


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'

Ofcom's Number Management System (NMS)



Please note that Ofcom's numbering management system can no longer support Internet Explorer 11 and Safari Browser

Login

*Fields marked with * are required*

User ID:*

Password:*

[Forgotten your password?](#)

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

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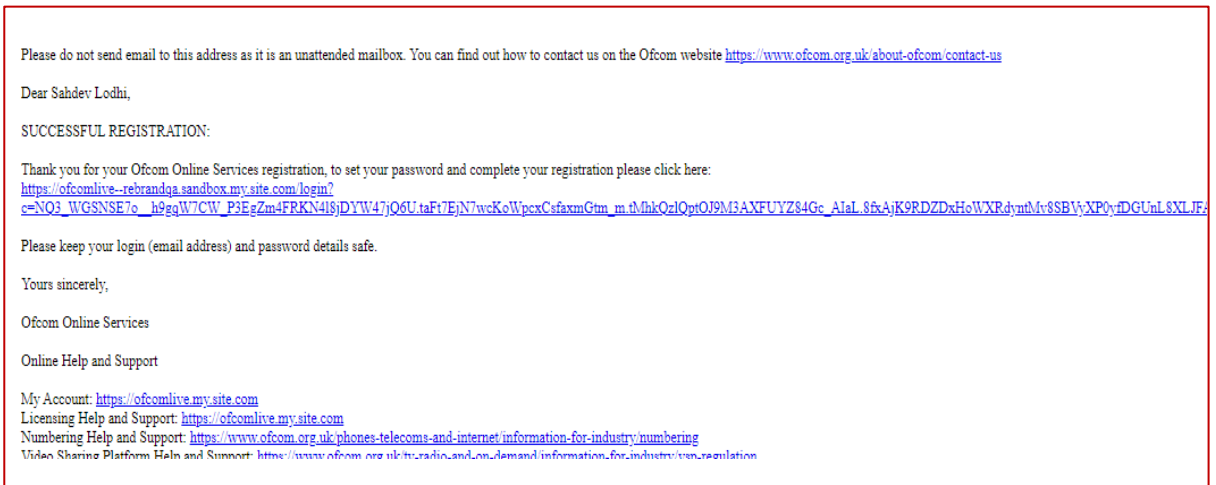
Licensing Site Guest User

