NANPA
North American Numbering Plan Administrator

E911 System Service Provider NANP Administration System (NAS) User Guide

p-ANI Resources

Version: 1.0

Version History

Revision History		
Date	Version	Description
October 28, 2024	1.0	Initial release of the combined NANP Administration System (NAS).

1   Introduction

1.1   Purpose

This document outlines the E911 System Service Provider tools and processes related to the **Subscription Choice** of **p-ANI Resources** in the web-based application of the NANP Administration System (NAS). The **Subscription Choice** of **p-ANI Resources** in NAS automates the national non-dialable pseudo–Automatic Number Identification (p-ANI) administration function and manages non-dialable p-ANI numbers inventory using NPA-211-XXXX and NPA-511-XXXX and any additional resources designated for use as a non-dialable p-ANI numbers.

1.2   p-ANI Subscription

The **Subscription Choice** of **p-ANI Resources** allows a user to view data associated with pseudo-Automatic Numbering Identification (p-ANIs) resources. To access the **p-ANI** toolbar, the **Subscription Choice** of **p-ANI Resources** must be selected in the user's profile.

1.3   Content Summary

This document will guide 911 System Service Provider users through the following tasks related to p-ANI resources:

- p-ANI Look Up
- p-ANI Reports

1.4   Related Documents

The procedures provided in this document are consistent with the Federal Communication Commission (FCC) rules and the Industry Numbering Committee (INC) p-ANI Administration Guidelines (ATIS-0300089).

1.5   Conventions

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

1.6   User Access

The data available to a NAS user with the subscription of p-ANI Resources shall be restricted based on the user type selected.

E9-1-1 System Service Provider

An E911 System Service Provider user is an employee of an entity (e.g., ILEC) which provides systems and support necessary to enable E9-1-1 calling for one or more Public Safety Answering Points (PSAPs) and who uses the system to view information relating to non-dialable p-ANIs. E9-1-1 System Service Provider users shall only have access to the **States** and **NPAs** in their user profile.

1.7   Preparations

None.

1.8   Two-Factor Authentication

The NANP Administration System (NAS) requires two-factor authentication for FISMA compliance, therefore, NAS users are required to establish two-factor authentication to access the NAS (see the *Two-Factor Authentication User Guide*).

1.9 Troubleshooting

Any questions or issues may be emailed to support@nanpa.com or call 866-623-2282.

2   Login and User Data

To log in to NAS the user must be a registered user, have a valid and active username and password, and have established two-factor authentication.

This section provides direction on:

- **2.1 NAS Log In**, logging into the NANP Administration System (NAS)
- **2.2 Multi-Factor Authentication**, using two-factor authentication
- **2.3 Reset Your Password**, resetting your password
- **2.4 Update User Profile**, updating your user profile

2.1   NAS Log In

From the NANPA home page (https://www.nanpa.com), select **Login** located in the upper right corner, then the **NAS Log In** screen will be displayed (Figure 2-2).
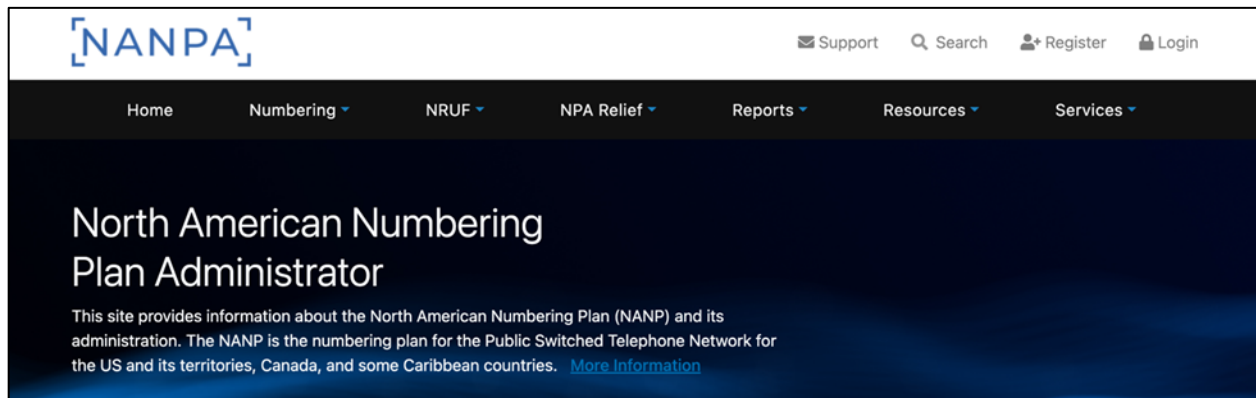

