

# Number Management System

## User Guide

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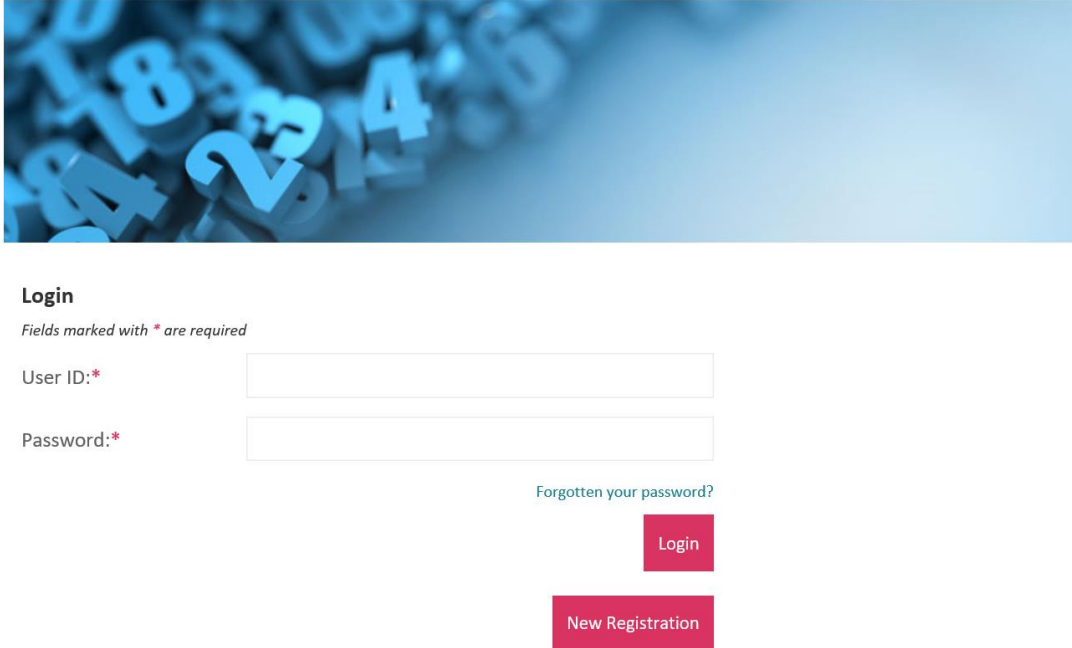
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## How to Register online

### New Registration

#### Steps to Follow:

1. Navigate to the '**Ofcom's Number Management System (NMS)**' home page 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\***

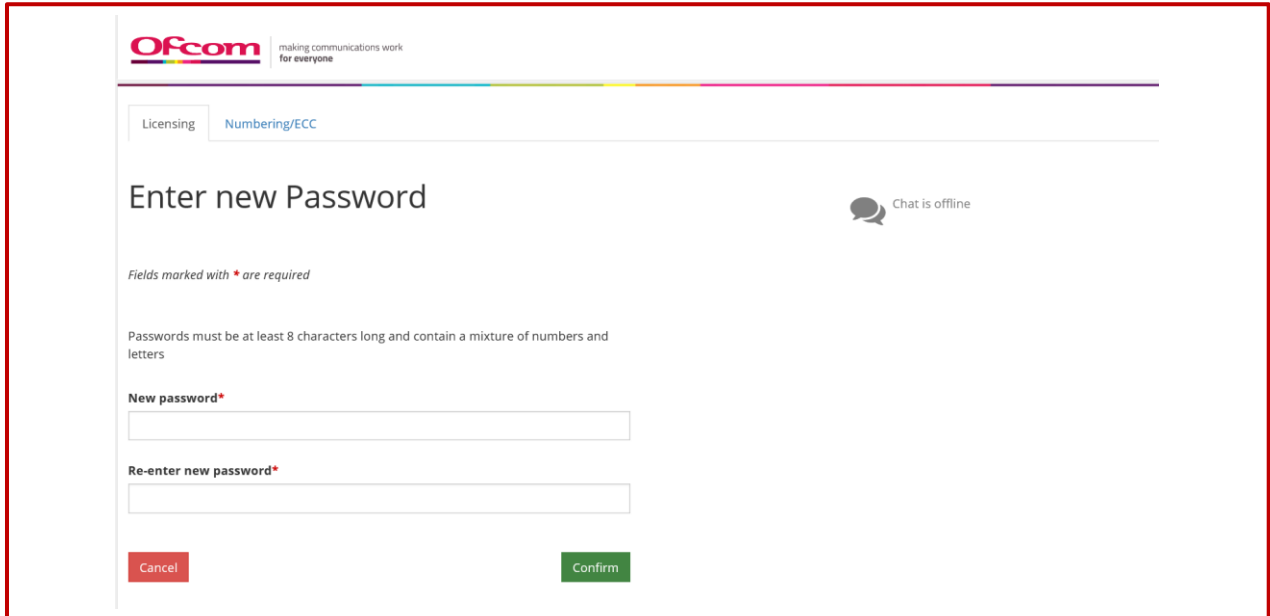
Cancel

Register

Fig 2

**Note 1: You will be sent a verification link to your registered email to create your password and complete the registration process.**

