

**5XX-NXX User Guide**

**3.0v**

December 19, 2022

## Table of Contents

1.0	Introduction.....	3
1.1	Purpose.....	3
1.2	NAS Overview as it Relates to 5XX-NXX Codes.....	3
1.3	Flowchart .....	4
1.4	Getting Started .....	5
2.0	5XX-NXX Part A – Initial Code Request.....	6
2.1	5XX-NXX Part A – Growth Code Request.....	12
2.2	5XX-NXX Part A – Return Request.....	17
2.3	5XX-NXX Part A – Change Request .....	20
3.0	5XX-NXX Part C.....	26
4.0	Search and View Forms .....	29
4.1	Search 5YY Forms.....	30
4.2	Search 5XX Forms.....	34
4.3	5XX-NXX Assignments Needing Part C’s Report.....	38
5.0	Error Messages & Fixes.....	42
6.0	Glossary .....	44
7.0	Change History .....	46
8.0	Index .....	46

## **1.0 Introduction**

### **1.1 Purpose**

This document provides instruction for making a request for the assignment, change and return of a Non-Geographic 5XX-NXX code via the NANP Administration System (NAS). It also provides information regarding the capabilities for 5XX-NXX queries and reports in NAS. All instructions and field information apply for both Service Provider Applicants (SPAs) and Service Provider Consultants (SPCs) unless otherwise noted.

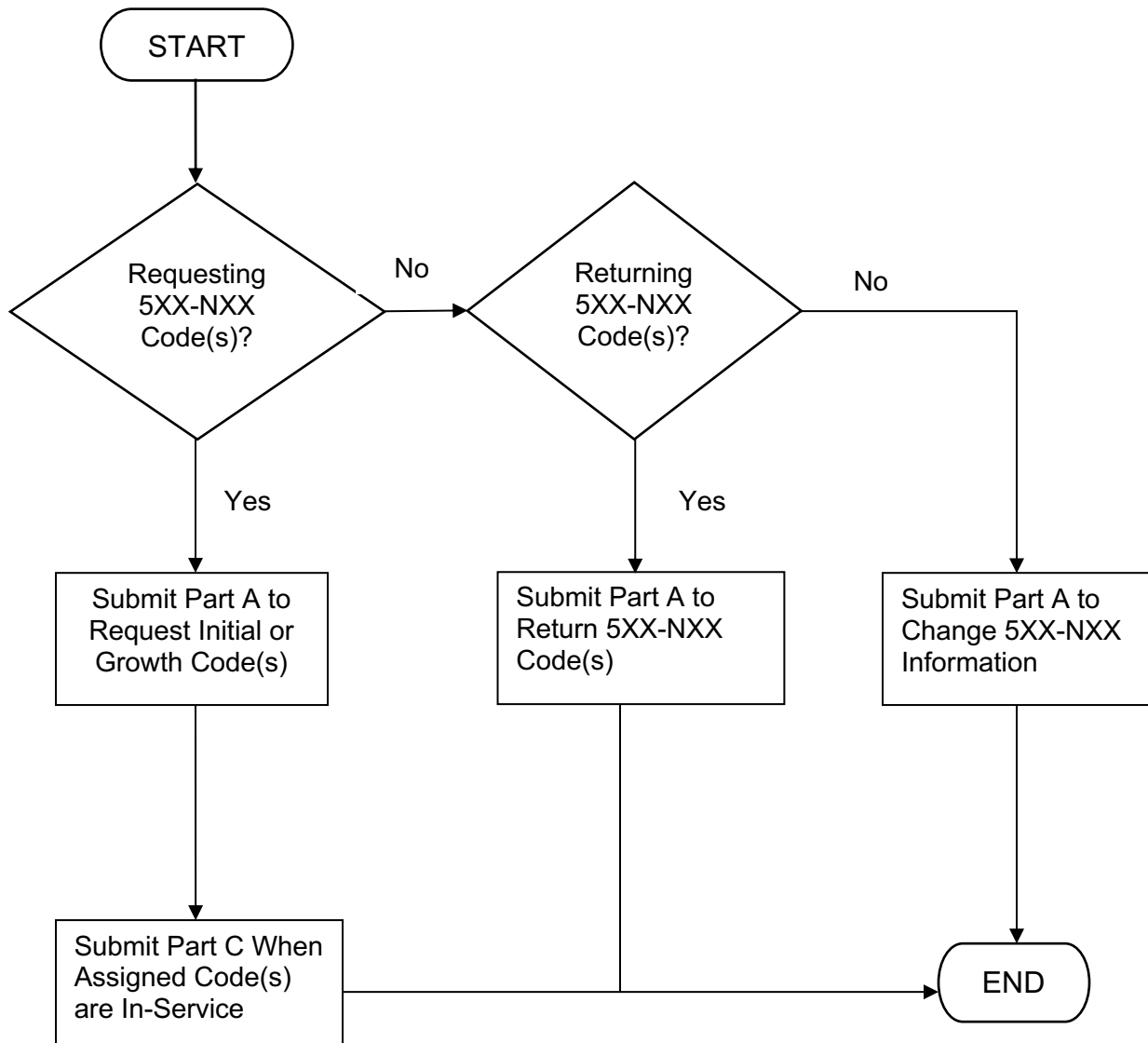
### **1.2 NAS Overview as it Relates to 5XX-NXX Codes**

The following list includes some of the request processing and reporting capabilities available in NAS for these resources:

- Entering and submitting a request for new 5XX-NXX code assignments
- Entering and submitting a request for changes to existing 5XX-NXX code assignments
- Entering and submitting a request to return 5XX-NXX resources
- Searching for forms tied to 5XX-NXX code requests (Part As and Part Cs (Confirmation of 5XX-NXX Code In-Service))
- Report capabilities
  - Submitted applications
  - Submitted in-service confirmations
  - Assignments needing in-service confirmations

### 1.3 Flowchart

The flowchart below describes 5XX-NXX code request processing in NAS.



## 1.4 Getting Started

To access the 5XX-NXX Resource capability in NAS, the user must have selected the “**Other Resources**” NAS subscription during registration. For questions on registration, please contact the NAS Customer Support Desk at (866) 623-2282 or via email at [support@nanpa.com](mailto:support@nanpa.com).

After logging into NAS, the following tool bar (Figure 1.1) is displayed when “**5XX NPA Resource**” is selected:

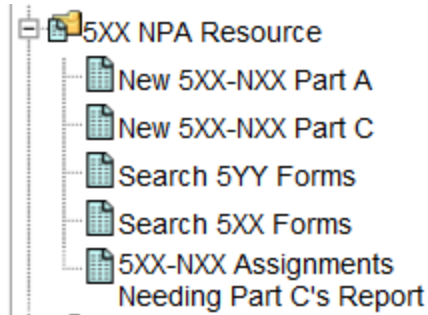


Figure 1.1

For each item selected, the user is provided:

- New 5XX-NXX Part A – The online version of Part A – Assignment Request/Return Notification/Information Change Form.
- New 5XX-NXX Part C – The online version of Part C – Confirmation of 5XX-NXX Code in Service Form.
- Search 5YY Forms – A query of 5YY forms submitted in NAS.<sup>1</sup>
- Search 5XX Forms – A query of 5XX forms submitted in NAS.
- 5XX-NXX Assignments Needing Part C’s Report – A report of all the 5XX-NXX assignments for which a Part C has not been submitted.