Figure 2-1

The NAS Log In screen (Figure 2-2) allows the user to enter their login credentials. All fields with a red asterisk (*) are required.
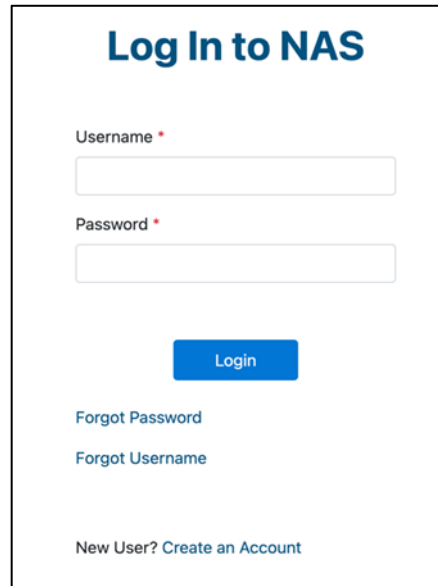
Figure 2-2

- **Username*** – The user must enter the NAS **Username** associated with their account.
- **Password** – The user must enter the NAS **Password** associated with the **Username**.
- **Login** – The user must select **Login**. NAS will provide the **Multi-Factor Authentication** screen (Figure 2-3).

2.2 **Multi-Factor Authentication**

The user must enter the Multi-Factor Authentication code associated with their NAS account. All fields with a red asterisk (*) are required.
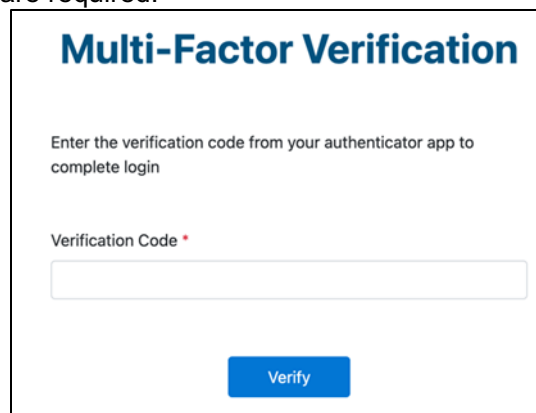

Figure 2-3

- **Verification Code** – The user must enter the six-digit code provided by the authentication tool.
- **Verify** – The user must select **Verify**. Upon successful login, NAS will present the **Dashboard** (Figure 2-4).
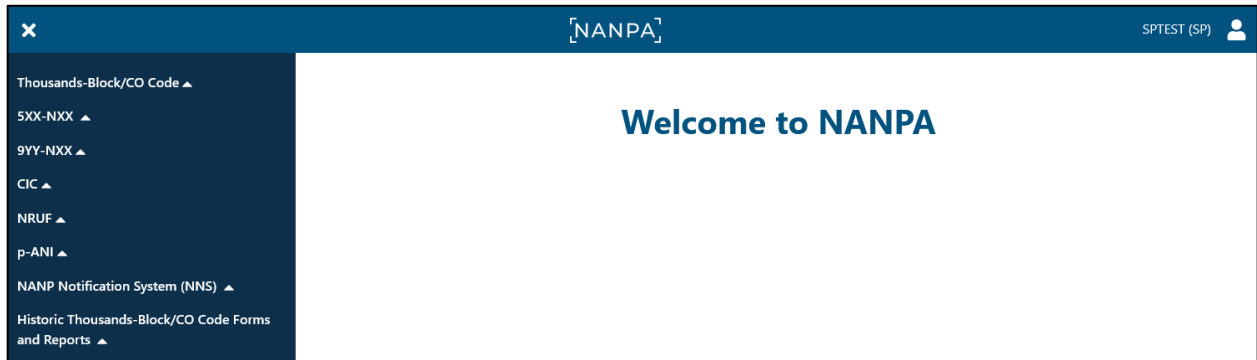
Figure 2-4