5. Click the verification 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](mailto: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

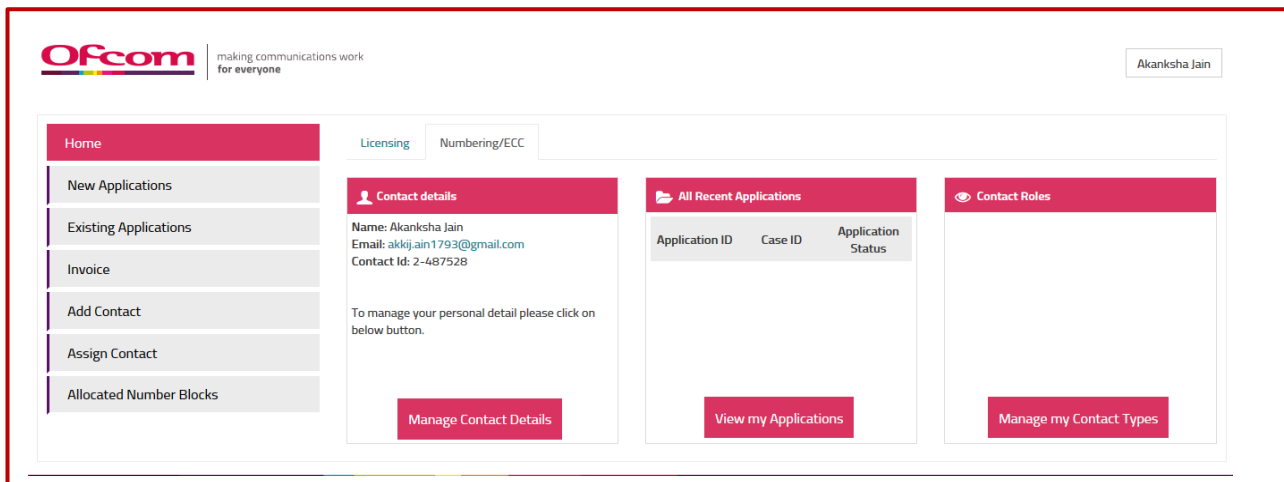


Fig 6

# How to change your password

## Password Reset

1. Click on **Username** tab on top-right corner
2. Select **“Change Password”** option

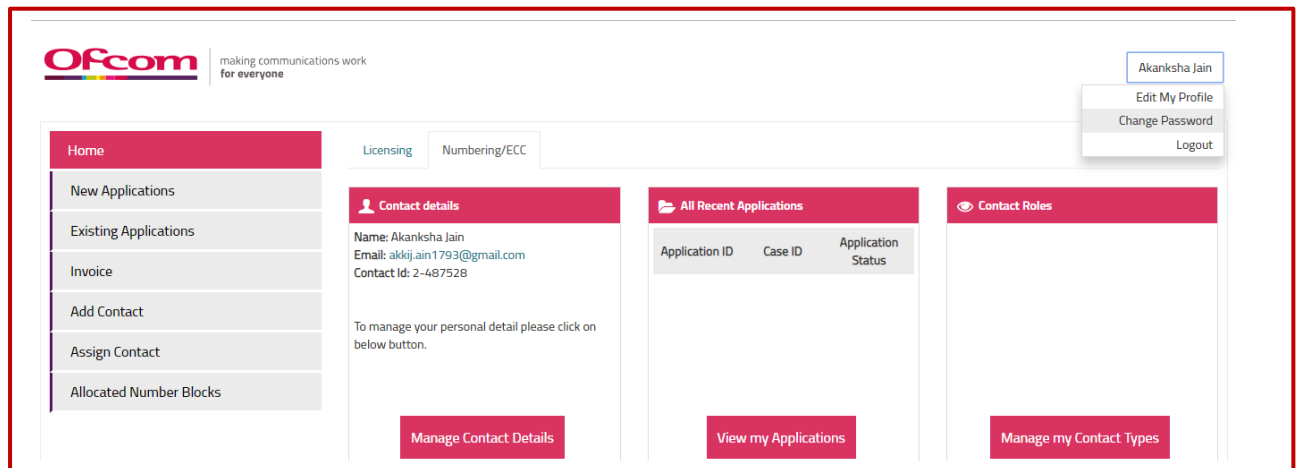


Fig 7

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

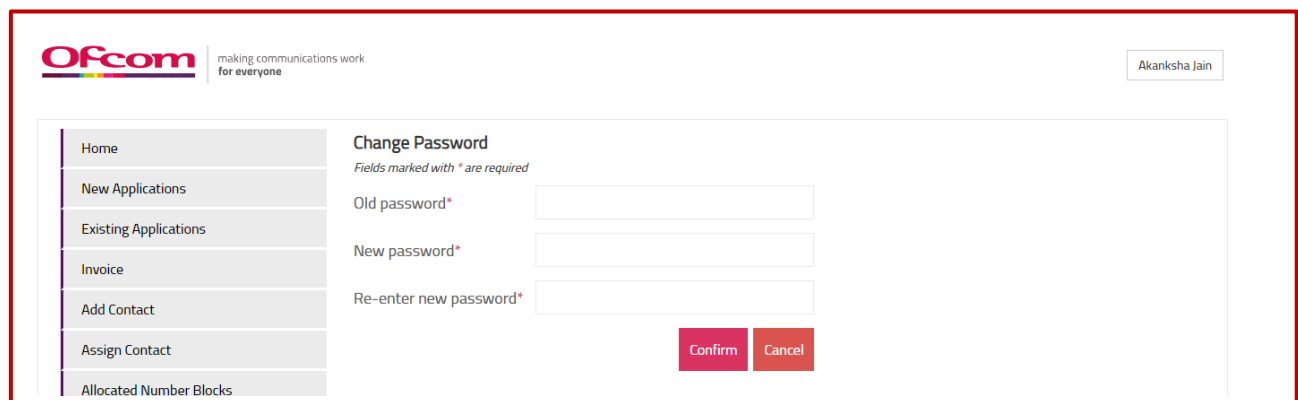


Fig 8



## How to create a Business Account (Communication Provider)?

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

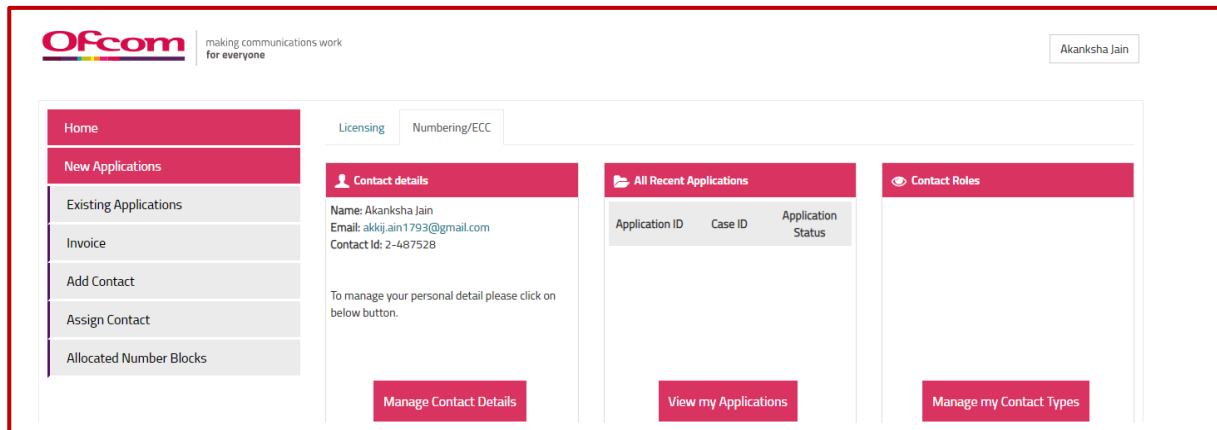


