



Service Provider and Service Provider Consultant 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.

1	Introduction	4
1.1	Purpose.....	4
1.2	NANP Administration System (NAS) Overview.....	4
1.3	User Type Descriptions.....	4
1.3.1	Service Provider (SP).....	4
1.3.2	Service Provider Consultant (SPC).....	4
1.4	Content Summary	5
1.5	Conventions	5
1.6	Preparations	5
1.6.1	Operating Company Number (OCN).....	5
1.6.2	Letter of Authorization (LOA)	6
1.7	Troubleshooting.....	6
2	Service Provider Registration.....	6
2.1	Accessing Registration Link.....	6
2.1.1	From NANPA website	6
2.1.2	From NAS Login Page	6
2.2	Role	7
2.3	User Information	9
2.4	Address.....	10
2.5	Authorizer.....	12
2.6	Company Identifier & Service Area.....	13
2.7	Thousands-Block/CO Code Contacts	15
2.8	NNS Notifications.....	20
2.9	p-ANI	22
2.10	Review & Submit.....	24
3	Service Provider Consultant (SPC) Registration.....	27
3.1	Accessing Registration Link.....	27
3.1.1	From NANPA website	27
3.1.2	From NAS Login Page	27
3.2	Role	27
3.3	User Information	29
3.4	Address.....	30
3.5	Authorizer.....	32
3.6	Company Identifier & Service Area.....	32
3.7	Thousands-Block/CO Code Contacts	34
3.8	NNS Notifications.....	36
3.9	p-ANI	38
3.10	Review & Submit.....	39

1 Introduction

1.1 Purpose

This document outlines the Service Provider and Service Provider Consultant process for registering for the NANP Administration System (NAS); including user type descriptions for Service Provider and Service Provider Consultant 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 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 is restricted based on the user type selected and the subscription choices selected. To identify the appropriate user type, proceed to Section **1.3 User Type Descriptions**.

1.3 User Type Descriptions

1.3.1 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 users must have an Operating Company Number (OCN) associated with National Exchange Carrier Association (NECA) Company Code Category Type that has been determined to be appropriate for the direct assignment of Numbering Resources. The OCN must be in the NAS in order to add it to a registration, see Section **1.6.1 Operating Company Number (OCN)**.

SP users will be able to submit applications and view reports and forms for the resources associated with the **Resource Subscription** option(s) selected.

SP users will only be provided fields associated with the **Resource Subscription** option(s) selected and shall only be able to submit and view data for the States, NPAs, OCNs, National Emergency Number Association (NENA) IDs and Interexchange Access Customer [IACs aka Access Customer Name Abbreviation (ACNA)] in their user profile.

To register as a Service Provider (SP) user see Section **2 Service Provider Registration**.

1.3.2 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 may only register on behalf of Service Providers for which they have a contract to provide number administration services and are required to submit a Letter of Authorization (LOA) from the SP client, see Section **1.6.2 Letter of Authorization (LOA)**.

SPC users must have an LOA on file for the Operating Company Number (OCN)s for which they are registering. The Operating Company Number (OCN)s must be associated with a National Exchange Carrier Association (NECA) Company Code Category Type that has been determined to be

appropriate for the direct assignment of Numbering Resources. The OCN must be in the NAS OCN Table in order to add it to a registration, see Section **1.6.1 Operating Company Number (OCN)**.

SPC users will be able to submit applications and view reports and forms for the resources associated with the **Resource Subscription** option(s) selected.

SPC users will only be provided fields associated with the **Resource Subscription** option(s) selected and shall only be able to submit and view data for the States, NPAs, OCNs, NENA IDs and Interexchange Access Customer [IACs aka Access Customer Name Abbreviation (ACNA)] in their user profile.

