



NRUF (Form 502) On-Line User Guide

1.9v

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TABLE OF CONTENTS

1.0 Introduction.....	3
1.1 NAS Overview for Creating and Modifying NRUF Form 502	3
1.2 Overall Process Flow for Creating and Modifying NRUF Form 502	4
2.0 Create Geo 502	5
2.1 Create Geo 502 – Completing Utilization and Forecast	10
2.1.1 Create Geo 502 – Completing Utilization	11
2.1.2 Create Geo 502 – Completing Forecast	24
3.0 Modify/Delete Geo 502	37
3.1 Modify/Delete Geo 502 - ADD Action	37
3.1.1 Adding Forecast Data	37
3.1.2 Adding Utilization Data	41
3.2 Modify/Delete Geo 502 - Modify/Delete Action.....	44
3.2.1 Modify/Delete Forecast Data.....	44
3.2.2 Modify/Delete Utilization Data	47
4.0 Create Non-Geo 502.....	49
4.1 Create Non-Geo 502 – Completing Utilization and Forecast	51
4.1.1 Create Non-Geo 502 – Completing Utilization	51
4.1.2 Create Non-Geo 502 – Completing Forecast.....	56
5.0 Modify/Delete Non-Geo 502.....	58
5.1 Modify/Delete Non-Geo 502 - ADD Action	58
5.1.1 Adding Forecast Data	58
5.1.2 Adding Utilization Data.....	60
5.2 Modify/Delete Non-Geo 502 - Modify/Delete Action	62
5.2.1 Modify/Delete Forecast Data.....	62
5.2.1 Modify/Delete Utilization Data	64
6.0 NRUF Reports	66
6.1 Forecast Report	66
6.2 OCN Report for Forecasts	67
6.3 Utilization Report.....	67
6.4 OCN Report for Utilization	68
6.5 Utilization Under 5%	68
6.6 Utilization Missing Report.....	68
6.7 Donation Discrepancy Report.....	69
6.8 Non-Geographic Forecast and Utilization Reports.....	69
6.9 Non-Geographic OCN Reports for Forecasts and Utilization	69
7.0 Glossary.....	70
8.0 Change History.....	71
9.0 Index.....	71

1.0 Introduction

This document provides instruction for submitting the Numbering Resource Utilization/Forecast (NRUF) Report (FCC Form 502) on-line through the NANP Administration System (NAS) user interface. It also provides direction for updating an NRUF on-line, and descriptions of query capabilities available to service providers (SPs) for tracking NRUF data submitted for the most recent reporting period.

1.1 NAS Overview for Creating and Modifying NRUF Form 502

The following is a list of the types of Form 502 submission and search capabilities available in NAS:

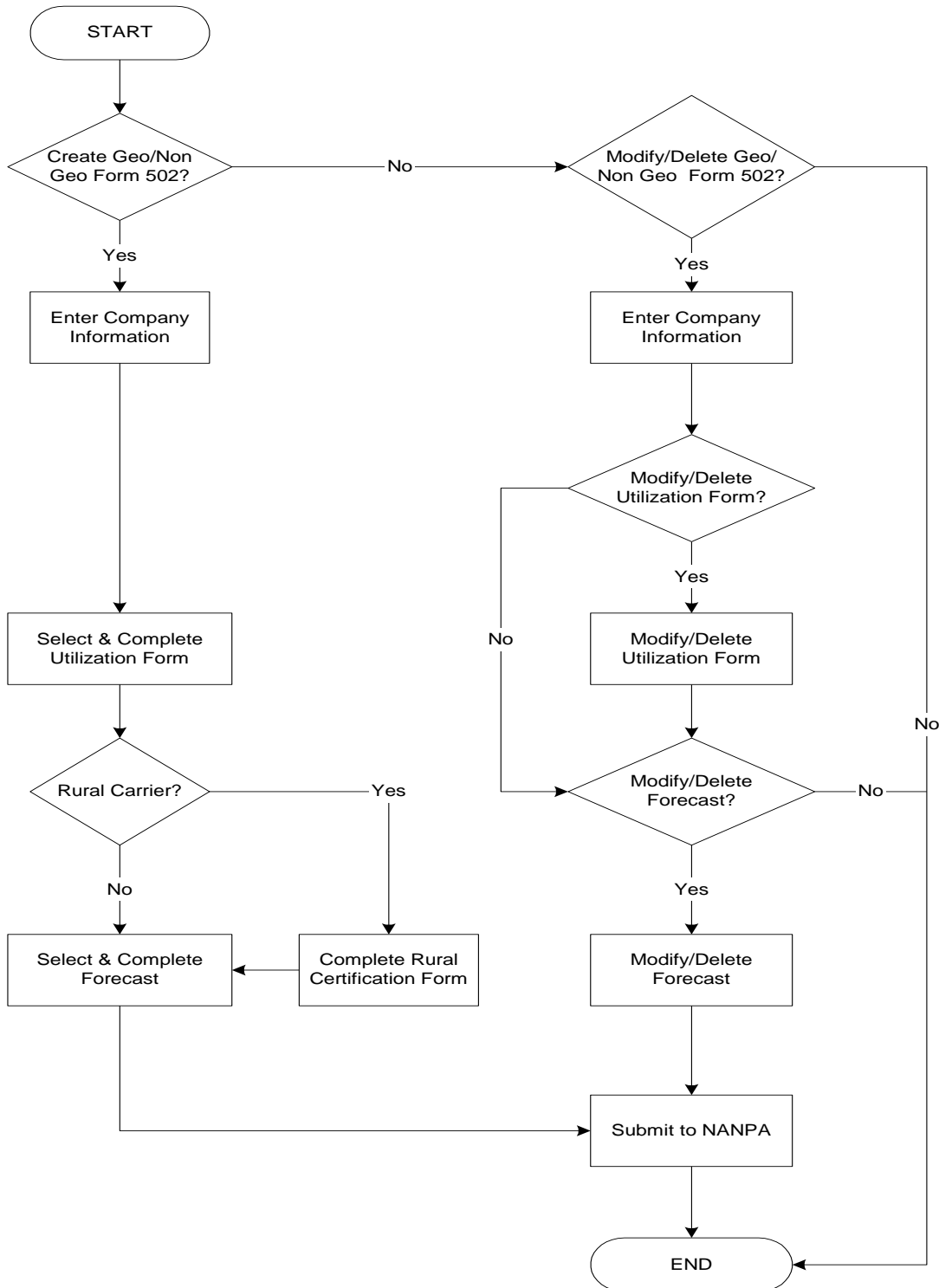
- Create and submit a Geographic Form 502 (Geo 502) for the current reporting cycle
- Create and submit a Non-Geographic Form 502 (Non Geo 502) for the current reporting cycle
- Modify a Geographic Form 502 by adding, modifying, or deleting utilization and/or forecast data for the current reporting cycle
- Modify a Non-Geographic Form 502 by adding, modifying, or deleting utilization and/or forecast data for the current reporting cycle
- Search and display the most recent company information, utilization data, and/or forecast data submitted for the current reporting cycle for either a Geographic Form 502 or Non-Geographic Form 502

The user should refer to the NRUF instructions (i.e. Instructions for Utilization and Forecast Forms), and the Geographic and Non-Geographic Job Aid documents for additional information on the NRUF filing process. Both documents are available on the North American Numbering Plan Administration (NANPA) website (<http://www.nationalnanpa.com/nruf/index.html>). The instructions are also available to users after logging in to NAS.

Reporting carriers must file their NRUF semi-annually on or before February 1 for the preceding 6-month reporting period ending on December 31, and on or before August 1 for the preceding 6-month reporting period ending on June 30.

1.2 Overall Process Flow for Creating and Modifying NRUF Form 502

The flowchart below describes the overall process for creating and modifying an NRUF in NAS.



2.0 Create Geo 502

This section discusses the detailed steps to create and submit an NRUF on-line in NAS.

To begin, the user must be registered in NAS using either the Service Provider Applicant (SPA) or Service Provider Consultant (SPC) profile, and have selected NRUF as a resource subscription. The user must also ensure that the applicable NAS profile includes all the OCNs, states, and NPAs (area codes) for which NRUF data is to be reported. More information on registration is available by calling the NAS Customer Support Desk at 866-623-2282 or by email at nanpa-login@neustar.biz. More information on NAS registration is available in the NAS User Registration Guide located on the NANPA web site:

http://www.nanpa.com/tools/nasUser_guide.html

Please note that any field marked with a red asterisk (*) when creating an on-line NRUF is a required field and must be populated based on the criteria indicated in the field requirements listed below.

NAS Landing Page

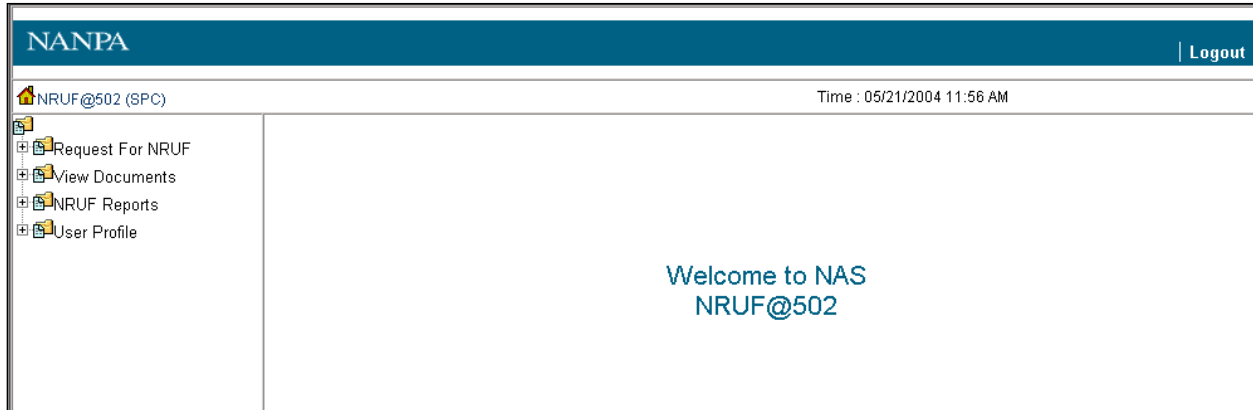


Fig 1

Step 1: After logging in to NAS, click on the + sign next to “Request for NRUF” (see **Figure 1**). This will bring down a list of NRUF form options as shown in **Figure 2** below.

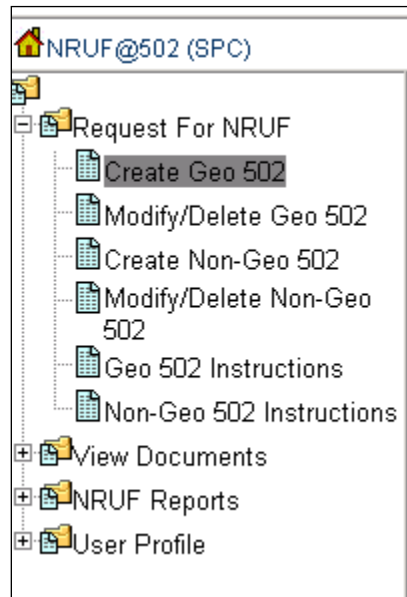


Fig 2

Step 2: Click on “Create Geo 502”. The main page with Company Information will be displayed as shown below (see **Figure 3**).

THE NANP NUMBERING RESOURCE UTILIZATION/FORECAST (NRUF) ONLINE SUBMISSION OF GEOGRAPHIC FORM 502

Reporting carriers must complete a minimum of three forms (1) One Company Information form; (2) A minimum of one utilization data form; and (3) a minimum of one forecast data form. The two exceptions to this requirement are

- Intermediate reporting carriers are not required to complete a forecast form. This exception only applies to carriers that operate solely as intermediate carriers.
- Reporting carriers that do not have any assigned numbers are not required to complete a utilization form.

Many reporting carriers will file more than one utilization and/or forecast form. For example, reporting carriers that receive numbers from both a Numbering Administrator and another carrier must report as both a Primary and an Intermediate Reporting carrier.