A detailed explanation of each of these selections is provided in this guide.

Users should also review the Non-Geographic 5XX-NXX Code Assignment Guidelines ([http://www.atis.org/01\\_committ\\_forums/INC/inc\\_docs.asp](http://www.atis.org/01_committ_forums/INC/inc_docs.asp)) for important information on criteria for assignment.

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<sup>1</sup> The Non-Geographic 5XX-NXX capabilities were implemented on September 27, 2013.

## 2.0 5XX-NXX Part A – Initial Code Request

The following section describes the steps for an applicant to create and submit a request in NAS for an initial 5XX-NXX assignment.

A 5XX-NXX NRUF on file is required in order to submit an initial code request. For more information on submitting a non-geographic NRUF, please reference the NRUF On-Line User Guide located on the NANPA website ([https://nationalnanpa.com/tools/nasUser\\_guide.html](https://nationalnanpa.com/tools/nasUser_guide.html)).

Please note that any field marked with a red asterisk (\*) is a required field and must be populated based on the requirements listed below.

From the “**5XX NPA Resource**” menu, select “**New 5XX-NXX Part A**” to choose the Operating Company Number (OCN) and type of request (Figure 2.1).

---

**NON-GEOGRAPHIC 5XX-NXX CODE FORMS**

**PART A**

**ASSIGNMENT REQUEST/RETURN NOTIFICATION/INFORMATION CHANGE FORM**

The applicant and the Code Administrator acknowledge that the information contained on this form is sensitive and will be treated as proprietary and confidential. The information in this form shall only be shared with Code Administrator and/or appropriate regulators.

OCN \*

Type of request \*

---

**Note:** It is the responsibility of the applicant to arrange with other entities code activation,deactivation and changes

Figure 2.1

### Step 1: Select OCN and Type of Request

**OCN** – Select the Service Provider OCN for the request. The OCNs listed are derived from the user’s NAS profile.

**Type of request** – Select “**Initial 5XX-NXX Codes(s) for service provider**” (Figure 2.2):

**NON-GEOGRAPHIC 5XX-NXX CODE FORMS**  
**PART A**  
**ASSIGNMENT REQUEST/RETURN NOTIFICATION/INFORMATION CHANGE FORM**

The applicant and the Code Administrator acknowledge that the information contained on this form is sensitive and will be treated as proprietary and confidential. The information in this form shall only be shared with Code Administrator and/or appropriate regulators.

OCN \*

Type of request \*

---

**Note:** It is the responsibility of the applicant to arrange with other entities code activation,deactivation and changes

Figure 2.2

Select “**Continue**” to proceed with the Part A. “**Cancel**” will cancel the entire Part A. “**Reset**” de-selects all prior selections on the screen.

Step 2: Complete the remaining fields on the Part A (Figure 2.3 and 2.4)

---

**NON-GEOGRAPHIC 5XX-NXX CODE FORMS**  
**PART A**  
**ASSIGNMENT REQUEST/RETURN NOTIFICATION/INFORMATION CHANGE FORM**

---

The applicant and the Code Administrator acknowledge that the information contained on this request form is sensitive and will be treated as proprietary and confidential. The information in this form shall only be shared with Code Administrator personnel and/or appropriate regulators.

**1. Name of entity requesting code assignment/return notification/information change:**

**2. Contact Information :**

Name*:	<input type="text" value="Login Sandy"/>
Address*:	<input type="text" value="2411 Dulles Corner Park"/>
Room:	<input type="text"/>
City/State/Zip Code, Prov./Country/Postal Code*:	<input type="text" value="Herndon,VA,20171"/>
Phone No*:	<input type="text" value="571-363-3822"/>
Fax No*:	<input type="text" value="571-363-3838"/>
Email*:	<input type="text" value="login.sandy@nanpa.com"/>
Company Name	<input type="text" value="TEST 1"/>
Operating Company Number (OCN)*: 1	<input type="text" value="007X"/>

Figure 2.3

**Section 1 – Name of entity requesting code assignment/return notification/information change** - This field will be pre-populated from the OCN company name in NAS and it is not editable (Figure 2.3).

**Section 2 – Contact Information** - All fields will be pre-populated from the user profile in NAS with the exception of Company Name which is populated from the OCN company name in NAS. These fields are not editable.



**Section 3 – 5XX NXX Code Request:**

**3. 5XX NXX Code Request:**

**3a. Type of Request**  
Initial 5XX NXX code(s) for service provider (Also complete section 3b)

**3b. Initial 5XX NXX Code(s) Request**  
Quantity of Initial 5XX NXX(s) being requested<sup>2</sup> \*

Initial 5XX NXX(s) Assignment Preference in order of priority<sup>3</sup> :XXX-XXX \*

**Projected monthly forecast for new TNs in the next 12 months<sup>4</sup> :**

Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020
0	0	0	0	0	0	0	0	0	0	0	0

Sum of months 1-6 above:

It is understood that the applicant will return the 5XX-NXX code(s) to the Code Administrator for reassignment if the resource is no longer in use by the applicant, no longer required for the service for which it was intended, not placed into service by the timeframe specified in these guidelines (an extension can be requested), or not used in conformance with these assignment guidelines.

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 5XX-NXX codes will be used in the provision of non-geographic 5XX-NXX services, and that this application has been prepared in accordance with the Non-Geographic 5XX-NXX Code Assignment Guidelines.

<sup>1</sup> Required per CFR § 52.15 (g).  
<sup>2</sup> See Section 4.3  
<sup>3</sup> Please indicate the full six digit (e.g. 500-234) in order of preference.

Figure 2.4

**3a. Type of Request** – This field is pre-populated with “Initial 5XX NXX code(s) for service provider” based on prior selection (Figure 2.4).

### 3b. Initial 5XX NXX Code(s) Request:

**Quantity of initial 5XX NXX(s) being requested** - Enter the number of initial codes being requested. The quantity of codes being requested can be no less than 1 and no greater than 25. If the quantity of initial codes being requested is 11 – 25 codes, the applicant will be asked for a letter from the customer (Figure 2.5) which should be submitted to NANPA at [nfears@somos.com](mailto:nfears@somos.com). This is a required field.