To register as a Service Provider Consultant (SPC) user see Section **3 Service Provider Consultant (SPC) 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
- Resource Subscription (i.e., Thousands-Block/CO Code Resources, Other Resources, 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

1.6.1 Operating Company Number (OCN)

The Operating Company Number (OCN) must be in the NAS to add it to a user profile and must be associated with a National Exchange Carrier Association (NECA) Company Code Category Type that has been determined to be appropriate for the direct assignment of Numbering Resources. The following are the permitted Company Code Category Types for Numbering Resources as outlined in the Alliance for Telecommunications Industry Solutions (ATIS) Industry Numbering Committee (INC) Thousands-Block (NPA-NXX-X) and Central Office Code (NPA-NXX) Administration Guidelines:

- | | |
|--------------------------------------|---------------------------------|
| • Incumbent Local Exchange Carrier | ILEC |
| • Regional Bell Operating Company | RBOC |
| • Competitive Local Exchange Carrier | CLEC |
| • Personal Communications Service | PCS |
| • Unbundled Local Exchange Carrier | ULEC |
| • Wireless Carriers | WIRE |
| • Internet Provider Enabled Services | IPES (only Interconnected VoIP) |

An OCN missing from the NAS OCN Table will result in an error message.

To add an OCN to the NAS, email support@nanpa.com. The email shall include:

- a request to add the OCN to NAS,
- the Company OCN letter from NECA for the specific OCN being added when the OCN is not in the Business Integrated Routing and Rating Database (BIRRDs),
- supporting documentation showing the relationship/affiliation between companies if the OCN name on the NECA letter and/or Certification is different from the company name listed on the registration.

1.6.2 Letter of Authorization (LOA)

SPC users are required to submit a Letter of Authorization (LOA) from the SP client when registering. The LOA shall:

- be on the SP client's company letterhead,
- provide the date the letter is signed,
- list the authorized consultant's name (or consultant company name)
- specify that the consultant is authorized to access NAS on the SP's behalf
- identify all Operating Company Numbers (OCNs), Parent Operating Company Numbers (OCNs), National Emergency Number Association (NENA)IDs, and Interexchange Access Customers [IACs aka Access Customer Name Abbreviation (ACNA)] under the ownership of the SP client that the SPC user has authorization to add to their user profile and submit and view data for in NAS,
- contain the first and last name, email, and phone number of the authorized representative, and
- be signed by an authorized representative (e.g., officer of the company) of the SP client.

When an LOA is not on file for the SP client, the registration shall be rejected. When one or more Operating Company Numbers (OCNs), National Emergency Number Association (NENA)IDs, and Interexchange Access Customers [IACs aka Access Customer Name Abbreviation (ACNA)] under the ownership of the SP client is missing from the LOA, the item missing shall be removed from the SPC user's registration.

1.7 Troubleshooting

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

2 Service Provider 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 2-2).

Select Your Role by choosing **Service Provider** from the drop-down menu (Figure 2-3).

Once the role of **Service Provider** 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):

- **Thousands-Block/CO Code Resources** – Submit applications for and view data associated with CO Codes and Thousands-Block resources.
- **NRUF** – Submit NRUF Form 502 and view NRUF reports.
- **Other Resources** – Submit applications for and view data associated with non-geographic resources (e.g., Carrier Identification Codes (CIC), 5XX-NXX, and 9YY-NXX).
- **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** – Submit applications for and view data associated with p-ANI resources.

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

NANPA

NAS Registration

Role
Review & Submit

Role

Select Your Role *

Role

Select Your Resource Subscriptions *

You must select a role to view the resource subscription options available for that role

Next

Figure 2-2

Role

- ✓ Service Provider (SP)
- Service Provider Consultant (SPC)
- FCC
- State Regulator
- Other
- 9-1-1 Governing Authority
- E9-1-1 System Service Provider
- Public Safety Answering Point (PSAP)

Figure 2-3

NANPA

NAS Registration

Role
Review & Submit

Role

Select Your Role *

Service Provider (SP)

A registered NAS user who is a representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, Wireless Carrier, Interconnected VoIP Providers).

