

Number Management System

User Guide for numbering

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How to register online

New Registration

Steps to Follow:

1. Navigate to the 'Ofcom's Number Management System (NMS)' homepage via https://ofcom.force.com/NMS_loginPage
2. Click the "New Registration" button.



Ofcom's Number Management System (NMS)

Login
*Fields marked with * are required*

User ID:*

Password:*

[Forgotten your password?](#)

Fig 1.

After clicking the "New Registration" button, you will be navigated to the page below

3. Complete all mandatory fields (marked with an asterisk*).
4. Click "Register" button.

Data Protection

1. The Ofcom Licensing Service allows you to update your contact details, apply for new licences and check the details of any licences you currently hold.
2. Ofcom is committed to protecting your privacy and to processing your personal data in a manner which meets the requirements of the Data Protection Act
3. By registering your details you agree: a. that any information provided is correct and complete to the best of your knowledge and belief, and b. to the use of your personal data for the purposes described in paragraph 1 above

If you do not agree, you cannot continue your registration.

The information you provide and any further information submitted will be used by Ofcom for the purpose of issuing licences. By registering, you confirm that you agree with the terms of this licence agreement.

My Details

*Fields marked with * are required*

Title

--None--

First name*

Middle name

Last name*

Email address*

Confirm email address*

Main phone number*

Mobile number

Challenge question

Place of Birth

Answer to challenge question*

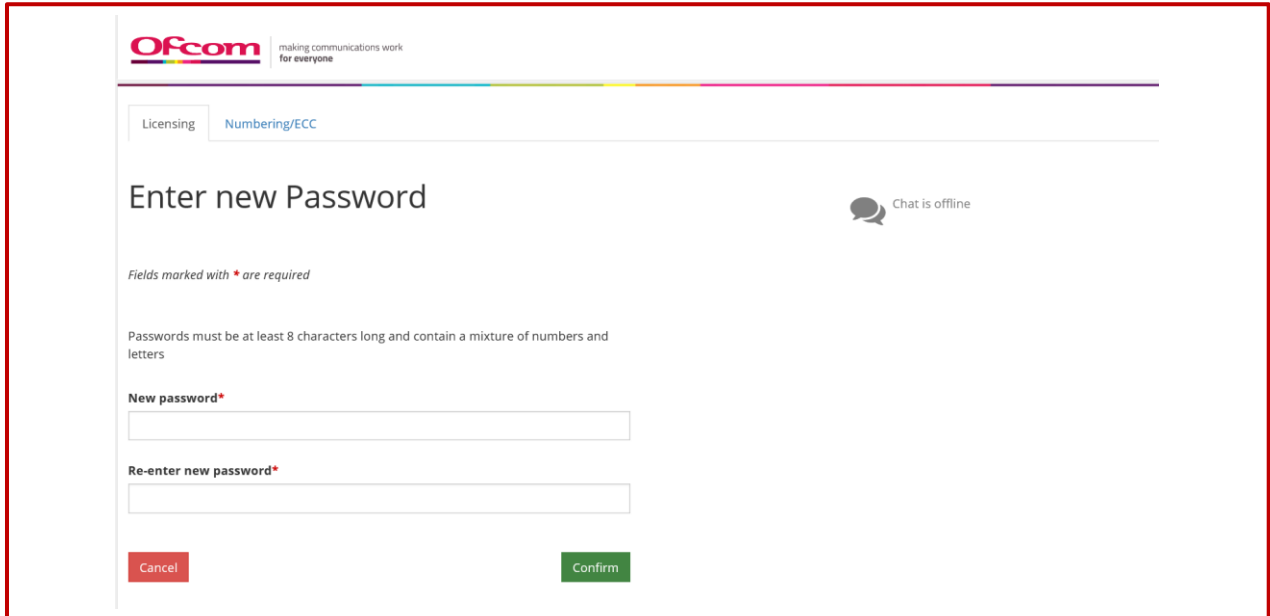
Cancel

Register

Fig 2

Note 1: You will be sent an email to your registered email address containing your verification link. You will need this to create your password and complete the registration process.

5. Click on the verification link in the email and you will be navigated to the '**Enter new password**' page (see Fig 3).
6. Provide details as required and click "**Confirm**".



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Licensing Numbering/ECC

Enter new Password

Chat is offline

Fields marked with * are required

Passwords must be at least 8 characters long and contain a mixture of numbers and letters

New password*

Re-enter new password*

Cancel Confirm

Fig 3.


How to login

Existing Users

Visit: [Link to be provided later](#)

1. Enter your Email address and Password
2. Click the “**Login**” button

Ofcom's Number Management System (NMS)



Login

*Fields marked with * are required*


User ID:*


Password:*

[Forgotten your password?](#)

Fig 4

Upon successful login you will be directed to your online account.

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Akanksha Jain 



Licensing

Numbering/ECC


Home


Licensing dashboard


 Chat is offline



 **Personal details** 

Miss Akanksha Jain



 akkij.ain1793@gmail.com





 **My licences** 

You have no licences

 **My contact types** 

You have no contact types

Fig 5

3. Click on “Numbering/ECC” tab on the dashboard

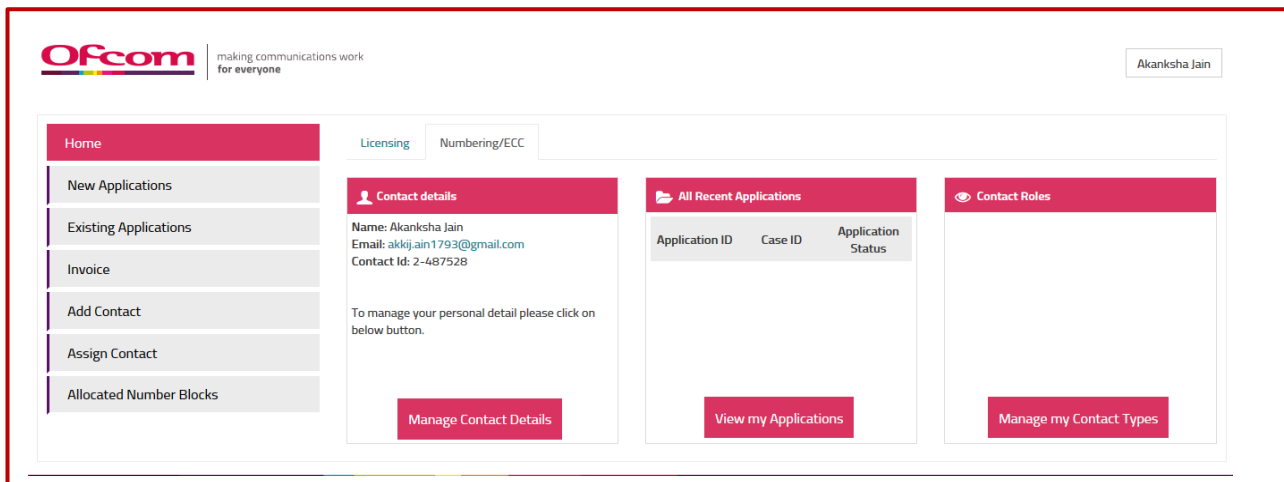


Fig 6

How to change your password

Password Reset

1. Click on your **Username** tab in the top-right corner of the screen
2. Select **“Change Password”** option

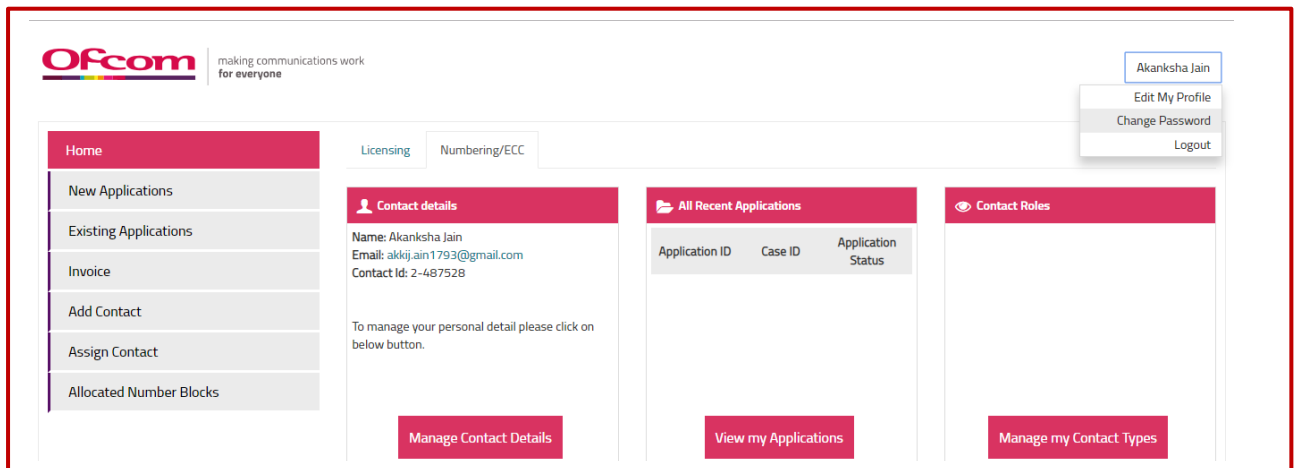


Fig 7

3. Provide details as required and click **“Confirm”** to change password or **“Cancel”** to return to your account home page

