NANPA

North American Numbering Plan Administrator

Service Provider (SP) & Service Provider Consultant (SPC) NANP Administration System (NAS) User Guide

Carrier Identification Code (CIC) 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 Carrier Identification Code (CIC) Resources.

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1 Introduction

1.1 Purpose

This document outlines the Service Provider (SP) and Service Provider Consultant (SPC) tools and processes related to the Carrier Identification Code (CIC) 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 CIC functions and the management of these numbering resources. The administration of CIC is defined in the ATIS-0300050, *Carrier Identification Code (CIC) Assignment Guidelines*.

The process of assigning CICs, is governed by a set of industry-defined forms (e.g., Part 1, Part 3, and Part 4). 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 CIC resources. In order to access the **CIC** toolbar, the **Subscription Choice** of **Other Resources** must be selected in the user's profile [see *Service Provider and Service Provider Consultant NANP Administration System (NAS) User Registration*].

1.3 Content Summary

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

- Submit CIC Applications
- Submit CIC Part 4 (Confirmation of In Service)
- Upload Documents for CIC Applications
- View CIC Forms
- Submit Annual CIC Report
- View Annual CIC Report

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-0300050, *Carrier Identification Code (CIC) Assignment Guidelines*.

Other related documents include:

- *Service Provider and Service Provider Consultant 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 Service Provider (SP)

A Service Provider (SP) user is a representative of an entity authorized to request and hold assignments of North American Numbering Plan (NANP) resources.

SP will only be able to submit and view data for the Interexchange Access Customer (IAC) Codes (aka ACNA) in their user profile.

1.6.2 Service Provider Consultant (SPC)

A Service Provider Consultant (SPC) user is a representative of an entity authorized to request assignments of North American Numbering Plan (NANP) resources for a Service Provider (SP) under contract with them.

SPC users will only be able to submit and view data for the Interexchange Access Customer (IAC) Codes (aka ACNA)in their user profile.

1.7 Preparations

1.7.1 NANP Administration System (NAS) Registration

A user is required to have an approved Service Provider or Service Provider Consultant registration with the **Subscription Choice** of **Other Resources** selected and the Interexchange Access Customer (IAC) Codes (aka ACNA) in their user profile [see the *Service Provider and Service Provider Consultant 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

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.

2.1 NAS Log In

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

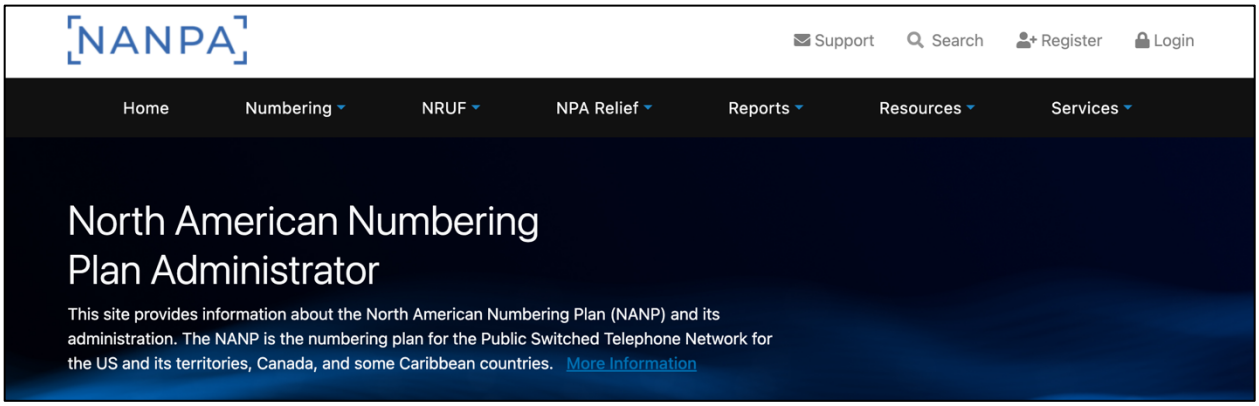

Figure 2-1

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

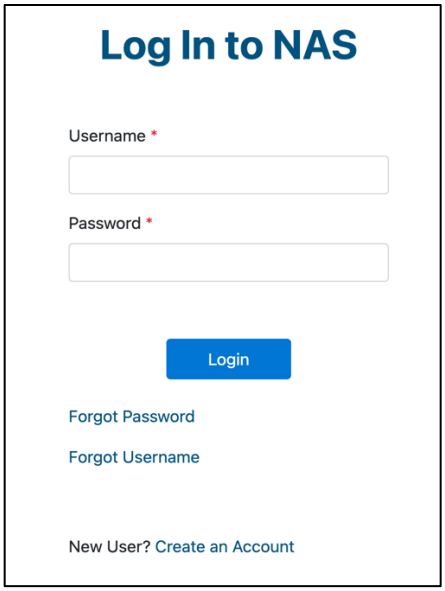

Figure 2-2

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 Two-Factor Authentication code associated with their NAS account. All fields with a red asterisk (*) are required.

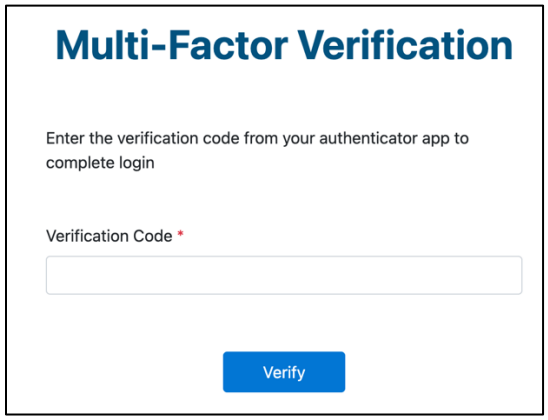

Figure 2-3

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).

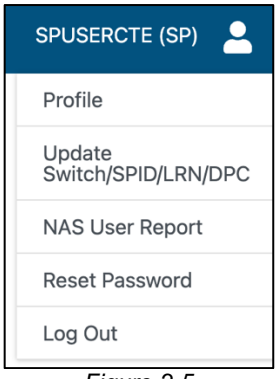

Figure 2-5

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).

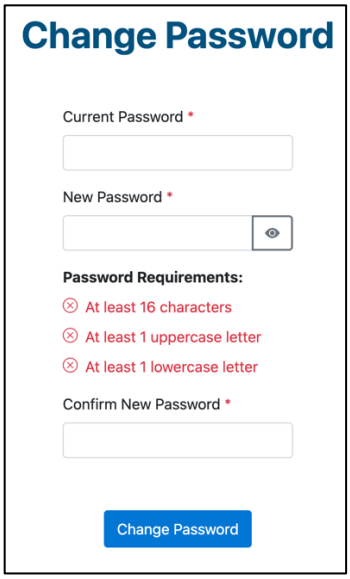

Figure 2-6

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.

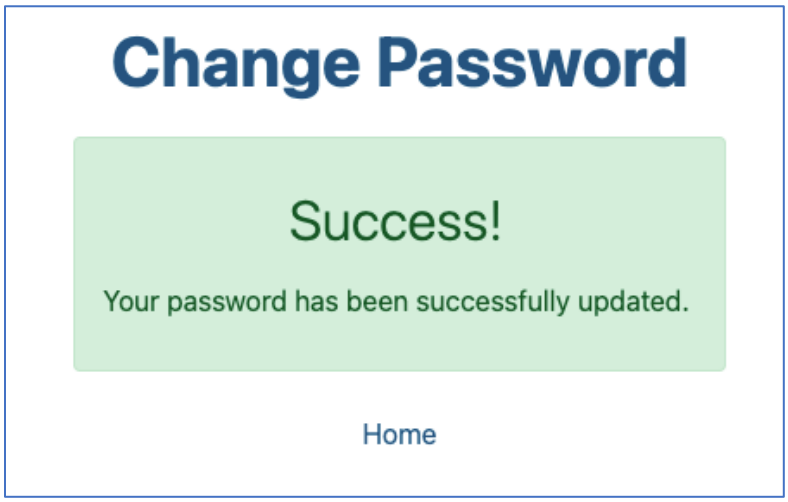

Figure 2-7

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 (Figure 2-8) will be displayed.

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, then 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.

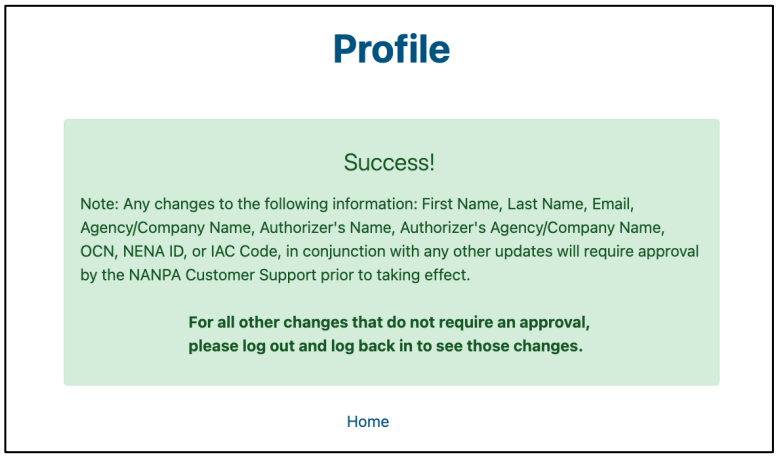

Figure 2-9

2.5 NAS **User** Report

The NAS User Report will show users with the same OCNs as the user querying the report. To view the **NAS User Report**, select the **Person icon** located in the upper right corner (Figure 2-5)), then **NAS User Report,** the **NAS User Report** screen will be displayed (Figure 2-10).

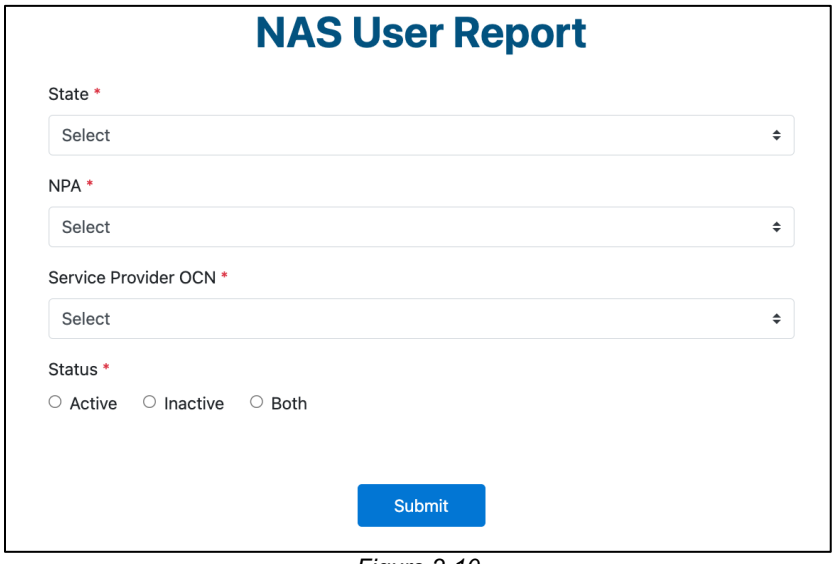

Figure 2-10

From the **NAS User Report** screen, select the following;

- **State** – Select a **State**. This is a drop-down list of states in the user's profile.
- **NPA** – Select an **NPA**. This is a drop-down list of all NPAs in the user's profile.
- **Service Provider OCN** – Select a **Service Provider OCN**. This is a drop-down list of all Service Provider OCNs in the user's profile.
- **Status** – Select the **Status** of **Active**, I**nactive** or **Both**.

