Rid Process Guide.

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

1. Select ‘New Registration’

2. Complete all the mandatory fields and select ‘Register’ If this was successful you will get a message on screen
3. You should receive an email that provides a link to go back into the system and create a password.

Dear

SUCCESSFUL REGISTRATION.

You are now registered to use Ofcom’s Online Services; please keep your login (email address) and password details safe. Thank you for registering.

To set a password and log in, please go to https://www.ofcom.org.uk/registerservices/

You can now log into your account to check all your personal details and use our online services. Also you will be able to make any necessary amendments to personal details.

Yours sincerely,

Ofcom’s Online Services

We have a number of channels to support you online, this includes

• My Account - https://www.ofcom.org.uk/registerservices/

4. Click the link and create a password and select ‘Confirm’
5. Select the tab which is shown as ‘Numbering’

6. Select ‘New applications’
7. As you have not created your company yet, select ‘Other’ and then select ‘Allocation from the drop down list.’

8. You should now get a list of different number types you can apply for. Scroll down and select ‘RID - Reseller Identification Code’ and click ‘Continue’
9. You now need to provide details on your company. Fill in form and select ‘Validate Account’. On the right-hand side, a box called ‘Create’ will appear, you should select that.

10. Once selected, you will be taken to a form, that asks you to provide all of your company details. 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)
11. Now you must provide your contact details. Please complete all mandatory fields on the form. And select ‘Update’ and then ‘Continue’

12. The registration process has now been completed. However, you still need to apply for the RID code. Click continue once you are taken to this screen.
13. And click ‘Continue’ again.

14. Once you select ‘Continue’ You will be told you have 60 minutes to complete the form.
15. 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 2.3. And then scroll down.

16. Select the ‘Number Type’ drop down. And select RID. Then click ‘Search’
17. A list of available RID codes will be displayed. Select one and click ‘Add’

18. 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.
19. Tick the declarations at the bottom and click ‘Submit’

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

21. Ofcom now has 3 weeks to process your application.