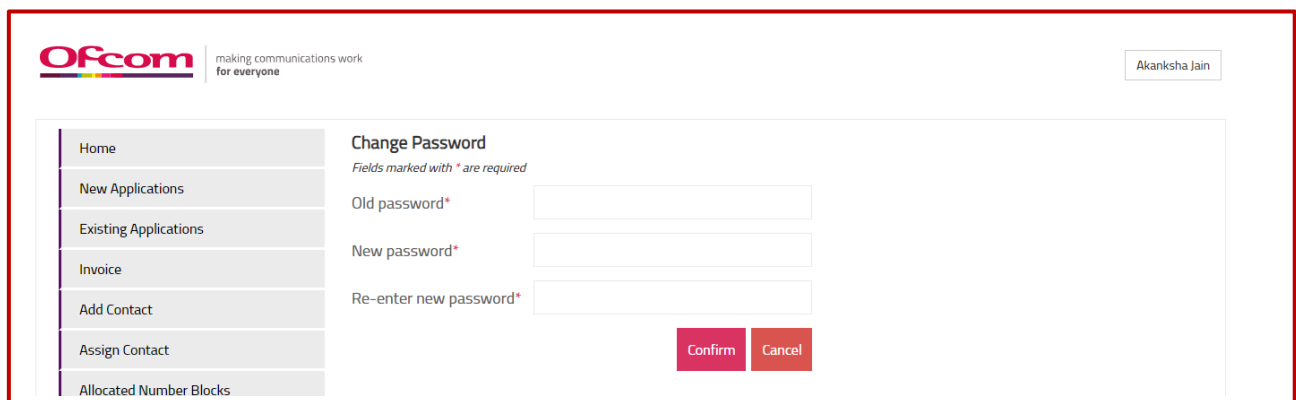


Fig 8

How to create a Communications Provider Business Account

1. Click on the “**New Applications**” option from the Account Home page

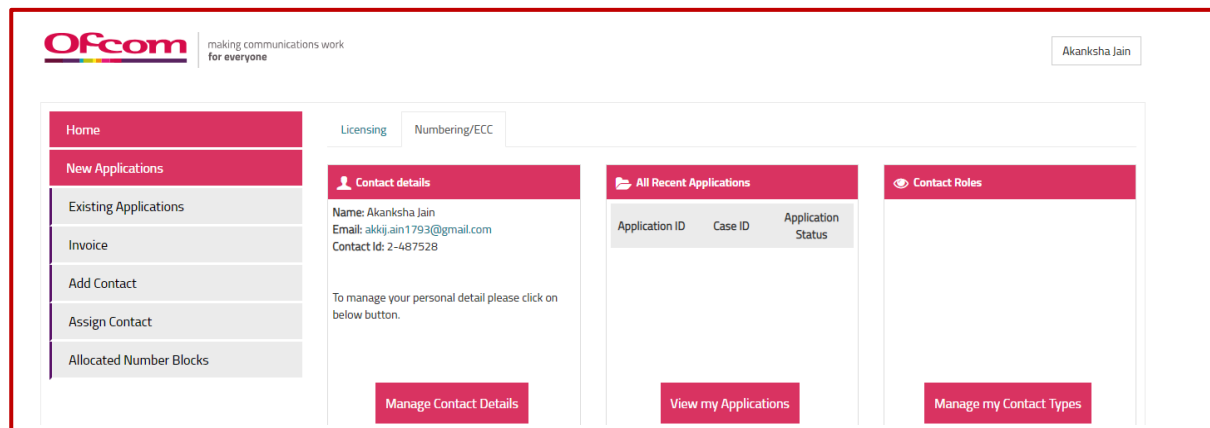


Fig 9

2. Select “**Others**”. Select the **Application type** from the drop-down list and choose the **Number type** where applicable.
3. Click on “**Continue**” button.

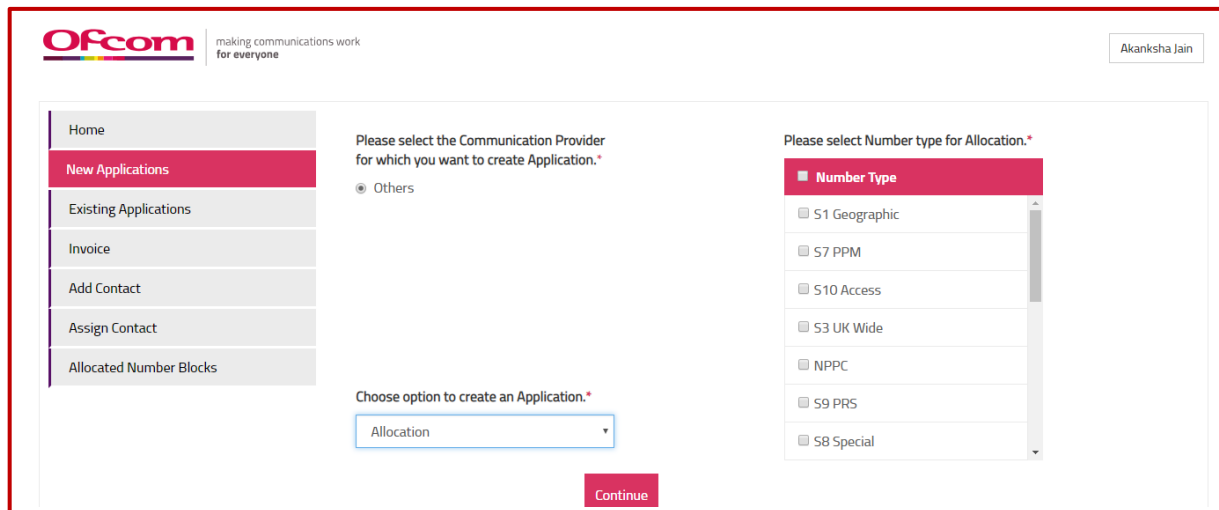


Fig 10

4. Complete all mandatory fields on ‘**Communications Provider (CP) Check**’ page and click on “**Validate Account**” button.

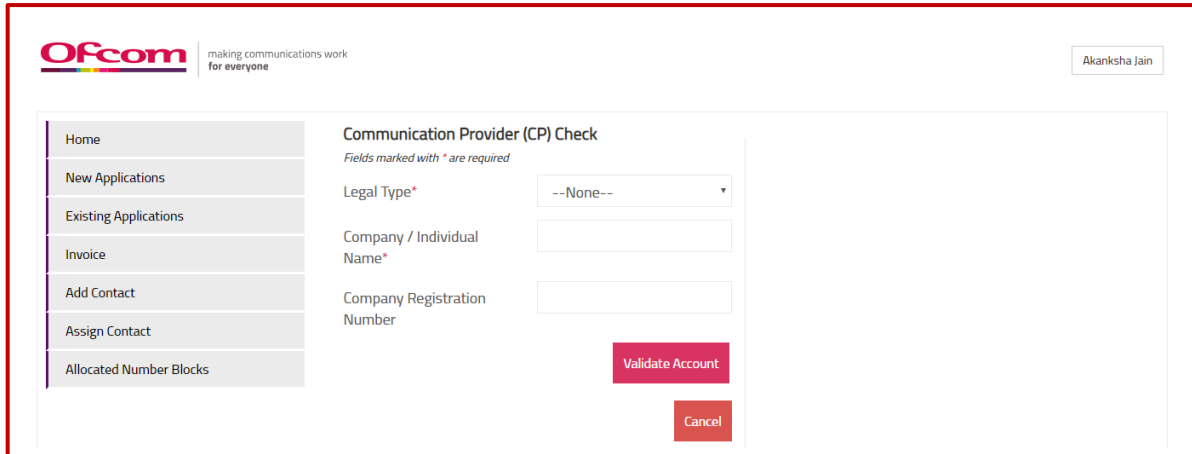


Fig 11

5. Click on “**Create Account**” button if no result is found.

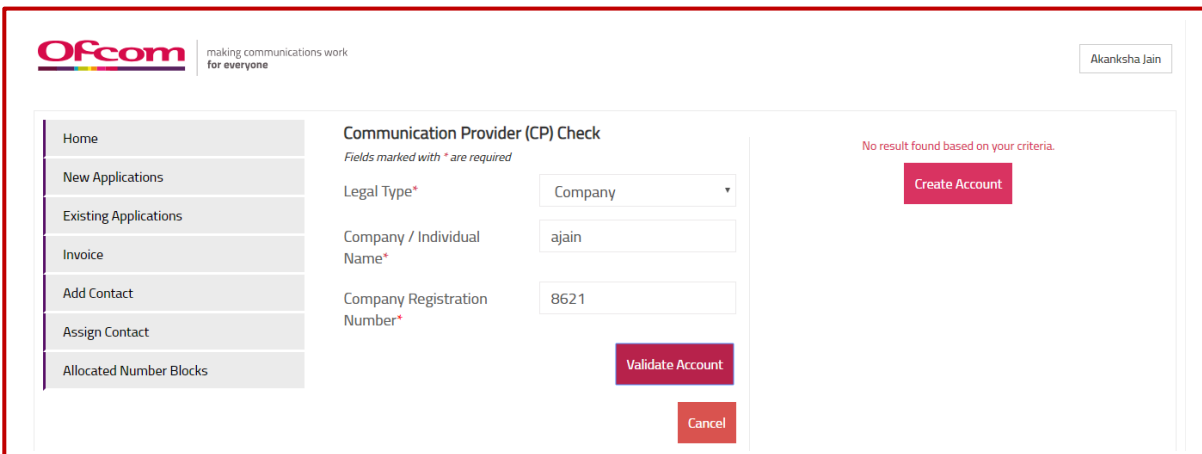


Fig 12

6. Provide requested details on the form. Please note that you will only be able to save details if all the mandatory fields are completed (mandatory fields are marked with *).

