



# 9-1-1 Governing Authority NANP Administration System (NAS) User Registration Guide

**Version: 1.0**

# Version History

Revision History		
Date	Version	Description
September 30, 2024	1.0	Initial release of the combined NAS NANP Administration System (NAS) Registration User Guide.

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# 1 Introduction

## 1.1 Purpose

This document outlines the process for registering for the NANP Administration System (NAS); including user type descriptions to assist with the selection of the appropriate user type and step-by-step registration instructions for each user type.

## 1.2 NANP Administration System (NAS) Overview

The NANP Administration System (NAS) supports the administration of several North American Numbering Plan (NANP) resources, including Numbering Plan Areas (NPA), Central Office (CO) Codes, Thousands-Blocks, 5XX-NXX, 9YY-NXX, Carrier Identification Codes (CICs), and pseudo-Automatic Numbering Identification (p-ANIs). In addition, NAS supports the North American Number Plan Numbering Resource Utilization and Forecast (NRUF), Thousands-Block Forecast, p-ANI Forecast reporting, Annual Reporting for p-ANI and Carrier Identification Codes (CIC), and the NANP Notification System (NNS).

The data available to a NAS user shall be restricted based on the user type selected and the subscription choices selected. To identify the appropriate user type, proceed to **1.3 User Type Description**.

## 1.3 User Type Description

### 1.3.1 9-1-1 Governing Authority

A 9-1-1 Governing Authority user is a representative of an entity who is designated under state law or regulation to have decision-making and oversight responsibilities for a 9-1-1 Emergency Number System for one or more Public Safety Answering Points (PSAPs) and who uses the system to view information related to non-dialable p-ANIs.

9-1-1 Governing Authority users will be able to view data associated with **p-ANI Resources** and **NANP Notifications**.

9-1-1 Governing Authority users will only be able to view data for the States and NPAs in their user profile.

To register as a 9-1-1 Governing Authority user proceed to Section **2 9-1-1 Governing Authority Registration**.

## 1.4 Content Summary

This document will guide Service Provider (SP) and Service Provider Consultant (SPC) users through the following tasks related to NAS registration:

- Role
- User Information
- Address
- Authorizer
- Company Identifier & Service Area
- NNS Notifications
- Review & Submit

## 1.5 Conventions

This document presents the text that appears on NAS screens (e.g., toolbar items, field labels and buttons) as well as internal and external document references. Toolbar items, field names, buttons and internal document references are shown in **bold black**, internal document references are hyperlinked, and external document references are *black italicized*.

## 1.6 Preparations

There are no preparations required.

## 1.7 Troubleshooting

Any questions or issues may be emailed to [support@nanpa.com](mailto:support@nanpa.com) or call 866-623-2282.

## 2 9-1-1 Governing Authority Registration

### 2.1 Accessing Registration Link

#### 2.1.1 From NANPA website

From <https://www.nanpa.com> select LOGIN.

#### 2.1.2 From NAS Login Page

At the bottom of the NAS Login Page select **Create an Account** (Figure 2-1) after **New User?**

