

Number Management System

User Guide for numbering

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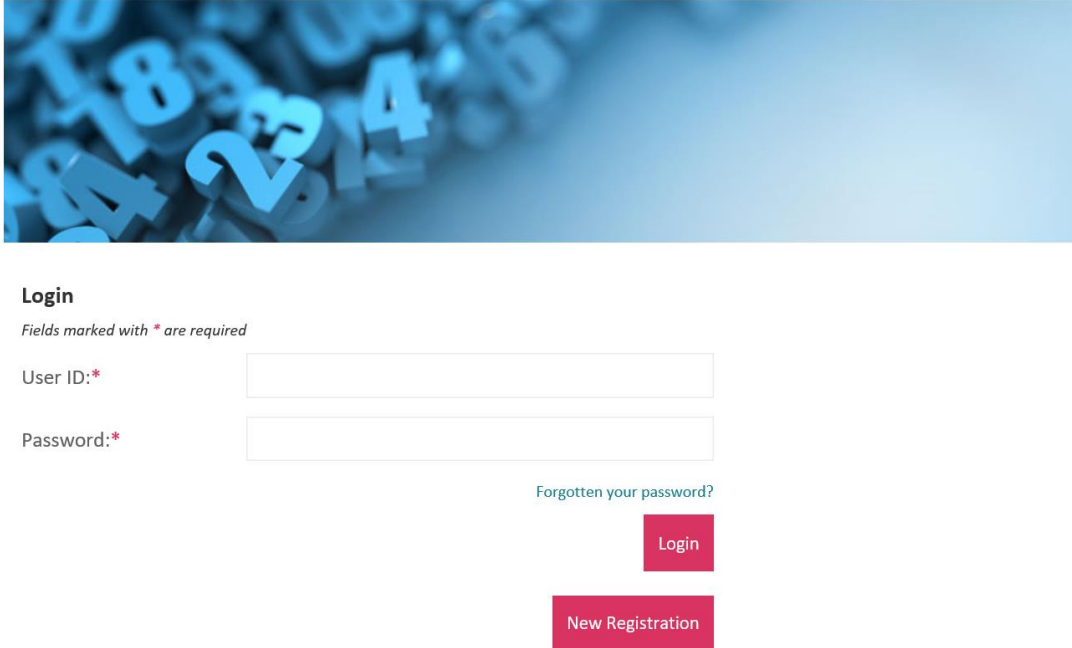
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How to register online

New Registration

Steps to Follow:

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



Ofcom's Number Management System (NMS)

Login
*Fields marked with * are required*

User ID:*

Password:*

[Forgotten your password?](#)

Login

New Registration

Fig 1.

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

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

Data Protection

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

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

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

My Details

*Fields marked with * are required*

Title

--None--

First name*

Middle name

Last name*

Email address*

Confirm email address*

Main phone number*

Mobile number

Challenge question

Place of Birth

Answer to challenge question*

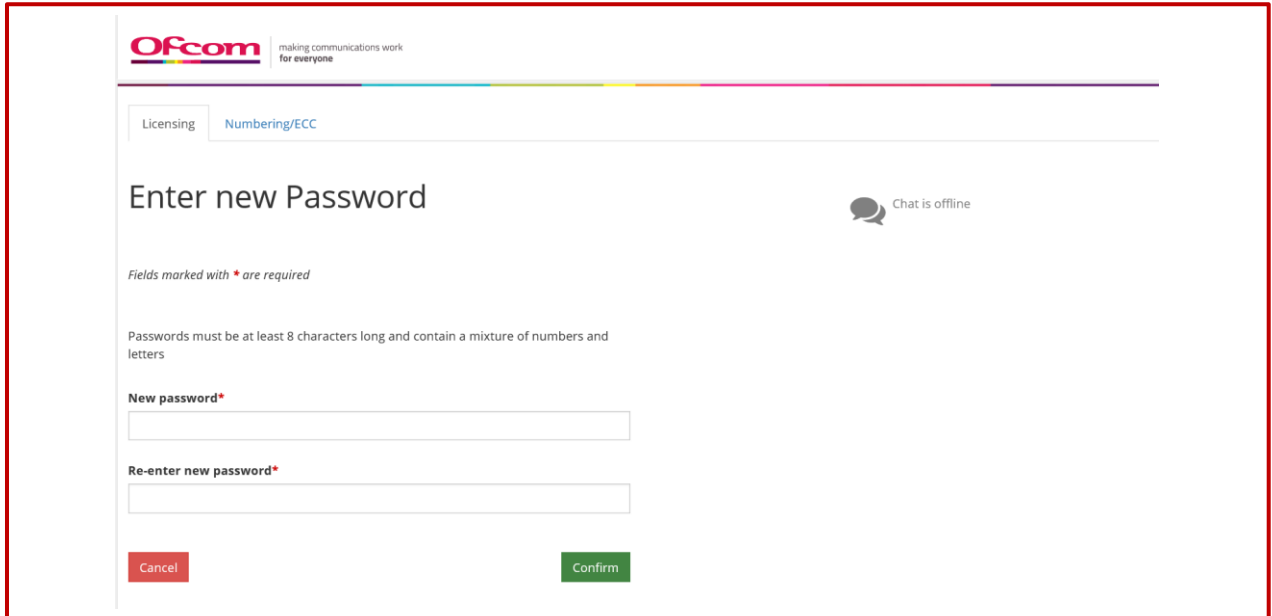
Cancel

Register

Fig 2

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

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



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Licensing Numbering/ECC

Enter new Password

Chat is offline

Fields marked with * are required

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

New password*

Re-enter new password*

Cancel Confirm

Fig 3.