Ofcom Online Services

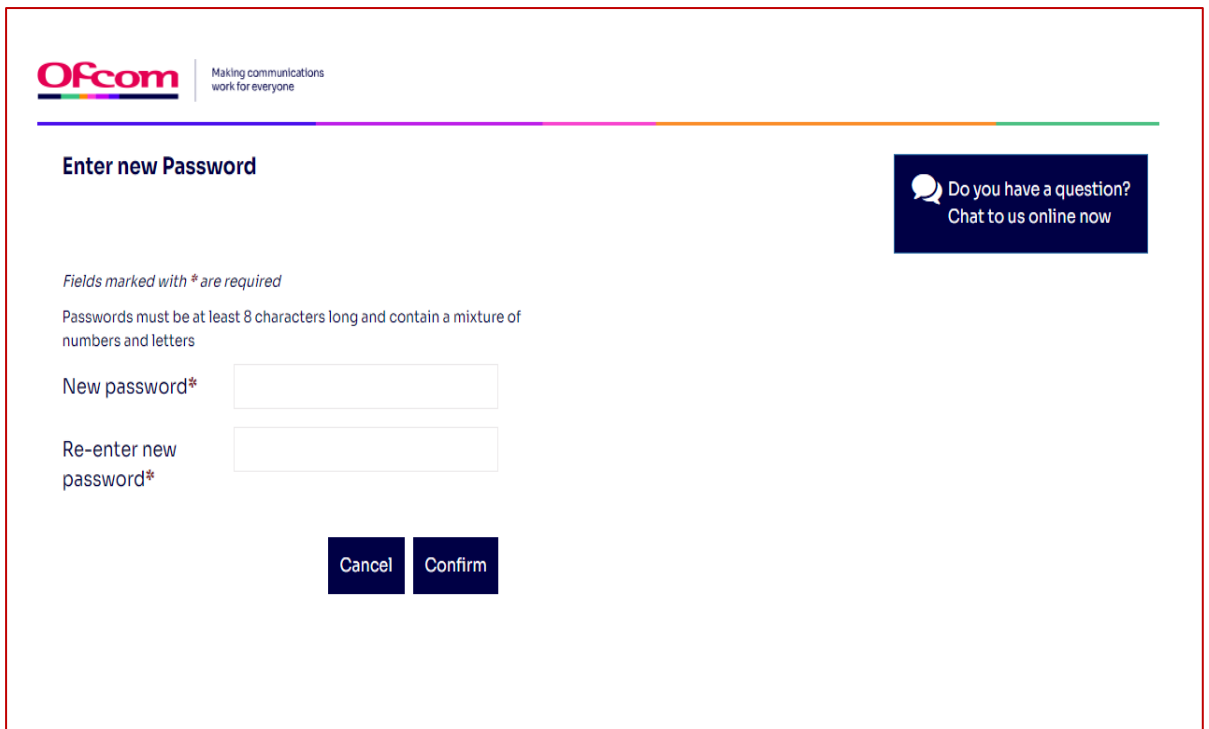
Registration for new users

Instructions on how to login to your new account have been sent to your registered email account.

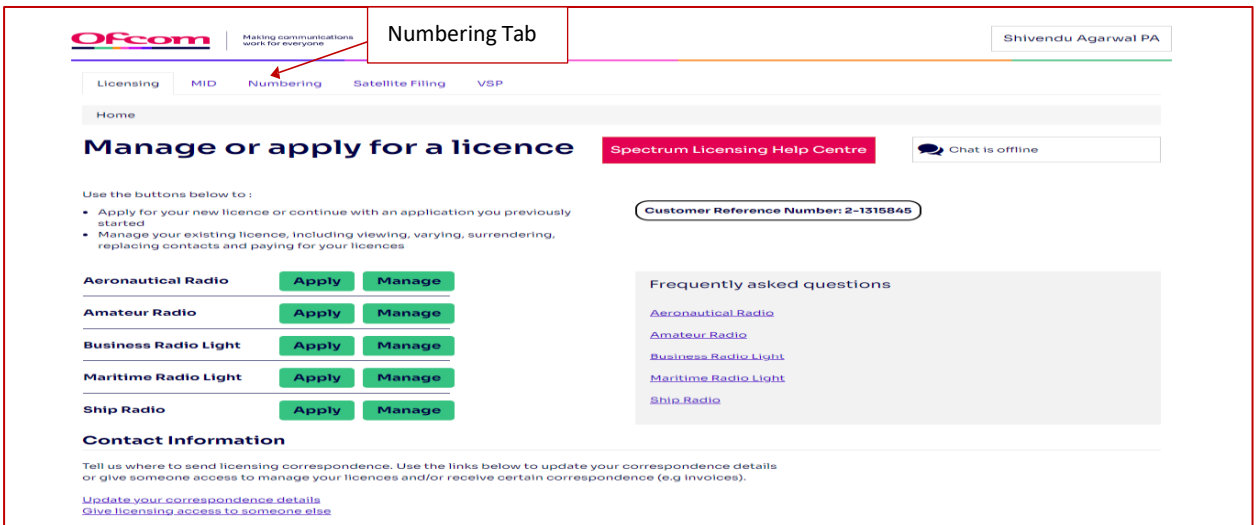
- You should receive an email that provides a link to go back into the system and create a password.