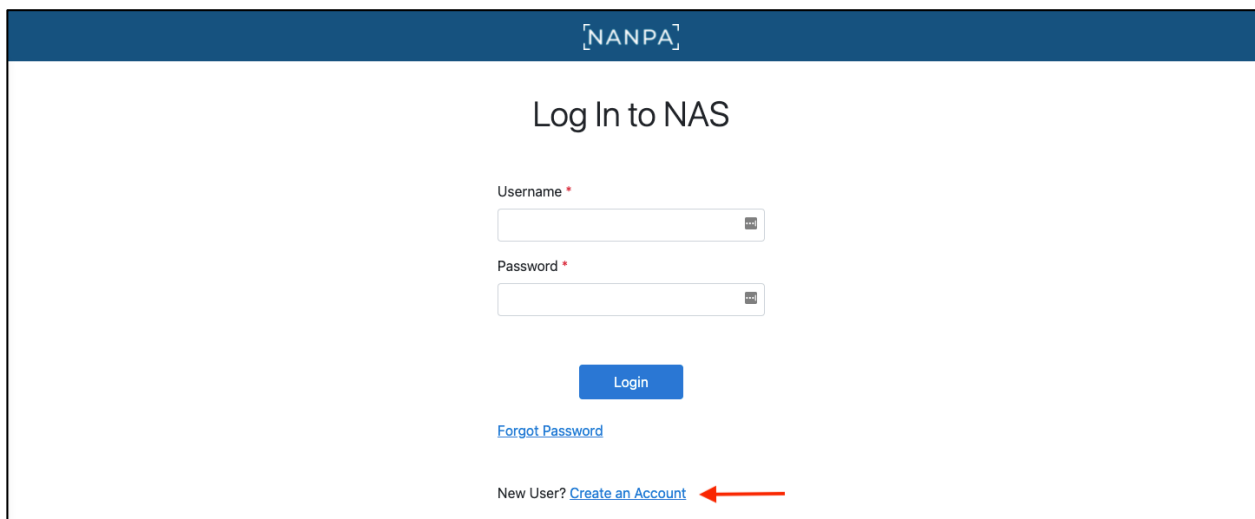


Figure 2-1

Once Create an Account is selected, Section **2.2 Role** will be presented.

## 2.2 Role

All **Role** fields with a red asterisk (\*) are required (Figure 2-1).

**Select Your Role** by choosing **9-1-1 Governing Authority** from the drop-down menu (Figure 2-3).

Once the role of **9-1-1 Governing Authority** is selected, a list of **Resource Subscription** options will be provided under **Select Your Resource Subscriptions**. At least one of the following **Resource Subscription** options must be selected using the checkbox (Figure 2-4):

- **NANP Notification System (NNS)** – Receive notifications from NANPA related to NANP numbering (i.e., Relief Planning, INC Guideline Changes, NAS system maintenance, etc.).
- **p-ANI Resources** – View selected data associated with p-ANI resources.  
**NOTE:** p-ANI Resources is automatically selected for 9-1-1 Governing Authority users and may not be unselected.

**NOTE:** To access the functions associated with a specific **Resource Subscription**, the checkbox must be selected for that **Resource Subscription**.

Figure 2-2

Figure 2-3

Figure 2-4

Select the **Next** button to proceed to Section 2.3 User Information.

## 2.3 User Information

All **User Information** fields with a red asterisk (\*) are required (Figure 2-5).

Complete the required fields in the **User Information** section.

- **Username\*** – Enter a username.
  - **NOTE:** The username is not case sensitive.
- **Email\*** – Enter your agency email address.
  - **NOTE:** Gmail and other non-business email addresses are not accepted.
- **First Name\*** – Enter your first name
- **Last Name\*** – Enter your last name.
- **Title\*** – Enter your title.
  - **Agency Name\*** – Enter the agency name. **NOTE:** Enter the full agency name, abbreviations not allowed.
- **Work Phone\*** – Enter your work phone number.
- **Extension** – Enter your Extension Number.
- **Secondary Phone** – Enter your secondary phone number.
- **Fax** – Enter your fax number.

The screenshot shows the 'NAS Registration' page with a sidebar on the left containing a navigation menu: Role (checked), User Information (selected), Address, Authorizer, Company Identifier & Service Area, NNS Notifications, and Review & Submit. The main content area is titled 'User Information' and contains the following fields:

- Username \***: A text input field with a password icon on the right.
- Email \***: A text input field.
- First Name \*** and **Last Name \***: Two separate text input fields.
- Title \***: A text input field.
- Agency Name \***: A text input field.
- Work Phone \*** and **Extension**: Two text input fields.
- Secondary Phone**: A text input field.
- Fax**: A text input field.

A blue 'Next' button is positioned at the bottom center of the form.

Figure 2-5

Select the **Next** button to proceed to Section **2.4 Address**.

