


Rid Process Guide.

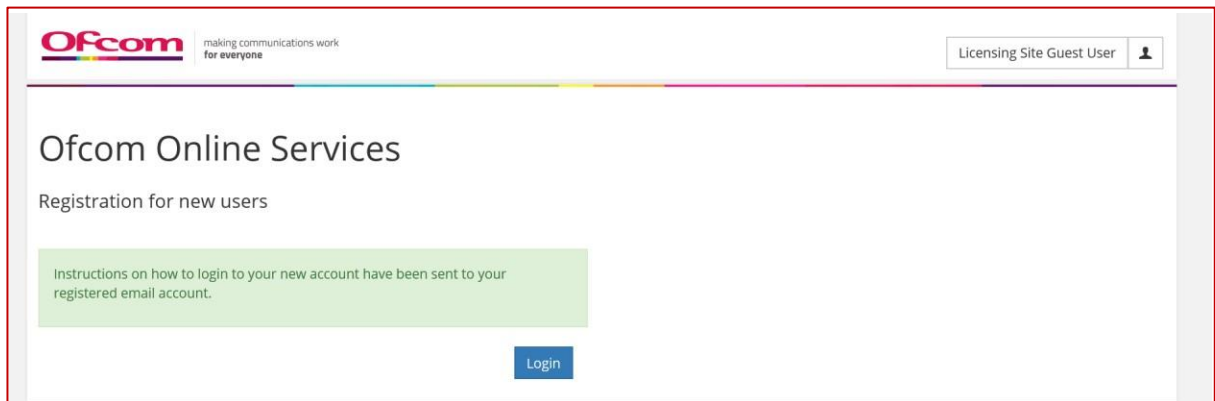
Please go to the Ofcom online portal which can be found on the following link; https://ofcom.force.com/NMS_LoginPage

1. Select 'New Registration'



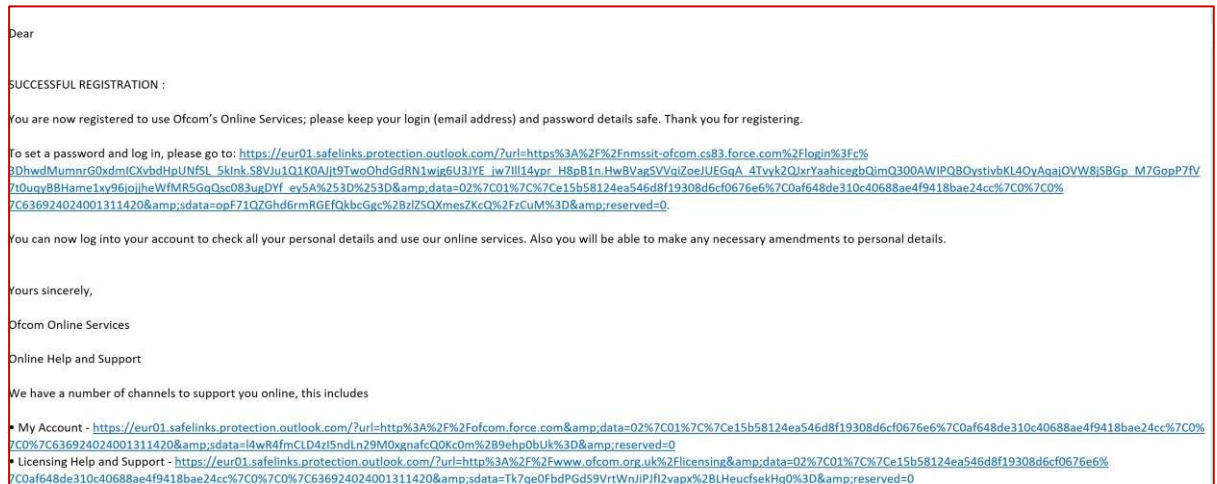
The screenshot shows the Ofcom's Number Management System (NMS) Login Page. The page features the Ofcom logo at the top left, with the tagline "making communications work for everyone". Below the logo, the title "Ofcom's Number Management System (NMS)" is displayed. The main content area has a blue background with large, stylized numbers. The "Login" section includes a note "Fields marked with * are required", input fields for "User ID: *" and "Password: *", a "Remember your password?" checkbox, and "Login" and "New Registration" buttons. At the bottom, there are links for "Numbering User Guide" and "ECC User Guide", and a footer with contact information for the Numbering Team.