Select Your Resource Subscriptions *

- Thousands-Block/CO Code Resources
- NRUF
- Other Resources
- NANP Notification System (NNS)
- p-ANI Resources

Next

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

- **Username*** – Enter a username. The username must be 25 characters or less where alpha, numeric, and the following special characters are allowed: underscore (_), hyphen (-), period (.).
NOTE: The username is not case sensitive.
- **Email*** – Enter your business email address that is affiliated with the **Company Name**.
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.
- **Company Name*** – Enter the company name.
NOTE: Enter the full business name, preferably the name of the Parent Company, abbreviations are not allowed.
- **Doing Business As (DBA) Name(s), if any** – Enter the name that the company is doing business as (dba).
NOTE: This field is only provided when the **Resource Subscription** option of **p-ANI Resources** is selected.
- **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 'User Information' section of the 'NAS Registration' process. On the left is a navigation menu with options: Role (checked), User Information (selected), Address, Authorizer, Company Identifier & Service Area, Thousands-Block/CO Code Contacts, NNS Notifications, p-ANI, and Review & Submit. The main form area 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.
- Company Name ***: A text input field.
- Doing Business As (DBA) Name(s), if any**: 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 located 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).

Complete the fields as required in the **Address** fields.

- **Street Address*** – Enter the company street address.
- **City*** – Enter the city associated with the company street address.
- **State or Territory*** – From the drop-down menu select the State or NANP Territory associated with the company street address.
- **Zip Code*** – Enter the zip code associated with the company street address.

Complete the the fields as required in the **Headquarters Address** fields.

- **Same as above** – When the checkbox is selected, the **Address** fields shall be populated in the corresponding **Headquarters Address** fields.

NOTE: By selecting **Same as above**, NAS will automatically fill the **Headquarters Address** fields with the information in the **Address** fields.

- **Street Address*** – Enter the company street address.
- **City*** – Enter the city associated with the company street address.
- **State or Territory*** – From the drop-down menu select the State or NANP Territory associated with the company street address (Figure 2-7).
- **Zip Code*** – Enter the zip code associated with the company street address.

The screenshot shows the 'NAS Registration' form interface. At the top is a dark blue header with the NANPA logo. Below the header, the title 'NAS Registration' is centered. On the left side, there is a vertical navigation menu with the following items: 'Role' (checked), 'User Information' (checked), 'Address' (selected with a dropdown arrow), 'Authorizer', 'Company Identifier & Service Area', 'Thousands-Block/CO Code Contacts', and 'Review & Submit'. The main content area is divided into two sections: 'Address' and 'Headquarters Address'. The 'Address' section contains four input fields: 'Street Address*' (with a small icon on the right), 'City*', 'State or Territory*' (a dropdown menu with 'Select' and a downward arrow), and 'Zip Code*'. The 'Headquarters Address' section starts with a checkbox labeled 'Same As Above'. Below it are four input fields: 'Street Address*', 'City*', 'State or Territory*' (a dropdown menu with 'Select' and a downward arrow), and 'Zip Code*'. At the bottom center of the form is a blue button labeled 'Next'.

