

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 Numbe	r Management System (NMS)	
8		
Login		
Fields marked with * are require	d	
User ID:*		
Password:*		
	Forgotten your password?	
	Login	Registration Button
	New Registration	

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	
 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. 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 	r
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*	
Complete all mandatory fields	
and Register.	
Registe	r

Note: 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".

ruting communications work for everyons	
Licensing Numbering/ECC	
Enter new Password	
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*	Select Confirm to set New Password.
Cancel Confirm	

How to login

Existing Users

Visit: https://ofcom.force.com/NMS_loginpage

- 1. Enter your Email address and Password
- 2. Click the "Login" button

Ofcom's Numbe	er Management System (NMS)	
8	R	
1		
Login Fields marked with * are requir	ad	
	eu	
User ID:*		
Password:*		Login Button
	Forgotten your password?	
	Login	
	New Registration	

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

OFCOM for everyone	Licensing Numbering	Numbering t	Test PA
New Applications	Lontact details	All Recent Applications	Contact Roles
Existing Applications	Name: Test PA Email: targete2c@gmail.com	Application Case ID Case ID Status	Test BA Licence Bill/Account Contact
Invoice and Statements	Contact Id: 2-712268	View my Applications	Literite bill recourt contact
Add Contact	To update your contact and company details	and a second sec	
Assign Contact	click the Update Contact Details button below.		
Allocated Number Blocks			
View Contacts	Update Contact Details		Manage my Contact Types
PECN/PECS			

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

Home	k Licensing Rumbering		on Usernaı on Change			Test PA Edit My Profile Change Password Logout
New Applications	1 Contact details		늘 All Recent Appl	ications		⑦ Contact Roles
Existing Applications	Name: Test PA Email: targete.2c@email.com		Application ID	Case ID	Application/Case Status	Test BA
Invoice and Statements	Contact Id: 2-712268		00823102	00823102	Approved	Activation Application Internal
Add Contact	To update your contact and company detail	is click the Update	1	/iew my Applicati	ons	
Assign Contact	Contact Details button below.				_	
Allocated Number Blocks						
View Contacts	Update Contact Deta	uls				Manage my Contact Types
PECN/PECS						

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

OFCOM for everyone	ations work	Test PA	
Home	Change Password Fields marked with * are required		
New Applications	Old password*		
Existing Applications	Passwords must be at least 8 characters long and contain a mixture of numbers and letters		
Invoice and Statements	New password*	Button to return	to vour
Add Contact	Re-enter new password*	Account home p	
Assign Contact			
Allocated Number Blocks	Confirm Connect		
View Contacts			
PECN/PECS			

4. Click on "Edit My Profile".

OFCOM making communications work for averyone	Test PA
Home New Applications	CP Details Contact details PECIVIPECS Edit Communication Provider(CP) Details
Existing Applications	Fields marked with " are required Please select Communication Provider to edit account details
Invoice and Statements	© Test BA
Add Contact	
Assign Contact	
Allocated Number Blocks	
View Contacts	<u>}</u>
PECN/PECS	To edit Profile.

- 5. Give all details on "**Contact details**" tab.
- 6. Click on "Contact Details".

Fcom to move		Contac	: Details tab		34
ome	CP Details Contact details	0763			
nw Applications	Edit Contact Details				
isting Applications	Path: mekel with " and requ				
wice and Statements	Please select Common	cation Provider to edit contact details			
	* Test BA	Contract			- îi
6d Contact	Actuation				
olign Contact					
Rocated Number Diocks	Company Name	Test 6A	Contact Type"	Literice Bill/Account Contact	11
ew Contacts				Activation Application Internal	
DWHUS				Application External	
				Hold down "Chri" to select multiple contacts	
	2521.0212				
	Edit Contact Details:				
	Title	Ma	 Forename* 	lest	
	Summe*	DA	EmaP	targete2d@gmal.com	
	Telephone*	05065656565	Mobile	1234567891	
	Date of Beth				
		(montostor)			
	Address Information				
	Street Address*	Whiski Shop,4-7 North Bank Street	Oty*	Edioburgh	
		Enter a street name or postcode in the box			
		above and use "Validate" to confirm the full			
		address.			
		- Malantai			
	Post Code*	Dri 20 ^p	Country	United Kingdom	
	Please select contact in	ale to update address.			
	iff Test BA				3
	Comme DiB/Account Activition	Contact			- 35
			date General		

7. Click on "Update" button.

	(Platals Lonariatals	PEONPECE			
late .	Transfer of the second	PEONPECI			
inw Applications	Edit Contact Details	nul.			
arving Applications		cation Provider to edit contact details			
wokar and Statements	# Test BA				÷.
dd Contact	University Sill/Account Activation	Saturi			
usign Contact	Certary Delate New Joseph				
Rocated Number Blocks	Contraction of the	teet f			
ww.Contacts	Company Name	Test 8A	Contact Type"	Licence BR/Account Contact	(2)
ECMPECS	Language restrict	and the	Contrast Opport	Activation Application Internal Application External Hold down 700° to odd multiple projects	
	Edit Contact Details:				
	Title	Mr	Forename ⁴	Test	
	Sumame*	PA	Eina₽	targete2c@gmail.com	
	Telephone*	05065656565	Mobile	1234567091	
	Date of Birth	t ownorkowo (
	Address Information				
	Street Address*	Whiski Shop, 4-7 North Bank Street	City*	Eilinburgh	
		Enter a street vame or postode in the box above and use 'Validate' to confirm the full address Validate			
	Post Code*	EHTZP	Country	United Kingdom	,
	Please select contact n	le to update address			
	U Test BA License Haldacimen Activation	Contact			1

How to create a Communications Provider Business Account

1. Click on the "New Applications" option from the Account Home page

Ofcom	making communications wo for everyone	New Application Tab.
Home		ds marked with * are required
New Applications		ect the entity you are applying for. If they are ot listed, select Other.*
Existing Applications	•	Test BA Licence Bill/Account Contact
Invoice and Statements	•	Other
Add Contact		
Assign Contact		
Allocated Number Block	s	
View Contacts		
PECN/PECS		

2. Select "**Others**". Select the **Application type** from the drop-down list and choose the **Number type** where applicable.

3. Click on "Continue" button.

making communications work			Test PA
Home	Fields marked with * are required		
New Applications	Select the entity you are applying for. If they are not listed, select Other.*	Please select Number type for Allocation.*	
Existing Applications	electioner.*	Select all	
		S1 - 01 or 02 - Geographic Numbers	
Invoice and Statements Add Contact	X	03 - Non-Geographic Numbers: Calls charged at a geographic rate	
Assign Contact		O 5 - Kon-Geographic Numbers	
Allocated Number Blocks		O 2 Descenal Numbers	
View Contacts	Select other and select	Number paging and Mobile Numbers	
PECN/PECS	Types.	eographic Numbers	
,	Select your application type from the drop-down list.*		
	Allocation		
	CC CC	ontinue	

4. Complete all mandatory fields on '**Communications Provider (CP) Check**' page and click on "**Validate Account**" button.

OFCOM for everyone	cations work			Test PA
Home	Communication Provid			
New Applications	Legal Type*	None		
Existing Applications				Validate Button
Invoice and Statements	Company / Individual Name*			
Add Contact	Company Registration			
Assign Contact	Number			
Allocated Number Blocks		Validate A	Account	
View Contacts			Cancel	
PECN/PECS				
,				

5. Click on "Create Account" button if no result is found.

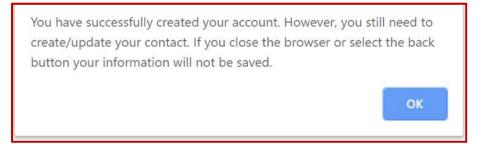
OFCOM for everyone	ons work			Test PA
Home	Communication Provider (CR Fields marked with * are required	P) Check	No result found based on your criteria.	
New Applications	Legal Type*	Company •	Create Account	
Existing Applications	Company (Individual Name*	NIIT TECHNOLOGIES LIMITE		
Invoice and Statements	Company / Individual Name*	NIT TECHNOLOGIES LIMITE	T	
Add Contact	Company Registration Number*	02648481		
Assign Contact		Validate Account	Button to create Account	
Allocated Number Blocks		Valuate Account		1
View Contacts		Cancel		
PECN/PECS				

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 as shown in below figure.