2. Complete all the mandatory fields and select 'Register' If this was successful you will get a message on screen.



The screenshot shows the Ofcom Online Services Registration page. The page features the Ofcom logo at the top left, with the tagline "making communications work for everyone". In the top right corner, there is a user profile section labeled "Licensing Site Guest User" with a user icon. The main content area has a white background with the title "Ofcom Online Services" and the subtitle "Registration for new users". A green message box states: "Instructions on how to login to your new account have been sent to your registered email account." Below the message box is a blue "Login" button.

- You should receive an email that provides a link to go back into the system and create a password.



- Click the link and create a password and select 'Confirm'.

Ofcom making communications work for everyone

Licensing | **Numbering/ECC**

Enter new Password

Chat is offline

Fields marked with * are required

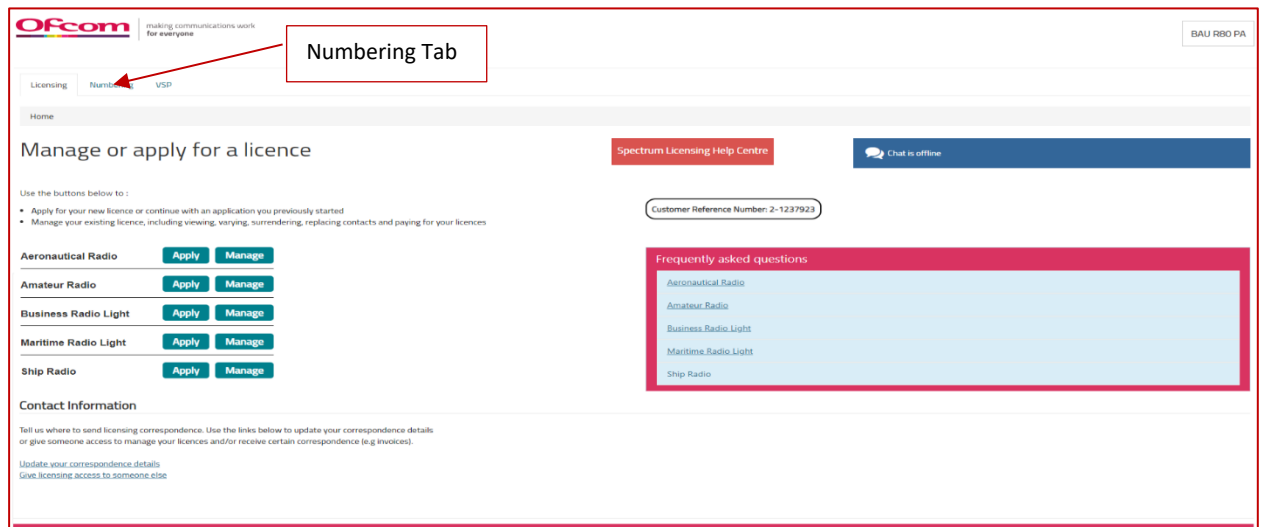
Passwords must be at least 8 characters long and contain a mixture of numbers and letters