Select **Submit** to view the **NAS User Report** (Figure 2-11).

Figure 2-11

Additional Information:

- If no results are found based on the search criteria, the following message will be provided "**No results found for those search parameters.**"
- To download the report to Excel, select **Export to XLSX**.
- To go back to the prior screen to change the search criteria, select **Search Again**.
- The report may be sorted by using the arrows provided in the columns, the arrow **^** highlighted shows the current sort.

3 Access CIC Toolbar

To access the **CIC** 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 CIC Toolbar

From the **Dashboard**, select **CIC** from the toolbar (see Figure 3-1) to display the **CIC** toolbar options (Figure 3-2).

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

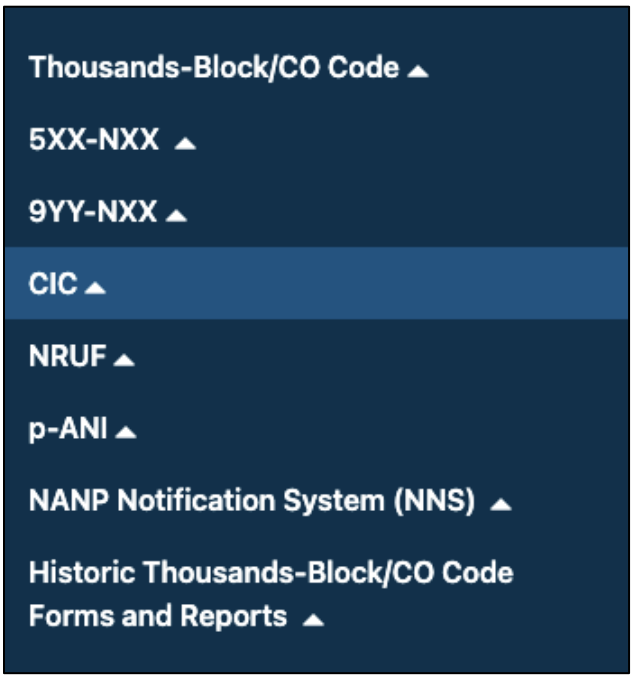

Figure 3-1

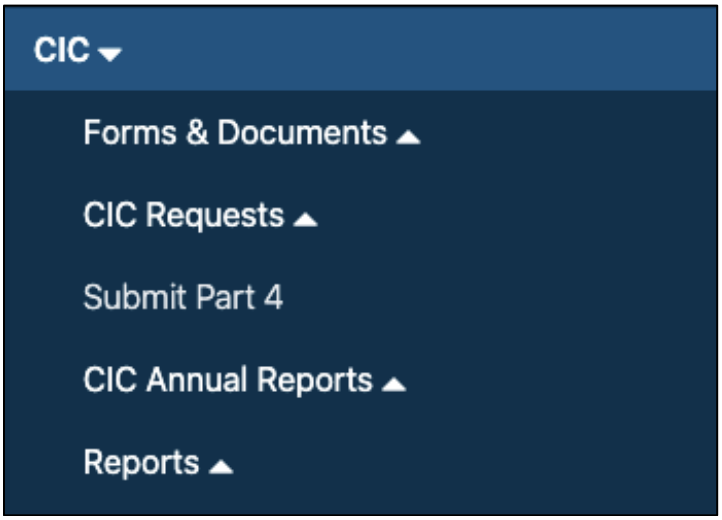

Figure 3-2

4 Forms & Documents

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

- Section **4.1 View Forms**, which allows users to view forms associated with CIC applications submitted in NAS.
- Section **4.2 Attach Documents**, which allows users to attach documents to CIC applications submitted in NAS.

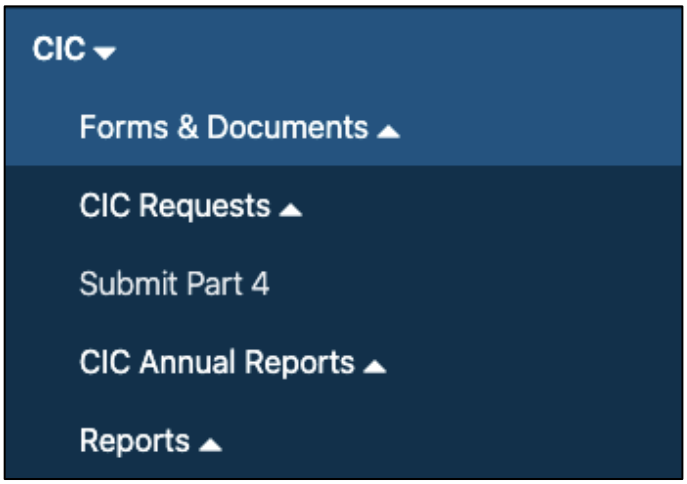

Figure 4-1

4.1 View Forms

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

All users with the **Subscription Choice** of **Other Resources** and the Interexchange Access Customer (IAC) Codes (aka ACNA) in their user profile may view all submitted forms, even if another user submitted the form.

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

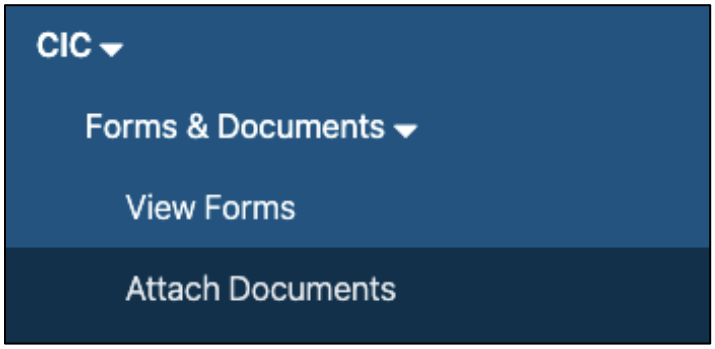

Figure 4-2

4.1.1 CIC Forms Search

From the ***CIC Forms Search*** screen (Figure 4-3), select one of the options from the **Selection** drop-down list.

- **Tracking Number**
- **CIC**
- **Advance Search**

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

When **CIC** is selected, all documents associated with the Interexchange Access Customer (IAC) Codes (aka ACNA)s in the user's profile for CIC resource entered will be provided. Select the **Type of Service**:

- **FGB**
- **FGD**

When **Advanced Search** is selected, all documents meeting the search criteria and associated with the Interexchange Access Customer (IAC) Codes (aka ACNA) in the user's profile will be provided. Enter the following:

- **IAC (Interexchange Access Customer Codes (aka ACNA))**
- **Date Range From**
- **Date Range To**
- **Form Type**

Select **Search** to continue. When all validations are met, NAS will display the search results at the bottom of the **CIC 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 **CIC 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.

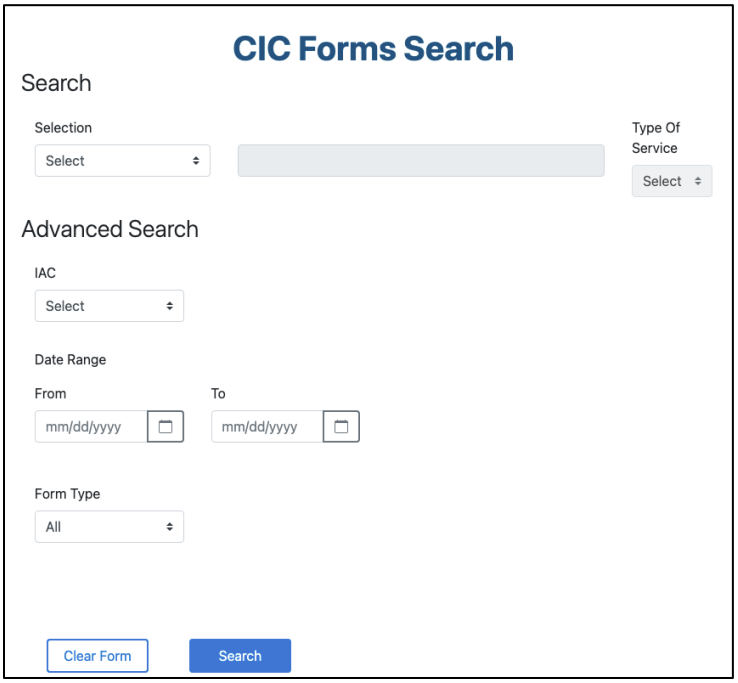

Figure 4-3

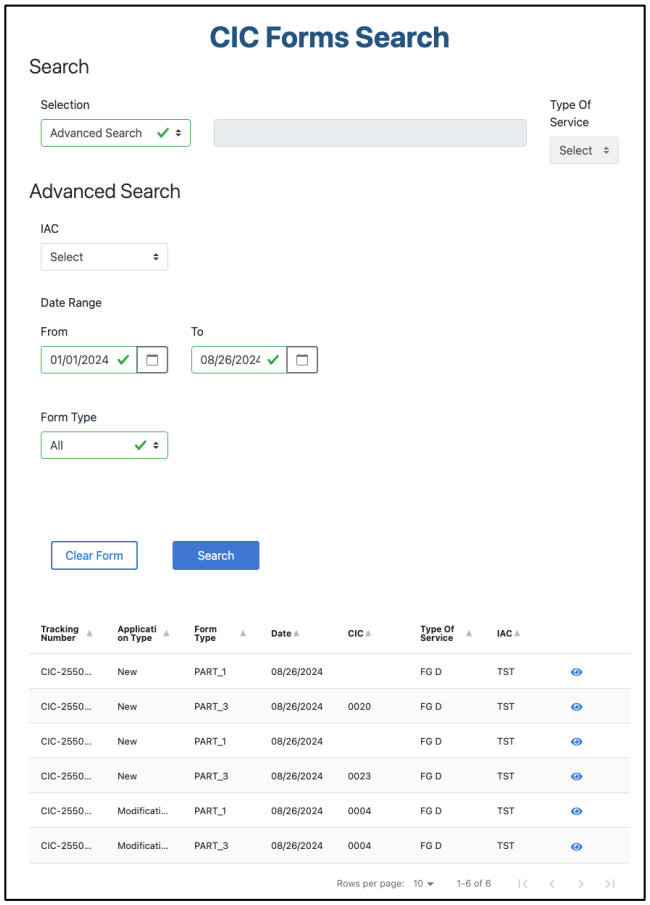

Figure 4-4

4.2 Attach Documents

Attach Documents allows a user to attach documents to one or more applications using the Tracking Number(s). The user may attach documents for up to 25 tracking numbers.

