/2012
<input type="checkbox"/> By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.	
Expedite	<input type="checkbox"/>
Expedite Explanation	<input type="text"/>
Section 1.4	
Type of Company:	CAP OR CLEC ▾
Type of Service:	Wireline ▾
NXX assignment preference	<input type="text"/>
Undesirable NXX codes	<input type="text"/>
Section 1.5	
Pooling Indicator ¹¹ :	<input type="checkbox"/>
Section 1.6	
NPA Jeopardy Criteria	<input type="checkbox"/>
Section 1.7	
Code Request for new service (Explain):	<input type="text"/>
Section 1.8	
It is the code applicant's responsibility to arrange input of Part 2 information into BIRRRS. The 45-calendar day nationwide minimum interval cut-over for BIRRRS will not begin until input into BIRRRS has been completed.	
Comments	<input type="text"/>
<input type="button" value="Continue"/> ¹² <input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Part1 Foot Notes"/>	

Figure 2.1.4

Step 4: Complete fields on the Part 1 form as follows:

Section 1.1

Company/Entity Name: The Company/Entity Name field is pre-populated.

Headquarters Address: The Headquarters Address fields are pre-populated.

Service Provider Consultants – The Headquarters Address fields are pre-populated if the user profile has headquarters information included. If not, then the SPC will be required to complete the Part 1 form Headquarters Address fields for the SP for which the SPC is submitting a Part 1.

Headquarters Address: This field allows a maximum of 100 characters.

Headquarters City, State and Zip: Enter the City, State and Zip code for the headquarters address. This is a required field, which allows a maximum of 125 characters.

Code Administrator information: Code Administrator information is pre-populated with the name and information for the NANPA Code Administrator assigned to the specific NPA in which the request is being made.

Section 1.2

NPA: The NPA is pre-populated.

LATA: The LATA field allows a minimum of 3, a maximum of 5 alphanumeric characters.

OCN: The OCN is pre-populated.

Parent Company OCN: Select the Parent Company OCN from a drop-down menu containing the Parent Company OCNs appearing in the user's profile.

Switch Identification: The Switch Identification field is an 11 character alphanumeric field (spaces are allowed). If less than 11 characters (including spaces) are entered you will receive a Validation Error message at the time of submission of your Part 1.

Locality/City/Wire Center: Enter the Locality/City/Wire Center for the code that is being requested. This field allows for a maximum of 80 alphanumeric characters.

Rate Center: The Rate center is pre-populated.

Homing Tandem Operating Company: Enter the name of the Homing Tandem Operating Company. This field allows for a maximum of 80 alphanumeric characters.

Tandem Homing CLLI: The Tandem Homing CLLI field is an 11 character alphanumeric field. NAS will not allow you to enter more than 11 characters. If less than 11 characters (including spaces) are entered you will receive a Validation Error message at the time of submission of your Part 1.

Section 1.3

Date of Application: The Date of Application field is pre-populated with the current date and time (EST).

Requested Effective Date: The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). You may enter a different date (mm/dd/yyyy).

Expedite Checkbox: Place a checkmark in this box if the Requested Effective Date is less than 59 days from the current date.

Expedite Explanation: If you check the Expedite checkbox, an explanation for the expedite must be entered in this field. A maximum of 1024 characters is allowed in the Expedite Explanation field.

Effective Date Checkbox: You may check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.

Section 1.4

Type of Company: Select the Type of Company from the dropdown list.

Type of Service: Select Type of Service from the dropdown list.

NXX assignment preference: Enter any NXX assignment preference(s). This field allows for a maximum of 1000 characters. *Note: NXX preferences are not guaranteed.*

Undesirable NXX codes: Enter any undesired NXX code(s). This field allows for a maximum of 1000 characters.

Section 1.5

Pooling Indicator Checkbox: Leave the checkbox blank and only place a checkmark in the Pooling Indicator Checkbox if the code you are requesting will be a pooled code.

NPA Jeopardy Criteria Checkbox: This checkbox is pre-populated if the NPA is a Jeopardy NPA.

Additional Documentation: Select the method you will use to send additional documents to NANPA (along with your Part 1 request) from the dropdown list.

Comments: Enter any additional pertinent or required information in the Comments field. This field allows for a maximum of 1024 characters.

Buttons on the Part 1 form:

- The “**Submit**” button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- The “**Cancel**” button will allow you to completely cancel the Part 1 request and return to the NAS Landing page.
- The “**Back**” button will take the user back to the first Part 1 page where modifications can be made to selections made from the dropdown lists then return to the Part 1 form to continue.

- The “**Reset**” button clears current data entered by the user.

Step 5: Submit the Part 1 request by clicking on the “Submit” button.

NOTE: If the submission is unsuccessful, NAS will return the user to the Part 1 form with error messages at the top of the screen indicating what field(s) must be corrected or completed prior to re-submission.

If the request is successfully submitted, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.5. By clicking on the “OK” button, you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper. To return to the Part 1 request for review and update, click on “Cancel.” NAS will return to the Part 1 form.

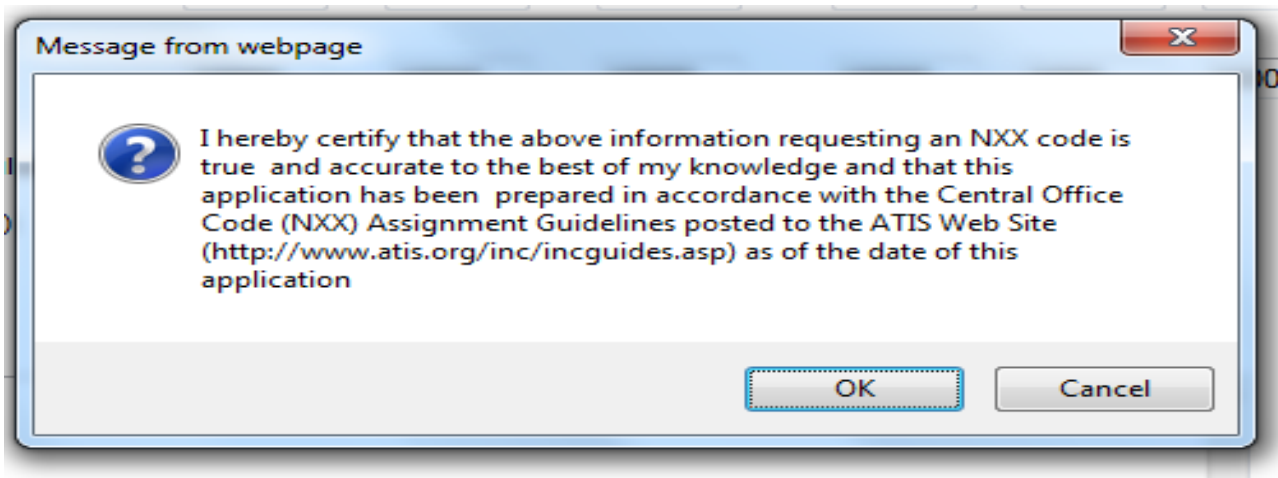


Figure 2.1.5

After clicking on the “OK” button NAS will respond with a Confirmation page as shown in Figure 2.1.6. The confirmation page will provide a tracking number and will indicate that you have successfully submitted your Part 1 request. A reminder will appear on the confirmation page informing you of possible documentation that you may be required to submit along with your Part 1 submission. In addition, you may view the Part 1 that you submitted by clicking on the “View Part One” button.



Figure 2.1.6

2.1.1.2 Growth Requests

The following section describes the steps to create and submit a Part 1 request in NAS for a Growth NPA-NXX code.

Please note that any field marked with a red asterisk is a required field and must be populated based on the requirements indicated in the field requirements listed below.

NAS Landing Page

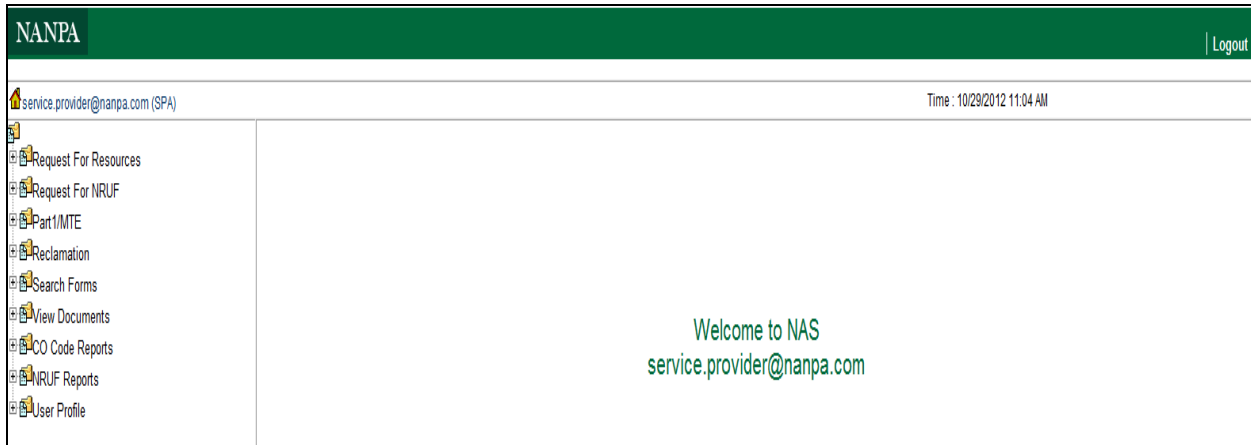
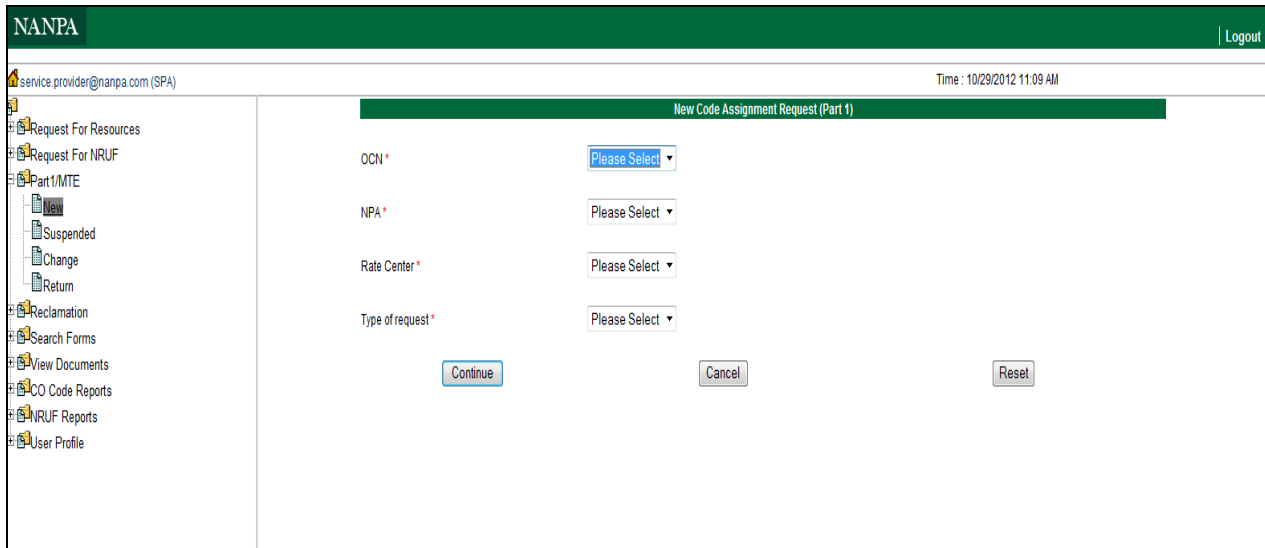


Figure 2.1.7

Creating and Submitting a Part 1 Request for a Growth NPA-NXX code

Step 1: To create a Part 1 request for a Growth NPA-NXX code, click on the + sign next to “Part 1/MTE.” This will bring down a list of Part 1 request form options. (See Figure 2.1.7)

Step 2: Click on “New.” The *New Code Assignment Request (Part 1)* screen is displayed as shown in Figure 2.1.8.



The screenshot shows the NANPA web application interface. At the top, there is a green header with 'NANPA' on the left and 'Logout' on the right. Below the header, the user's email 'service.provider@nanpa.com (SPA)' and the current time 'Time: 10/29/2012 11:09 AM' are displayed. The main content area is titled 'New Code Assignment Request (Part 1)'. It contains four dropdown menus, each with a red asterisk indicating a required field: 'OCN *', 'NPA *', 'Rate Center *', and 'Type of request *'. Each dropdown menu currently shows 'Please Select'. At the bottom of the form, there are three buttons: 'Continue' (highlighted in blue), 'Cancel', and 'Reset'. On the left side of the screen, there is a navigation menu with various options like 'Request For Resources', 'Request For NRUF', 'Part 1/MTE', 'Suspended', 'Change', 'Return', 'Reclamation', 'Search Forms', 'View Documents', 'CO Code Reports', 'NRUF Reports', and 'User Profile'.

Figure 2.1.8

Step 3: Select information from the dropdown lists in the following fields.

OCN: Click on the OCN field to bring up the list of Company OCNs from the user profile. Select an OCN from this list. *Note: The OCNs listed in the drop-down are from your NAS profile. If an OCN is not listed, you will need to update your profile.*

NPA: Click on the NPA field to bring up the list of NPAs from the user profile. Select an NPA from this list. The screen will refresh and load the appropriate rate centers based on the NPA selected. *Note: The NPAs listed in the drop-down are from your NAS profile. If a NPA is not listed, you will need to update your profile.*

Rate Center: Click on the Rate Center field to bring up a list of Rate Centers tied to the selected NPA.

Type of request: Click on the Type of Request field to bring up a list of Part 1 application choices. Select “Growth.”

Click on the “**Continue**” button.

NAS will perform validations to confirm that the request being submitted is a valid Growth request. If NAS confirms that the request for a Growth code is invalid, it will return a Validation error message, “Invalid Request Type: There are currently no existing assignments or pending assignment requests. Please request Initial” (see Figure 2.1.9).

Validation Error

You must correct the following error(s) before proceeding:

- Invalid Request Type: There are currently no existing assignments or pending assignment requests. Please request Initial.

New Code Assignment Request (Part 1)

OCN *

NPA *

Rate Center *

Type of request *

Figure 2.1.9

If NAS confirms that the request for a Growth code is valid, it will bring up the Part 1 form screen as shown in Figure 2.1.10.

Section 1.1	
Code Applicant	
Company/Entity Name:	TELECOM INC.
Headquarters Address:	1 Telecom Lane
Headquarters City, State, Zip:	Telecom, GU, 88888
Contact Name:	Service Provider
Contact City, State, Zip:	Telecom, GU, 88888
Contact Phone:	6666666666
Contact Fax:	6666666666
Code Administrator²	
Name:	David Morgan
Address:	46000 Center Oak Plaza
City, State and Zip:	Sterling, VA, 20166
Phone:	571-434-5381
Fax:	571-434-5502
Section 1.2	
NPA:	167
LATA: [*]	<input type="text"/>
OCN ⁴ :	ZZZZ
Parent Company OCN: [*]	Please Select ▾
Switch Identification ⁵ : [*]	<input type="text"/>
Locality/City/Wire Center:	<input type="text"/>
Rate Center ⁶ :	AGUILA
Homing Tandem Operating Company ⁷ :	<input type="text"/>
Homing Tandem CLL ⁸ : [*]	<input type="text"/>
Section 1.3	
Date of Application:	10/27/2012
Requested Effective date ^{9,10} : [*]	12/25/2012
<input type="checkbox"/> By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.	
Expedite	<input type="checkbox"/>
Expedite Explanation	<input type="text"/>
Section 1.4	
Type of Company:	CAP OR CLEC ▾
Type of Service:	Wireline ▾
NXX assignment preference	<input type="text"/>
Undesirable NXX codes	<input type="text"/>
Section 1.5	
Pooling Indicator ¹¹ :	<input type="checkbox"/>
Section 1.6	
NPA Jeopardy Criteria	<input type="checkbox"/>
Section 1.7	
Code Request for new service (Explain):	<input type="text"/>
Section 1.8	
It is the code applicant's responsibility to arrange input of Part 2 information into BIRRRS. The 45-calendar day nationwide minimum interval cut-over for BIRRRS will not begin until input into BIRRRS has been completed.	
Comments	<input type="text"/>
<input type="button" value="Continue"/> ¹² <input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Part1 Foot Notes"/>	

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Last updated: October 27, 2012.

Figure 2.1.10

Step 4: Complete fields on the Part 1 form as follows:

Section 1.1

Company/Entity Name: The Company/Entity Name field is pre-populated.

Headquarters Address: The Headquarters Address fields are pre-populated.

Service Provider Consultants – The Headquarters Address fields are pre-populated if the user profile has headquarters information included. If not, then the SPC will be required to complete the Part 1 form Headquarters Address fields for the SP for which the SPC is submitting a Part 1.

Headquarters Address: This field allows a maximum of 100 characters.

Headquarters City, State and Zip: Enter the City, State and Zip code for the headquarters address. This is a required field, which allows a maximum of 125 characters.

Code Administrator information: Code Administrator information is pre-populated with the name and information for the NANPA Code Administrator assigned to the specific NPA in which the request is being made.

Section 1.2

NPA: The NPA is pre-populated.

LATA: The LATA field allows a minimum of 3, a maximum of 5 alphanumeric characters.

OCN: The OCN is pre-populated.

Parent Company OCN: Select the Parent Company OCN from a drop-down menu containing the Parent Company OCNs appearing in the user's profile.

Switch Identification: The Switch Identification field is an 11 character alphanumeric field (spaces are allowed). If less than 11 characters (including spaces) are entered you will receive a Validation Error message at the time of submission of your Part 1.

Locality/City/Wire Center: Enter the Locality/City/Wire Center for the code that is being requested. This field allows for a maximum of 80 alphanumeric characters.

Rate Center: The Rate center is pre-populated.

Homing Tandem Operating Company: Enter the name of the Homing Tandem Operating Company. This field allows for a maximum of 80 alphanumeric characters.

Tandem Homing CLLI: The Tandem Homing CLLI field is an 11 character alphanumeric field. NAS will not allow you to enter more than 11 characters. If less than 11 characters (including spaces) are entered you will receive a Validation Error message at the time of submission of your Part 1.

Section 1.3

Date of Application: The Date of Application field is pre-populated with the current date and time (EST).

Requested Effective Date: The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). You may enter a different date (mm/dd/yyyy).

Expedite Checkbox: Place a checkmark in this box if the Requested Effective Date is less than 59 days from the current date.

Expedite Explanation: If you check the Expedite checkbox, an explanation for the expedite must be entered in this field. A maximum of 1024 characters is allowed in the Expedite Explanation field.

Effective Date Checkbox: You may check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.

Section 1.4

Type of Company: Select the Type of Company from the dropdown list.

Type of Service: Select Type of Service from the dropdown list.

NXX assignment preference: Enter any NXX assignment preference(s). This field allows for a maximum of 1000 characters. *Note: NXX preferences are not guaranteed.*

Undesirable NXX codes: Enter any undesired NXX code(s). This field allows for a maximum of 1000 characters.

Section 1.5

Pooling Indicator Checkbox: Leave the checkbox blank and only place a checkmark in the Pooling Indicator Checkbox if the code you are requesting will be a pooled code.

NPA Jeopardy Criteria Checkbox: This checkbox is pre-populated if the NPA is a Jeopardy NPA.

Additional Documentation: Select the method you will use to send additional documents to NANPA (along with your Part 1 request) from the dropdown list.

Comments: Enter any additional pertinent or required information in the Comments field. This field allows for a maximum of 1024 characters.

Buttons on the Part 1 form:

- The “**Submit**” button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- The “**Cancel**” button will allow you to completely cancel the Part 1 request and return to the NAS Landing page.
- The “**Back**” button will take the user back to the first Part 1 page where modifications can be made to selections made from the dropdown lists then return to the Part 1 form to continue.
- The “**Reset**” button clears current data entered by the user.

Step 5: Submit the Part 1 request by clicking on the “Submit” button.

NOTE: If the Part 1 is incomplete or has errors, NAS will return to the Part 1 form with error messages at the top of the screen indicating what field(s) must be corrected or completed prior to continuing to the MTE screen.

This will bring up the *CO Code Assignment Month to Exhaust Certification Worksheet – TN Level* screen and form as shown above in Figure 2.1.11. Navigate through the Months to Exhaust form by using the tab key to move from field to field or by clicking your mouse on each field.