New password*

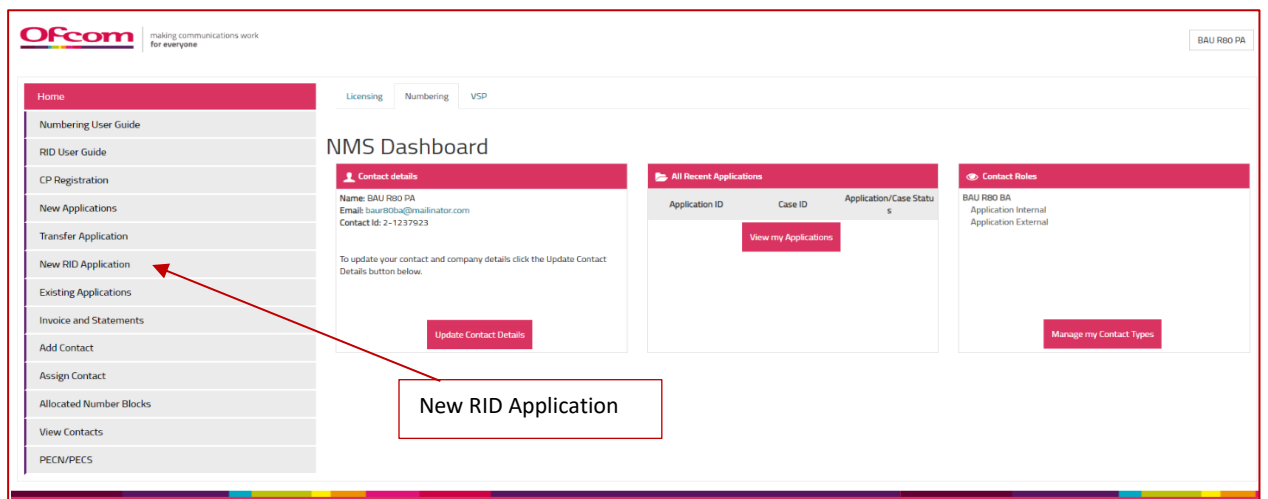
Re-enter new password*

Cancel **Confirm**

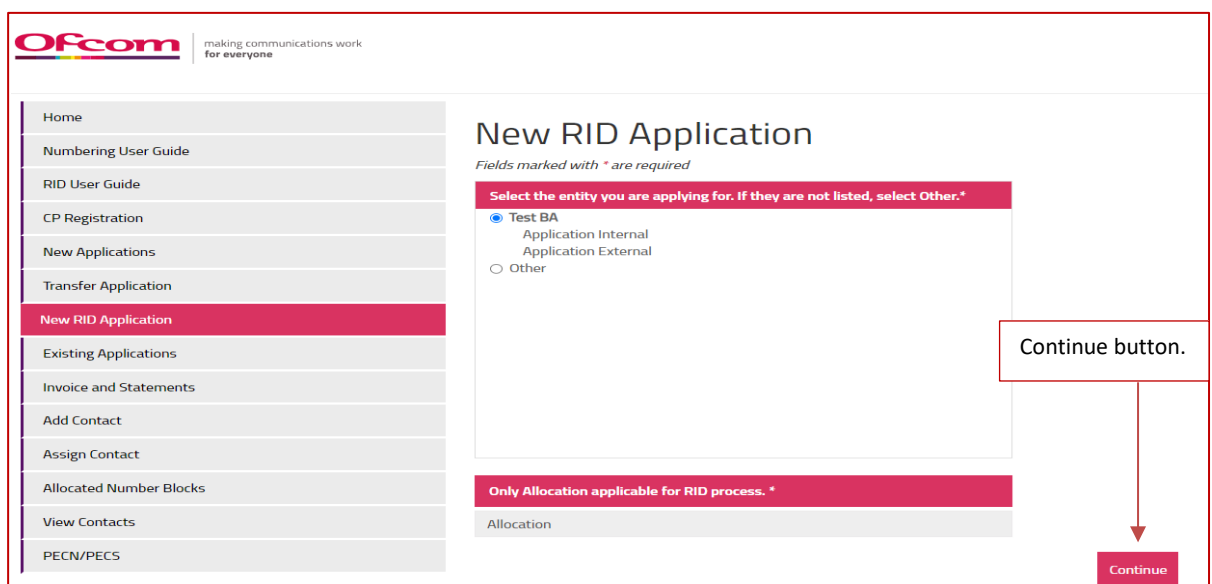
5. Select the tab which is shown as 'Numbering'



6. Select 'New RID Application'



7. As you see the Communication Provider (CP) details are shown and for RID process Allocation is auto selected then click on 'Continue'. A new RID Application can only be created for Allocation type process. The dropdown for selecting the process type is disabled and by default Allocation is selected.



8. When you click on the 'Other' option under the 'New RID Application' tab, you now need to provide details about your company. Fill out the form and select 'Validate Account'. If on clicking Validate Account, you get the message "No result found based on your criteria." Then click on "Create Account" button.

The screenshot shows the Ofcom website interface. On the left is a navigation menu with 'CP Registration' highlighted. The main content area is titled 'Communication Provider (CP) Check'. It contains a form with fields for 'Legal Type*' (set to 'Unincorporated Entity'), 'Company / Individual Name*' (set to 'Test Company'), and 'Company Registration Number'. Below these fields are two buttons: 'Validate Account' and 'Cancel'. A red arrow points from a box labeled 'Validate Account' to the 'Validate Account' button. To the right of the form, a message states 'No result found based on your criteria.' Below this message is a red 'Create Account' button. A red arrow points from a box labeled 'Button to Create Account' to the 'Create Account' button. The top right corner of the page has a 'TEST PA' button.