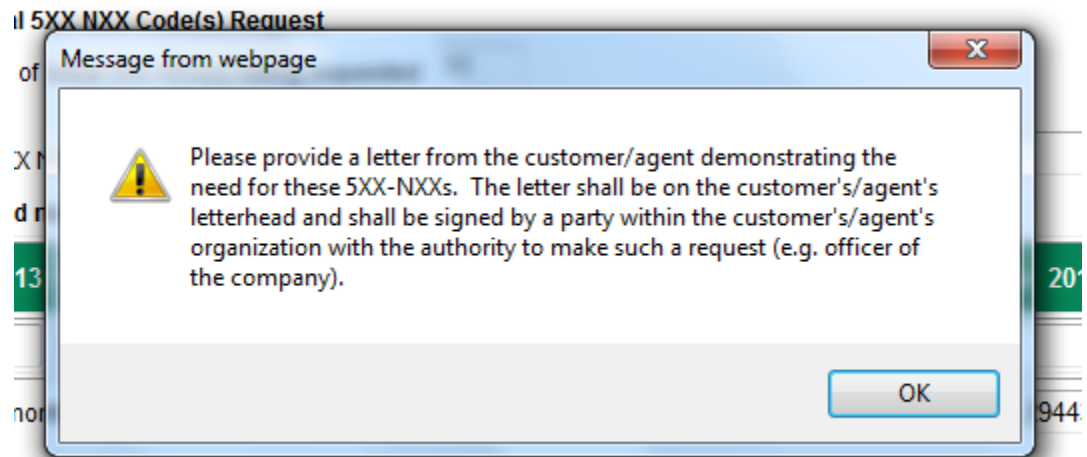


Figure 2.5

**Initial 5XX NXX(s) Assignment Preference in order of priority** – The applicant must specifically request at least one particular code by entering that code in this field (in the format of 5XX-XXX, always 6 digits in length). If more than one assignment preference is listed, each code should be separated by a comma (.). **NOTE: IN ORDER FOR NAS TO DISPLAY A PART A FORM FOR AN INITIAL CODE APPLICATION IN THE “SEARCH 5XX FORMS” QUERY, THE USER MUST IDENTIFY AT LEAST ONE PREFERRED 5XX-NXX CODE IN THE NPA FROM WHICH CODES ARE CURRENTLY BEING ASSIGNED. IF THE USER DOES NOT HAVE A PREFERENCE, BUT STILL WANTS THE SYSTEM TO DISPLAY THE PART A (which is best for being able to research past submissions), INCLUDE A VALID 5XX NPA AND THE NXX OF 111 (E.G., 523-111) IN THE PREFERENCE FIELD. THIS IS A REQUIRED FIELD.**

**Projected monthly forecast for new TNs in the next 12 months** – Enter the quantity of new 5XX-NXX telephone numbers (TNs) for each month in the next 12 months based on projected monthly demand. NAS will automatically calculate the sum of months 1-6.

## 5XX-NXX User Guide 2.0v

### Step 3: Submit the 5XX-NXX Part A – Initial Code Request

To submit the Part A, click the “**Submit**” button.

The Form 5XX-NXX has been saved. Please note the Tracking Number: **5XX-NXX-PARTA-25263**

Figure 2.6

A tracking number (Figure 2.6) will be displayed which should be noted for future reference.

## 2.1 5XX-NXX Part A – Growth Code Request

The following section describes the steps for an applicant to create and submit a request in NAS for growth 5XX-NXX code(s).

A 5XX-NXX NRUF on file is required in order to submit a growth code request.

Please note that any field marked with a red asterisk (\*) is a required field and must be populated based on the requirements listed below.

From the “5XX NPA Resource” menu, select “New 5XX-NXX Part A”.

### Step 1: Select OCN and Type of Request (Figure 2.7)

**OCN** – Select the Service Provider OCN for the request. The OCNs listed are derived from the user’s NAS profile.

**Type of request** – Select “Growth 5XX-NXX Codes(s) for service provider”.

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**NON-GEOGRAPHIC 5XX-NXX CODE FORMS**  
**PART A**  
**ASSIGNMENT REQUEST/RETURN NOTIFICATION/INFORMATION CHANGE FORM**

The applicant and the Code Administrator acknowledge that the information contained on this form is sensitive and will be treated as proprietary and confidential. The information in this form shall only be shared with Code Administrator and/or appropriate regulators.

OCN \*

Type of request \*

---

**Note:** It is the responsibility of the applicant to arrange with other entities code activation,deactivation and changes

Figure 2.7

Select “Continue” to proceed with the Part A. “Cancel” will cancel the entire Part A. “Reset” de-selects all prior selections on the screen.

Step 2: Complete the remaining fields on the Part A (Figure 2.8 and 2.9):

**NON-GEOGRAPHIC 5XX-NXX CODE FORMS**  
**PART A**  
**ASSIGNMENT REQUEST/RETURN NOTIFICATION/INFORMATION GROWTH FORM**

---

The applicant and the Code Administrator acknowledge that the information contained on this request form is sensitive and will be treated as proprietary and confidential. The information in this form shall only be shared with Code Administrator personnel and/or appropriate regulators.

**1. Name of entity requesting code assignment/return notification/information change:**  
TEST 1

**2. Contact Information :**

Name*:	Login Sandy
Address*:	2411 Dulles Corner Park
Room:	
City/State/Zip Code, Prov./Country/Postal Code*:	Herndon,VA,20171
Phone No*:	571-363-3822
Fax No*:	571-363-3838
Email*:	login.sandy@nanpa.com
Company Name	TEST 1
Operating Company Number (OCN)*: 1	007X

Figure 2.8

**Section 1 – Name of entity requesting code assignment/return notification/information change** - This field will be pre-populated from the OCN company name in NAS and it is not editable (Figure 2.8).

**Section 2 – Contact Information** - All fields will be pre-populated from the user profile in NAS with the exception of Company Name which is populated from the OCN company name in NAS. These fields are not editable.

**Section 3 – 5XX NXX Code Request:**

**3. 5XX NXX Code Request:**

**3a. Type of Request**  
Growth 5XX-NXX code(s) for service provider

**3b. Growth 5XX-NXX code request**  
Quantity of growth 5XX-NXX(s) being requested<sup>2</sup> \*

Growth 5XX-NXX(s) Assignment Preference in order of priority <sup>5</sup>:XXX-XXX \*

A. Telephone Numbers (TNs) Available for Assignment\*:

B. Monthly growth history for last 6 months:

	Month #1	Month #2	Month #3	Month #4	Month #5	Month #6
Growth History Previous Six Months <sup>6</sup>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

C. Projected monthly forecast for new TNs in next 12 months<sup>7</sup>:

Apr 2019	May 2019	Jun 2019	Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

D. Average Monthly Forecast (Sum of months 1-6 Part C above divided by 6):

E. Months to Exhaust<sup>8</sup> = Telephone Numbers (TNs) Available for Assignment (A) / Average Monthly Forecast (D)

F. Utilization Level<sup>9</sup> = Telephone Numbers (TNs) Assigned  / Total Numbering Resources in Applicant's Inventory  X 100  %

**NOTE: The user must select the "Show Calculation" button prior to submitting the application.**

It is understood that the applicant will return the 5XX-NXX code(s) to the Code Administrator for reassignment if the resource is no longer in use by the applicant, no longer required for the service for which it was intended, not placed into service by the timeframe specified in these guidelines (an extension can be requested), or not used in conformance with these assignment guidelines.

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 5XX-NXX codes will be used in the provision of non-geographic 5XX-NXX services, and that this application has been prepared in accordance with the Non-Geographic 5XX-NXX Code Assignment Guidelines.

<sup>1</sup> Required per CFR § 52.15 (g).  
<sup>2</sup> See Section 4.3  
<sup>3</sup> Please indicate the full six digit (e.g. 500-234) in order of preference.  
<sup>4</sup> Forecast of TNs needed in each following month, starting with the most recent month as Month 1.  
<sup>5</sup> Please indicate the full six digit (e.g. 500-234) in order of preference.  
<sup>6</sup> Net change in TNs no longer available for assignment in each previous month, starting with the most distant month as Month 1, and Month 6 as the current month.  
<sup>7</sup> Forecast of TNs needed in each following month, starting with the most recent month as Month 1.  
<sup>8</sup> To be assigned an additional 5XX-NXX for growth, "Months to Exhaust" must be less than or equal to 6 months.  
<sup>9</sup> Assigned numbers divided by the total numbering resources, multiplied by 100.