Effective June 11, 2001 Appendix B

CO Code Assignment
MONTHS TO EXHAUST CERTIFICATION WORKSHEET - TN Level¹
(Worksheet to be used for Requests for Additional Codes for Growth)

Date: 10/27/2012
 Company name: TELECOM INC.
 Rate Center: AGUILA
 NPA-NXXs included in growth calculation^{2,*}:
 Code Applicant: Service Provider
 Title: Administrator
 Phone: 6666666666
 Fax: 6666666666

Telephone numbers (TNs) available for assignment^{3,*}:

	1	2	3	4	5	6	7	8	9	10	11	12
Previous 6-months growth history ^{4,*} :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Forecast Next months 1-12 ^{5,*} :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Average Monthly forecast (Calculated):
 Months to Exhaust⁶ (Calculated):
 Utilization level^{7,*}: %

Explanation:

Figure 2.1.11

Step 6: Complete the fields on the MTE as follows:

- Date:** The date field is pre-populated with today’s date.
- Company Name:** The Company Name field is pre-populated.
- Rate Center:** The Rate Center field is pre-populated.
- NPA(s) – NXXs included in growth calculation:** List all NPA-NXX(s) included in the growth calculation. **Code Applicant:** The Code Applicant field is pre-populated.
- Title:** The Title field is pre-populated.
- Phone:** The Phone field is pre-populated.
- Fax:** The Fax field is pre-populated.
- Telephone Numbers Available for Assignment:** Enter the total number of telephone numbers that are available for assignment in this NPA and Rate Center. This field allows for a maximum of 20 digits, including commas.
- Previous 6-months growth history:** Enter the net change in the TNs no longer available for assignment in each of the previous 6 months starting with the most distant month as Month #1 and Month #6 as the current month. Each of these fields is required. Negative

numbers, positive numbers and zeroes are all valid entries. A maximum of 8 digits, including commas, are allowed.

Forecast – Next months 1-12: Enter the forecast of TNs needed in each of the following 12 months, starting with the most recent month as Month #1. Each of these fields is required. Negative numbers, positive numbers and zeroes are all valid entries. A maximum of 8 digits, including commas, are allowed.

Average Monthly Forecast (calculated): The Average Monthly Forecast will be calculated by NAS. If you wish to see the calculation prior to submission, you can click on the “Calculate” button found below the “Explanation” field. NAS will perform the necessary calculations and return a forecast figure in the field.

Months to Exhaust (calculated): The Months to Exhaust field will also be calculated by NAS. This calculation can be seen prior to submission by clicking on the “Calculate” button.

Utilization Level: Enter the Utilization Level. This is a percentage from 0 to 100%. The field allows for up to three decimal places.

Explanation: The Explanation field allows for an explanation of up to 1024 characters to be entered.

Buttons on the MTE form:

- The “**Submit**” button will calculate “Average Monthly Forecast” and the “Months to Exhaust” fields and submit the request into NAS.
- The “**Calculate**” button allows NAS to calculate the “Average Monthly Forecast” and the “Months to Exhaust” and show the results in the fields prior to submission of the request.
- The “**Cancel**” button will allow the user to completely cancel the Part 1 request and return to the NAS Landing Page.
- The “**Reset**” button clears current data entered by the user.
- The “**Back**” button will take the user back to the Part 1 form screen to review or edit fields. (NAS will retain the information entered on the MTE so that the user does not have to re-enter everything upon return to the MTE screen.)

Step 7: Submit the Part 1 request by clicking on the “Submit” button.

NOTE: If the submission is unsuccessful, NAS will return to the Months to Exhaust worksheet with error messages showing at the top of the screen (Figure 2.1.12) indicating which field(s) must be corrected or completed prior to re-submission.

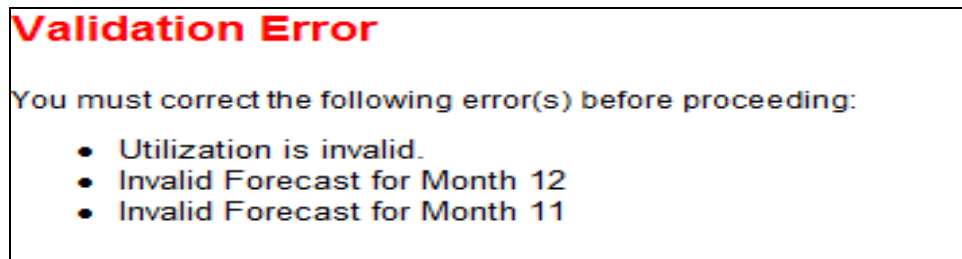


Figure: 2.1.12

If the request is successfully submitted, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.5. By clicking on the “OK” button, you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper. To return to the Part 1 request for review and update, click on “Cancel.” NAS will return to the Part 1 form.

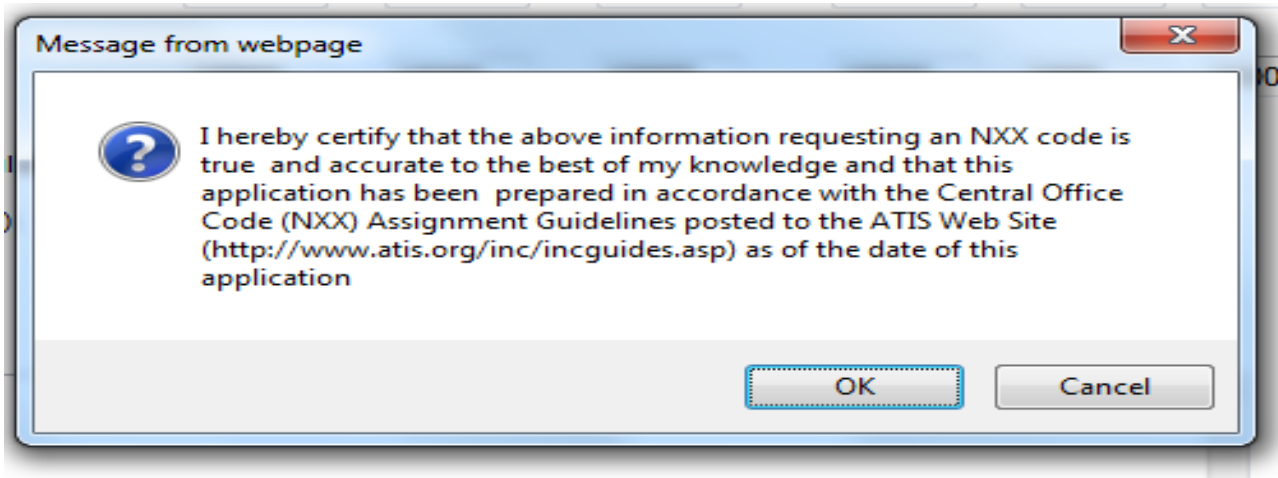


Figure: 2.1.13

After clicking on the “OK” button NAS will respond with a Confirmation page as shown in Figure 2.1.14. The confirmation page will give a tracking number and indicate that the Part 1 request has successfully been submitted.

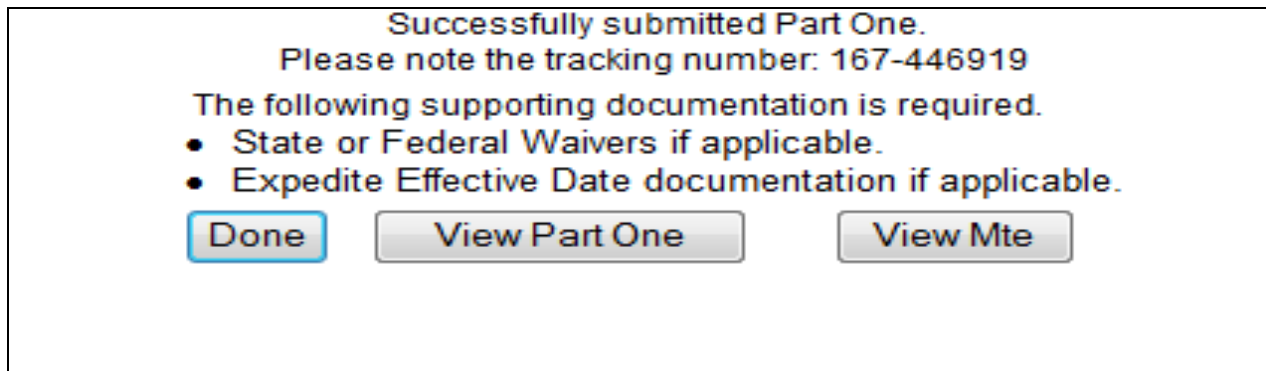


Figure 2.1.14

A reminder will appear on the confirmation page informing the user of possible documentation that may be required to be submitted along with the Part 1 submission.

2.1.2 Change

This section discusses the creation of Part 1 requests for changes to existing NPA-NXX codes via NAS. The user will select one or more change reasons from the of “type of change” checkboxes on the first Change Part 1 screen. Note that any field marked with a red asterisk is a required field and must be populated based on the requirements indicated in the field requirements listed below.

2.1.2.1 OCN Change

The following section describes the steps to create and submit a Part 1 request in NAS for an OCN change on an existing NPA-NXX code.

NAS Landing Page

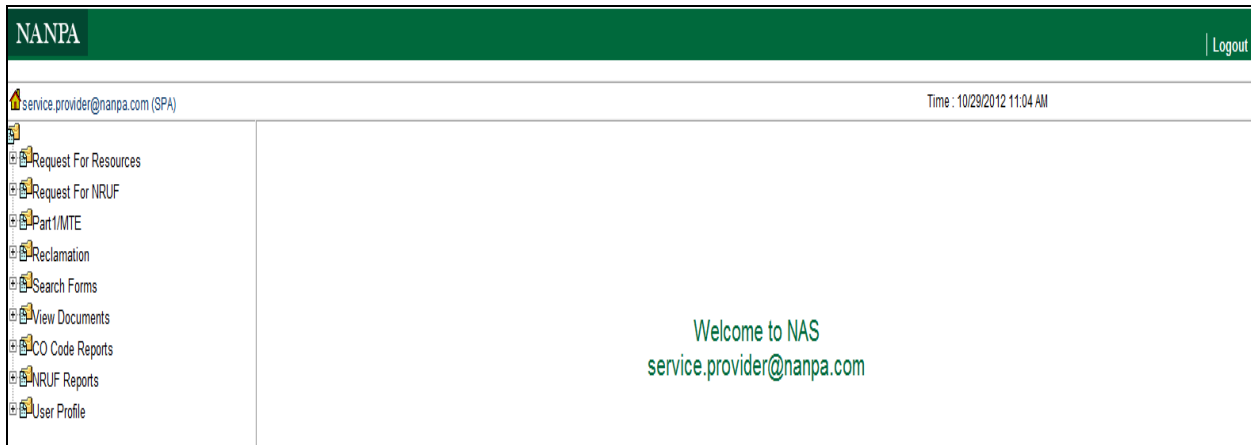


Figure 2.1.29

Creating and Submitting a Part 1 Request for an OCN change for an existing NPA-NXX code assignment

Step 1: To create a Part 1 request for an OCN change for an existing NPA-NXX code, click on the + sign next to “Part 1/MTE” (see Figure 2.1.29). This will bring down a list of Part 1 request form options.

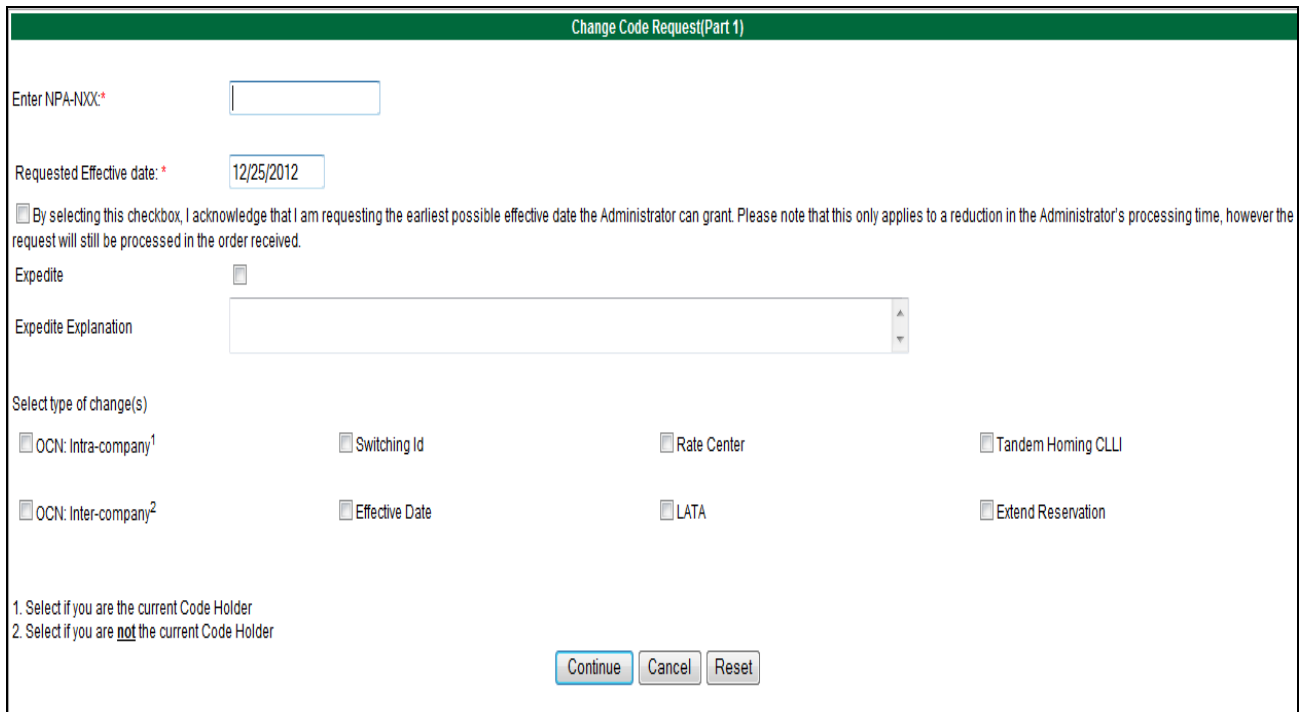


Figure 2.1.30

Step 2: Click on “Change.” The *Change Code Request (Part 1)* screen is displayed as shown in Figure 2.1.30.

Step 3: Complete the fields on the first Part 1 change screen as follows:

Enter NPA-NXX: Enter the NPA-NXX that is being changed.

Requested Effective Date: The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). The user may enter a different date (mm/dd/yyyy).

Effective Date Checkbox: You may check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.

Expedite Checkbox: Place a checkmark in this box if the date entered is less than today’s date plus 59 days.

Expedite Explanation: If the Expedite checkbox is checked the user will be required to enter an explanation of the reason for the expedite request in this field. A maximum of 1024 alphanumeric characters is allowed in the Expedite Explanation field.

Select type of change(s): Place a checkmark in the appropriate “OCN” change type:

OCN: Intra-company: Select if you are the current Code Holder

OCN: Inter-company: Select if you are not the current Code Holder

Note: In addition to the OCN being changed, additional fields such as the Switching Identification field can be changed by marking all appropriate checkboxes as needed.

Click on the “**Continue**” button.

This will bring up the Part 1 form screen as shown in Figure 2.1.31. The current information on the NPA-NXX is pre-populated in this screen. Note the red asterisk next to the field label indicates fields that are editable for this change request.

Section 1.1	
Code Applicant	
Company/Entity Name:	TELECOM INC.
Headquarters Address:	1 Telecom Lane
Headquarters City, State, Zip:	Telecom, GU, 88888
Contact Name:	Service Provider
Contact City, State, Zip:	Telecom, GU, 88888
Contact Phone:	6666666666
Contact Fax:	6666666666
Code Administrator²	
Name:	David Morgan
Address:	46000 Center Oak Plaza
City, State and Zip:	Sterling, VA, 20166
Phone:	571-434-5381
Fax:	571-434-5502
Section 1.2	
NPA:	167
LATA ³ :	<input type="text"/>
OCN ⁴ :	ZZZZ
Parent Company OCN ⁴ :	Please Select ▼
Switch Identification ⁵ :	<input type="text"/>
Locality/City/Wire Center:	<input type="text"/>
Rate Center ⁶ :	AGUILA
Homing Tandem Operating Company ⁷ :	<input type="text"/>
Homing Tandem CLLL ⁸ :	<input type="text"/>
Section 1.3	
Date of Application:	10/27/2012
Requested Effective date ^{9,10} :	12/25/2012
<input type="checkbox"/> By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.	
Expedite	<input type="checkbox"/>
Expedite Explanation	<input type="text"/>
Section 1.4	
Type of Company:	CAP OR CLEC ▼
Type of Service:	Wireline ▼
NXX assignment preference	<input type="text"/>
Undesirable NXX codes	<input type="text"/>
Section 1.5	
Pooling Indicator ¹¹ :	<input type="checkbox"/>
Section 1.6	
NPA Jeopardy Criteria	<input type="checkbox"/>
Section 1.7	
Code Request for new service (Explain):	<input type="text"/>
Section 1.8	
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	<input type="text"/>
<input type="button" value="Continue"/> ¹² <input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Part1 Foot Notes"/>	

Figure 2.1.31

Step 4: Make the appropriate changes (as determined by the checkboxes selected on the first Change Part 1 screen) to the Part 1 form fields.

Part 1 - Section 1.2

OCN: Select the new OCN for the NPA-NXX from the OCNs in the dropdown list. Also make any additional changes as indicated (dropdown is populated with OCNs from the user's profile).

Part 1 - Section 1.4

OCN Change Reason: Select the reason for the OCN change from one of the reasons in the dropdown list.

If Other Explain - If “Other” is selected as the OCN change reason above, then you will be required to enter an explanation in the space provided.

Buttons on the Part 1 form:

- The “**Submit**” button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- The “**Cancel**” button will allow the user to completely cancel the Part 1 request and return to the NAS Landing Page.
- The “**Back**” button will take the user back to the first Part 1 page where selections can be modified from the dropdown lists then return to the Part 1 form to continue.
- The “**Reset**” button clears current data entered by the user.

Step 5: Submit the Part 1 request by clicking on the “Submit” button.

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 form with error messages showing at the top of the screen indicating which fields must be corrected or completed prior to re-submission (Figure 2.1.32).

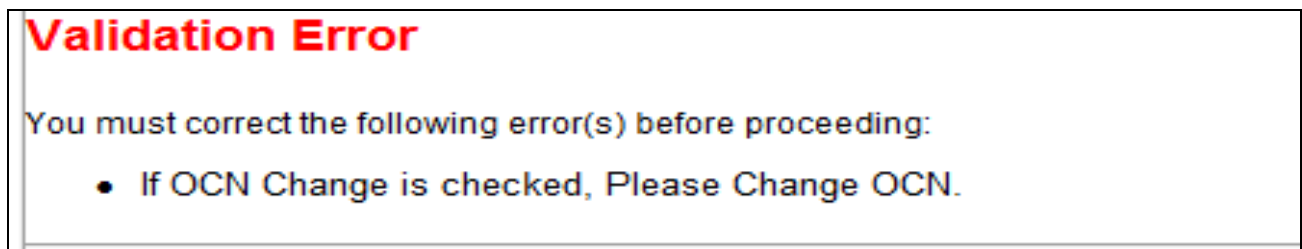


Figure 2.1.32

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.33. By clicking on the “OK” button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper.

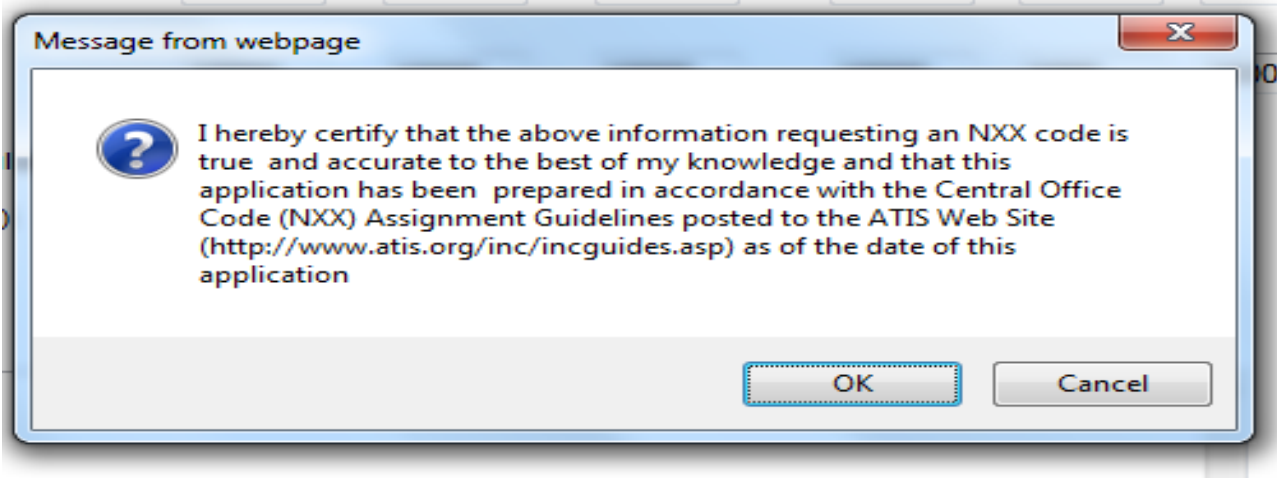


Figure 2.1.33

After clicking on the “OK” button NAS will respond with a Confirmation page. The confirmation page will show a tracking number and indicate that the Part 1 request has been successfully submitted. A reminder will appear on the confirmation page informing you of possible documentation that you may be required to submit along with your Part 1 submission.