The reporting carrier should determine which forms to populate based on the status of the reporting carrier as well as the status of the resources for which the reporting carrier is reporting utilization and forecast information. The determining factors are whether the reporting carrier is:

- 1) reporting on utilization as a Primary and/or Intermediate Carrier;
- 2) reporting utilization as a Rural and/or a Non-Rural Carrier;
- 3) forecasting a need for resources as a Pooling and/or Non-Pooling Carrier;
- 4) forecasting a need for resources in a Pooling or Non-Pooling Area;
- 5) forecasting a need for Initial or Growth Resources.

Your company information is displayed below.

Reporting Date: February 2004

Parent Company Name*:

Service Provider Name*: Fake NRUF telco 9

Company Address*: 1 Main Street

Address 2:

City*: Sterling

State*: VA

Zip*: 20166

Contact Name*: Jane Doe

Contact Telephone number*: 8888888888

Fax number: 8888888888

E-mail*: nruf2@502.com

Parent Company OCN*:

Service Provider OCN*: Please Select

Service Provider FRN*:

Service Provider Type*: Please Select

Enter Utilization data:

Enter Forecast data:

Figure 3

Step 3: Populate the Company Information.

Reporting Date – This date is pre-populated with the current submission cycle. August 2011 refers to the reporting cycle covering the preceding 6-month reporting period ending on June 30, and February 2012 will cover the preceding 6-month reporting period ending on December 31.

Parent Company Name – Enter the highest parent company located within the state for which the reporting carrier is reporting data. If the reporting carrier is not a subsidiary of any other company, the reporting carrier should enter its own name. This field is editable.

Service Provider Name – This field is pre-populated from your NAS User Profile but is editable. The reporting carrier must populate the Service Provider Name field of the NRUF with the exact name that corresponds to the Service Provider Operating Company Number (OCN), as indicated in NECA records as also published in the LERG™ Routing Guide Volume 1.

Company Address, Address 2, City, State, Zip, Contact Name, Contact Tel No., Fax No., and Email – These fields are pre-populated from your NAS User Profile and are editable.

Parent Company OCN – This field is pre-populated from your NAS User Profile and is editable. This field can be populated with a Parent Company OCN or “None”. For more information on OCNs, please see the Geographic Job Aid.

Service Provider OCN – Click on the OCN field to bring up the list of Company OCNs associated with your NAS User Profile. Select an OCN from this list.

Service Provider FRN – This field must be populated with the Service Provider’s FCC Registration Number (FRN). Exactly 10 digits must be entered in this field. More detailed information regarding the FRN is available in the Geographic Job Aid.

Service Provider Type – Click on the Service Provider Type field to bring up a menu to pick from the 11 SP Service Types on the Form 502 (see **Figure 4**).

The screenshot shows a web form with a dropdown menu for "Service Provider Type*:". The dropdown is open, showing a list of options: "Please Select", "CAP or CLEC", "Incumbent Local Exchange Carrier (ILEC)", "Interexchange Carrier (IXC)", "Other Local (Shared-Tenant, Private Carriers)", "Local Reseller", "Other Mobile Service Provider", "Paging and Messaging", "Satellite Service Providers", "SMR Dispatch", "Wireless Data Service Provider", and "Wireless Telephony (Cellular, PCS, SMR)". The "CAP or CLEC" option is currently selected. To the left of the dropdown are labels for "Enter Utilization data:" and "Enter Forecast data:". Below the dropdown are buttons for "kSheet", "Submit", and "Cancel". At the bottom of the form, there is a "c. Legal Notice/Disclaimer." link and a "Last" button.

Figure 4

Please note that if you fail to enter any of the required fields of company information, you will receive a validation error that will prevent you from continuing with your NRUF submission until you populate the required field. **Figure 5** below shows an example of the type of validation error you would receive if you failed to populate the Parent Company OCN field and you failed to enter an FRN.

<p>Validation Error</p> <p>You must correct the following error(s) before proceeding:</p> <ul style="list-style-type: none"> • Parent OCN field is required. • Service Provider FRN is a 10 digit required field.
<p style="text-align: center;"><u>THE NANP NUMBERING RESOURCE UTILIZATION/FORECAST (NRUF) ONLINE SUBMISSION OF GEOGRAPHIC FORM 502</u></p>
<p>Reporting carriers must complete a minimum of three forms (1) One Company Information form; (2) A minimum of one utilization data form; and (3) a minimum of one forecast data form. The two exceptions to this requirement are</p> <ul style="list-style-type: none"> • Intermediate reporting carriers are not required to complete a forecast form. This exception only applies to carriers that operate solely as intermediate carriers. • Reporting carriers that do not have any assigned numbers are not required to complete a utilization form. <p>Many reporting carriers will file more than one utilization and/or forecast form. For example, reporting carriers that receive numbers from both a Numbering Administrator and another carrier must report as both a Primary and an Intermediate Reporting carrier.</p> <p>The reporting carrier should determine which forms to populate based on the status of the reporting carrier as well as the status of the resources for which the reporting carrier is reporting utilization and forecast information. The determining factors are whether the reporting carrier is:</p> <ol style="list-style-type: none"> 1) reporting on utilization as a Primary and/or Intermediate Carrier; 2) reporting utilization as a Rural and/or a Non-Rural Carrier; 3) forecasting a need for resources as a Pooling and/or Non-Pooling Carrier; 4) forecasting a need for resources in a Pooling or Non-Pooling Area; 5) forecasting a need for Initial or Growth Resources. <p>Your company information is displayed below.</p>

Fig 5

2.1 Create Geo 502 – Completing Utilization and Forecast

This next step in submitting the Geo 502 involves completion of the appropriate utilization and/or forecast worksheets. All reporting carriers must complete the company information, a minimum of one utilization form, and a minimum of one forecast form. Please note there are two exceptions to this rule:

- 1) Intermediate reporting carriers, which operate solely as intermediate carriers, are only required to complete company information and either the U3 form (non-rural) or the U4 form (rural). If the intermediate carrier completes the U4, the rural certification form must also be completed;
- 2) If the primary reporting carrier has not been assigned numbers by NANPA, the Pooling Administrator (PA), or by another carrier, the primary reporting carrier is not required to complete a utilization form.

Many reporting carriers will file more than one utilization and/or forecast form. For example, reporting carriers that receive numbers from both NANPA and another carrier must report as both a Primary and an Intermediate Reporting carrier. The reporting carrier should determine which forms to populate based on the status of the reporting carrier as well as the status of the resources for which the reporting carrier is reporting utilization and forecast information. The determining factors are whether the reporting carrier is:

- 1) reporting on utilization as a Primary and/or Intermediate Carrier;
- 2) reporting utilization as a Rural and/or a Non-Rural Carrier;
- 3) forecasting a need for resources as a Pooling and/or Non-Pooling Carrier;
- 4) forecasting a need for resources in a Pooling or Non-Pooling Area;
- 5) forecasting a need for Initial or Growth Resources.

2.1.1 Create Geo 502 – Completing Utilization

2.1.1.1 U1: Utilization Reporting Form for Non-Rural Primary Carriers

The following section describes steps to take to complete the U1 worksheet. This worksheet is completed by non-rural primary reporting carriers. These carriers are to report on all numbering resources assigned to them by the NANPA and/or the PA.

Step 1: On the bottom of the Company Information page, after completing the Company Information as described in section 2.0, click on the “Enter Utilization data” field to bring up the list of Utilization worksheets (see **Figure 6**). Select the U1, and then select “Go to Worksheet” in order to bring up the worksheet as shown in **Figure 7** below:

Fig 6

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

NPA-NXX Please Select ▾ - 0

1000 block 0 ▾

Rate Center Please Select ▾

Assigned 0

Intermediate 0

Reserved 0

Aging 0

Admin 0

Donated to Pooling

Notes/Assignee

Add Cancel

Fig 7

Step 2:

Populate the U1 as shown in **Figure 7** according to the status of the thousands-block. Detailed definitions of the usage categories (i.e., Assigned, Intermediate, etc.) may be found in the “Geo 502 Instructions” located on your NAS toolbar underneath “Request for NRUF.”

NPA-NXX – This field is used to identify the central office code (NXX) for which the user is reporting utilization. First, click on the NPA field to bring up the list of area codes (NPAs) populated from your NAS User Profile. Upon selection, the screen will refresh and load the appropriate rate centers for the NPA selected. Second, enter the NXX. The user will only be able to add 3 digits in the NXX field and the NXX must be between 200 and 999, inclusively.

X - Identify the thousands-block (1000 block) of the NXX for which the user is reporting utilization. Click on the 1000 block field and select from 0,1,2,3,4,5,6,7,8, or 9 for this field.

Rate Center – Click on the Rate Center field to bring up a list of Rate Center Abbreviations. Select the appropriate Rate Center for the block in which utilization is being reported.

Assigned, Intermediate, Reserved, Aging and Administrative fields – Populate each of these fields with the quantity of telephone numbers (TNs) that apply to the 1000 block for which the

user is reporting utilization. Any of these fields not populated will automatically be populated with zeros. The total for all categories cannot exceed 1000 TNs.

Donated to Pooling – Check this box if the block has been donated to the pool. More information on Pooling may be obtained from the PA website (www.nationalpooling.com).

Notes/Assignee – If the Intermediate field is populated, enter the name of the entity to which the primary carrier assigned intermediate numbers.

Step 3: After completing the utilization on the first 1000 block, click the Add button on the U1 screen for the system to generate Available TNs and the Utilization percentage. The information entered will appear at the bottom of the screen (see **Figure 8**). To complete reporting for additional 1000 blocks, go back to the top of the screen, and fill out the data for the next block.

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

NPA-NXX: 571 . 200
 1000 block: 2
 Rate Center: DULLES
 Assigned: 700
 Intermediate: 100
 Reserved: 0
 Aging: 0
 Admin: 0
 Donated to Pooling:
 Notes/Assignee: abc telecom

Check to remove	NPA-NXX	X	Rate Center	Assigned	Intermediate	Reserved	Aging	Admin	Donate to pooling	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	571 - 200	1	DULLES	100	0	0	0	0	Y		900	Donated
<input type="checkbox"/>	571 - 200	2	DULLES	700	100	0	0	0	N	abc telecom	200	77.78%

Fig 8

The user can select the “Check to remove” (See **Figure 8** above) box if the user decides to remove any line of data entered and return to the block entry screen as shown in **Figure 7**.

Please note the following common mistakes made populating the U1 which will result in a validation error:

- Populating more than 1000 TNs per block
- Failing to populate the Assignee/Notes field with the name of the entity to which the reporting carrier assigned intermediate numbers
- Reporting on the same thousands-block more than once
- Reporting more than 10% contamination level (meaning the user checked the “Donated to Pooling” box and also populated the usage categories with more than 100 TNs)

Validation Error

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

- Utilization reported not in the limits.
- Please identify Assignee.

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

NPA-NXX	571	-	200
1000 block	3		
Rate Center	DULLES		
Assigned	1000		
Intermediate	1		
Reserved	0		
Aging	0		
Admin	0		
Donated to Pooling	<input type="checkbox"/>		
Notes/Assignee			

Fig 9

The validation error must be corrected to complete the reporting on the thousands-block. If the user is presented a validation error, as shown in **Figure 9**, the error must be corrected to reach the next screen (**Figure 8**), which shows the Available calculation and Utilization percentage for the thousands-block.

Step 4: When you have completed reporting on all blocks, click on Completed Worksheet to return to the Company Information screen. At this point, if U1 is the only utilization worksheet to be completed, fill out the appropriate forecast worksheet as described in section 2.1.2.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Utilization Report as described in section 6.3.

2.1.1.2 U2: Utilization Reporting Form for Rural Primary Carriers

The following section describes steps to complete the U2 worksheet. The U2 worksheet is used by rural primary carriers and reporting is at the central office (CO) code level. Note that there are 10,000 TNs in a CO code.

Step 1: At the Company Information page, after completing the Company Information, click on the “Enter Utilization data” field to bring up the list of Utilization worksheets. Select the U2, and then select “Go to Worksheet” in order to bring up the U2 screen as shown in **Figure 10** below.