7. Click the “**Save**” button. (see Fig 13)

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[Home](#)
[New Applications](#)
[Existing Applications](#)
[Invoice and Statements](#)
[Add Contact](#)
[Assign Contact](#)
[Allocated Number Blocks](#)

Applicant Registration

*Fields marked with * are required*

Legal Type*	UnIncorporated Entity	Status	Current
Company Name*	2232wereew	Nature of Business*	--None--
Trading Name		Country of Incorporation	United Kingdom
Company Registration Number		Incorporation / Commencement Date	[17/10/2018]

Registered Office

Street Address *

Enter a street name or postcode in the box above and use 'Validate' to confirm the full address

Validate

City*

Postcode*

Country

Telephone Number*

Email Address*

Website

Are you an internal contact working directly for this Company/Individual?*

☐ Yes (internal contacts will receive all correspondence)

☐ No, I am an external contact working on behalf of this Company/Individual (e.g. consultant/legal representative)

Please attach Letter of Authority

Browse...

Save
Reset
Cancel
Back

Fig 13

Note 2: When the “Save” button is clicked, the “Update Contact” button shall become visible. This button will allow the user to update their details and associate themselves with the New CP account created.

- Provide details on the ‘**Contact Registration Form**’ and select **Contact Type(s)**. Note that multiple contact types can be selected by holding down your "Ctrl" key.
- Click “**Update**” button to save details.

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Akanksha Jain

Contact Registration Form
Fields marked with * are required

Company Name: ajain

Contact Type*: Licence Bill/Account Contact, Activation, **Application Internal**, Application External

Contact Information:

Title: Miss, Forename*: Akanksha, Surname*: Jain, Telephone*: , Mobile: , Date of Birth: [12/10/2018], Email*: akkij.ain1793@gmail.com

Address Information:

Street Address*: , City*: , Post Code*: , Country*: United Kingdom

Buttons: Update, Reset, Cancel

Fig 14

9. A Communications Provider Business Account can also be created from the Username tab in the top-right corner of the screen.
10. Click on **“Edit My Profile”**.

Dayo ola

Edit My Profile, Change Password, Logout

Licensing, Numbering/ECC

Contact details

Name: Dayo ola, Email: dayoile12@mailinator.com, Contact Id: 2-487931

To update your contact and company details click the Update Contact Details button below.

Update Contact Details

All Recent Applications

Application ID	Case ID	Application Status
View my Applications		

Contact Roles

Manage my Contact Types

Fig 15

11. Click the “**CP Details**” tab. A link will appear.
12. Click on the “**Click here to associate an account**” link. You will be taken to the ‘**Communications Provider (CP) Check**’ page. Go to Step 4 of ‘How to create a Communications Provider Business Account’ in this guide and continue.



Fig 16

How to create numbering applications

To make an application, please follow the following steps:

From the Business Account home page

1. Click the **“New Applications”** tab.

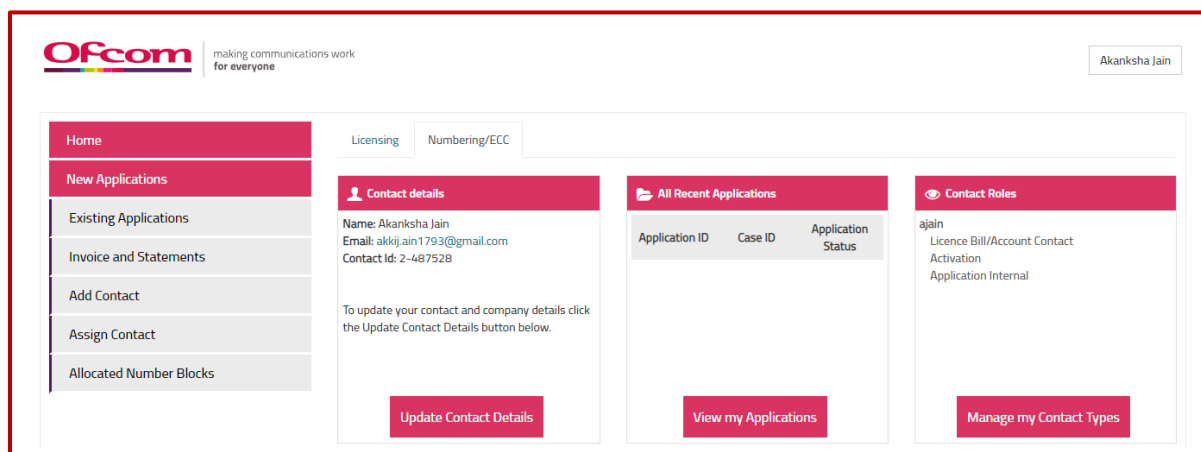


Fig 17

2. Select the Communications Provider Business Account that the application is for.
3. Select the application type from the drop-down list. The application we are going to use in this instance is **“Allocation”**
4. Select the **Number type**
5. Click **“Continue”**

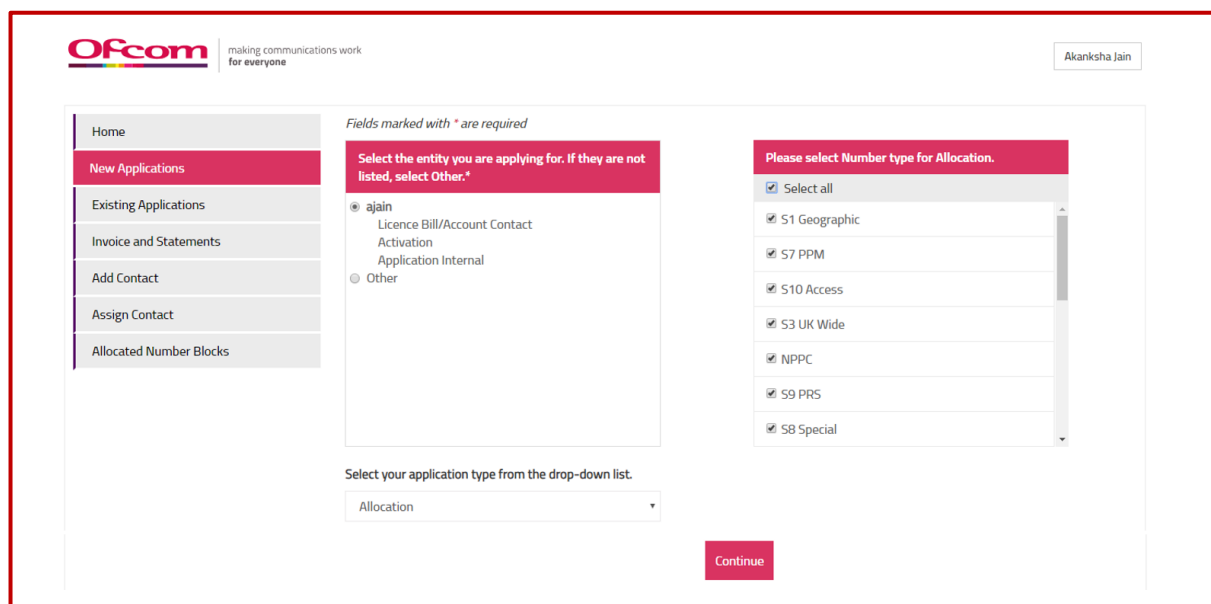


Fig 18

Note 3: If you wish to create a Reservation/Return/Transfer/Service Charge/ECC application*, then choose the appropriate application type from the dropdown list.

*A separate NMS user guide on making applications for Code Powers in relation to the Electronic Communications Code (ECC) is provided on the ‘Ofcom’s Number Management System (NMS)’ homepage.

Note 4: After clicking the “Continue” button, users will be directed to provide utilisation details on allocated number blocks where relevant (see Fig 19). The following activities can be completed:

- i. Add details as requested and click “Update utilisation”.
- ii. In addition, you can also download CSV files by selecting available number blocks and selecting the “Download csv” button, to provide details on the CSV files. Users can also upload CSV files by using the “Import Number Block” button.
- iii. If there are no utilisation details to be provided, click the “Continue to application” button to proceed.

The screenshot displays the 'View Allocated Number Blocks' interface. On the left is a sidebar with navigation options: Home, New Applications, Existing Applications, Invoice and Statements, Add Contact, Assign Contact, and Allocated Number Blocks (highlighted). The main content area is titled 'View Allocated Number Blocks' and contains a 'List of Allocated Number Blocks' section. This section includes a 'Show' dropdown set to '10 entries' and a search bar. Below this is a table with columns: Number Block, Number Block Type, Block Size, Chargeable, Allocation Date, Utilization%, Adoption Date, and View Certificate. The table is currently empty, displaying 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' links. At the bottom of the main content area, there are four buttons: 'Update Number Block', 'Cancel', 'Download csv', and 'Continue to application'. Below these buttons is a section for 'Upload Number Block CSV' with a 'Choose File' button and the text 'No file chosen'. At the very bottom is an 'Import Number Block' button.

Fig 19

Note 5: Users will be directed to the PECN/PECS section to upload a network diagram for Fixed and/or Mobile networks, dependent on the number type applied for.