OFCOM for everyone	ins work					Test PA
Home	Applicant Registra					
New Applications	Fields marked with * are	required				
Existing Applications	Legal Type*	Company	~	Status	Current	~
Invoice and Statements	Company Name*	NIIT Tele		Nature of	None	v
Add Contact	Trading Name			Business*		
Assign Contact	Indunig Marrie			Country of Incorporation	United Kingdom	~
Allocated Number Blocks	Company	565464564		Incorporation /		
View Contacts	Registration Number*			Commencement	[26/06/2020]	
PECN/PECS				Date		
,	Registered Office					
	Street Address *					
		Enter a street name or postcode in the box above use 'Validate' to confirm th address				
		Validate				
	City*					
	Postcode*					
	Country					
	Telephone Number					
	Email Address					
	Website					
	O Yes (internal con	ter of Authority	ondence)		nsultant/legal representative)
			Save Rese	t Cancel Back		

Note: When the "Save" button is clicked, all the buttons will disable and "Please wait as CP registration is in process..." processing message will display. After processing the popup will be shown on the screen as below.



When 'OK' is clicked 'Update' 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.
 Note: A user can only create an application if they have chosen Contact Type(s) as Application Internal or Application External
- 9. Click "Update" button to save details.

DECOM Intergrammunications work				3	lest PA
Home Naw Applications	Contact Registration Form				
Existing Applications: Invoice and Statements Add Contact Assign Contact	Company Name	Nillop	Contact Type	Licence BURAccount Contact A Catalon averand Biplication averand Population Control House Control Technical House Control	
Allocated Number Blocks	Contact Information:				
View Contacts	Title	Mr T	Forename*	Test	
PEONPECS	Sumame*	РА	Telephone*	5656565234	
	Mobile	1234567891	Email*	targete2c@gmail.com	
	Date of Birth	[28/01/2020]			
	Address Information:				
	Street Address*		City*		
		Enter a street name or positiode in the box above and use 'Validate' to confirm the full address Validate			
	Post Code*		Country*	United Kingdom	•
	ι	Jpdate button	er Reset Cancel		

10. A Communications Provider Business Account can also be created from the Username tab in the top right-hand corner of the screen.

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.

making communications work for everyone	New Application Tab
Home	Fields marked user required
New Applications	enect the entity you are applying for. If they are not listed, select Other." O Text BA
Existing Applications	Ucense Bil/Account Contact
Invoice and Statements	
Add Contact	
Assign Contact	
Allocated Number Blocks	
View Contacts	
PECN/PECS	

- 2. Select the Communications Provider Business Account that the application is for.
- 3. Selected Communications Provider Business Account must have **Contact type(s)** either Application Internal or Application External.

If Application Internal and Application External is not selected, then you will see an error message on top the page as shown below.

making communication for everyone	s work	Test PA
Home	Fields marked with " are required	
New Applications	You are not eligible to create an application as you are not an Application Internal or an Application External contact with the associate Communication Provider.	d
Existing Applications		
Invoice and Statements	Select the entity you are applying for. If they are not listed, select Other.*	
Add Contact	NIT Telecom Activation	
Assign Contact	NIIT TECHNOLOGIES LIMITED Licence Bill/Account Contact	
Allocated Number Blocks	Application Internal O Other	
View Contacts		
PECN/PECS		

4. Select Application Type from the dropdown list.

Home	Fields marked with * are required			
New Applications	Select the entity you are applying for. If they are not listed, select Other.*	Please select Number type for Allocation.*		
	NIIT TECHNOLOGIES LIMITED	Select all		
Existing Applications	Licence Bill/Account Contact	S1 - 01 or 02 - Geographic Numbers		
Invoice and Statements	Application Internal	03 - Non-Geographic Numbers: Calls charged		
Add Contact	Anupam Company Application External	at a geographic rate		
Assign Contact	O Other	🖬 05 - Non-Geographic Numbers		
Allocated Number Blocks		O7 - Personal Numbers		
View Contacts	None	O7 - Radiopaging and Mobile Numbers		
	Allocation	08 - Non-Geographic Numbers		
PECN/PECS	Return Transfer	1700 Non Congraphic Numbers		
	Discount	12 00 Nan Caassanhis Numbers		
	Service Charge			
	Allocation			

- 5. Select the Number type.
 - a. CP contact will be able to select the Number type(s) once on the Application selection page.
 - b. Number type selected by the CP contact is going to prepopulate on the Application page.

OFCOM making communications work for everyone			Test PA			
Home	Fields marked with " are required					
New Applications	Select the entity you are applying for. If they are not listed, select Other.*	Please select Number type for Allocation. ⁴				
	Test BA Licence Bill/Account Contact	✓ Select all				
Existing Applications	Other	Ø 51 - 01 or 02 - Geographic Numbers				
Invoice and Statements		☑ 03 - Non-Geographic Numbers: Calls charged at a geographic rate				
Add Contact		O5 - Non-Geographic Numbers O7 - Personal Numbers				
Assign Contact						
Allocated Number Blocks		 07 - Radiopaging and Mobile Numbers 08 - Non-Geographic Numbers 				
View Contacts						
PECN/PECS		🗵 09 - Non-Geographic Numbers 🗸 🗸				
	Select your application type from the drop-down list.*	Continue Button				
	Allocation	Continue Button				
		Continue				

- 6. Click "Continue"
- **7.** After clicking the "Continue" button, users will be directed to provide utilisation details on allocated number blocks where relevant.

OFCOM making communication for everyone	ns work							Bhavya Mehta
Home	View Allocat	ed Number Block	s					
New Applications	Number type		None	~	Number Su	ub type	None	• *
Existing Applications	Service Type	**!	Not Applicable**	**Not /	Applicable**			
Invoice and Statements								
Add Contact								
Assign Contact	Block Code				_			
Allocated Number Blocks			S	earch M	odify Search			
View Contacts	4							×
PECN/PECS	List of Allocate	i Number Blocks						
		entries						
	Search:							
	Number Bl	ock Number Block Type	Geographical Area	Chargeable	Allocation Date	e Utilisation (%)	Adoption Date	View Certificate
	1111 88	S8 Special	NA		19/06/2020	0	19/06/2020 [09/07/2020]	View
	1232	51 Geographic	Aberystwyth	10	04/06/2020	0	[and [and [and]]	View

The following activities can be completed:

- a. Add details as requested and click "Update utilisation".
- b. 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.
- c. If there are no utilisation details to be provided, click the "Continue to application" button to proceed.



8. 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. In order to upload a network diagram, attach the relevant document from your own directory/files and click on the "Upload PECN/PECS" button. Click on "Continue" button when diagrams are uploaded.

me	PECN/PECS						
w Applications	PECN/PECS						
sting Applications	Fields marked with * are required						
pice and Statements		ly allocate number ranges from the UK's tele ts with a provider of a PECN, as defined in Se					
d Contact	Use of Telephone Numbers).						
sign Contact	In order to make your applications, application assessment.	you will be required to update the PECN/PEC	S area of NMS with details o	f your network including providing a confirm	ation of your hosting/interconnection agrees	ment which will fo	rm part our
scated Number Blocks							
w Contacts	PEC Type *	None	*	Type *	None		*
CN/PECS	Date of Network Delivery	[29/01/2020]		Description of Network or Service			
	PECN/PECS Attachment *	Choose File No file chosen					
	PECS Documents						
	Action	PEC Type		Туре	Title	Name	Created Date
	The Delta			Fixed	CHG0015595664 - Release Note.docx	PEC# 00000921	29/01/20
	Button to uploa diagram.	ad Network			Contir	nue bu	tton

Note: 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 60 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.

naling communications work	baur34-ofcom.cs86.force.com says You have 60 minutes to complete this form.	Test PA
Home	ок	
New Applications		
Existing Applications		
Invoiro and Statements		

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.

a. Part 1. Communication Provider (CP) Profile

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.