How to login

Existing Users

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

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

Ofcom's Number Management System (NMS)



Login

*Fields marked with * are required*


User ID:*

Password:*


[Forgotten your password?](#)

Fig 4

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



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for everyone


Akanksha Jain 



Licensing

Numbering/ECC


Home


Licensing dashboard


 Chat is offline



 **Personal details** 

Miss Akanksha Jain



 akkij.ain1793@gmail.com





 **My licences** 

You have no licences

 **My contact types** 

You have no contact types

Fig 5

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

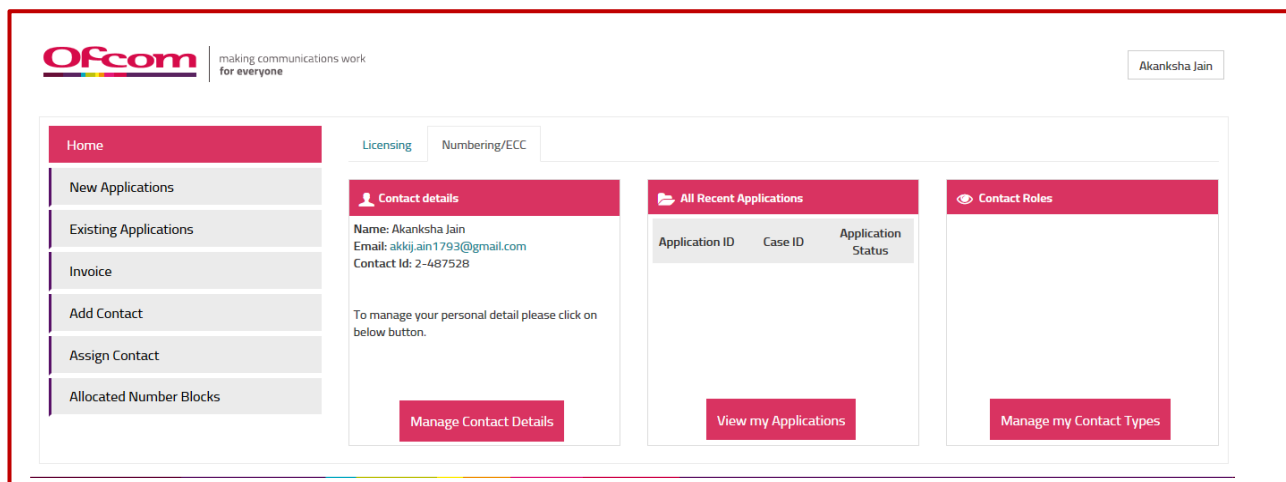


Fig 6

How to change your password

Password Reset

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

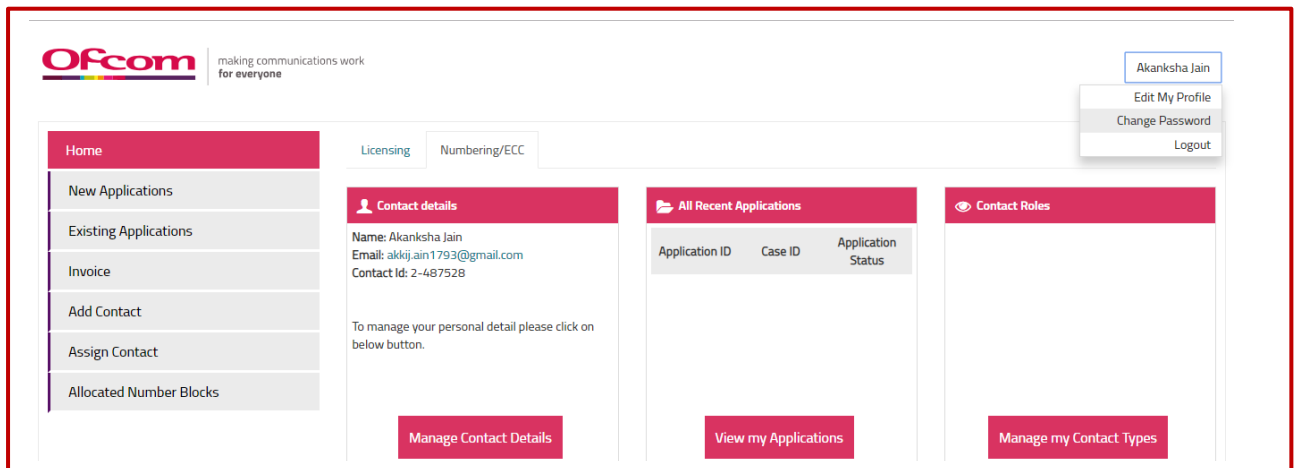


Fig 7

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

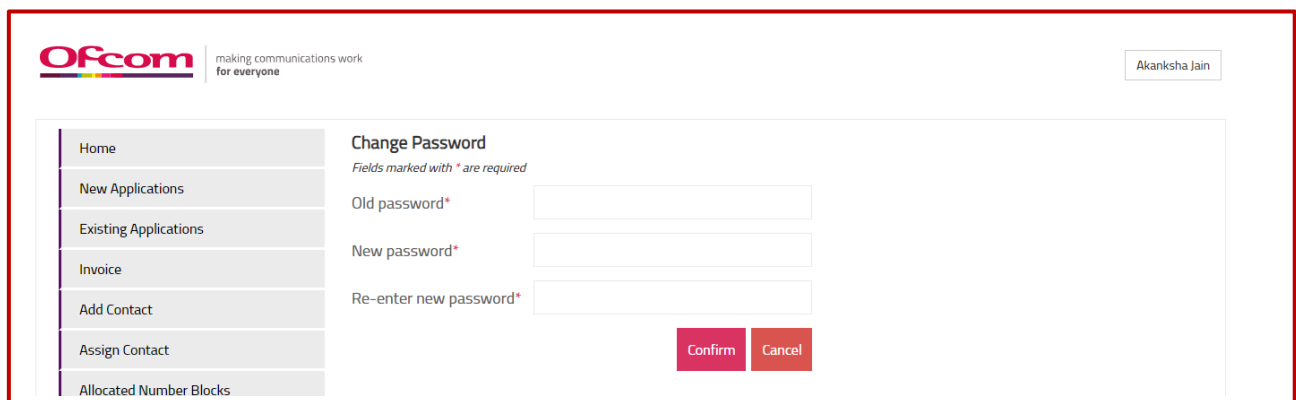


Fig 8

How to create a Communications Provider Business Account