## 2.4 Address

All **Address** fields with a red asterisk (\*) are required (Figure 2-6).

Enter your agency address in the **Address** fields.

- **Street Address\*** – Enter the agency street address.
- **City\*** – Enter the city associated with the agency street address.
- **State/Territory\*** – Select the State or NANP Territory associated with the agency street address from the drop-down list (Figure 2-7).
- **Zip Code\*** – Enter the zip code associated with the agency street address.



The screenshot shows the 'Address' section of the 'NAS Registration' form. On the left, a sidebar indicates the progress: 'Role' and 'User Information' are completed (green checkmarks), and 'Address' is the current step (blue checkmark). Below the sidebar, the form fields are: 'Country' (dropdown menu with 'United States' selected), 'Street Address' (text input with a location pin icon), 'City' (text input), 'State or Territory' (dropdown menu with 'Select' selected), and 'Zip Code' (text input). A blue 'Next' button is positioned below the 'Zip Code' field.

Figure 2-6

- 
- The dropdown menu displays a list of states and territories. The items are: Select, ALABAMA, ALASKA, AMERICAN SAMOA, ARIZONA, ARKANSAS, CALIFORNIA, COLORADO, CONNECTICUT, DELAWARE, DISTRICT OF COLUMBIA, FLORIDA, GEORGIA, GUAM, HAWAII, IDAHO, ILLINOIS, INDIANA, IOWA, KANSAS, KENTUCKY, LOUISIANA, MAINE, MARYLAND, MASSACHUSETTS (highlighted), MICHIGAN, MINNESOTA, MISSISSIPPI, MISSOURI, MONTANA, NEBRASKA, NEVADA, NEW HAMPSHIRE, NEW JERSEY, NEW MEXICO, NEW YORK, NO. MARIANA ISLANDS (CNMI), and NORTH CAROLINA. A downward arrow is visible at the bottom of the list.

Figure 2-7

Select the **Next** button to proceed to Section **2.5 Authorizer**.

## 2.5 Authorizer

All **Authorizer** fields with a red asterisk (\*) are required (Figure 2-8).

Enter the information for an agency employee other than yourself that NANPA can contact to verify your employment.

- **Name\*** – Enter the First Name and Last name of an agency employee other than yourself.
- **Title\*** – Enter the **Authorizer’s** title.
  - **Agency Name\*** – Enter the **Authorizer’s** agency name. **NOTE:** Enter the full agency name, abbreviations not allowed.
- **NOTE:** The Agency Name must match the **Agency Name** under **User Information**.
- **Phone\*** – Enter the **Authorizer’s** phone number.
- **Extension**– Enter **Authorizer’s** Extension Number.
- **Email\*** – Enter the **Authorizer’s** agency email address. The Email must be affiliated with the **Agency Name**.

The screenshot shows the 'Authorizer' section of the 'NAS Registration' form. On the left is a navigation sidebar with a tree view containing: Role, User Information, Address, Authorizer (selected), Company Identifier & Service Area, NNS Notifications, and Review & Submit. The main form area is titled 'Authorizer' and contains the following fields: 'Name \*' (text input), 'Title \*' (text input), 'Agency Name \*' (text input), 'Phone \*' (text input), 'Extension' (text input), and 'Email \*' (text input). A blue 'Next' button is located at the bottom center of the form.

Figure 2-8

Select the **Next** button to proceed to Section **2.6 Company Identifier & Service Area**.

## 2.6 Company Identifier & Service Area

All **Company Identifier & Service Area** fields with a red asterisk (\*) are required (Figure 2-9).

Enter **Company Identifier & Service Area** information.

**Service Areas** is provided when **p-ANI Resources** is selected.

To select all States/Territories and NPAs use the **Select All** checkbox (see the red arrow in Figure 2-9).

Otherwise, select the State/Territory(s) and NPA(s) where the agency is doing business using the checkboxes next to each **State/Territory** and associated **NPAs**.