Time Remaining : 59:57
Number Block Applications -Allocation Fields marked with * are required
Part 1. Communication Provider (CP) Profile Click here to view CP Details
I have reviewed the information provided in response to Part + 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

b. Part 2: PECS and PECN

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

c. Part 3. Application for Number Blocks

Search Number Block Section

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.

Users can also enter the **Number type**, **Number sub type** and the **Service type** on the **search field** for a quick search.

Communication Provider	NIT TECHNOLOGIES LIMITED
Request Number Blocks	t a number sub type, service type and geographic area (where applicable)
Search Number Block	
Number Type*	Number Sub TypeNone V
Service Type	Section to select number types / number subtypes / service type
Search 3.3 Additional Information	Search box to search number blocks
Additional Information Comments	Attachments Description

A list of available number blocks that match the criteria will be displayed. Select desired number block(s) and click the "Add" button. Provide the requested details for the selected number block(s).

d. Additional Information

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

e. Declaration

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

Search				
				1
3.3 Additional Information				
Additional Information Comments		Attachments Description		
	(Maximum characters: 131072) You have 131072 characters left.			
Add Attachment				
Choose Files No file chosen				
Upload				
Part 4 Declaration				
	in this Application Form and any accompanying material pro withheld with the intention of causing Ofcom to be misled.*		belief, true, accurate and up-to-date. I further declare that no	
□ I hereby confirm on behalf of date of the allocation, they may		e numbers requested in this Application For	m, all those allocations will be adopted within six months from the	
		Submit Cancel		
Media Centre	Uata Protection			

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

DFCOM making communications work for everyone	Test PA
Home	Application Submitted Successfully
New Applications	
Existing Applications	
Invoice and Statements	

How to create Transfer type applications

Transfer application is mainly categorised into two parts.

For Gaining CP

Raising Transfer request by a Gaining CP is like raising an Allocation request. Whilst raising the Transfer request, the user needs to select the Losing CP. (Screenshot below)

Search Number Block Section

Select Losing CP, 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.

Number Block Applications -Transfer notis marked with "are required			Time Remaining : 54:0
Part 1 Communication Provider (CP) Profile Click here to view CP Details I have reviewed the information provided in response to Part 1 and confirm that it is complete, accurate, and up-to-date."			
Perc 2 Gen del Con- Pence and a second and a constant. That the equilater is a produce of a Holds: Electronic Communications Service as abfined in Cl cludence on build of the equilaters, that the equilater is a produce of a Holds: Electronic Communications Service as abfined in Cl cludence on build of the equilaters, that the equilater is a produce of a Holds: Electronic Communications Service Cl cludence on build of the equilaters, that the equilater is a produce of a Holds: Electronic Communications (Cl cludence on build of the equilaters, that the equilater is a produce of a Holds: Electronic Communications (Cl cludence on build of the equilaters, that these equilaters in a produce of a Holds: Electronic Communications (Cl cludence on build of the equilaters, that these equilaters in a produce of a Holds: Electronic Communications (Cl cludence on build of the equilaters, that these equilaters in a produce of a Holds: Electronic Communications (Cl cludence on build of the equilaters, that these equilaters in a produce of a Holds: Electronic Communications (Cl cludence on build of the equilaters, that these equilaters in a produce of a Holds: Electronic Communications (Cl cludence on build of the equilaters, that these equilaters in a specification of the Park Electronic Communications (Cl cludence on build of the equilaters, that these equilaters in a specification of the Park Electronic Communications (Cl cludence on build of the equilaters, that these equilaters in a specification of the Park Electronic Communications (Cl cludence on the equilaters) (Cl cludence on the equilaters in the	o defined in the Communications Act of 2003 within six months from the date of abscation of the num Communications Act of 2003. as softned in the Communications Act of 2003 within six months from the date of allocation of the nu	mbors requested in this application.	
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			
Gaining Communication Provider	est PA		
Request Number Blocks Select the number type then click Search. To when your search, select a number sub type, service type and geographic area lashers applica			
search humber triod Lonny (Pr			7
Marthor Type"	ember Sub Type	Losing CP	
Second type			_
3.3 Additional Information			
Additional information commonly.	Attuchments Decorption		
Upload			
Pert 4 Declaration Of declare that all information in the Application Form and any accompanying matterial provided is to the best of my knowledge a Of hereing confirm on shell of the applicant that in the event the application and the markers requested in this Application			
	Submit Cancal		

For Losing CP

After the Gaining CP requests for transferring number block(s) then it will go to the Losing CP to approve or reject the request.

1. Login with the Losing CP and go to the **Existing applications** tab.

Ofcom	making communications work for everyone	Existing A	pplication	tab.		Rel28 PA
Home	Existing All cation App	lications				
New Applications	Show 10 ▼ entr	ies				
Existing Applications	Application ID	Created Date	CP Name	Application/Case Status	Number Type	Action
Invoice and Statements	00863907	17/04/2020	Rel28 BA	Approved	S1 Geographic	Not Applicable
Add Contact	Showing 1 to 1 of 1 entr Previous 1 Next	ies				

2. In Existing Transfer Application for Approval section, you can see the application the Losing CP needs to approve.

Existing Transfer Appli	cations For Approva	1			
Show 10 v entr Search:	ies	Application refe	rence		
Application ID	Created Date	Gaining CP	Application/Case Status	Number Type	Action
App-02000	17/04/2020	Rel35 BA	Not Applicable	S1 Geographic	Approve/Reject
Showing 1 to 1 of 1 entr Previous 1 Next	ries				

- 3. When the Losing CP clicks on the **Approve/Reject** command link then it will redirect to another page where the Losing CP can approve/reject number block.
 - a. If the Losing CP clicks on "**Approve**" button, then it is redirected to Ofcom Team to further take action.
 - b. If Losing CP clicks on "Reject" button, then the request / application is rejected.
 - c. In case there are multiple number block request in single application, Losing CP can partially approve/reject the application. Then approved number blocks are forwarded to Ofcom Team to process further.

OFCOM for everyone	unications work	
Home	Number blocks	
New Applications	Number blocks1243	Status
Existing Applications	Approve Reject	Confirm
Invoice and Statements	Back	Committee
Add Contact	Dack	
Assign Contact		

4. When you click on **Approve** button after checking Number blocks. A message will appear to confirm.

CFCOM Inaking communicati for everyone	ons work		Rel28 PA
Home	After you have approved or re	ected all number blocks, click Confirm	
New Applications	Number blocks		
Existing Applications	Number blocks	Status	
Invoice and Statements		Approved	
Add Contact	Approve Reject	Confirm	
Assign Contact	Back	Approve But	ton
Allocated Number Blocks			

5. After confirming a new message will appear that Application is now with Ofcom' Numbering Team.

OFCOM for everyone	tions work	Rel28 PA
Home	Thank you for your confirmation. This application is now with Ofcom's Numbering Team.	
New Applications	Number blocks	
Existing Applications	Number blocks Status	
Invoice and Statements	✓ 1243 Approved	
Add Contact	Approve Reject Confirm	
Assign Contact	Back	
Allocated Number Blocks		

How to make discount management application

Steps to follow:

- 1. Login to your account.
- 2. Click "New Applications".

DFcom for everyone	New Applicatio	n tab			Akanksha Jain
Home	Licensing Numbering				
New Applications	1 Contact details	╞ All Recen	nt Applications	a de la compañía de l	Contact Roles
Existing Applications	Name: Akanksha Jain	Application	Case ID	Application/Case Status	AIRTEL LIMITED Licence Bill/Account Contact
Invoice and Statements	Email: niyatiseth03@gmail.com Contact Id: 2-689451	00783197	00783197	New	Application Internal
Add Contact		00783196	00783196	Approved	Test Gaining CP BA 0987 Application Internal
Assign Contact	To update your contact and company details click the Update Contact Details button below.	v	iew my Applii	ations	Director
Allocated Number Blocks					
View Contacts	Update Contact Details				Manage my Contact Types

3. Select the Communication Provider you are applying on behalf of and select "**Discount**" as type of application.

Note*- Communication Providers which do not have any chargeable number blocks allocated will not be able to create discount application.