NAS accepts the following file formats: PDF, Word, Excel, GIF, JPEG, TIFF, bitmap, Power Point, HTML, txt, csv, and Zip and the maximum file size for all attachments may not exceed 10 MB per tracking number.

File names must be no more than 255 characters.

From the **CIC** toolbar, select **Forms & Documents**, then select **Attach Documents** (Figure 4-5). NAS will display the **Preliminary Attach Documents** screen (Figure 4-6).

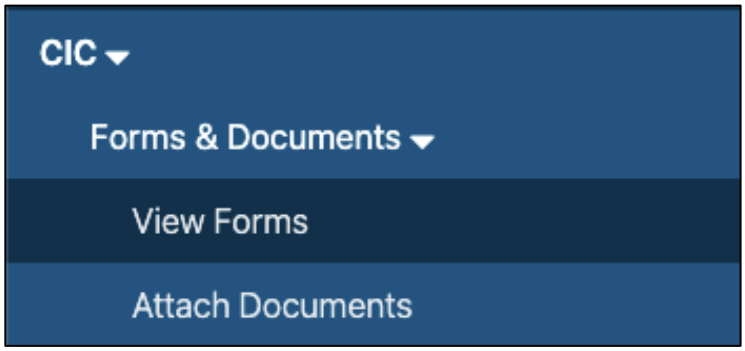

Figure 4-5

4.2.1 Preliminary Attach Documents

The preliminary **Attach Documents** screen (Figure 4-6) allows the user to enter the **Tracking Numbers** of the application(s) to which the documents are being attached, then select **Next** to continue**.** NAS will provide the **Attach Documents** screen (Figure 4-7**).**

To clear data entered in the **Tracking Numbers** field, select **Clear Form**.

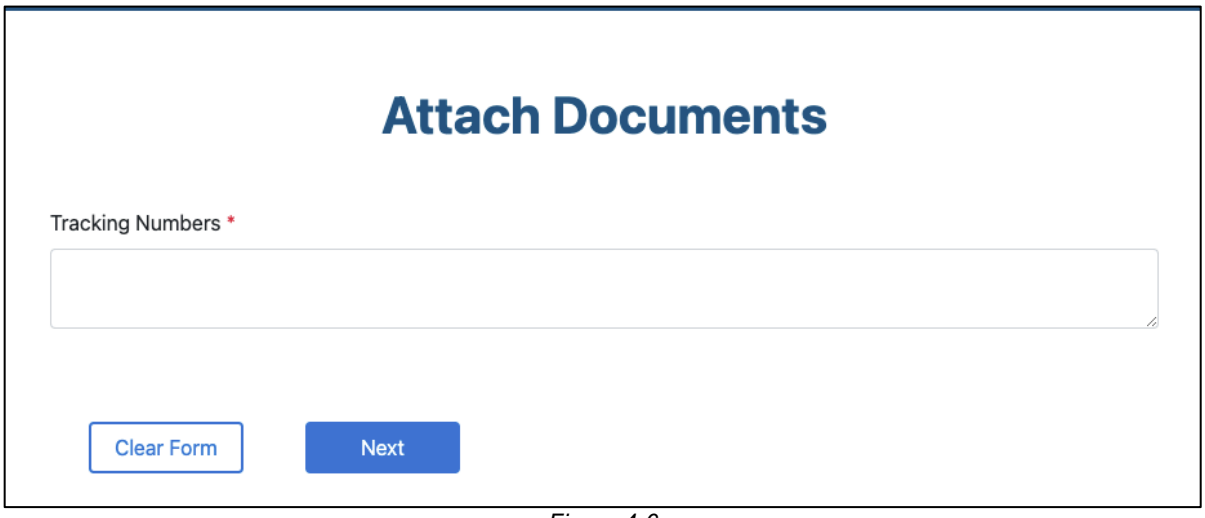

Figure 4-6

4.2.2 Attach Documents

To modify the **Tracking Numbers** entered on the **Preliminary Attach Documents** (**Section 4.2.1**) by selecting **Enter new tracking numbers**. When selected, NAS will return the user to the **Preliminary Attach Documents** screen and the Tracking Numbers field will be blank.

To attach a document, select **Choose File**, a new window will open to select a file from their computer, then select **Upload Document**. NAS will provide a **Confirmation** screen (Figure 4-7).

The **Description** is provided to add additional information on the type of e.g. certification.

If the uploaded document does not appear in the **Uploaded Documents** box (Figure 4-8), select **Refresh**.

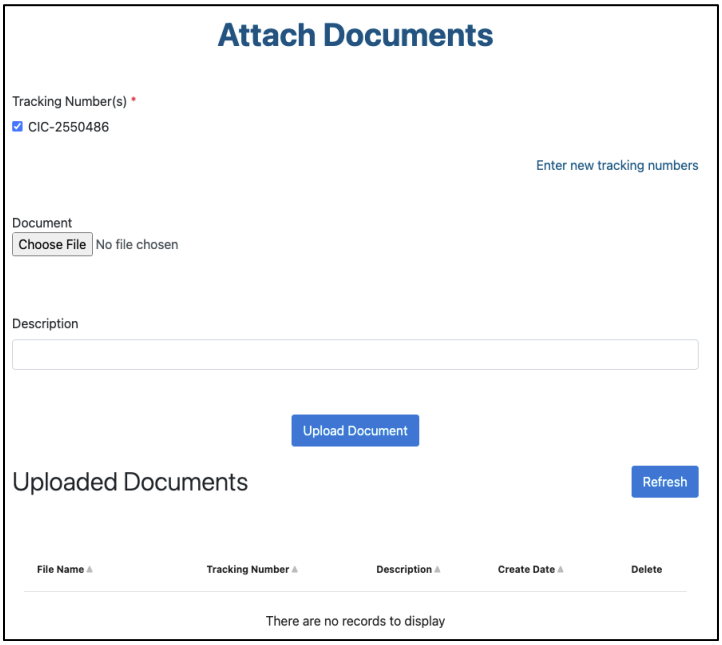

Figure 4-7

The **Uploaded Documents** box lists the following information associated with documents successfully uploaded (Figure 4-8). It also provides the ability to delete an uploaded document by selecting the trash can icon.

- **File Name**
- **Tracking Number**(s)
- **Description**
- **Create Date**

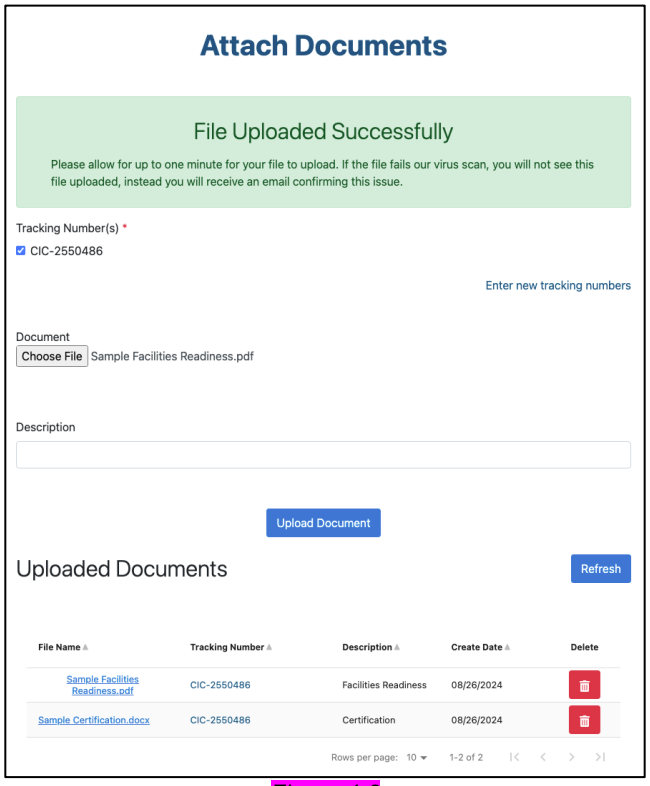

Figure 4-8

When all documents have been uploaded, the user may select another function from the toolbar or select the **NANPA** logo to return to the **Dashboard**.

5 CIC Requests

This section provides direction on creating and submitting CIC applications (Figure 5-1). CIC application options include:

- Section **5.1 CIC Request**, submits a new CIC application.
- Section **5.2 CIC Modification**, submits a modification to an assigned CIC(s).
- Section **5.3 CIC Disconnect**, submits a disconnect to an assigned CIC(s).
- Section **5.4 CIC Cancel Disconnect,** cancels a previously approved CIC disconnect.

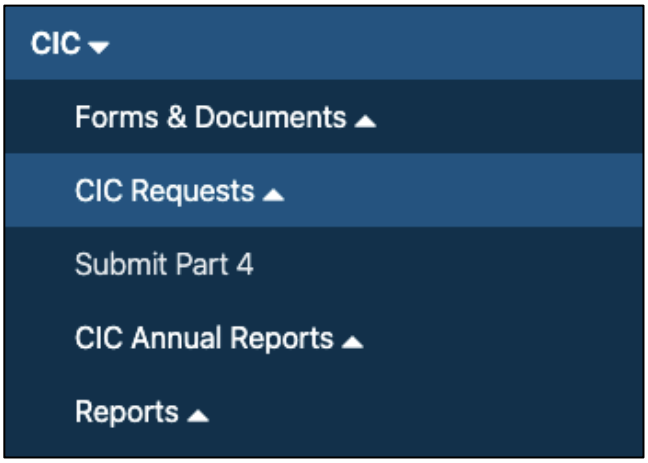

Figure 5-1

5.1 CIC Request

CIC Request allows a user to apply for a new FGB or FGD CIC in the NAS GUI.

From the **CIC** toolbar, select **CIC Requests**, then **CIC Request** (Figure 5-2). NAS will display the **Part 1 – General Information** screen (Figure 5-3).