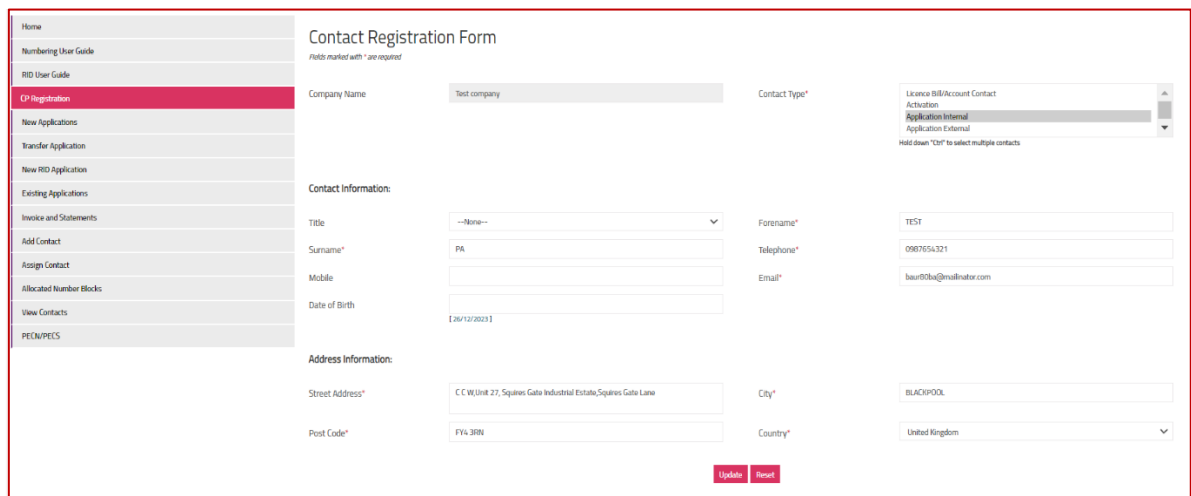
9. Once selected, you will be taken to a form that asks you to provide all of your company information. Complete all mandatory fields and select 'Continue' (Please note that you should not log out at this stage; you need to continue with the process.)

The screenshot shows the Ofcom website interface for 'Applicant Registration'. The left navigation menu has 'CP Registration' highlighted. The main content area is titled 'Applicant Registration'. It contains a form with several fields: 'Legal Type*' (set to 'Unincorporated Entity'), 'Company Name*' (set to 'Test Company'), 'Trading Name', 'Company Registration Number', 'Status' (set to 'Current'), 'Nature of Business*' (set to '--None--'), 'Country of Incorporation' (set to 'United Kingdom'), 'Incorporation / Commencement Date' (set to '[26/12/2023]'), 'Registered Office', 'Street Address*' (with a placeholder 'Start typing address here...'), 'City*', and 'Postcode*'. The top right corner of the page has a 'TEST PA' button.

10. Once you select 'Continue' You have successfully created your account.

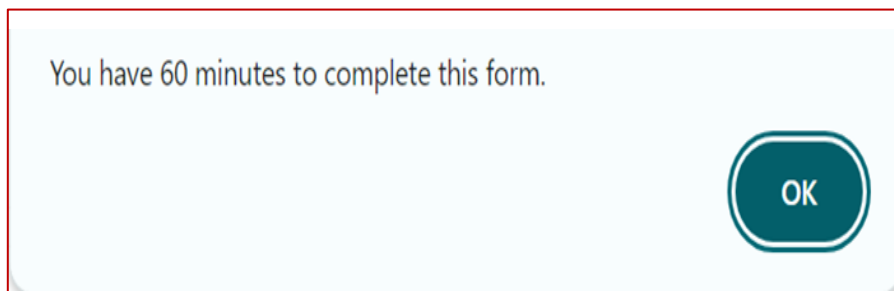
The screenshot shows a confirmation message box with a light blue background. The text inside reads: 'You have successfully created your account. However, you still need to create/update your contact. If you close the browser or select the back button your information will not be saved.' At the bottom right of the box is a green oval button with the text 'OK'.

