NANPA
North American Numbering Plan Administrator

Other User NANP Administration System (NAS) User Guide

Numbering Plan Area (NPA) Resources

Version: 1.0

Version History

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

1 Introduction

1.1 Purpose

This document outlines the Other user tools and processes related to the Numbering Plan Area (NPA) resource associated with the **Subscription Choice** of **Other Resources** in the web-based application of the NANP Administration System (NAS). The **Subscription Choice** of **Other Resources** in NAS automates the NPA functions and the management of these numbering resources. The administration of NPA codes is defined in the ATIS-0300055, *NPA Allocation Plan and Assignment Guidelines*.

The process of assigning NPA codes, is governed by a set of industry-defined forms (e.g., Part 1, Part 3). NAS manages these forms by electronic means so that any registered user can access them via a connection to the World Wide Web.

1.2 Other Resources Subscription

The **Subscription Choice** of **Other Resources** allows a user to submit and view data associated with NPA codes. In order to access the **NPA** toolbar, the **Subscription Choice** of **Other Resources** must be selected in the user's profile [see *Other User NANP Administration System (NAS) User Registration Guide*].

1.3 Content Summary

This document will guide Other users through the following tasks related to NPA codes:
- Submit NPA Applications
- View NPA Forms

1.4 Related Documents

The procedures provided in this document are consistent with the Federal Communication Commission (FCC) rules and the Industry Numbering Committee ATIS-0300055, *NPA Allocation Plan and Assignment Guidelines*.

Other related documents include:
- *Other User NANP Administration System (NAS) User Registration Guide*

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 Other Resources shall be restricted based on the user type selected.

1.6.1 Other User

An Other user is a representative of a Service Provider (SP) that operates in a NANP member country or is a representative of an Administrator for a NANP member country (i.e., Canada).

1.7 Preparations

1.7.1 NANP Administration System (NAS) Registration

A user is required to have an approved Other user registration with the **Subscription Choice** of **Other Resources** selected [see the *Other User NANP Administration System (NAS) User Registration Guide*].

1.7.2 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 in order to access the NAS (see the *Two-Factor Authentication User Guide*).

1.8 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 logging in and updating user profile.
• Section **2.1 NAS Log In**, how to login to the NAS GUI.
• Section **2.2 Multi-Factor Verification**, how to enter two-factor authentication to access the NAS GUI.
• Section **2.3 Reset Your Password**, requesting a password reset in the NAS GUI
• Section **2.4 Update User Profile**, updating a user profile in the NAS GUI.

2.1 NAS Log In

From the NANPA home page (https://www.nanpa.com), select **Login** located in the upper right corner (Figure 2-1), then the **Log In To NAS** screen will be displayed (Figure 2-2).
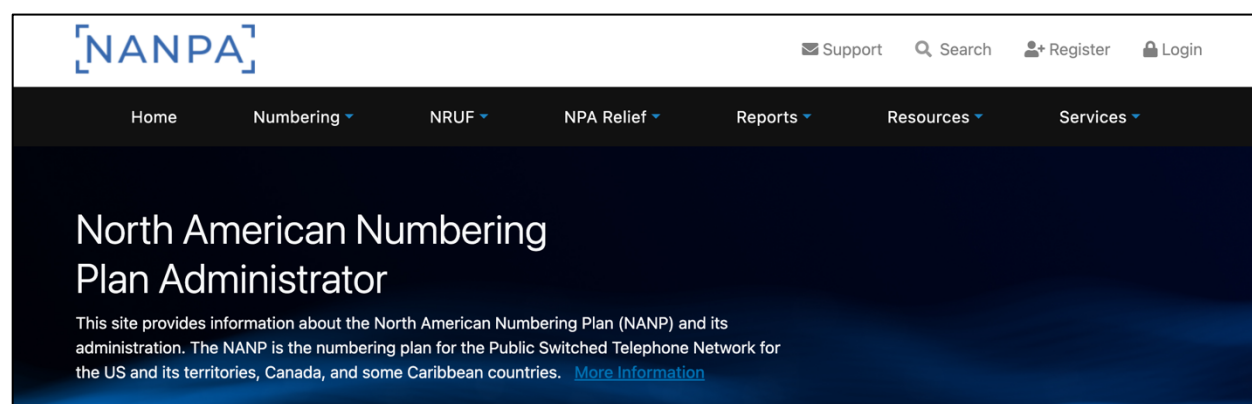

Figure 2-1

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

Log In to NAS

Username *

Password *

Login

Forgot Password

Forgot Username

New User? Create an Account

Figure 2-2

The user must enter valid data for the following fields:
- **Username**
- **Password**

When all data is entered the user must select **Login**. When all validations are met, NAS will provide the **Multi-Factor Verification** screen (Figure 2-3).