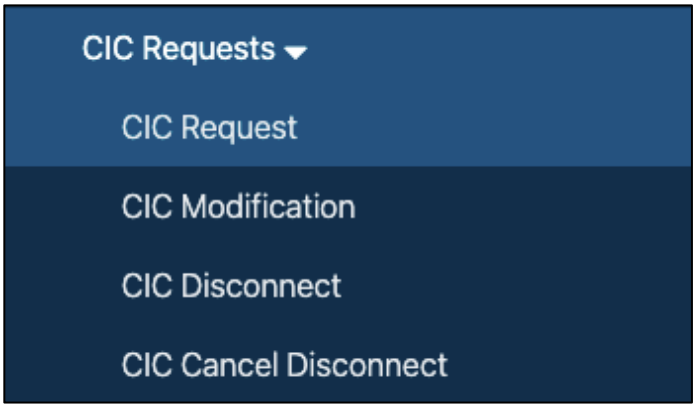

Figure 5-2

5.1.1 Part 1 – General Information

The **Part 1 – General Information** screen (Figure 5-3) allows the user to select the preliminary data for the application. The user must select or enter the:

- **Type of Service**
- **B&C Clearinghouse**
- **Interexchange Access Customer (IAC) Code (aka ACNA)**
- **Date Access Service Request Submitted**
- **Contact Name**
- **Phone**
- **Email**

- **Contact Information to be published on public reports**

The user may also enter:

- **Provide three code selections in order of preference**

Only **Interexchange Access Customer (IAC) Codes (aka ACNA)s** in the user's profile will be provided in the drop-down list.

Select the **Part 1 Form Footnotes/Instructions** link at the bottom of the screen to see the Part 1 Form Footnotes/Instructions.

Select **Continue** to proceed with the application. When all validations are met, NAS will provide the **Part 1 – Entity Information s**creen (Figure 5-4).

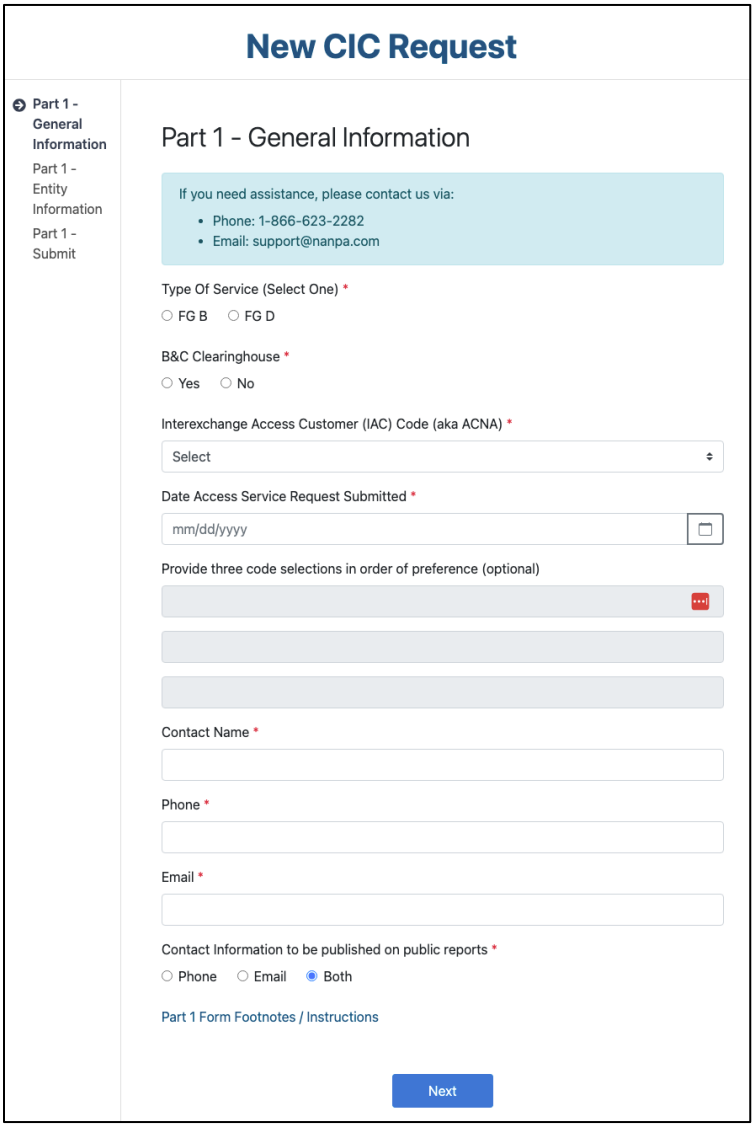

Figure 5-3

5.1.2 Part 1 – Entity Information

The **Part 1 – Entity Information** screen (Figure 5-4) allows the user to enter the Entity Information. Enter:

- **Access Customer Name**
- **Entity Name**

Enter:

- **Access Customer Name(s) that share common ownership or control with the Entity**
- **List CIC(s) assigned to all Access Customer Names that share common ownership or control with the Entity (specify whether they are FG B or FG D)**

Select the **Part 1 Form Footnotes/Instructions** link at the bottom of the screen to see the Part 1 Form Footnotes/Instructions.

Select **Next** to proceed with the application. When all validations are met, NAS will provide the **Part 1 – Submit** screen (Figure 5-6).

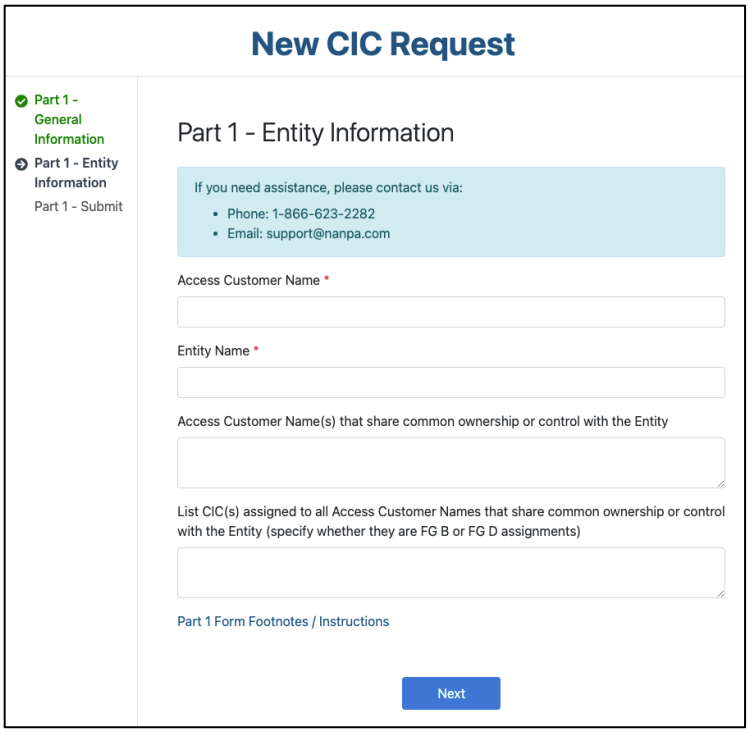

Figure 5-4

5.1.3 Part 1 – Submit

On the **Part 1 – Submit** screen (Figure 5-5), enter any information for the Resource Administrator in the:

- **Comments**

Select the **Part 1 Form Footnotes/Instructions** link at the bottom of the screen to see the Part 1 Form Footnotes/Instructions.

Select **Submit** to complete the application. When all validations are met, NAS will provide the **Confirmation** screen (Figure 5-6).

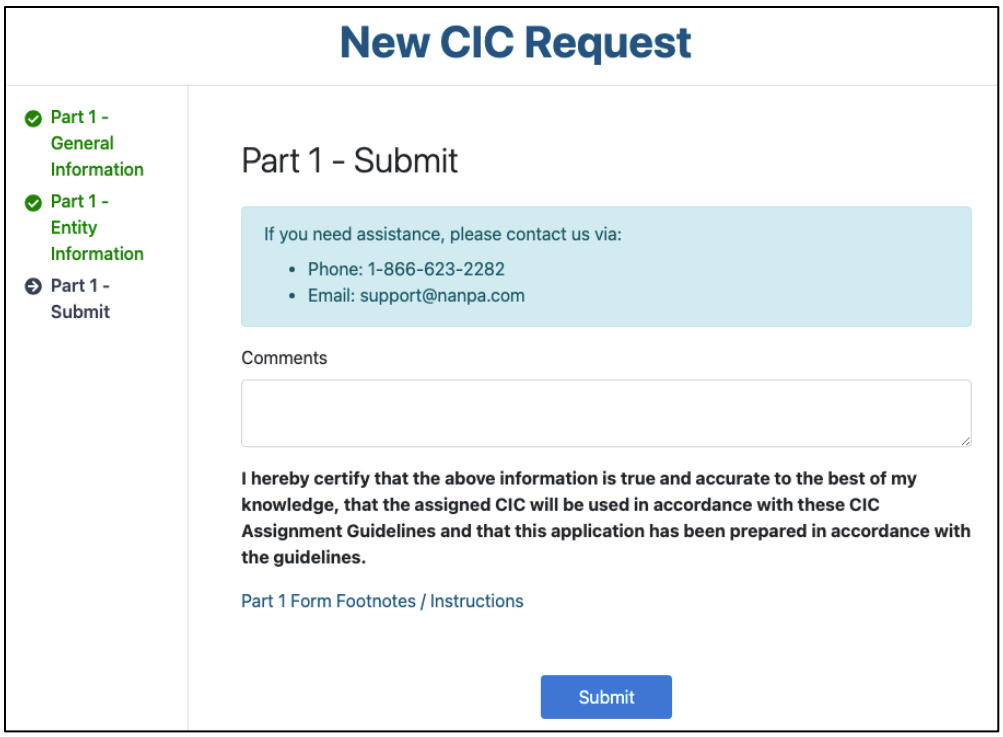

Figure 5-5

5.1.4 Confirmation

The **Confirmation** screen (Figure 5-6) 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.

To attach documents to the application, select the **Attach Documents** link at the bottom of the screen. NAS will provide the Attach **Documents** screen (Section 4.2.2).

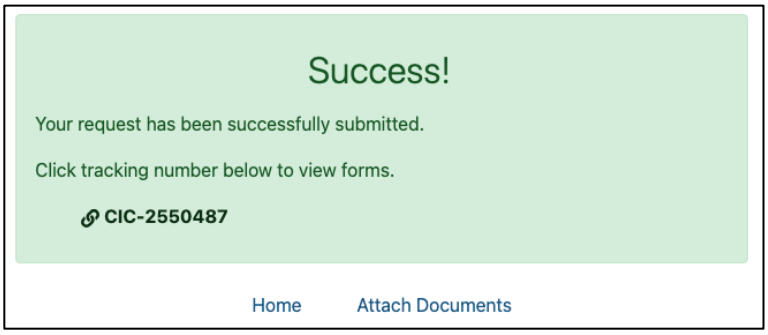

Figure 5-6

5.2 CIC Modification

CIC Modification allows a user to modify data associated with an assigned FGB or FGD CIC in the NAS GUI.

From the **CIC** toolbar, select **CIC Requests**, then **CIC Modification** (Figure 5-7). NAS will **display the Part** 1 – Modification Selection screen (Figure 5-8).