6. In order to upload a network diagram, attach the relevant document from your own directory/files and click on the “Upload PECN/PECS” button.

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Akanksha Ja

Home
New Applications
Existing Applications
Invoice and Statements
Add Contact
Assign Contact
Allocated Number Blocks

PECN/PECS

PECN/PECS

Fields marked with * are required

Please Upload PECS/PECN diagram for Fixed and Mobile.

You should note that Ofcom can only allocate number ranges from the UK's telephone numbering plan to Providers of Public Electronic Communications Networks ("PECN") or Providers of Public Communications Services ("PECS") who have appropriate arrangements with a provider of a PECN, as defined in Section 32 of the Communications Act 2003, who are thereby bound by Condition 17 of the General Conditions of Entitlement (Allocation, Adoption and Use of Telephone Numbers).

In order to make your applications, you will be required to update the PECN/PECS area of NMS with details of your network including providing a confirmation of your hosting/interconnection agreement which will form part our application assessment.

PEC Type *

--None--

Type *

--None--

Date of Network Delivery

[12/10/2018]

Description of Network or Service

PECN/PECS Attachment *

Choose File

No file chosen

Upload PECN/PECS

Fig 20

8. Click on “Continue” button when diagrams are uploaded.

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Home
New Applications
Existing Applications
Invoice and Statements
Add Contact
Assign Contact
Allocated Number Blocks

CP Details Contact details **PECN/PECS**

Please select Communication Provider to edit PECN/PECS details

PECN/PECS

Fields marked with * are required

Diagram successfully uploaded. Please click continue.

You should note that Ofcom can only allocate number ranges from the UK's telephone numbering plan to Providers of Public Electronic Communications Networks ("PECN") or Providers of Public Communications Services ("PECS") who have appropriate arrangements with a provider of a PECN, as defined in Section 32 of the Communications Act 2003, who are thereby bound by Condition 17 of the General Conditions of Entitlement (Allocation, Adoption and Use of Telephone Numbers).

In order to make your applications, you will be required to update the PECN/PECS area of NMS with details of your network including providing a confirmation of your hosting/interconnection agreement which will form part our application assessment.

PEC Type *

--None--

Type *

--None--

Date of Network Delivery

[12/10/2018]

Description of Network or Service

PECN/PECS Attachment *

Choose File

No file chosen

PECS Documents

Action	PEC Type	Type	Title	Name	Created Date
View Delete	PECS	Fixed	CP check.png	PEC# 00000202	12/10/18

Upload PECN/PECS

Continue

Fig 21

Note 6: After clicking the “Continue” button, users will be taken to the number application form.

9. A pop-up message will appear on the screen, informing users they have 30 minutes to complete the form and submit the application. A timer is provided in the top-right corner of the screen. It is not possible to save a partially completed application, so please have the necessary information to hand before commencing.

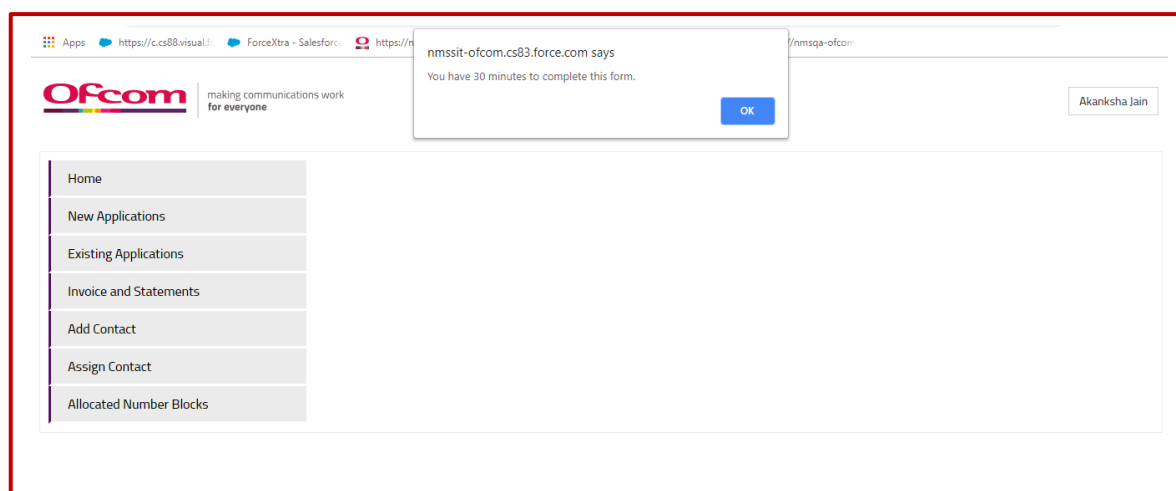


Fig 22

10. Provide details as required on the form and ensure all mandatory fields (marked with an asterisk*) are completed. After completion, press the “**Submit**” button.

Part 1. Communication Provider (CP) Profile

1. Users are required to review the CP information that has been supplied and confirm that it is complete, accurate and up-to-date. The form provides a link for users to view their CP information in a new window.

Part 2: PECS and PECN

2. Users must confirm the relevant status of their network and/or service provision, selecting at least one of the options provided.

Part 3. Application for Number Blocks

Search Number Block Section

1. Select **Number type**, **Number sub type** and the **Service type** from the drop-down fields on the ‘**Search Network Block**’ section. Click the “**Search**” button to view available number blocks.
2. Users can also enter the **Number type**, **Number sub type** and the **Service type** on the **search field** for a quick search.
3. A list of available number blocks that match the criteria will be displayed.
4. Select desired number block(s) and click the “**Add**” button.
5. Provide the requested details for the selected number block(s).

Additional Information

6. Users can add additional information if required in the 'Additional Information' section.
7. Users can also upload attachments. Attach the relevant document from your own directory/files and click on the "Upload" button.
- 8.

Declaration

9. In the Declaration section, tick the check boxes to be able to submit the form.

Time Remaining : 29:26

Number Block Applications -Allocation

Fields marked with * are required

Part 1. Communication Provider (CP) Profile

[Click here to view your CP Information](#)

☐ I have reviewed the information provided in response to Part 1 and confirm that it is complete, accurate, and up-to-date.*

Part 2. PECS and PECN*

Please select at least one option

☐ I declare on behalf of the applicant, that the applicant is a provider of a Public Electronic Communications Service as defined in the Communications Act of 2003.

☐ I declare on behalf of the applicant, that the applicant shall commence the provision of a Public Electronic Communications Service as defined in the Communications Act of 2003 within six months from the date of allocation of the numbers requested in this application.

☐ I declare on behalf of the applicant, that the applicant is a provider of a Public Electronic Communications Network as defined in the Communications Act of 2003.

☐ I declare on behalf of the applicant, that the applicant shall commence the provision of a Public Electronic Communications Network as defined in the Communications Act of 2003 within six months from the date of allocation of the numbers requested in this application.

☐ I declare on behalf of the applicant, that this application is only for Communication Identity (CUPID) Codes or Reseller Identification (RID) Codes(s) and is not for any other type of code or number. If the user checks this declaration, the user is finished with Part 2 and needs to click the confirmation checkbox for Part 2 to proceed.

Part 2.1 Network and/or Service Provision Confirmation

☐ I have reviewed the information provided in response to Part 2 and confirm that it is complete, accurate, up-to-date.*

Part 3. Application for Number Blocks

Application Details

Account Name

Request Number Blocks

Select the number type then click Search. To refine your search, select a number sub type, service type and geographic area (where applicable)

Search Number Block

*Number Type

--None--

Number Sub Type

--None--

Service Type

1

2

Search

Search

3.3 Additional Information

Additional Information Comments

Attachments Description

Add Attachment

Choose Files

No file chosen

Upload

Part 4 Declaration

☐ I declare that all information in this Application Form and any accompanying material provided is to the best of my knowledge and belief, true, accurate and up-to-date. I further declare that no material information has been withheld with the intention of causing Ofcom to be misled.*

☐ I hereby confirm on behalf of the applicant that in the event the applicant is allocated the numbers requested in this Application Form, all those allocations will be adopted within six months from the date of the allocation, they may be withdrawn.*

Submit

Cancel

Fig 23

11. A message confirming that the application has been successfully submitted will appear on the screen.

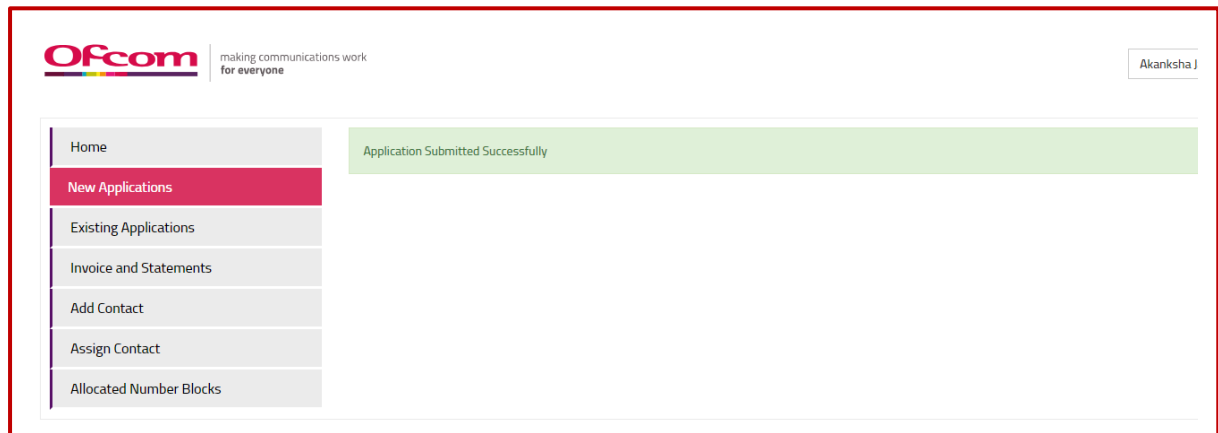


Fig 24

12. Users can select the “Existing Applications” option from the Business Account homepage to view the submitted application.