U2: UTILIZATION REPORTING FORM FOR RURAL PRIMARY CARRIERS.

NPA-NXX	601	-	222
State	MS		
Rate Center	BIG CREEK		
Assigned	7000		
Intermediate	0		
Reserved	0		
Aging	0		
Admin	50		
Notes/Assignee			

Add Cancel

Fig 10

Step 2:

Populate the U2 as shown in **Figure 10** according to the status of that NXX.

NPA-NXX – This field is used to identify the central office code for which the user is reporting utilization. First, click on the NPA field to bring up the list of NPAs. Select an NPA from this list of NPAs loaded from your NAS User Profile. Upon selection, the screen will refresh and load the appropriate rate centers for the NPA selected. Second, enter the NXX. The user will only be able to add 3 digits in the NXX field and the NXX must be between 200 and 999, inclusively.

Rate Center – Click on the Rate Center field to bring up a list of Rate Center Abbreviations. Select the appropriate Rate Center for the code in which utilization is being reported.

Assigned, Intermediate, Reserved, Aging and Administrative fields – Populate each of these fields that apply to the code for which the user is reporting utilization. Any of these fields not populated will automatically be populated with zeros. The total for all categories cannot exceed 10,000 TNs.

Notes/Assignee – If the Intermediate field is populated, enter the name of the entity to which the primary carrier assigned intermediate numbers.

Step 3: After completing the utilization on the first NXX code, click the Add button on the U2 screen for the system to generate Available TNs and Utilization percentage as shown in **Figure 11** below. In order to complete reporting for additional NXX codes, go back to the top of the screen, and fill out the data for the next NXX code.

U2: UTILIZATION REPORTING FORM FOR RURAL PRIMARY CARRIERS.

NPA-NXX -

State

Rate Center

Assigned

Intermediate

Reserved

Aging

Admin

Notes/Assignee

Check to remove	NPANXX	State	rate center	Assigned	Intermediate	reserved	Aging	Admin	Donate to pooling	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	601 - 211	MS	BIG CREEK	7000	0	0	0	50	N		2950	70.00%

Fig 11

Step 4: When you have completed reporting on all NXX codes, click on the Completed Worksheet button to return to the Company Information screen.

Step 5: At the Company Information screen, select the Rural Certification button. The Rural Certification Form as shown below in **Figure 12** will appear. When completing a U2, filling out the Rural Certification Form is required prior to submitting the NRUF to NANPA.

RURAL CERTIFICATION FORM

This form must be completed by an officer of the reporting company.

I, , certify that Test Company operating as a CAP or CLEC is "Rural telephone company" as defined in the Communications Act, 47 U.S.C. § 153(37). OCN =

Electronic Signature

Telephone Number

Fig 12

Step 6: After completing the Rural Certification Form, return to the Company Information screen. If U2 is the last utilization form to be completed, fill out the appropriate forecast worksheet as described in section 2.1.2.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Utilization Report as described in section 6.3.

2.1.1.3 U3: Utilization Reporting Form for Non-Rural Intermediate Carriers

The following section describes steps to take to complete the U3 worksheet. This worksheet is completed by non-rural intermediate carriers to report on all numbering resources received from another carrier.

Step 1: On the bottom of the Company Information page, after completing the Company Information, click on the "Enter Utilization data" field to bring up the list of Utilization worksheets. Select the U3, and then select "Go to Worksheet" in order to bring up the U3 screen as shown in **Figure 13** below.

U3: UTILIZATION REPORTING FORM FOR NON-RURAL INTERMEDIATE CARRIERS.

NPA-NXX	Please Select ▾ - <input type="text"/>
1000 block	0 ▾
Rate Center	Please Select ▾
Assigned	<input type="text"/>
Intermediate	<input type="text"/>
Reserved	<input type="text"/>
Aging	<input type="text"/>
Admin	<input type="text"/>
Numbers received	<input type="text"/>
Notes/Assignee	<input type="text"/>

Fig 13

Step 2:

Populate the U3 as shown in **Figure 13** according to the status of the numbers received from another carrier. Reporting is at the thousands-block level.

NPA-NXX – This field is used to identify the CO code for which the user is reporting utilization. First, click on the NPA field to bring up the list of NPAs. Select an NPA from the list loaded from your NAS User Profile. Upon selection, the screen will refresh and load the appropriate rate centers for the NPA selected. Second, enter the NXX. The user will only be able to add 3 digits in the NXX field and the NXX must be between 200 and 999, inclusively.

X - Identify the 1000 block of the NXX for which the user is reporting utilization. Click on the 1000 block field and select from 0,1,2,3,4,5,6,7,8, or 9 for this field.

Rate Center – Click on the Rate Center field to bring up a list of Rate Center Abbreviations. Select the appropriate Rate Center for the block in which utilization is being reported.

Assigned, Intermediate, Reserved, Aging and Administrative fields – Populate each of these fields with the quantity of TNs that apply to the 1000 block for which the user is reporting utilization. Any of these fields not populated will automatically be populated with zeros. The total for all categories cannot exceed 1000 TNs.

Numbers Received – Enter the amount of numbers received from the primary carrier. The maximum number received per block is 1000.

Notes/Assignee – Enter the name of the primary carrier from which numbers were received. If the Intermediate field is populated, also enter the name of the entity to which numbers have been made available for assignment.

Step 3: After completing the utilization on the first 1000 block, click the Add button on the U3 screen for the system to generate Available TNs and Utilization percentage as shown in **Figure 14** below. In order to complete reporting for additional 1000 blocks, go back to the top of the screen, and fill out the data for the next block.

U3: UTILIZATION REPORTING FORM FOR NON-RURAL INTERMEDIATE CARRIERS.

NPA-NXX: 808 - 200
 1000 block: 7
 Rate Center: HILO
 Assigned: 560
 Intermediate: 0
 Reserved: 0
 Aging: 0
 Admin: 0
 Numbers received: 1000
 Notes/Assignee: ABC carrier

Add

Check to remove	NPA-NXX	Rate center	Assigned	Intermediate	reserved	Aging	Admin	Number received	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	808 - 200	7 HILO	560	0	0	0	0	1000	ABC carrier	440	56.00%

Fig 14

Please note the following common mistakes when populating the U3. These validation errors must be corrected to complete reporting on the thousands-block. If the user is presented with a validation error as shown in **Figure 15**, the error must be corrected for the block utilization to be accepted.

- Failure to complete Notes/Assignee field
- Reporting on more numbers than are listed in the Numbers Received field

Validation Error

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

- Utilization reported equals more than the numbers received.
- Please identify Assignee.

U3: UTILIZATION REPORTING FORM FOR NON-RURAL INTERMEDIATE CARRIERS.

NPA-NXX	808	-	200
1000 block	7		
Rate Center	HILO		
Assigned	700		
Intermediate	0		
Reserved	0		
Aging	0		
Admin	0		
Numbers received	500		
Notes/Assignee			

Fig 15

Step 4: When you have completed reporting on all intermediate numbers, click on Completed Worksheet to return to the Company Information screen.

Step 5: If the user has also completed a U1 and/or U2 worksheet, the user should now proceed to complete a forecast worksheet as described in section 2.1.2.

If the user is solely an intermediate carrier, the user should click “Submit to NANPA” after completion of the U3 and receive a tracking number. Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Utilization Report as described in section 6.3.

2.1.1.4 U4: Utilization Reporting Form for Rural Intermediate Carriers

The following section describes steps to complete the U4 worksheet. This worksheet is completed by rural intermediate reporting carriers to report on all numbering resources received from another carrier.

Step 1: On the bottom of the Company Information page, after completing the Company Information, click on the “Enter Utilization data” field to bring up the list of Utilization

worksheets. Select the U4, and then select “Go to Worksheet” to bring up the U4 screen as shown in **Figure 16** below.

U4: UTILIZATION REPORTING FORM FOR RURAL INTERMEDIATE CARRIERS

NPA-NXX	Please Select ▾	-	<input type="text"/>
State	<input type="text"/>		
Rate Center	Please Select ▾		
Assigned	<input type="text"/>		
Intermediate	<input type="text"/>		
Reserved	<input type="text"/>		
Aging	<input type="text"/>		
Admin	<input type="text"/>		
Numbers received	<input type="text"/>		
Notes/Assignee	<input type="text"/>		

Fig 16

Step 2: Populate the U4 as shown in **Figure 16** according to the status of the numbers received from another carrier. Reporting is at the CO code level.

NPA-NXX – This field is used to identify the NXX for which the user is reporting utilization. First, click on the NPA field to bring up the list of NPAs. Select an NPA from this list which was loaded from your NAS User Profile. Upon selection, the screen will refresh and load the appropriate rate centers for the NPA selected. Second, enter the NXX. The user will only be able to add 3 digits in the NXX field and the NXX must be between 200 and 999, inclusively.

Rate Center – Click on the Rate Center field to bring up a list of Rate Center Abbreviations. Select the appropriate Rate Center for the code in which utilization is being reported.

Assigned, Intermediate, Reserved, Aging and Administrative fields – Populate each of these fields with the quantity of TNs that apply to the code for which the user is reporting utilization. Any of these fields not populated will automatically be populated with zeros. The total for all categories cannot exceed 10,000 TNs.

Numbers Received – Enter the amount of numbers received from the primary carrier. The maximum number received per code is 10,000.

Notes/Assignee – Enter the name of the primary carrier from which numbers were received. If the Intermediate field is populated, also enter the name of the entity to which numbers have been made available for assignment.

Step 3: After completing the utilization on the first code, click the Add button on the U4 screen for the system to generate Available TNs and Utilization percentage as shown in **Figure 17**. To complete reporting for additional codes, go back to the top of the screen, and fill out the data for the next code.

U4: UTILIZATION REPORTING FORM FOR RURAL INTERMEDIATE CARRIERS

NPA-NXX: 808 - 300
 State: HI
 Rate Center: KAUNAKAKAI
 Assigned: 1000
 Intermediate: 1000
 Reserved: 0
 Aging: 0
 Admin: 0
 Numbers received: 5000
 Notes/Assignee: Numbers assigned by ABC Telecom and provided to DEF Telecom

Check to remove	NPA-NXX	State	rate center	Assigned	Intermediate	reserved	Aging	Admin	Number received	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	808 - 300	HI	KAUNAKAKAI	1000	1000	0	0	0	5000	Numbers assigned by ABC Telecom and provided to DEF Telecom	3000	25.00%

Fig 17

Step 4: When you have completed reporting on all intermediate numbers, click on Completed Worksheet to return to the Company Information screen.

Step 5: At the Company Information screen, if you have not previously completed the Rural Certification Form, pick the Rural Certification Form and complete it prior to submitting the Form 502 to NANPA.

Step 6: If you have also completed a U1 and/or U2 worksheet, you should now proceed to complete a forecast worksheet as described in section 2.1.2.

If the user is solely an intermediate carrier, the user should click “Submit to NANPA” after completion of the U4 and receive a tracking number. Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Utilization Report as described in section 6.3.

2.1.2 Create Geo 502 – Completing Forecast

2.1.2.1 Form 1a: Forecast Reporting Form for Pooling Carriers for Initial Thousand Blocks

The following section describes steps to take to complete the F1a worksheet. This worksheet is used by a carrier to forecast number requirements for an initial thousands-block (NXX-X) in area(s) where the carrier is participating in pooling.

Step 1: On the bottom of the Company Information page as shown in **Figure 18** below, after completing the Company Information, click on the “Enter Forecast data” field to bring up the list of Forecast worksheets. Select the F1a, and then select “Go to Worksheet” to bring up the screen as shown in **Figure 19**.