2.3 Reset Your Password

Users can reset their password at any time.

To reset your password, select the **Person icon** located in the upper right corner (Figure 2-5), then select **Reset Password.** NAS will provide the **Change Password** screen (Figure 2-6).
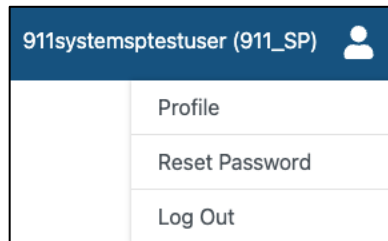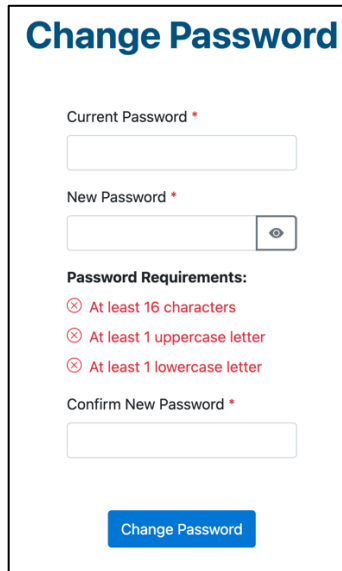

Figure 2-5

The **Change Password** screen (Figure 2-6) allows the user to change their NAS GUI password.

The user must enter a valid:
- Current Password
- New Password

When all data is entered the user must select **Change Password**. When all validations are met, NAS will provide the **Confirmation** screen (Figure 2-7).
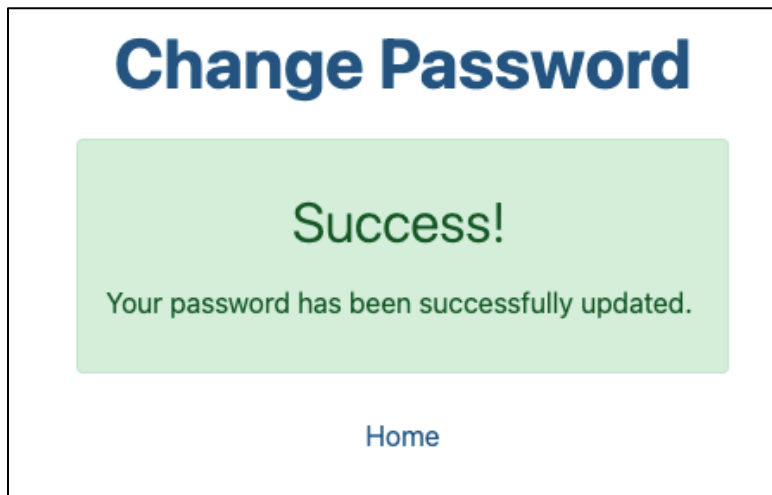
Figure 2-6

The **Confirmation** screen (Figure 2-7) confirms the user's password was reset.

Select **Home** to return to the **Dashboard** or select a function from the toolbar to proceed with a task.

Figure 2-7

2.4   Update User Profile

To update your user profile, select the **Person icon** located in the upper right corner (Figure 2-5), then **Profile,** the **Profile** screen will be displayed (Figure 2-8).

To edit any information, click the **Edit** link (Figure 2-8) for the applicable section, this will vary based on the type of resource subscriptions you are subscribed to. Then select **Next** to return to the **Profile** screen. After making the required changes, select **Update Profile** to submit those changes, NAS will display the **Confirmation** screen (Figure 2-9).