11. Now you must provide your contact details. Please complete all mandatory fields on the form. And select 'Update' and then 'Continue' you will redirect to the Allocation form page.



The screenshot shows a web application interface for 'Contact Registration Form'. On the left is a sidebar menu with options: Home, Numbering User Guide, RFD User Guide, CP Registration (highlighted), New Applications, Transfer Application, New RFD Application, Existing Applications, Invoice and Statements, Add Contact, Assign Contact, Allocated Number Blocks, View Contacts, and PECU/PECS. The main form area is titled 'Contact Registration Form' with a note 'Fields marked with * are required'. It contains several input fields: 'Company Name' (text box with 'test company'), 'Contact Type*' (dropdown menu with 'Licensee BSB Account Contact', 'Activation', 'Application Internal' (selected), and 'Application External'), 'Contact Information' section with 'Title' (dropdown with '--None--'), 'Forename*' (text box with 'TEST'), 'Surname*' (text box with 'PA'), 'Telephone*' (text box with '0987654321'), 'Mobile' (text box), 'Email*' (text box with 'baur00ba@mailinator.com'), and 'Date of Birth' (text box with '[26/12/2023]'). The 'Address Information' section includes 'Street Address*' (text box with 'C C W, Unit 27, Squares Gate Industrial Estate, Squares Gate Lane'), 'City*' (text box with 'BLACKPOOL'), 'Post Code*' (text box with 'FY4 3BN'), and 'Country*' (dropdown menu with 'United Kingdom'). At the bottom right are 'Update' and 'Cancel' buttons.

12. Once you select 'Continue' You will be told you have 60 minutes to complete the form.



13. You should now be on the application form. Please tick the checkbox in Part 1, Tick the 5th checkbox in part 2, and tick the checkbox in part 2.1. And then scroll down.

Time Remaining : 58:33

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 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.*

14. Click on the 'Add New RID Code' button to apply for New RID code. RID code should be in "Free" status and all RID code should be displayed who's number block status is in Free.

Part 3. Application for Number Blocks
Application Details

Communication Provider: Test BA

Request Number Blocks

[Add New RID Code](#)

Selected Number Blocks

Show 10 entries

Search:

<input type="checkbox"/>	Number Blocks	Address1*	Address2	Address3	City*	Postcode*	Country*	RID Brand Name*	RID Contact Number*
<input type="checkbox"/>	def						--None--		

Showing 1 to 1 of 1 entries

[Remove Selected Number Block/s](#)

Previous 1 Next

15. Complete all the mandatory fields. (RID Brand name is the name that will be published on our website) and scroll down to the bottom of the page.

Request Number Blocks

[Add New RID Code](#)

Selected Number Blocks

Show 10 entries

Search:

<input type="checkbox"/>	Number Blocks	Address1*	Address2	Address3	City*	Postcode*	Country*	RID Brand Name*	RID Contact Number*
<input type="checkbox"/>	def						--None--		

Showing 1 to 1 of 1 entries

[Remove Selected Number Block/s](#)

Previous 1 Next

Fill Mandatory Fields

Remove the Selected RID Codes from the selected table.

16. Tick the declarations at the bottom and click 'Submit'.

Existing Number Blocks

Show 10 entries

Search:

Number Blocks
GGC
GGD
GGH
GGI
GGJ
GGK
GGL
GGM
GGN
GGO
GGP
GGQ
GGR
GGS
GGT
GGU
GGV
GGW
GGX
GGY
GGZ

Showing 1 to 10 of 72 entries

Previous 1 2 3 4 5 ... 8 Next

3.3 Additional Information

Additional Information Comments

Attachments Description

Add Attachment

[Choose File](#) 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 12 months from the date of the allocation, they may be withdrawn.*

[Submit](#) [Cancel](#)

Submit button.

Cancel button.

17. If the application has been submitted, you will get this message.



making communications work
for everyone

Home

Numbering User Guide

RID User Guide

CP Registration

New Applications

Transfer Application

New RID Application

Existing Applications

Invoice and Statements

Add Contact

Assign Contact

Allocated Number Blocks

View Contacts

PECN/PECS

Application Submitted Successfully

18. Of com now has 3 weeks to process your application.