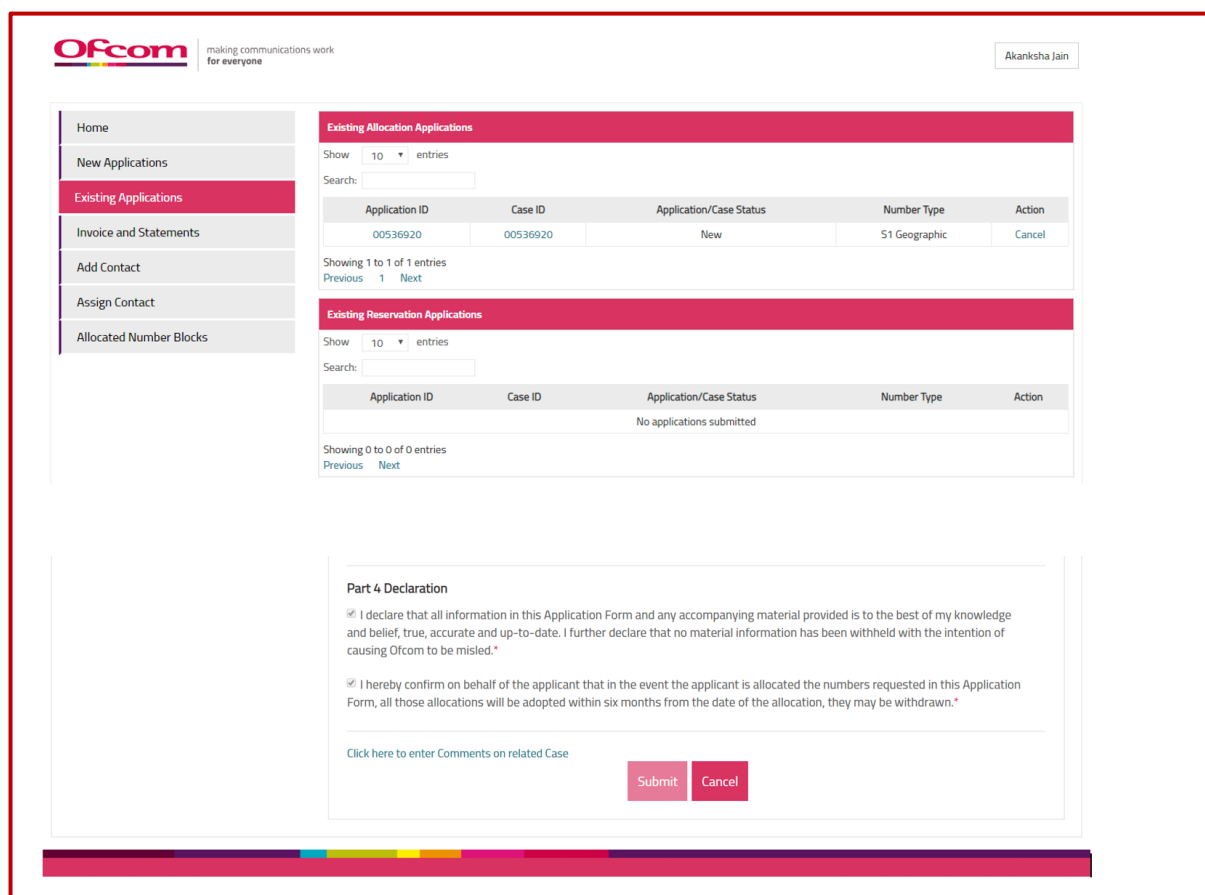


Fig 25

13. Users can also add a comment to the case by clicking on the '**Case ID**' tab and adding the comment to the '**Add New Case Comments**' section and clicking on "**Submit**"

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shiva test281

Home

New Applications

Existing Applications

Invoice and Statements

Add Contact

Assign Contact

Allocated Number Blocks

Case Details

Case Number: 00536955

Case Subject: App-00816/Reservation

Status: New

CP Name: O BUTTERS LIMITED

Contact Name: shiva raj test281

Phone: 1234512345

Number Type: NPPC

Number Subtype: Network Code - Number Poi

Case Comments

Comment Description	Created By	Created Date
There are no comments associated with this case.		

Add New Comment Cancel

Fig 26

14. Users can view the Certificate for allocations once Ofcom has approved the application. This can be accessed by clicking on the '**Application ID**' tab and scrolling down to Part 3.3 '**Additional Information**'.

3.3 Additional Information

Additional Information Comments

To view an attached file, select the filename from the left and the action to the right

Action	Title	Description	Created Date
View	Certificate App-00773 2018-10-12 09_33_17Z.pdf		12/10/18

Part 4 Declaration

Fig 27

How to make discount management application

Steps to follow:

1. Login to your account.
2. Click “New Applications”.

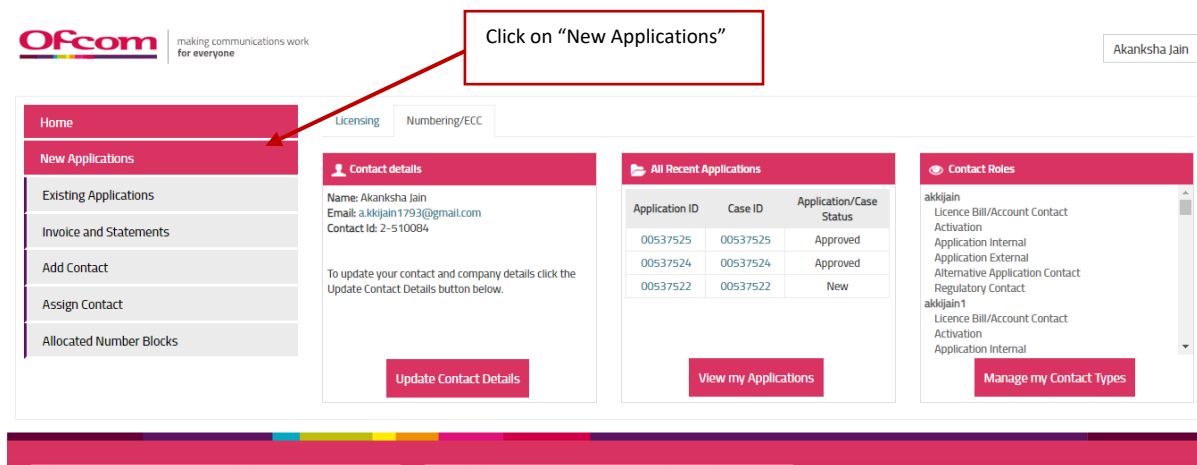


Fig 28

3. Select the Communication Provider you are applying on behalf and select “Discount” as type of application.
4. Click on “Continue” button.

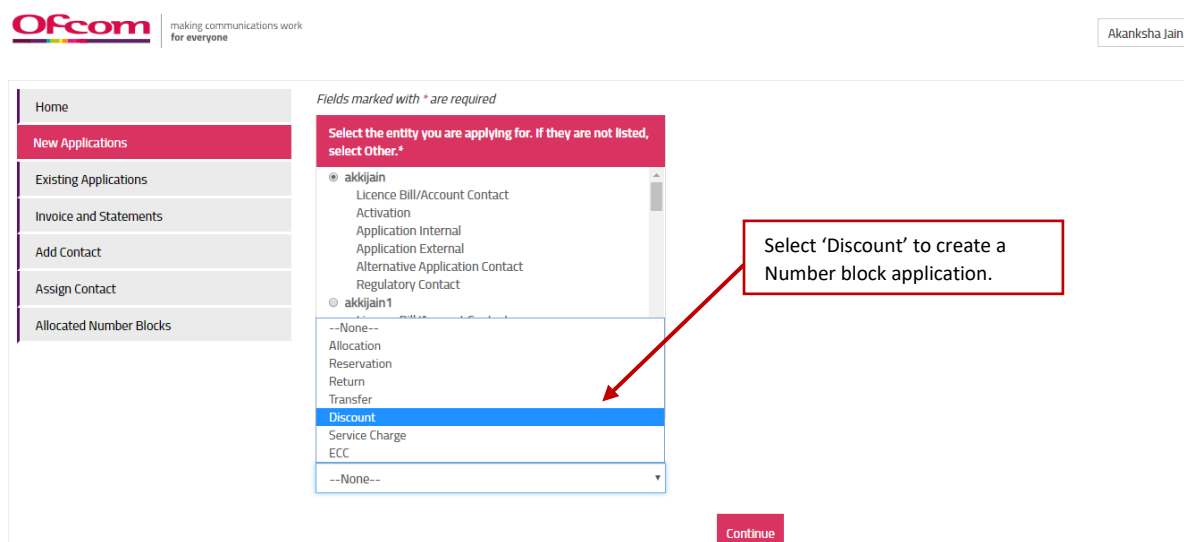


Fig 29

**Please note: Non – BT/KCOM you will be able to provide the following details:
Ported quantities, Extraction Date and Receiving communication provider.**

For BT/KCOM you will be to provide details of Ported quantities, Extraction Date receiving communication provider, Payphone quantities and WLR quantities

- For Non-BT/KCOM provide details for the following fields: Ported Quantity, Extraction Date and Receiving Communication Provider fields.
- Click the “Add Row” link to create multiple discount request with different Receiving CP

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Alanksha Jain

Home

New Applications

Existing Applications

Invoice and Statements

Add Contact

Assign Contact

Allocated Number Blocks

Fields marked with * are required

Discount Application

Ported Quantity*	Extraction Date*	Receiving CP*	Delete Link
	[04/02/2019]		

Showing 1 to 1 of 1 entries

Add Row

Note :- Extraction date should be in correct format (dd/mm/yyyy) to make Receiving CP searchable

Submit Cancel

About Ofcom About this website

Fig 30

Note*- Communication Provider which does not have any chargeable number block allocated will not be able to create discount application.