Figure 2.9

**3a. Type of Request** – This field is pre-populated with “Growth 5XX-NXX code(s) for service provider” based on prior selection (Figure 2.9).

**3b. Growth 5XX-NXX Code Request:**

**Quantity of growth 5XX-NXX(s) being requested** - Enter the number of codes being requested. This is a required field.

**Growth 5XX-NXX(s) Assignment Preference in order of priority** – The applicant must specifically request at least one particular code by entering that code in this field (in the format of 5XX-XXX, always 6 digits in length). If more than one assignment

preference is listed, each code should be separated by a comma (,). **NOTE: IN ORDER FOR NAS TO DISPLAY A PART A FORM FOR AN ADDITIONAL CODE APPLICATION IN THE “SEARCH 5XX FORMS” QUERY, THE USER MUST IDENTIFY AT LEAST ONE PREFERRED 5XX-NXX CODE IN THE NPA FROM WHICH CODES ARE CURRENTLY BEING ASSIGNED. IF THE USER DOES NOT HAVE A PREFERENCE, BUT STILL WANTS THE SYSTEM TO DISPLAY THE PART A (which is best for being able to research past submissions), INCLUDE A VALID 5XX NPA AND THE NXX OF 111 (E.G., 523-111) IN THE PREFERENCE FIELD. THIS IS A REQUIRED FIELD.**

- A. Telephone Numbers (TNs) Available for Assignment** – Enter the quantity of 5XX-NXX TNs available for assignment; a value of 0 or greater. This is a required field.
  
- B. Monthly growth history for last 6 months** – Populate the quantity of 5XX-NXX TNs assigned over the past 6 months. Negative numbers are permitted.
  
- C. Projected monthly forecast for new TNs in next 12 months** – Enter the quantity of new 5XX-NXX TNs forecasted over the next 12 months based on projected monthly demand. Negative numbers are permitted.
  
- D. Average Monthly Forecast (Sum of months 1-6 Part C divided by 6)** - This field is automatically calculated when the “Show Calculations” button is selected.
  
- E. Months to Exhaust (TNs Available for Assignment (A)/Average Monthly Forecast (D))** - This field is automatically calculated when the “Show Calculations” button is selected.
  
- F. Utilization Level** – Enter the quantity of 5XX-NXX TNs assigned in the numerator and the total 5XX-NXX numbering resources in the applicant’s inventory in the denominator. The Utilization Level is automatically calculated when the “Show Calculations” button is selected. This is a required field.

**Show Calculations** – The user must select the “Show Calculations” button prior to submitting the application. Further, if you make any changes to the data on this page after selecting “Show Calculations,” you should select the “Show Calculations” button again prior to submitting the application.

Step 3: Submit the 5XX-NXX Part A – Growth Code Request:

To submit the Part A, click the “**Submit**” button.

## 5XX-NXX User Guide 2.0v

The Form 5XX-NXX has been saved. Please note the Tracking Number: **5XX-NXX-PARTA-25265**

Figure 2.10

A tracking number (Figure 2.10) will be displayed which should be noted for future reference.



## 2.2 5XX-NXX Part A – Return Request

The following section describes the steps for an applicant to create and submit a request in NAS to return a 5XX-NXX code.

Please note that any field marked with a red asterisk (\*) is a required field and must be populated based on the requirements listed below.

From the “**5XX NPA Resource**” menu, select “**New 5XX-NXX Part A**”.

### Step 1: Select OCN and Type of Request (Figure 2.11)

**OCN** – Select the Service Provider OCN for the request. The OCNs listed are derived from the user’s NAS profile.

**Type of request** – Select “**5XX-NXX Codes(s) return notification**”.

---

**NON-GEOGRAPHIC 5XX-NXX CODE FORMS**  
**PART A**  
**ASSIGNMENT REQUEST/RETURN NOTIFICATION/INFORMATION CHANGE FORM**

The applicant and the Code Administrator acknowledge that the information contained on this form is sensitive and will be treated as proprietary and confidential. The information in this form shall only be shared with Code Administrator and/or appropriate regulators.

OCN \*

Type of request \*

---

**Note:** It is the responsibility of the applicant to arrange with other entities code activation,deactivation and changes

Figure 2.11

Select “**Continue**” to proceed with the Part A. “**Cancel**” will cancel the entire Part A. “**Reset**” de-selects all prior selections on the screen.

Step 2: Complete the remaining fields on the Part A (Figure 2.12 and 2.13):

---

**NON-GEOGRAPHIC 5XX-NXX CODE FORMS  
PART A  
ASSIGNMENT REQUEST/RETURN NOTIFICATION/INFORMATION CHANGE FORM**

**1. Name of entity requesting code assignment/return notification/information change:**

TEST 1

**2. Contact Information :**

Name*:	Login Sandy
Address*:	2411 Dulles Corner Park
Room:	
City/State/Zip Code, Prov./Country/Postal Code*:	Herndon,VA,20171
Phone No*:	571-363-3822
Fax No*:	571-363-3838
Email*:	login.sandy@nanpa.com
Company Name	TEST 1
Operating Company Number (OCN)*: 1	007X

Figure 2.12

**Section 1 – Name of entity requesting code assignment/return notification/information change** - This field will be pre-populated from the OCN company name in NAS and it is not editable (Figure 2.12).

**Section 2 – Contact Information** - All fields will be pre-populated from the user profile in NAS with the exception of Company Name which is populated from the OCN company name in NAS. These fields are not editable.

### Section 3 – 5XX NXX Code Request:

**3. 5XX NXX Code Request:**

**3a. Type of Request**

- 5XX NXX code return (Also complete section 3d)

Please selected 5XX NXX code(s) to return to the list of available NXX codes:

5XX-846

5XX-847

5XX-848

5XX-849

It is understood that the applicant will return the 5XX-NXX code(s) to the Code Administrator for reassignment if the resource is no longer in use by the applicant, no longer required for the service for which it was intended, not placed into service by the timeframe specified in these guidelines (an extension can be requested), or not used in conformance with these assignment guidelines.

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 5XX-NXX codes will be used in the provision of non-geographic 5XX-NXX services, and that this application has been prepared in accordance with the Non-Geographic 5XX-NXX Code Assignment Guidelines.

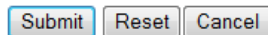


Figure 2.13

**3a. Type of Request** – This field is pre-populated with “5XX NXX code return” based on prior selection (Figure 2.13). NAS will display all of the 5XX-NXX codes assigned to the OCN appearing on the application and the user selects the code(s) to be returned. Multiple codes can be returned on a single application.

Step 3: Submit the 5XX-NXX Part A – Return Request:

To submit the Part A, click the “**Submit**” button.

The Form 5XX-NXX has been saved. Please note the Tracking Number: **5XX-NXX-PARTA-25267**

Figure 2.14

A tracking number (Figure 2.14) will be displayed which should be noted for future reference.