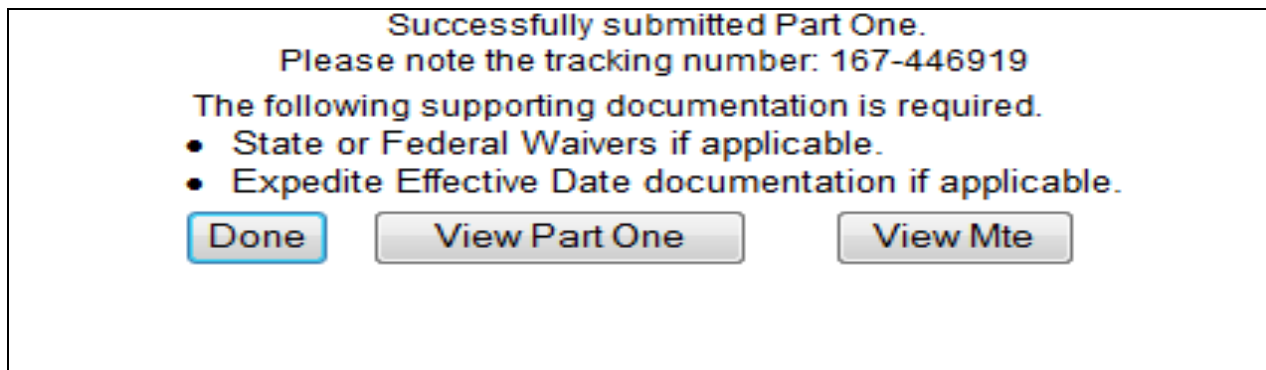


Figure 2.1.34

2.1.2.2 Switching Identification Change

The following section describes the steps to create and submit a Part 1 request in NAS for a Switching Identification change on an existing NPA-NXX code.

NAS Landing Page

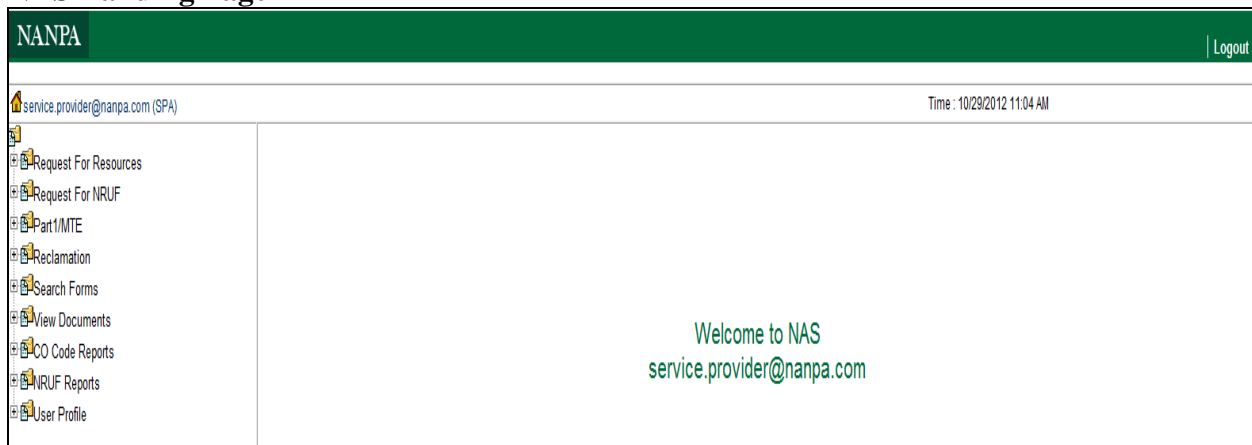


Figure 2.1.35

Creating and Submitting a Part 1 Request for a Switching Identification change for an existing NPA-NXX code assignment

Step 1: To create a Part 1 request for a Switching Identification change for an existing NPA-NXX code, click on the + sign next to “Part 1/MTE” (see Figure 2.1.35). This will bring down a list of Part 1 request form options.

Step 2: Click on “Change.” The *Change Code Request (Part 1)* screen is displayed as shown in Figure 2.1.36.

Change Code Request(Part 1)

Enter NPA-NXX:*

Requested Effective date: *

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

Expedite

Expedite Explanation

Select type of change(s)

<input type="checkbox"/> OCN: Intra-company ¹	<input checked="" type="checkbox"/> Switching Id	<input type="checkbox"/> Rate Center	<input type="checkbox"/> Tandem Homing CLLI
<input type="checkbox"/> OCN: Inter-company ²	<input type="checkbox"/> Effective Date	<input type="checkbox"/> LATA	<input type="checkbox"/> Extend Reservation

1. Select if you are the current Code Holder
2. Select if you are not the current Code Holder

Figure 2.1.36

Step 3: Complete the fields on the first Part 1 change screen as follows:

Enter NPA-NXX: Enter the NPA-NXX that is being changed

Requested Effective Date: The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). You may enter a different date (mm/dd/yyyy).

Effective Date Checkbox: You may check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.

Expedite Checkbox: If a checkmark is placed in the Expedite checkbox an expedite explanation must be entered in this field.

Expedite Explanation: If the Expedite checkbox is checked the user will be required to enter an explanation of the reason for the expedite request in this field. A maximum of 1024 alphanumeric characters is allowed in the Expedite Explanation field.

Select type of change(s): Place a checkmark in the “Switching id” type of change checkbox.

NOTE: In addition to the Switching id being changed, additional fields such as the Tandem Homing CLLI field may be changed by marking all appropriate checkboxes as needed.

Click on the “Continue” button.

This will bring up the Part 1 form screen as shown in Figure 2.1.37. The current information on the NPA-NXX is pre-populated in this screen. Note the red asterisk next to the field label indicates fields that are editable for this change request.

Section 1.1	
Code Applicant	
Company/Entity Name:	TELECOM INC.
Headquarters Address:	1 Telecom Lane
Headquarters City, State, Zip:	Telecom, GU, 88888
Contact Name:	Service Provider
Contact City, State, Zip:	Telecom, GU, 88888
Contact Phone:	6666666666
Contact Fax:	6666666666
Code Administrator²	
Name:	David Morgan
Address:	46000 Center Oak Plaza
City, State and Zip:	Sterling, VA, 20166
Phone:	571-434-5381
Fax:	571-434-5502
Section 1.2	
NPA:	167
LATA: [*]	<input type="text"/>
OCN: ⁴	ZZZZ
Parent Company OCN: [*]	Please Select ▾
Switch Identification: ^{5,*}	<input type="text"/>
Locality/City/Wire Center:	<input type="text"/>
Rate Center: ⁶	AGUILA
Homing Tandem Operating Company: ⁷	<input type="text"/>
Homing Tandem CLLI: ^{8,*}	<input type="text"/>
Section 1.3	
Date of Application:	10/27/2012
Requested Effective date: ^{9,10,*}	12/25/2012
<input type="checkbox"/> By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.	
Expedite	<input type="checkbox"/>
Expedite Explanation	<input type="text"/>
Section 1.4	
Type of Company:	CAP OR CLEC ▾
Type of Service:	Wireline ▾
NXX assignment preference	<input type="text"/>
Undesirable NXX codes	<input type="text"/>
Section 1.5	
Pooling Indicator: ¹¹	<input type="checkbox"/>
Section 1.6	
NPA Jeopardy Criteria	<input type="checkbox"/>
Section 1.7	
Code Request for new service (Explain):	<input type="text"/>
Section 1.8	
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	<input type="text"/>
<input type="button" value="Continue"/> 12	<input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Part1 Foot Notes"/>

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Last updated: October 27, 2012.

Figure 2.1.37

Step 4: Enter the new Switching id in Section 1.2. Also, make any additional changes as determined by the checkboxes selected on the first Change Part 1 screen.

Buttons on the Part 1 form:

- The “**Submit**” button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- The “**Cancel**” button will allow the user to completely cancel the Part 1 request and return you to the NAS Landing Page.
- The “**Back**” button will take the user back to the first Part 1 page where modifications to selections can be made from the dropdown lists then return to the Part 1 form to continue.
- The “**Reset**” button clears current data entered by the user.

Step 5: Submit the Part 1 request by clicking on the “Submit” button.

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 form with error messages shown at the top of the screen indicating which fields must be corrected or completed prior to re-submission (Figure 2.1.38).

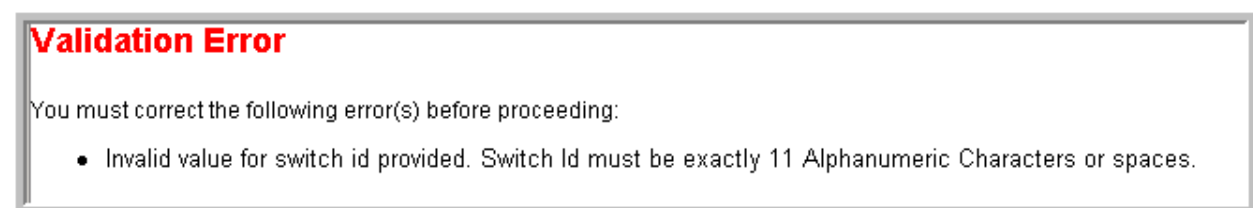


Figure 2.1.38

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.39. By clicking on the “OK” button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper. To return to the Part 1 request to review and update, click on “Cancel.” NAS will return to the Part 1 form.

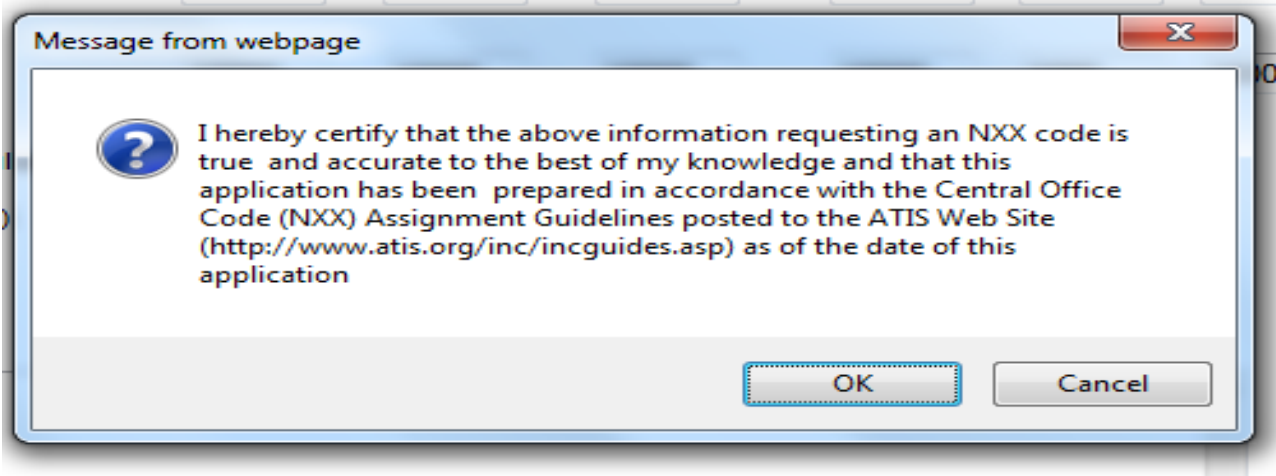


Figure 2.1.39

After clicking on the “OK” button NAS will respond with a Confirmation page. The confirmation page will provide a tracking number and will indicate that the Part 1 request was successfully submitted. A reminder will appear on the confirmation page informing users of possible documentation that may be required to be submitted along with the Part 1 application.

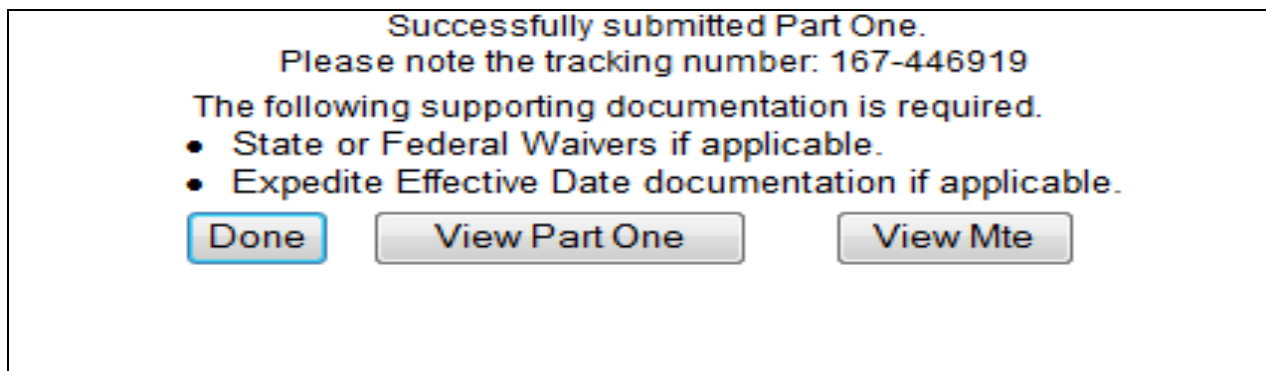


Figure 2.1.40

2.1.2.3 Rate Center Change

The following section describes the steps to create and submit a Part 1 request in NAS for a Rate Center change on an existing NPA-NXX code.

NAS Landing Page

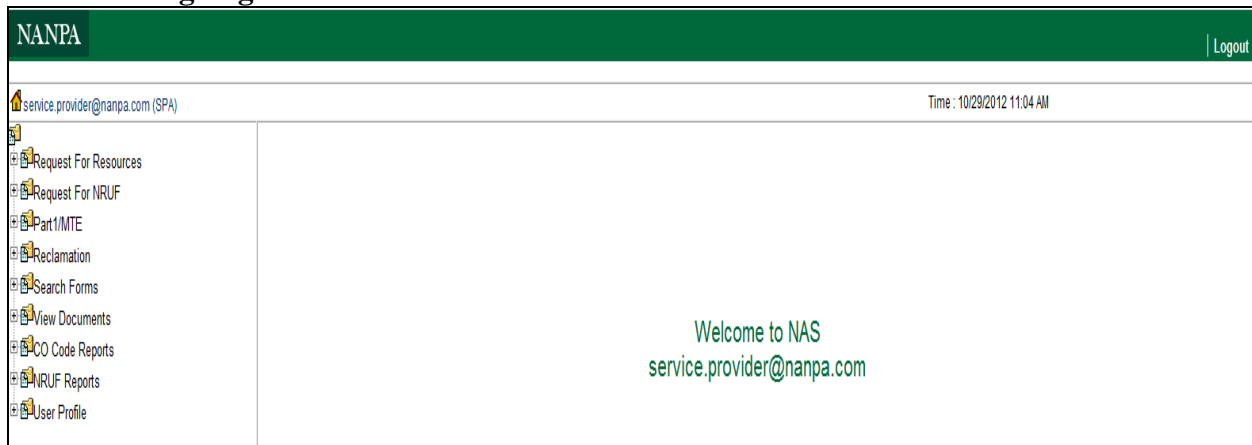


Figure 2.1.41

Creating and Submitting a Part 1 Request for a Rate Center change for an existing NPA-NXX code assignment

Step 1: To create a Part 1 request for a Rate Center change for an existing NPA-NXX code, click on the + sign next to “Part 1/MTE” (see Figure 2.1.41). This will bring down a list of Part 1 request form options.

Step 2: Click on “Change.” The *Change Code Request (Part 1)* screen is displayed as shown in Figure 2.1.42.

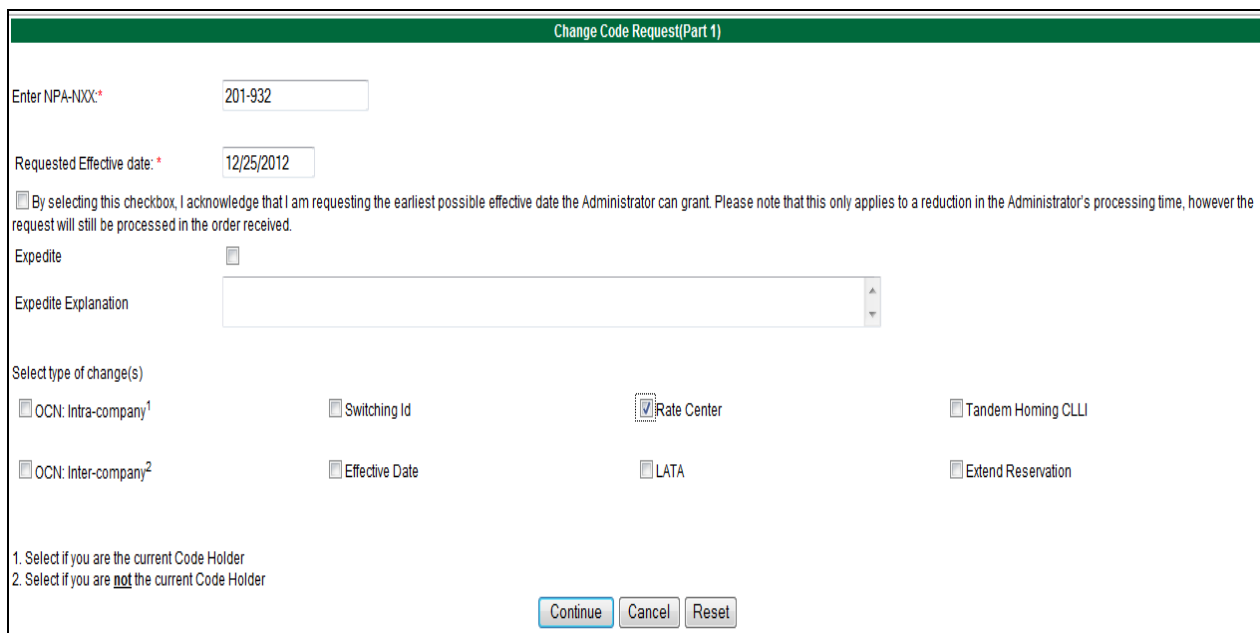


Figure 2.1.42

Step 3: Complete the fields on the first Part 1 change screen as follows:

Enter NPA-NXX: Enter the NPA-NXX that is being changed

Requested Effective Date: The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). The user may enter a different date (mm/dd/yyyy).

Effective Date Checkbox: You may check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.

Expedite Checkbox: Place a checkmark in this box if the date entered is less than today's date plus 59 days.

Expedite Explanation: If a checkmark is placed in the Expedite checkbox an expedite explanation must be entered in this field. A maximum of 1024 characters is allowed in the Expedite Explanation field.

Select type of change(s): Place a checkmark in the "Rate Center" checkbox.

Note: In addition to the Rate Center being changed, additional fields such as the Switching Identification field may be changed by marking all appropriate checkboxes as needed.

Click on the "**Continue**" button. This will bring up the Part 1 form screen as shown in Figure 2.1.43. The current information on the NPA-NXX is pre-populated in this screen. Note the red asterisk next to the field label indicates fields that are editable for this change request.

Section 1.1	
Code Applicant	
Company/Entity Name:	TELECOM INC.
Headquarters Address:	1 Telecom Lane
Headquarters City, State, Zip:	Telecom, GU, 88888
Contact Name:	Service Provider
Contact City, State, Zip:	Telecom, GU, 88888
Contact Phone:	6666666666
Contact Fax:	6666666666
Code Administrator²	
Name:	David Morgan
Address:	46000 Center Oak Plaza
City, State and Zip:	Sterling, VA, 20166
Phone:	571-434-5381
Fax:	571-434-5502
Section 1.2	
NPA:	167
LATA ³ :	<input type="text"/>
OCN ⁴ :	ZZZZ
Parent Company OCN ⁴ :	Please Select <input type="button" value="v"/>
Switch Identification ⁵ :	<input type="text"/>
Locality/City/Wire Center:	<input type="text"/>
Rate Center ⁶ :	AGUILA
Homing Tandem Operating Company ⁷ :	<input type="text"/>
Homing Tandem CLLL ⁸ :	<input type="text"/>
Section 1.3	
Date of Application:	10/27/2012
Requested Effective date ^{9,10} :	12/25/2012
<input type="checkbox"/> By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.	
Expedite	<input type="checkbox"/>
Expedite Explanation	<input type="text"/>
Section 1.4	
Type of Company:	CAP OR CLEC <input type="button" value="v"/>
Type of Service:	Wireline <input type="button" value="v"/>
NXX assignment preference	<input type="text"/>
Undesirable NXX codes	<input type="text"/>
Section 1.5	
Pooling Indicator ¹¹ :	<input type="checkbox"/>
Section 1.6	
NPA Jeopardy Criteria	<input type="checkbox"/>
Section 1.7	
Code Request for new service (Explain):	<input type="text"/>
Section 1.8	
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	<input type="text"/>
<input type="button" value="Continue"/> 12 <input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Part1 Foot Notes"/>	

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Last updated: October 27, 2012.