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

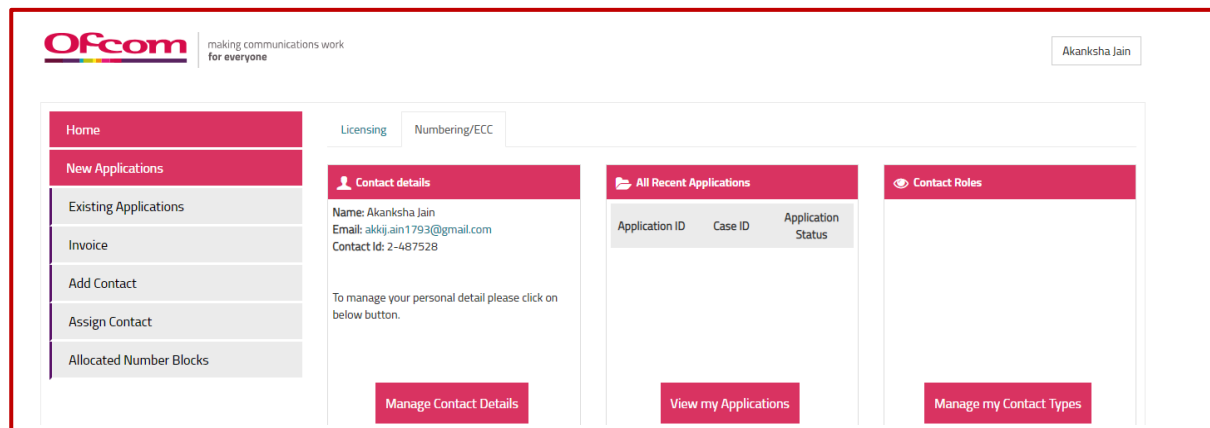


Fig 9

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

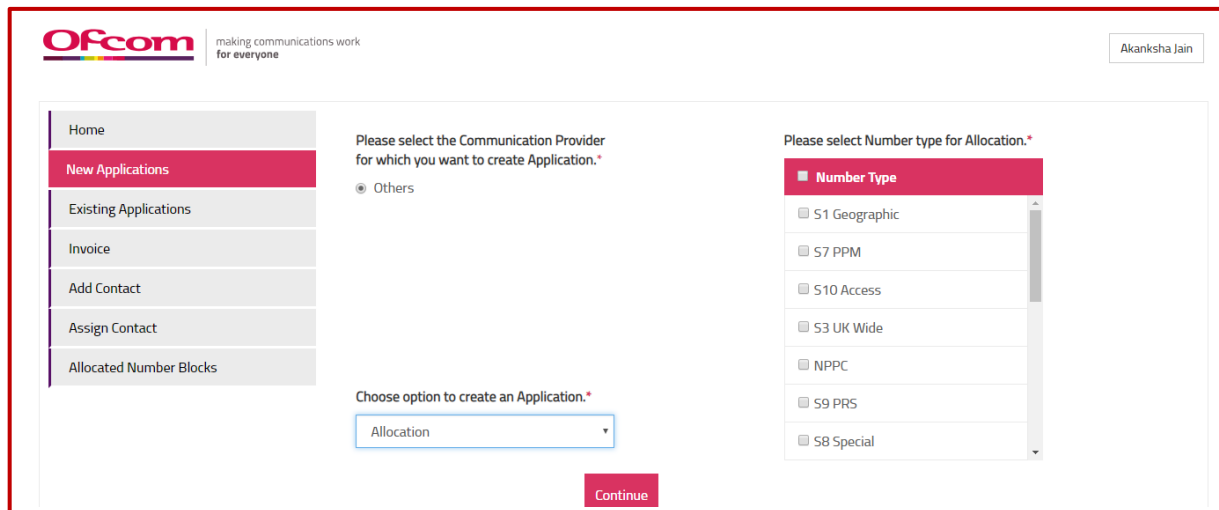


Fig 10

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

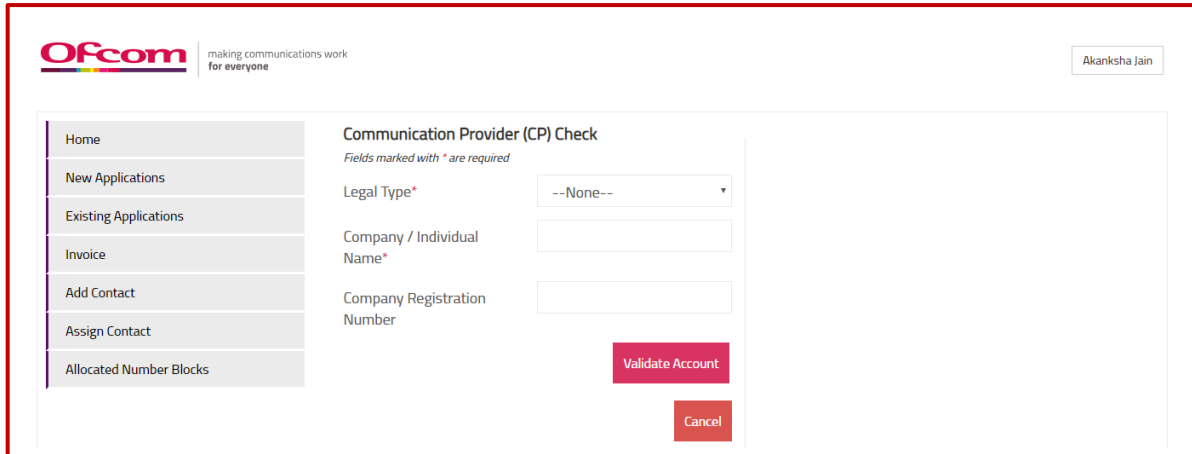


Fig 11

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

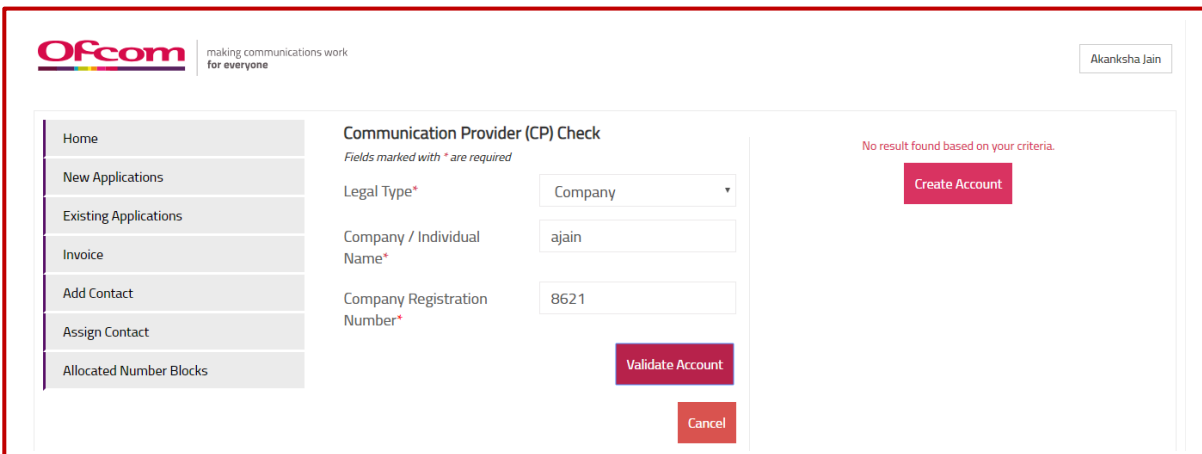


Fig 12

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

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

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Applicant Registration
*Fields marked with * are required*

Legal Type*

Company Name*

Trading Name

Company Registration Number

Status

Nature of Business*

Country of Incorporation

Incorporation / Commencement Date

Registered Office

Street Address*

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

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

Fig 13

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

7. 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.
8. Click “**Update**” button to save details.

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Akanksha Jain

Contact Registration Form
Fields marked with * are required

Company Name: ajain

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

Contact Information:

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

Address Information:

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

Buttons: Update, Reset, Cancel

Fig 14

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

Dayo ola

Edit My Profile, Change Password, Logout

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.

All Recent Applications

| Application ID | Case ID | Application Status |
|----------------------|---------|--------------------|
| View my Applications | | |

Contact Roles

Manage my Contact Types

Buttons: Update Contact Details, View my Applications, Manage my Contact Types

Fig 15

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



Fig 16

How to create numbering applications

To make an application, please follow the following steps:

From the Business Account home page

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

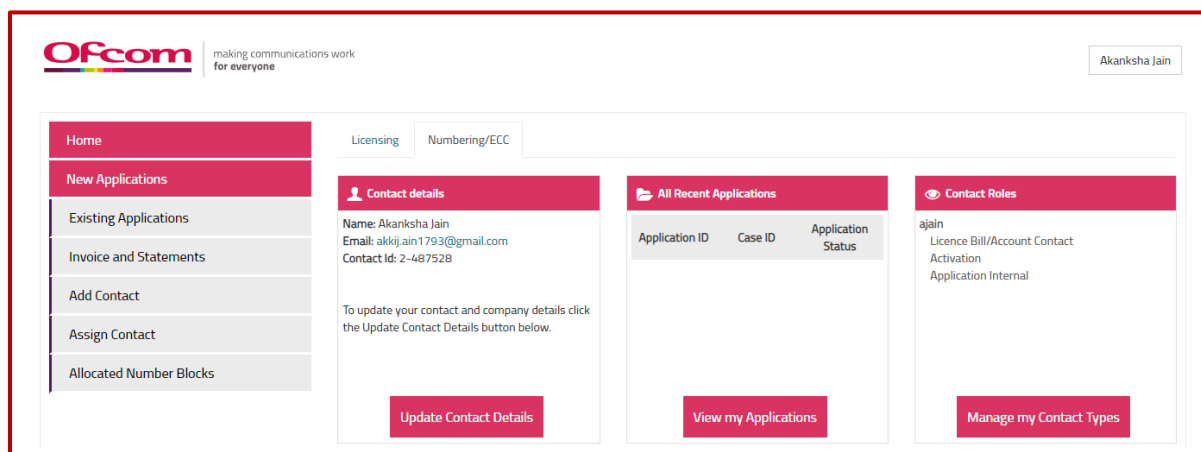


Fig 17

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

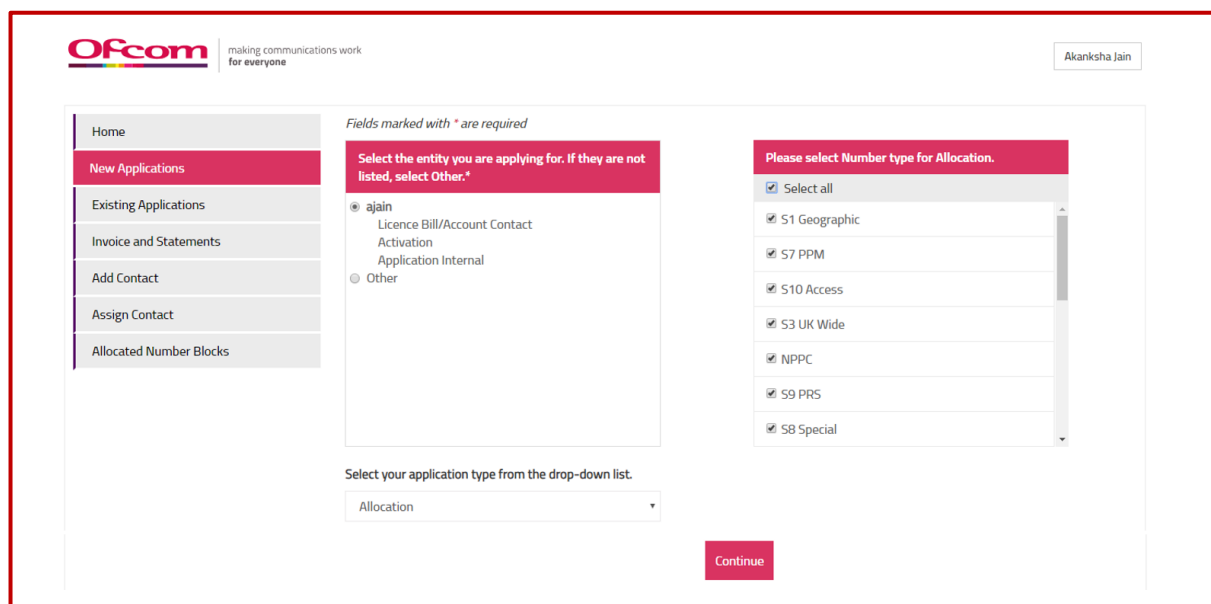


Fig 18

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

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

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

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

The screenshot displays the Ofcom NMS interface. On the left is a sidebar with navigation links: Home, New Applications, Existing Applications, Invoice and Statements, Add Contact, Assign Contact, and Allocated Number Blocks (highlighted). The main content area is titled 'View Allocated Number Blocks'. It features a 'List of Allocated Number Blocks' section with a search bar and a table. The table has columns: Number Block, Number Block Type, Block Size, Chargeable, Allocation Date, Utilization%, Adoption Date, and View Certificate. Below the table, it states 'Showing 0 to 0 of 0 entries' with 'Previous' and 'Next' links. At the bottom of the main content area, there are buttons: 'Update Number Block', 'Cancel', 'Download csv', and 'Continue to application'. Below these buttons is a section for 'Upload Number Block CSV' with a 'Choose File' button and the text 'No file chosen'. At the very bottom is an 'Import Number Block' button.

Fig 19

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

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

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Akanksha Ja

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

PECN/PECS

PECN/PECS

Fields marked with * are required

Please Upload PECS/PECN diagram for Fixed and Mobile.

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

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

PEC Type *

--None--

Type *

--None--

Date of Network Delivery

[12/10/2018]

Description of Network or Service

PECN/PECS Attachment *

Choose File

No file chosen

Upload PECN/PECS

Fig 20

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

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Akanksha Jain

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

CP Details Contact details **PECN/PECS**

Please select Communication Provider to edit PECN/PECS details

PECN/PECS

Fields marked with * are required

Diagram successfully uploaded. Please click continue.

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

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

PEC Type *

--None--

Type *

--None--

Date of Network Delivery

[12/10/2018]