The screenshot shows a web interface with two dropdown menus. The first is labeled 'Enter Utilization data:' and the second is 'Enter Forecast data:'. The 'Enter Forecast data:' dropdown is open, displaying a list of forecast forms: F1A: Forecast Reporting Form for Pooling Carriers for initial thousand blocks, F1B: Forecast Reporting Form for Pooling Carriers for growth thousand blocks, F2A: Forecast Reporting Form for Non-Pooling Carriers in Pooling areas for initial NXX codes, F2B: Forecast Reporting Form for Non-Pooling Carriers in Pooling areas for Growth NXX codes, F3A: Forecast Reporting Form for Carriers in Non-Pooling areas for initial NXX codes, and F3B: Forecast Reporting Form for Carriers in Non-Pooling areas for Growth NXX codes. Below the dropdowns are two buttons: 'GoTo WorkSheet' and 'Submit'. At the bottom left, there is a copyright notice: '© 2010 NeuStar, Inc. Legal Notice/Disclaimer.'

Fig 18

Step 2:

Populate the F1a as shown in **Figure 18** according to NPA, State, Rate Center, and Year in which the carrier is forecasting a need for an initial thousands-block.

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

NPA

State

Rate Center

Year 1

Year 2

Year 3

Year 4

Year 5

Fig 19

NPA - Click on the NPA field to bring up the list of NPAs. Select an NPA from this list of NPAs loaded from the NAS User Profile. The screen will refresh and load the State Abbreviation and the appropriate Rate Centers based on the NPA selected.

Rate Center – Click on the Rate Center field to bring up a list of Rate Center Abbreviations. Select the Rate Center for the area the user is forecasting a need for the initial thousands-block (NXX-X).

Year 1, Year 2, Year 3, Year 4, Year 5 – Enter 1 in the applicable year. Please note that since this is a forecast for an initial thousands-block, the user can only populate a forecast for one thousands-block (NXX-X) in total for the rate center. The user may enter 1 in either Year 1, Year 2, Year 3, Year 4 or Year 5. If more than one thousands-block is forecasted for the rate center, the user must complete Form F1b as described in section 2.1.2.2.

Step 3: After completing the initial thousand block forecast for the first rate center, click the Add button for the system to generate Total 1K blocks. Please note that the Total is a maximum of 1 for all 5 years on the F1a Worksheet. In order to complete reporting for additional initial thousands-blocks, go back to the top of the screen and repeat step 2 for the additional rate center(s).

If a carrier reports a forecast for more than one initial thousands-block (NXX-X) per year or more than one in total while populating the F1a, a Validation error will be generated as shown in **Figure 20**. The error must be corrected to reach the next screen as shown in **Figure 21** which shows the Total 1K blocks forecasted by rate center.

Validation Error

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

- Forecast is out of range.

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

NPA

State

Rate Center

Year 1

Year 2

Year 3

Year 4

Year 5

Fig 20

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INIT

NPA: 202
 State: DC
 Rate Center: WSHNGTNZN1

Year 1: 1
 Year 2: 0
 Year 3: 0
 Year 4: 0
 Year 5: 0

Add

Check to remove	NPA	State	rate center	Year 1	Year 2	Year 3	Year 4	Year 5	Total 1k blocks
<input type="checkbox"/>	202	DC	WSHNGTNZN1	1	0	0	0	0	1

Completed Worksheet Remove Cancel

Fig 21

Step 4: When the user has completed forecasting for initial thousands-blocks, click on “Completed Worksheet” to return to the Company Information screen.

Step 5: At the Company Information screen, if the user has completed all of the appropriate utilization and forecast worksheets, and is ready to submit the NRUF, the user should **click on “Submit to NANPA”**. The user will receive a tracking number upon successful completion as shown in **Figure 22**.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Forecast Report as described in section 6.1.

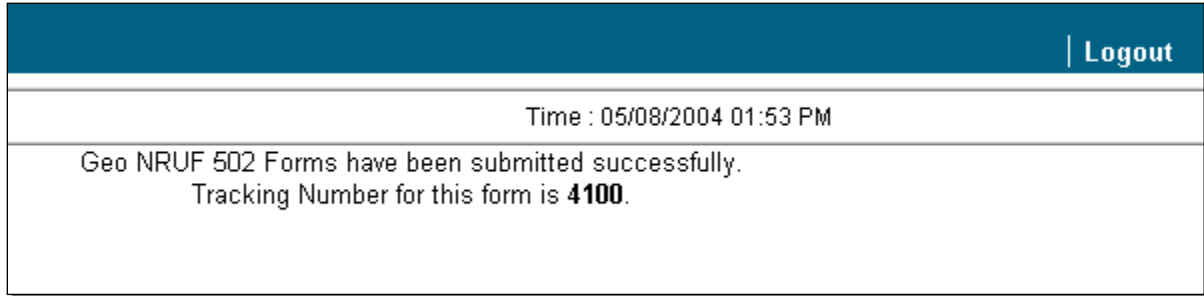


Fig 22

2.1.2.2 Form F1b: Forecast Reporting Form for Pooling Carriers for Growth Thousand Blocks

The following section describes steps to take to complete the F1b worksheet. This worksheet is used by a pooling carrier to forecast number requirements for growth thousands-blocks (NXX-Xs).

Step 1: On the bottom of the Company Information page, after completing the Company Information, click on the “Enter Forecast data” field to bring up the list of Forecast worksheets. Select the F1b, and then select “Go to Worksheet” in order to bring up the F1b screen.

Step 2:

Populate the F1b as shown in **Figure 23** according to NPA, State, and Rate Center in which the carrier is forecasting a need for growth thousands–blocks.

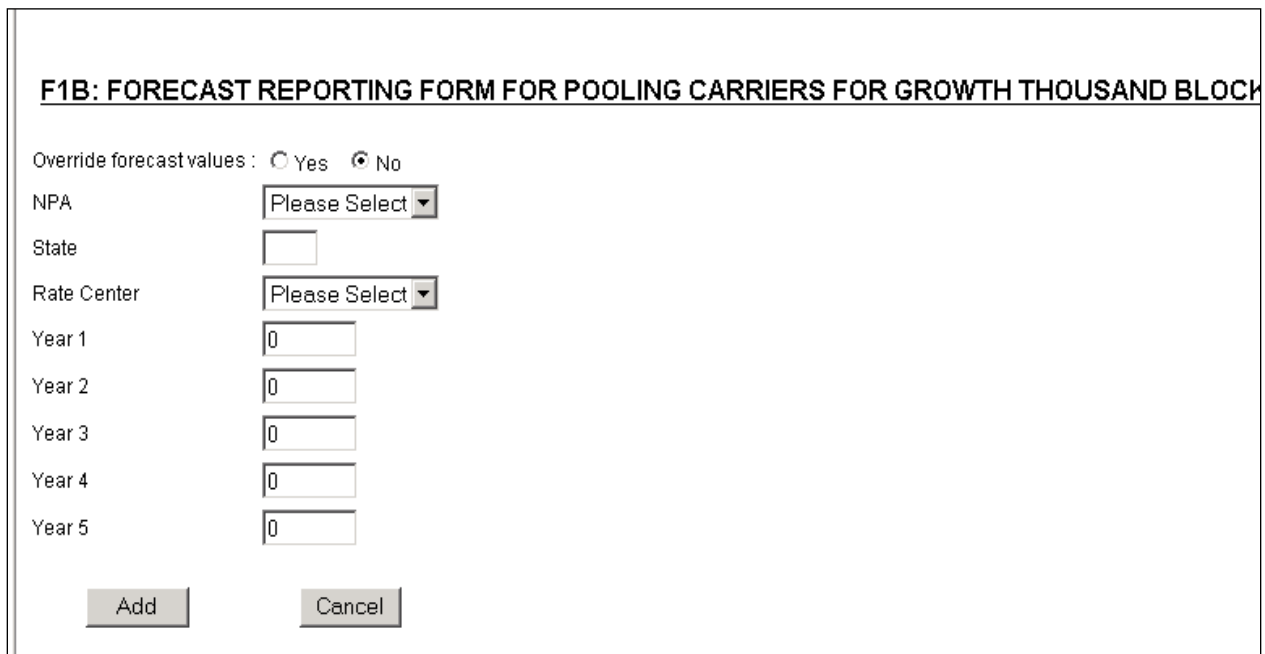


Fig 23

NPA - Click on the NPA field to bring up the list of NPAs. Select an NPA from the list of NPAs loaded from the NAS User Profile. The screen will refresh and load the State Abbreviation and the appropriate Rate Centers based on the NPA selected.

Rate Center – Click on the Rate Center field to bring up a list of Rate Center Abbreviations. Select the Rate Center for which the user is forecasting a need for growth thousands-blocks.

Year 1, Year 2, Year 3, Year 4, Year 5 - Please note that the user can populate a forecast for a maximum of 50 growth thousands-blocks per rate center in either Year 1, Year 2, Year 3, Year 4 or Year 5. A forecast of more than 50 growth NXX-Xs in any one year will require the user to certify the need for more than 50 by clicking the Yes button for “Override Forecast Values”.

Figure 24 shows the Validation error screen that will be displayed if the user forecasts a need for over 50 blocks in one rate center in any year. **Figure 25** shows the accepted forecast of over 50 blocks if the user clicks that they certify the need for over 50 blocks in a rate center.

Validation Error

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

- Forecast is out of range in Year 2

F1B: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR GROWTH THOUSAND BLOCKS

Override forecast values : Yes No

NPA:

State:

Rate Center:

Year 1:

Year 2:

Year 3:

Year 4:

Year 5:

Figure 24

F1B: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR GROWTH THOUSAND BLOCKS

Override forecast values : Yes No

NPA: 301

State: MD

Rate Center: DAMASCUS

Year 1: 0

Year 2: 51

Year 3: 0

Year 4: 0

Year 5: 0

Add

Check to remove	NPA	State	rate center	Year 1	Year 2	Year 3	Year 4	Year 5	Total 1k blocks
<input type="checkbox"/>	301	MD	DAMASCUS	0	51	0	0	0	51

Completed Worksheet Remove Cancel

Figure 25

Step 3: After completing the growth thousands-block forecast for the first rate center, click the Add button for the system to generate Total 1K blocks. In order to complete forecasts for additional rate centers, go to the top of the screen, and repeat step 2.

Step 4: When the user has completed reporting forecast requirements for growth thousands-blocks, click on “Completed Worksheet” to return to the Company Information screen.

Step 5: At the Company Information screen, if the user has completed all of the appropriate utilization and forecast worksheets, and is ready to submit the NRUF, the user should **click on “Submit to NANPA”**. The user will receive a tracking number if the submission has been accepted.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Forecast Report as described in section 6.1.

If the user is also forecasting a need for numbers in areas in which the service provider is not participating in pooling, the user will also need to populate the F2a/b forms.

2.1.2.3 Form F2a: Forecast Reporting Form for Non-Pooling Carriers in Pooling Areas for Initial NXX Codes

The following section describes steps to take to complete the F2a worksheet. This worksheet is completed by a carrier to forecast number requirements for an initial CO code (NXX) in area(s) where the carrier is not participating in pooling.

Step 1: On the bottom of the Company Information page, after completing the Company Information, click on the “Enter Forecast data” field to bring up the list of Forecast worksheets. Select the F2a, and then select “Go to Worksheet” to bring up the F2a screen as shown in **Figure 26** below.

Step 2: Populate the F2a according to NPA, State, and Rate Center in which the carrier is forecasting a need for an initial NXX code.

F2A: FORECAST REPORTING FORM FOR NON-POOLING CARRIERS IN POOLING AREAS FOR INITIAL NXX CODES

NPA

State

Rate Center

Year 1

Year 2

Year 3

Year 4

Year 5

Fig 26

NPA - Click on the NPA field to bring up the list of NPAs. Select an NPA from this list of NPAs loaded from the NAS User Profile. The screen will refresh and load the State Abbreviation and the appropriate Rate Centers based on the NPA selected.

Rate Center – Click on the Rate Center field to bring up a list of Rate Center Abbreviations. Select the Rate Center for the area in which the user is forecasting a need for an initial code.

Year 1, Year 2, Year 3, Year 4, Year 5 – Enter 1 in the applicable year. Please note that since this is a forecast for an initial code (NXX), the user can only populate a forecast of a maximum of one code in total for the rate center. The user may enter 1 in either Year 1, Year 2, Year 3, Year 4 or Year 5. If more than one code is forecasted for the rate center, the user must complete Form F2b as described in section 2.1.2.4.

