



## NEW SERVICE PROVIDER CHECKLIST

Below is a list of helpful tips to assist new service providers in getting started with the pooling process.

| Read the following INC Guidelines located on the ATIS website at:

- ✓ <http://www.atis.org/inc/incguides.asp> Thousands-Block Number (NXX-X) Pooling Administration Guidelines (TBPAG)
- ✓ Location Routing Number Assignment Practices
- ✓ Central Office Code (NXX) Assignment Guidelines (COCAG)
  
- ✓ Read the Frequently Asked Questions located on the Pooling website at [www.nationalpooling.com](http://www.nationalpooling.com) under *Tools*, which provides answers to frequently asked questions to pooling related topics such as the Pooling Administration System (PAS) and pooling related forms.
  
- ✓ Read the PAS User Guide for Service Providers and Service Provider Consultants located on the Pooling website at [www.nationalpooling.com](http://www.nationalpooling.com) under *Documents*.
  
- ✓ Review the Pooling website at [www.nationalpooling.com](http://www.nationalpooling.com), which provides information on items such as the pooling status for each state, NPA and rate center; PA (Pooling Administrators) contact information; information on upcoming industry meetings; Pooling reports; as well as links to other industry websites.
  
- ✓ In order to pool, all carriers must be LNP capable and be set up with the Number Portability Administration Center (NPAC). For information on how to become a NPAC user, contact the Neustar NPAC Customer Coordinator at 571-434-5434.
  
- ✓ Once a thousands-block (NPA-NXX-X) has been assigned, routing and rating details must be entered into the Telcordia™ Business Integrated Routing & Rating Database System (BIRRD). If your company does not perform this service, you will need to select a company that provides this service, which is referred to as an Administrative Operating Company Number (AOCN). For information on how to select or change an AOCN go to Telcordia's website at [www.trainfo.com](http://www.trainfo.com), click on Documents and scroll down to the AOCN list.
  
- ✓ In order to request numbering resources, your company must have an Operating Company Number (OCN). If your company does not have an OCN, you will need to contact the National Exchange Carrier Association (NECA) at 973-884-8249 to establish one.
  
- ✓ In order to request numbering resources, you will need to have a current Number Resource Utilization Forecast (NRUF) on file with the North American Numbering Plan Administration (NANPA). For information on how to file an NRUF, you will

need to go the NANPA website (<http://www.nanpa.com>) and click on NRUF Processing and Forms under the NANPA Fast Track section on the home page or contact NANPA at 866-623-2282.

- ✓ Prior to accessing the Pooling Administration System (PAS), you will need to register as a new user by going to [www.nationalpooling.com](http://www.nationalpooling.com), select *PAS/PAS New User Registration* and complete the user registration for a service provider. Once your registration request has been approved, you will receive, in an email, your login id. You will need to reply to the email and then call the Number Pooling Customer Support desk at 1-866-NEUPOOL for your password.
- ✓ Prior to requesting a thousands-block, you will need to complete a thousands-block forecast in PAS for each NPA and Rate Center in which you will be requesting resources. For information on how to complete a forecast in PAS, you can refer to Section 3 *Forecasts* of the “PAS User Guide for Service Providers and Service Provider Consultants”.
- ✓ When requesting an initial thousands-block, you must provide evidence of certification and proof of facilities readiness as outlined in section 4.3.1 and 4.3.2 of the TBPAG. When requesting a growth thousands-block, you must meet months to exhaust of 6.0 months or less and 75% utilization. For information on how to complete a thousands-block request in PAS, refer to Section 5 *Block Requests* or Section 6 *Code Requests* of the “PAS User Guide for Service Providers and Service Provider Consultants”.
- ✓ In an area where you are required to pool, if you currently have numbering resources that are in excess of a six-month inventory and are 10% or less contaminated, you are required to donate those thousands-blocks back to the pool. For information on how to submit a donation in PAS, you can refer to Section 4 *Block Donations* of the “PAS User Guide for Service Providers and Service Provider Consultants”.

If you have any questions, please contact the Number Pooling Customer Support desk at 1-866-NEUPOOL or [poolingsupport@neustar.biz](mailto:poolingsupport@neustar.biz).