4. Click on "Continue" button.

Home	Fields marked with * are required		
ew Applications	Select the entity you are applying for. If they are not listed, select Other.*		
Existing Applications	AIRTEL LIMITED		
Invoice and Statements	Licence Bill/Account Contact Application Internal Other		
Add Contact	- one		
Assign Contact		Select 'Discount' to	n create
Allocate <mark>d Number Blocks</mark>		Number block app	
View Contacts	None		
PECN/PECS	Allocation		
PECIMPECS	Transfer		
	Discount		
	Service Charge		
	None		

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 able to provide details of Ported quantities, Extraction Date receiving communication provider, Payphone quantities and WLR quantities

5. For Non-BT/KCOM provide details for the following fields: Ported Quantity, Extraction Date and Receiving Communication Provider fields.

OFCOM making communicat for everyone	ions work			Akanksha Jain
Home	Fields marked with * are required			
New Applications	Discount Application			
Existing Applications	Ported Quantity*	Extraction Date*	Receiving CP*	Delete Link
Invoice and Statements		[17/12/2019]		
Add Contact	Showing 1 to 1 of 1 entries Add Row			
Assign Contact	Note :- Extraction date should be in correct	format (dd/mm/yyyy) to make Rece	iving CP searchable	
Allocated Number Blocks		Submit Can	cel	
View Contacts			_	
PECN/PECS				

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

DFCOM making common for everyone	nunications work				Akanksha Ja
Home	Fields marked with * are required				
New Applications	Payphone Quantity				
Existing Applications	Discount Application				
Invoice and Statements	Ported Quantity*	WLR Quantity*	Extraction Date*	Receiving CP*	Delete Link
Add Contact			[17/12/2019]		
Assign Contact	Showing 1 to 1 of 1 entries				
Allocated Number Blocks	Add Row Note :- Extraction date should be in co	rrect format (dd/mm/yyyy) to	make Receiving CP searcha	ble	
View Contacts		Subr	nit Cancel		
PECN/PECS					

7. Click the "Add Row" link to create multiple discount request with different Receiving CP

making communic for everyone	ations work			Akanksha Ja
Home	Fields marked with * are required			
New Applications	Discount Application			
Existing Applications	Ported Quantity*	Extraction Date*	Receiving CP*	Delete Link
Invoice and Statements		[17/12/2019]		
Add Contact	Showing 1 to 1 of 1 entries			
Assign Contact	Add Row Note :- axtraction date should be in correct	format (dd/mm/yyyy) to make Rece	eiving CP searchable	
Allocated Number Blocks		Submit Can	cel	
View Contacts			_	
PECN/PECS	Add row button			

8. To remove certain details on a row, click on the "Delete Row" link.

making common for everyone	nunications work			Bhavya Meh
Home	Fields marked with * are required			
New Applications	Discount Application			
Existing Applications	Ported Quantity*	Extraction Date*	Receiving CP*	Delete Link
Invoice and Statements		[10/06/2020]		Delete Row
Add Contact				Delete Row
Assign Contact	Showing 1 to 2 of 2 entries	[10/06/2020]		-
Allocated Number Blocks	Add Row Note :- Extraction date should be in correct	t format (dd/mm/www) to make Rec	iving CP searchable	
View Contacts	Note . Extraction date Should be in conect	ionnac (ourning yyyy) to make nect		elete Row Link.
PECN/PECS		Submit Can	cel	

9. Click the "Submit" button to submit the details you provided on the application

Upon clicking the submit button a pop-up message shall be displayed reading "Do you want to proceed?" "success message will appear on the screen.

10. 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

making comm for everyone	unications work	preprod-ofcom.cs87.for Do you want to proceed?	ce.com says	Cancel	Ok Button
Home	Fields man	ked with * are required			
New Applications	Discount	Application			
Existing Applications		Ported Quantity*	Extraction Date*	Receiving CP*	Delete Link
	100		17/12/2019	TESTING COMPANY	
Invoice and Statements	100		[17/12/2019]		
Add Contact		to 1 of 1 entries			
Assign Contact	Add Row Note :- Ext	raction date should be in corre	t format (dd/mm/yyyy) to m	ake Receiving CP searchable	
Allocated Number Blocks			Submit	Cancel	
View Contacts					
PECN/PECS					

11. Success message will appear on the screen.

making comm for everyone	nunications work			Akanksha
Home	Application Created Successfully.			
New Applications	Fields marked with * are required			
Existing Applications	Discount Application			
Invoice and Statements	Ported Quantity*	Extraction Date*	Receiving CP*	Delete Link
Add Contact	100	17/12/2019	TESTING COMPANY	
		[17/12/2019]	Listing commun.	
Assign Contact	Showing 1 to 1 of 1 entries			
Allocated Number Blocks	Note :- Extraction date should be in correc	ct format (dd/mm/yyyy) to ma	ake Receiving CP searchable	
View Contacts		Submit	Cancel	
		12.		

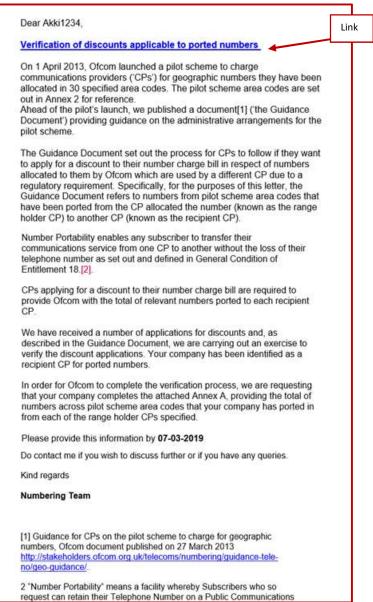
12. You shall receive an email notification for the successful submission of the Discount application

How to provide details of ported number as receiving communication provider

When a Discount Application is submitted by a Communication provider to another Communication provider, the receiving Communication provider will also get an email notification to provide details of the numbers received

Steps to Follow

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



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

	Discount Verification	
Show 10 v entries Search:		
Ported Quantity		CP Name
	akkijain3	Click on "Submit"
Showing 1 to 1 of 1 entries Previous 1 Next		button

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

OFcom making cor for everyor	nmunications work e				
	Records upd	ated Successfully			
	Discount Verification				
	Show 10 v entries Search:				
	Ported Quantity	CP Name			
	20	akkijain3			
	Showing 1 to 1 of 1 entries Previous 1 Next				
	Submit	Cancel			

How to make Service Charge application

Steps to follow:

- 1. Login to your account.
- 2. Click "New Applications"

OFCOM for everyone	nications work New Application t	ab			Akanksha Jain
Home	Lensing Numbering				
New Applications	2 Contact details	늘 All Recer	nt Applications	: :	Contact Roles
Existing Applications	Name: Akanksha Jain Email: niyatiseth03@gmail.com	Application ID	Case ID	Application/Case Status	AIRTEL LIMITED
Invoice and Statements	Contact Id: 2-689451	00783197	00783197	New	Application Internal Test Gaining CP BA 0987
Add Contact	To update your contact and company details click	00783196	00783196	Approved	Application Internal Director
Assign Contact	the Update Contact Details button below.	v	View my Applications		Director
Allocated Number Blocks					

- 3. Select the Communication Provider you are applying on behalf and select "Service Charge" as type of application.
- 4. Click on "Continue" button.

Home	Fields marked with * are required	
New Applications	Select the entity you are applying for. If they are not listed, select Other.*	
Existing Applications	NIIT Telecom Activation	
Invoice and Statements	IIIT TECHNOLOGIES LIMITED Licence Bill/Account Contact	
Add Contact	Application Internal	
Assign Contact	Application Internal	
Allocated Number Blocks	C out	
View Contacts		
PECN/PECS		Select Charge Application from drop down list
	Select your application type from the drop-down list.*	
	Service Charge	

- 5. On clicking 'Continue' button user will navigate to next screen.
- 6. Select the number blocks by clicking the check box on the table and select the service charge from the drop down.

Home	Service Charges			
lew Applications	Show 10 🗸 entries			
Existing Applications	Search:			
	Number Block	Number Type	Status	Service Charg
nvoice and Statements	3333 88	S8 Special - Non-Geographic Numbers starting with 08 - Special Services Services	Allocated	Select
Add Contact	2222 88	S8 Special - Non-Geographic Numbers starting with 08 - Special Services Services	Allocated	Select
	1111 88	S8 Special - Non-Geographic Numbers starting with 08 - Special Services Services	Allocated	Select
Assign Contact	Showing 1 to 3 of 3 entries			
Allocated Number Blocks	Previous 1 Next			
Allocated Number Blocks				

How to view existing numbering applications

Users can select the **"Existing Applications"** option from the **Business Account home page** to view the submitted application.