Step 3: After completing the initial NXX code for the first rate center, click the Add button for the system to generate the Total NXX(s) as shown in **Figure 27**. To forecast for other rate centers, go back to the top of the screen and repeat step 2.

F2A: FORECAST REPORTING FORM FOR NON-POOLING CARRIERS IN POOLING AREAS FOR INITIAL NXX CODES

NPA:

State:

Rate Center:

Year 1:

Year 2:

Year 3:

Year 4:

Year 5:

Check to remove	NPA	State	rate center	Year 1	Year 2	Year 3	Year 4	Year 5	Total NXX(s)
<input type="checkbox"/>	252	NC	BELHAVEN	1	0	0	0	0	1
<input type="checkbox"/>	252	NC	ELIZABTHCY	0	1	0	0	0	1

Fig 27

If a carrier reports a forecast for more than one initial NXX code per year or more than one in total, a Validation error will be generated. The error must be corrected to add the rate center to the forecast.

Step 4: When the user has completed reporting forecast requirements for initial NXX code(s), click on “Completed Worksheet” to return to the Company Information screen.

Step 5: At the Company Information screen, if the user has completed all of the appropriate utilization and forecast worksheets, and is ready to submit the NRUF, the user should **click on “Submit to NANPA”**. The user will receive a tracking number upon successful completion.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Forecast Report as described in section 6.1.

If the user is also forecasting a need for growth codes in areas in which they are not participating in pooling, the user will also need to populate the F2b worksheet. In addition, if the user is also forecasting a need for numbers in area codes where number pooling has not been implemented (NPAs 340, 670, 671 or 684), the user will also need to complete the F3a and/or F3b worksheets.

2.1.2.4 Form F2b: Forecast Reporting Form for Non-Pooling Carriers in Pooling Areas for Growth NXX Codes

The following section describes steps to complete the F2b worksheet. This worksheet is completed by a carrier to forecast requirements for growth CO codes (NXXs) beyond the initial code in rate centers where the carrier is not participating in pooling.

Step 1: On the bottom of the Company Information page, after completing the Company Information, click on the “Enter Forecast data” field to bring up the list of Forecast worksheets. Select the F2b, and then select “Go to Worksheet” to bring up the screen as shown in **Figure 28**.

F2B: FORECAST REPORTING FORM FOR NON-POOLING CARRIERS IN POOLING AREAS FOR GROW NXX CODES

Override forecast values : Yes No

NPA

State

Rate Center

Year 1

Year 2

Year 3

Year 4

Year 5

Fig 28

Step 2: Populate the F2b according to NPA, State, and Rate Center in which the carrier is forecasting a need for growth NXX codes.

NPA - Click on the NPA field to bring up the list of NPAs. Select an NPA from this list of NPAs loaded from the NAS User Profile. The screen will refresh and load the State Abbreviation and the appropriate Rate Centers based on the NPA selected.

Rate Center – Click on the Rate Center field to bring up a list of Rate Center Abbreviations. Select the Rate Center for the area the user is forecasting a need for the growth NXX codes(s).

Year 1, Year 2, Year 3, Year 4, Year 5 - Please note that the user can only populate a forecast for a maximum of 50 growth codes per rate center in either Year 1, Year 2, Year 3, Year 4 or Year 5. A forecast of more than 50 growth NXXs in any one year will require the user to certify the need for more than 50 by clicking the Yes button for “Override Forecast Values.”

Step 3: After completing the growth code forecast for the first rate center, click the Add button at the bottom of the F2b screen for the system to generate Total NXX(s). To complete reporting additional forecasts, go to the top of the screen, and repeat step 2 for additional rate center(s).

Step 4: When the user has completed reporting forecasts for growth NXXs, click on “Completed Worksheet” to return to the Company Information screen.

Step 5: At the Company Information screen, if the user has completed all of the appropriate utilization and forecast worksheets, and the user is ready to submit the NRUF, the user should **click on “Submit to NANPA”**. User will receive a tracking number if the submission has been accepted.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Forecast Report as described in section 6.1.

If the user is also forecasting a need for numbers in non-pooling areas, the user will also need to populate the F3a/b forms.

2.1.2.5 Form F3a: Forecast Reporting Form for Carriers in Non-Pooling Areas for Initial NXX Codes*

** Please note this worksheet should only be used by those carriers reporting a forecast for NPAs 340 (US Virgin Islands), 670 (No. Marianas/CNMI), 671 (Guam) or 684 (American Samoa).*

The following section describes steps to take to complete the F3a worksheet. This worksheet is completed by a carrier to forecast number requirements for an initial CO code (NXX) in area codes where pooling has not been implemented.

Step 1: On the bottom of the Company Information page, after completing the Company Information, click on the “Enter Forecast data” field to bring up the list of Forecast worksheets. Select the F3a, and then select “Go to Worksheet” to bring up the F3a screen.

Step 2: Click the NPA field to choose the NPA for the forecast. The screen will refresh to show the corresponding State Abbreviation.

Step 3: After entering “1” in the applicable year for the NPA, click the Add button for the system to generate the Total NXXs as shown in **Figure 29**. To complete additional forecasts for other NPAs in non-pooling areas, go back to the top of the screen, and repeat step 2.

Step 4: When the user has completed the forecast for the applicable NPA(s), click on “Completed Worksheet” to return to the Company Information screen.

Step 5: At the Company Information screen, if the user has completed all the appropriate utilization and forecast worksheets, and the user is ready to submit the NRUF, the user should **click on “Submit to NANPA”**. User will receive a tracking number if the submission has been accepted.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Forecast Report as described in section 6.1.

If the user is also forecasting a need for growth NXX codes in area codes where pooling has not been implemented, the user will need to populate the F3b worksheet.

F3A: FORECAST REPORTING FORM FOR CARRIERS IN NON-POOLING AREAS FOR INITIAL NXX CODES

Override forecast values : Yes No

NPA:

State:

Year 1:

Year 2:

Year 3:

Year 4:

Year 5:

Check to remove	NPA	State	Year 1	Year 2	Year 3	Year 4	Year 5	Total NXX(s)
<input type="checkbox"/>	671	GU	1	0	0	0	0	1

Fig 29

2.1.2.6 Form F3b: Forecast Reporting Form for Carriers in Non-Pooling Areas for Growth NXX Codes*

** Please note this worksheet should only be used by those carriers reporting a forecast for NPAs 340 (US Virgin Islands), 670 (No. Marianas/CNMI), 671 (Guam) or 684 (American Samoa).*

The following section describes steps to take to complete the F3b worksheet. This worksheet is completed by a carrier to forecast requirements for growth CO Codes (NXXs) in area codes where pooling has not been implemented.

Step 1: On the bottom of the Company Information page, after completing the Company Information, click on “Enter Forecast data” to bring up the list of Forecast worksheets. Select the F3b, and then select “Go to Worksheet” to bring up the F3b worksheet.

Step 2: Click the NPA field in order to choose the NPA which the carrier is forecasting a need. The screen will refresh to show the corresponding State Abbreviation. Please note that the user can populate a maximum forecast of 100 NXXs in any single year. A forecast of over 100 NXXs in any single year will require the user to check the Yes button on the “Override Forecast Values”.

Step 3: After completing the growth NXXs for the NPA, click the Add button for the system to generate the Total NXXs. To complete forecasts for other NPAs, go back to the top of the screen and repeat step 2 for the additional NPAs.

Step 4: When the user has completed the worksheet, click on “Completed Worksheet” to return to the Company Information screen.

Step 5: At the Company Information screen, if the user has completed all the appropriate utilization and forecast worksheets, and the user is ready to submit the NRUF, the user should **click on “Submit to NANPA”**. User will receive a tracking number if the submission has been accepted.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Forecast Report as described in section 6.1.

3.0 Modify/Delete Geo 502

Using the on-line interface, reporting carriers can add, modify or delete accepted NRUF data for the current reporting cycle by service provider OCN. This applies to all NRUF data, regardless of the submission method (i.e. on-line, email, FTP, etc.)

At the end of each NRUF cycle, accepted data will be archived and the user will not be able to add, modify or delete data for NRUF submissions from the previous cycle. Per the record-keeping requirements described in the Job Aid documents, carriers are required to maintain internal records of their numbering resources pertaining to their NRUF filings for a period of not less than five years.

3.1 Modify/Delete Geo 502 - ADD Action

The following section describes the general steps to add data to a Geo Form 502 submitted for the current reporting cycle.

3.1.1 Adding Forecast Data

Step 1: To add a forecast to a Geo Form 502 and submit it to NANPA, click on the + sign next to “Request for NRUF”. This will bring down a list of NRUF form options.

Step 2: Click on “Modify/Delete Geo 502”. The main page with Company Information is displayed as shown below in **Figure 30**.

THE NANP NUMBERING RESOURCE UTILIZATION/FORECAST (NRUF) ONLINE CHANGE OF GEOGRAPHIC FORM 502

This report contains twelve forms for collecting utilization and forecast data from carriers.

All carriers should file at least two forms: (1) one company information form; (2) either one utilization data form or one forecast data form. Many carriers will need to file more than one utilization or forecast form. For example, carriers that receive numbers from both the Numbering Administrator and another carrier must file separate Primary and Intermediate carrier forms.

Which forms should be filed is determined by whether the carrier is:

- 1) a Primary or Intermediate Carrier;
- 2) a Rural or Non-Rural Carrier;
- 3) a Pooling or Non-Pooling Carrier;
- 4) in a Pooling or Non-Pooling Area;
- 5) reporting Initial or Growth Codes.

Your company information is displayed below.

Parent Company Name*:

Service Provider Name*:

Company Address*:

Address 2:

City*:

State*:

Zip*:

Contact Name*:

Contact Telephone number*:

Fax number:

E-mail:

Parent Company OCN*:

Service Provider OCN*:

Service Provider FRN*:

Service Provider Type*:

Enter Utilization data:

Enter Forecast data:

Fig 30

Please note that any field marked with a red asterisk is a required field and must be populated in order to proceed to the forecast worksheets.

Step 3: Populate the required Company Information and choose “Enter Forecast data” to add data to a worksheet. Click “Go to Worksheet” where you will be presented with a screen as shown in **Figure 31**.

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

Enter Action Code:

Fig 31

Step 4: To add a new rate center, click the ADD option from the Enter Action Code field to be presented the screen as shown in **Figure 32**.

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

Enter Action Code:

NPA

State

Rate Center

Year 1

Year 2

Year 3

Year 4

Year 5

Fig 32

Step 5: At the screen in **Figure 32**, the user can add a rate center forecast, and NAS will check if the reporting carrier provided a forecast for that NPA and rate center in the most recent submission. If there is no forecast, the addition can be made to the NRUF.

Step 6: Click the Add button to see the addition to the forecast as shown in **Figure 33**. Repeat steps 4 and 5 if additional rate centers are to be added to the forecast. If finished, click “Completed Worksheet” to return to the Company Information screen.

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

Enter Action Code:

Check to remove	Action	NPA	State	rate center	Year 1	Year 2	Year 3	Year 4	Year 5	Total 1k blocks
<input type="checkbox"/>	Add	571	VA	DULLESMTRO 1	1	0	0	0	0	1

Fig 33

Step 7: At the Company Information screen, if the user has completed the applicable updates to the Form 502, the user should **click on “Submit Update to NANPA”**. A tracking number will be displayed for the update.

Please note that if the requested forecast addition already exists in the reporting carrier’s NRUF, the following notice will be shown (see **Figure 34**) stating that the addition cannot be made because forecast data already exists for the rate center in question. If the user wishes to modify or delete a submitted forecast, then the Modify/Delete action must be selected as described in section 3.2.

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

Enter Action Code:

Record already submitted for the cycle

NPA

State

Rate Center

Year 1

Year 2

Year 3

Year 4

Year 5

Fig 34

3.1.2 Adding Utilization Data

Step 1: To add utilization data to a Geo Form 502 and submit it to NANPA, click on the + sign next to “Request for NRUF”. This will bring down a list of NRUF form options.