Fig 9

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

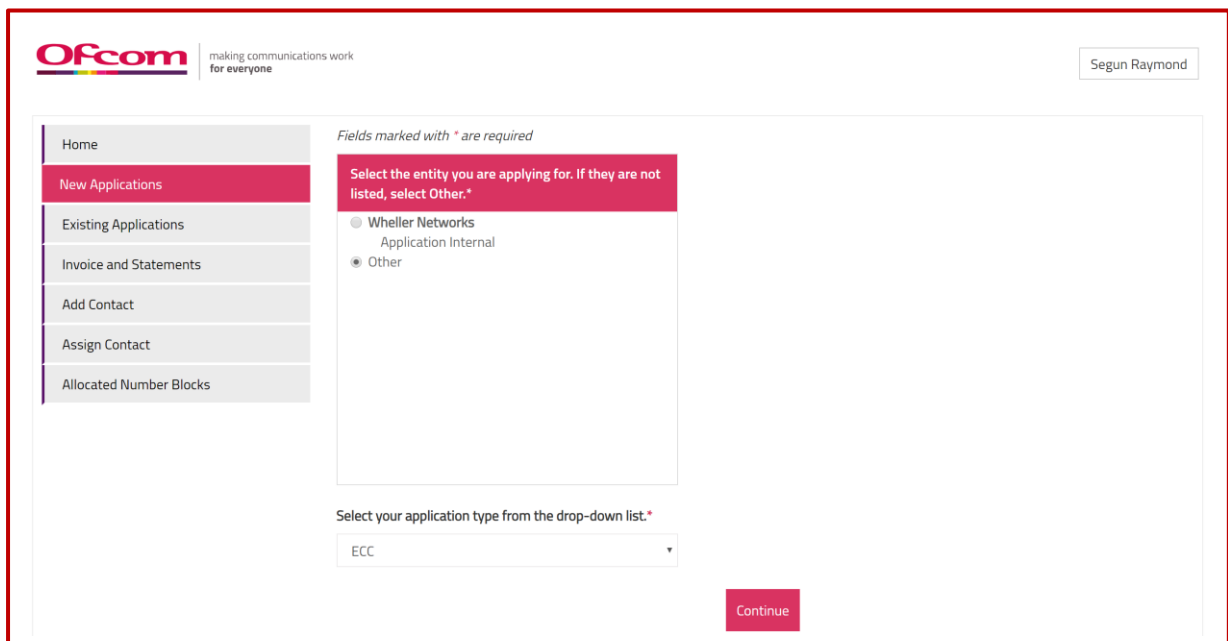
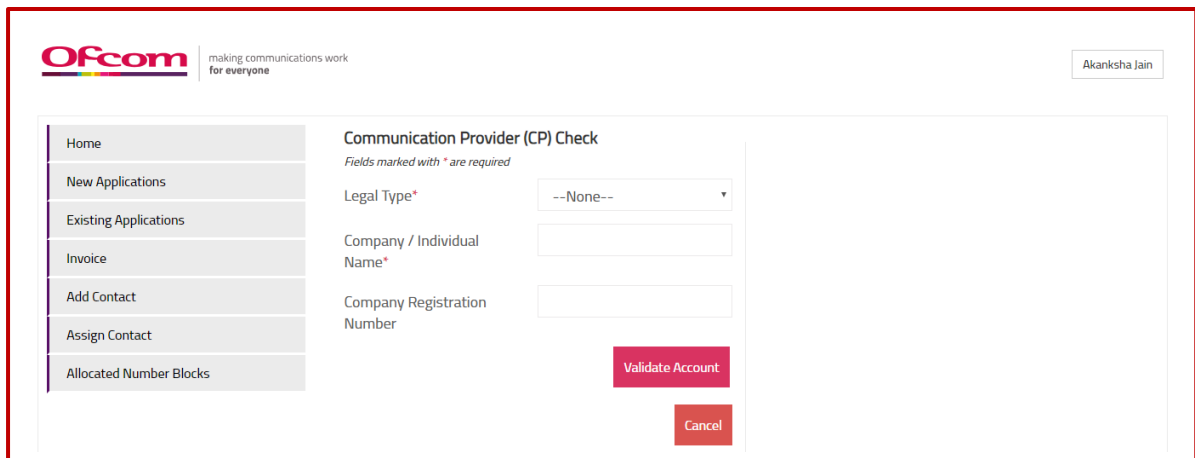


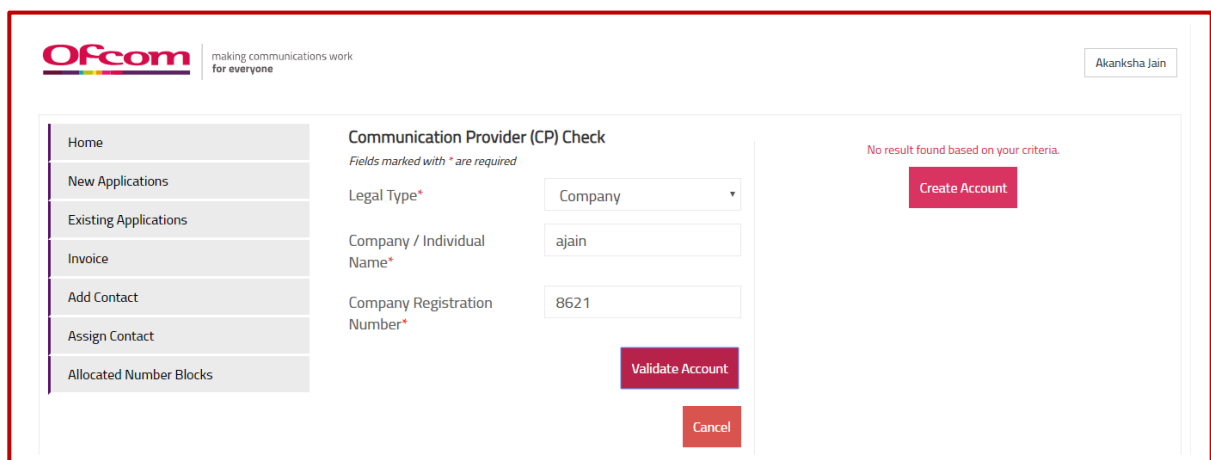
Fig 10

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 details on the form. Please note that you will not be able to save details on the form, if all mandatory fields are incomplete (mandatory fields are marked with \*).

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


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Dayo ola

[Home](#)
[New Applications](#)
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### Applicant Registration

Fields marked with \* are required

Legal Type\*
UnIncorporated Entity

Company Name\*
2232wereew

Trading Name

Company Registration Number

Status
Current

Nature of Business\*
--None--

Country of Incorporation
United Kingdom

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 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

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

Validate

Update Reset Cancel

**Fig 14**

9. A Communication provide Business Account can also be created from the Username tab in the top-right corner of the screen.
10. Click on “Edit my profile”.