- If the application is in "**New**" and "**In complete**" stage user can edit the existing application and can remove the number blocks by clicking "Remove selected number block/s".
- If the application is **"In progress"** stage user cannot update the existing application. However, user can remove the number block/s from existing application.

Com he derived		Existing Applica	ition Tab				
~	Dotting IV suthern Applications						
v Applications	5000 10 * within						
ting Applications	Application 10	Orested Data	CP Name	Application/Care Status	Number Type		Action
ace and Statements	-000121102	30/01/2020	Test BA	Approval	51 Geographic		terr Applicable
Contact	Showing the Left entries Previous 1 Best						
ign Contact	Existing Reservation Replication						
cabed Number Blocks	Date til • etting	-					
w Contacts	Seeth						
NVECS	Application ID	Created Date	CP Name	Application/Cas	e Statue	Number Type	Acto
APPCS	Showing 0 to 0 of 0 writings		- N	a applications submitted			
	Shawing Dig Cold Statements						
	Existing Return Applications						
	Sine 10 + entres						
	Search						
	Application 10	Created Date	CP Name	Application/Case applications submitted	Statue	Number Type	Actio
	Showing 0 to 0 of 0 entries						
	Pression Newl						
	Estating Transfer Applications						
	Show 10 * attrast Search						
	Application (D	Created Date	CP Name	e boo	kation/Cale Status		Number Type
				applications submitted	Second Acceleration		10000
	Showing Dita D of D entries Providers Treat						
	the second second second second						
	Counting Discound Applications						
	Seath						
	Application (D	Created Date		CP-Name	Application/Case Status		Action
			Ma	applications submitted			
	Showing 0 to 0 of 0 antries Previous Next						
	Easting Service Darge Application						
	Show 30 • antinin						
	Search						
	Application ID	Dreated Date		CP Netter apple ations submitted	Application/Cane Statue		Action
	Showing O to B of B antrais		10.	When the state of			
	Preamen Saint						
	Existing EEC Applications						
	Show 10 + writines						
	Search Application 10	Created Date		P Name :	Application/Case Status		Action
	Popper Math. 12	Creative Dec		applauteurs submitted	-pperson care status		-
	Showing Dita D-of D-antrias Presence. Fault						

DICOM making comm for everyone	unications work	k on the	Applicatio	on Id		Shazia Ansa	ari-F
		/					
Home	Existing Allocation Ap						
New Applications	Show 10 • en Search:	tries					
Existing Applications	Application ID	Created Date	CP Name	Application/Case Status	Number Type	Action	
Invoice and Statements	00904588	03/06/2020	ShazTelecom	Approved	S7 Personal Number	Not Applicable	
Add Contact	00904	02/06/2020	testTelecom	Approved	S1 Geographic	Not Applicable	
nud contact	00904584	29/05/2020	ShazTelecom	New	S1 Geographic	Cancel	
Assign Contact	00904583	28/05/2020	ShazTelecom	Cancelled	S1 Geographic	Not Applicable	
Allocated Number Blocks	00904582	28/05/2020	ShazTelecom	Cancelled	S1 Geographic	Not Applicable	
	00904581	28/05/2020	ShazTelecom	Cancelled	S1 Geographic	Not Applicable	
View Contacts	Showing 1 to 10 of 44						
PECN/PECS	Previous 1 2	3 4 5 Next					
	Existing Reservation	Applications					
	Show 10 🔻 en	tries					
	Search:						
	Application ID	Created I	Date CP Name	Application/Case	Status Numb	er Type Actio	on
			N	lo applications submitted			
	Showing 0 to 0 of 0 en Previous Next	tries					

Existing Allocation Application:

Fcom Tar asserging	tallara acti		Shiela Anis					
tome	Number Block Applicatio	es Allocation						
ww.Applications	Finite mailed with "are required							
xisting Applications	Part 1. Communication Provider (CP) Profile							
nucice and Statements	Disk here to see CP Details							
dd Contact	· I have revenued the exponential	on provided in response to Part 1 and confirm that it is or	ordense account, and ap-to-case.					
esign Contact	Part 2. PECS and PEDN ⁴ Phone select of least one optimi							
Jocated Number Blocks		cant, that the applicant is a provider of a Public Electron	er Communications Service as defined in the					
New Contacts	Communications Act of 2003s.							
	If I doctare on behalf of the applicant, that the applicant shall commence the prosecue of a Hubit, Electronic Communications Service as followed in the Communications Act of 2001 within six mention from the date of adocation of the numbers sequelated in this application.							
EOVPECS		card, that the applicant is a provider of a Public Electron						
	Communications Art of 2003.	and the set of the set of the second set of the second						
	It is declare on behalf of the applicant, that the applicant shall common the provision of a Public Electronic Entermuncations Network an phrheid in the Communications Ref of 2001 within six examines hum the date of adocation of the reactions requested in this application.							
	It is decises on behalf of the applicant, that the application is only for Communication Identity ECAPUS Codes or Revelier Identification BHDI Codesbill and in mit for any other type of code or number. If the user shocks the declaration, the user is finehed with Part 2 and needs to clock the coefficienties received in Part 2 to proceed.							
	Part 2.1 Network and/or Senice Provision Confirmation #11nave reviewed the information provided in response to Part 2 and confirm that it is complete, accurate, up-to-date.*							
	Part 3. Application for Number Application Details	Books						
	Communication Provider	Sharfelecon						
	Request Number Blocks							
	Selected Number Blocks							
	Show 10 • antenna							
	Search							
	U Number Books	In Service Date"	Service Description*					
	II 1216	5609(3030 (06/06/3030)	*					
	E 9607	29/05/2008 [09/06/2020]						
	Showing 1 to 5 of 5 entrance		1					
	Enjoyment 1 Natur							

Existing Return application:

Show 10 • entries Search:		Click o	Click on the Application ID		
Application ID	Created Date	CP Name	Application/Case Status	Number Type	Action
00904577	28/05/2020	ShazTelecom	New	S1 Geographic	Cancel
00904576	28/05/2020	ShazTelecom	Cancelled	S1 Geographic	Not Applicable
00904575	28/05/2020	ShazTelecom	Cancelled	S1 Geographic	Not Applicable
00904568	22/05/2020	ShazTelecom	Cancelled	58 Special	Not Applicable
00904560	20/05/2020	ShazTelecom	Approved	S1 Geographic	Not Applicable
00904556	20/05/2020	ShazTelecom	Cancelled	S1 Geographic	Not Applicable

Home	Number Block Applications -Return							
New Applications	Fields marked with * are required							
Existing Applications		Part 3. Application for Number Blocks						
Invoice and Statements	Application Details							
Add Contact	Communication Provider	ShazTelecom						
Assign Contact	Request Number Blocks							
Allocated Number Blocks								
View Contacts	Selected Number Blocks							
PECN/PECS	Show 10 T entries							
		Number Blocks						
		24						
	Showing 1 to 1 of 1 entries Previous 1 Next							
	Remove Selected Number Block	JS						
	3.3 Additional Information							
	Additional Information Comments	Attachments Description						

Existing Transfer application:

Note: Only gaining CP has access to edit the existing application.