Figure 2.1.43

Step 4: Select the new Rate Center in Section 1.2 using the provided dropdown box. Also, make any additional changes as determined by the checkboxes selected on the first Change Part 1 screen.

Buttons on the Part 1 form:

- The “**Submit**” button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- The “**Cancel**” button will allow you to completely cancel the Part 1 request and return you to the NAS Landing Page.
- The “**Back**” button will take the user back to the first Part 1 page where modifications can be made to selections made from the dropdown lists then return to the Part 1 form to continue.
- The “**Reset**” button clears current data entered by the user.

Step 5: Submit the Part 1 request by clicking on the “Submit” button.

NAS will perform a validation process. If the code that is being changed is currently “in service”, NAS will proceed to Step 7. If the code that is being changed is not currently “in service” and the rate center change is to a rate center that currently has other codes assigned to the Company OCN listed on the Part 1 request, NAS will bring up the *CO Code Assignment Month to Exhaust Certification Worksheet – TN Level* screen and form as shown in Figure 2.1.44.

Effective June 11, 2001 Appendix B

CO Code Assignment
MONTHS TO EXHAUST CERTIFICATION WORKSHEET - TN Level¹
(Worksheet to be used for Requests for Additional Codes for Growth)

Date: 10/27/2012
 Company name: TELECOM INC.
 Rate Center: AGUILA
 NPA-NXXs included in growth calculation^{2,*}:
 Code Applicant: Service Provider
 Title: Administrator
 Phone: 6666666666
 Fax: 6666666666

Telephone numbers (TNs) available for assignment^{5,*}:

	1	2	3	4	5	6	7	8	9	10	11	12
Previous 6-months growth history ^{4,*} :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Forecast Next months 1-12 ^{5,*} :	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Average Monthly forecast (Calculated):
 Months to Exhaust⁶ (Calculated):
 Utilization level^{7,*}: %

Explanation:

Figure 2.1.44

You can navigate through the Months to Exhaust form by using the tab key to move from field to field or by clicking your mouse on each field.

Step 6: Complete the fields on the MTE as follows:

Date: The date field is pre-populated with today's date.

Company Name: The Company Name field is pre-populated.

Rate Center: The Rate Center field is pre-populated.

NPA(s) – NXXs included in growth calculation: Enter the NPA-NXX(s) that are included in the growth calculation.

Code Applicant: The Code Applicant field is pre-populated.

Title: The Title field is pre-populated.

Phone: The Phone field is pre-populated.

Fax: The Fax field is pre-populated.

Telephone Numbers Available for Assignment: Enter the total number of telephone numbers that are available for assignment in this NPA and Rate Center. This field allows for a maximum of 20 digits, including commas.

Previous 6-months growth history: Enter the net change in TNs no longer available for assignment in each of the previous 6 months starting with the most distant month as Month #1 and Month #6 as the current month. Each of these fields is required. Negative numbers, positive numbers and zeroes are all valid entries. A maximum of 8 digits, including commas is allowed.

Forecast – Next months 1-12: Enter the forecast of TNs needed in each of the following 12 months, starting with the most recent month as Month #1. Each of these fields is required. Negative numbers, positive numbers and zeroes are all valid entries. A maximum of 8 digits, including commas is allowed.

Average Monthly Forecast (calculated): The Average Monthly Forecast will be calculated by NAS. If you wish to see the calculation prior to submission, you can click on the "Calculate" button found below the "Explanation" field. NAS will perform the necessary calculations and return a forecast figure in the field for you.

Months to Exhaust (calculated): The Months to Exhaust field will also be calculated by NAS. You may also see this calculation prior to submission by clicking on the "Calculate" button.

Utilization Level: Enter the Utilization Level. This is a percentage from 0 to 100%. The field allows for up to three decimal places. This is a required field.

Explanation: The Explanation field allows for an explanation of up to 1024 characters to be entered. This is an optional field.

Buttons on the MTE form:

- The "**Submit**" button will calculate "Average Monthly Forecast" and the "Months to Exhaust" fields and submit your request into NAS.

- The “**Calculate**” button allows you have NAS calculate the “Average Monthly Forecast” and the “Months to Exhaust” and show the results in the fields prior to submitting your request.
- The “**Cancel**” button will allow you to completely cancel the Part 1 request and return you to the NAS Landing Page.
- The “**Reset**” button clears current data entered by the user.
- The “**Back**” button will take you back to the Part 1 form screen to review or edit fields. (NAS will retain the information you entered on the MTE so that you do not have to re-enter everything upon your return to the MTE screen.)

Step 7: Submit the Part 1 request by clicking on the “Submit” button.

NOTE: If the submission is unsuccessful, NAS will return to the Months to Exhaust worksheet with error messages at the top of the screen indicating what fields must be corrected or completed prior to re-submission (Figure 2.1.45).

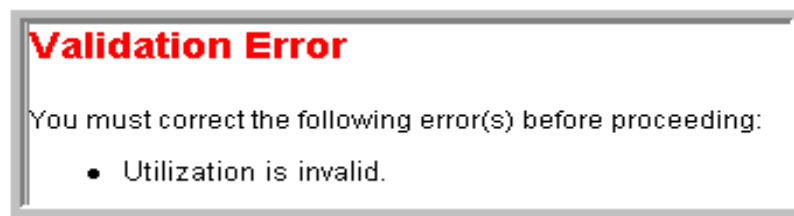


Figure 2.1.45

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.46. By clicking on the “OK” button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper. To return to the Part 1 request to review and update, click on “Cancel.” NAS will return to the Part 1 form.

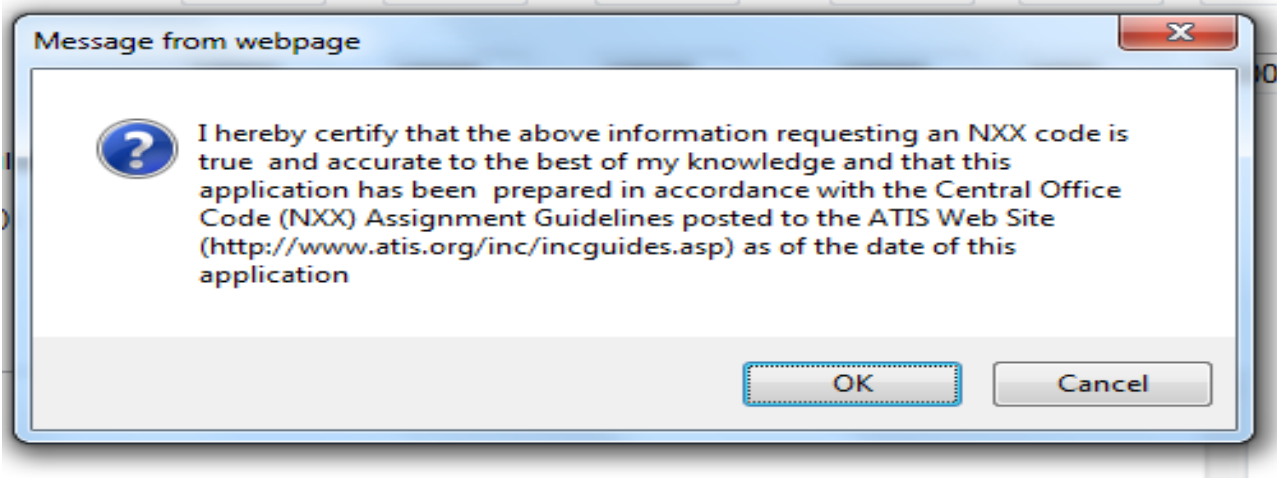


Figure 2.1.46

After clicking on the “OK” button NAS will respond with a Confirmation page. The confirmation page will provide a tracking number and will indicate that the Part 1 request was successfully submitted (Figure 2.1.47). A reminder will appear on the confirmation page informing the user of possible documentation that may be required to be submitted along with the Part 1 application.

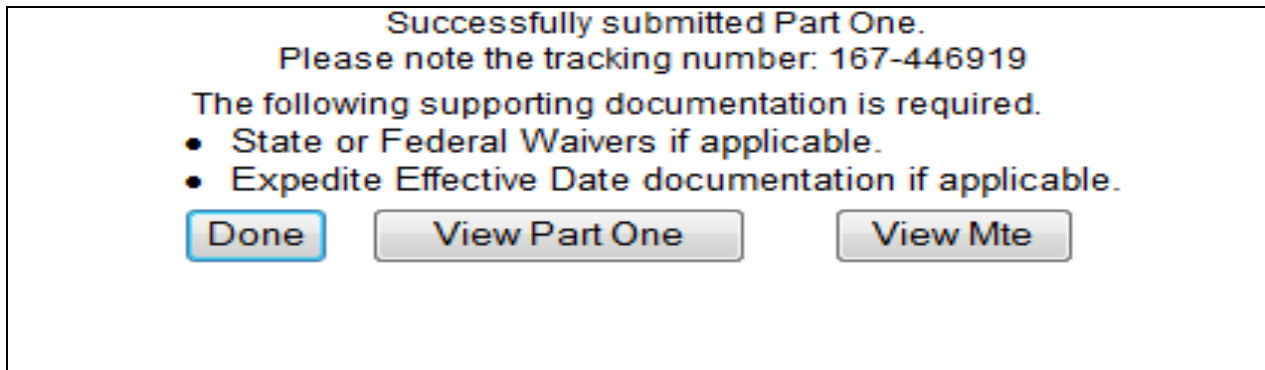


Figure 2.1.47

2.1.2.4 Tandem Homing CLLI change

The following section describes the steps to create and submit a Part 1 request in NAS for a Tandem Homing CLLI change on an existing NPA-NXX code.

NAS Landing Page

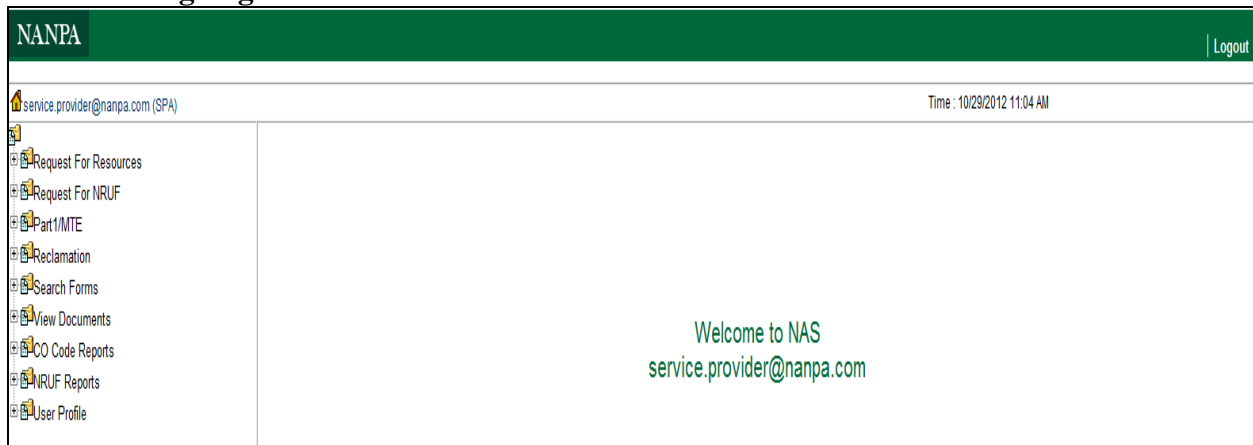


Figure 2.1.48

Creating and Submitting a Part 1 Request for a Tandem Homing CLLI change for an existing NPA-NXX code assignment

Step 1: To create a Part 1 request for a Tandem Homing CLLI change for an existing NPA-NXX code, click on the + sign next to “Part 1/MTE” (see Figure 2.1.48). This will bring down a list of Part 1 request form options.

Step 2: Click on “Change.” The *Change Code Request (Part 1)* screen is displayed as shown in Figure 2.1.49 below.

Change Code Request(Part 1)

Enter NPA-NXX:*

Requested Effective date: *

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

Expedite

Expedite Explanation

Select type of change(s)

<input type="checkbox"/> OCN: Intra-company ¹	<input type="checkbox"/> Switching Id	<input type="checkbox"/> Rate Center	<input checked="" type="checkbox"/> Tandem Homing CLLI
<input type="checkbox"/> OCN: Inter-company ²	<input type="checkbox"/> Effective Date	<input type="checkbox"/> LATA	<input type="checkbox"/> Extend Reservation

1. Select if you are the current Code Holder
2. Select if you are not the current Code Holder

Figure 2.1.49

Step 3: Complete the fields on the first Part 1 change screen as follows:

Enter NPA-NXX: Enter the NPA-NXX that is being changed

Requested Effective Date: The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). You may enter a different date (mm/dd/yyyy).

Effective Date Checkbox: You may check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.

Expedite Checkbox: Place a checkmark in this box if the date entered is less than today's date plus 66 days.

Expedite Explanation: If the Expedite checkbox is checked the user will be required to enter an explanation of the reason for the expedite request in this field. A maximum of 1024 alphanumeric characters is allowed in the Expedite Explanation field.

Select type of change(s): Place a checkmark in the "Tandem Homing CLLI" type of change checkbox.

Note: In addition to the Tandem Homing CLLI being changed, additional fields such as the Switching Identification field may be changed by marking all appropriate checkboxes as needed.

Click on the “Continue” button. This will bring up the Part 1 form screen as shown in Figure 2.1.50. The current information on the NPA-NXX is pre-populated in this screen. Note the red asterisk next to the field label indicates fields that are editable for this change request.

Section 1.1	
Code Applicant	
Company/Entity Name:	TELECOM INC.
Headquarters Address:	1 Telecom Lane
Headquarters City, State, Zip:	Telecom, GU, 88888
Contact Name:	Service Provider
Contact City, State, Zip:	Telecom, GU, 88888
Contact Phone:	6666666666
Contact Fax:	6666666666
Code Administrator²	
Name:	David Morgan
Address:	46000 Center Oak Plaza
City, State and Zip:	Sterling, VA, 20166
Phone:	571-434-5381
Fax:	571-434-5502
Section 1.2	
NPA:	167
LATA: [*]	<input type="text"/>
OCN ⁴ :	ZZZZ
Parent Company OCN: [*]	Please Select <input type="text"/>
Switch Identification ⁵ : [*]	<input type="text"/>
Locality/City/Wire Center:	<input type="text"/>
Rate Center ⁶ :	AGUILA
Homing Tandem Operating Company ⁷ :	<input type="text"/>
Homing Tandem CLLI ⁸ : [*]	<input type="text"/>
Section 1.3	
Date of Application:	10/27/2012
Requested Effective date ^{9,10} : [*]	12/25/2012
<input type="checkbox"/> By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.	
Expedite	<input type="checkbox"/>
Expedite Explanation	<input type="text"/>
Section 1.4	
Type of Company:	CAP OR CLEC <input type="text"/>
Type of Service:	Wireline <input type="text"/>
NXX assignment preference	<input type="text"/>
Undesirable NXX codes	<input type="text"/>
Section 1.5	
Pooling Indicator ¹¹ :	<input type="checkbox"/>
Section 1.6	
NPA Jeopardy Criteria	<input type="checkbox"/>
Section 1.7	
Code Request for new service (Explain):	<input type="text"/>
Section 1.8	
It is the code applicant's responsibility to arrange input of Part 2 information into BIRRRS. The 45-calendar day nationwide minimum interval cut-over for BIRRRS will not begin until input into BIRRRS has been completed.	
Comments	<input type="text"/>
<input type="button" value="Continue"/> ¹² <input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Part1 Foot Notes"/>	

Figure 2.1.50

Step 4: Enter the new Tandem Homing CLLI in Section 1.2. When a Tandem Homing CLLI change is requested, the Homing Tandem Company can also be changed if needed. Also, make any additional changes as determined by the checkboxes selected on the first Change Part 1 screen.

Buttons on the Part 1 form:

- The “**Submit**” button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- The “**Cancel**” button will allow you to completely cancel the Part 1 request and return you to the NAS Landing Page.
- The “**Back**” button will take the user back to the first Part 1 page where modifications can be made to selections made from the dropdown lists then return to the Part 1 form to continue.
- The “**Reset**” button clears current data entered by the user.

Step 5: Submit the Part 1 request by clicking on the “Submit” button.

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 form with error messages shown at the top of the screen indicating what fields must be corrected or completed prior to re-submission.

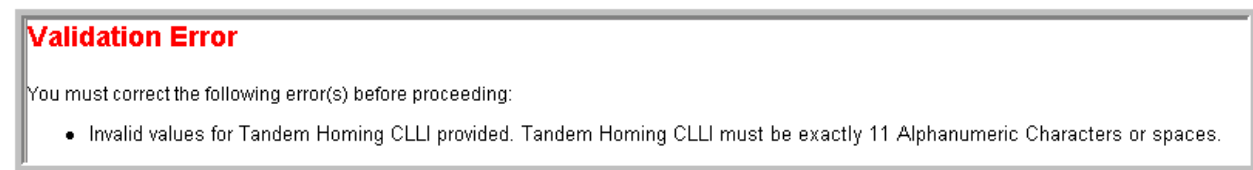


Figure 2.1.51

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.52. By clicking on the “OK” button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper. To return to the Part 1 request to review and update, click on “Cancel.” NAS will return to the Part 1 form.

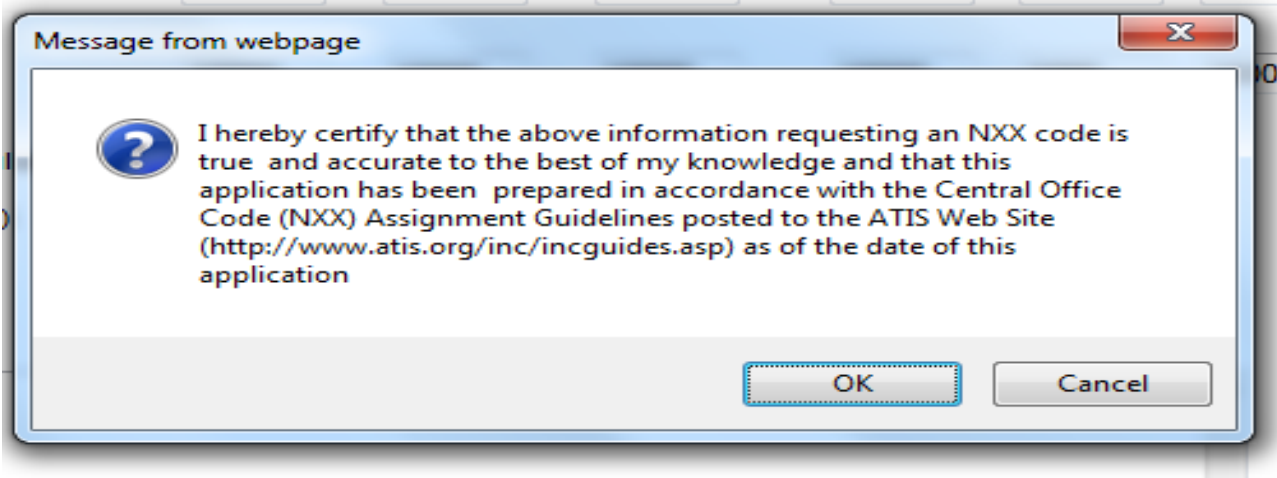


Figure 2.1.52

After clicking on the “OK” button NAS will respond with a Confirmation page. The confirmation page will provide a tracking number and will indicate that the Part 1 request was successfully submitted (Figure 2.1.53). A reminder will appear on the confirmation page informing you of possible documentation that may be required to be submitted along with the Part 1 submission.