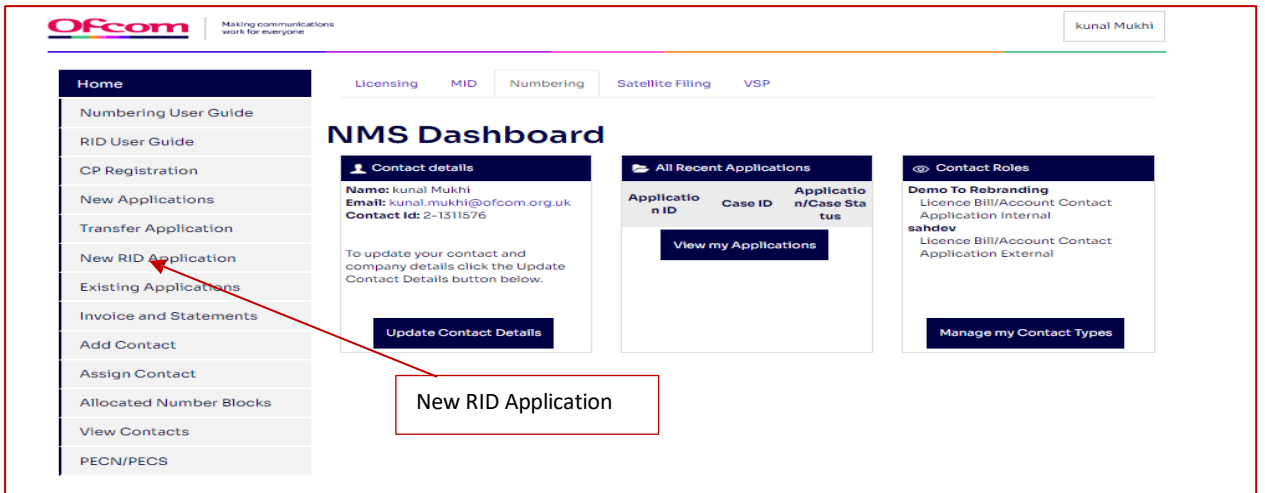
- Click the link and create a password and select 'Confirm'.



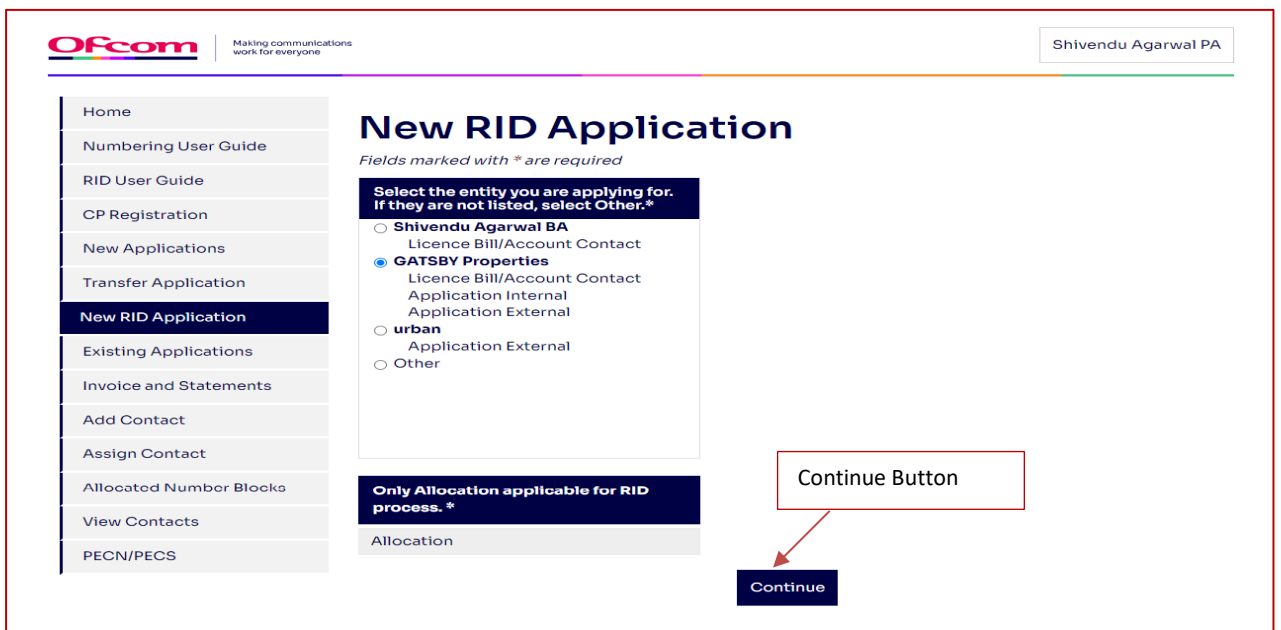
5. Select the tab which is shown as 'Numbering'