Description of Network or Service

PECN/PECS Attachment *

Choose File

No file chosen

PECN Documents

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

Upload PECN/PECS

Continue

Fig 21

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

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

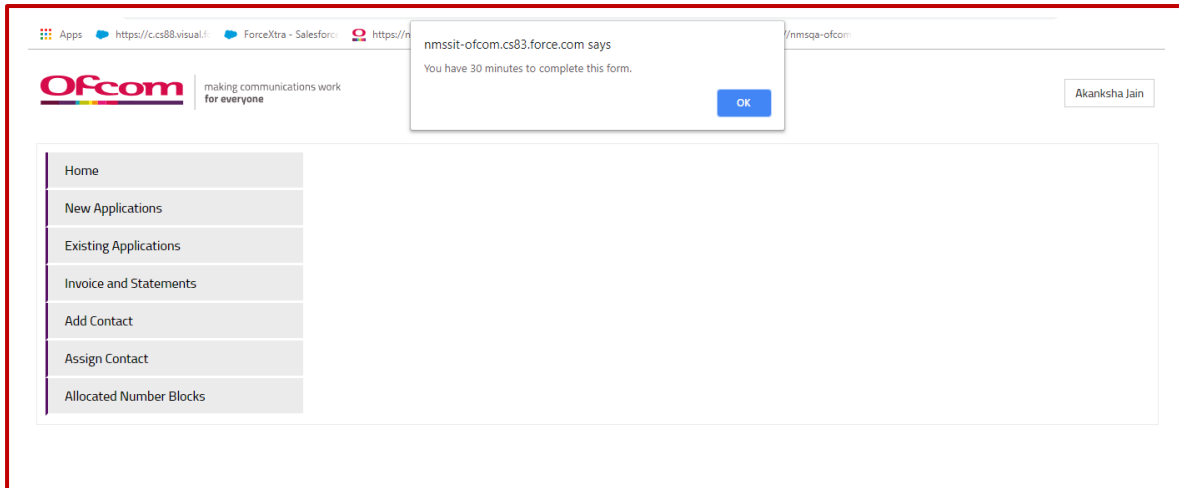


Fig 22

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

Part 1. Communication Provider (CP) Profile

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

Part 2: PECS and PECN

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

Part 3. Application for Number Blocks

Search Number Block Section

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

Additional Information

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

Declaration

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

Time Remaining : 29:26

Number Block Applications -Allocation

Fields marked with * are required

Part 1. Communication Provider (CP) Profile

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

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

Part 2. PECS and PECN*

Please select at least one option

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

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

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

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

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

Part 2.1 Network and/or Service Provision Confirmation

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

Part 3. Application for Number Blocks

Application Details

Account Name

Request Number Blocks

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

Search Number Block

*Number Type

--None--

Number Sub Type

--None--

Service Type

1

2

Search

Search

3.3 Additional Information

Additional Information

Comments

Attachments Description

Add Attachment

No file chosen

Part 4 Declaration

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