Licensing Numbering/ECC

Dayo ola

Edit My Profile  
Change Password  
Logout

**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
13. 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.



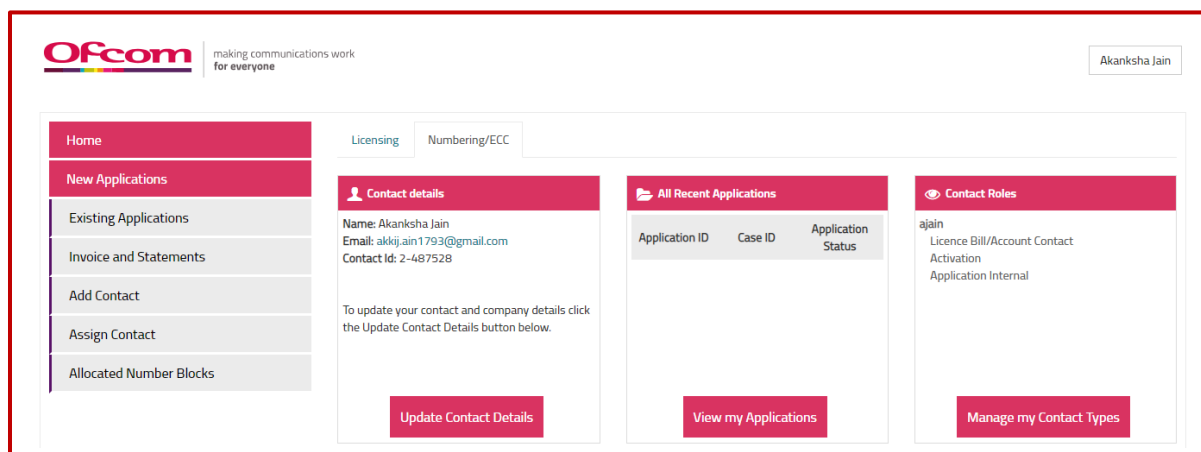
**Fig 16**

## How to create ECC applications

To make an application, please follow the following steps:

From the Account home page

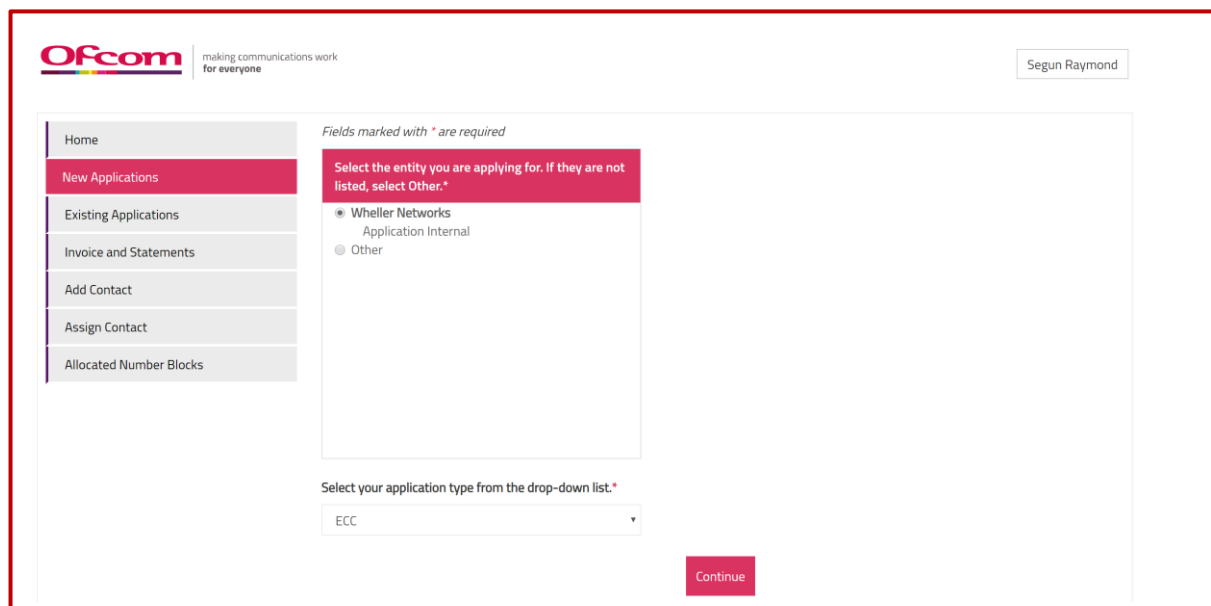
1. Click the **“New Applications”** tab.



The screenshot shows the Ofcom account home page. The user is logged in as Akanksha Jain. The left sidebar contains a menu with 'New Applications' highlighted. The main content area has three tabs: 'Licensing' (selected), 'Numbering/ECC', and 'Applications'. Under 'Licensing', there is a 'Contact details' section showing the user's name, email, and contact ID, with an 'Update Contact Details' button. To the right, there are sections for 'All Recent Applications' (with a table of Application ID, Case ID, and Application Status) and 'Contact Roles' (listing roles like Licence Bill/Account Contact, Activation, and Application Internal, with a 'Manage my Contact Types' button).