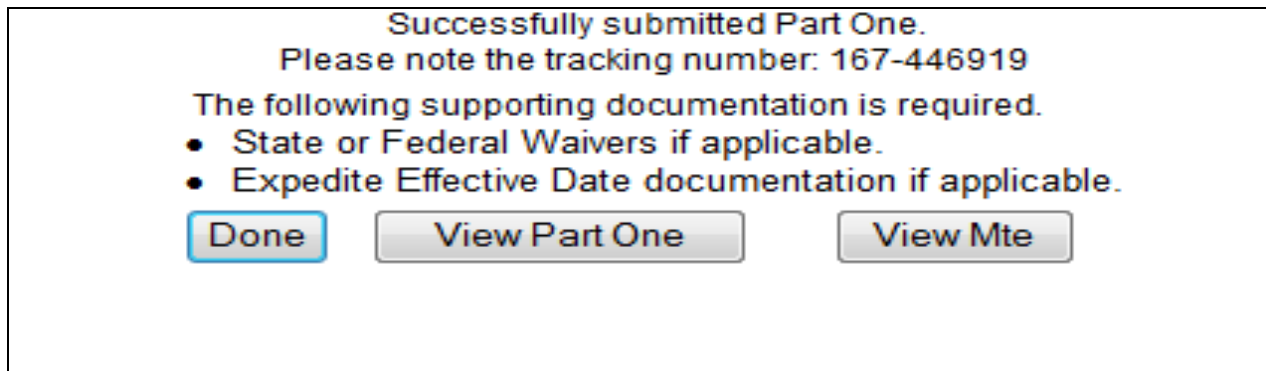


Figure 2.1.53

2.1.2.5 Effective Date Change

The following section describes the steps to create and submit a Part 1 request in NAS for an Effective Date change on an existing NPA-NXX code assignment.

NAS Landing Page

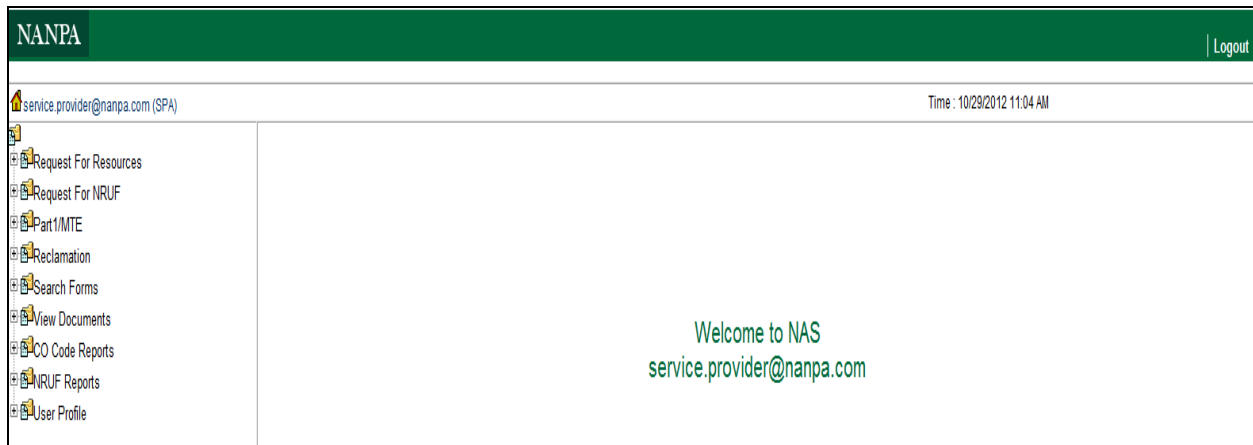
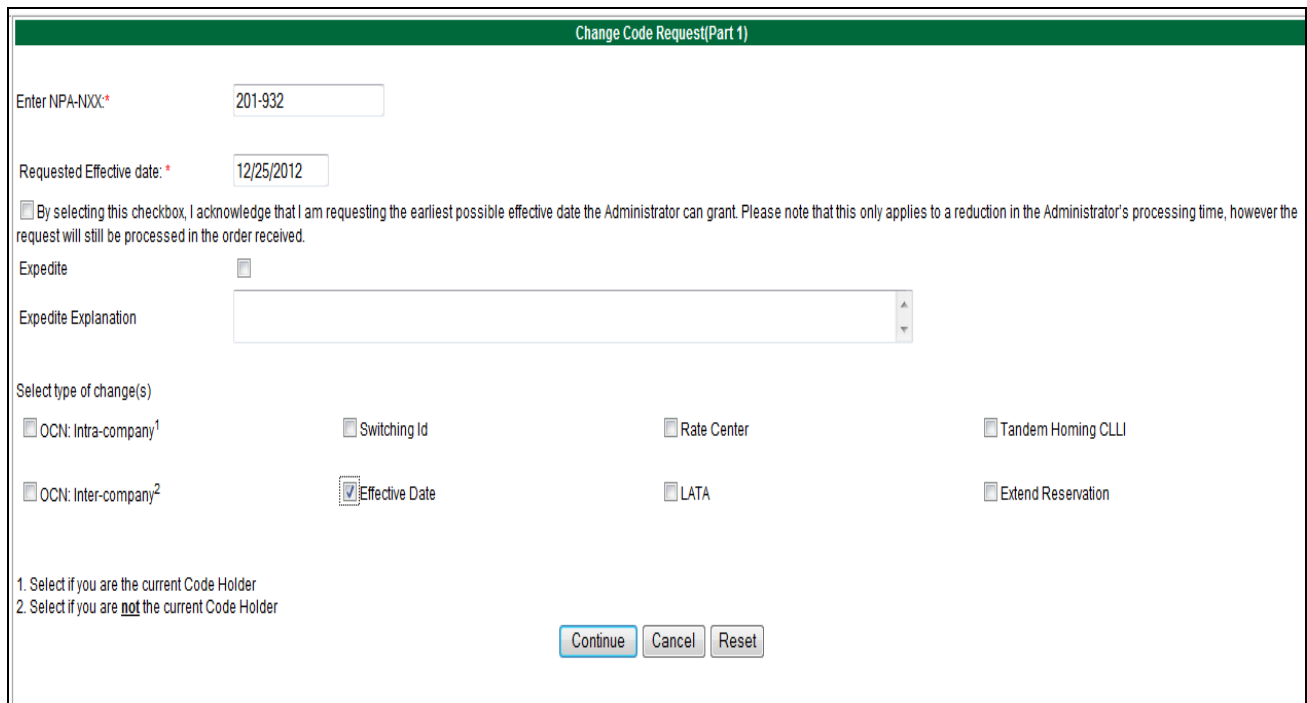


Figure 2.1.54

Creating and Submitting a Part 1 Request for an Effective Date change for an existing NPA-NXX code assignment

Step 1: To create a Part 1 request for an Effective Date change for an existing NPA-NXX code, click on the + sign next to “Part 1/MTE” (see Figure 2.1.54). This will bring down a list of Part 1 request form options.

Step 2: Click on “Change.” The *Change Code Request (Part 1)* screen is displayed as shown in Figure 2.1.55.



Change Code Request(Part 1)

Enter NPA-NXX*

Requested Effective date: *

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

Expedite

Expedite Explanation

Select type of change(s)

OCN: Intra-company¹ Switching Id Rate Center Tandem Homing CLLI

OCN: Inter-company² Effective Date LATA Extend Reservation

1. Select if you are the current Code Holder
2. Select if you are not the current Code Holder

Figure 2.1.55

Step 3: Complete the fields on the first Part 1 change screen as follows:

Enter NPA-NXX: Enter the NPA-NXX that is being changed

Requested Effective Date: The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). **DO NOT UPDATE THIS FIELD. PLEASE WAIT UNTIL ACTUAL PART 1 FORM IS DISPLAYED TO UPDATE.**

Effective Date Checkbox: You may check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.

Expedite Checkbox: Place a checkmark in this box if the date entered is less than today's date plus 59 days. **PLEASE WAIT UNTIL ACTUAL PART 1 FORM IS DISPLAYED TO UPDATE.**

Expedite Explanation: If the Expedite checkbox is checked the user will be required to enter an explanation of the reason for the expedite request in this field. A maximum of 1024 alphanumeric characters is allowed in the Expedite Explanation field. **PLEASE WAIT UNTIL ACTUAL PART 1 FORM IS DISPLAYED TO UPDATE.**

Select type of change(s): Place a checkmark in the "Effective Date" checkbox for Type of Change.

Note: In addition to the Effective Date being changed, additional fields such as the Switching Identification field may be changed by marking all appropriate checkboxes as needed.

Click on the “**Continue**” button.

This will bring up the *List of Pending Part 1(s)* screen (Figure 2.1.56). This screen shows all pending Part 1 requests (with Effective Dates in the future).

List of Pending Part1(s):								
NPA-NXX	Tracking Number	Type Of Changes	Effective Date	Rate Center	OCN	LATA	Switch CLLI	Tandem Homing CLLI
201-932	201-446923	Initial,	12/25/2012	BAYONNE	ZZZZ	888	888888888888	888899999999

Figure 2.1.56

Step 4: Select the specific Part 1 request that will be have a change to the Effective Date by clicking on the tracking number. This will bring up the Part 1 form screen as shown in Figure 2.1.57. The current information on the NPA-NXX is pre-populated in this screen. Note the red asterisk next to the field label indicates fields that are editable for this change request.

Section 1.1

Code Applicant
 Company/Entity Name: TELECOM INC.
 Headquarters Address: 1 Telecom Lane
 Headquarters City, State, Zip: Telecom, GU, 88888
 Contact Name: Service Provider
 Contact City, State, Zip: Telecom, GU, 88888
 Contact Phone: 6666666666
 Contact Fax: 6666666666

Code Administrator²
 Name: David Morgan
 Address: 46000 Center Oak Plaza
 City, State and Zip: Sterling, VA, 20166
 Phone: 571-434-5381
 Fax: 571-434-5502

Section 1.2

NPA: 167
 LATA³:
 OCN⁴: ZZZZ
 Parent Company OCN⁴: Please Select
 Switch Identification⁵:
 Locality/City/Wire Center:
 Rate Center⁶: AGUILA
 Homing Tandem Operating Company⁷:
 Homing Tandem CLLL⁸:

Section 1.3

Date of Application: 10/27/2012
 Requested Effective date^{9,10}: 12/25/2012

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

Expedite

Expedite Explanation

Section 1.4

Type of Company: CAP OR CLEC
 Type of Service: Wireline
 NXX assignment preference
 Undesirable NXX codes

Section 1.5

Pooling Indicator¹¹:

Section 1.6

NPA Jeopardy Criteria

Section 1.7

Code Request for new service (Explain):

Section 1.8

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

Comments

¹²

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Figure 2.1.57

Step 5: Enter the new Effective Date in Section 1.3. Also, make any additional changes as determined by the checkboxes selected on the first Change Part 1 screen.

Expedite Checkbox: Place a checkmark in this box if the date entered is less than today's date plus 66 days.

Expedite Explanation: If the Expedite checkbox is checked the user will be required to enter an explanation of the reason for the expedite request in this field. A maximum of 1024 alphanumeric characters is allowed in the Expedite Explanation field.

NOTE: The red asterisk next to the field label indicates fields that are editable for this change request.

Buttons on the Part 1 form:

- The “**Submit**” button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- The “**Cancel**” button will allow the user to completely cancel the Part 1 request and return to the NAS Landing Page.
- The “**Back**” button will take the user back to the first Part 1 page where modifications can be made to selections made from the dropdown lists then return to the Part 1 form to continue.
- The “**Reset**” button clears current data entered by the user.

Step 6: Submit the Part 1 request by clicking on the “Submit” button.

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 form with error messages shown at the top of the screen indicating which fields must be corrected or completed prior to re-submission (Figure 2.1.58).



Figure 2.1.58

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.59. By clicking on the “OK” button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper. To return to the Part 1 request to review and update, click on “Cancel.” NAS will return to the Part 1 form.

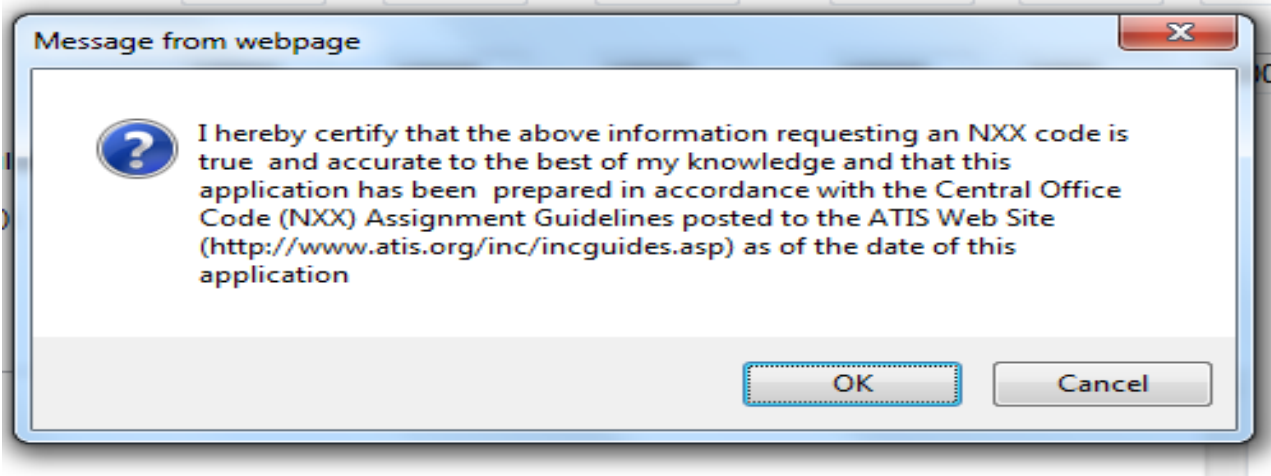


Figure 2.1.59

After clicking on the “Ok” button NAS will respond with a Confirmation page. The confirmation page will provide a tracking number and will indicate that the Part 1 request was successfully submitted (Figure 2.1.60). A reminder will appear on the confirmation page informing the user of possible documentation that may be required to be submitted along with the Part 1 application.

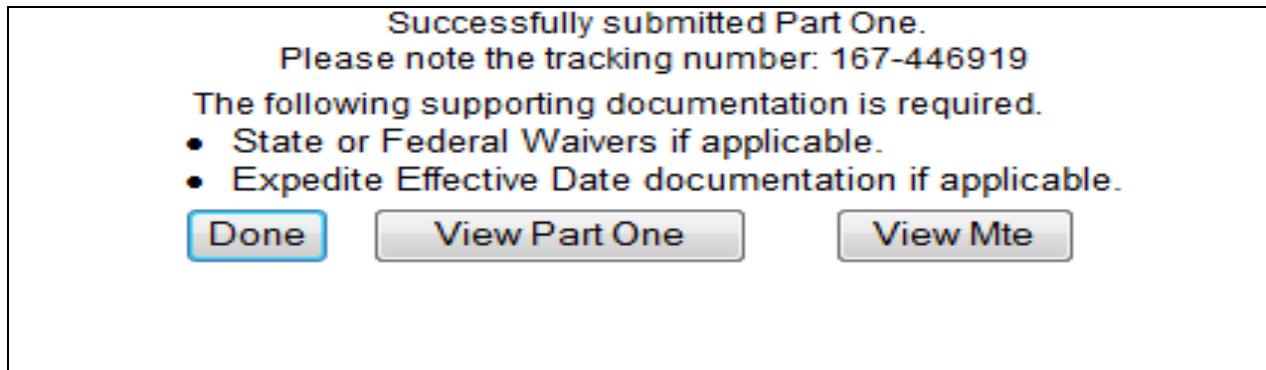


Figure 2.1.60

2.1.2.6 LATA Change

The following section describes the steps to create and submit a Part 1 request in NAS for a LATA change on an existing NPA-NXX code assignment.

NAS Landing Page

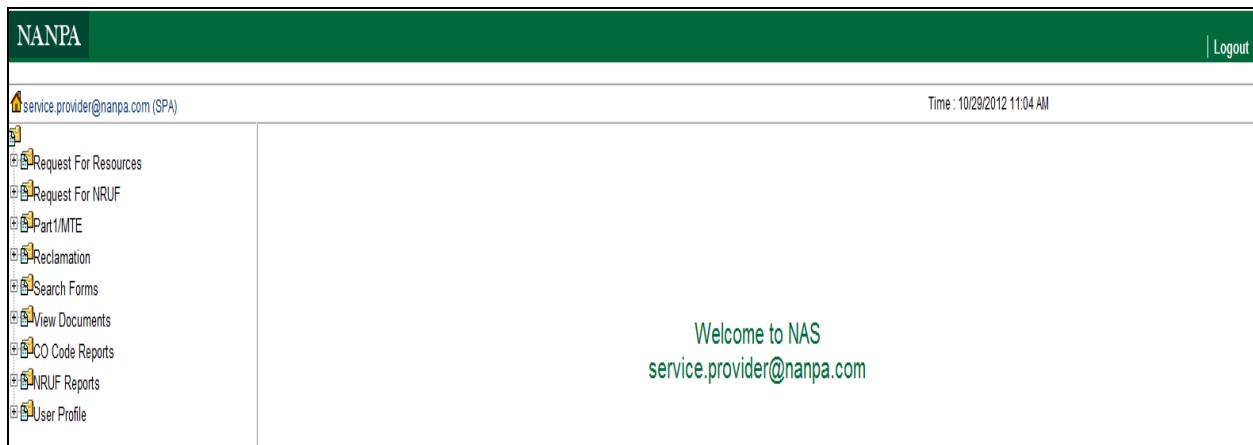
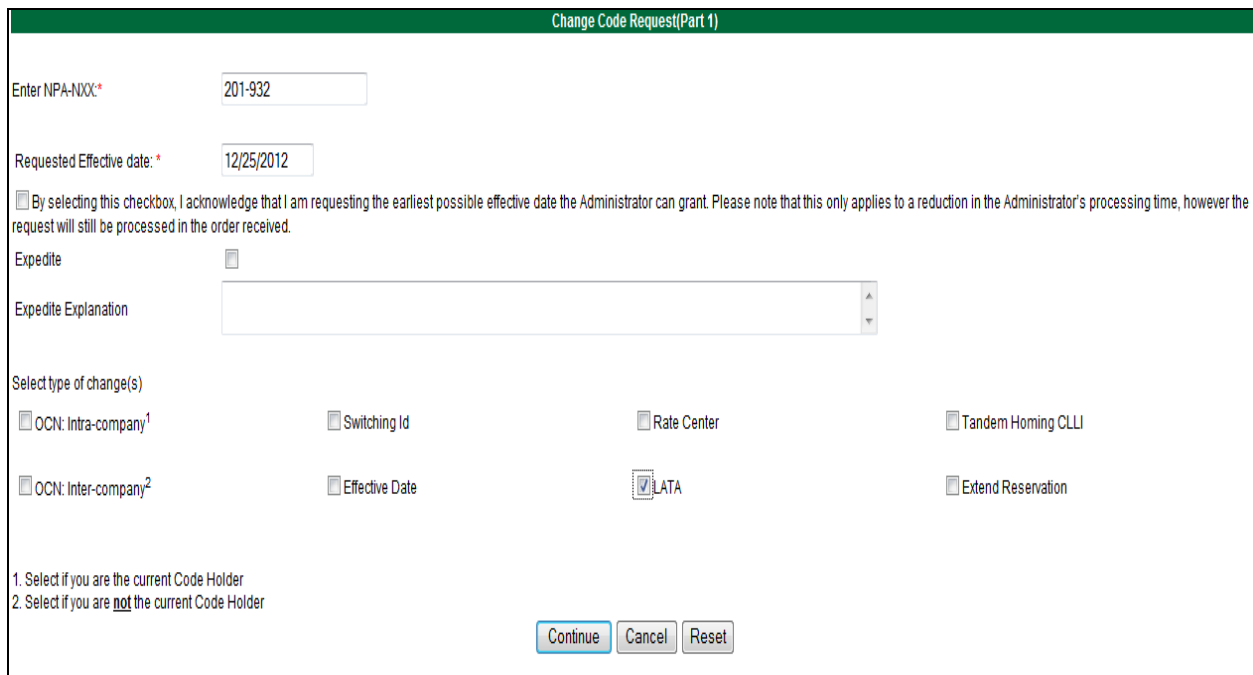


Figure 2.1.61

Creating and Submitting a Part 1 Request for a LATA change for an existing NPA-NXX code assignment

Step 1: To create a Part 1 request for a LATA change for an existing NPA-NXX code assignment, click on the + sign next to “Part 1/MTE” (see Figure 2.1.61). This will bring down a list of Part 1 request form options.

Step 2: Click on “Change.” The *Change Code Request (Part 1)* screen is displayed as shown in Figure 2.1.62.



Change Code Request(Part 1)

Enter NPA-NXX*

Requested Effective date: *

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

Expedite

Expedite Explanation

Select type of change(s)

OCN: Intra-company¹ Switching Id Rate Center Tandem Homing CLLI

OCN: Inter-company² Effective Date LATA Extend Reservation

1. Select if you are the current Code Holder
2. Select if you are not the current Code Holder

Figure 2.1.62

Step 3: Complete the fields on the first Part 1 change screen as follows:

Enter NPA-NXX: Enter the NPA-NXX that is being changed

Requested Effective Date: The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). The user may enter a different date (mm/dd/yyyy).