### 2.3 5XX-NXX Part A – Change Request

The following section describes the steps for an applicant to create and submit a request in NAS to change information associated with a 5XX-NXX code.

Please note that any field marked with a red asterisk (\*) is a required field and must be populated based on the requirements listed below.

From the “**5XX NPA Resource**” menu, select “**New 5XX-NXX Part A**”.

#### Step 1: Select OCN and Type of Request (Figure 2.15)

**OCN** – Select the Service Provider OCN for the request. The OCNs listed are derived from the user’s NAS profile.

**Type of request** – Select “**5XX-NXX Code information change**”.

---

**NON-GEOGRAPHIC 5XX-NXX CODE FORMS**  
**PART A**  
**ASSIGNMENT REQUEST/RETURN NOTIFICATION/INFORMATION CHANGE FORM**

The applicant and the Code Administrator acknowledge that the information contained on this form is sensitive and will be treated as proprietary and confidential. The information in this form shall only be shared with Code Administrator and/or appropriate regulators.

OCN \*

Type of request \*

---

**Note:** It is the responsibility of the applicant to arrange with other entities code activation,deactivation and changes

Figure 2.15

Select “**Continue**” to proceed with the Part A. “**Cancel**” will cancel the entire Part A. “**Reset**” de-selects all prior selections on the screen.

Step 2: Complete the remaining fields on the Part A (Figure 2.16 and 2.17):

---

**NON-GEOGRAPHIC 5XX-NXX CODE FORMS**  
**PART A**  
**ASSIGNMENT REQUEST/RETURN NOTIFICATION/INFORMATION CHANGE FORM**

**1. Name of entity requesting code assignment/return notification/information change:**

TEST 1

**2. Contact Information :**

Name*:	Login Sandy
Address*:	2411 Dulles Corner Park
Room:	
City/State/Zip Code, Prov./Country/Postal Code*:	Herndon,VA,20171
Phone No*:	571-363-3822
Fax No*:	571-363-3838
Email*:	login.sandy@nanpa.com
Company Name	TEST 1
Operating Company Number (OCN) *	007X

Figure 2.16

**Section 1 – Name of entity requesting code assignment/return notification/information change** - This field will be pre-populated from the OCN company name in NAS and it is not editable (Figure 2.16).

**Section 2 – Contact Information** - All fields will be pre-populated from the user profile in NAS with the exception of Company Name which is populated from the OCN company name in NAS. These fields are not editable.

### Section 3 – 5XX NXX Code Request:

**3. 5XX NXX Code Request:**

**3a. Type of Request**

- 5XX-NXX code information change (Also complete section 3e)

**3e. Code information change**

5XX-NXX Code affected:

Reasons for change:

- Intra-company OCN change (select if you are the current code holder)
- Inter-company OCN change (select if you are not the current code holder)

Explanation:

It is understood that the applicant will return the 5XX-NXX code(s) to the Code Administrator for reassignment if the resource is no longer in use by the applicant, no longer required for the service for which it was intended, not placed into service by the timeframe specified in these guidelines (an extension can be requested), or not used in conformance with these assignment guidelines.

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 5XX-NXX codes will be used in the provision of non-geographic 5XX-NXX services, and that this application has been prepared in accordance with the Non-Geographic 5XX-NXX Code Assignment Guidelines.

Figure 2.17

**3a. Type of Request** – This field is pre-populated with “5XX-NXX code information change” based on prior selection (Figure 2.17).

**3e. Code information change:**

**5XX-NXX Code affected** – Enter the 5XX-NXX code to be changed.

**Reasons for change** – Select one of the two reasons for the code change:

- **Intra-company OCN change (select if you are the current code holder)** – If this reason is selected, a drop-down menu (Figure 2.18) will appear to allow you to select:
  - Due to Merger/Acquisition
  - Other (Explanation is required)

3a.Type of Request

- 5XX-NXX code information change (Also complete section 3e)

3e. Code information change

5XX-NXX Code affected:

Reasons for change:

- Intra-company OCN change (select if you are the current code holder)
  -
- Inter-company OCN change (select if you are not the current code holder)
  - 
  -

Explanation:

It is understood that the applicant will return the 5XX-NXX code(s) to the Code Administrator for reassignment if the resource is no longer in use by the applicant, no longer required for the service for which it was intended, not placed into service by the timeframe specified in these guidelines (an extension can be requested), or not used in conformance with these assignment guidelines.

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 5XX-NXX codes will be used in the provision of non-geographic 5XX-NXX services, and that this application has been prepared in accordance with the Non-Geographic 5XX-NXX Code Assignment Guidelines.

Figure 2.18

**Explanation** – If “Other” is selected, supply a brief explanation of the reason for the code information change.

- **Inter-company OCN change (select if you are not the current code holder)** – If this reason is selected, a drop-down menu (Figure 2.19) will appear to allow you to select:
  - Due to Transfer
  - Other (Explanation is required)

**3. 5XX NXX Code Request:**

**3a. Type of Request**

- 5XX-NXX code information change (Also complete section 3e)

**3e. Code information change**

5XX-NXX Code affected: 5XX- 835

Reasons for change:

- Intra-company OCN change (select if you are the current code holder)
- Inter-company OCN change (select if you are not the current code holder)

Due to Transfer

Due to Transfer

Other (Explanation is required)

Explanation

It is understood that the applicant will return the 5XX-NXX code(s) to the Code Administrator for reassignment if the resource is no longer in use by the applicant, no longer required for the service for which it was intended, not placed into service by the timeframe specified in these guidelines (an extension can be requested), or not used in conformance with these assignment guidelines.

I hereby certify that the above information is true and accurate to the best of my knowledge, that the assigned 5XX-NXX codes will be used in the provision of non-geographic 5XX-NXX services, and that this application has been prepared in accordance with the Non-Geographic 5XX-NXX Code Assignment Guidelines.

Figure 2.19

**Explanation** – If “Other” is selected, supply a brief but comprehensive explanation of the reason for the code information change.

**Step 3: Submit the 5XX-NXX Part A – Change Request:**

To submit the Part A, click the “**Submit**” button.



The Form 5XX-NXX has been saved. Please note the Tracking Number: **5XX-NXX-PARTA-25271**  
Please submit supporting documentation for this OCN change due to transfer.

Figure 2.20

A tracking number (Figure 2.20) will be displayed which should be noted for future reference.

### 3.0 5XX-NXX Part C

The following section describes the steps for an applicant to create and submit a 5XX-NXX Part C (Confirmation of 5XX-NXX Code In-Service) in NAS.

Please note that any field marked with a red asterisk (\*) is a required field and must be populated based on the requirements listed below.

From the “**5XX NPA Resource**” menu, select “**New 5XX-NXX Part C**” (Figure 3.1).