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 for the 'Communication Provider (CP) Check' form. The form is titled 'Communication Provider (CP) Check' and includes the following fields: 'Legal Type*' (Company), 'Company / Individual Name*' (Urban), and 'Company Registration Number*' (12345). There are 'Validate Account' and 'Cancel' buttons. A message on the right says 'No result found based on your criteria.' and a 'Create Account' button is visible. Red arrows point to the 'Validate Account' and 'Create Account' buttons, with labels 'Validate Account' and 'Button to Create Account' respectively.

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 the 'Applicant Registration' form. The form is titled 'Applicant Registration' and includes the following fields: 'Legal Type*' (Company), 'Company Name*' (CoforgeTest), 'Trading Name', 'Company Registration Number*' (CoforgeTest), 'Status' (Current), 'Nature of Business*' (--None--), 'Country of Incorporation' (United Kingdom), 'Incorporation / Commencement Date' ([08/09/2024]), and 'Registered Office' (Street Address*). There is a 'Continue' button.

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

The screenshot shows a confirmation message box with the text: "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." There is an 'OK' button.

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.

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kunal Mukhi

Contact Registration Form

*Fields marked with * are required*

Company Name: CoforgeTest

Contact Type*: Application External

Confirm primary contact for invoice:

Contact Information:

Title: Prof

Forename*: kunal

Surname*: Mukhi

Telephone*: 9557981962

Mobile: 9557989162

Email*: kunal.mukhi@ofcom.org.uk

Date of Birth: 04/09/2024

Address Information:

Street Address*: Start typing address here...

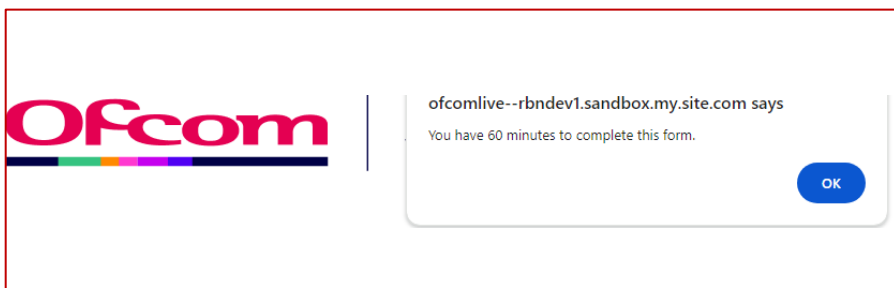
City*:

Post Code*: BA1 5NS

Country*: United Kingdom

Update Reset

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.

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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, 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.*

Time Remaining : 59:54

Click on checkbox of Part 1 Communication Provider (CP) Profile.

Click on any checkbox of Part 2 PECN/PECS

Click on checkbox of Part 2.1 Network and/or Service Provision Confirmation.

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 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

Communication Provider: CoforgeTest

Request Number Blocks

Add New RID Code

Apply for New RID Code button.