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

Multi-Factor Verification

Enter the verification code from your authenticator app to complete login

Verification Code *

Verify

Figure 2-3

The user must enter a valid:
- **Verification Code**

When all data is entered, the user must select **Verify**. When all validations are met, NAS will provide the **Dashboard** (Figure 2-4).
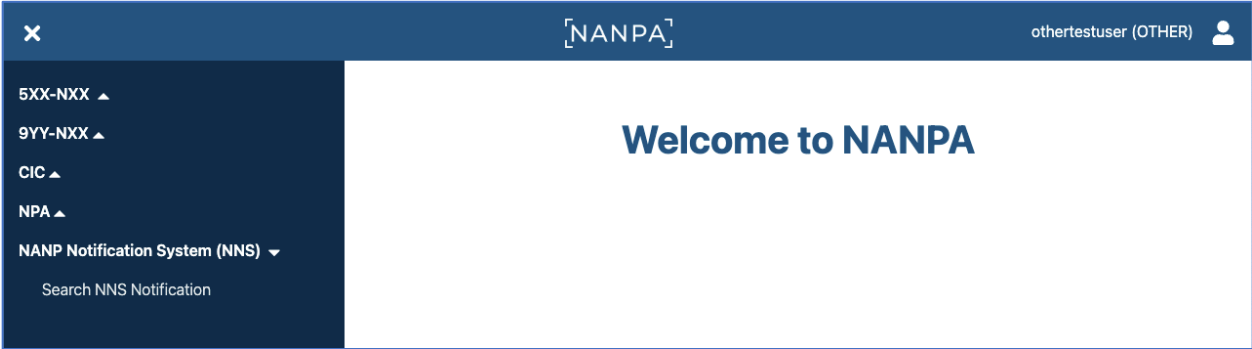
Figure 2-4

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).
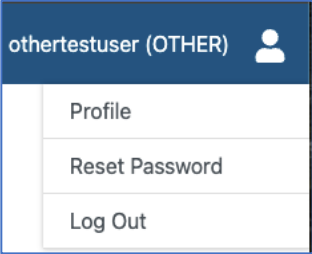
Figure 2-5

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.
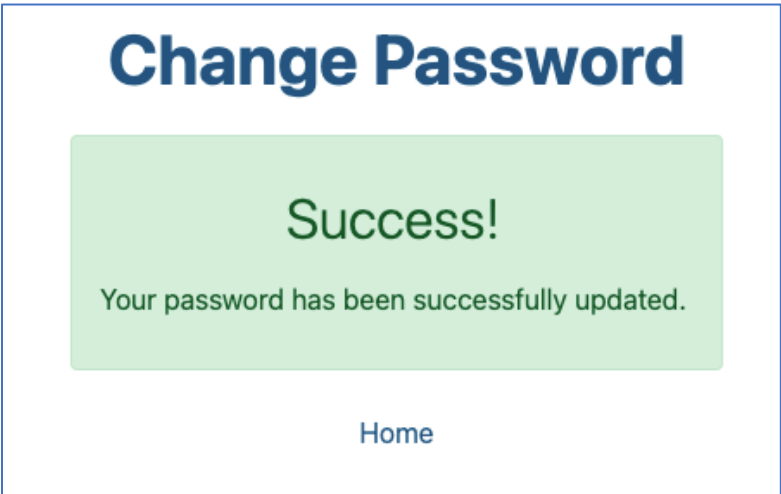
Figure 2-7

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.

To edit any information, click the **Edit** link 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, then select **Update Profile** to submit those changes, NAS will display the **Confirmation** screen (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 2-8

3   Access NPA Toolbar

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

3.1   Accessing NPA Toolbar

From the **Dashboard**, select **NPA** from the toolbar (see Figure 3-1) to display the **NPA** toolbar
options (Figure 4-1).

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

5XX-NXX ▲

9YY-NXX ▲

CIC ▲

NPA ▲

NANP Notification System (NNS) ▲
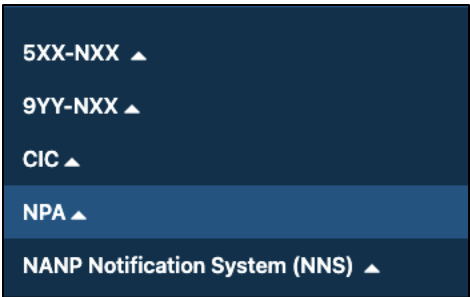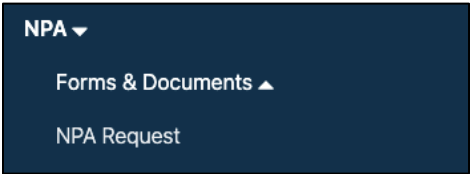
Figure 3-1

Figure 3-2

4   Forms & Documents

This section provides direction on the **Forms & Documents** functions (Figure 4-1) for NPA resources which includes:

- **4.1 View Forms**, which allows users to view forms associated with NPA applications submitted in NAS.
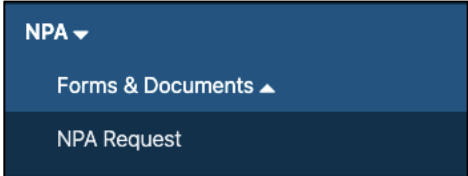
Figure 4-1

4.1   View Forms

View Forms allows a user to search for and view NPA forms submitted in the NAS GUI.