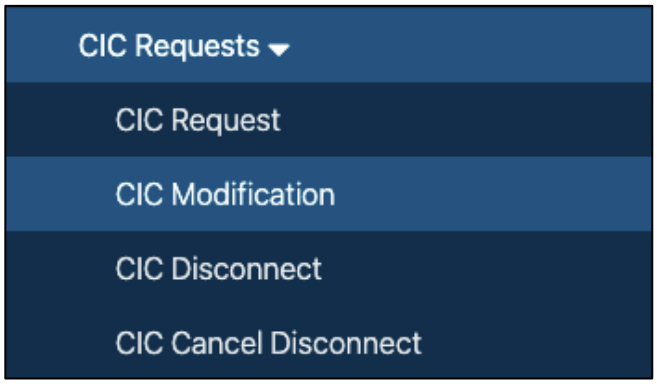

Figure 5-7

5.2.1 Part 1 – Modification Selection

The **Part 1- Modification Selection** screen (Figure 5-8) allows the user to select the preliminary data for the application. Complete the following:

- **Type of Change** (**IAC Code**, **OCN: Intra-company**, or **OCN: Inter-company**)
- **CIC Type**
- **CIC**

Select the **Part 1 Form Footnotes/Instructions** link at the bottom of the screen to see the Part 1 Form Footnotes/Instructions.

Select **Next** to proceed with the application. When all validations are met, NAS will provide the **Part 1 – Modification Details** screen (Figure 5-9).

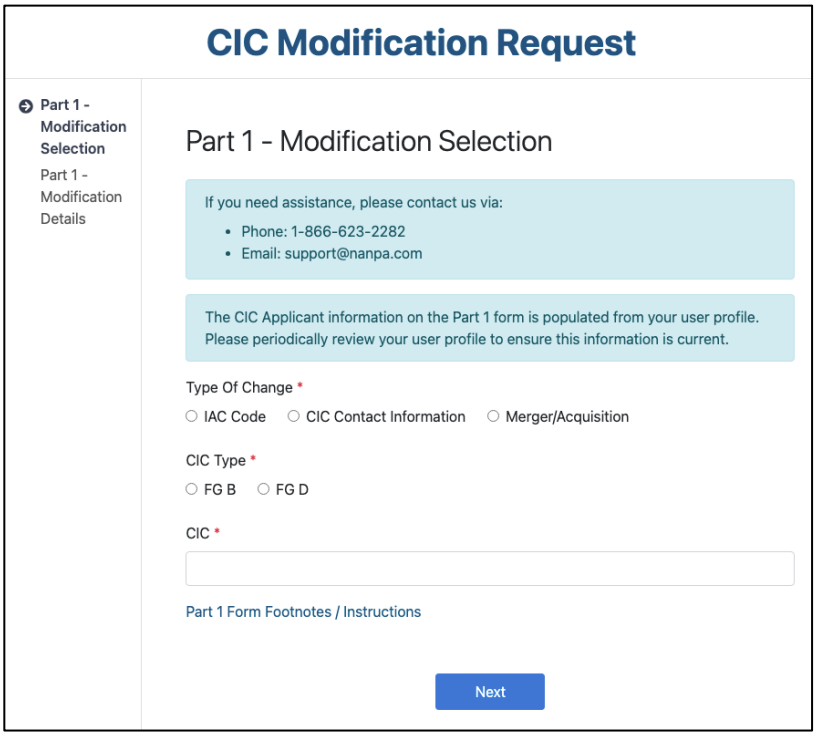

Figure 5-8

5.2.2 Part 1 – Modification Details

The **Part 1 – Modification Details** screen (Figure 5-9) allows the user to select the preliminary data for the application.

When the **Type of Change** is **IAC Code**, the user must select or enter the:

- **Interexchange Access Customer (IAC) Code (aka ACNA)**
- **Entity Name**
- **Access Customer Name**

The user may also enter any information for the Resource Administrator in the:

- **Comments**

When the **Type of Change** is **CIC Contact Information**, the user must select or enter the:

- **Contact Name**
- **Phone**
- **Email**
- **Contact Information to be published on public reports**

The user may enter any information for the Resource Administrator in the:

- **Comments**

When the **Type of Change** is **Merger/Acquisition**, the user must select or enter the:

- **Date of Request for Access Service**
- **Interexchange Access Customer (IAC) Code (aka ACNA)**
- **Contact Name**

- **Phone**
- **Email**
- **Contact Information to be published on public reports**
- **Entity Name**
- **Access Customer Name**
- **B&C Clearinghouse**

The user should also enter:

- **Access Customer Name(s) that share common ownership or control with the Entity**
- **List CIC(s) assigned to all Access Customer Names that share common ownership or control with the Entity (specify whether they are FG B or FG D)**

The user may enter any information for the Resource Administrator in the:

- **Comments**

Only **Interexchange Access Customer (IAC) Codes (aka ACNA)s** in the user's profile will be provided in the drop-down list.

Select the **Part 1 Form Footnotes/Instructions** link at the bottom of the screen to see the Part 1 Form Footnotes/Instructions.

Select **Submit** to proceed with the application. When all validations are met, NAS will provide the **Confirmation s**creen (Figure 5-10).

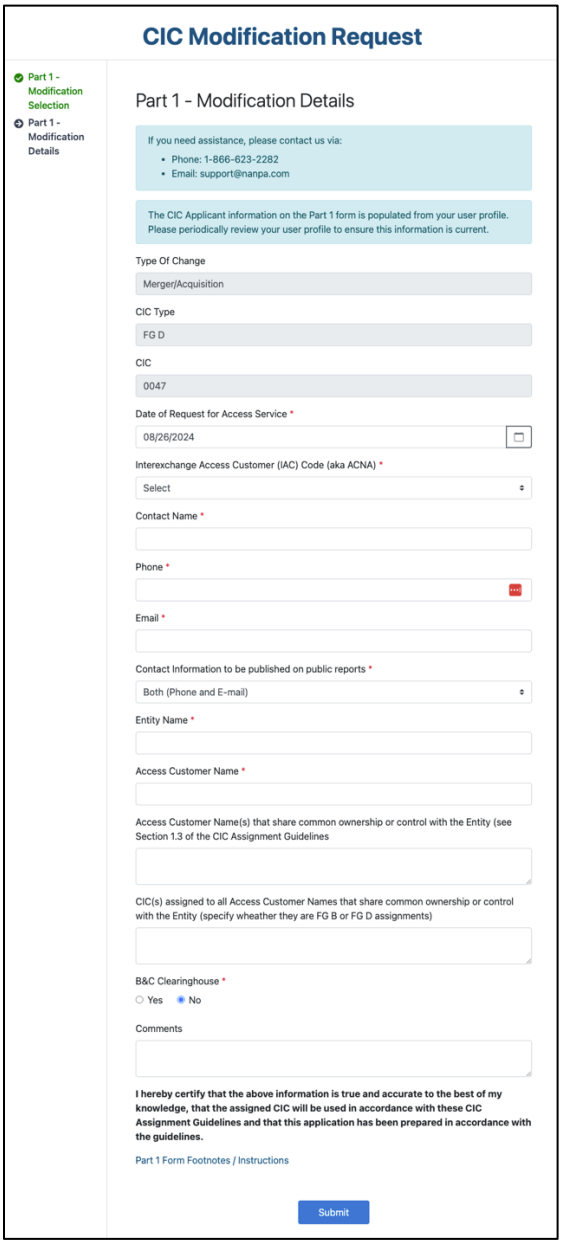

Figure 5-9

5.2.3 Confirmation

The **Confirmation** screen (Figure 5-10) 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.

To attach documents to the application, select the Attach Documents link at the bottom of the screen. NAS will provide the Attach **Documents** screen (Section 4.2.2).

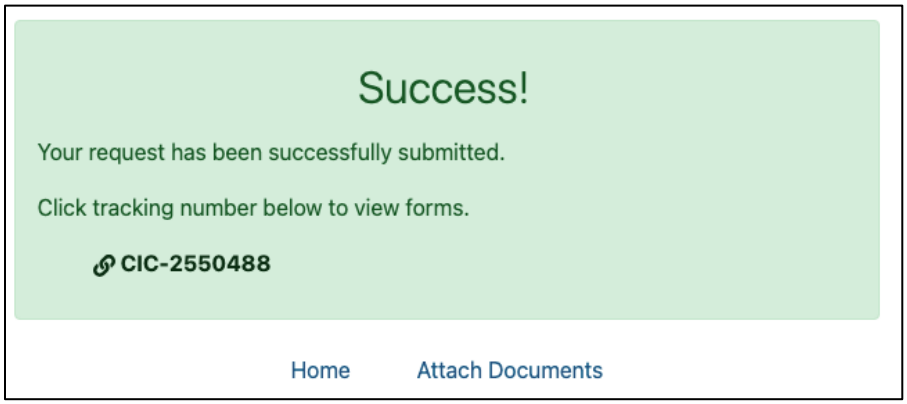

Figure 5-10

5.3 CIC Disconnect

CIC Disconnect allows a user to disconnect an assigned FG B or FGD CIC in the NAS GUI.

From the **CIC** toolbar, select **CIC Requests**, then **CIC Disconnect** (Figure 5-11). NAS will **display the CIC Disconnect Selection** screen (Figure 5-12**).**

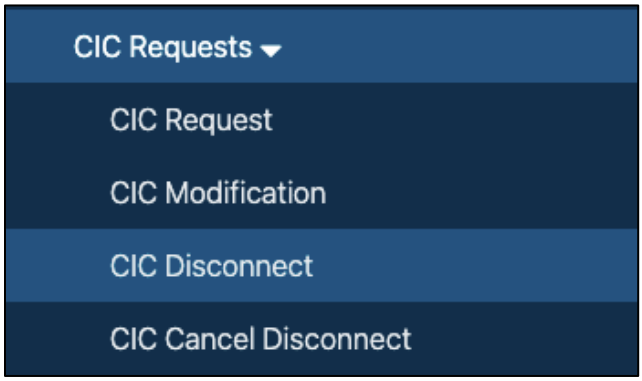

Figure 5-11

5.3.1 CIC Disconnect Selection

The **CIC Disconnect Selection** screen (Figure 5-12) allows the user to select the data for the CIC to be disconnected. The user must enter or select the:

- **Interexchange Access Customer (IAC) Codes (aka ACNA)**
- **CIC Type**
- **Select CIC(s)**

Once the user enters the **Interexchange Access Customer (IAC) Codes (aka ACNA)** and **CIC Type**, NAS will provide a list of CICs(Figure 5-13) eligible for disconnection under **Select CIC(s)**. To select a CIC(s) to disconnect, select the checkbox in the row as the **CIC** being disconnected.

Only **Interexchange Access Customer (IAC) Codes (aka ACNA)s** in the user's profile will be provided in the drop-down list.

Select the **Part 1 Form Footnotes/Instructions** link at the bottom of the screen to see the Part 1 Form Footnotes/Instructions.

Select **Next** to proceed with the application. When all validations are met, NAS will provide the **CIC Disconnect Confirmation** screen (Figure 5-14).