**NOTE:** To access a specific State/Territory and NPA, the checkbox for that specific **State/Territory** and **NPA** must be selected.

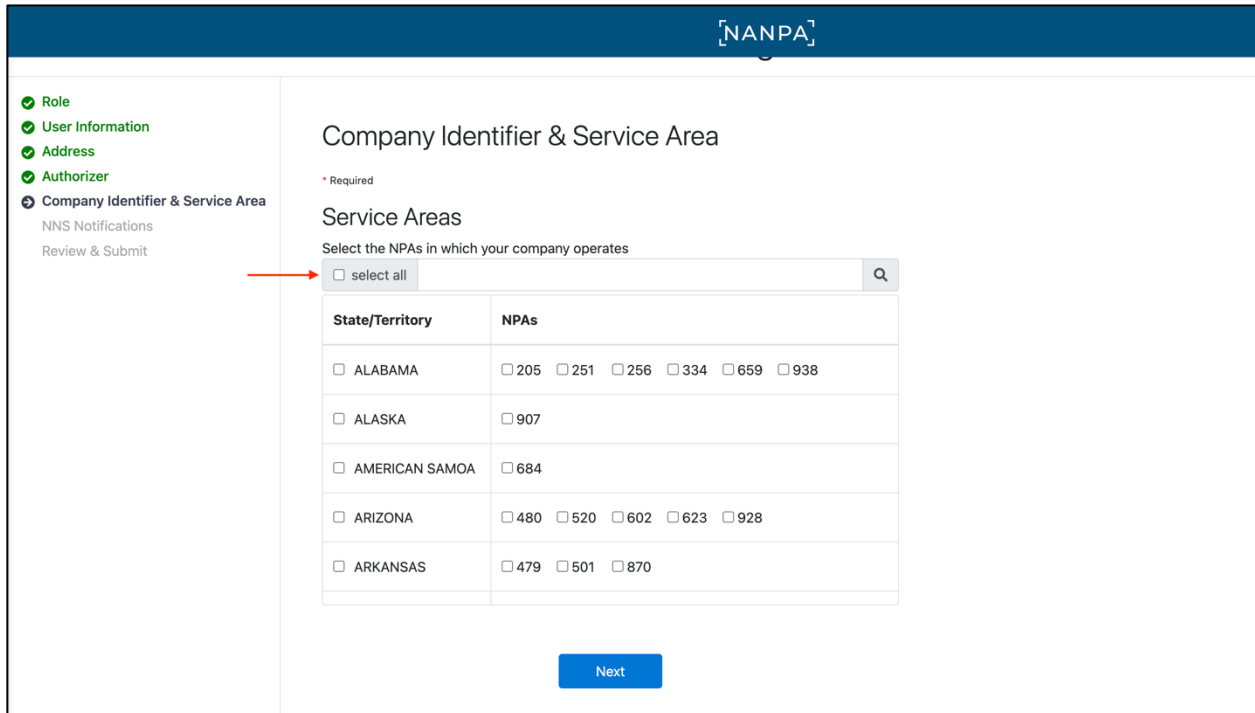


Figure 2-9

**NOTE:** The next section presented will depend on the **Resource Subscriptions** selected in Section 2.2 Role. The **Next** button will proceed to Section:

- **2.7 NNS Notifications** when **NANP Notification System (NNS) Resource Subscription** was selected,
- **2.8 Review & Submit** when no other **Resource Subscriptions** were selected.

## 2.7 NNS Notifications

**NNS Notifications** is only provided when the **Resource Subscription** of **NANP Notification System (NNS)** is selected. **NNS Notifications** allows the applicant to select specific geographic and non-geographic notifications they would like to receive (Figure 2-10).

To receive **Geographic Notifications**, select any of the following checkboxes:

- **CO Code/Thousands-Block** – When selected the users shall receive notifications regarding new processes and changes that affect specific states and/or NPAs.