- For BT/KCOM CP's provide details for the following fields: Ported Quantity, Payphone Quantity, WLR Quantity, Extraction Date and Receiving CP fields.

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Alanksha Jain

Home

New Applications

Existing Applications

Invoice and Statements

Add Contact

Assign Contact

Allocated Number Blocks

Fields marked with * are required

Discount Application

Ported Quantity*	Payphone Quantity*	WLR Quantity*	Extraction Date*	Receiving CP*	Delete Link
1	2	3	[04/02/2019]	Akki 1234	

Showing 1 to 1 of 1 entries

Add Row

Note :- Extraction date should be in correct format (dd/mm/yyyy) to make Receiving CP searchable

Submit Cancel

About Ofcom About this website

Fig 31

- Communication Provider can click on “Add Row” link to create multiple discount request with different Receiving Communication Provider in one application.
- To remove certain details on a row, click on the “Delete Row” link.
- Click the “Submit” button to submit the details you provided on the application

Upon clicking on the submit button to submit the discount application a pop-up message shall be displaced reading “Do you want to proceed?” “success message will appear on the screen.

- Click “OK” button to proceed with submission or cancel to stay on the page.

A success message shall be displayed when the application is submitted

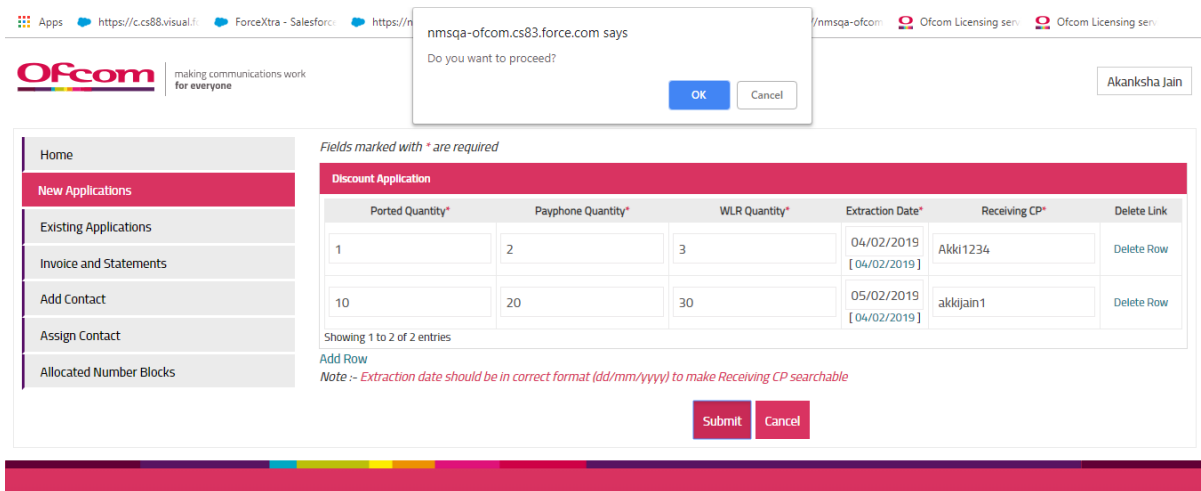


Fig 32

12. Success message will appear on the screen.

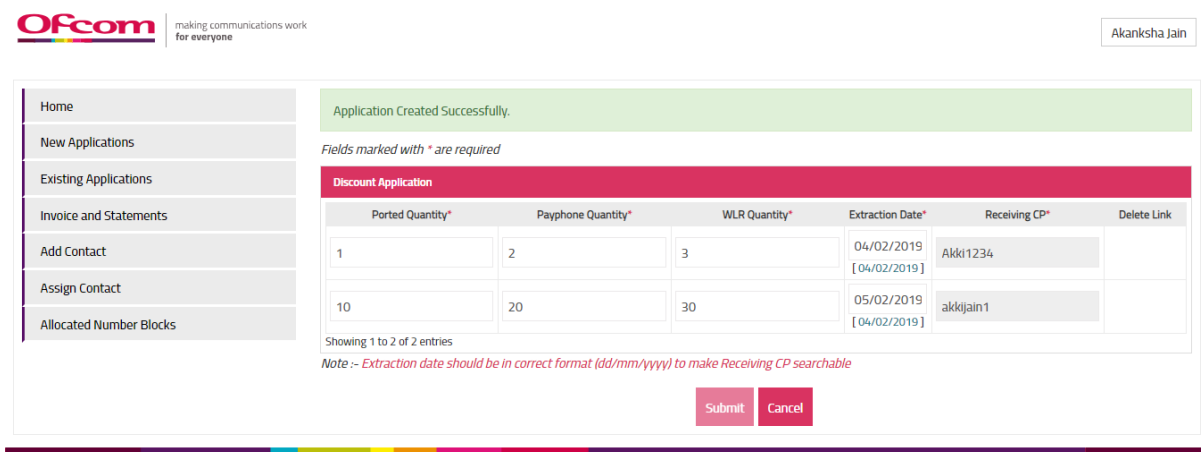


Fig 33

13. You shall receive an email notification for the successful submission of the Discount application

Dear akkijain3

Your discount application has been successfully submitted.

Once we have verified the information provided. We will inform you whether your request has been approved or rejected.

Kind regards

Ofcom Numbering Team

Ofcom
Riverside House
2a Southwark Bridge Road
London SE1 9HA

Switchboard: +44 (0)20 7981 3000
or +44 (0)300 123 3000
www.ofcom.org.uk

Fig 34

How to provide details of ported number as receiving communication provider

When a Discount Application is submitted by a Communication provider that transferred number blocks to another Communication provider, the receiving Communication provider will also get an email notification to provide details of the number received **see image 8**

Steps to Follow

1. Click on the "Verification of discounts applicable on ported numbers" link.

Dear Akki1234,

Verification of discounts applicable to ported numbers

On 1 April 2013, Ofcom launched a pilot scheme to charge communications providers ('CPs') for geographic numbers they have been allocated in 30 specified area codes. The pilot scheme area codes are set out in Annex 2 for reference.

Ahead of the pilot's launch, we published a document^[1] ('the Guidance Document') providing guidance on the administrative arrangements for the pilot scheme.

The Guidance Document set out the process for CPs to follow if they want to apply for a discount to their number charge bill in respect of numbers allocated to them by Ofcom which are used by a different CP due to a regulatory requirement. Specifically, for the purposes of this letter, the Guidance Document refers to numbers from pilot scheme area codes that have been ported from the CP allocated the number (known as the range holder CP) to another CP (known as the recipient CP).

Number Portability enables any subscriber to transfer their communications service from one CP to another without the loss of their telephone number as set out and defined in General Condition of Entitlement 18.^[2]

CPs applying for a discount to their number charge bill are required to provide Ofcom with the total of relevant numbers ported to each recipient CP.

We have received a number of applications for discounts and, as described in the Guidance Document, we are carrying out an exercise to verify the discount applications. Your company has been identified as a recipient CP for ported numbers.

In order for Ofcom to complete the verification process, we are requesting that your company completes the attached Annex A, providing the total of numbers across pilot scheme area codes that your company has ported in from each of the range holder CPs specified.

Please provide this information by **07-03-2019**

Do contact me if you wish to discuss further or if you have any queries.

Kind regards

Numbering Team

[1] Guidance for CPs on the pilot scheme to charge for geographic numbers, Ofcom document published on 27 March 2013
<http://stakeholders.ofcom.org.uk/telecoms/numbering/guidance-tele-no/geo-guidance/>.

2 "Number Portability" means a facility whereby Subscribers who so request can retain their Telephone Number on a Public Communications Network, independently of the person providing the service at the Network Termination Point of a Subscriber provided that such retention of a Telephone Number is in accordance with the National Telephone Numbering Plan.

Fig 35

2. Enter the Ported Quantity value on Discount Verification screen.

The screenshot shows the 'Discount Verification' screen. At the top, there's a header 'Discount Verification'. Below it, there's a 'Show' dropdown set to '10' and 'entries'. A 'Search:' field is present. The main table has two columns: 'Ported Quantity' and 'CP Name'. The 'Ported Quantity' column contains a text input field with the value '20'. The 'CP Name' column contains the value 'akkijain3'. Below the table, it says 'Showing 1 to 1 of 1 entries' with 'Previous', '1', and 'Next' links. At the bottom, there are 'Submit' and 'Cancel' buttons. A red box highlights the 'Submit' button, and a red arrow points from a text box 'Click on "Submit" button' to it.