Effective Date Checkbox: You may check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.

Expedite Checkbox: Place a checkmark in this box if the date entered is less than today's date plus 59 days.

Expedite Explanation: If the Expedite checkbox is checked the user will be required to enter an explanation of the reason for the expedite request in this field. A maximum of 1024 alphanumeric characters is allowed in the Expedite Explanation field.

Select type of change(s): Place a checkmark in the "LATA" type of change checkbox.

Note: If in addition to the LATA being changed, additional fields such as the Switching Identification field may be changed by marking all appropriate checkboxes as needed.

Click on the “**Continue**” button.

This will bring up the Part 1 form screen as shown in Figure 2.1.63. The current information on the NPA-NXX is pre-populated in this screen. Note the red asterisk next to the field label indicates fields that are editable for this change request.

Section 1.1	
Code Applicant	
Company/Entity Name:	TELECOM INC.
Headquarters Address:	1 Telecom Lane
Headquarters City, State, Zip:	Telecom, GU, 88888
Contact Name:	Service Provider
Contact City, State, Zip:	Telecom, GU, 88888
Contact Phone:	6666666666
Contact Fax:	6666666666
Code Administrator²	
Name:	David Morgan
Address:	46000 Center Oak Plaza
City, State and Zip:	Sterling, VA, 20166
Phone:	571-434-5381
Fax:	571-434-5502
Section 1.2	
NPA:	167
LATA: [*]	<input type="text"/>
OCN: ⁴	ZZZZ
Parent Company OCN: [*]	Please Select <input type="text"/>
Switch Identification: ^{5,*}	<input type="text"/>
Locality/City/Wire Center:	<input type="text"/>
Rate Center: ⁶	AGUILA
Homing Tandem Operating Company: ⁷	<input type="text"/>
Homing Tandem CLLI: ^{8,*}	<input type="text"/>
Section 1.3	
Date of Application:	10/27/2012
Requested Effective date: ^{9,10,*}	12/25/2012
<input type="checkbox"/> By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.	
Expedite	<input type="checkbox"/>
Expedite Explanation	<input type="text"/>
Section 1.4	
Type of Company:	CAP OR CLEC <input type="text"/>
Type of Service:	Wireline <input type="text"/>
NXX assignment preference	<input type="text"/>
Undesirable NXX codes	<input type="text"/>
Section 1.5	
Pooling Indicator: ¹¹	<input type="checkbox"/>
Section 1.6	
NPA Jeopardy Criteria	<input type="checkbox"/>
Section 1.7	
Code Request for new service (Explain):	<input type="text"/>
Section 1.8	
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	<input type="text"/>
<input type="button" value="Continue"/> ¹² <input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Part1 Foot Notes"/>	

Figure 2.1.63

Step 4: Enter the new LATA in Section 1.2. Also, make any additional changes as determined by the checkboxes selected on the first Change Part 1 screen.

Buttons on the Part 1 form:

- The “**Submit**” button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- The “**Cancel**” button will allow the user to completely cancel the Part 1 request and return to the NAS Landing Page.
- The “**Back**” button will take the user back to the first Part 1 page where modifications can be made to selections made from the dropdown lists then return to the Part 1 form to continue.
- The “**Reset**” button clears current data entered by the user.

Step 5: Submit the Part 1 request by clicking on the “Submit” button.

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 form with error messages shown at the top of the screen indicating what fields must be corrected or completed prior to re-submission.

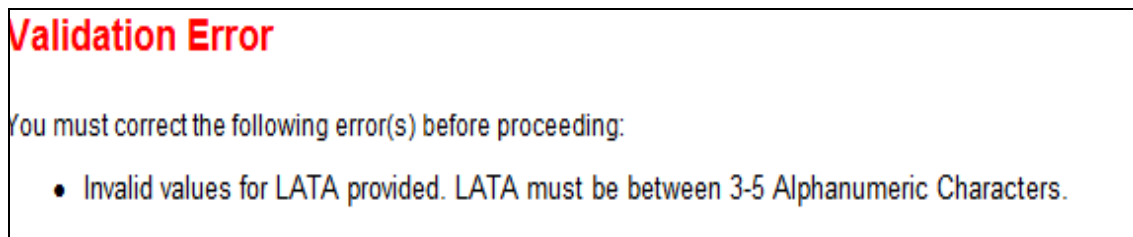


Figure 2.1.64

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.65. By clicking on the “OK” button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper. To return to the Part 1 request to review and update, click on “Cancel.” NAS will return to the Part 1 form.

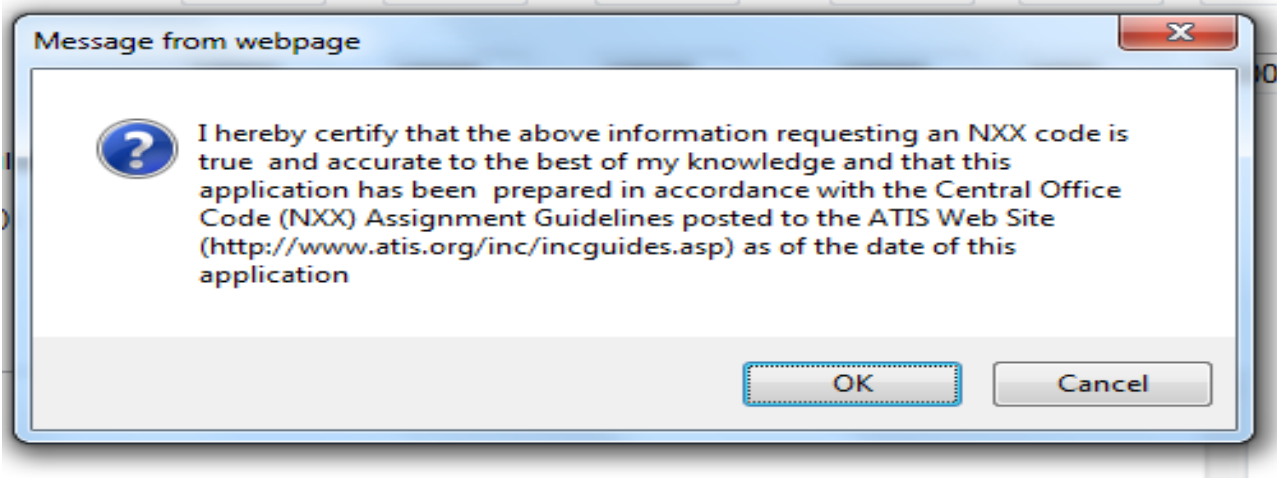


Figure 2.1.65

After clicking on the “Yes” button NAS will respond with a Confirmation page. The confirmation page will provide a tracking number and will indicate that the Part 1 request was successfully submitted (Figure 2.1.66). A reminder will appear on the confirmation page informing users of possible documentation that may be required to be submitted along with the Part 1 application.

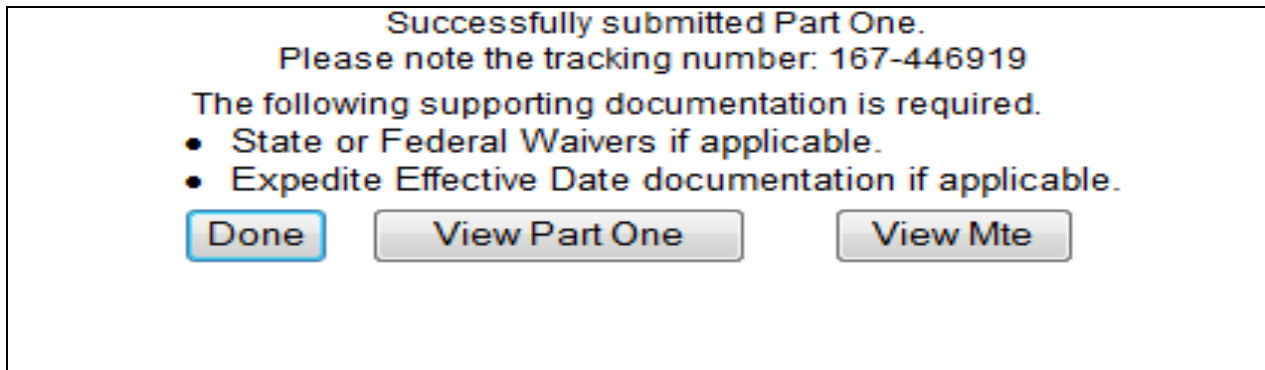


Figure 2.1.66

2.1.3 Returns

The following describes the steps to create and submit a Part 1 request in NAS for the return of an NPA-NXX code. Please note that any field marked with a red asterisk is a required field and must be populated based on the requirements indicated in the field requirements listed below.

NAS Landing Page

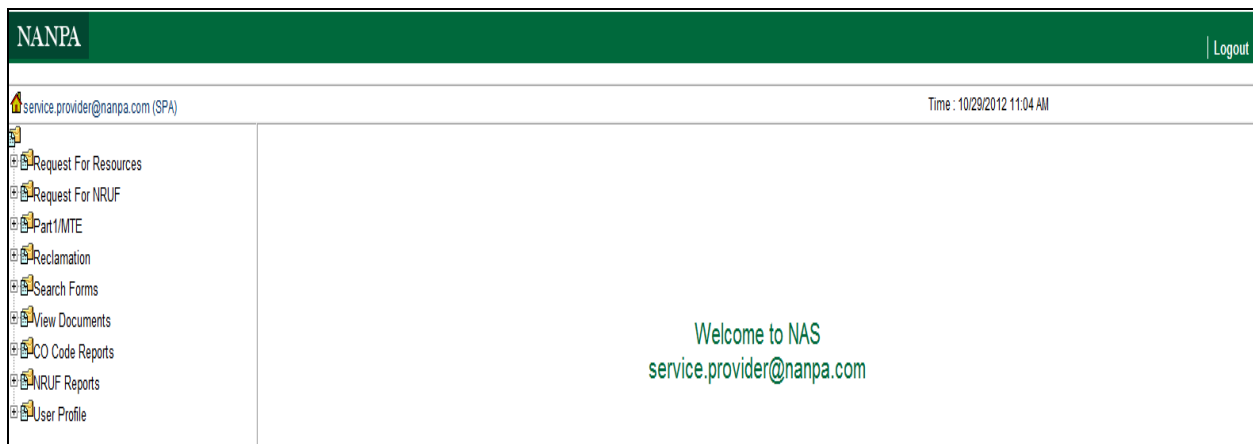


Figure 2.1.67

Creating and Submitting a Part 1 Request for the Return of an NPA-NXX code

Step 1: To create a Part 1 request for Code Return, click on the + sign next to “Part 1/MTE” (see Figure 2.1.67). This will bring down a list of Part 1 request form options.

Step 2: Click on “Return.” The Return Code Request (Part 1) screen is displayed as shown in Figure 2.1.68.

Return - Code Request (Part 1)

Enter NPA-NXX^{3,*}

Cancel Return:

Request effective date^{9,10,*}

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

Expedite:

Expedite Explanation:

Comments:

Figure 2.1.68

Step 3: Select information from the dropdown lists in the following fields.

Enter NPA-NXX: Enter the NPA-NXX that is being returned.

Requested Effective Date: The Requested Effective Date is pre-populated with the current date + 59 days (the standard interval required to process a request). The user may enter a different date (mm/dd/yyyy).

Effective Date Checkbox: You may check this box to request the earliest possible effective date that NANPA may grant for a NON-EXPEDITED request.

Expedite Checkbox: Place a checkmark in this box if the date entered is less than today's date plus 59 days.

Expedite Explanation: If the Expedite checkbox is checked the user will be required to enter an explanation of the reason for the expedite request in this field. A maximum of 1024 alphanumeric characters is allowed in the Expedite Explanation field.

Comments: Enter any additional pertinent or required information in the Comments field. This field allows for a maximum of 1024 characters.

Buttons on the Part 1 form:

- The “**Submit**” button will submit the Part 1 request in NAS. Upon successful submission NAS will display a confirmation page with a tracking number.
- The “**Cancel**” button will allow the user to completely cancel the Part 1 request and return to the NAS Landing Page.
- The “**Reset**” button clears current data entered by the user.

Click on the “**Submit**” button.

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 form with error messages shown at the top of the screen indicating which fields must be corrected or completed prior to re-submission (Figure 2.1.69).

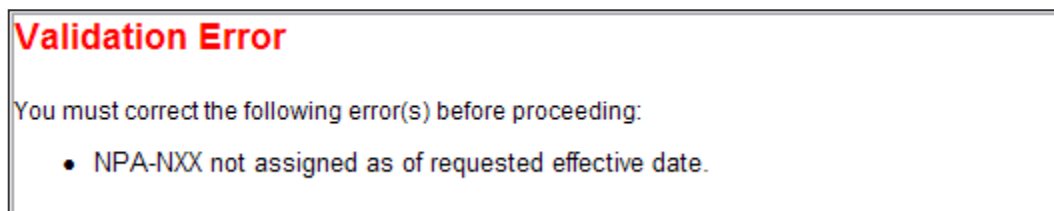


Figure 2.1.69

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.70. By clicking on the “OK” button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper. To return to the Part 1 request to review and update, click on “Cancel.” NAS will return to the Part 1 form.

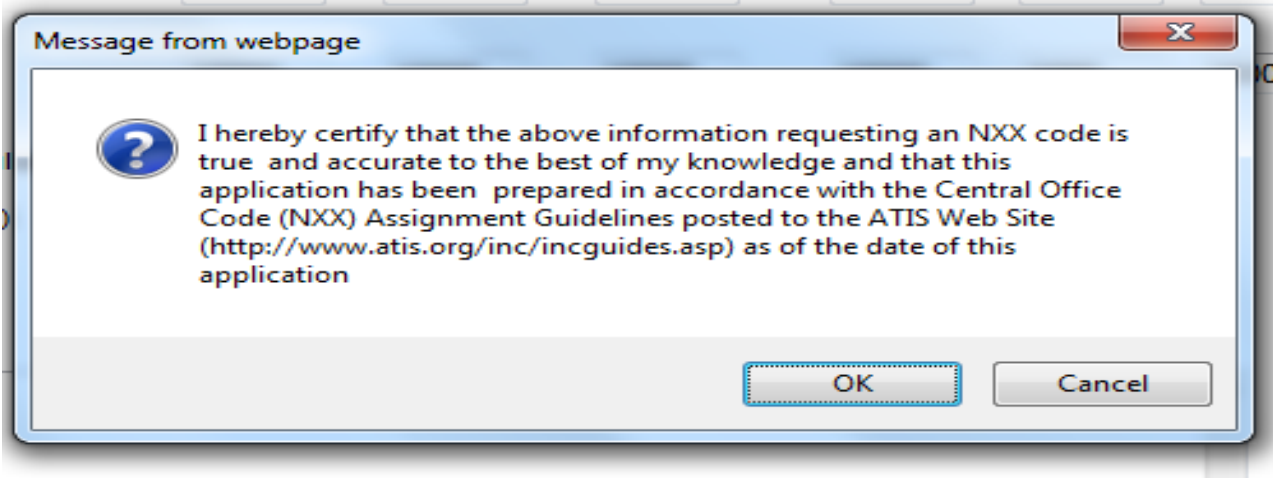


Figure 2.1.70

After clicking on the “OK” button NAS will respond with a Confirmation page. The confirmation page will provide a tracking number and will indicate that the Part 1 request was successfully submitted.

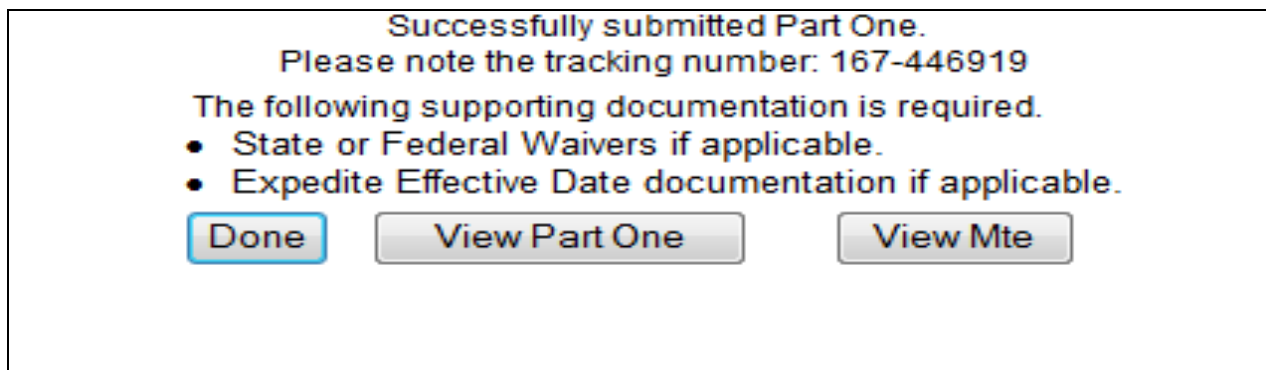


Figure 2.1.71

2.1.4 Suspensions

The following section describes the steps to retrieve, update and re-submit a Part 1 request that has been suspended for “additional information from the Service Provider.” Once the Part 1 has been re-submitted, NANPA will complete processing of the request with a final Part 3 response.

NAS Landing Page

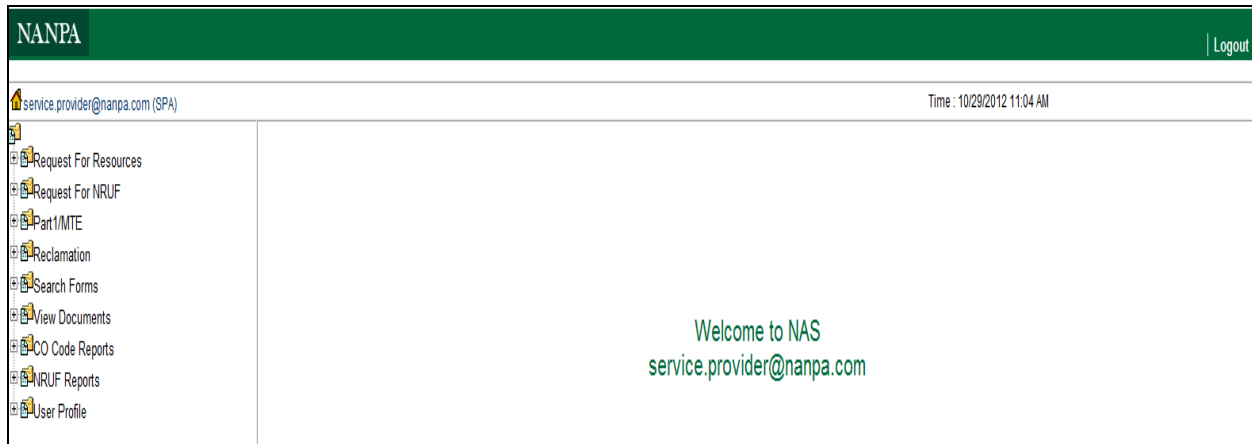


Figure 2.1.72

Retrieving and re-submitting a Suspended Part 1 Request in NAS

Step 1: To retrieve a Suspended Part 1 request, click on the + sign next to “Part 1/MTE” (see Figure 2.1.72). This will bring down a list of Part 1 request form options.

Step 2: Click on “Suspended.” The *List of Suspended Part 1s* screen is displayed as shown in Figure 2.1.73 below.

List of Suspended Part1(s):						
NPA	Tracking Number	Rate Center	OCN	Switch CLI	Effective Date	Application Date
208	208-101364	MT HOME	6010	11111111111	03/14/2004	01/08/2004
208	208-101345	LEWISTON	6010	AAAAAAAAAAA	03/13/2004	01/07/2004

Figure 2.1.73

Step 3: Select a Part 1 for re-submission by clicking on the tracking number. This will bring up the Part 1 form screen as shown in Figure 2.1.74.