- **Jeopardy** – When selected the users shall receive notifications regarding NPAs going into and out of Jeopardy, Jeopardy status update, regulatory directives regarding jeopardy procedures.
- **Other Geographic Notifications** – When selected the users shall receive notifications regarding press releases, regulatory directives and data related to the status of resources associated with state conservation deliberations.
- **NPA Relief Planning** – When selected the users shall receive notifications regarding the development of NPA relief plans. These notifications are available only to the specific industry members involved in the development of area code relief plans.

When a **Geographic Notification** is selected, the **Service Areas for Geographic Notifications** fields will be provided.

To receive notifications for all **States/Territories** and **NPAs** use the **Select All** checkbox (see the red arrow in Figure 2-11).

Otherwise, select the **State/Territory(s)** and **NPA(s)** for which notifications are being requested using the checkboxes under **State/Territory** and **NPAs**.

**NOTE:** To access a specific State/Territory and NPA, the checkbox for that specific **State/Territory** and **NPA** must be selected.

To receive **Non-Geographic Notifications** select any of the following checkboxes:

- **INC (Industry Numbering Committee) Guideline Changes** – When selected the users shall receive notifications regarding INC Guideline changes.
- **NRUF Reporting Changes** – When selected the users shall receive notifications regarding NRUF reporting changes.
- **NANPA Planning Letters** – When selected the users shall receive notifications regarding NANPA Planning Letters.
- **Other Non-Geographic Notifications** – When selected the users shall receive notifications regarding NANPA process changes, system maintenance, client education and personnel changes.
- **Other Resources** – When selected the users shall receive notifications regarding CO codes from the non-geographic 5XX NPAs and 900 NPA and Carrier Identification Codes (CICs).
- **p-ANI** – When selected the users shall receive notifications regarding p-ANI.

**NOTE:** To receive a specific type of notification, the checkbox must be selected for the geographic or non-geographic notification type.