Existing Transfer		Click	on the Applic	ation ID	
Show 10 *	entries				
Search:					
Application	ID Creat	ed Date CP N	ame Application/	Case Status	Number Type
App-0239	4 18/0	5/2020 ShazTel	ecom Not Appl	icable	S1 Geographic
App-0239	13 18/01	2020 ShazTel	ecom Not Appl	icable	S1 Geographic
App-0234	8 01/05	5/2020 ShazTel	com Not Appl	icable	S1 Geographic
0090458	5 02/00	5/2020 testTele	com Nev	v	51 Geographic
		5/2020 ShazTel	com Appro	und	S1 Geographic
0090457	2 24/05	572020 Snaziei	Appio	veu	
0090455 Showing 1 to 8 of Previous 1 N Existing Transfer	7 20/0 9 entries ext Applications For Appro	5/2020 ShazTel	100-100 COL		51 Geographic
0090455 Showing 1 to 8 of Previous 1 N	7 20/0 9 entries ext Applications For Appro	5/2020 ShazTel	100-100 COL		
0090455 Showing 1 to 8 of Previous 1 N Existing Transfer Show 10 *	7 20/0 9 entries ext Applications For Appro	5/2020 ShazTel	100-100 COL		
0090455 Showing 1 to 8 of Previous 1 N Existing Transfer Show 10 Y Search:	7 20/09 3 entries ext Applications For Appro- entries	5/2020 ShazTel	ссот Аррго	ved	S1 Geographic
0090455 Showing 1 to 8 of Previous 1 N Existing Transfer Show 10 * Search: Application ID	7 20/09 B entries ext Applications For Approvementries Created Date	s/2020 ShazTel vval Gaining CP	Application/Case Status	Number Type	S1 Geographic
00904555 Showing 1 to 8 of Previous 1 N Existing Transfer Show 10 * Search: Application ID App-02437	7 20/02 3 entries Applications For Appro- entries Created Date 08/06/2020	5/2020 Sha2Te3 wat Gaining CP Vodafone test	Application/Case Status Not Applicable	Number Type 51 Geographic	S1 Geographic
00904555 Showing 1 to 8 of Previous 1 N Show 10 * Search: Application ID App-02437 00904587	7 20/01 3 entries entries Created Date 08/06/2020 02/06/2020	s/2020 Sha2Te3 val Gaining CP Vodafone test Akash first company	Application/Case Status Not Applicable Approved	ved Vumber Type S1 Geographic S1 Geographic	S1 Geographic Action Approve/Reject Action already don

Existing Discount application:

• If the application status is "**New**" or "**Incomplete**" the user can edit the application and remove the data by clicking "**Delete Row**". If the application status is "**In progress**" the user cannot update the existing application.

	Previous 1 Next	Click o	n the App	lication I	D	
	Existing Discount Applications	/				
	Show 10 • entries					
	Search:				Status o	of Applicat
	Application ID	Created Date	CP Name	Applica	tion/Case	
	00904589	08/06/2020	testTelecom		New	Cancel
	00904551	19/05/2020	ShazTelecom	Ir	ncomplete	Not Applicable
	00904548	18/05/2020	testTelecom		New	Cancel
	00904535	11/05/2020	ShazTelecom		Cancelled	Not Applicable
	00904534	11/05/2020	ShazTelecom		Cancelled	Not Applicable
	Showing 1 to 5 of 5 entries Previous 1 Next					
PECOTO making comm	nunications work					Shazia Ansari-F
				Click Del	ete Row	
Home	Fields marked with * are requ	uired				
lew Applications	Payphone Quantity	10				
	Discount Application					
Existing Applications						
nvoice and Statements	Ported Quantity*		WLR Quantity*	Extraction Date*	Receiving CP*	Delete Link
Add Contact	10	1		08/06/2020	TEST TELECOM	Delete Row
Assign Contact	20	2		08/06/2020	SHAZTELECOM	Delete Row
Allocated Number Blocks				[08/06/2020]	STRICTLECCOM	
	30	з		08/06/2020	AKASH FIRST COMPANY	Delete Row
View Contacts				[08/06/2020]		
PECN/PECS	Showing 1 to 3 of 3 entries					
	Note :- Extraction date shoul		hat (dd/mm/yyyy) to r	make Receiving CP se	earchable	
	Click here to enter Comments	s of related case	Subm	it Cancel		
	unications work					Tarishi arora
making comm for everyone	unications work					Tarishi arora
for everyone	unications work Fields marked with * are requi	ired				Tarishi arora
for everyone		ired 1				Tarishi arora
for everyone Home Jew Applications	Fields marked with * are requi					Tarishi arora
for everyone Home Jew Applications Existing Applications	Fields marked with * are requi Payphone Quantity	1	WLR Quantity*	Extraction Date*	Receiving (P*	Tarishi arora Delete Link
Home Existing Applications Invoice and Statements	Fields marked with * are requi Payphone Quantity Discount Application Ported Quantity*	1	WLR Quantity*	Extraction Date* 15/07/2020		
for everyone Home Existing Applications	Fields marked with " are requi Payphone Quantity Discount Application	1	WLR Quantity*		Receiving CP* Telecom user	
for everyone Home Existing Applications Invoice and Statements	Fields marked with * are requi Payphone Quantity Discount Application Ported Quantity*	1	WLR Quantity*	15/07/2020 [03/07/2020] 15/04/2020		
for everyone Home Everyone Existing Applications Invoice and Statements Add Contact	Fields marked with * are require Payphone Quantity Discount Application Ported Quantity* 1 3	1	WLR Quantity*	15/07/2020 [03/07/2020]	Telecom user	
for everyone Home Everyone Existing Applications Existing Applications Invoice and Statements Add Contact Add Contact	Fields marked with * are required a sequence of the sequence o	1 4 2		15/07/2020 [03/07/2020] 15/04/2020 [03/07/2020]	Telecom user Telecom	

Existing Service Charge application:

Existing Service Cha	irge Applications	Click on the	Application ID	
Show 10 • er Search:	ntries]
Application	ID Created D	ate CP Name	Application/Case Status	s Action
00904539	11/05/20	20 ShazTelecom	New	Cance
00904538	3 11/05/20	20 ShazTelecom	New	Cance
00904537	7 11/05/20	20 ShazTelecom	New	Cance

User can update and remove the selected number blocks from the application if the application status is "**New**" or "**Incomplete**".

Home	Service Charges			
lew Applications	Show 10 v entries			
Existing Applications	Search:	Number Type	Status	Service Charge
Invoice and Statements	1111 88	S8 Special - Non-Geographic Numbers starting with 08 - Special Services Services	Allocated	8ppm V
Add Contact	2222 88	S8 Special - Non-Geographic Numbers starting with 08 - Special Services Services	Allocated	8ppm 🗸
Assign Contact	3333 88 Showing 1 to 3 of 3 entries	S8 Special - Non-Geographic Numbers starting with 08 - Special Services Services	Allocated	8ppm ¥
Allocated Number Blocks	Previous 1 Next			
View Contacts	Remove Selected Num	ber Block/s		
PECN/PECS		Click on th	no Domi	01/0

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

Home	Invoices and Statemen tab	ts	Test PA
New Applications	Contact details	All Recent Applications	Contact Roles
Existing Applications	Name: Test PA Emaik targete2c@gmail.com	Application ID Case ID Application/Case	Test BA Licence Bill/Account Contact
Invoice and Statements	Contact Id: 2-712268	00823102 00823102 Approved	Activation Application Internal
Add Contact	To update your contact and company details click the Update	View my Applications	
Assign Contact	Contact Details button below.		
Allocated Number Blocks			
View Contacts	Update Contact Details		Manage my Contact Types
PECN/PECS			

2. Click the '**Invoice Number**' to view invoices in excel Format. Click the '**Invoice Type**' to view invoice in PDF Format.

