

Pooling Administration System (PAS) Regulatory Registration User Guide

Version 1.3

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Change History

Date	Revision	Change
01/01/2019	1.1	Updated to remove Neustar branding due to transition.
03/29/2019	1.2	Updated screen prints.
08/02/2019	1.3	Update temporary password notification procedures.

Registration

Task Overview

The Registration section of the user guide walks you through the process of registering as a new user in the Pooling Administration System (**PAS**). All PAS users must be registered. By registering as a PAS user, you will have access to the web interfaces to perform all pooling functions.

Required Information

To complete the registration process, you will need the following information:

- Basic user information (name, title, address, phone number, fax number, email address)
- Regulatory agency name
- Name, phone number, email address and title of the agency official who can confirm that you require access to PAS

Preparations

None

Procedure

The following procedure describes how to register as a PAS user:

- Step 1. Use your Internet browser to access the Number Pooling website:
<http://www.nationalpooling.com> (shown in Figure 1).

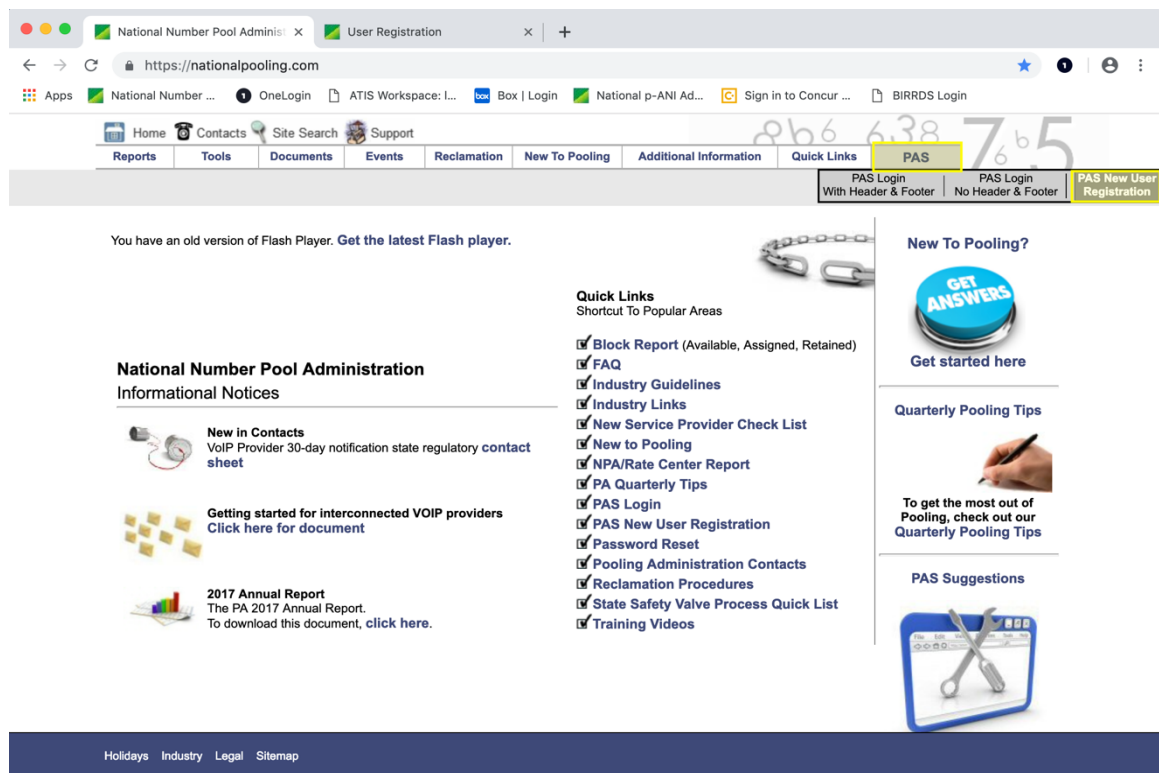


Figure 1 - National Pooling Website

Step 2. From the home page of the Number Pooling website, go to the **PAS** link, then click on the **PAS New User Registration** link (highlighted in Figure 1) to display the preliminary New User Registration screen shown in Figure 2.