Figure 2-8

Note: Any changes to the following information: First Name, Last Name, Email,
Agency/Company Name, Authorizer's Name, Authorizer's Agency/Company Name,
OCN, NENA ID, or IAC Code, in conjunction with any other updates will require approval
by the NANPA Customer Support prior to taking effect. For all other changes that do not require an
approval, please log out and log back in to see those changes.

Profile

Success!

Note: Any changes to the following information: First Name, Last Name, Email,
Agency/Company Name, Authorizer's Name, Authorizer's Agency/Company Name,
OCN, NENA ID, or IAC Code, in conjunction with any other updates will require approval
by the NANPA Customer Support prior to taking effect.

**For all other changes that do not require an approval,
please log out and log back in to see those changes.**
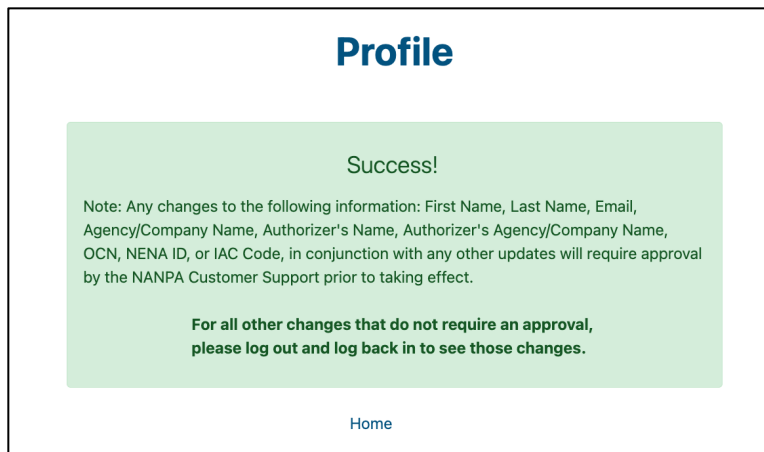
Home

Figure 2-9

3   Access p-ANI Toolbar

To access the **p-ANI** toolbar, which includes all tasks outlined **in 1.3 Content Summary**, the user
must have the **Subscription Choice** of **p-ANI Resources** in their user profile.

From the **Home Page**, select **p-ANI** (Figure 3-1) to display the p-ANI toolbar options (Figure 3-2).

NOTE: Toolbar options will vary based on the **Subscription Choices** selected in the user's profile.

p-ANI ▲
NANP Notification System (NNS) ▲

Figure 3-1
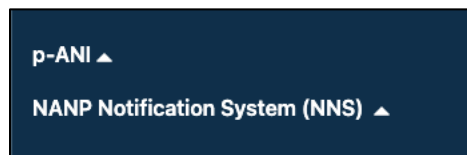
p-ANI ▼
p-ANI Look Up
Reports ▲
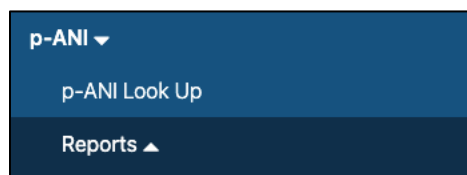
Figure 3-2

4   p-ANI Look Up

This section provides direction on **p-ANI Look Up**. To look up information on a p-ANI, from the **p-ANI** Tool bar select **p-ANI Look Up** (Figure 3-2). NAS will provide the **preliminary p-ANI Look Up** screen (Figure 4-1).

4.1   Preliminary p-ANI Look Up

The user must enter the NPA-NXX-XXXX on the **preliminary p-ANI Look Up** screen (Figure 4-1). All fields with a red asterisk (*) are required.

- **NPA-NXX-XXXX*** - Enter a valid p-ANI in NPA-NXX-XXX format.
- **Submit** – When selected, NAS will provide the **p-ANI Look Up** screen (Figure 4-2).