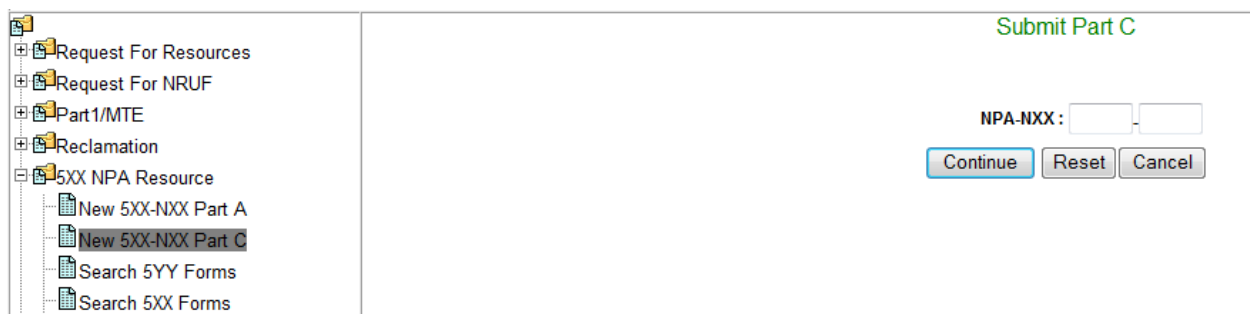


Figure 3.1

**NPA-NXX** - Enter the 5XX-NXX code for which the Part C will be submitted.

Select “**Continue**” to proceed with the Part C. “**Reset**” de-selects all prior selections on the screen. “**Cancel**” will cancel the entire Part C.

**5XX NXX Forms  
Part C  
CONFIRMATION OF 5XX/NXX CODE IN SERVICE**

By signing below, I certify that the 5XX-NXX code specified below is in service (i.e., one or more telephone numbers from the code are assigned to end users or customers) and that the NXX code(s) are being used for the purpose specified in the original application (see Section 5.0, "Responsibilities of Code Applicants and Holders" in the current Non-Geographic 5XX-NXX Code Assignment Guidelines).

Authorized Representative of Code Holder:	<input type="text" value="Login Sandy"/>
Operating Company Number(OCN):	<input type="text" value="007P"/>
Title:	<input type="text" value="Tester"/>
Date	<input type="text" value="04/13/2016"/>

5XX NXX Code	Date of Assignment (mm/dd/yyyy)	In-Service Date (mm/dd/yyyy)
<input type="text" value="5XX"/> - <input type="text" value="583"/>	<input type="text" value="04/13/2016"/>	<input type="text"/>
<input type="button" value="Continue"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>		

Figure 3.2

**Authorized Representative of Code Holder, OCN, Title and Date** – These fields (Figure 3.2) are pre-populated from NAS and the user’s NAS profile. They are not editable.

**5XX NXX Code** – This field is pre-populated from the prior “Submit Part C” screen.

**Date of Assignment** – This field is pre-populated from the date of the assignment of the 5XX-NXX code in NAS.

**In-Service Date** – Enter the date that the 5XX-NXX code was placed into service. The date cannot be a future date. It must be the current date or an earlier date, but no sooner than the date of assignment.

## 5XX-NXX User Guide 2.0v

After completing all required fields and selecting “**Continue**,” a tracking number (Figure 3.3) will be displayed to be noted for future reference.

The Form 5XX-NXX Part C has been saved. Please note the Tracking Number: **5XX-NXX-PARTA-25263**  
**Do you want to submit another Part C**

Yes	No
-----	----

Figure 3.3

NAS provides the capability to submit another Part C by selecting “Yes” or “No.” By selecting “Yes,” NAS will re-display the 5XX-NXX Part C. By selecting “No,” the user will be brought back to the NAS home page.

## 4.0 Search and View Forms

This section outlines the process to search and view 5YY and 5XX forms in NAS. NAS allows a user to search and view forms related to Part As (applications), Part Bs (NANPA responses to Part As) and Part Cs (in-service confirmations).

This section also outlines the process to search and view 5XX-NXX assignments for which a Part C is to be submitted.

The toolbar for viewing the forms can be reached by selecting “**5XX NPA Resource**” after logging into NAS (Figure 4.1).

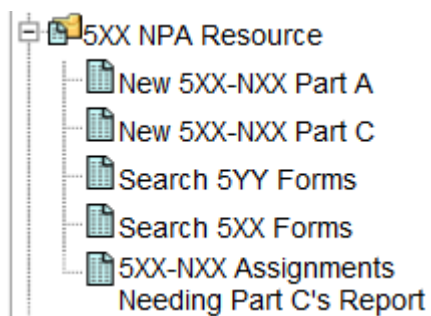


Figure 4.1

## 4.1 Search 5YY Forms

To view 5YY forms, select “Search 5YY Forms” to view the search selection criteria (Figure 4.2).

**Search for 5YY NXX Forms**

**Start Date:**  mm/dd/yyyy

**End Date:**  mm/dd/yyyy

**OCN:**  ▼

- Form PCS Part A
- Form PCS Part B
- Form PCS Part C

Figure 4.2

**Start Date and End Date** – If the user wishes to review 5YY NXX forms within a specific date range, the user can enter a Start Date and End Date using a calendar function (Figure 4.3) which appears after clicking on either field.

---

### Search for 5YY NXX Forms

**Start Date:**  × mm/dd/yyyy

**End Date:**  2012

**OCN:**

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Figure 4.3

**OCN** – Select an OCN from the drop-down menu (Figure 4.4) which is derived from the user’s NAS profile.

---

### Search for 5YY NXX Forms

**Start Date:**  mm/dd/yyyy

**End Date:**  mm/dd/yyyy

**OCN:**    
 Please Select  
 556X  
 556Y  
 556Z

Figure 4.4

**Form PCS Part A, Form PCS Part B, Form PCS Part C** – Select the particular forms you want to be listed by clicking the check-box to the left of each form type (Figure 4.5) and then select “Continue”.

### Search for 5YY NXX Forms

**Start Date:**  mm/dd/yyyy

**End Date:**  mm/dd/yyyy

**OCN:**

- Form PCS Part A
- Form PCS Part B
- Form PCS Part C

Figure 4.5

Tracking Number	Form Type	Submit or Response Date
PCS-PARTA-XXXXX	Form PCS Part A	04/18/2013
PCS-PARTA-XXXXX	Form PCS Part A	09/12/2013
PCS-PARTA-XXXXX	Form PCS Part B	04/24/2013
PCS-PARTC-XXXXX	Form PCS Part C	03/27/2013

Figure 4.6

Query results (Figure 4.6) will be displayed based on the selection criteria used.

Clicking a link under Form Type will display the applicable form (Figure 4.7).



**PCS 5YY NXX CODE FORMS  
PART A  
ASSIGNMENT REQUEST/RETURN NOTIFICATION/INFORMATION CHANGE**

The applicant and the code administrator acknowledge that the information contained on this request form is sensitive and will be treated as confidential. The information in this form shall be treated as proprietary and will only be shared with PCS 5YY NXX code administrator personnel and/or regulators.

1. Name of entity requesting code assignment/return notification/information change.

2. Contact Information

Name: **Nancy Fears**

Address:

Room:

City/State/Zip code, Prov./Country/Postal Code: **Sterling,VA,20166**

Telephone:

Fax:

Company Name:

Operating Company Number(OCN) <sup>2</sup>:

3. PCS 5YY NXX Code Request:

3a. Type of Request: **Additional PCS 5YY NXX code(s) for service provider (Also complete section 3c)**

Note: It is the responsibility of the applicant to arrange with other entities for code activation, deactivation, and changes.