9	making communica for everyone	tions work						Akash Test
	Home	Invoices and Statements	5					
ĺ	New Applications	Show 10 v entrie	s					
	Existing Applications	Invoice Number (Excel)	CP Name	Invoice Type (PDF)	Invoice Date	Invoice Amount	Payment Status	Payment
	Invoice and Statements	72029435	Akash first company	Final Invoice	27/05/2020	£ 23,030,245,375,342.46	Awaiting payment	Click here to pay
Ī	Add Contact	Showing 1 to 1 of 1 entrie Previous 1 Next	25	1				
	Assign Contact					1		
ĺ	Allocated Number Blocks	Invoice Numbe	er	Invoice	Туре			
	View Contacts							
Í	PECN/PECS							

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

making communications work for everyone	Invoice and State	ment tab			Test PA
Home	Licensing Numbering				
New Applications	Contact details	늘 All Recent App	lications		 Contact Roles
Existing Applications	Name: Test PA Email: targete2c@gmail.com	Application ID	Case ID	Application/Case Status	Test BA Licence Bill/Account Contact
Invoice and Statements	Contact Id: 2-712268	00823102	00823102	Approved	Activation Application Internal
Add Contact	To update your contact and company details click the Update	Vi	ew my Applicat	ions	
Assign Contact	Contact Details button below.				
Allocated Number Blocks					
View Contacts	Update Contact Details				Manage my Contact Types
PECN/PECS					

3. Click on the Final Invoice Number.

0	FCOM making for ex	ng communications work veryone							Akash Test
н	łome		Invoices and Statements						
N	lew Applications		Show 10 v entries						
E	xisting Applications		Invoice Number	CP Name	Invoice Type	Invoice Date	Invoice Amount	Payment Status	Payment
In	voice and Statements		72029435	Akash first company	Final Invoice	27/05/2020	£ 23,030,245,375,342.46	Awaiting payment	Click here to pay
A	Add Contact		Showing 1 to 1 of 1 entries Previous 1 Juxt	5					
A	Issign Contact								
A	Illocated Number Blocks								
v	/iew Contacts								
Р	PECN/PECS	Invoice I	Number						

How to add a Contact

1. Click on "Add Contact" from the Business Account homepage.

making communications work for everyone	Test PA
Home	Add Contact
New Applications	Fields marked with * are required Please select Communication Provider to add contact details.
Existing Applications	® Test BA
Invoice and Statements	
Add Contact	
Assign Contact	Add Contact tab
Allocated Number Blocks	
View Contacts	
PECN/PEC5	

- 2. Select the Communication Provider and complete all mandatory fields on "Add Contact" page.
- 3. Click on "Create Contact" button.

OFCOM Statements and Reference					Test FW
Harra	Add Contact	ne resident			
New Applications		munication Provider to add contact details.			
Existing Applications	+ Text SA				
Invoice and Statements					
Add Contact					
Annigh Contact	Company Name	Test BA	Contact Type"	Licence Bill/Akcount Contact Activities	
Allocated Number Blocks				Application Internal	
View Contacts				Application External Hild down "Chi" to select multiple surfacts	•
PEONPECS					
	Contact Informe	ition			
	Title	Mr.	Forename*	Testing	
	Summe ⁴	BA	Telephone*	03445678901	
	SAFERING.		HEROPAUNE.		
	Mobile		Emal*	test[Bgmail.com	
	Date of Birth				
		E0940730301			
	Address Inform	ation			
	Street Address*	The Wash, 11 North Bank Street	Gey*	Edeburgh	
		Enter a stheet name or postcode in the box above and use 'Validate' to confirm the full address			
		Validades			
	Post Ende*	EHT 2LP	Country*	United Kingdom	•
		te Contact	ortat Reut Cared		
	Butto	on			

After filling all mandatory fields, contact is added with a message "Contact Added Successfully" on the page.

OFCOM subject communications work the waterstree					Test PR
Home	Add Contact	eor f			
New Applications		cation Provider to add contact details.			
Existing Applications	# Test BA				
becoles and Statements					
Add Contact	Cristiant Arlitect Automatically				
Assign Contact					
Allocated Nurrbar Blocks	Company Name	Test BA	Contact Type*	Licence Bill/Account Contact Activation	
View Contacts				Application Internal Application External	
HOWHES				Huld dawn "Chil" to select multiple confacts	
	Contact Information:				
	Trtle	Nione	Forename*		
	Surname*		Telephone*		
	Mobile		Email*		
	Date of Birth				
		[10/00/2020]			
	Address Information:				
	Street Address*		City*		
		Enter a street name or postcode in the box above and use "Validata" to confirm the full address			
		Volidator			
	Post Code*		Country"	United Kingdom	٠
		Counter Courte	t Real Cercil		

How to assign a Contact to another Communications Provider

1. Click on "Assign Contact" option on the Business Account homepage

OFCOM making communications work for everyone			Test PA
Home	Licensing Numbering		
New Applications	L Contact details	📂 All Recent Applications	③ Contact Roles
Existing Applications	Name: Test PA Email: targete2c@gmail.com	Application ID Case ID Application/Case	Test BA Licence Bill/Account Contact
Invoice and Statements	Contact ld: 2-712268	View my Applications	
Add Contact	To update your contact and company details click the Update		
Assign Contact	Contact Details button below.		
Allocated Number Blocks	A	ssign Contact	· · · · · · · · · · · · · · · · · · ·
View Contacts	Update Contact Details		Manage my Contact Types
PECN/PECS			

- 2. Select the Communications Provider and enter details as required.
- 3. Click on "Save" button.

Note: All mandatory fields on "Assign Contact" page must be completed to be able to submit the form.

making communications work for everyone				Test PA
Home New Applications Existing Applications		⊎ ation Provider to assign Contact*		
Existing Applications	 Test BA Licence Bill/Account C Activation 	Contact		•
Add Contact Assign Contact	For you to assign yourself as	s a contact you must have permission from the CP and you must have the	CP's unique reference number	
Allocated Number Blocks View Contacts	Contact Id *	The Contact Id can be found on the contact's home page under the Contact	Contact Email *	
PECN/PECS	Contact Type *	Details section Licence Bill/Account Contact		
		Activation Application Internal Application External		
		Hold down "Ctrl" to select multiple contacts Save Button	Gancol	

How to view allocated number blocks

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

Home	View Allocated Nur					
New Applications		unication Provider to View Allocat	ed Number Blocks.		*	
Existing Applications	* Test BA					
Invoice and Statements	Number type		 Number Sub type 			
Add Contact		51 Geographic	 Number Sub type 	Geographic Numbers (01.	•	
Assign Contact	Service Type	Available O Chose	n			
Allocated Number Blocks		Geographic				
View Contacts		0				
PECN/PECS	Block Code		Geographic Area	Aberdeen		

- 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.
- 5. There is a validation rule needs that will allow all dates after Number Block' Allocation Date' in 'Adoption Date'.

Note: 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.

tome inv Applications inding Applications	View Allocated Number Blocks Planete select Communication Provider to View Allocated Number Blocks.
woice and Statements old Contact soage Contact Notated Hamford Tillocks	Number type () Geographic + Number Sub type Geographic Summer Sub + Service Type Geographic Geographic Geographic
Inw Contacts ICM/PECS	Block Lode Geographic Area strategraphic systems (*
	Diver tit Interview Secretic Secretic Secretic Block Secretic Block Secretic Block Memory Block </th
	Quarter utilisation Current Convertined cos

How to view contacts

1. Click on "**View Contacts**" from the Business Account homepage to view all contacts related to associated business accounts.

for everyone	munications work	Akanksha Jai
Home	View Contacts Fields marked with * are required	
New Applications	Please select Communication Provider to View Contact details	
Existing Applications	AIRTEL LIMITED	
nvoice and Statements		
Add Contact		
Assign Contact		
Allocated Number Blocks		
/iew Contacts	View Contacts	
PECN/PECS		

- 2. Select a Communication Provider (CP) to view contacts.
- 3. List of associated contacts will appear.

for everyone								Akanksha
Home		Contacts						
New Applications		s marked with * are re	<i>quired</i> ation Provider to Vie	w Contact data	le			
Existing Applications		IRTEL LIMITED		w contact deta	13			
Invoice and Statements		INTEL EIMITED						
Add Contact								
Assign Contact	Co	ntact Details						
Allocated Number Blocks	Sho	w 10 🔻 entries	5					
/iew Contacts		First Name*	Last Name*	Logged-In User				
PECN/PECS		Akanksha	Jain	Yes				
		Ram	PA	No				
		ving 1 to 2 of 2 entries ous 1 Next	Show Cor Contact	itact Role	and Update			
				Contact Roles	Update Contact	Delete Contact	Cancel	

Note: Only 1 contact can be updated at a time and logged user cannot be removed/deleted

- 4. To update **First Name**, Last Name
 - a. Enter updated First Name and Last Name.
 - b. Select the contact to be updated.
 - c. Click "**Update Contact**" button.
- 5. To update contact roles, email
 - a. Select the contact for which contact role to be updated
 - b. Click "Show Contact Roles" button.
 - c. Enter updated email and select updated contact types.
 - d. Select the contact role to be updated. In case, multiple contact roles are required to be updated, select all after updating the information.