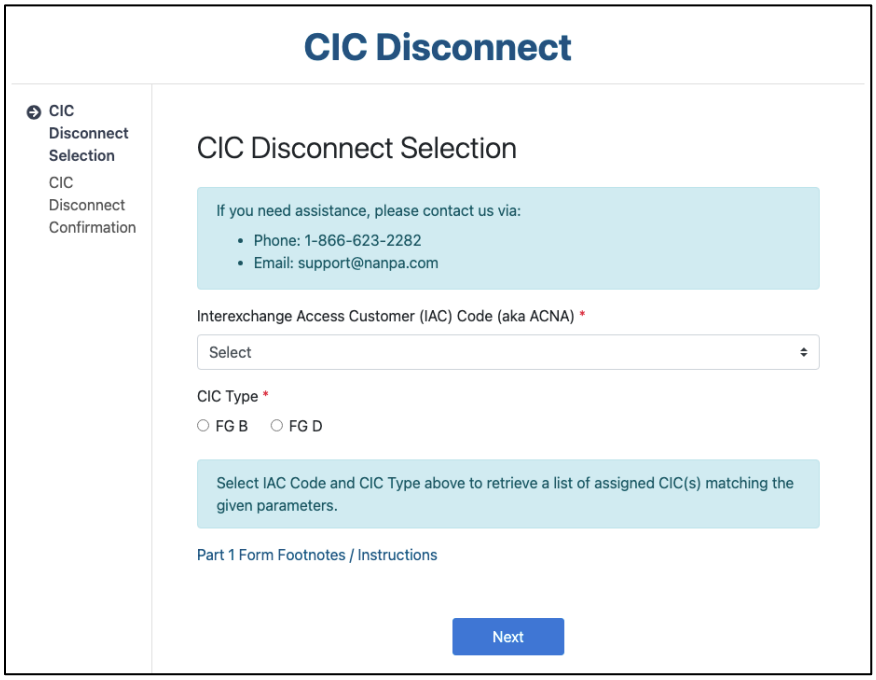

Figure 5-12

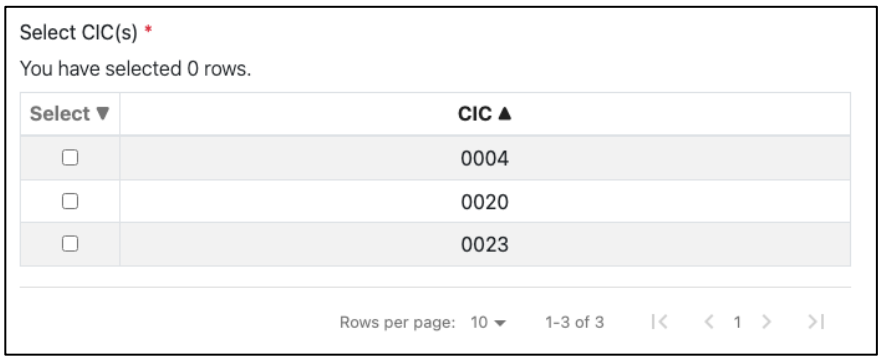

Figure 5-13

5.3.2 CIC Disconnect Confirmation

The **CIC Disconnect Confirmation** screen (Figure 5-14) provides the user an opportunity to review the CIC(s) selected.

When **CIC(s) Selected for Disconnect** are missing from the list or listed in error, the user will need to start the process over.

The user may also enter any information for the Resource Administrator in the:

- **Comments**.

Select the **Part 1 Form Footnotes/Instructions** link at the bottom of the screen to see the Part 1 Form Footnotes/Instructions.

Select **Submit** to complete the application. When all validations are met, NAS will provide the **Confirmation** screen (Figure 5-15).

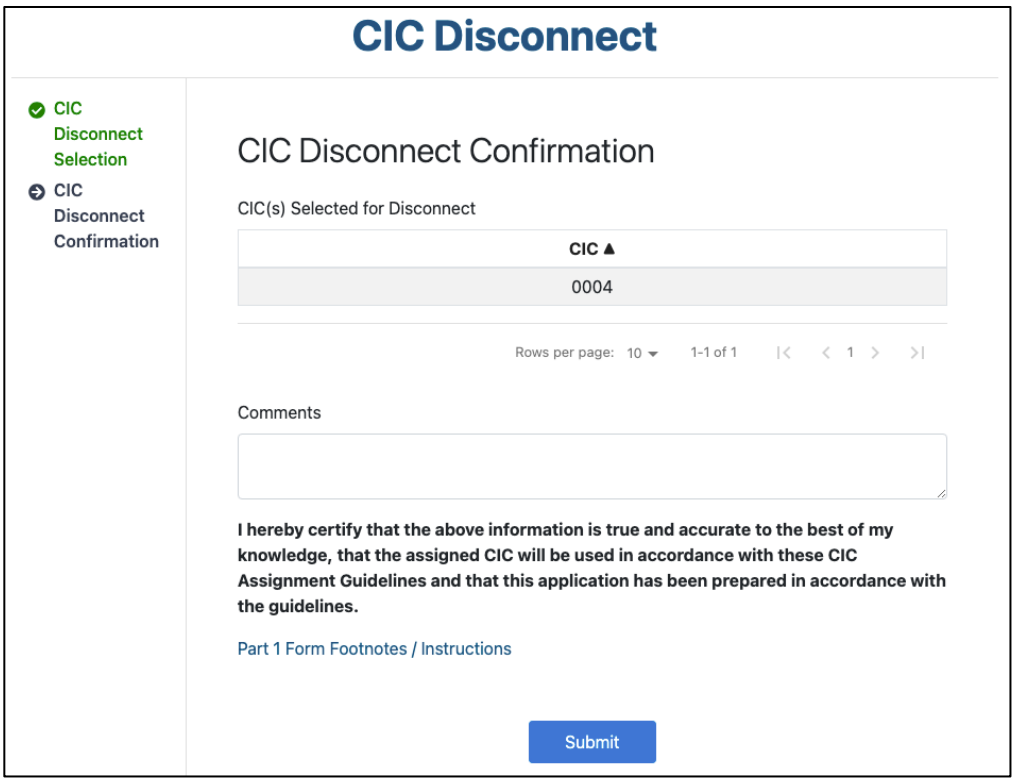

Figure 5-14

5.3.3 Confirmation

The **Confirmation** screen (Figure 5-15) 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.

To attach documents to the application, select the Attach Documents link at the bottom of the screen. NAS will provide the Attach **Documents** screen (Section 4.2.2).

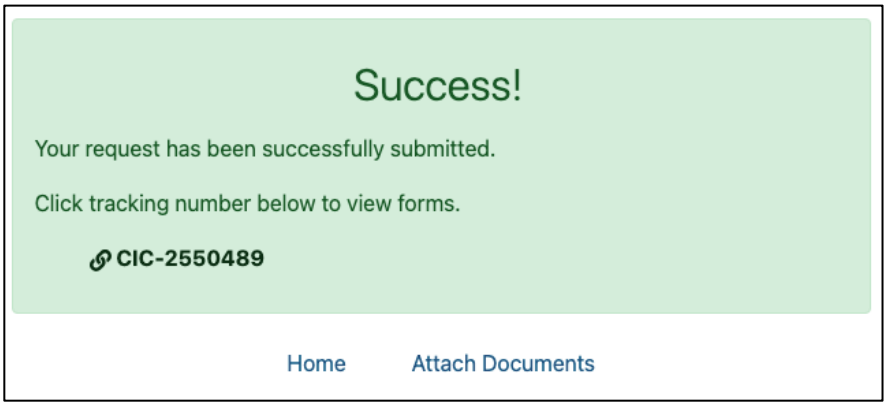

Figure 5-15

5.4 CIC Cancel Disconnect

CIC Cancel Disconnect allows a user to cancel a previously disconnected FG B or FGD CIC in the NAS GUI when the CIC is in an Aging status.

From the **CIC** toolbar, select **CIC Requests**, then **CIC Cancel Disconnect** (Figure 5-16). NAS will display the **Cancel CIC Disconnect** screen (Figure 5-18**).**

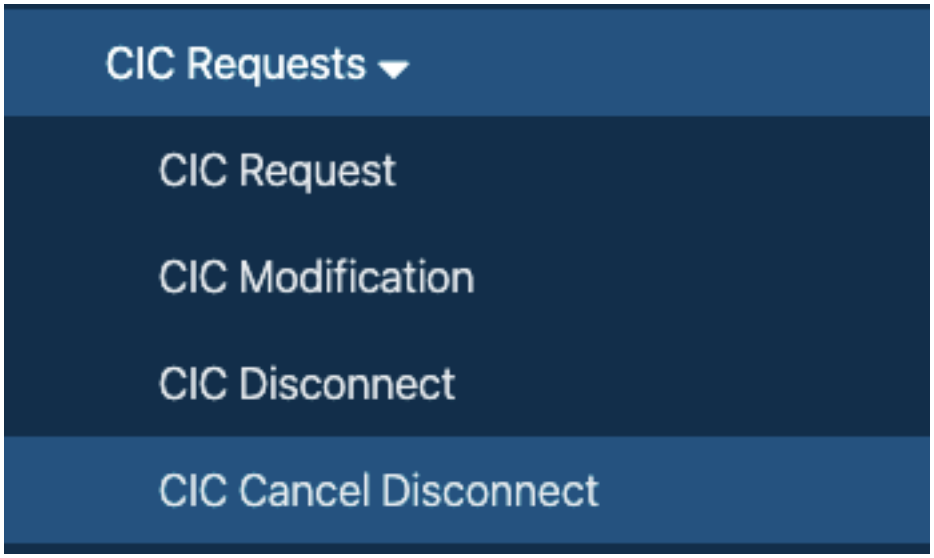

Figure 5-16

5.4.1 Cancel CIC Disconnect

The **Cancel CIC Disconnect** screen (Figure 5-16) allows the user to provide the data for the disconnected CIC the user is choosing to cancel. The user must enter the:

- **CIC Type**
- **CIC**

The user may also enter any information for the Resource Administrator in the:

- **Comments**.

Select the **Part 1 Form Footnotes/Instructions** link at the bottom of the screen to see the Part 1 Form Footnotes/Instructions.

Select **Submit** to complete the application. When all validations are met, NAS will provide the **Confirmation** screen (Figure 5-18).

Figure 5-17

5.4.2 Confirmation

The **Confirmation** screen (Figure 5-18) 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.

To attach documents to the application, select the Attach Documents link at the bottom of the screen. NAS will provide the Attach **Documents** screen (Section 4.2.2).