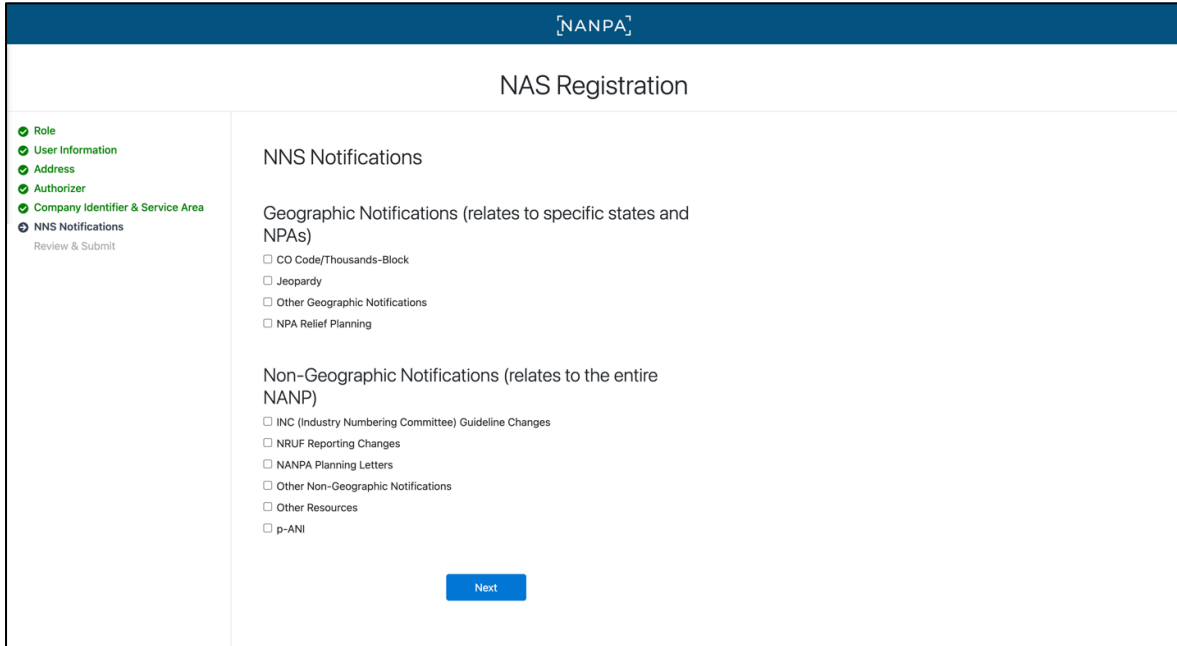


Figure 2-10

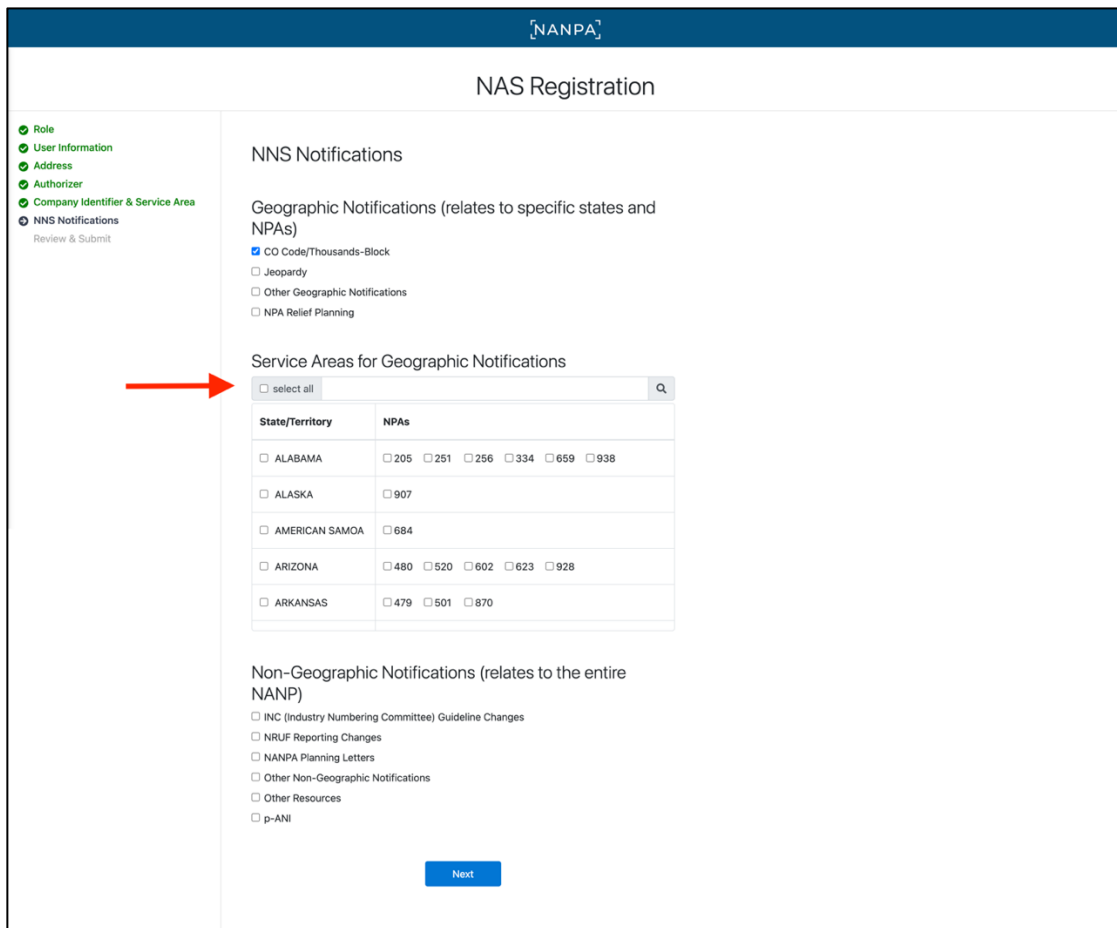


Figure 2-11

Select the **Next** button to proceed to the Section **2.8 Review & Submit**.