3b. Initial PCS 5YY NXX Code(s) Request

Figure 4.7

## 4.2 Search 5XX Forms

To view 5XX-NXX forms in NAS, select “**Search 5XX Forms**” to display the selection criteria (Figure 4.8).

---

**Search for 5XX-NXX Forms**

**Start Date:**  mm/dd/yyyy

**End Date:**  mm/dd/yyyy

**NPA:**

**OCN:**

Form 5XX-NXX Part A

Form 5XX-NXX Part B

Form 5XX-NXX Part C

Figure 4.8

**Start Date and End Date** – If the user wishes to review 5XX-NXX forms within a specific date range, the user can enter a Start Date and End Date using a calendar function (Figure 4.9) which appears after clicking on either field.

---

### Search for 5XX-NXX Forms

Start Date:  mm/dd/yyyy

End Date:

NPA:

OCN:

◀ Jun ▼2015 ▼▶

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Figure 4.9

**NPA** – Select a particular 5XX NPA or all 5XX NPAs (Figure 4.10).

### 5XX-NXX Needing Part C Report

**Enter Search Criteria:**

OCN:

Submit Date or Start Date for Range:  mm/dd/yyyy

End Date for Range:  mm/dd/yyyy

NPA:

- Select All
- 500
- 521
- 522
- 523
- 533
- 544
- 566
- 577
- 588

Figure 4.10

**OCN** – Select an OCN from the drop-down menu (Figure 4.11) which is derived from the user’s NAS profile.

### Search for 5XX-NXX Forms

Start Date:  mm/dd/yyyy

End Date:  mm/dd/yyyy

NPA:

OCN:

- Please Select
- 556X
- 556Y
- 556Z

Form 5XX-NXX Part C

Figure 4.11

**Form 5XX-NXX Part A, Form 5XX-NXX Part B, Form 5XX-NXX Part C** – Select the type(s) of forms by clicking the check-box to the left of each form type (Figure 4.12) and then “Continue”.

---

**Search for 5XX-NXX Forms**

**Start Date:**  mm/dd/yyyy

**End Date:**  mm/dd/yyyy

**NPA:**  ▼

**OCN:**  ▼

Form 5XX-NXX Part A

Form 5XX-NXX Part B

Form 5XX-NXX Part C

Figure 4.12

Query results (Figure 4.13) will be displayed based on the selection criteria used.

---

**Query Results are :**

Tracking Number	Form Type	Submit or Response Date
5XX-NXX-PARTA-14679	Form 5XX-NXX Part A	10/08/2013
5XX-NXX-PARTA-14681	Form 5XX-NXX Part A	10/08/2013
5XX-NXX-PARTA-14665	Form 5XX-NXX Part B	10/08/2013
5XX-NXX-PARTA-14681	Form 5XX-NXX Part B	10/08/2013
5XX-NXX-PARTA-14679	Form 5XX-NXX Part B	10/08/2013
5XX-NXX-PARTA-14673	Form 5XX-NXX Part B	10/08/2013
5XX-NXX-PARTA-14673	Form 5XX-NXX Part C	10/11/2013

Figure 4.13

Click the link under Form Type to display the applicable form (Figure 4.14).

Printable Version

**5XX NXX Forms**  
**Part C**  
**CONFIRMATION OF 5XX NXX CODE IN SERVICE**

The applicant and the Code Administrator acknowledge that the information contained on this request form is sensitive and will be treated as proprietary and confidential. The information in this form shall only be shared with Code Administrator personnel and/or appropriate regulators.

Authorized Representative of Code Holder (Print): **Login Sandy**  
Operating Company Number (OCN): **007P**  
Title: **Tester**  
Date: **04/14/2016**

<u>5XX NXX Code</u>	<u>Date of Assignment</u>	<u>In-Service Date</u>
588-599	04/13/2016	04/13/2016

Figure 4.14

### 4.3 5XX-NXX Assignments Needing Part C's Report

To view a report of all the 5XX-NXX assignments for which a Part C has not been submitted, select “5XX-NXX Assignments Needing Part C's Report” (Figure 4.15).

---

**5XX-NXX Needing Part C Report**

**Enter Search Criteria:**

OCN:

Submit Date or Start Date for Range:  mm/dd/yyyy

End Date for Range:  mm/dd/yyyy

NPA:

Figure 4.15

**OCN** – Select an OCN or all OCNs from the drop-down menu (Figure 4.16) which is derived from the user’s NAS profile.

---

### 5XX-NXX Needing Part C Report

**Enter Search Criteria:**

OCN:

Submit Date or Start Date for Range:  dd/yyyy

End Date for Range:  dd/yyyy

NPA:

Figure 4.16

**Start Date and End Date** – Use the calendar function (Figure 4.17) to select a Start and End Date for limiting your search to a specific time period.

---

### 5XX-NXX Needing Part C Report

**Enter Search Criteria:**

OCN:

Submit Date or Start Date for Range:

End Date for Range:

NPA:

◀ Jun 2015 ▶

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Figure 4.17

**NPA** – Select a particular 5XX NPA or all 5XX NPAs (Figure 4.18).

### 5XX-NXX Needing Part C Report

**Enter Search Criteria:**

OCN:

Submit Date or Start Date for Range:  mm/dd/yyyy

End Date for Range:  mm/dd/yyyy

NPA:

- Select All
- 500
- 521
- 522
- 523
- 533
- 544
- 566
- 577
- 588

Figure 4.18

Report results (Figure 4.19) will be displayed based on the selection criteria used.

---

### 5XX-NXX Needing Part C Report

<input type="button" value="Download"/> <input type="button" value="Search Again"/>				
Tracking Number	NPA	NXX	OCN	Assignment Date
5XX-NXX-PARTA-15439	5XX	999	556Z	12/05/2013

Figure 4.19



The results are downloadable to Excel™ (Figure 4.20).

A	B	C	D	E
Tracking Number	NPA	NXX	OCN	Assigned Date
5XX-NXX-PARTA-15439	5XX	999	556Z	12/05/2013

Figure 4.20

## 5.0 Error Messages & Fixes

This section describes various error messages you may encounter when completing 5XX-NXX forms. In the process of completing your application, if you need to provide missing information or correct the information provided, NAS will generate an on-screen validation error.

Below are some common validation errors that may occur with some of the 5XX-NXX forms and their corresponding fixes:

### A. New 5XX-NXX Part A – No NRUF on File

Error Message: **Non GEO NRUF on file for 5XX not found. Please submit or modify your Non GEO NRUF for 5XX and reapply. If you are requesting a 5XX-NXX per the regulations of the non-US NANP member country where NRUF on file does not apply, [click here](#) to proceed with the application process.**

Fix: Complete and submit a non-geographic NRUF with a forecast for at least one 5XX NPA (e.g., 523).

Non-US Service Provider Applicants will be required to certify their status as Non-US NANP members (Figure 5.1).

I hereby certify that this application is being submitted per the regulations of a non-US NANP member country, that the assigned 5XX-NXX codes will be used in the provision of non-geographic 5XX-NXX services, and that this application has been prepared in accordance with the Non-Geographic 5XX-NXX Code Assignment Guidelines.

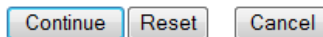


Figure 5.1

### B. Initial 5XX-NXX Code(s) for service provider – Limit Exceeded

Error Message: **Initial 5XX limit is 25.**

Fix: The quantity of initial 5XX-NXX codes requested can be no less than 1 and not greater than 25.