Figure 4-1

4.2   p-ANI Look Up

The **p-ANI Look Up** screen (Figure 4-2) displays the following information about the p-ANI entered.

- **p-ANI** – Populated with NPA-NXX-NXXX of the p-ANI.
- **p-ANI Range** – Populated with p-ANI Range.
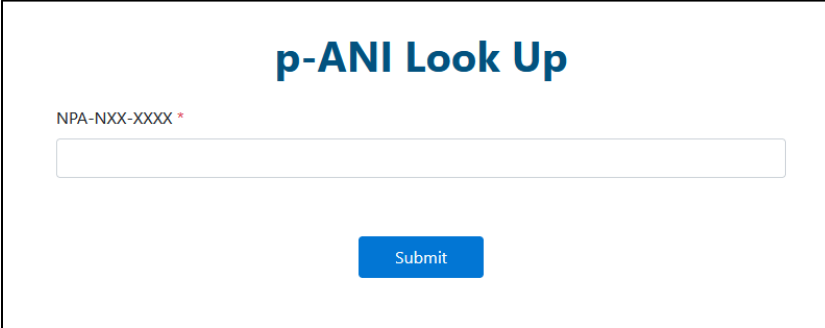- **Status** - Populated with status of Assigned, Aging or Available.
- **OCN** – Populated with the OCN associated with the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **NENA ID** - Populated with the NENA ID associated with the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **Selective Router CLLI** – Populated with the selective router of the p-ANI when the p-ANI is Assigned or Aging status. Bank when the p-ANI is Available or Unavailable.
- **24X7 Emergency Company Contact Number –** Populated with the 24X7 Emergency Contact Number of the p-ANI record when the p-ANI is Available or Aging. Blank when the p-ANI is Available or Unavailable.
- **FCC PSAP ID –** Populated with the FCC PSAP ID of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **PSAP Name** - Populated with the PSAP Name of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **PSAP State** - Populated with the PSAP State of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **PSAP Country/Municipality** - Populated with the PSAP county or municipality of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.

- **PSAP Coordinator** - Populated with the PSAP Coordinator name of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **PSAP Coordinator Tel#** - Populated with the PSAP Coordinator Tel# of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable status.
- **PSAP Coordinator E-Mail** - Populated with the PSAP Coordinator E-Mail of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable status.
- **911 Governing Authority** - Populated with the 911 governing Authority of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **Remarks** - Populated with the Remarks of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **Search Again** – When selected, NAS will provide the **p-ANI Look UP** Search Data screen (Figure 4-1).

p-ANI Look Up

p-ANI: 205-211-0020
p-ANI Range: 205-211-0020-0020
Status: ASSIGNED
OCN: TEST - TEST TELCO
NENA ID: TEST
Selective Router CLLI: 12345678900
24X7 Emergency Company Contact Number: 555-123-1234
FCC PSAP ID: 203
PSAP Name: Hanceville Police Department
PSAP State: AL
PSAP County/Municipality: Cullman
PSAP Coordinator: test user
PSAP Coordinator Tel#:
PSAP Coordinator E-Mail:
911 Governing Authority: Test Governing Authority
Remarks:

Search Again

Figure 4-2

5   Reports

This section provides direction on how to query and view the **p-ANI Status Report**.

From the **p-ANI** toolbar, select **Reports (**Figure 3-2). NAS will provide the **Reports** toolbar (Figure 5-1).
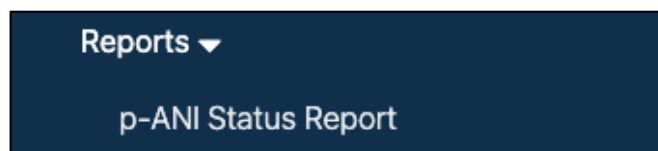

Reports ▾

p-ANI Status Report

Figure 5-1

5.1   p-ANI Status Report
The **p-ANI Status Report** will display a list of p-ANIs by **Status** (e.g., **Assigned**, **Aging**, **Available**, or **Assigned, Aging and Available**) for **State** and **NPA(s)** selected. All fields with a red asterisk (*) are required.