- e. Click "Update Contact" button.
- f. Success Message "Contact Updated Successfully" will appear.

Home		Contacts						
New Applications		narked with * are re		_				
Existing Applications			ation Provider to Vie	ew Contact deta	alls			
	· AIR	TEL LIMITED						
Invoice and Statements								
Add Contact						and the second		
Assign Contact		act Details			Contac			
Allocated Number Blocks	Show	10 • entries			Show	10 • entries		
iew Contacts		First Name*	Last Name*	Logged-In User	0	Email*	Contact Types* (Hold down "Ctrl" to select multiple contacts)	Remove Cont Roles
PECN/PECS		Akanksha	Jain	Yes			Licence Bill/Account Contact	Remove
		Ram	PA	No	- n	amu.bodige@niit-tech.	Activation	Remové
	Showing	g 1 to 2 of 2 entries s 1 Next			Showing Previous	1 to 1 of 1 entries 1 Next		
			Г	Update	Conta	ct		
			L	opuute	conta	ct		
making communicati for everyose	ions work		Show	Contact Roles	Update	Contact Delete Cont	tact Cancel	Akanksha
			_	Contact Roles	Update	Contact Delete Cont	tact Cancel	Akanksha
Home		act Updated Success	_	Contact Roles	Update	Contact Delete Cont	tact Cancel	Akanksha
Home New Applications	Conta View C	Contacts	sfully.	Contact Roles	Update	Contact Delete Cont	tact Cancel	Akanksha
Home New Applications	Conta View C Fields n	Contacts narked with * are re	sfully.			Contact Delete Cont	fact Cancel	Akanksha ,
Home Vew Applications Existing Applications	Conta View C Fields n Please	Contacts narked with * are re select Communic	sfully.			Contact Delete Cont	tact Cancel	Akanksha
Home Aew Applications Existing Applications Invoice and Statements	Conta View C Fields n Please	Contacts narked with * are re	sfully.			Contact Delete Cont	tact Cancel	Akanksha
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Home New Applications Existing Applications Invoice and Statements Add Contact Assign Contact	Conta View C Fields n Please ® AIR	Contacts narked with * are re select Communic TEL LIMITED	sfully.			Contact Delete Cont	tact Cancel	Akanksha .
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New Applications Existing Applications Existing Applications Add Contact Allocated Number Blocks Area Contact Allocated Number Blocks PECN/PECS	Conta View C Fields n Please & AIR Show	Contacts narked with * are re select Communic TEL LIMITED Att Details First Name* Akanksha Ram g 1 to 2 of 2 entries	sfully, quired cation Provider to Vie 5 Last Name* Jain	ew Contact det. Logged-in User Yes	ails	Contact Delete Cont Delete Con		Akanksha

- 6. To delete the contact
 - a. Select the contact to be deleted (Logged-in user cannot be deleted).
 - b. Click "Delete Contact" button.
 - c. Confirmation box will appear.
 - d. Once clicked "OK", Success Message "Contact Deleted Successfully" will appear.

making communication for everyone	ans work	preprod-ofcom.cs87.force.c Are you sure you want to Delete		OK Cancel		Akanksha
Home New Applications Existing Applications Invoice and Statements Add Contact	View Contacts Fields marked with Please select Co ® AIRTEL LIMITE	mmunication Provider to Vie	w Contact detai	*	Click OK]
Add Contact	Contact Details					
Allocated Number Blocks View Contacts	Show 10 •		Logged-In User			
PECN/PECS	C Akanksha	a Jain	Yes			
	⊮ Ram	PA	No			
	Showing 1 to 2 of 2 Previous 1 Net					
		Show	Contact Roles	Update Contact	Delete Contact Canc	el

making commun for everyone	inications work	Akanksha J
Home	Contact Deleted Successfully.	
New Applications	View Contacts	
Existing Applications	Fields marked with * are required	
Invoice and Statements	Please select Communication Provider to View Contact details	
Add Contact	AIRTEL LIMITED	
Assign Contact		
Allocated Number Blocks	Contact Details	
/iew Contacts	Show 10 • entries	
PECN/PECS	First Name" Last Name" User	
	Akanksha Jain Yes	
	Showing 11o 10f tentries Previous 1 Next	
	Show Contact Roles Update Contact Delete Contact Cancel	

- 7. To delete the contact role for any contact
 - a. Select the contact for which contact role to be deleted
 - b. Click "Show Contact Roles" button.
 - c. Click "Remove" link against row.
 - d. Confirmation box will appear.
 - e. Once clicked "OK", Success Message will appear.

making communication for everyone	ons work	preprod-ofcom.cs87.force.c Are you sure you want to Delet		ОК	Cancel			Akanksha Jain
Home New Applications Existing Applications Invoice and Statements Add Contact		with * are required Communication Provider to Vie	ew Contact deta		Click Ok			
Assign Contact	Contact Deta			Cor	ntact Roles			
Allocated Number Blocks View Contacts		 entries st Name* Last Name* 	Logged-In User		w 10 • ent Email*	nes	Contact Types* (Hold down "Ctri" to select multiple contacts	Remove Contact
PECN/PECS	Akank	sha Jain PA	Yes	۰	ramu.bodige@r	niit-tech.	Licence Bill/Account Contact Activation	Remove
	Showing 1 to 2 o Previous 1	Next	w Contac	Previ	ving 1 to 1 of 1 entrie ous 1 Next	5	[Remove
		Show	Contact Roles	Upd	ate Contact D	elete Cont	act Cancel	

CFCOM making communication for everyone	zilons work	Akanksha Jain
Home	Contact Deleted Successfully.	
New Applications	View Contacts	
Existing Applications	Fields marked with * are required	
Invoice and Statements	Please select Communication Provider to View Contact details	
Add Contact	* AIRTEL LIMITED	
Assign Contact		
Allocated Number Blocks	Contact Details	
View Contacts	Show 10 v entries	
PECN/PECS	First Name" Last Name" User	
	C Akanksha Jain Yes	
	Showing 1 to 1 of 1 entries Previous 1 Next	
	Show Contact Roles Update Contact Delete Contact Cancel	

How to view PECN/PECS

1. Select Communication Provider (CP) to view and edit PECN/PECS details.

making communications for everyone	and the second se	Test PA
Home	PECHIPEES	
New Applications	PECN/PECS	
Existing Applications	Fields marked with "are required Please select Communication Provider to edit PECN/PECS details	
Invoice and Statements	© Test BA	
Add Contact		
Assign Contact		
Allocated Number Blocks		
View Contacts		
PECN/PECS		

2. Click on **"Update PECN/PECS"** to update the "type" and "PECN/PECS Attachment" for the Communication Provider.

Home	PEON/FED.							
New Applications Existing Applications Involve and Statements Add Contact	PECN/PECS Vield marked with " are mar Please select Continue * Test BA		edt PECN/PECS details					
Anogo Contact Africator Number Utockin Vene Contacts PCCNSSCS	Conversionations Services (19) Teneral Conditions of Entitles	ESS who have appropriate (Blacenon, Adapti Million on Market (Blacenon, Adapti Million and Essension). PECS (IEMIZ/2008)	rists amongoments with a pro- m and Use of Seleptone North	the of a P(D and	9, as defined in Section 32 of the	and Communications Nationship (PRC)(1) or promound with the 2001, while we thready generating a providing a providing of Fixed	hoursd by East	dtion (itt of
Upload PECN/PECS	Action		PEC Type		Type	Title	Nere	Created Date
button.	these Ealithe		ies		Fixed	CHG0015035004 - National Network	PET# 00000921	20/01/20

3. After successful update, the message "PECS / PECN diagrams have been uploaded successfully." will be shown on the screen.

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n Applications strag Applications mas and Schemarth Contact	PECN/PECS Finite national with "are reasoned Please select Conversions and * Test Els	on Provider to edit PECNEVEES details				
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4. Click on "**view**" link to view the PECS documents.

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	new farms	View Button		-	DF - Farme internation manuel - GP	NOP BOALD

5. Click on "**Delete**" link to delete the PECN/ PECS documents.

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				and PERSONNER.		

6. The document will be deleted with a message **"PECN/PECS diagram deleted successfully."** on the page.

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