Fig 17

2. Select Communication Provider **Business Account**
3. Choose the Type of Application. The application we are going to use in this instance is **“ECC”**
4. Click continue.



The screenshot shows the Ofcom application form. The user is logged in as Segun Raymond. The left sidebar shows 'New Applications' selected. The main content area has a heading 'Fields marked with \* are required'. Below this is a section 'Select the entity you are applying for. If they are not listed, select Other.\*' with radio buttons for 'Wheller Networks', 'Application Internal', and 'Other'. Below this is a section 'Select your application type from the drop-down list.\*' with a dropdown menu showing 'ECC'. A 'Continue' button is at the bottom right.

Fig 18

When the continue button is clicked the ECC application form will be displayed

1. Provide details as required on the form (please note: All fields marked with asterisks are mandatory).
2. Click **“Save as Draft”** to Save details provided on the form. Please note that the application will not be submitted for review.

- Click “Submit” when all details on the form are completed to submit application for review.

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Tom Chandler

Home

New Applications

Existing Applications

Invoice and Statements

Add Contact

Assign Contact

Allocated Number Blocks

Electronic Communications Code Application Form

Fields marked with \* are required

The Grant of Code powers is intended to assist persons that provide an electronic communications network and/or infrastructure. In particular, persons with Code powers may:  
Construct and maintain infrastructure on public land (streets) without needing to obtain a specific street works licence to do so; benefit from certain immunities from the Town and Country Planning legislation; and apply to the Court in order to obtain rights to execute works on private land in the event that agreement cannot be reached with the owner of that land.

Applicant's Contact Details

Type of Applicant

Company

Applicant's name (Company / Partnership)

RBM Networks

Applicant's name (Individual)

Mr

Tom

Chandler

Company Registration Number (for companies only)

1100121

Email address of applicant

tomchandler@mailinator.com

Parent Company

Name of Parent

Address

Website

Company House registration No

Affiliate Company

Name of Affiliate

Address

Website

Subsidiary Company

Name of Subsidiary

Address

Website

Additional Information

Description for network/infrastructure\*  
A description of the Electronic Communications Network and/or Infrastructure which the Applicant intends to provide, including the location of that Network or Infrastructure.

Reasons for Application\*  
The person's reasons for wishing to obtain a direction applying the Electronic Communications Code to him, including an explanation why it would not be practicable to him to provide the network or infrastructure without the Code.

Purposes for Application\*  
A description of the purposes for which the Electronic Communications Network (if applicable) is to be used, for example the type Electronic Communications Service to be Provided over the Network and who is likely to benefit from that Service.

Written evidence (for Providers of infrastructure only)  
In the case of Providers of Infrastructure only, written evidence that they are making available or proposing to make available their infrastructure for use by Providers of Electronic Communications Networks for the purposes of the provision by those Providers of their Networks (e.g. any available contracts, letters from Providers of Electronic Communications Networks confirming their intention of using that specific infrastructure for the Provision of their Networks).

Electronic Communications Apparatus\*  
Where the Applicant is able and willing to share Electronic Communications Apparatus, evidence of the applicant's ability and willingness to share such apparatus.

Alternative arrangements\*  
Where applicable, a description of alternative arrangements to the direction applying the Electronic Communications Code which have been sought.

Measures or initiatives\*  
Where available, a description of any measures taken or initiatives signed up to which demonstrate responsible use by the Applicants of the Electronic Communication's Code and.

Funding for liabilities\*  
Evidence of the Applicant's ability to put in place funds for meeting liabilities as defined in restrictions and conditions referred to in sections 109 to 117 of the Act prior to the exercise of rights conferred by the Electronic Communications Code.

Choose file, No file chosen

Granting of the Electronic Communications Code by the Director General of Telecommunications – 10 October 2003, can be found here. (Please note that the system of Cancellations shown in this document has been replaced by Infrastructure under the new Digital Economy Bill which can be found here, we will shortly be replacing this document to reflect the change.

The Guidelines on assessing your funds for liabilities can be found here.

The application process can take up to six months from receipt of the final completed application.

If your application for ECC is successful there will be a sum of £10,000.00 which will be payable once the Direction has been given.

A further annual administration fee of £1,000.00 is payable by the 1st April annually.

If you have any further questions then please contact the numbering team on 020 7961 3000, alternatively email [numbering.applications@ofcom.org.uk](mailto:numbering.applications@ofcom.org.uk)

Submit


Save as Draft

Cancel

Fig 19

To view existing application

1. Click the Existing Application tab
2. Scroll down to “Existing ECC Applications” section to view application made.
3. Click the Application ID to view the application
4. Click the Case ID to view case details and to add comments.
5. To cancel application, click the cancel button.