Section 1.1	
Code Applicant	
Company/Entity Name:	TELECOM INC.
Headquarters Address:	1 Telecom Lane
Headquarters City, State, Zip:	Telecom, GU, 88888
Contact Name:	Service Provider
Contact City, State, Zip:	Telecom, GU, 88888
Contact Phone:	6666666666
Contact Fax:	6666666666
Code Administrator²	
Name:	David Morgan
Address:	46000 Center Oak Plaza
City, State and Zip:	Sterling, VA, 20166
Phone:	571-434-5381
Fax:	571-434-5502
Section 1.2	
NPA:	167
LATA: [*]	<input type="text"/>
OCN ⁴ :	ZZZZ
Parent Company OCN: [*]	Please Select <input type="button" value="v"/>
Switch Identification ⁵ : [*]	<input type="text"/>
Locality/City/Wire Center:	<input type="text"/>
Rate Center ⁶ :	AGUILA
Homing Tandem Operating Company ⁷ :	<input type="text"/>
Homing Tandem CLLL ⁸ : [*]	<input type="text"/>
Section 1.3	
Date of Application:	10/27/2012
Requested Effective date ^{9,10} : [*]	12/25/2012
<input type="checkbox"/> By selecting this checkbox, I acknowledge that I am requesting the earliest possible effective date the Administrator can grant. Please note that this only applies to a reduction in the Administrator's processing time, however the request will still be processed in the order received.	
Expedite	<input type="checkbox"/>
Expedite Explanation	<input type="text"/>
Section 1.4	
Type of Company:	CAP OR CLEC <input type="button" value="v"/>
Type of Service:	Wireline <input type="button" value="v"/>
NXX assignment preference	<input type="text"/>
Undesirable NXX codes	<input type="text"/>
Section 1.5	
Pooling Indicator ¹¹ :	<input type="checkbox"/>
Section 1.6	
NPA Jeopardy Criteria	<input type="checkbox"/>
Section 1.7	
Code Request for new service (Explain):	<input type="text"/>
Section 1.8	
It is the code applicant's responsibility to arrange input of Part 2 information into BIRRRS. The 45-calendar day nationwide minimum interval cut-over for BIRRRS will not begin until input into BIRRRS has been completed.	
Comments	<input type="text"/>
<input type="button" value="Continue"/> 12 <input type="button" value="Cancel"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Part1 Foot Notes"/>	

Figure: 2.1.74

Step 4: Update the fields as needed on the Part 1 and, if applicable, the Months to Exhaust worksheet as instructed by NANPA on the Part 3 response for this request.

Buttons on the Part 1 form:

- The “**Submit**” button will submit the Part 1 request in NAS. Upon successful submission the user will receive a confirmation with the same tracking number received when the request was first submitted.
- The “**Cancel**” button will allow the user to completely cancel the Part 1 request and return you to the NAS Landing Page.
- The “**Back**” button will take the user back to the first Part 1 page where additional modifications may be made prior to re-submission of the request.
- The “**Reset**” button clears current data entered by the user.

Step 5: Click “Submit” or “Continue” (for a request with an MTE click “Continue” – update the MTE if necessary and then click on “Submit”).

NOTE: If the submission is unsuccessful, NAS will return to the Part 1 form with error messages shown at the top of the screen indicating which fields must be corrected or completed prior to re-submission (Figure 2.1.75).

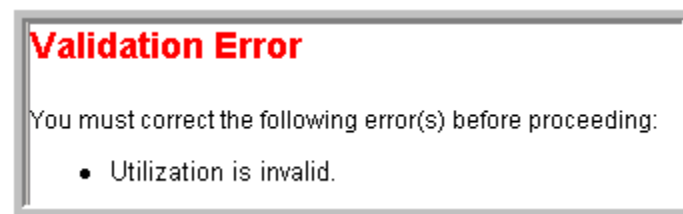


Figure 2.1.75

Upon successful submission, NAS will bring up a pop-up window with the Part 1 Certification statement as shown in Figure 2.1.76. By clicking on the “OK” button you are certifying that the information submitted on this Part 1 is true and accurate, just as you would be if you were signing and submitting a Part 1 request on paper. To return to the Part 1 request to review and update, click on “Cancel.” NAS will return to the Part 1 form.

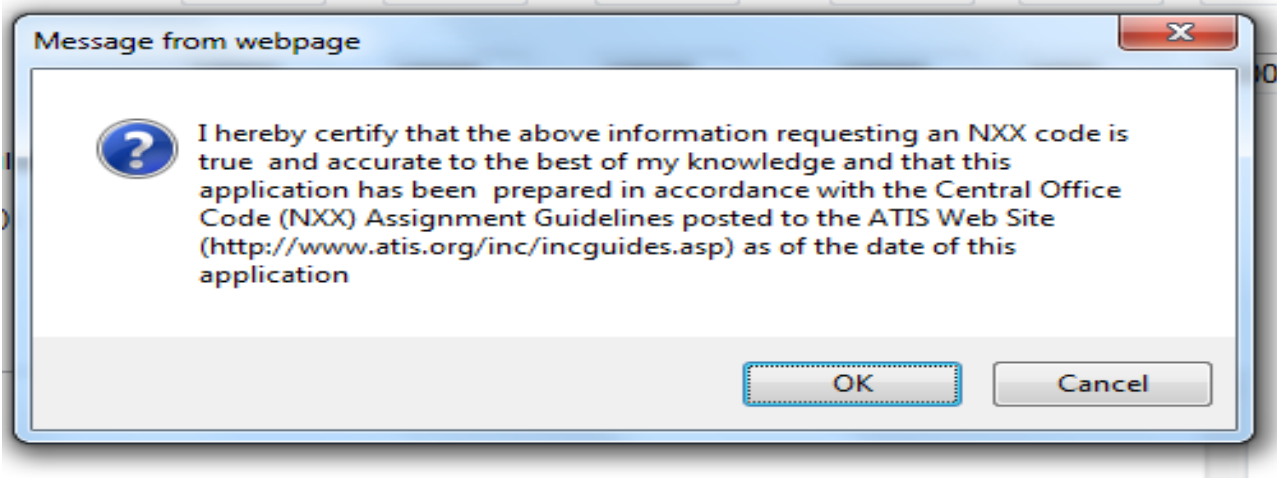
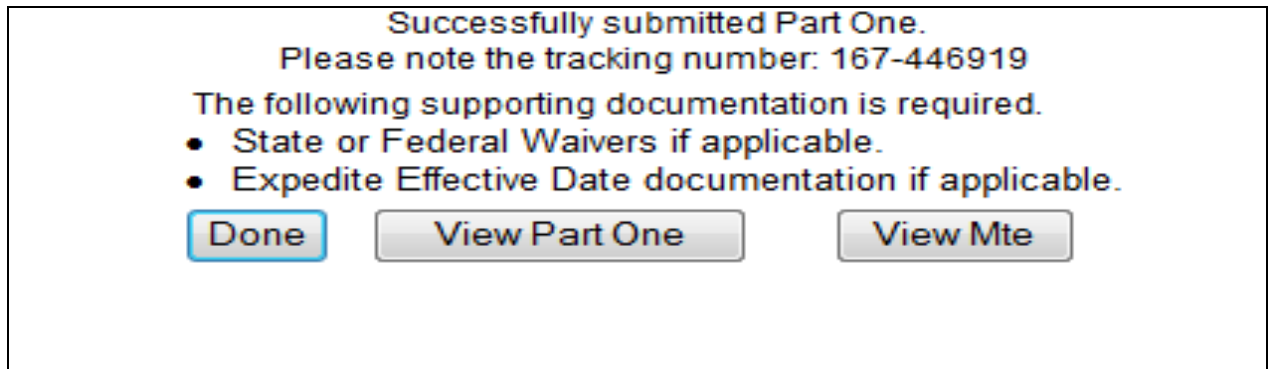


Figure 2.1.76

After clicking on the “OK” button NAS will respond with a Confirmation page. The confirmation page will provide the original tracking number received when the request was first submitted and will indicate that the Part 1 has been successfully re-submitted (Figure 2.1.77). A reminder will appear on the confirmation page informing the user of possible documentation that may be required to submit along with the Part 1 submission.



2.1.77

2.1.5 Reservation

The Central Office Code (NXX) Assignment Guidelines, Section 4.5, permit an applicant to request the reservation of a code. However, the applicant must meet code assignment criteria outlined in Section 4 for initial codes (Section 4.2.1 – 4.2.2.) or for additional codes (Section 4.3 – 4.3.3), depending upon whether the reserved code is to be an initial or growth code.

A reservation request cannot be input directly into NAS. The Part 1 CO/NXX Assignment Form must be downloaded from <http://www.atis.org/inc/incguides.asp> and emailed or faxed directly to the appropriate NANPA Code Administrator. Code Administrator contacts can be located at the NANPA home page (www.nanpa.com) under “Contact Us.”

If a reserved code is not activated within twelve months, the code will be released from reservation unless a reservation extension request is submitted to the NANPA Code Administrator. Upon written request to the NANPA Code Administrator(s), one reservation extension of six months will be granted when the holder of the reserved code cannot activate the code within the initial twelve month reservation period due to circumstances beyond the control of the holder (e.g., hardware, software provision delays, regulatory delays, etc.).

Reservation requests must be submitted directly to the Pooling Administrator if the requested CO code is in a mandatory pooling rate center.

2.2 Search Forms

This section outlines the search capabilities of NAS as it relates to CO Code forms. NAS allows a user to search for, view and print all forms related to a Part 1 request including Part 1s, MTEs, Part 3s, Part 4s and Part 5s.

There are several options available to the NAS user for searching for CO Code forms. The following describes the options that users have for searching for CO Code forms in NAS and the steps to perform those searches.

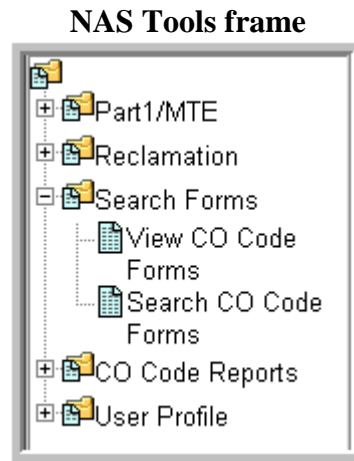


Figure 2.2.84

2.2.1 View CO Code Forms

Searching for forms via the Tracking Number

Click on “View CO Code Forms” under “Search Forms” on the tools frame. This will bring up the “Search for CO Code Form” window (Figure 2.2.85). In the “Tracking Number” field, enter a tracking number (format XXX-XXXXXX), then click on “Continue.”

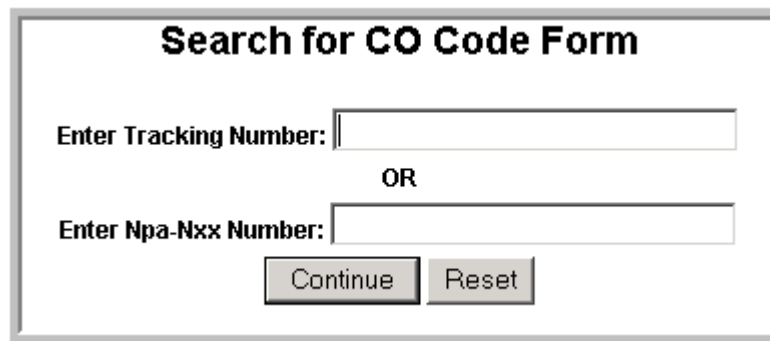


Figure 2.2.85

This will bring up a list of all CO Code forms tied to the tracking number queried, including Part 1s, MTEs, Part 3, Part 4s and Part 5s. Tracking number search cannot be used in conjunction with any other search criteria (Figure 2.2.86). Click on the “Form Type” to view a particular form.

Results of the query					
Forms List					
NPA-NXX	Rate Center	OCN	Form Type	Date	Tracking Number
206-573	SEATTLE	1234-NO OCN PROVIDED	Code Request Part 1	01/16/2004	206-101746
206-573	SEATTLE	1234-NO OCN PROVIDED	Code Request Part 3	01/19/2004	206-101746

Figure 2.2.86

Searching for forms via the NPA-NXX

Click on “View CO Code Forms” under “Search Forms” on the tools frame. This will bring up the “Search for CO Code Form” window (Figure 2.2.87). In the “NPA-NXX” field, enter an NPA-NXX (format NPA-NXX), then click on “Continue.”

Results of the query					
Forms List					
NPA-NXX	Rate Center	OCN	Form Type	Date	Tracking Number
206-348	BAINBDG IS	1234-NO OCN PROVIDED	Code Request Part 1	01/19/2004	206-101791
206-348	BAINBDG IS	1234-NO OCN PROVIDED	Months to Exhaust	01/19/2004	206-101791
206-348	BAINBDG IS	1234-NO OCN PROVIDED	Code Request Part 3	01/19/2004	206-101791

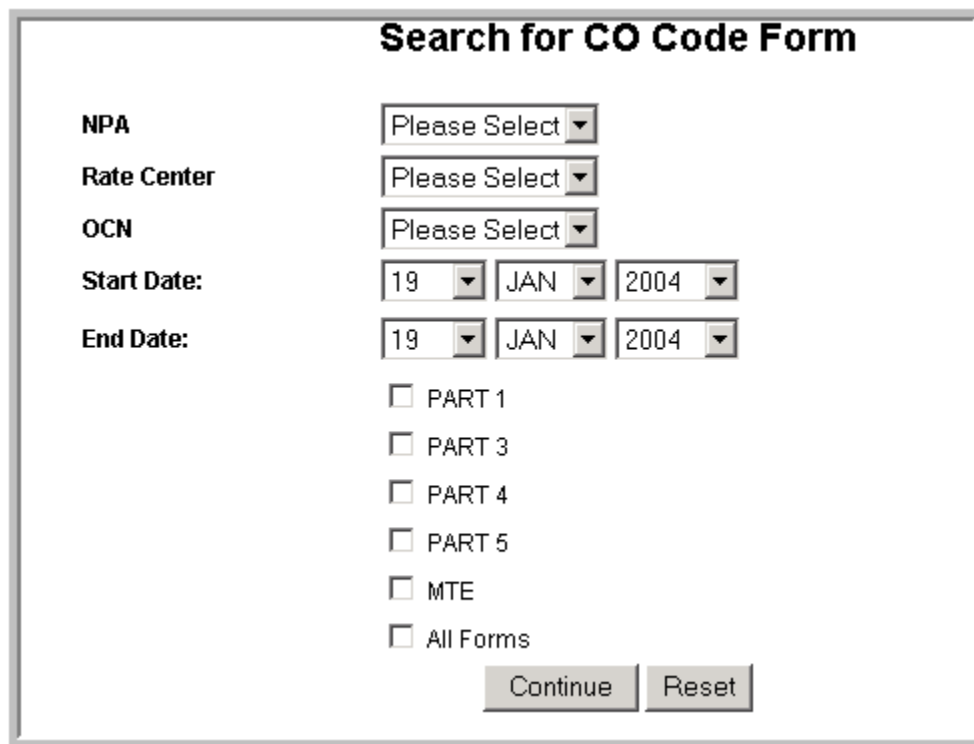
Figure 2.2.87

This will bring up a list of all CO Code forms tied to the NPA-NXX queried, including Part 1s, MTEs, Part 3, Part 4s and Part 5s. NPA-NXX search cannot be used in conjunction with any other search criteria (Figure 2.2.87). Click on the “Form Type” to view a particular form.

2.2.2 Search CO Code Forms

Step 1: To begin the search for CO Code forms, click on the + sign next to “Search Forms” on the tools frame to the left of the screen (see Figure 2.2.84). This will bring down a list of search options.

Step 2: Click on “Search CO Code Forms.” The *Search for CO Code Forms* screen is displayed as shown in Figure 2.2.88.



Search for CO Code Form

NPA

Rate Center

OCN

Start Date:

End Date:

PART 1

PART 3

PART 4

PART 5

MTE

All Forms

Figure 2.2.88

There are several ways to search for CO Code forms (Figure 2.2.88):

- A user can search for all forms for a *specific NPA, Rate Center or OCN*;
- A search can also be done by date or date range; and
- A combination of search criteria can be entered to limit the size of the resulting list, i.e. the user chooses a search for all Part 1s submitted in NPA 801 between the dates of December 1, 2003 and January 1, 2004.

From any of the resulting lists of forms that met the search selection criteria, the user can view and print any of the forms by clicking on the Form Type.

Step 3: Select a search method from the list of options available. Complete the search and get a list of forms that meet the search criteria.

NPA – To search for all forms in a specific NPA, click on “NPA” then select an NPA from the dropdown list. Click “Continue.” This will bring up a list of all CO Code forms that were submitted for any OCN within the user’s profile. NPA search can be used in conjunction with any other search criteria to limit the search results (Figure 2.2.89).

NPA-NXX	Rate Center	OCN	Form Type	Date	Tracking Number
206-573	SEATTLE	1234-NAS Telecom	Code Request Part 1	01/16/2004	206-101746
206-573	SEATTLE	1234-NAS Telecom	Code Request Part 3	01/19/2004	206-101746
206-395	BAINBDG IS	1234-NAS Telecom	Code Request Part 1	01/19/2004	206-101781
206-395	BAINBDG IS	1234-NAS Telecom	Code Request Part 3	01/19/2004	206-101781
206-395	BAINBDG IS	1234-NAS Telecom	Code Request Part 4	01/20/2004	206-101781
206-397	BAINBDG IS	1234-NAS Telecom	Code Request Part 1	01/19/2004	206-101783
206-397	BAINBDG IS	1234-NAS Telecom	Months to Exhaust	01/19/2004	206-101783
206-397	BAINBDG IS	1234-NAS Telecom	Code Request Part 3	01/19/2004	206-101783

Figure 2.2.89

Rate Center – The Rate Center Search must be used in conjunction with the NPA search. To search for all forms in a specific Rate Center, first click on “NPA” then select an NPA from the dropdown list. Click on “Rate Center” and select a Rate Center from the dropdown list. Click “Continue.” This will bring up a list of all CO Code forms that were submitted for any OCN within the user’s profile. This search can be limited further by making selections from the OCN field. It can also be limited by choosing which forms (Part 1, Part 3, etc.) are being pulled up on the search results.

Results of the query					
Forms List					
NPA-NXX	Rate Center	OCN	Form Type	Date	Tracking Number
206-573	SEATTLE	1234-NAS Telecom	Code Request Part 1	01/16/2004	206-101746
206-573	SEATTLE	1234-NAS Telecom	Code Request Part 3	01/19/2004	206-101746

Figure 2.2.90

OCN – To search for all forms for a specific OCN within the user’s profile, click on “OCN” then select an OCN from the dropdown list. Click “Continue.” This will bring up a list of all CO Code forms that were submitted for the specified OCN. This search can be limited further by making selections from the NPA and Rate Center fields. It can also be limited by choosing which forms are being pulled up on the search results.

Results of the query					
Forms List					
NPA-NXX	Rate Center	OCN	Form Type	Date	Tracking Number
206-573	SEATTLE	1234-NO OCN PROVIDED	Code Request Part 1	01/16/2004	206-101746
206-573	SEATTLE	1234-NO OCN PROVIDED	Code Request Part 3	01/19/2004	206-101746

Figure 2.2.91

Start Date, End Date - To search for CO Code forms by a specific date enter the same date in both the “Start Date” and the “End Date” fields. To search a date range, enter the earliest date of the date range in the “Start Date” field and the latest date of the date range in the “End Date” field. Click “Continue.”

Results of the query					
Forms List					
NPA-NXX	Rate Center	OCN	Form Type	Date	Tracking Number
206-573	SEATTLE	1234-NAS Telecom	Code Request Part 1	01/16/2004	206-101746
206-573	SEATTLE	1234-NAS Telecom	Code Request Part 3	01/19/2004	206-101746
206-395	BAINBDG IS	1234-NAS Telecom	Code Request Part 1	01/19/2004	206-101781
206-395	BAINBDG IS	1234-NAS Telecom	Code Request Part 3	01/19/2004	206-101781
206-397	BAINBDG IS	1234-NAS Telecom	Code Request Part 1	01/19/2004	206-101783
206-397	BAINBDG IS	1234-NAS Telecom	Months to Exhaust	01/19/2004	206-101783

Figure 2.2.92

This will bring up a list of all CO Code forms that were submitted for any OCN within the user's profile within the date(s) indicated in the search criteria. This search can be limited further by making selections from the NPA, Rate Center and OCN search criteria. It can also be limited by choosing which forms are being pulled up on the search results (Figure 2.2.92).

By Form – To limit CO Code form searches to specific form types, select the forms by clicking on the checkbox next to the form name (Part 1, MTE Part 3, Part 4 and Part 5). The user can select one, several or all CO Code Forms for the search. This search criterion can be used in conjunction with any other search criteria to limit the search results.

3.0 CO Code Reports

This section outlines the reports available for the CO Code module in NAS. These reports are downloadable and can be accessed under the CO Code Reports section of the tools frame (Figure 3.0.93).

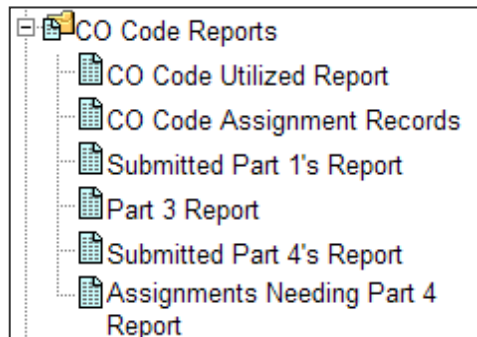


Figure 3.0.93

3.1 CO Code Utilized Report

The Central Office Code Utilized Report is generated “real time.” This report provides an up-to-date list of central office codes assigned in a NPA.