Fig 36

3. Click the Submit button.
4. Success message will be displayed upon successful submission of the details provided.

The screenshot shows the 'Discount Verification' screen after a successful submission. At the top, there's a green banner that says 'Records updated Successfully'. Below it, the 'Discount Verification' header is present. The 'Show' dropdown is set to '10' and 'entries'. The 'Search:' field is empty. The table has two columns: 'Ported Quantity' and 'CP Name'. The 'Ported Quantity' column contains a text input field with the value '20'. The 'CP Name' column contains the value 'akkijain3'. Below the table, it says 'Showing 1 to 1 of 1 entries' with 'Previous', '1', and 'Next' links. At the bottom, there are 'Submit' and 'Cancel' buttons.

Fig 37

How to View the Discount Amount

Steps to follow:

1. Login to the online portal
2. From the Home page click on the Invoice and statement Tab

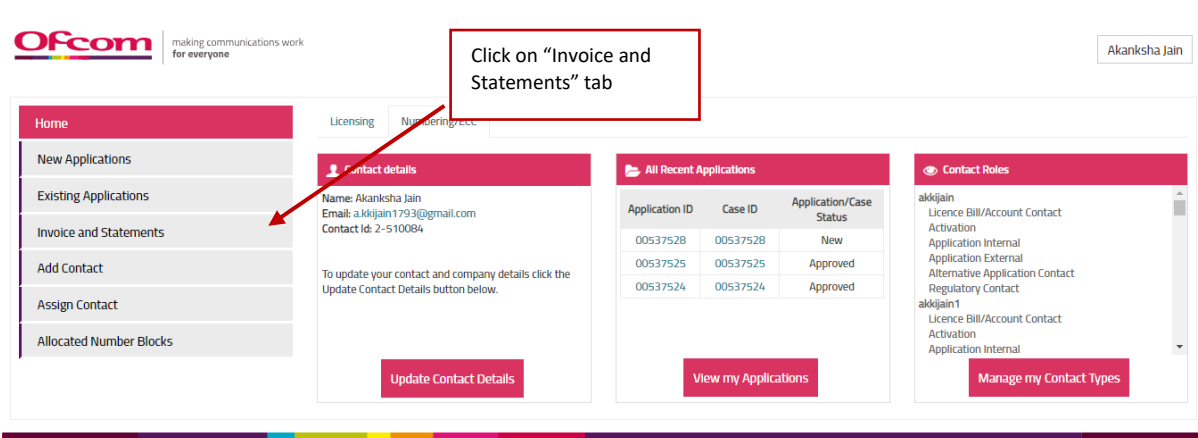


Fig 38

3. Click on the Final Invoice Number.

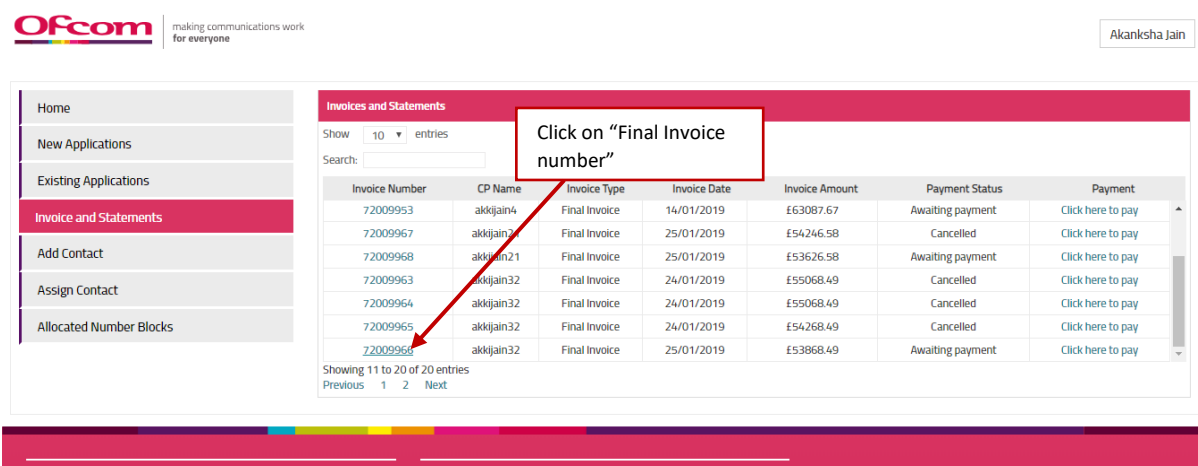


Fig 39

4. You will be able to view the Total Discount amount on the final invoice.

Invoice for Chargeable Numbers



Final breakdown of chargeable numbers
Communication Provider: akkijain32

Block	Geographic Area	Allocation Date	Block Size	Charge from Date	Charge to Date	Charged Days	Annual Charge (£)
1993	Aberdeen	24/01/2019	1K	24/01/2019	01/04/2019	67	55068.49
TOTAL DISCOUNT				1200			

Fig 40

How to view invoices and statements (in relation to charges for certain geographic numbers)

To view invoices (when issued by Ofcom and made available for viewing on NMS):

1. Click on **“Invoices and Statements”** tab from the Business Account homepage

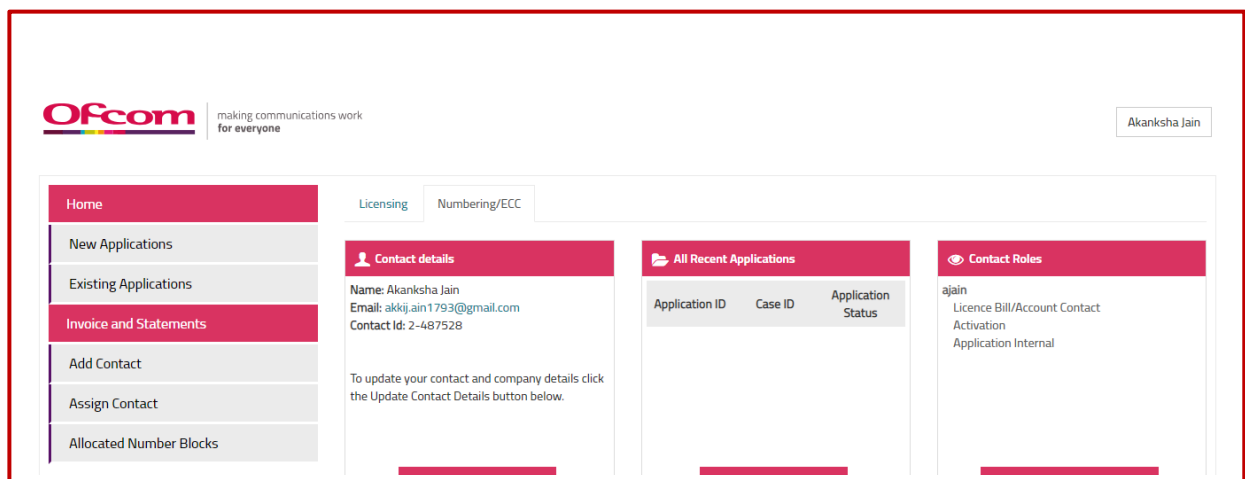


Fig 41

2. Click the **‘Invoice Number’** to view invoices.

The screenshot shows the 'Invoices and Statements' page. The left sidebar is the same as in Fig 41, with 'Invoice and Statements' highlighted. The main content area has a table with the following data:

Invoice Number	CP Name	Invoice Type	Invoice Date	Invoice Amount	Payment Status	Payment
72009686	neha22	Final Invoice	10/10/2018	£8822.05	Awaiting payment	Click here to pay
72009687	neha33	ECC Invoice	11/10/2018	£10000.00	Awaiting payment	Click here to pay
Invoice0122	neha22	Validation Statement	10/10/2018	£624.66	NA	NA

Fig 42

How to add a Contact

1. Click on **“Add Contact”** from the Business Account homepage.

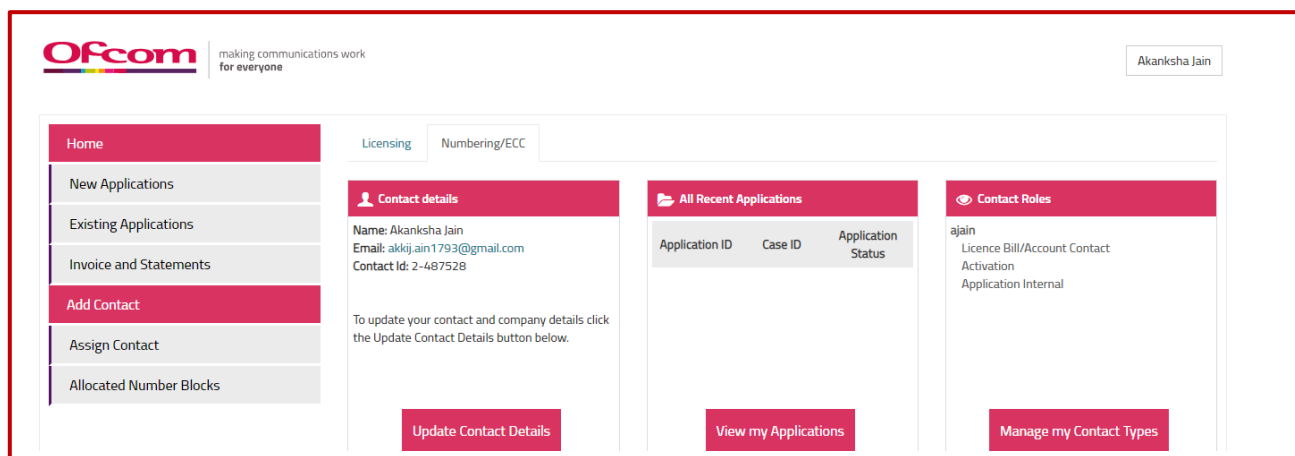


Fig 43

2. Select the Communication Provider and complete all mandatory fields on **“Add Contact”** page
3. Click on **“Create Contact”** button