### C. Initial 5XX-NXX Code(s) for service provider – Initial Codes Already Assigned

Error Message: **Initial 5XX-NXXs already assigned. Please request growth 5XX-NXXs.**

Fix: Under “Type of request”, select “**Growth 5XX-NXX Code(s) for service provider**”. This error will be displayed if there is at least one 5XX-NXX assignment or pending 5XX-NXX application for the OCN.

D. **5XX-NXX Code information change/Intra-Company OCN Change – No 5XX-NXX Code Listed**

Error Message: **Not a valid change Request for the specified 5XX-NXX code.**

Fix: Identify a 5XX-NXX code in the inventory of the selected OCN. This error will be displayed if the code listed is not assigned to the service provider initiating the Part A.

E. **New 5XX-NXX Part C/Submit Part C – Code Not in Inventory**

Error Message: **You are not allowed to submit a Part C for the requested 5XX-NXX code.**

Fix: Identify a code in the inventory of the user for which a Part C is to be submitted.

F. **New 5XX-NXX Part C/Submit Part C – In Service Date is in the Future**

Error Message: **In service date is in the future. Part C may not be submitted until after the code is in service.**

Fix: Identify a current date or earlier date, but no sooner than the assignment date.

### 6.0 Glossary

**5XX-NXX Codes** - 5XX-NXX codes are to be used for applications which are non-geographic in nature, are not assigned to rate centers and may or may not traverse the Public Switched Telephone Network, but do require an E.164 addressing scheme.

**5XX NPAs** – NPAs 500, 533, 544, 566, 577, 588, 522, 521, and 523. The following NPAs have been set aside for 5XX-NXX codes (524, 525, 526, 527, 528, 529, 532, 538, 542, 543, 545, 547, 549, 552, 553, 554, 556, 569, 578, 589, 550, 535, 546, and 558).

**5YY** – NPAs previously associated with personal communication services. The service definition for 5YY was revised and 5YY-NXX codes are now referred to as 5XX-NXX codes.

**NANP Administration System (NAS)** – System that supports a variety of number administration functions including assignment of 5XX-NXX codes.

**North American Numbering Plan (NANP)** - A numbering architecture in which every station in the NANP area is identified by a unique ten-digit address consisting of a three-digit NPA code, a three digit central office code of the form NNX/NXX, and a four-digit line number of the form XXXX, where N represents the digits 2-9 and X represents the digits 0-9. It is the basic numbering scheme for the telecommunications networks located in Anguilla, Antigua, Bahamas, Barbados, Bermuda, British Virgin Islands, Canada, Cayman Islands, Dominica, Dominican Republic, Grenada, Jamaica, Montserrat, Sint Maarten, St. Kitts & Nevis, St. Lucia, St. Vincent, Turks & Caicos Islands, Trinidad & Tobago, and the United States (including American Samoa, Puerto Rico, the U.S. Virgin Islands, Guam, and the Commonwealth of the Northern Mariana Islands) [See also 47 CFR § 52.5 (d)].

**North American Numbering Plan Administrator (NANPA)** – The NANPA is responsible for the neutral administration of NANP numbering resources, subject to directives from regulatory authorities in the NANP member countries. (See also 47 CFR § 52.7 (e).) The NANPA is an impartial non-governmental entity that is not aligned with any particular telecommunications industry segment.<sup>[1]</sup> Under contract to the FCC, NANPA's responsibilities include assignment of NANP resources, and, in the U.S. and its territories, coordination of area code relief planning and collection of utilization and forecast data. See also 47 CFR § 52.13.

**Numbering Resource Utilization/Forecast (NRUF)** – FCC Form 502; Report used for collecting, storing, and maintaining number resource utilization and forecast data, including 5XX-NXX codes.

---

<sup>[1]</sup>Administration of the North American Numbering Plan, Report and Order, CC Docket No. 92-237, 11 FCC Rcd 2588, 2608 (1995) (NANP Order).

**Numbering Plan Area (NPA)** – A Numbering Plan Area (NPA) is also called an area code. An NPA is the 3-digit code that occupies the A, B, and C positions in the 10-digit North American Numbering Plan (NANP) format that applies throughout the NANP area. NPAs are of the form NXX, where N represents the digits 2-9 and X represents any digit 0-9. In the NANP, NPAs are classified as either geographic or non-geographic.

- A) Geographic NPAs are NPAs which correspond to discrete geographic areas within the NANP area.
- B) Non-geographic NPAs are NPAs that do not correspond to discrete geographic areas, but which are instead assigned for services with attributes, functionalities, or requirements that transcend specific geographic boundaries. The common examples are NPAs in the NYY format, e.g., 800.

**Operating Company Number (OCN)** – An Operating Company Number (OCN) is a four place alphanumeric code that uniquely identifies providers of local telecommunications service. OCN assignments are required of all SPs in their submission of utilization and forecast data (FCC 00-104, ¶ 41 and Public Notice DA 00-1549). Relative to CO Code assignments, NECA assigned Company Codes may be used as OCNs. Companies with no prior CO Code or Company Code assignments contact NECA ([www.neca.org](http://www.neca.org) ; 800-228-8597) to be assigned a Company Code(s). Since multiple OCNs and/or Company Codes may be associated with a given company, companies with prior assignments should direct questions regarding appropriate OCN usage to the iconectiv™ Telecom Routing Administration (TRA) ([www.trainfo.com](http://www.trainfo.com) ; 866-672-6997).

## 7.0 Change History

Version	Effective Date	Author	Description of Change
1.0	10/31/13	NANPA	Initial version.
1.1	12/9/13	NANPA	Added 5XX-NXX Assignments Needing Part C's Report.
1.2	1/10/14	NANPA	Added text on need to list at least one preferred code for "Search 5XX Forms."
1.3	7/1/15	NANPA	Updated calendar and NPA list screenshots.
1.4	12/21/15	NANPA	Added text on required fields such as Assignment Preference.
1.5	4/20/16	NANPA	Updated Part A and Part C screenshots.
1.6	4/12/17	NANPA	Updated Search 5XX Forms screenshots.
1.7	4/9/18	NANPA	Listed NPA 521 as in use in the Glossary description of 5XX NPAs.
2.0	4/29/19	NANPA	Added to the Error Messages & Fixes section titles to better highlight each error message fix.
3.0	12/19/2022	NANPA	Updates support email to <a href="mailto:support@nanpa.com">support@nanpa.com</a>

## 8.0 Index

### A-F

Contact Information 8, 13, 18, 21  
 Customer Support Desk 5

### G-H

Guidelines 5

### I-K

Inter-Company OCN Change 24  
 Intra-Company OCN Change 23, 43

## 5XX-NXX User Guide 2.0v

### **L**

Letter, from customer 10

### **M**

Months to Exhaust 15

### **N-O**

Name of entity 8, 13, 18, 21

NANPA 5-6, 10, 29, 44

NRUF 6, 12, 42, 44

### **P-Q**

Part B 29, 32, 37

### **R**

Registration 5

### **S**

Show Calculations 15

### **T**

Tool Bar 5

Tracking Number 11, 16, 19, 25, 28

### **U-Z**

Utilization Level 15