Figure 2-6

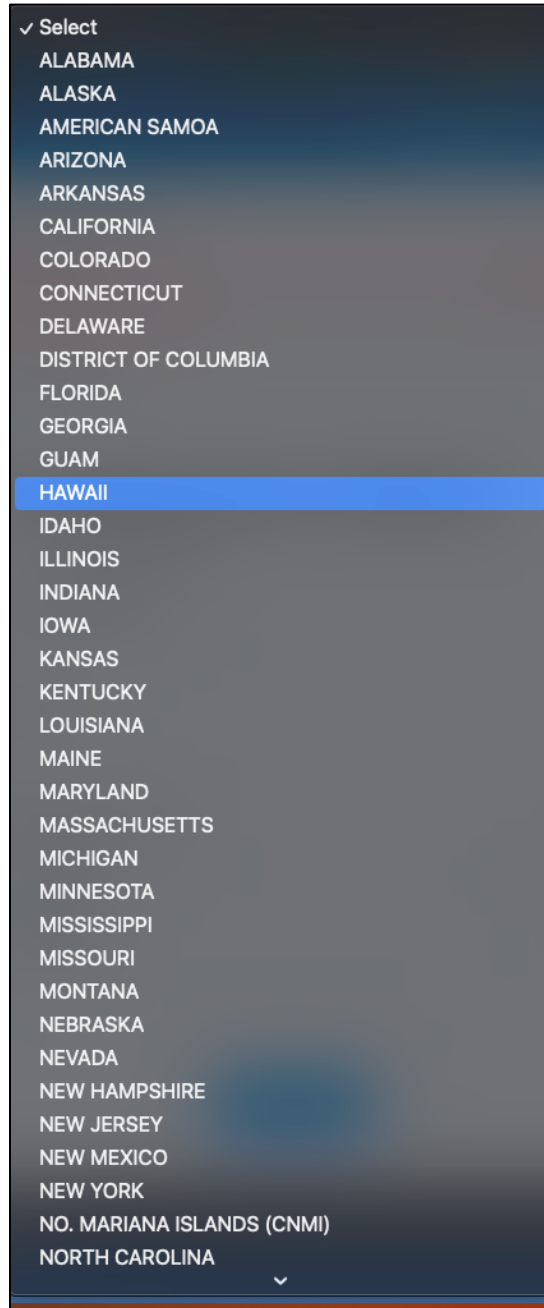


Figure 2-7

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 a company employee other than yourself that NANPA can contact to verify your employment and authorization for NANP Administration System (NAS) access.

- **Name*** – Enter the First Name and Last name of a company employee other than yourself.
- **Title*** – Enter the **Authorizer's** title.
- **Company Name*** – Enter the **Authorizer's** company name.

NOTE: Enter the full business name, preferably the name of the Parent Company, abbreviations are not allowed.

NOTE: The **Company Name** must match the **Company Name** under **User Information**.

- **Phone*** – Enter the **Authorizer’s** phone number.
- **Extension**– Enter **Authorizer’s** Extension Number.
- **Email*** – Enter the **Authorizer’s** business email address. **Email** must be in a valid email format and be affiliated with the Company Name.

NOTE: Gmail and other non-business email addresses are not accepted.

NOTE: If you are a true sole proprietor and there is no other employee or board member who can verify your employment, please email support@nanpa.com with documentation proving sole proprietorship.

The screenshot shows the 'NAS Registration' interface. On the left is a navigation sidebar with a progress indicator: 'Role' (checked), 'User Information' (checked), 'Address' (checked), and 'Authorizer' (active). Under 'Authorizer', there are links for 'Company Identifier & Service Area', 'Thousands-Block/CO Code Contacts', and 'Review & Submit'. The main content area is titled 'Authorizer' and contains the following fields: 'Name *' (text input), 'Title *' (text input), 'Company Name *' (text input), 'Phone *' (text input), 'Extension' (text input), and 'Email *' (text input). A blue 'Next' button is positioned 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).

Operating Company Number (OCN) is only provided when the **Resources Subscription** of **Thousands-Block/CO Code Resources**, **Other Resources**, **p-ANI Resources**, or **NRUF** is selected.

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

- **Service Provider OCN(s)** – Enter the Service Provider OCN(s) associated with the company. Multiple OCNs must be separated by a comma and a maximum of 400 OCNs are allowed.
NOTE: Service Provider OCN(s) must be added to NAS prior to adding to a user's profile [see Section 1.6.1 **Operating Company Number (OCN)**].
NOTE: Service Provider OCN(s) with a different **Company Name** will be rejected unless documentation is on file supporting ownership or control of the OCN.
- **Parent Company OCN(s)** – Enter the Parent Company OCN associated with the company. Multiple OCNs must be separated by a comma and a maximum of 400 OCNs are allowed.
NOTE: Parent Company OCN(s) must be added to NAS prior to adding to a user's profile [see Section 1.6.1 **Operating Company Number (OCN)**].
NOTE: Parent Company OCN(s) with a different **Company Name** will be rejected unless documentation is on file supporting ownership or control of the OCN.

Interexchange Access Customer (IAC) Code is only provided when the **Resources Subscription** of **Other Resources** is selected.

- **IAC Code(s)** – Enter the IAC Code(s) associated with the company. Multiple IAC Codes must be separated by a comma and a maximum of 100 IAC Codes are allowed.
NOTE: IAC Code(s) with a different **Company Name** will be rejected unless documentation is on file supporting ownership or control of the IAC Code.

Service Areas is only provided when the **Resources Subscription** of **Thousands-Block/CO Code Resources**, **Other Resources**, **NRUF**, or **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 company 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.