To access the Central Office Code Utilized Report:

Step 1 – Click on “CO Code Utilized Report” under the CO Code Reports section of the tools frame (Figure 3.0.93). This will bring up a selection screen for designating the state and NPA that the report will be generated for (Figure 3.1.94).

Utilized Codes Report

Select State and NPA

State : ▼

NPA : ▼

Figure 3.1.94

Step 2 – Select a state. The screen will refresh and provide a list of NPAs based on the state selected. Select an NPA then click on the “Continue” button. This will bring up a list of NPA-NXXs that are currently assigned (Figure 3.1.95).

Utilized Codes Report

State	NPA	NXX	Use	OCN	Company Name	Parent Company OCN	Parent Company Name	Rate Center	Switch	Initial/Growth	Assigned Date	Effective Date	Pooled Code
FL	904	200	AS	6502	CELLCO PARTNERSHIP DBA VERIZON WIRELESS - FL	6502	CELLCO PARTNERSHIP DBA VERIZON WIRELESS - FL	JACKSONVL	[REDACTED]	G	06/03/2004		Y
FL	904	201	AS	4802	LEVEL 3 COMMUNICATIONS, LLC - FL	9999	NECA RESERVED CODES	ST JOHNS	[REDACTED]	I	06/09/2004		Y
FL	904	202	AS	9417	BELLSOUTH TELECOMM INC DBA SOUTHERN BELL TEL & TEL			JACKSONVL	[REDACTED]				N
FL	904	203	AS	516C	SBC INTERNET SERVICES, INC.	0555	SBC LONG DISTANCE, LLC DBA AT&T LONG DISTANCE	MIDDLEBURG	[REDACTED]	G	09/02/2011		Y
FL	904	205	AS	9417	BELLSOUTH TELECOMM INC DBA SOUTHERN BELL TEL & TEL				[REDACTED]				N
FL	904	206	AS	6214	NEW CINGULAR WIRELESS PCS, LLC - GA	9363	CINGULAR WIRELESS LLC	FERNADNBCH	[REDACTED]				Y
FL	904	207	AS	7472	POWERTEL JACKSONVILLE LICENSES, INC.	7472	POWERTEL JACKSONVILLE LICENSES, INC.	JACKSONVL	[REDACTED]	G	06/24/2004		Y

Figure 3.1.95

Fields on the Report – State, NPA, NXX, Use (Code state), OCN, Company Name, Rate Center, Switch, Initial/Growth (assignment type), Assigned Date, Effective Date

This report is downloadable to an Excel file. At the bottom of the report is a “Download Report to Excel File” button. By clicking on the Excel button, this report is automatically converted to an Excel spreadsheet which can be manipulated and saved.

3.2 CO Code Assignment Records

The Central Office Code Assignment Records report is generated and updated daily. This report provides a daily updated listing of assigned, available and unavailable central office codes by NPA. It is available in two downloadable formats; text file, or Excel Spreadsheet. The text files are separated into 8 geographic sub-regions with two separate files for each region, one for utilized codes and one for available codes. The Excel Spreadsheet is separated into three geographic regions with one file for each region for both utilized and available codes. There is a separate tab on the Excel spreadsheet for each state. Field definitions and code use states are listed in the following chart.

CO Codes Field Definitions

Field	Definition
State Abbreviation	Standard two character abbreviation
NPA-NXX	Area Code and Prefix
OCN	Operation Company Number
Company Name	Full Company Name: Company Names are enclosed with quotes if they contain special characters
Rate Center	10 character abbreviation for the Rate Center in which the code is assigned.
Future Effective Date (Effective Date)	The future date when a new code will be in service (for new codes only). Once the effective date is reached, this date will no longer appear.
USE	
VC	Code is vacant; it is available for assignment to a service provider.
AS	Code is assigned to a service provider.
PR	Code is for a split; that is, the code is assigned in the old or the new NPA and cannot be assigned in the other NPA until after the end of permissive dialing.
RV	Code is reserved by a service provider. The identity of the service provider is considered proprietary information and will not be shown.
UA	Code is unavailable for assignment. Such codes include, but are not limited to, test and special use codes (e.g., 958, 959, 555, time), N11 and other unique codes (e.g., 976, 950), codes set aside for pooling and codes with special dialing arrangements (e.g., 7-digit dialing cross NPA boundary).
Assigned Date (AssignDate)	Date the code was assigned to the service provider by NANPA. This field is populated only for those codes assigned from January 2001 to the present.
Initial or Growth	Initial is the first geographic NXX code assigned at a unique switching

(Initial/Growth)	entity or point of interconnection for a service provider. Growth is a code assigned to a switching entity or point of interconnection subsequent to the assignment of the first code, for the same purpose as a code that was previously assigned for a service provider to the same switching entity or point of interconnection.
Pooled Code	Indicates if a code is pooled (Y) or not pooled (N).

To access the Central Office Code Assignment Records reports:

Step 1 - Click on “CO Code Assignment Records” under the CO Code Reports section of the tools frame (Figure 3.0.93). This will bring up the Central Office Code Assignment Activity Records page. The first listings of report selections are the text based reports. Scroll below this list to access the Excel Spreadsheet version of the reports (Figure 3.2.96).

Central Office Code Assignment Records

From this page, you may download central office code assignments for the US and its territories by clicking on the appropriate link in the table below.

Clicking on a link will cause 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 in order to extract the data files.

Region	States	Download File
Central - North	IA, IL, IN, KY, MI, MN, OH, WI	Download (zip)
Central - South	AL, AR, LA, MO, MS, TN, TX	Download (zip)
Eastern - Atlantic	PR, VI	Download (zip)
Eastern - North	CT, MA, ME, NH, NJ, NY, PA, RI, VT	Download (zip)
Eastern - South	DC, DE, FL, GA, MD, NC, SC, VA, WV	Download (zip)
Western - North	CO, ID, KS, MT, ND, NE, NV, OR, SD, UT, WA, WY	Download (zip)
Western - Pacific	AK, AS, GU, HI, NN	Download (zip)
Western - South	AZ, CA, NM, OK	Download (zip)
All States		Download (zip)

Region	States	Download File
Central	AL, AR, IA, IL, IN, KY, LA, MI, MN, MO, MS, OH, TN, TX, WI	Download (zip)
Eastern	CT, DC, DE, FL, GA, MA, MD, ME, NC, NH, NJ, NY, PA, PR, RI, SC, VA, VI, VT, WV	Download (zip)
Western	AK, AS, AZ, CO, CA, GU, HI, ID, KS, MT, ND, NE, NN, NM, NV, OK, OR, SD, UT, WA, WY	Download (zip)

Figure 3.2.96

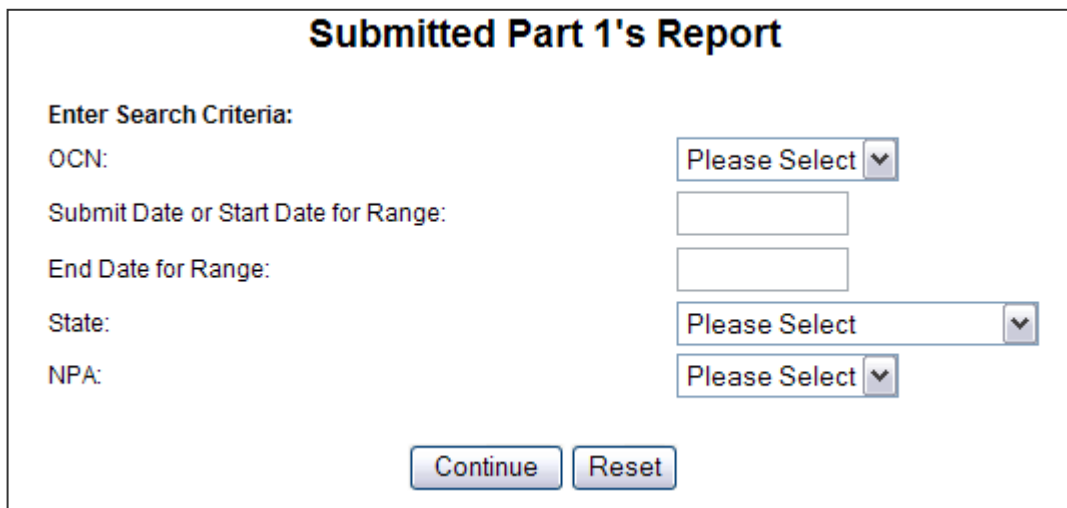
Step 2– Select the specific report and version from the report lists. NAS will bring up a zip file which can be opened for viewing.

Fields on the Reports:

- Text Version Available Codes – State, NPA and NXX
- Text Version Utilized Codes – State, NPA, NXX, OCN, Company, Rate Center, Effective Date, Use (code state), Assign Date, Initial/Growth
- Excel Spreadsheet Version Available & Utilized together – NPA-NXX, Use (code state), OCN, Company, Rate Center, Initial/Growth, Assign Date, Effective Date

3.3 Submitted Part 1s Report

The “Submitted Part 1s Report” shows Part 1s that have been submitted for all OCNs listed in the user’s profile. There are several options available for generating this report (Figure 3.3.97):



Submitted Part 1's Report

Enter Search Criteria:

OCN:

Submit Date or Start Date for Range:

End Date for Range:

State:

NPA:

Figure 3.3.97

All Submitted Part 1s: To generate the “Submitted Part 1s Report” for all Part 1s that have been submitted for all OCNs within the user’s profile, simply make no selections from the dropdown lists and click “Continue.”

Submitted Part 1s by OCN: To generate “Submitted Part 1s Report” for a specific OCN within the user’s profile, select an OCN from the OCN dropdown list then click on “Continue.”

Submitted Part 1s by Date: To generate the “Submitted Part 1s Report” for a specific date, enter the same date in both the “Submit Date or Start Date for Range” field and the “End Date for Range” field. Click “Continue.”

Submitted Part 1s by Date Range: To generate the “Submitted Part 1s Report” for a date range, enter the earliest date of the date range in the “Submit Date or Start Date for Range” field and the latest date of the date range in the “End Date for Range” field. Click “Continue.”

Submitted Part 1s by State: To generate the “Submitted Part 1s Report” for a specific State, select a state from the State dropdown list then click “Continue.”

Submitted Part 1s by NPA: To generate the “Submitted Part 1s Report” for a specific NPA, select an NPA from the NPA dropdown list then click “Continue.”

Tracking Number	NPA	NXX	Type of Request	Submit Date	Requested Eff Date	OCN	Switch	Rate Center
201-2000001	201	0	Initial		07/08/1999	1234	1234567890	CLIFFSIDE
201-2000002	201	0	Initial		07/08/1999	1234	1234567890	CLOSTER
201-2000003	201	469	Change		04/27/2000	1234	1234567890	JERSEYCITY
201-2000004	201	748	Change		11/02/2000	1234	1234567890	JERSEYCITY
201-2000005	201	0	Initial		11/06/2000	1234	1234567890	HACKENSACK
201-2000006	201	256	Growth		01/01/1970	1234	1234567890	CLOSTER

Figure 3.3.98

Report fields: The fields shown on the “Submitted Part 1’s Report are: Tracking number, NPA, NXX, Type of Request, (Initial, Growth, change, etc.) Submit Date, Requested Effective Date, OCN, Switch and Rate Center.

3.4 Part 3 Report

The “Part 3 Report” shows Part 3s that have been generated by NANPA in response to Part 1 requests from Service Provider Applicants and Service Provider Consultants. There are several options available for generating this report (Figure 3.4.99):

Part 3 Report

Enter Search Criteria:

OCN:

Submit Date or Start Date for Range:

End Date for Range:

State:

NPA:

Figure 3.4.99

All Assigned NXX (Part 3s):— To generate the “Assigned NXX (Part 3s)” report for all Part 3s that have been created for all OCNs within the user’s profile, simply make no selections from the dropdown lists and click “Continue.”

Assigned NXX (Part 3s) by OCN: To generate the “Assigned NXX (Part 3s)” report for a specific OCN within the user’s profile, select an OCN from the OCN dropdown list then click “Continue.”

Assigned NXX (Part 3s) by Date: To generate the “Assigned NXX (Part 3s)” report for a specific date, enter the same date in both the “Submit Date or Start Date for Range” field and the “End Date for Range” field. (Check Field labels)

Assigned NXX (Part 3s) by Date Range: To generate the “Assigned NXX (Part 3s)” report for a date range, enter the earliest date for the date range in the “Submit Date or Start Date for Range” field and the latest date for the date range in the “End Date for Range” field then click “Continue.” (Check Field labels)

Assigned NXX (Part 3s) by NPA: To generate the “Assigned NXX (Part 3s)” report for a specific NPA, select an NPA from the NPA dropdown list then click “Continue.”

Assigned NXX (Part 3s) by State: To generate the “Assigned NXX (Part 3s)” report for a specific State, select a state from the State dropdown list then click “Continue.”

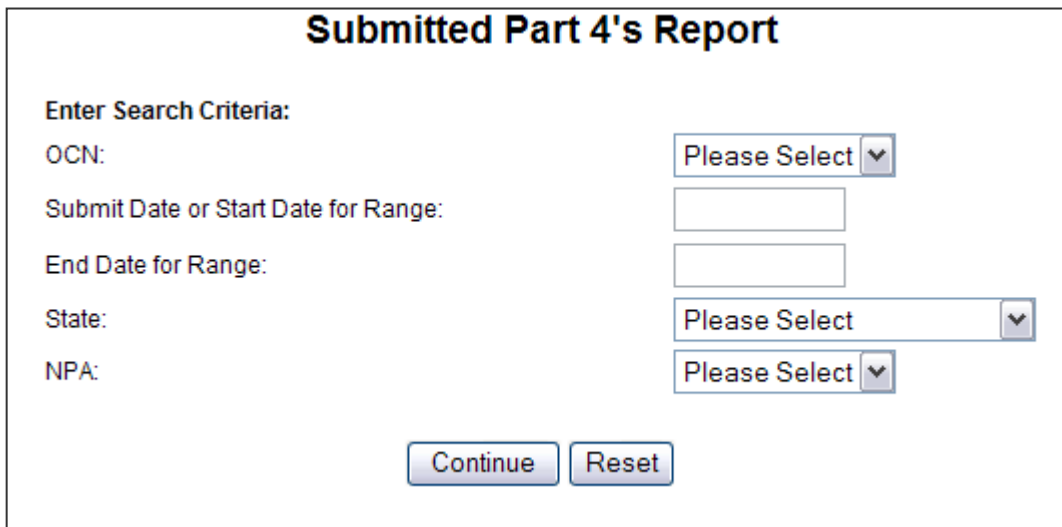
Tracking Number	NPA	NXX	State	Type of Request	Disposition	Effective Date	OCN	Rate Center
201- 201 71	201	654	NJ	Initial	Approved	07/08/1999	1234	CLIFFSIDE
201- 201 72	201	660	NJ	Initial	Approved	07/08/1999	1234	CLOSTER
201- 201 88	201	469	NJ	Change	Approved	04/27/2000	1234	JERSEYCITY
201- 201 78	201	748	NJ	Change	Approved	11/02/2000	1234	JERSEYCITY
201- 201 78	201	0	NJ	Initial	Denied	11/06/2000	1234	HACKENSACK
201- 201 75	201	256	NJ	Growth	Approved	01/01/1970	1234	CLOSTER
201- 201 74	201	256	NJ	Return	Approved	01/01/1970	1234	XXXXXXXXXX
201- 201 78	201	312	NJ	Return	Approved	01/01/1970	1234	OAKLAND

Figure 3.4.100

Report fields: The fields shown on “Part 3 Report” are: Tracking number, NPA, NXX, State, Type of Request, Disposition, Effective Date, OCN and Rate Center.

3.5 Submitted Part 4s

The “Submitted Part 4s” report shows Part 4s that have been submitted for all OCNs listed in the user’s profile. There are several options available for generating this report (Figure 3.5.101):



Submitted Part 4's Report

Enter Search Criteria:

OCN:

Submit Date or Start Date for Range:

End Date for Range:

State:

NPA:

Figure 3.5.101

All Submitted Part 4s – To generate the “Submitted Part 4s” report for all Part 4s that have been submitted for all OCNs within the user’s profile, simply make no selections from the dropdown lists and click “Continue.”

Submitted Part 4s by OCN – To generate the “Submitted Part 4s” report for a specific OCN within the user’s profile, select an OCN from the OCN dropdown list then click “Continue.”

Submitted Part 4s by Date– To generate the “Submitted Part 4s” report for a specific date, enter the same date in both the “Submit Date or Start Date for Range” field and the “End Date for Range” field.

Submitted Part 4s by Date Range - To generate the “Submitted Part 4s” report for a date range, enter the earliest date for the date range in the “Submit Date or Start Date for Range” field and the latest date for the date range in the “End Date for Range” field then click “Continue.”

Submitted Part 4s by NPA – To generate the “Submitted Part 4s” report for a specific NPA, select an NPA from the NPA dropdown list then click “Continue.”

Submitted Part 4s by State - To generate the “Submitted Part 4s” report for a specific State, select a state from the State dropdown list then click “Continue.”

Tracking Number	NPA	NXX	Disposition	Effective Date	In Service Date	OCN	Rate Center
	847	603	Approved	01/09/2001	01/09/2001	1234	ANTIOCH
	631	792	Approved	10/06/2000	10/06/2000	1234	BABYLON
	714	510	Approved	01/26/2001	01/26/2001	1234	BREA
	631	870	Approved	10/06/2000	10/06/2000	1234	CENTRAISLP
	770	776	Approved	08/01/1998	08/01/1998	1234	CHAMBLEE
	248	507	Approved	11/13/2000	11/13/2000	1234	CLARKSTON
	614	456	Approved	03/19/2001	03/19/2001	1234	COLUMBUS
	256	898	Approved	09/04/1998	09/04/1998	1234	DECATUR

Figure 3.5.102

Report fields: The fields shown on the “Submitted Part 4s” Report are: Tracking number, NPA, NXX, State, Assigned Date, Effective Date, OCN, Switch and Rate Center.

3.6 Assignments Needing Part 4

The “Assignments Needing Part 4” report lists all code assignments that have an outstanding Part 4 due for all OCNs listed in the user’s profile. There are several options available for generating this report:

Assignments Needing Part 4 Report

Enter Search Criteria:

OCN:

Submit Date or Start Date for Range:

End Date for Range:

State:

NPA:

Figure 3.6.103

All Assignments Needing Part 4 – To generate the “Assignments Needing Part 4” report for all code assignments with outstanding Part 4s due, for all OCNs within the user’s profile, simply make no selections from the dropdown lists and click “Continue.”

Assignments Needing Part 4 by OCN – To generate the “Assignments Needing Part 4” report for a specific OCN within the user’s profile, select an OCN from the OCN dropdown list then click “Continue.”

Assignments Needing Part 4 by Date– To generate the “Assignments Needing Part 4” report for a specific date, enter the same date in both the “Submit Date or Start Date for Range” field and the “End Date for Range” field.

Assignments Needing Part 4 by Date Range - To generate the “Assignments Needing Part 4” report for a date range, enter the earliest date for the date range in the “Submit Date or Start Date for Range” field and the latest date for the date range in “End Date for Range” field then click “Continue.”

Assignments Needing Part 4 by NPA – To generate the “Assignments Needing Part 4” report for a specific NPA, select an NPA from the NPA dropdown list then click “Continue.”

Assignments Needing Part 4 by State - To generate the “Assignments Needing Part 4” report for a specific State, select a state from the State dropdown list then click “Continue.”

Assignments Needing Part 4 Report

Tracking Number	OCN	NPA	NXX	Part 4 Due Date	Effective Date
201- 1234 567	1234	201	588	05/03/2008	11/03/2007
210- 1234 567	1234	210	278	04/14/2008	10/14/2007
408- 1234 567	1234	408	214	06/30/2008	12/30/2007
424- 1234 567	1234	424	237	07/21/2008	01/21/2008
434- 1234 567	1234	434	261	06/23/2008	12/23/2007
551- 1234 567	1234	551	996	03/17/2008	09/17/2007
570- 1234 567	1234	570	569	09/30/2008	03/30/2008
585- 1234 567	1234	585	459	06/30/2008	12/30/2007
603- 1234 567	1234	603	815	08/11/2008	02/11/2008
740- 1234 567	1234	740	885	08/11/2008	02/11/2008
818- 1234 567	1234	818	931	07/07/2008	01/07/2008
907- 1234 567	1234	907	312	05/15/2008	11/15/2007
920- 1234 567	1234	920	952	06/07/2008	12/07/2007

[Download Report to Excel File](#)

Figure 3.6.104

Report fields: The fields shown on the “Assignments Needing Part 4” Report are: Tracking number, OCN, NPA, NXX, Part 4 Due Date and Effective Date.