Figure 2 - New User Registration Page

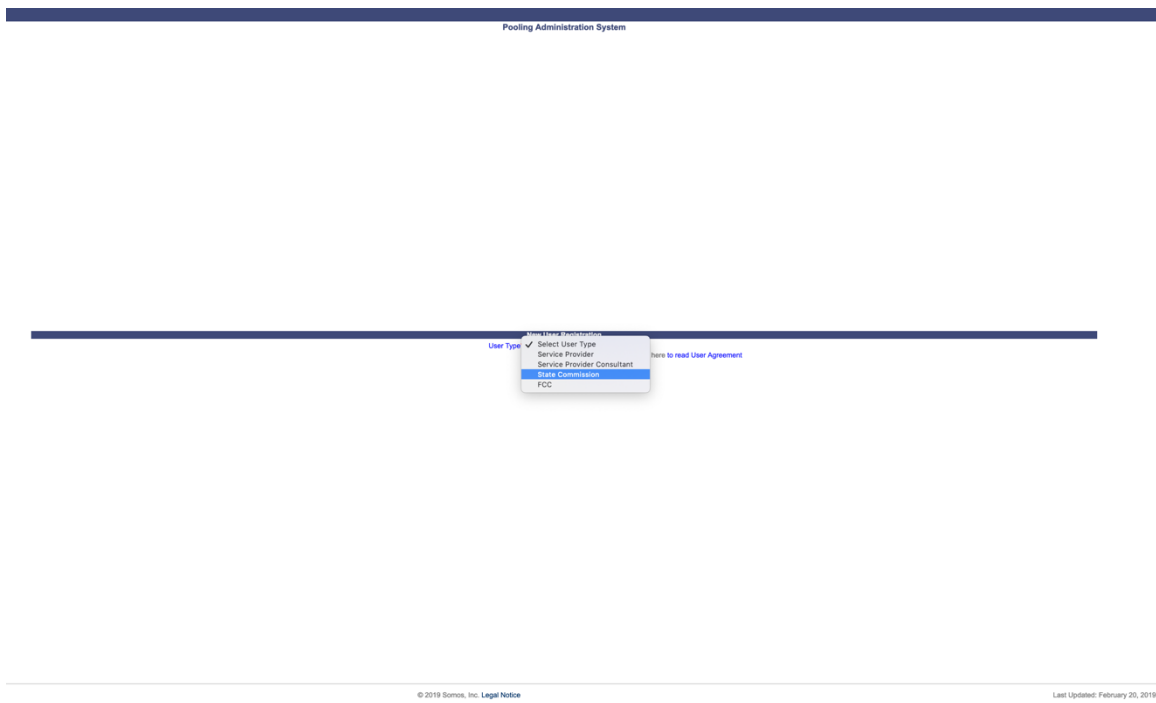


Figure 3a - New User Registration Page with Drop-down list

- Step 3. Select the user type of **State Commission** or **FCC** from the **User Type** drop-down list (as shown in Figure 2a).

Step 4. In order to continue with the PAS registration you must accept the **User Acceptance Agreement** by clicking on the radio button “I accept the terms” (as shown in Figure 2) then click **Continue**. To read the User Agreement, click on the word **here** in the statement that reads “Click here to read User Agreement”. Once you click **Continue** PAS will display the *User Registration – Step 2* screen shown in Figure 4 for State Commission Users and Figure 5 for FCC Users.

Figure 4 – State Commission User Registration Page

Figure 5 - FCC User Registration Page

- Step 5. **User Information and Address** - In the fields provided, enter the registration information in each of the sections. Information is required for all fields except the **Middle Initial**, **Ext**, and **Fax** fields.

NOTE: All telephone and fax numbers must be entered as 10-digit numbers.

- Step 6. **Agency Contact to verify authorization** – Enter the **name**, **telephone**, **email** and **title** of the agency official who can confirm your PAS registration.
- Step 7. **Subscription Choices** – The PA Activity Report allows state users to have PAS send a report daily, weekly or monthly with the PA activity for their state.
- For FCC users the **Subscription Choices** field will not be provided.

NOTE: At any time during the user registration process, you can click the **Cancel** button to exit the registration form. If you click **Cancel**, the registration process will be stopped and the information you entered will be deleted.

- Step 8. After you have entered the required information, click **Submit** to complete your registration request. The message shown in Figure 6 will appear to confirm that your request has been submitted successfully.
- Step 9. After the PAS Login Administrator has processed your request, you will receive an email stating whether you have been registered as a PAS user. If the registration is approved, the email will contain your **PAS** username.
- Step 10. When you receive the email providing your username, respond to the email to acknowledge receipt. You will then receive an e-mail from the PAS Login Administrator informing you of your **PAS** password.
- Step 11. You must login within 10 days of receipt of your password, or your account will be disabled. When you login for the first time after registration, **PAS** will prompt you to reset your password. Make note of the new password for future use.

Thank you for submitting your request for a PAS user ID and password.
Please note the tracking number: **78940**

Figure 6 - Confirmation Screen