The screenshot shows the 'Add Contact' form. The left sidebar is the same as in Fig 43, with 'Add Contact' highlighted. The main content area has a heading 'Add Contact' and a note 'Fields marked with * are required'. Below this is a prompt 'Please select Communication Provider to add contact details.' with a dropdown menu showing 'ajain' selected. Below the provider selection, there are fields for 'Company Name' (ajain) and 'Contact Type*' (Licence Bill/Account Contact, Activation, Application Internal, Application External). A note says 'Hold down *Ctrl* to select multiple contacts'. The 'Contact Information' section includes fields for Title (dropdown), Forename*, Surname*, Telephone*, Mobile, Email*, and Date of Birth (with a date picker showing 12/10/2018). The 'Address Information' section includes fields for Street Address*, City*, Post Code*, and Country* (United Kingdom). A 'Validate' button is present below the Street Address field. At the bottom, there are three buttons: 'Create Contact', 'Reset', and 'Cancel'.

Fig 44

How to assign a Contact to another Communications Provider

1. Click on **“Assign Contact”** option on the Business Account homepage

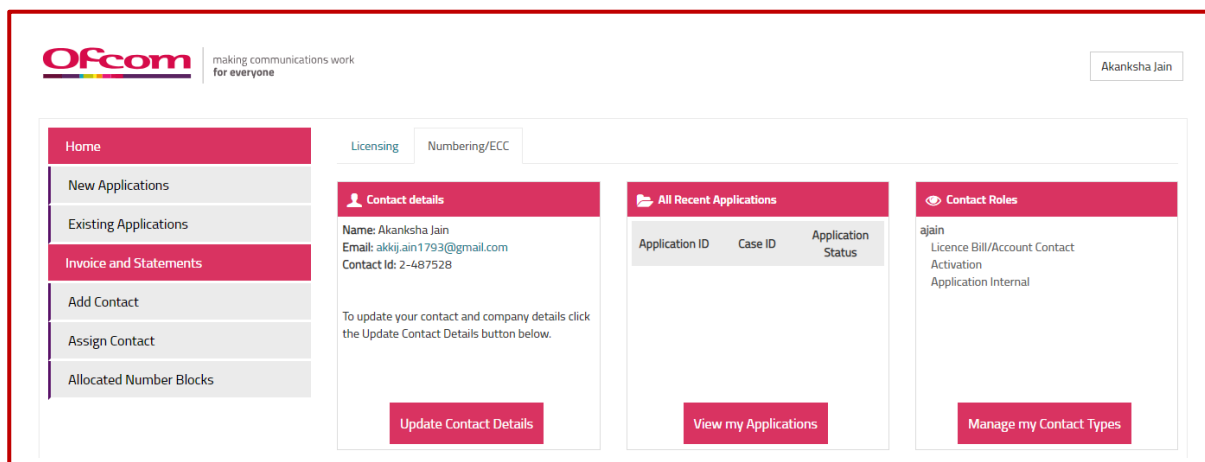


Fig 45

2. Select the Communications Provider and enter details as required.
3. Click on **“Save”** button.

Note 5: All mandatory fields on **“Assign Contact”** page must be completed to be able to submit the form.

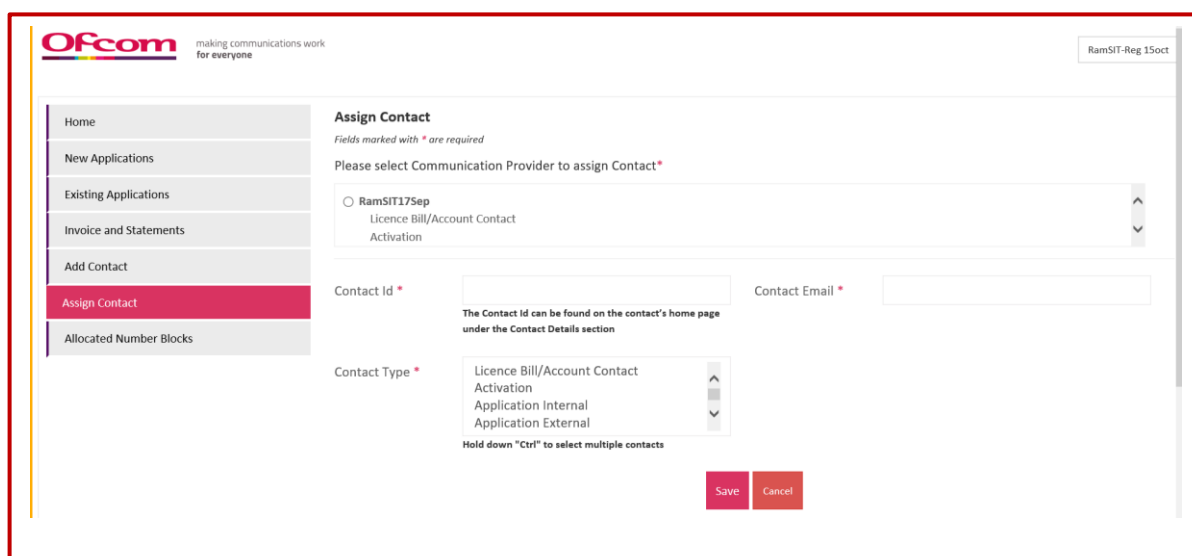


Fig 46

How to view allocated number blocks

1. Click on **“Allocated Number Blocks”** from the Business Account homepage to view allocated number blocks.

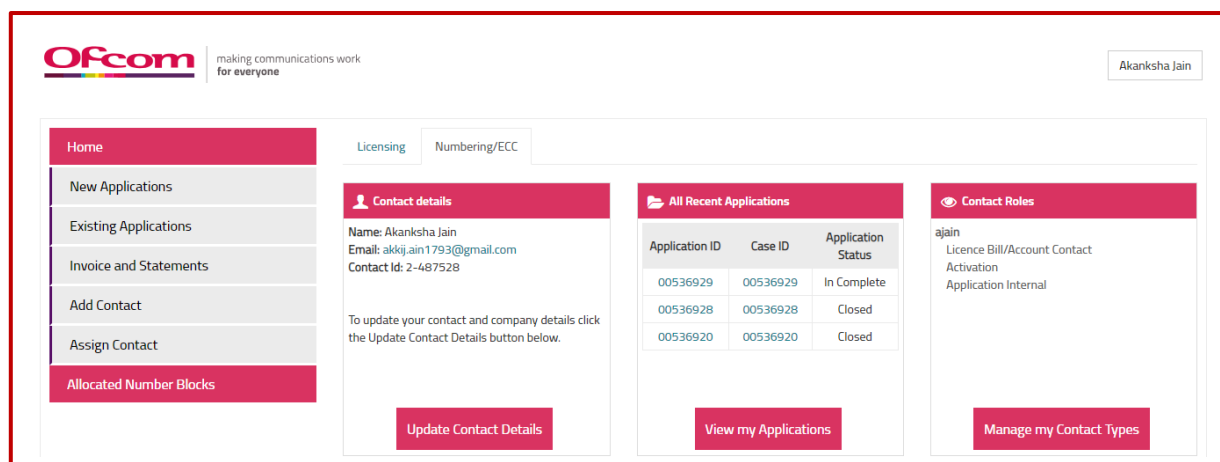


Fig 47

2. Select a Communication Provider (CP) to view allocated number blocks.
3. To update utilisation details
 - Enter utilisation figure in the field provided (figure should be the percentage of numbers in use in the allocated block).
 - Enter the date of block adoption in the 'Adoption Date' field.
4. Click the **“Update Utilisation”** button to submit details.

Note 6: Users can also download the number blocks allocated to their Communications Provider into a CSV file by clicking the **“Download csv”** button. The CSV file will need to be updated with utilisation details and then uploaded to NMS using the **“Import Number Block”** button.

If there are no utilisation or adoption date details to be provided, click **“Cancel”** and you will be taken to your Business Account homepage.

Home

New Applications

Existing Applications

Invoice and Statements

Add Contact

Assign Contact

Allocated Number Blocks

View Allocated Number Blocks

Please select Communication Provider to View Allocated Number Blocks.

☒ ajain

List of Allocated Number Blocks

Show entries

Search:

<input type="checkbox"/>	Number Block	Number Block Type	Block Size	Chargeable	Allocation Date	Utilization%	Adoption Date	View Certificate
<input checked="" type="checkbox"/>	5014 01	S1 Geographic	1K	<input checked="" type="checkbox"/>	12/10/2018	<input type="text" value="0"/>	12/10/2018 [12/10/2018]	View

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

Update Number Block

Cancel

Download csv

Upload Number Block CSV

No file chosen

Import Number Block

Fig 48