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

Submit

Cancel

Fig 23

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

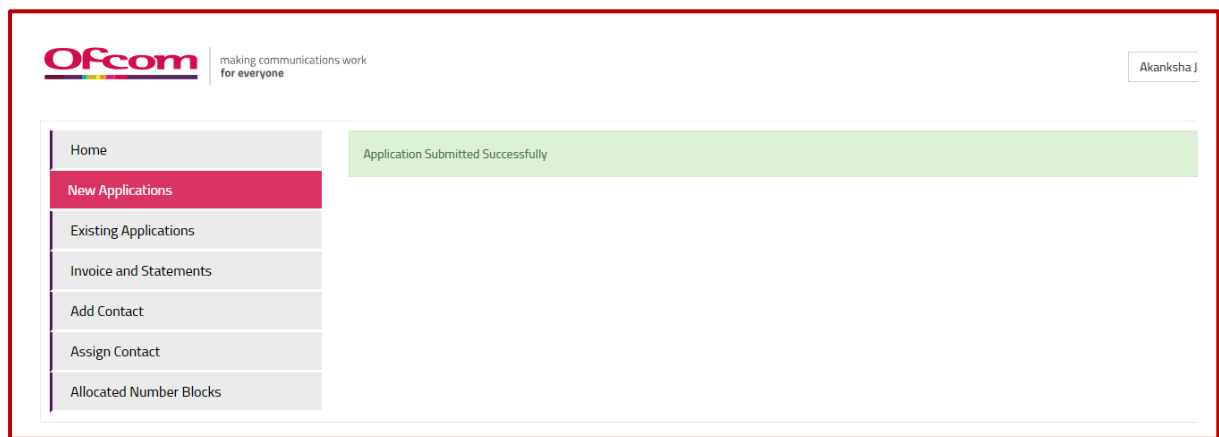


Fig 24

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

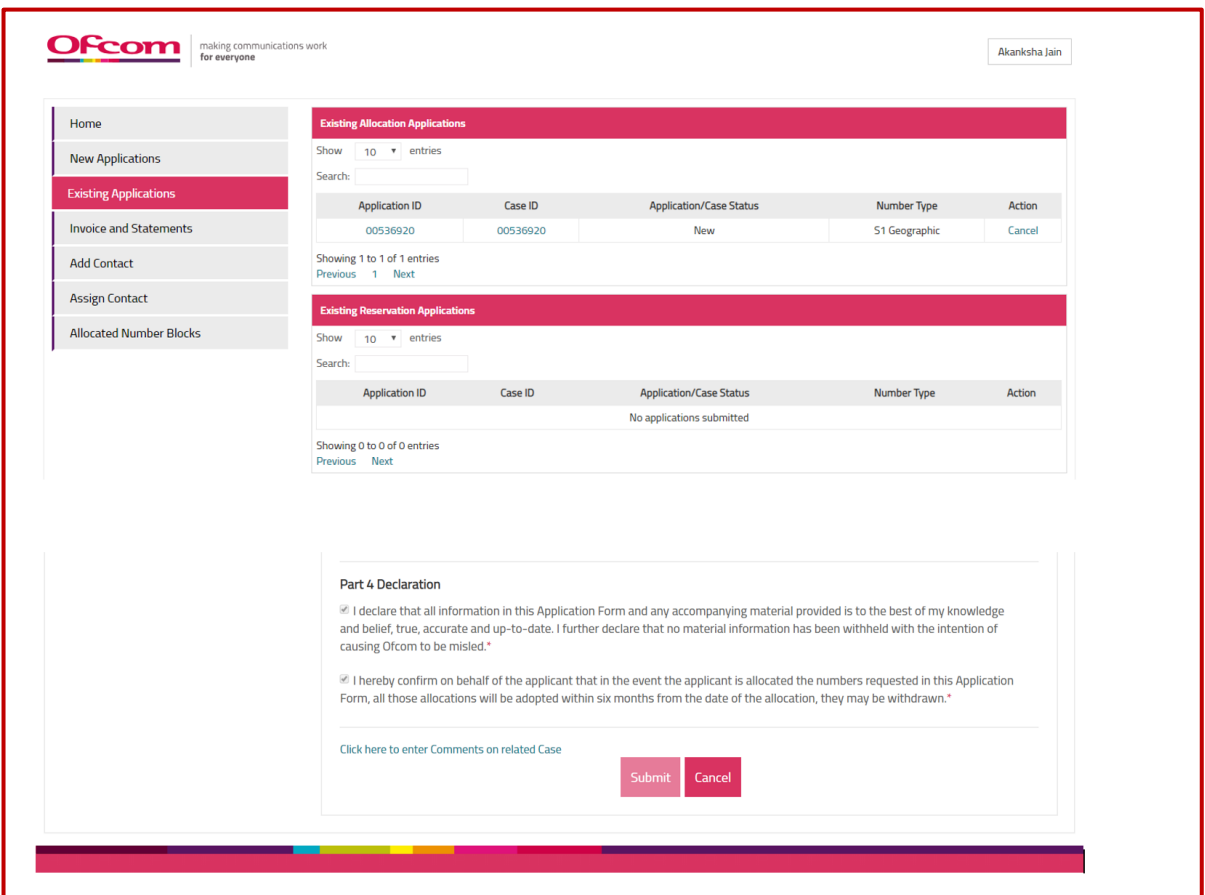


Fig 25

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

Fig 26

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

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

Fig 27

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

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

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

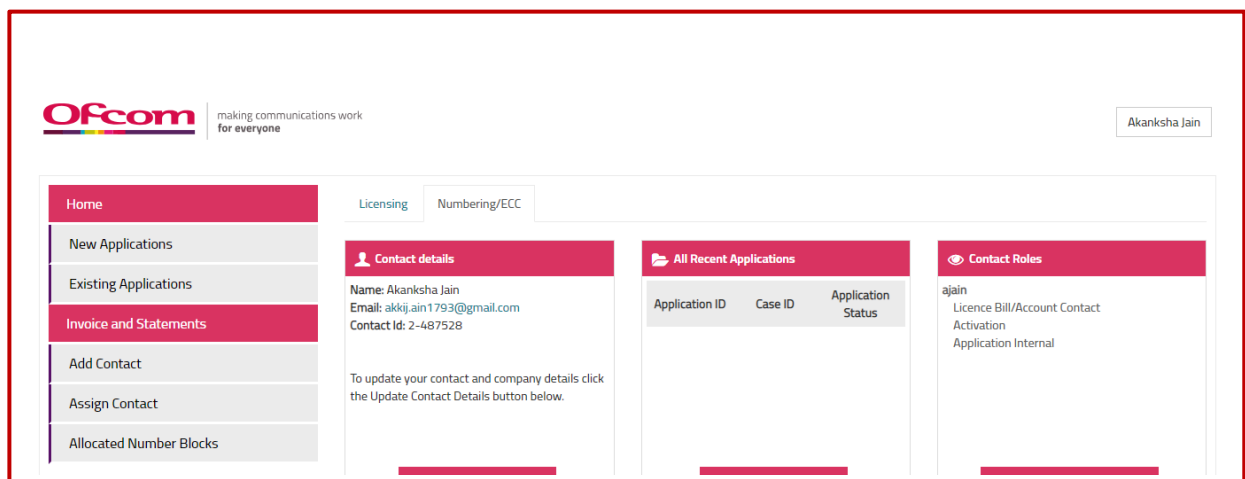


Fig 28

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

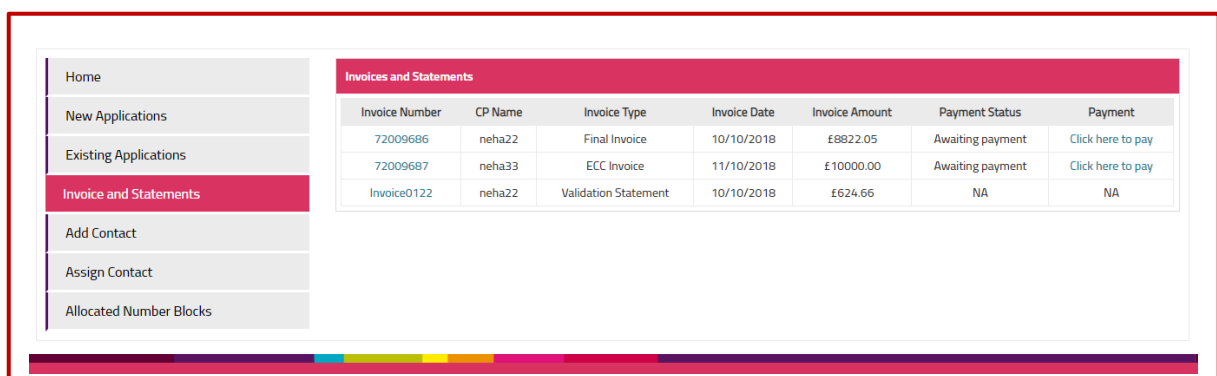


Fig 29

How to add a Contact

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

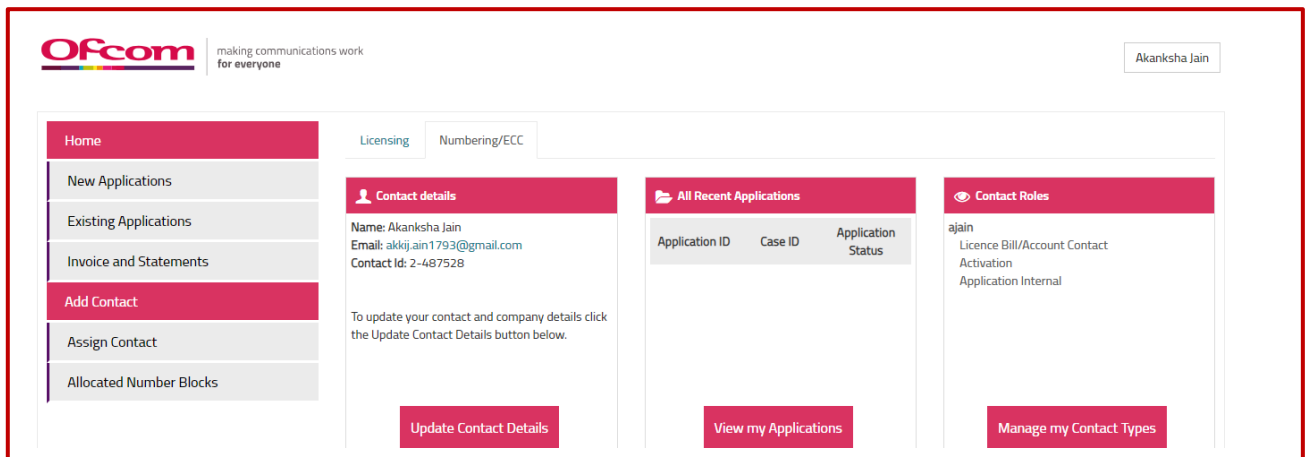


Fig 30

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

The screenshot shows the 'Add Contact' form. The left sidebar is the same as in Fig 30. The main content area is titled 'Add Contact' and includes a note: 'Fields marked with * are required'. Below this, it says 'Please select Communication Provider to add contact details.' and shows a dropdown menu with 'ajain' selected. The form is divided into several sections: 'Company Name' (ajain), 'Contact Type*' (Licence Bill/Account Contact, Activation, Application Internal, Application External), and 'Contact Information:'. The 'Contact Information' section includes fields for Title (dropdown), Forename*, Surname*, Telephone*, Mobile, Email*, and Date of Birth (with a date picker showing 12/10/2018). Below this is the 'Address Information:' section, which includes a 'Street Address*' field with a 'Validate' button, a 'City*' field, a 'Post Code*' field, and a 'Country*' dropdown menu (set to United Kingdom). At the bottom of the form are three buttons: 'Create Contact', 'Reset', and 'Cancel'.