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Existing Application Applications

Show 10 entries

Search

Application ID	Case ID	Application/Case Status	Number Type	Action
No applications submitted				

Showing 0 to 0 of 0 entries

Previous Next

Existing Reservation Applications

Show 10 entries

Search

Application ID	Case ID	Application/Case Status	Number Type	Action
No applications submitted				

Showing 0 to 0 of 0 entries

Previous Next

Existing Return Applications

Show 10 entries

Search

Application ID	Case ID	Application/Case Status	Number Type	Action
No applications submitted				

Showing 0 to 0 of 0 entries

Previous Next

Existing Number Applications

Show 10 entries

Search

Application ID	Case ID	Application/Case Status	Number Type	Action
No applications submitted				

Showing 0 to 0 of 0 entries

Previous Next

Existing Service Charge Applications

Show 10 entries

Search

Application ID	Case ID	Application/Case Status	Number Type	Action
No applications submitted				

Showing 0 to 0 of 0 entries

Previous Next

Existing ECC Applications

Show 10 entries

Search

Application ID	Case ID	Application/Case Status	Number Type	Action
000327115	000327115	New		Cancel

Showing 1 to 1 of 1 entries

Previous Next

Cancel

Fig 20



## How to view Invoices and Statements

To view the Invoices, follow the following steps

1. Click on **“Invoices and Statements”** tab from the user account Home page

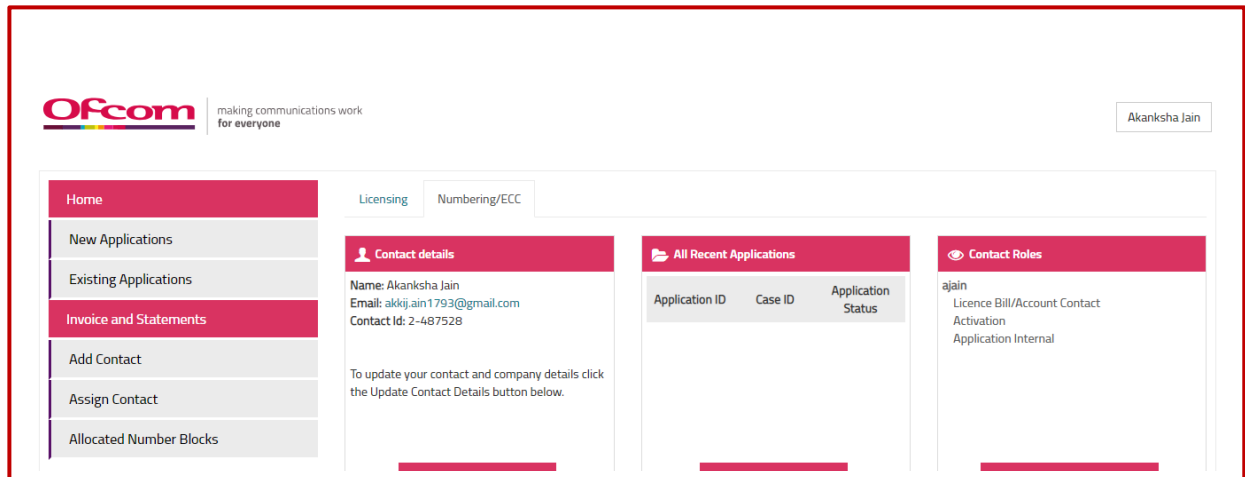


Fig 21

2. Click the **‘Invoice number’** to view Invoices.

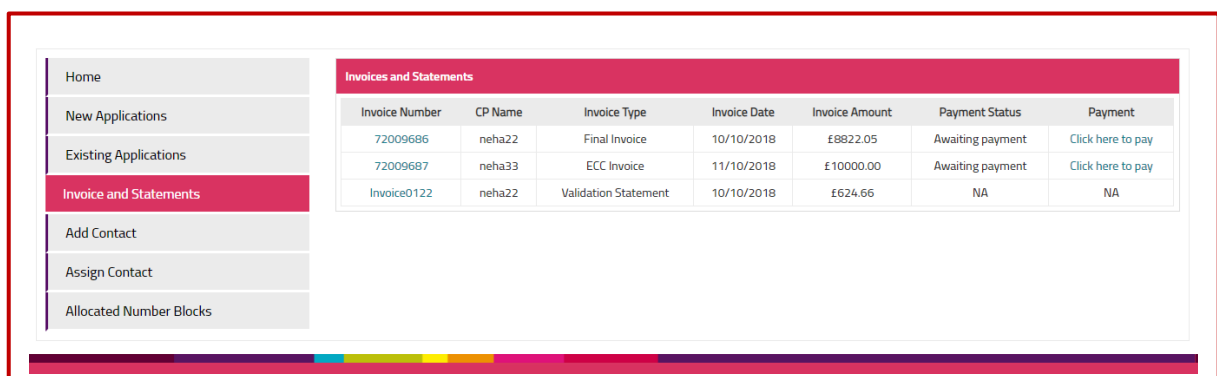


Fig 22

## How to add a Contact?

1. Click on **“Add contact”** from the menu tab.

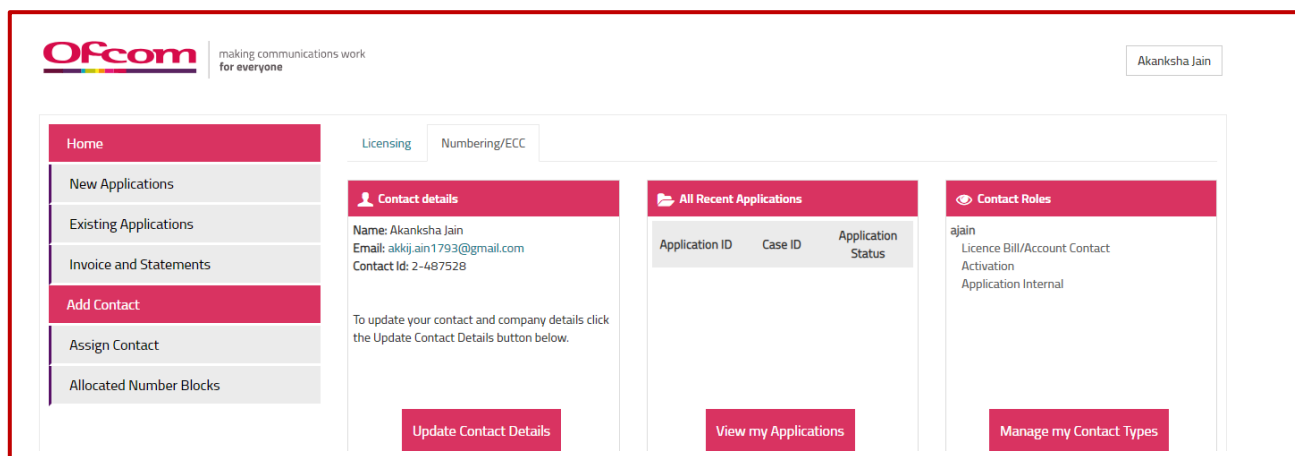


Fig 23

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

The screenshot shows the 'Add Contact' form in the Ofcom user interface. The top header includes the Ofcom logo and the tagline 'making communications work for everyone'. The user's name 'Akanksha Jain' is displayed in the top right corner. The main navigation sidebar on the left contains the following options: Home, New Applications, Existing Applications, Invoice and Statements, **Add Contact** (highlighted in red), Assign Contact, and Allocated Number Blocks. The main content area is divided into two sections: 'Add Contact' and 'Contact Information'. The 'Add Contact' section includes a dropdown menu for 'ajain' and a 'Create