Step 2: Click on “Modify/Delete Geo 502”. The main page with Company Information is displayed.

Step 3: Populate the required Company Information and choose “Enter Utilization data” to add data to a worksheet. Click “Go to Worksheet” where you will be presented with a screen as shown in **Figure 35**.

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS

Enter Action Code:

Figure 35

Step 4: To add utilization for a new thousands-block, click the ADD option from the Enter Action Code field to be presented the screen as shown in **Figure 36**.

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

Enter Action Code:

NPA-NXX -

1000 block

Rate Center

Assigned

Intermediate

Reserved

Aging

Admin

Donated to Pooling

Notes/Assignee

Figure 36

Step 5: At the screen in **Figure 36**, the user can add thousands-block utilization, and NAS will check if the reporting carrier provided utilization for that block in the most recent submission. If there is no utilization, the addition can be made to the NRUF.

Step 6: Click the Add button to add the new utilization as shown in **Figure 37**. Then click “Completed Worksheet” to return to the Company Information screen.

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

Enter Action Code:

Check to remove	Action	NPA-NXX	X	Rate Center	Assigned	Intermediate	Reserved	Aging	Admin	Donate to pooling	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	Add	571 - 222	1	DULLES	100	0	0	0	0	N		900	10.00%

Fig 37

Step 7: At the Company Information screen, if the user has completed the applicable updates to the Form 502, the user should **click on “Submit Update to NANPA”**. A tracking number will be displayed for the update.

Please note that when adding utilization data to an NRUF using a U2, NAS will require the user to complete a Rural Certification Form.

If the utilization addition already exists in the reporting carrier’s NRUF, the following notice will be shown (see **Figure 38**) stating that the addition cannot be made because utilization data already exists for the rate center in question. If the user wishes to modify or delete utilization, then the Modify/Delete action must be selected as described in section 3.2.

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

Enter Action Code:

Record already submitted for the cycle

NPA-NXX -

1000 block

Rate Center

Assigned

Intermediate

Reserved

Aging

Admin

Donated to Pooling

Notes/Assignee

Fig 38

3.2 Modify/Delete Geo 502 - Modify/Delete Action

The following section describes the general steps to modify or delete data on a Geo Form 502 submitted for the current reporting cycle.

3.2.1 Modify/Delete Forecast Data

Step 1: To modify or delete an existing forecast, click the + sign next to “Request for NRUF”. This will bring down a list of NRUF form options.

Step 2: Click on “Modify/Delete Geo 502”. The main page with Company Information will be displayed.

Step 3: Populate the required Company Information and choose the forecast worksheet by selecting “Enter Forecast data”. Click on “Go to Worksheet”.

Step 4: To modify an existing forecast, click on the Modify/Delete option from the Enter Action Code field, as shown in **Figure 39** for an F1a, to make the desired modification.

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

Enter Action Code:

NPA

Rate Center

Fig 39

Step 5: Choose NPA and Rate Center, and then click “Get Data” to bring up the data for modification as shown in **Figure 40**.

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCK

Enter Action Code:

NPA

Rate Center

State

Year 1

Year 2

Year 3

Year 4

Year 5

Fig 40

Step 6: When completed, click “Update” to modify the data for the forecast. The screen in **Figure 41** will appear. To delete a forecast, repeat step 5, then select “Delete”.

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

Enter Action Code:

Check to remove	Action	NPA	State	rate center	Year 1	Year 2	Year 3	Year 4	Year 5	Total 1k blocks
<input type="checkbox"/>	Modify	202	DC	WSHNGTNZN1	0	1	0	0	0	1

Fig 41

Step 6: When the modification or deletion is completed, click “Completed Worksheet” to return to the Company Information screen.

If the user did not previously report on the selected Forecast worksheet for the specified requested NPA/rate center, the user will be presented with the screen as shown in **Figure 42** below.

F1A: FORECAST REPORTING FORM FOR POOLING CARRIERS FOR INITIAL THOUSAND BLOCKS

Enter Action Code:

NPA

Rate Center

No Such a Record found in the database

Fig 42

Step 7: At the Company Information screen, click “Submit Update to NANPA” to complete the update and receive a tracking number.

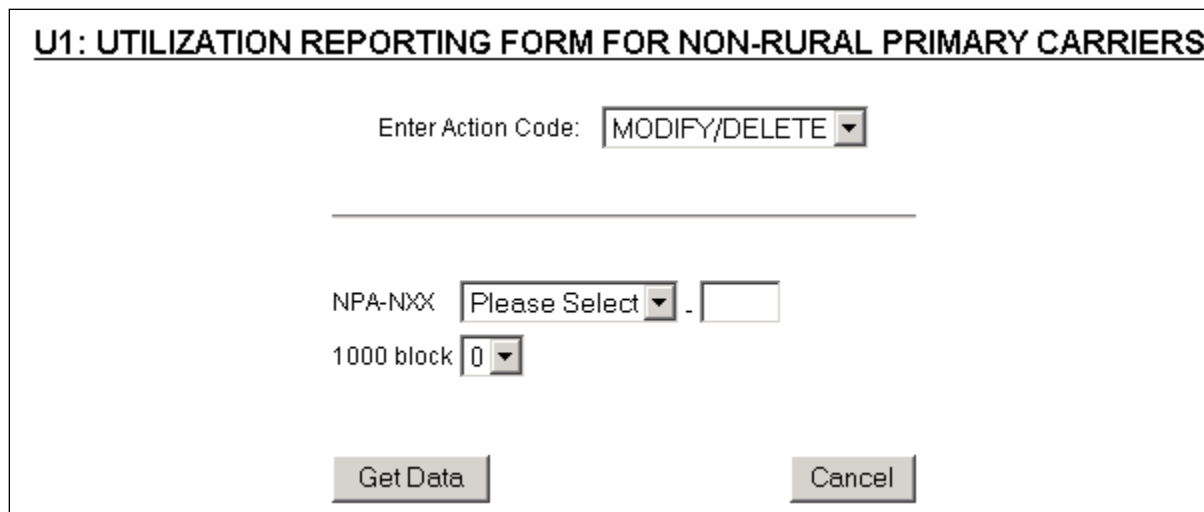
3.2.2 Modify/Delete Utilization Data

Step 1: To modify or delete utilization data that was reported for the current reporting cycle, click the + sign next to “Request for NRUF”. This will bring down a list of NRUF form options.

Step 2: Click on “Modify/Delete Geo 502”. The main page with Company Information will be displayed.

Step 3: Populate the required Company Information and then choose the Utilization worksheet you want modify from the “Enter Utilization data” field. Click on “Go to Worksheet” where you can choose an Action Code.

Step 4: To modify or delete utilization that was reported for the most current reporting cycle, click on the Modify/Delete option from the Enter Action Code field as shown in **Figure 43**.



U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS

Enter Action Code:

NPA-NXX -

1000 block

Fig 43

Step 5: Enter the NPA-NXX and 1000 block to be modified, then click “Get Data”. After making the applicable changes, click “Update” per **Figure 44**. To delete utilization, repeat step 4, then select “Delete”.

U1: UTILIZATION REPORTING FORM FOR NON-RURAL PRIMARY CARRIERS.

Enter Action Code:

NPA-NXX -
 1000 block

Rate Center
 Assigned
 Intermediate
 Reserved
 Aging
 Admin
 Donated to Pooling
 Notes/Assignee

Fig 44

Step 6: When completed with the Modify/Delete, click “Completed Worksheet” and return to the Company Information screen.

Step 7: At the Company Information screen, **click “Submit Update to NANPA”** to complete the update or deletion and receive a tracking number.

Please note that when modifying utilization data using a U2, NAS will require the user to complete a Rural Certification Form.

4.0 Create Non-Geo 502

This section discusses the creation of a Non-Geographic Form 502 for reporting utilization and forecast data on 5YY NXX and 9YY NXX codes.

The user must be registered in NAS and have selected NRUF as a resource subscription. More information on registration is available by calling the NAS Customer Support Desk at 866-623-2282.

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.

Step 1: After logging in to NAS, click on the + sign next to “Request for NRUF”. This will bring down a list of NRUF form options.

Step 2: Click on “Create Non-Geo 502”. The main page with Company Information is displayed as shown below in **Figure 45**.

THE NANP NUMBERING RESOURCE UTILIZATION/FORECAST (NRUF) ONLINE SUBMISSION OF NON-GEOGRAPHIC FORM 502

This report contains forms for collecting utilization and forecast data from carriers on the 500,533 and 900 Non-Geographic codes. Primary 500/533/900 reporting carriers must complete the company information page, the U2 for primary reporting carriers to provide utilization data, and the F3b for primary reporting carriers to provide forecast data. Intermediate 500/533/900 reporting carriers must complete the company information page and the U4 for intermediate carriers to provide utilization data on the numbers another carrier has assigned to the 500/533/900 intermediate reporting carrier.

Your company information is displayed below.

Reporting Date:	August 2008
Parent Company Name*:	<input type="text"/>
Service Provider Name*:	Fake NRUF telco 9
Company Address*:	1 Main Street
Address 2:	<input type="text"/>
City*:	Sterling
State*:	VA
Zip:	20166
Contact Name*:	Jane Doe
Contact Telephone number:	8888888888
Fax number:	8888888888
E-mail*:	NATESTMAIL@NEUSTAR.BIZ
Parent Company OCN*:	<input type="text"/>
Service Provider OCN*:	Please Select ▾
Service Provider FRN*:	<input type="text"/>
Service Provider Type*:	Please Select ▾
Enter Utilization data:	<input type="text"/> ▾
Enter Forecast data:	<input type="text"/> ▾

Fig 45

Step 3: Populate the Company Information.

Parent Company Name – Enter the highest parent company for which the reporting carrier is reporting data. If the reporting carrier is not a subsidiary of any other company, the reporting carrier should enter its own name. This field is editable.

Service Provider Name – This field is pre-populated from your NAS User Profile but is editable. The reporting carrier must populate the Service Provider Name field of the NRUF with the exact name that corresponds to the SP OCN, as indicated in NECA records as also published in the LERG™ Routing Guide Volume 1.

Company Address, Address 2, City, State, Zip, Contact Name, Contact Tel. No., Fax No., and Email – These fields are pre-populated from your NAS User Profile and are editable.

Parent Company OCN – This field is pre-populated from your NAS User Profile and is editable. This field can be populated with a Parent Company OCN or None. For more information on OCNs, please see the Non-Geographic Job Aid.

Service Provider OCN – Click on the OCN field to bring up the list of Company OCNs associated with your NAS User Profile. Select an OCN from this list.

Service Provider FRN – This field must be populated with the Service Provider’s FCC Registration Number. Exactly 10 digits must be entered in this field. More detailed information regarding the FRN is available in the Non-Geographic Job Aid.

Service Provider Type – Click on the Service Provider Type field to bring up a menu to pick from the 11 SP Service Types from the Form 502.

4.1 Create Non-Geo 502 – Completing Utilization and Forecast

This next step in submitting the Non-Geo 502 involves completion of the appropriate utilization and/or forecast worksheets.

Primary 5YY/9YY reporting carriers must complete the U2 to provide utilization data and the F3b to provide forecast data. Intermediate 5YY/9YY reporting carriers must complete U4 to provide utilization data on numbers from 5YY and/or 9YY NXX codes received from another carrier.

Reporting carriers may file more than one utilization form. For example, reporting carriers that receive numbers from both NANPA and another carrier must report as both a Primary and an Intermediate Reporting carrier. If the reporting carrier operates solely as an Intermediate carrier, then that carrier only completes the U4.

4.1.1 Create Non-Geo 502 – Completing Utilization

4.1.1.1 U2: Utilization Reporting Form for Primary Carriers

The following section describes steps to take to complete the U2 worksheet. Primary reporting carriers use this worksheet to report on all 5YY and/or 9YY numbering resources assigned to them by the NANPA.