Fig 31

How to assign a Contact to another Communications Provider

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

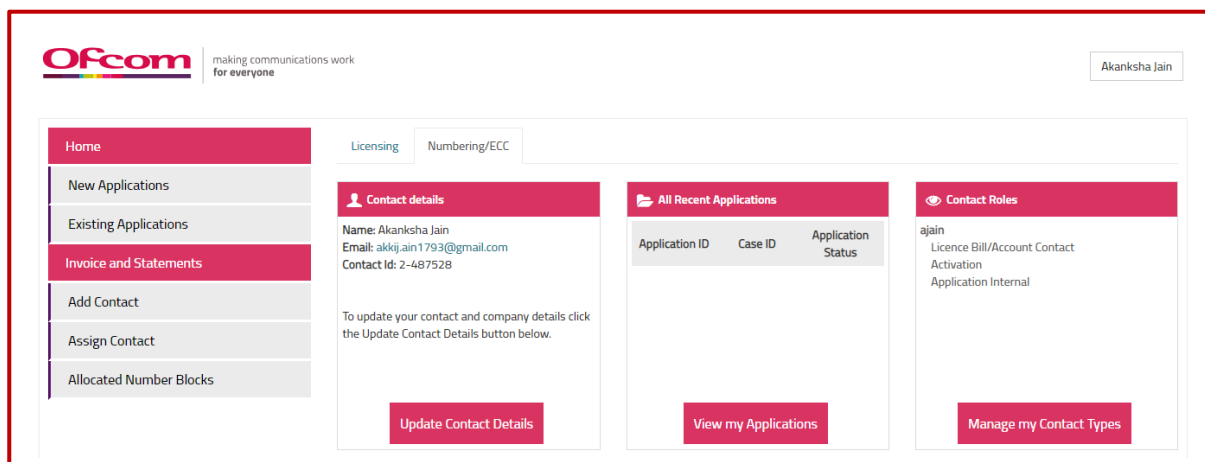


Fig 34

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

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

The screenshot shows the 'Assign Contact' form. The left sidebar is the same as in Fig 34, with 'Assign Contact' highlighted. The main content area has a title 'Assign Contact' and a note 'Fields marked with * are required'. Below this is a prompt 'Please select Communication Provider to assign Contact*'. A dropdown menu is open, showing 'RamSIT17Sep' selected, with sub-items 'Licence Bill/Account Contact' and 'Activation'. Below the dropdown are two input fields: 'Contact Id *' and 'Contact Email *'. A note below the 'Contact Id' field states: 'The Contact Id can be found on the contact's home page under the Contact Details section'. Below these fields is a 'Contact Type *' dropdown menu with options: 'Licence Bill/Account Contact', 'Activation', 'Application Internal', and 'Application External'. A note below the dropdown says 'Hold down "Ctrl" to select multiple contacts'. At the bottom right are 'Save' and 'Cancel' buttons.

Fig 32

How to view allocated number blocks

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

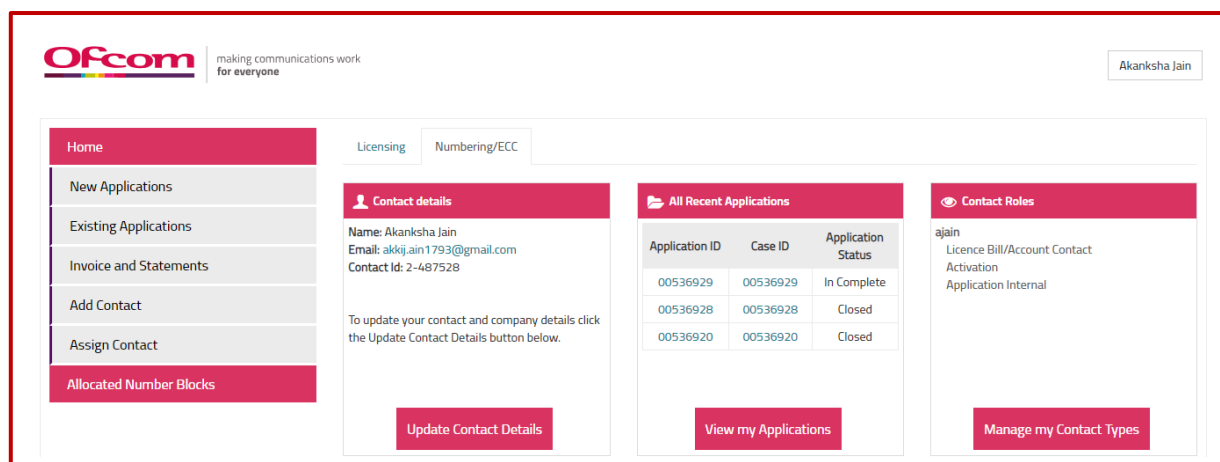


Fig 33

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

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

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

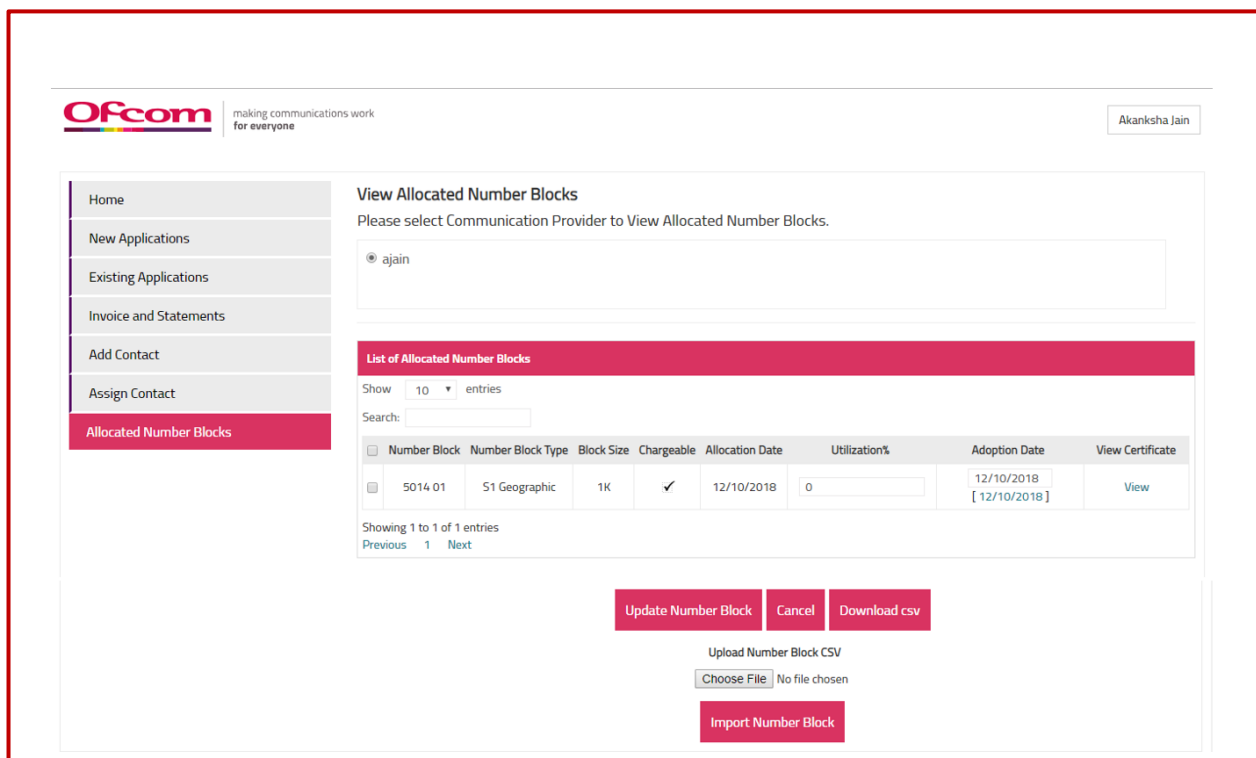


Fig 34