## 2.8 Review & Submit

Review the application data entered (Figure 2-12).

To edit any of the information, select the link associated with the section that requires editing:

- **Edit User Information** – To edit information in Section **2.3** User Information.
- **Edit Address** – To edit information in Section **2.4** Address.
- **Edit Authorizer** – To edit information in Section **2.5** Authorizer.
- **Edit Company Identifier & Service Area** – To edit information in Section **2.6** Company Identifier & Service Area.
- **Edit NNS Notifications** – To edit information in Section **2.7** NNS Notifications.

Once all information has been reviewed and deemed accurate, review and select the **I agree to the User Agreement** checkbox. To view the **User Agreement** (Figure 2-13), click **User Agreement** and the information will open in a new window.

**NOTE:** The **I agree to the User Agreement** checkbox is required to submit the registration.

Select the **Complete Registration** button to submit the registration. A confirmation screen with a confirmation number will be provided (Figure 2-14).

[NANPA]

## NAS Registration

- Role
- User Information
- Address
- Authorizer
- Company Identifier & Service Area
- NNS Notifications
- Review & Submit

### Review & Submit

**Role**

9-1-1 Governing Authority

**Resource Subscriptions**

- ▶ p-ANI Resources
- ▶ NANP Notification System (NNS)

**User Information**

Username: test911governingauthority

Name: Test Governing Authority

Title: 9-1-1 Specialist

Agency Name: California Public Utility Commission

Work Phone: 999-999-9999

Secondary Phone: (none)

Fax Number: (none)

Email: test911governingauthority@somos.com

[Edit User Information](#)

**Address**

1111 California Way  
Sacramento, CA 99999  
USA

[Edit Address](#)

**Authorizer**

Name: Test Authorizer

Title: 9-1-1 Manager

Company Name: California Public Utility Commission

Phone: 999-999-9999

Email: test911authorizer@somos.com

[Edit Authorizer](#)

**Company Identifier & Service Area**

Service Areas:

State/Territory	NPA's
ALABAMA	205, 251, 256, 334, 659, 938
ALASKA	907
AMERICAN SAMOA	684
ARIZONA	480, 520, 602, 623, 928

[Edit Company Identifier & Service Area](#)

**NNS Notifications**

Geographic Notifications:

- ▶ NPA Relief Planning
- ▶ Other Geographic Notifications

Service Areas for Geographic Notifications:

State/Territory	NPA's
ALABAMA	205, 251, 256, 334, 659, 938
ALASKA	907
AMERICAN SAMOA	684
ARIZONA	480, 520, 602, 623, 928

Non-Geographic Notifications:

- ▶ INC (Industry Numbering Committee) Guideline Changes
- ▶ NANPA Planning Letters
- ▶ Other Non-Geographic Notifications
- ▶ p-ANI

[Edit NNS Notifications](#)

I agree to the [User Agreement](#) \*

[Complete Registration](#)