Step 1: On the bottom of the Company Information page, click on the “Enter Utilization data” field in order to bring up the list of Utilization worksheets. Select the U2 and then select “Go to Worksheet” to bring up the screen as shown in **Figure 46**.

U2: UTILIZATION REPORTING FORM FOR PRIMARY CARRIERS.

NPA-NXX 500 ▾ -

Assigned

Intermediate

Reserved

Aging

Admin

Notes/Assignee

Fig 46

Step 2: Populate the U2 according to the status of that 5YY and/or 9YY NXX.

NPA-NXX – Fill in the 5YY or 9YY NXX for which the user is reporting utilization. The user will only be able to add an NXX between 200 and 999, inclusively.

Assigned, Intermediate, Reserved, Aging and Administrative fields – Populate each of these fields with the quantity of TNs that apply to the NXX for which the user is reporting utilization. Any of these fields not populated will be automatically populated with zeros.

Notes/Assignee – If the Intermediate field is populated, enter the name of the entity to which the primary carrier assigned intermediate numbers.

Step 3: After completing the utilization on the first NXX, click the Add button to generate Available TNs and the Utilization percentage as shown in **Figure 47**. To complete reporting for additional NXXs, go back to the top of the screen, and repeat step 2 for the additional codes.

U2: UTILIZATION REPORTING FORM FOR PRIMARY CARRIERS.

NPA-NXX 500 - 222

Assigned 9000

Intermediate 0

Reserved 0

Aging 0

Admin 50

Notes/Assignee

Add

Check to remove	NPANXX	Assigned	Intermediate	reserved	Aging	Admin	Donate to pooling	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	500 - 222	9000	0	0	0	50	N		950	90.00%

Fig 47

Step 4: When you have completed reporting on all 5YY and/or 9YY NXX codes, click on Completed Worksheet to return to the Company Information screen.

Step 5: At the Company Information screen, choose the F3b from the “Enter Forecast data” field to populate the F3b worksheet prior to submitting the NRUF to NANPA. Steps for completing F3b are given in section 4.1.2.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Non-Geographic Utilization Report as described in section 6.7.

4.1.1.2 U4: Utilization Reporting Form for Intermediate Carriers

The following section describes steps to take to complete the U4 worksheet. Intermediate carriers use this worksheet to report on all 5YY and/or 9YY numbering resources they have received from another carrier.

Step 1: On the bottom of the Company Information page, click on the “Enter Utilization data” field to bring up the list of Utilization worksheets. Select the U4 and then select “Go to Worksheet” to bring up the U4 screen as shown in **Figure 48**.

U4: UTILIZATION REPORTING FORM FOR INTERMEDIATE CARRIERS

NPA-NXX	500 ▾ - <input type="text"/>
Assigned	<input type="text"/>
Intermediate	<input type="text"/>
Reserved	<input type="text"/>
Aging	<input type="text"/>
Admin	<input type="text"/>
Numbers received	<input type="text"/>
Notes/Assignee	<input type="text"/>

Fig 48

Step 2: Populate the U4 as according to the status of the numbers received out of the specific 5YY or 9YY NXX code.

NPA-NXX – Fill in the 5YY or 9YY NXX for which the user is reporting utilization.

Assigned, Intermediate, Reserved, Aging and Administrative fields – Populate each of these fields with the quantity of TNs for each usage category from the 5YY or 9YY NXX numbers received.

Numbers Received – Enter the amount of numbers received from the primary carrier. The maximum number received per code is 10,000.

Notes/Assignee – Enter the name of the primary carrier from which numbers were received. If the Intermediate field is populated, also enter the name of the entity to which numbers have been made available for assignment.

Step 3: After completing utilization on the first NXX, click the Add button for NAS to generate Available TNs and the Utilization percentage as shown in **Figure 49**. To complete reporting for additional NXXs, go back to the top of the screen, and repeat step 2 for the additional codes.

U4: UTILIZATION REPORTING FORM FOR INTERMEDIATE CARRIERS

NPA-NXX: 500 - 222

Assigned: 1000

Intermediate: 0

Reserved: 0

Aging: 0

Admin: 0

Numbers received: 10000

Notes/Assignee: ABC Telco

Add

Check to remove	NPA-NXX	Assigned	Intermediate	reserved	Aging	Admin	Number received	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	500 - 222	1000	0	0	0	0	10000	ABC Telco	9000	10.00%

Fig 49

Step 4: When you have completed reporting on all intermediate numbers, click on Completed Worksheet to return to the Company Information screen.

Step 5: If the user has also completed a U2 Utilization Worksheet, the user should now proceed to completing the F3b as described in section 4.1.2.

If the user is solely an intermediate carrier, the user should click “Submit to NANPA” after completion of the U4 and receive a tracking number. Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being

accepted into NAS. To check if your NRUF data has been accepted, run a Non-Geographic Utilization Report as described in section 6.7.

4.1.2 Create Non-Geo 502 – Completing Forecast

4.1.2.1 Form F3b: Forecast Reporting Form for Non-Geo NXX Codes

The following section describes steps to take to complete the F3b worksheet. Carriers use this worksheet to forecast 5YY and/or 9YY NXX requirements.

Step 1: On the bottom of the Company Information page, click on the “Enter Forecast data” field. Select F3b and then “Go to Worksheet” to bring up F3b as shown in **Figure 50** below.

F3B: FORECAST REPORTING FORM FOR NON-GEO NXX CODES

Override forecast values : Yes No

NPA

Year 1

Year 2

Year 3

Year 4

Year 5

Fig 50

Step 2: Click the NPA field in order to choose either the 5YY or 9YY NPA. Please note that the user can populate a maximum forecast of 100 NXXs in any single year. A forecast of over 100 NXXs in any single year will require the user to check the Yes button on the “Override Forecast Values”.

Step 3: After completing the amount of NXXs forecasted for the 5YY or 9YY NPA, click the Add button to generate Total NXXs as shown in **Figure 51**. To provide a forecast for another NPA, go back to the top of the screen, and fill out the data for the next NPA.

F3B: FORECAST REPORTING FORM FOR NON-GEO NXX CODES

Override forecast values : Yes No

NPA

Year 1

Year 2

Year 3

Year 4

Year 5

Check to remove	Action	NPA	Year 1	Year 2	Year 3	Year 4	Year 5	Total NXX(s)
<input type="checkbox"/>		500	2	0	0	0	0	2

Fig 51

Step 4: When the user has completed forecasting for the non-geographic NXXs, click on “Completed Worksheet” to return to the Company Information screen.

Step 5: At the Company Information screen, if the user has completed all the appropriate utilization and forecast worksheets, and the user is ready to submit the NRUF, the user should **click on “Submit to NANPA”**. User will receive a tracking number if the submission has been accepted.

Note that logging off or allowing the system to time-out before submitting the NRUF to NANPA will result in NRUF data not being accepted into NAS. To check if your NRUF data has been accepted, run a Non-Geographic Forecast Report as described in section 6.7.

5.0 Modify/Delete Non-Geo 502

Using the on-line interface, reporting carriers can add, modify or delete accepted non-geographic NRUF data for the current reporting cycle by service provider OCN.

At the end of each NRUF cycle, non-geographic data will be archived and the user will not be able to add, modify or delete data from the previous cycle. Per the record-keeping requirements described in the Non-Geographic Job Aid, carriers are required to maintain internal records of their numbering resources pertaining to their NRUF filings for a period of not less than five years.

5.1 Modify/Delete Non-Geo 502 - ADD Action

The following section describes the general steps to add data to a Non-Geo Form 502 submitted for the current reporting cycle.

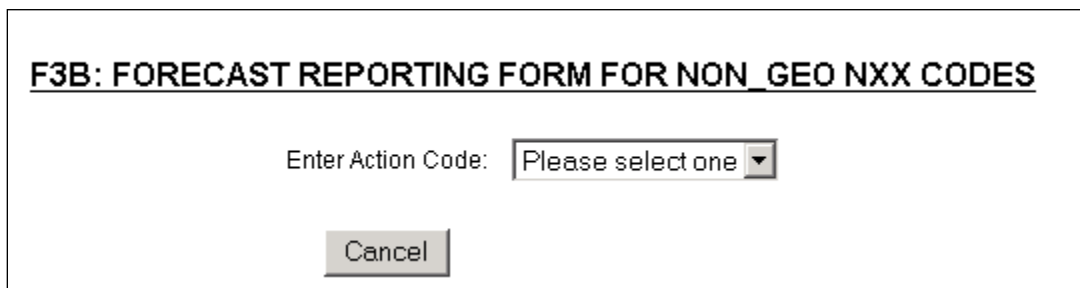
5.1.1 Adding Forecast Data

The following section describes the steps to add forecast data to a Non-Geo 502 submitted for the current reporting cycle.

Step 1: Click on the + sign next to “Request for NRUF”. This will bring down a list of NRUF form options.

Step 2: Click on “Modify/Delete Non-Geo 502”. The main page with Company Information is displayed.

Step 3: Populate the required Company Information and then choose “Enter Forecast data” and the F3b worksheet. Click on “Go to Worksheet” to see **Figure 52**.



F3B: FORECAST REPORTING FORM FOR NON_GEO NXX CODES

Enter Action Code:

Fig 52

Step 4: To add forecast data to the NRUF, click ADD from the Enter Action Code field.

Step 5: Per **Figure 53**, the user can add a new forecast, and NAS will check to see if the reporting carrier provided a forecast for that NPA in the most recent submission for the OCN. If there is no forecast, the addition can be made to the reporting carrier's NRUF.

F3B: FORECAST REPORTING FORM FOR NON GEO NXX CODES

Enter Action Code:

Override forecast values : Yes No

NPA

Year 1

Year 2

Year 3

Year 4

Year 5

Fig 53

Step 6: Click the Add button to add the new forecast data per **Figure 54**. Then click "Completed Worksheet" to return to the Company Information screen.

F3B: FORECAST REPORTING FORM FOR NON_GEO NXX CODES

Enter Action Code:

Check to remove	Action	NPA	State	Year 1	Year 2	Year 3	Year 4	Year 5	Total NXX(s)
<input type="checkbox"/>	Add	500		2	0	0	0	0	2

Fig 54

Step 7: Click on “Submit Update to NANPA” and receive a tracking number for the update. Please note that if the requested forecast addition already exists in the reporting carrier’s NRUF, the user will receive notification that the addition cannot be made because forecast data already exists for the NXX in question. The user may choose the Modify/Delete action (as described in section 5.2) to update the existing forecast.

5.1.2 Adding Utilization Data

The following section describes the steps to add utilization data to a Non-Geo Form 502 submitted for the current reporting cycle.

Step 1: To add utilization data to a Non-Geo Form 502, click on the + sign next to “Request for NRUF”. This will bring down a list of NRUF form options.

Step 2: Click on “Modify/Delete Non-Geo 502”. The main page with Company Information is displayed.

Step 3: Populate the required Company Information and then choose the utilization worksheet from the “Enter Utilization data” field. Click on “Go to Worksheet”.

Step 4: To add new utilization, click ADD from the Enter Action Code field.

Step 5: At the next screen shown in **Figure 55**, the user can add new utilization and NAS will check to see if the reporting carrier provided utilization for that NPA in their most recent submission. If there is no utilization reported for the NPA selected, the addition can be made to the reporting carrier’s NRUF.

U2: UTILIZATION REPORTING FORM FOR PRIMARY CARRIERS.

Enter Action Code:

NPA-NXX: -

Assigned:

Intermediate:

Reserved:

Aging:

Admin:

Notes/Assignee:

Fig 55

Step 6: Click the Add button to add the new utilization data per **Figure 56**.

U2: UTILIZATION REPORTING FORM FOR PRIMARY CARRIERS.

Enter Action Code:

Check to remove	Action	NPA-NXX	X	Assigned	Intermediate	reserved	Aging	Admin	Donate to pooling	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	Add	500 - 200		9000	0	0	0	0	N		1000	90.00%

Fig 56

Step 7: Click “Completed Worksheet” to return to the Company Information screen. Then **click “Submit Update to NANPA”** and receive a tracking number for the update.