From the **NPA** toolbar, select **Forms & Documents** (Figure 4-1). NAS will display the **Forms & Documents** toolbar, then select **View Forms** (Figure 4-2), NAS will display the **NPA Forms Search** screen (Figure 4-3).
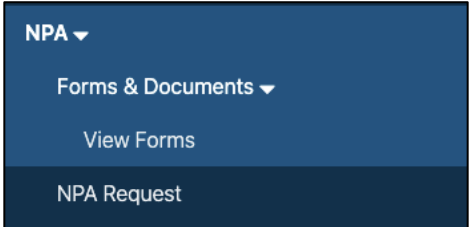
Figure 4-2

4.1.1   NPA Forms Search

From the ***NPA Forms Search*** screen (Figure 4-3), the user must select a **Selection** from the drop-down list.
- **Tracking Number**
- **NPA**
- **Advanced Search**

When **Tracking Number** is selected, only documents associated with the tracking number will be provided.

When **NPA** is selected, all documents associated for the **NPA** will be provided.

When **Advanced Search** is selected, all documents meeting the search criteria will be provided. The user must select or enter the:

- **Date Range From**
- **Date Range To**
- **Form Type**

To clear the data from the fields, the user must select **Clear Form**.

The user must select **Search** to continue. When all validations are met, NAS will display the search results at the bottom of the **NPA Forms Search** screen (Figure 4-4).

When no applications meet the search criteria, NAS will display the message "**There are no records to display**" at the bottom of the **NPA Forms Search** screen.

To view a form, select the eye icon at the end of the form's row. Forms will open in a new tab.

Figure 4-3

Figure 4-4

5 NPA Requests

This section provides direction on creating and submitting NPA applications. NPA application options include:

- Section **5.1 NPA Request**, which allows the user to submit a new NPA application.

5.1 NPA Request

NPA Request allows a user to apply for a new NPA Code in the NAS GUI.

From the **NPA** toolbar, select **NPA Requests** (Figure 5-1). NAS will display the **Part 1 – Request Type** screen (Figure 5-2).
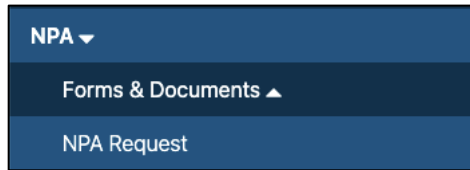
Figure 5-1

5.1.1 Part 1 – Request Type

The **Part 1 – Request Type** screen (Figure 5-2) allows the user to select the preliminary data for the application. Enter the following:

- **NPA Being Requested**
- **Planned/Proposed Activation Date**
- **NPA Code Request**

To clear the data from the fields, select **Clear Form**.

Select **Continue** to proceed with the application. When all validations are met, NAS will provide the **Part 1 Request Details** screen (Figure 5-3).

Figure 5-2

5.1.2 Part 1 Request Details

The **Part 1 – Request Details** screen (Figure 5-3) allows the user to enter the resource data and exhaust data. Enter the following:

- **NPA**
- **Location**
- **Projected Exhaust Before Relief**

- **Description of the NPA Relief Plan**
- **Has your NPA Relief Plan received regulatory and/or industry approval?**

Enter the following information for NANPA:

- **If no, explain** which is required when **Has your NPA Relief Plan received regulatory and/or industry approval?** = **No**
- **Add Additional NPAs** which is required when more than one NPA is involved with the relief plan
  - When selected, NAS will provide the **NPA** and **Exhaust After Relief** fields (Figure 5-4).

Select **Submit** to complete the application. When all validations are met, NAS will provide the **Confirmation** screen (Figure 5-5).

Figure 5-3

Figure 5-4

5.1.3 Confirmation

The **Confirmation** screen (Figure 5-5) confirms successful submission of the application, provides the tracking number, and allows the user to attach documents to the application.

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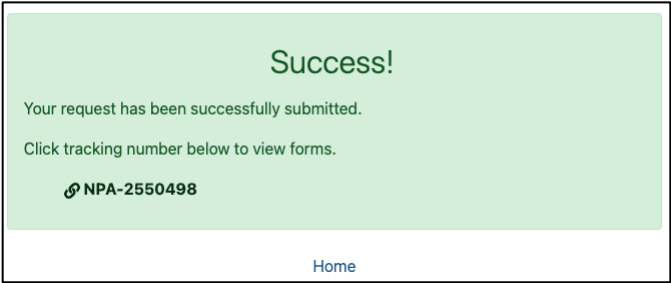

Figure 5-5