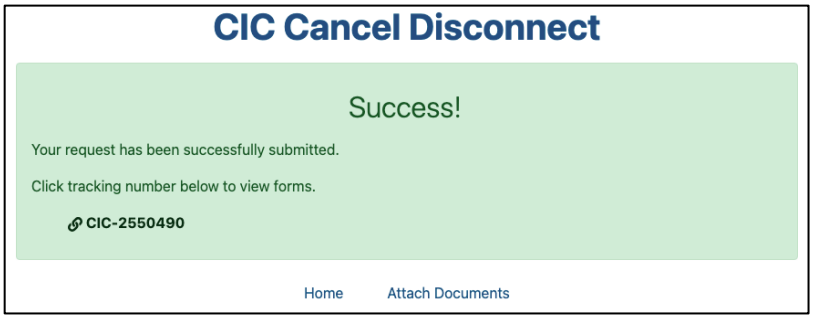

Figure 5-18

6 Submit Part 4

This section provides direction on creating and submitting the CIC Confirmation of In Service – Part 4.

From the **CIC** toolbar, select **CIC Requests**, then **Submit Part 4** (Figure 6-1). NAS will display **the CIC Part 4 Search** screen (Figure 6-2).

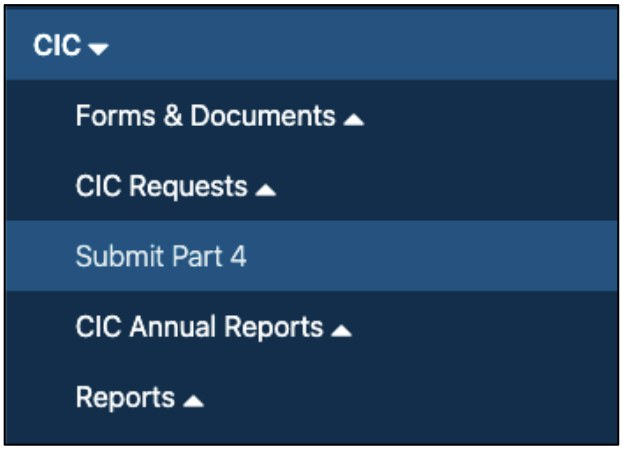

Figure 6-1

6.1.1 CIC Part 4 Search

The **CIC Part 4 Search** screen (Figure 6-2) allows the user to enter data to identify the FGB or FGD CIC for which a Part 4 is being submitted. The user may enter the:

- **Tracking Number**
- **CIC Type and CIC**
- **Interexchange Access Customer (IAC) Codes (aka ACNA)**

When the user enters a **Tracking Number**, only the CIC associated with the tracking number will be provided. NAS will provide the **CIC Part 4 Submission** screen (Figure 6-3**)**.

When the user enters a **CIC Type** and **CIC**, only the entered CIC will be provided. NAS will provide the **CIC Part 4 Submission** screen (Figure 6-3 and Figure 6-4**)**.

When the user enters an **Interexchange Access Customer (IAC) Codes (aka ACNA)**, all CIC CO Codes that require a Part 4 and are associated with the Interexchange Access Customer (IAC) Codes (aka ACNA) entered will be listed. NAS will provide the **CIC Part 4 Submission** screen (Figure 6-4**)**.

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

Select **Continue** to proceed. NAS will provide the **CIC Part 4 Submission** screen (Figure 6-3 and Figure 6-4).

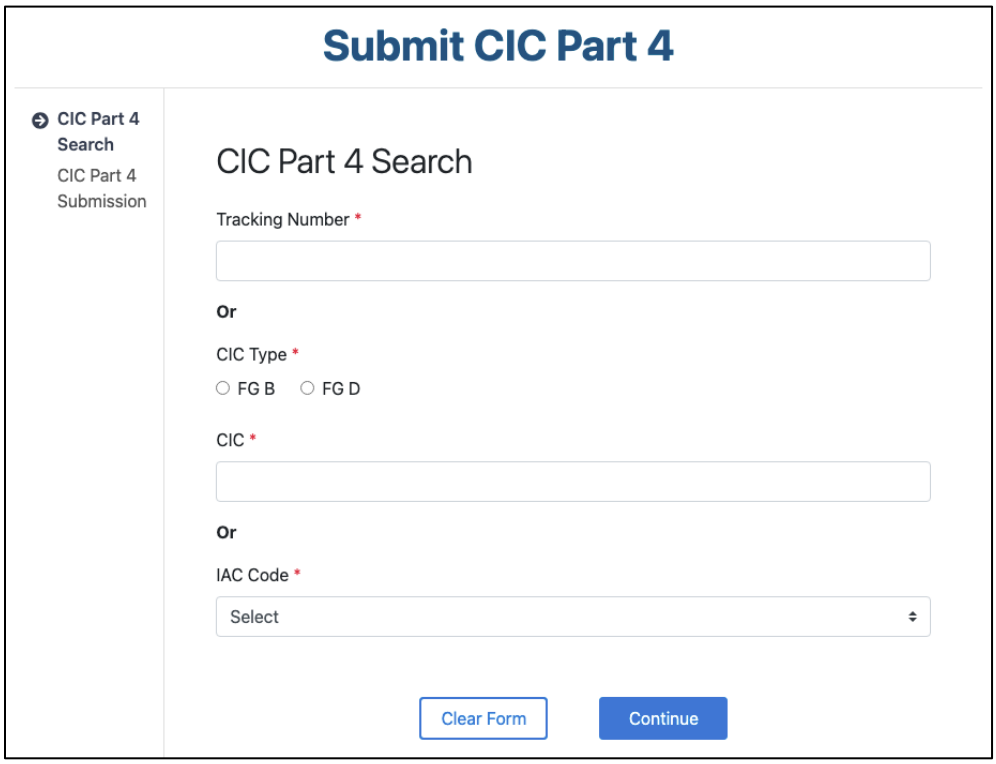

Figure 6-2

6.1.2 CIC Part 4 Submission

The Submit CIC Part 4 screen allows the user to complete and submit the Part 4.

When a **Tracking Number** or **CIC** was entered, NAS will provide the **Submit CIC Part 4** screen shown in Figure 6-3.

When an **Interexchange Access Customer (IAC) Codes (aka ACNA)** was entered, NAS will provide the **Submit CIC Part 4** screen shown in Figure 6-4.

The user must select or update the:

- **Select** checkbox next to the CIC
- **In-Service Date**

Sselect **Submit** to complete the submission of the Part 4. When all validations are met, NAS will provide the **Confirmation** screen (Figure 6-5).

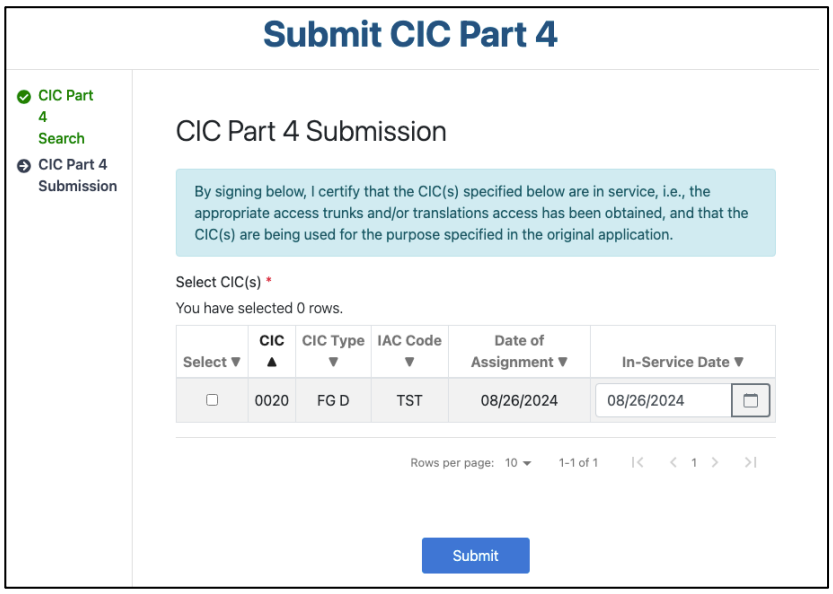

Figure 6-3

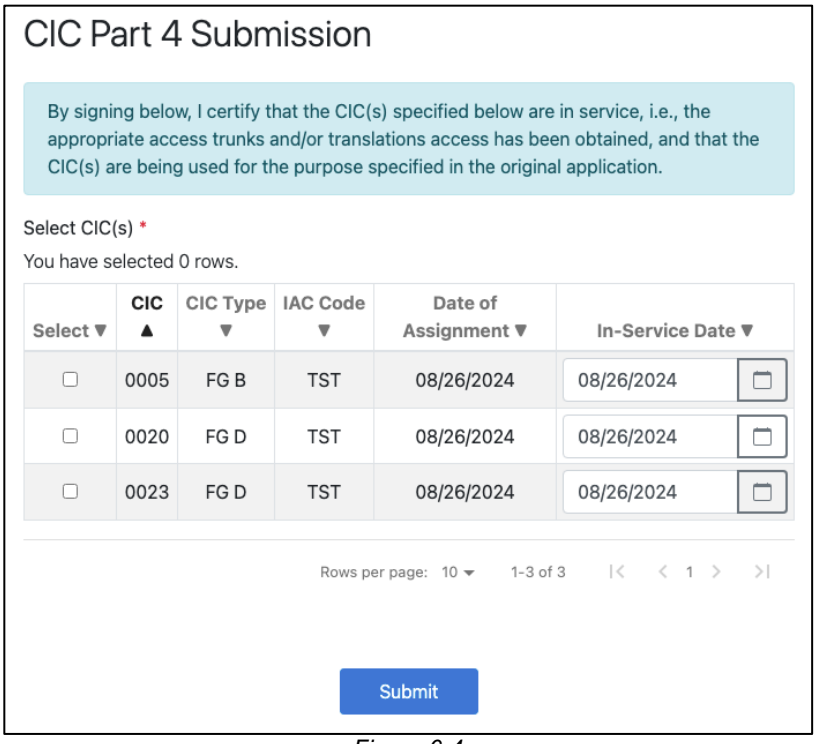

Figure 6-4

6.1.3 Confirmation

The **Confirmation** screen (Figure 6-5) confirms successful submission of the Part 4, provides the tracking number.

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

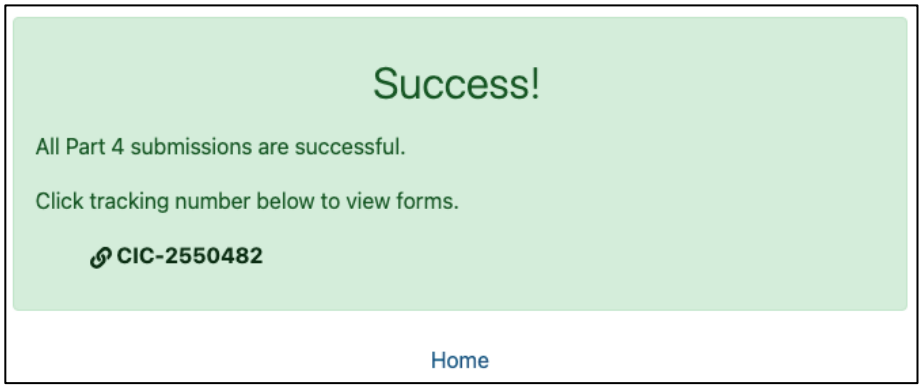

Figure 6-5

7 CIC Annual Reports

This section provides direction on submitting a CIC Annual Report in NAS GUI (Figure 8-1).