From the **p-ANI** toolbar, select **Reports (**Figure 3-2), then **p-ANI Status Report** (Figure 5-1). NAS will provide the preliminary **p-ANI Status Report** screen (Figure 5-2).

5.1.1   Preliminary p-ANI Status Report
On the preliminary **p- ANI Status Report** (Figure 5-2) screen the user must enter the search criteria. All fields with a red asterisk (*) are required.
- **State*** – This is a drop-down list of **State** in your user profile. The user must select a **State**.
- **NPA*** – This is a drop-down list of **NPAs** in your user profile and based on the **State** selected and the option to **Select All**. The user must select an **NPA** or **Select All**.
- **Status*** – This is a set of radio buttons which indicates the **Status** for the search. One of the following **Statuses** must be selected: **Assigned p-ANIs**, **Aging p-ANIs**, **Available p-ANIs**, or **Assigned, Aging, and Available p-ANIs**. The default is **Assigned p-ANIs**.
- **Submit** – When selected, NAS will provide the:
  - Section **5.1.2 Assigned p-ANIs Status Report,** when the **Status** of **Assigned p-ANIs** was selected (Figure 5-3).
  - Section **5.1.3 Aging p-ANIs Status Report**, when the **Status** of **Aging p-ANIs** was selected (Figure 5-4).
  - Section **5.1.4 Available p-ANIs Status Report**, when the **Status** of **Available p-ANIs** was selected (Figure 5-5).
  - Section **5.1.5 Assigned, Aging, and Available p-ANIs Status Report**, when the **Status** of **Assigned, Aging, and Available p-ANIs** was selected (Figure 5-6).

  NOTE: When the query results are over 500 rows, NAS will not display the results instead provide a **Download Report** button to download an XLSX file.

Figure 5-2

5.1.2 Assigned p-ANIs Status Report

The **Assigned p-ANI Status Report** screen (Figure 5-3) displays the search results.

- **Reported On** - Populated with current date.
- **Export to XLSX** – When selected, the report will be downloaded in XLSX format.
- **Search Again** – When selected, NAS will provide the preliminary **p-ANI Status Report** screen (Figure 5-2).
- **State** - Populated with the **State** abbreviation of the p-ANI record.
- **NPA** - Populated with the **NPA** of the p-ANI record.
- **p-ANI Range** - Populated with the **p-ANI range** of the p-ANI record.
- **Status** - Populated with the **Status** of the p-ANI record.
- **FCC PSAP ID** – Populated with **FCC PSAP ID** of the p-ANI record.
- **PSAP Name** – Populated with **PSAP Name** of the p-ANI record.
- **PSAP State** – Populated with **PSAP State** of the p-ANI record.
- **PSAP County/Municipality** – Populated with **PSAP County/Municipality** of the p-ANI record.
- **NENA ID** – Populated with **NENA ID** of the p-ANI record.
- **OCN** – Populated with **OCN** of the p-ANI record.
- **Selective Router CLLI -** Populated with the Selective Router CLLI of the p-ANI record.
- **Assignment Date** – Populated with the Part 3 assignment date in the format of MM/DD/YYYY.
- **24X7 Emergency Company Contact Number** – Populated with the **24X7 Emergency Company Contact Number** of the p-ANI record.
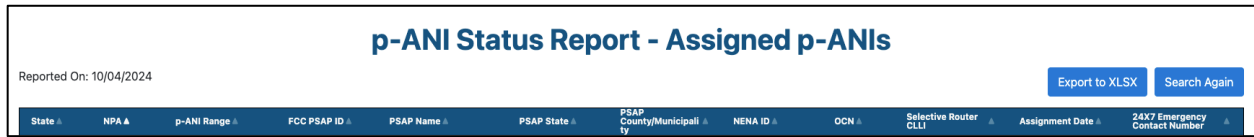
Figure 5-3

5.1.3 Aging p-ANIs Status Report

The **Aging p-ANI Status Report** screen (Figure 5-4) displays the search results.