Figure 2-12

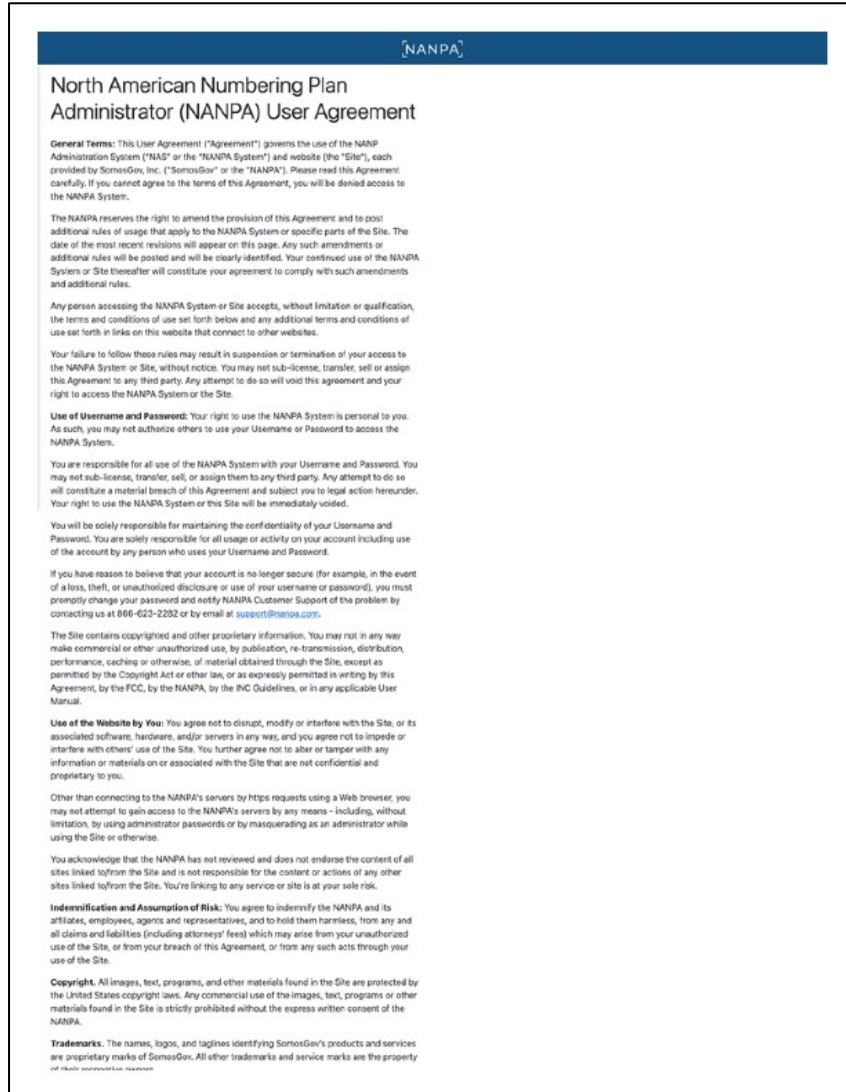


Figure 2-13

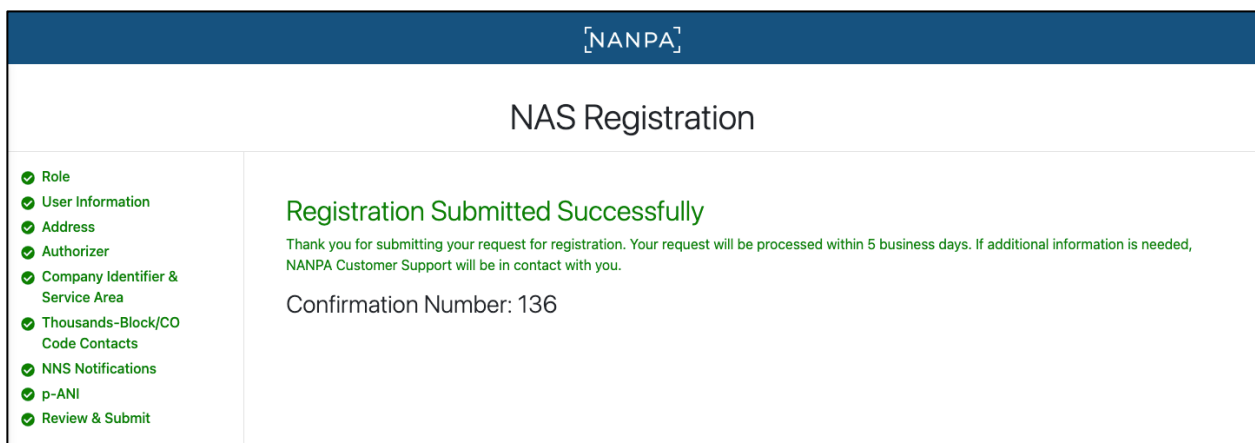


Figure 2-14