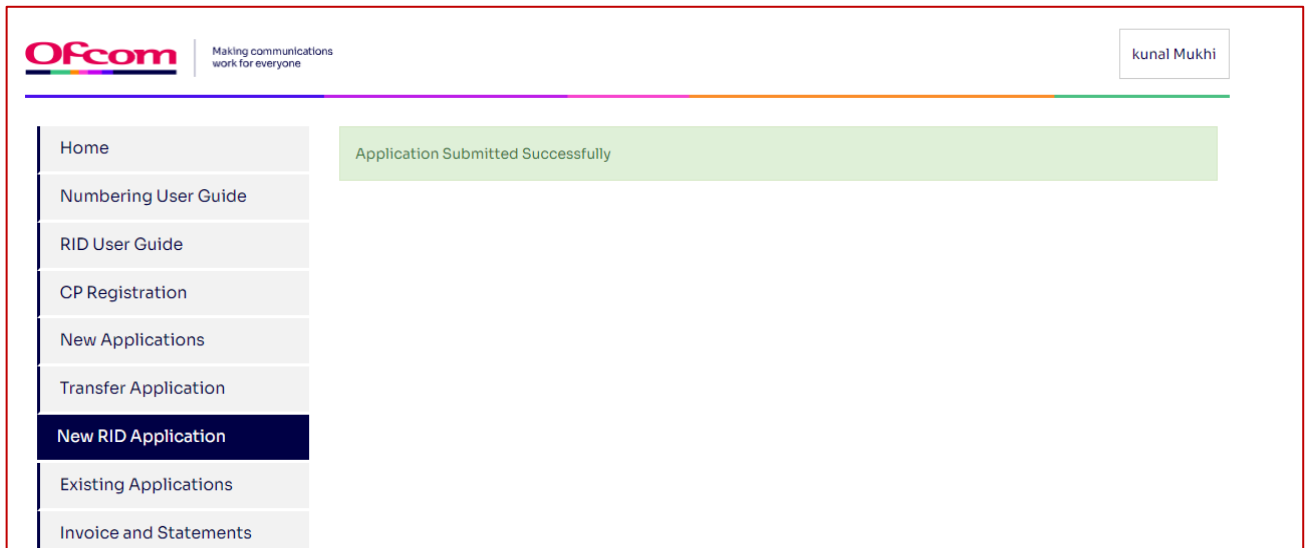
15. Complete all the mandatory fields. (RID Brand name is the name that will be published on our website) and scroll down to the bottom of the page.

The screenshot shows the 'Request Number Blocks' form. At the top, there is a 'Request Number Blocks' header with an 'Add New RID Code' button. Below this is a 'Selected Number Blocks' section with a search bar and a table. The table has columns for 'Number Blocks', 'Address1*', 'Address2', 'Address3', 'City*', 'Postcode*', 'Country*', 'RID Brand Name*', and 'RID Contact Number*'. A 'Remove Selected Number Block/s' button is located at the bottom left of the table. Annotations include a box labeled 'Fill Mandatory Fields' with arrows pointing to the asterisked fields, and another box labeled 'Remove the Selected RID Codes from the selected table.' with an arrow pointing to the 'Remove Selected Number Block/s' button.

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

The screenshot shows the 'Add Attachment' section with a 'Choose Files' button and an 'Upload' button. Below this is the 'Part 4 Declaration' section with two checkboxes. The first checkbox is for a general declaration of truthfulness. The second checkbox is for a confirmation on behalf of the applicant. Annotations include a box labeled 'Submit button.' with an arrow pointing to the 'Submit' button, and another box labeled 'Cancel button.' with an arrow pointing to the 'Cancel' button.

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



The screenshot shows the Ofcom website interface. At the top left is the Ofcom logo with the tagline "Making communications work for everyone". At the top right, the user name "kunal Mukhi" is displayed. On the left side, there is a vertical navigation menu with the following items: Home, Numbering User Guide, RID User Guide, CP Registration, New Applications, Transfer Application, New RID Application (highlighted in dark blue), Existing Applications, and Invoice and Statements. In the main content area, a green banner displays the message "Application Submitted Successfully".

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