- **Reported On** - Populated with current date.
- **Export to XLSX** – When selected, the report will be downloaded in XLSX format.
- **Search Again** – When selected, NAS will provide the preliminary **p-ANI Status Report** screen (Figure 5-2).
- **NPA** - Populated with the **NPA** of the p-ANI record.
- **p-ANI Range** - Populated with the **p-ANI range** of the p-ANI record.
- **Available Date** – Populated with the p-ANI **Available Date** in the format of MM/DD/YYYY.

Figure 5-4

5.1.4 Available p-ANIs Status Report

The **Available p-ANI Status Report** screen (Figure 5-5) displays the search results.

- **Reported On** - Populated with current date.
- **Export to XLSX** – When selected, the report will be downloaded in XLSX format.
- **Search Again** – When selected, NAS will provide the preliminary **Assigned p-ANI Report** screen (Figure 5-3).
- **NPA** - Populated with the **NPA** of the p-ANI record.
- **p-ANI Range** - Populated with the **p-ANI range** of the p-ANI record.
- **Available Date** – Populated with the p-ANI **Available Date** in the format of MM/DD/YYYY.

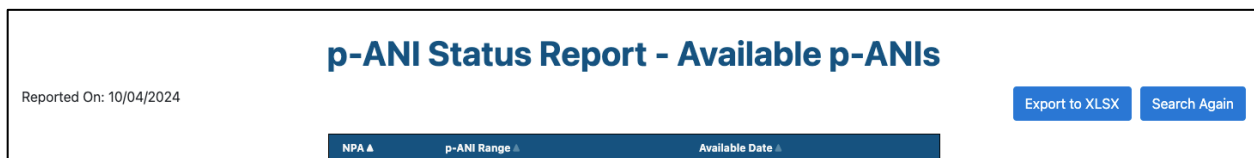

Figure 5-5

5.1.5 Assigned, Aging, and Available p-ANIs Status Report

The **Assigned, Aging, and Available p-ANI Status Report** screen (Figure 5-6Figure 5-3) displays the search results.

- **Reported On** - Populated with current date.

- **Export to XLSX** – When selected, the report will be downloaded in XLSX format.
- **Search Again** – When selected, NAS will provide the preliminary **p-ANI Status Report** screen (Figure 5-2).
- **State** - Populated with the **State** abbreviation of the p-ANI record.
- **NPA** - Populated with the **NPA** of the p-ANI record.
- **p-ANI Range** - Populated with the **p-ANI range** of the p-ANI record.
- **Status** - Populated with the **Status** of the p-ANI record.
- **FCC PSAP ID** – Populated with **FCC PSAP ID** of the p-ANI record.
- **PSAP Name** – Populated with **PSAP Name** of the p-ANI record.
- **PSAP State** – Populated with **PSAP State** of the p-ANI record.
- **PSAP County/Municipality** – Populated with **PSAP County/Municipality** of the p-ANI record.
- **NENA ID** – Populated with **NENA ID** of the p-ANI record.
- **OCN** – Populated with **OCN** of the p-ANI record.
- **Selective Router CLLI -** Populated with the Selective Router CLLI of the p-ANI record.
- **Assignment Date** – Populated with the Part 3 assignment date in the format of MM/DD/YYYY.
- **Available Date** – Populated with the p-ANI **Available Date** in the format of MM/DD/YYYY.
- **24X7 Emergency Company Contact Number** – Populated with the **24X7 Emergency Company Contact Number** of the p-ANI record.

							PSAP County/Municipality				
State	NPA	p-ANI Range	Status	FCC PSAP ID	PSAP Name	PSAP State		NENA ID	OCN	Selective Router CLLI	Assignment Date

p-ANI Status Report - Assigned, Aging, and Available p-ANIs

Reported On: 10/04/2024

Figure 5-6