From the **CIC** toolbar, select **CIC Annual Reports**, then **Upload CIC Annual Report** (Figure 7-2. NAS will display **Upload Annual CIC Report** screen (Figure 7-3).

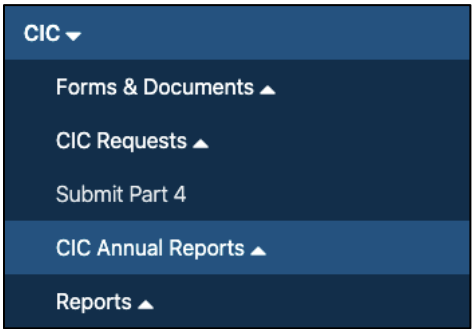

Figure 7-1

Figure 7-2

7.1.1 Upload Annual CIC Report

The **Upload Annual CIC Report** screen (Figure 7-3) allows the user to select the and upload an xlsx file.

To attach a file, the user must select **Choose File**. When selected, NAS opens a window for the user to select an Excel (xlsx) file from their computer. The file name must be in the format of "incoming.<ENTITY NAME><CURRENT YYYY>AnnualCICReport.xlsx."

For how to complete the Annual CIC Report spreadsheet, refer to the *Annual CIC Report User Guide*.

When all validations are met, NAS will provide the Confirmation screen (Figure 7-4).

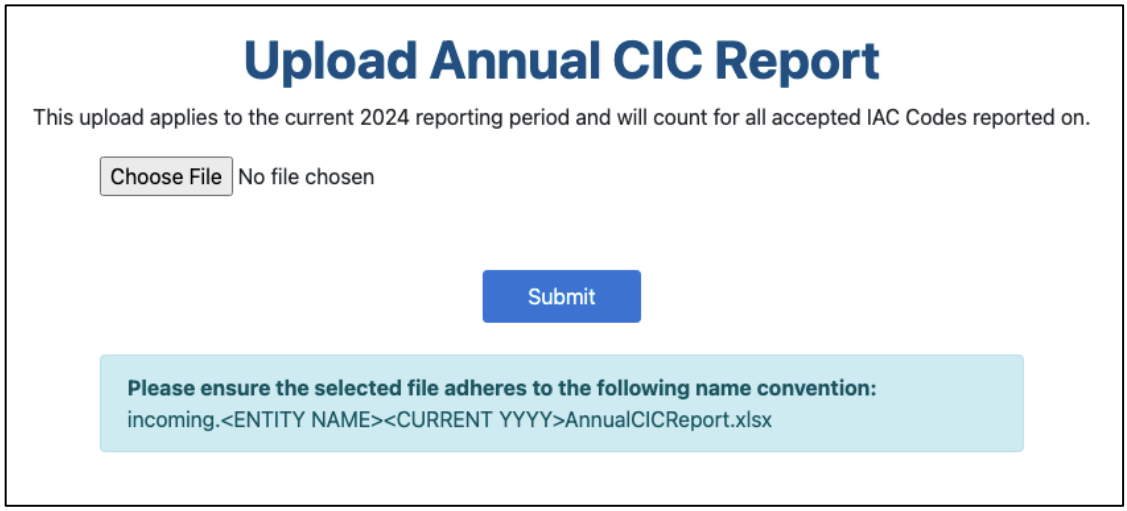

Figure 7-3

7.1.2 Confirmation

The **Confirmation** screen (Figure 6-5) confirms successful upload of the CIC Annual Report. NAS will email the status of the submission once it is processed. Users should review the report results to verify successful submission of data and identify any rejected data. Rejected data will need to be reviewed and resubmitted.

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

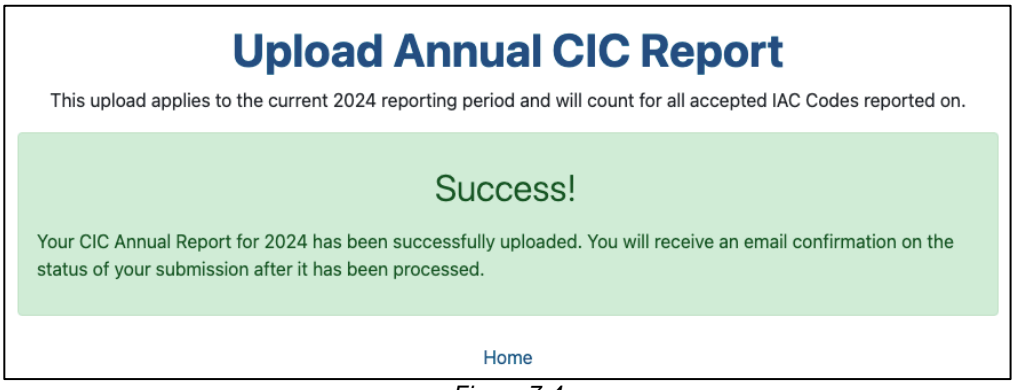

Figure 7-4

8 Reports

This section provides direction on pulling reports for CIC data in the NAS GUI (Figure 8-1). CIC report options include:

- Section **8.1 CIC Annual Report**, which allows the user to view successfully submitted CIC Annual Report data.

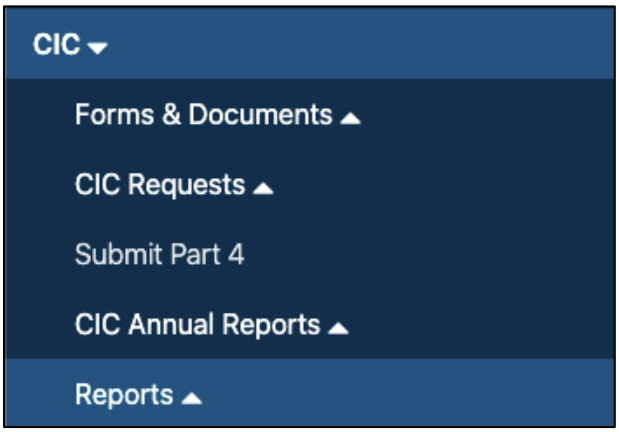

Figure 8-1

8.1 CIC Annual Report

The **CIC Annual Report** allows a user to view the Annual CIC Report data on file in the NAS GUI.

From the **CIC** toolbar, select **Reports**, then **CIC Annual Report** (Figure 8-2). NAS will display the **Preliminary CIC Annual Report** screen (Figure 8-3).

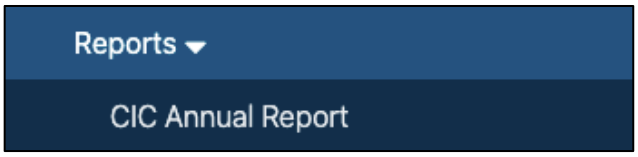

Figure 8-2

8.1.1 Preliminary CIC Annual Report

The **Preliminary CIC Annual Report** screen (Figure 8-3) allows the user to select the search data. The user must select the:

- **Report for Period**
- **Interexchange Access Customer (IAC) Codes (aka ACNA)**
- **Type of Service**

A Select All option is available for **Interexchange Access Customer (IAC) Codes (aka ACNA)** and **Type of Service** fields.

Only **Interexchange Access Customer (IAC) Codes (aka ACNA)s** in the user's profile will be provided in the drop-down list.

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

Select **Submit** to proceed. NAS will provide the **CIC Annual Report** screen (Figure 8-4).

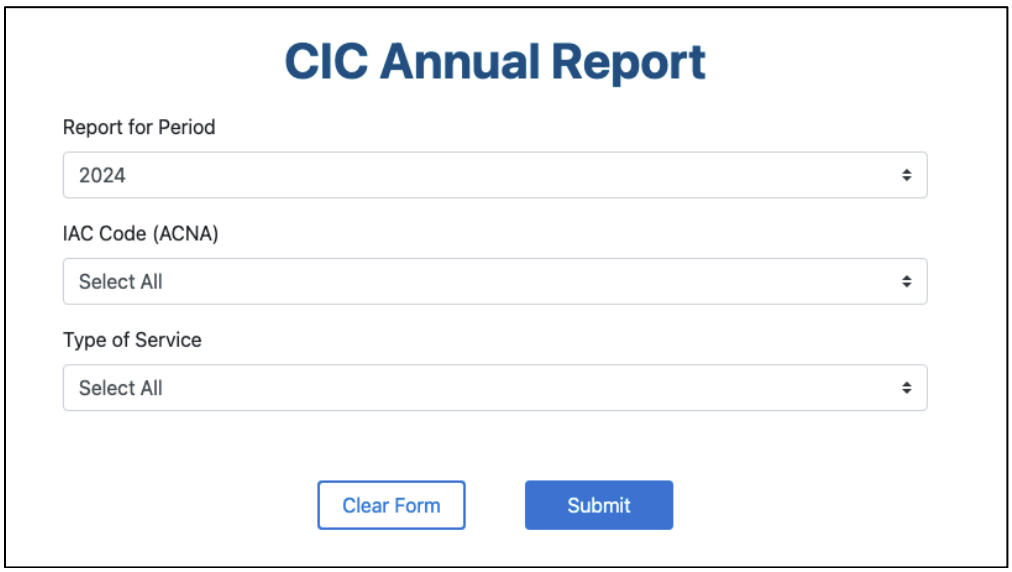

Figure 8-3

8.1.2 CIC Annual Report

The **CIC Annual Report** screen (Figure 8-4) provides the search results for the data entered. The user may select:

- **Export to XLSX** and the file will be download as an Excel xlsx file.
- **Search Again** and the user will be taken back to the prior screen.

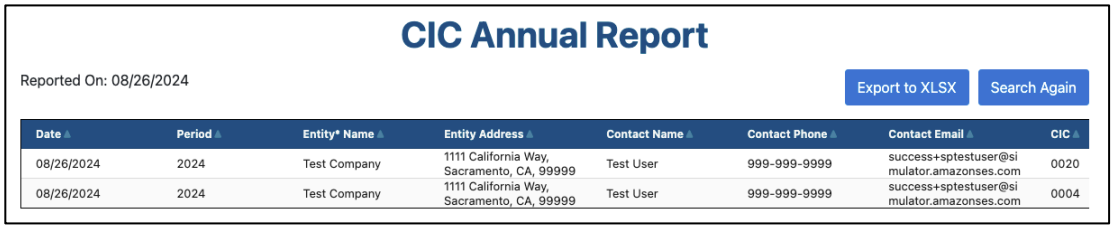

Figure 8-4