Contact' button. The 'Contact Information' section includes fields for 'Title' (set to '--None--'), 'Forename\*', 'Surname\*', 'Telephone\*', 'Mobile', 'Email\*', 'Date of Birth' (set to 12/10/2018), 'Street Address\*', 'City\*', 'Post Code\*', and 'Country\*' (set to United Kingdom). A 'Validate' button is located below the 'Street Address\*' field. At the bottom of the form, there are three buttons: 'Create Contact', 'Reset', and 'Cancel'.

Fig 24

## How to assign a Contact to another Communication Provider?

1. Click on **“Assign contact”** option on Dashboard

The screenshot shows the Ofcom dashboard for user Akanksha Jain. The sidebar on the left contains the following menu items: Home, New Applications, Existing Applications, Invoice and Statements, Add Contact, Assign Contact (highlighted in pink), and Allocated Number Blocks. The main content area has tabs for Licensing and Numbering/ECC. Under the Numbering/ECC tab, there are three sections: 1. Contact details: Shows Name: Akanksha Jain, Email: akkj.ain1793@gmail.com, and Contact Id: 2-487528. It includes a note about updating details and an 'Update Contact Details' button. 2. All Recent Applications: A table with columns Application ID, Case ID, and Application Status, with a 'View my Applications' button below. 3. Contact Roles: Lists roles for 'ajain' including Licence Bill/Account Contact, Activation, and Application Internal, with a 'Manage my Contact Types' button below.

Fig 25

2. Select the Communication Provider and Provide 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

The screenshot shows the 'Assign Contact' form. The sidebar is the same as in Fig 25, with 'Assign Contact' highlighted. The form title is 'Assign Contact' with a note 'Fields marked with \* are required'. The instruction says 'Please select Communication Provider to assign Contact\*'. A dropdown menu shows 'RamSIT17Sep' selected, with sub-items 'Licence Bill/Account Contact' and 'Activation'. Below this are fields for 'Contact Id \*' (with a hint: 'The Contact Id can be found on the contact's home page under the Contact Details section') and 'Contact Email \*'. A 'Contact Type \*' dropdown menu is also present, with options: 'Licence Bill/Account Contact', 'Activation', 'Application Internal', and 'Application External'. A note says 'Hold down "Ctrl" to select multiple contacts'. At the bottom right are 'Save' and 'Cancel' buttons.

Fig 26