NANPA

NAS Registration

- Role
- User Information
- Address
- Authorizer
- Company Identifier & Service Area**
 - Thousands-Block/CO Code Contacts
 - NNS Notifications
 - p-ANI
 - Review & Submit

Company Identifier & Service Area

* Required

Operating Company Number (OCN)

Service Provider OCN(s) *

Parent Company OCN(s) *

Interexchange Access Customer (IAC) Code
(aka Access Customer Name Abbreviation [ACNA])

IAC Code(s)

Service Areas

Select the NPAs in which your company operates

select all ←

State/Territory	NPAs
<input type="checkbox"/> ALABAMA	<input type="checkbox"/> 205 <input type="checkbox"/> 251 <input type="checkbox"/> 256 <input type="checkbox"/> 334 <input type="checkbox"/> 659 <input type="checkbox"/> 938
<input type="checkbox"/> ALASKA	<input type="checkbox"/> 907
<input type="checkbox"/> AMERICAN SAMOA	<input type="checkbox"/> 684
<input type="checkbox"/> ARIZONA	<input type="checkbox"/> 480 <input type="checkbox"/> 520 <input type="checkbox"/> 602 <input type="checkbox"/> 623 <input type="checkbox"/> 928
<input type="checkbox"/> ARKANSAS	<input type="checkbox"/> 479 <input type="checkbox"/> 501 <input type="checkbox"/> 870

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 Thousands-Block/CO Code Contacts** when **Thousands-Block/CO Code Resource Subscription** was selected,
- **2.8 NNS Notifications** when **NANP Notification System (NNS) Resource Subscription** was selected,
- **2.9 p-ANI** when **p-ANI Resources Resource Subscription** was selected.

2.7 Thousands-Block/CO Code Contacts

All **Thousands-Block/CO Code Contacts** fields with a red asterisk (*) are required (Figure 2-10).

Thousands-Block/CO Code Contacts are only provided when the **Resource Subscription of Thousands-Block/CO Code Resources** is selected. **Thousands-Block/CO Code Contacts** allows the applicant to add additional contacts for specific Thousands-Block or CO Code activities or functions by clicking on the **+Add** button.