Please note that if the requested utilization addition already exists in the reporting carrier’s NRUF, the user will receive a notification that the addition cannot be made because utilization data already exists for the NXX in question. The user may choose the Modify/Delete action to update the existing utilization data.

5.2 Modify/Delete Non-Geo 502 - Modify/Delete Action

The following section describes the general steps to modify or delete data for a Non-Geo Form 502 submitted for the current reporting cycle.

5.2.1 Modify/Delete Forecast Data

Step 1: To modify or delete an existing non-geographic forecast, click on the + sign next to “Request for NRUF”. This will bring down a list of NRUF form options.

Step 2: Click on “Modify/Delete Non-Geo 502”. The main page with Company Information will be displayed.

Step 3: Populate the required Company Information and then choose the F3b worksheet from the “Enter Forecast data” field. Click on “Go to Worksheet” where you will be presented with the screen to choose an Action Code.

Step 4: Select the Modify/Delete option from the Enter Action Code field and the applicable NPA (5YY or 9YY). Select “Get Data” per the screen shown in **Figure 57** below.

F3B: FORECAST REPORTING FORM FOR NON_GEO NXX CODES

Enter Action Code:

Override forecast values : Yes No

NPA

Fig 57

Step 5: Modify the forecast data, then click “Update”. The screen in **Figure 58** will appear. To delete a forecast, repeat step 4, then select “Delete”.

F3B: FORECAST REPORTING FORM FOR NON_GEO NXX CODES

Enter Action Code:

Check to remove	Action	NPA	State	Year 1	Year 2	Year 3	Year 4	Year 5	Total NXX(s)
<input type="checkbox"/>	Modify	500	2	0	0	0	0	0	2

Fig 58

Step 6: Click “Completed Worksheet” to return to the Company Information screen. **Select “Submit Update to NANPA”** to receive a tracking number for the update.

5.2.1 Modify/Delete Utilization Data

Step 1: To modify reported utilization data, click on the + sign next to “Request for NRUF”.

Step 2: Click on “Modify/Delete Non-Geo 502”. The main page with Company Information will be displayed.

Step 3: Populate the required Company Information and then choose the utilization worksheet for which you want to modify data from the Enter Forecast Utilization data field. Click on “Go to Worksheet” where you will be presented with the screen to choose an Action Code.

Step 4: Click on the Modify/Delete option from the Enter Action Code field, select the applicable NPA (5YY or 9YY) and enter the applicable NXX. Select “Get Data” per **Figure 59**.

U2: UTILIZATION REPORTING FORM FOR PRIMARY CARRIERS.

Enter Action Code:

NPA-NXX -

Assigned

Intermediate

Reserved

Aging

Admin

Notes/Assignee

Fig 59

Step 5: Modify the utilization data, then click “Update”. The screen in **Figure 60** will appear. To delete utilization data, repeat step 4, then select “Delete”.

U2: UTILIZATION REPORTING FORM FOR PRIMARY CARRIERS.

Enter Action Code:

Check to remove	Action	NPA-NXX	X	Assigned	Intermediate	reserved	Aging	Admin	Donate to pooling	Notes/Assignee	Available	Utilization
<input type="checkbox"/>	Modify	500 - 222		9000	0	0	0	0	N		1000	90.00%

Fig 60

Step 6: Click “Completed Worksheet” to return to the Company Information screen.

Step 7: **Click “Submit Update to NANPA”** and receive a tracking number for the update.

6.0 NRUF Reports

The following section describes the capability to search for NRUF data submitted for the current reporting cycle for both geographic and non-geographic reporting. Report output for all of the NRUF reports is downloadable to Excel™ by selecting “Download Report to Excel File” at the bottom of each report’s output.

The NRUF Reports are located on the NRUF toolbar as shown below in **Figure 61**.

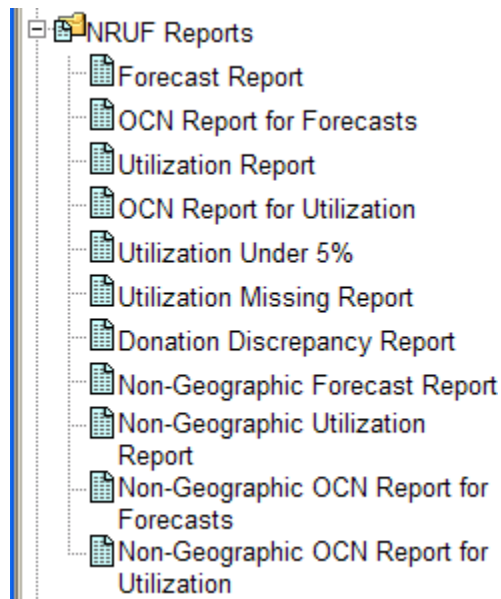


Fig 61

6.1 Forecast Report

The Forecast Report shows accepted geographic forecast records for the current cycle, sorted by NPA, OCN and rate center. The user has the ability to create the report based on State, NPA, Form Type and OCN from a drop-down menu which is derived from the user’s profile. Selection criteria for the report are shown in **Figure 62**, and an example of the output is shown in **Figure 63**.

Forecast Report

Enter Search Criteria:

State:

NPA:

Form Type:

OCN:

Fig 62

NPA	OCN	Rate Center	State	Forecast Year 1	Forecast Year 2	Forecast Year 3	Forecast Year 4	Forecast Year 5	Total NXX Count	Total Blocks Count
520	0000	SIERRAVIST	AZ	5	7	8	9	5		34

Fig 63

6.2 OCN Report for Forecasts

The OCN Report for Forecasts shows company and contact information for accepted NRUFs with geographic forecasts. The user has the ability to run the report based on State, NPA, and OCN.

6.3 Utilization Report

The Utilization Report shows accepted geographic utilization records for the current cycle, sorted by NPA, OCN, NXX and X. The user has the ability to create the report based on State, NPA, Form Type and OCN from a drop-down menu which is derived from the user’s profile. Selection criteria for the report are shown in **Figure 64**, and an example of the output is shown in **Figure 65**.

Utilization Report

Enter Search Criteria:

State:

NPA:

Form Type:

OCN:

Fig 64

NPA	NXX	X	OCN	Rate Center	Form Name	Utilization	Assigned	Intermediate	Reserved	Aging	Admin	Available	Received	Donated to Pool	Notes/Assignee
520	323	0	0000	BISBEE	U1	33.30%	333	0	0	0	45	622		N	

Fig 65

6.4 OCN Report for Utilization

The OCN Report for Utilization shows company and contact information for accepted NRUFs with geographic utilization data. The user has the ability to run the report based on State, NPA, and OCN.

6.5 Utilization Under 5%

The Utilization Under 5% report shows utilization records where utilization is less than 5% which can be sorted by NPA, OCN, NXX and X. The user has the ability to create the report based on State, NPA and OCN.

6.6 Utilization Missing Report

The Utilization Missing Report shows geographic central office codes (NXXs) and thousands-blocks (NPA-NXX-Xs) where the service provider in NAS did not report utilization on a code or thousands-block assigned to the service provider for the current cycle. Central office code and thousands-block assignment data used in creating the report is as of December 31 for the NRUF

due February 1 and as of June 30 for the NRUF due August 1. It is sorted by OCN, NXX and X. The user has the ability to run the report based on State and NPA.

6.7 Donation Discrepancy Report

The Donation Discrepancy Report shows specific thousands-blocks marked as “donated” on NRUF submissions but which are also shown as assigned in the Pooling Administrator assignment data to the same OCN that indicated the thousands-blocks were donated. Thousands-Block assignment data used in creating the report is as of December 31 for the NRUF due February 1 and as of June 30 for the NRUF due August 1. It is sorted by NPA-NXX, X, and OCN. The user has the ability to run the report based on State and NPA.

6.8 Non-Geographic Forecast and Utilization Reports

The Non-Geographic Forecast and Utilization Reports show accepted non-geographic forecast and utilization records for the current cycle sorted by NPA and OCN. The user has the ability to select the NPA, Form Type and OCN from a drop-down menu which is derived from the user’s profile.

6.9 Non-Geographic OCN Reports for Forecasts and Utilization

The Non-Geographic OCN Reports for Forecasts and Utilization show company information for accepted NRUFs with non-geographic forecasts and utilization. The user has the ability to run the reports based on NPA and OCN.

8.0 Change History

Version	Effective Date	Author	Description of Change
1.0	5/24/04	NANPA	Initial version.
1.1	4/22/05	NANPA	Updated to add overall process flow, glossary, change history, index, and selected text changes.
1.2	6/27/06	NANPA	Expanded the NRUF Reports section.
1.3	6/15/07	NANPA	Added text on registration as it applies to NRUF on-line and suggestions to avoid system time-out.
1.4	8/28/08	NANPA	Updated non-geographic text to reflect NPA “5YY” for NPAs 500 and 533.
1.5	7/1/09	NANPA	Expanded text on non-geographic usage categories.
1.6	7/1/10	NANPA	Added new cover page, corporate logo, and screenshots.
1.7	10/7/10	NANPA	Changed title to “User Guide” and added NPA 544.
1.8	11/22/10	NANPA	Added the Donation Discrepancy Report.
1.9	6/15/11	NANPA	Updated U3/U4 screenshots.

9.0 Index

A-B

Administrative 12, 16, 19, 23, 52, 54
 Aging 12, 16, 19, 23, 52, 54
 Assigned 10-14, 16, 19, 23, 51-52, 54, 68, 69
 Archived 37, 58

C

Common Mistakes 14, 20
 Create Geo 502 5-6, 10-11, 24
 Create Non-Geo 502 49, 51, 56

D-E

Donated to Pooling 13-14

Donation Discrepancy Report 69, 71

F-H

F1a (Forecast Reporting Form (for Pooling Carriers)-Initial Thousands Blocks) 24-25, 45
F1b (Forecast Reporting Form (for Pooling Carriers)-Growth Thousands Blocks) 25, 28
F2a (Forecast Reporting Form (for Non-Pooling Carriers in Pooling Areas)-Initial Codes) 30-31
F2b (Forecast Reporting Form (for Non-Pooling Carriers in Pooling Areas)-Growth Codes) 32-34
F3a (Forecast Reporting Form (for Carriers in Non-Pooling Areas)-Initial Codes) 33-35
F3b (Forecast Reporting Form (for Carriers in Non-Pooling Areas)-Growth Codes) 33, 35-36, 51, 53,
55-56, 58, 62

I

Instructions for Utilization and Forecast Forms 3
Intermediate 10-14, 16, 18-24, 51-52, 54-56, 70

J-L

Job Aid 3, 8, 37, 50-51, 58, 70

M

Modify/Delete Geo 502 37, 41, 44, 47

N

NAS User Profile 8, 12, 16, 19, 22, 25, 29, 31, 34, 50-51
Non-Pooling Areas 34-36
Notes/Assignee 13, 16, 20, 23, 52, 55
Numbers Received 19-20, 22-23, 54

O

Override Forecast Values 29, 34, 36, 56

P-Q

Parent Company Name 8, 50
Parent Company OCN 8-9, 50
Pooling Administrator 10, 69-70
Primary Reporting Carrier 10-11, 51, 70

R

Record-Keeping Requirements 37, 58
Reporting Date 8
Required Field 5, 9, 38, 49
Reserved 12, 16, 19, 22, 52, 54
Rural Certification Form 10, 17-18, 23, 43, 48, 70

S

Service Provider FRN 8, 51

Service Provider Type 8, 51

T

Tracking Number 21, 24, 27, 30, 33-36, 40, 43, 46, 48, 56-57, 60, 62-63, 65

U-Z

U1 (Utilization Reporting Form (for Non-Rural Primary Carriers)) 11-15, 21, 23

U2 (Utilization Reporting Form (for Rural Primary Carriers)) 15-17, 21, 23, 43, 48, 51-52, 55

U3 (Utilization Reporting Form (for Non-Rural Intermediate Carriers)) 10, 18-21

U4 (Utilization Reporting Form (for Rural Intermediate Carriers)) 10, 21-24, 51, 54, 56, 71

Utilization Missing Report 68