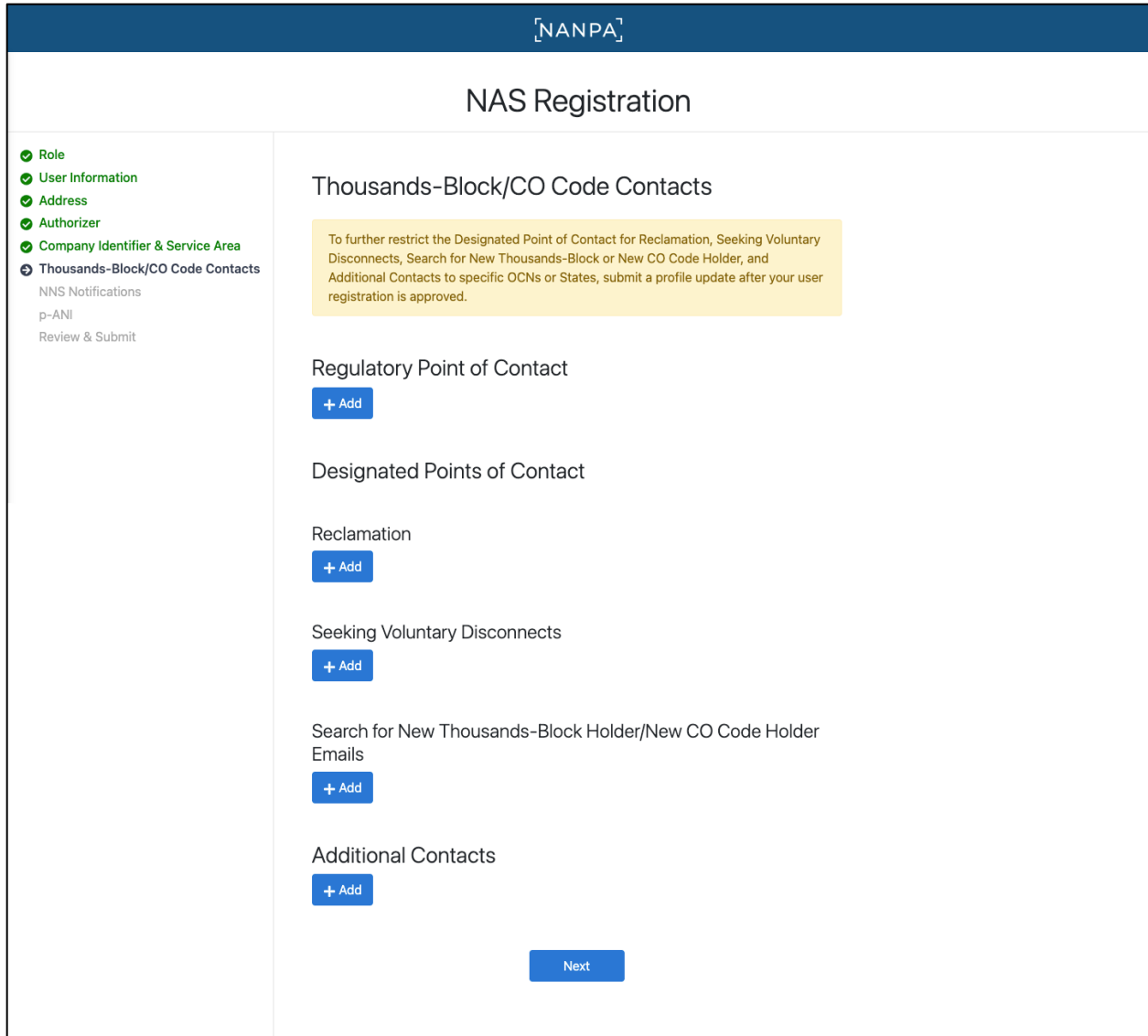


Figure 2-10

Enter a **Regulatory Point of Contact** if there is a specific regulatory contact for company (Figure 2-11). Only one **Regulatory Point of Contact** may be entered.

- **Name** – Enter the **Regulatory Point of Contact's** First Name and Last Name.
- **Email*** – Enter the **Regulatory Point of Contact's** email address.
- **Phone*** – Enter the **Regulatory Point of Contact's** phone number.
- **Extension** – Enter **Regulatory Point of Contact's** Extension Number.

NOTE: To remove a contact after selecting the **Add+** button, select the **Remove** button.

Figure 2-11

Enter **Designated Points of Contact(s)** when they apply.

A **Designated Points of Contact(s)** for **Reclamation** will be listed on the *List of Overdue Part 4 Report* sent to the FCC and State Regulator users and used on the Part 5 form for thousands-block disconnects. A maximum of two **Reclamation** contacts may be entered (Figure 2-12).

- **Name*** – Enter the contact’s First Name and Last Name.
- **Phone*** – Enter the contact’s phone number.
- **Email*** – Enter the contact’s email address.
- **+Add** – Use the **+Add** button to add the second **Reclamation** contact. This button is provided when only one contact has been entered.

NOTE: To remove a contact after selecting the **Add+** button, select the **Remove** button.

Figure 2-12

A **Designated Points of Contact(s)** for **Seeking Voluntary Disconnects** will be used when NANPA is seeking voluntary disconnects in a State, NPA, and Rate Center. A maximum of two **Seeking Voluntary Disconnects** contacts may be entered (Figure 2-13).

- **Name*** – Enter the contact’s First Name and Last Name.
- **Phone*** – Enter the contact’s phone number.
- **Email*** – Enter the contact’s email address.
- **+Add** – Use the **+Add** button to add the second **Seeking Voluntary Disconnects** contact. This button is provided when only one contact has been entered.

NOTE: To remove a contact after selecting the **Add+** button, select the **Remove** button.

NOTE: To further restrict **Designated Points of Contact(s)** for **Seeking Voluntary Disconnects** to specific Service Provider OCNs or states, submit a profile update after your user registration has been approved (refer to the *NANP Administration System (NAS) Service Provider/Service Provider Consultant User Guide*).

Figure 2-13

A **Designated Points of Contact(s)** for **Search for New Thousands-Block Holder/New CO Code Holder** will be used when NANPA is seeking a new thousands-block holder or CO Code holder. A maximum of 2 **Search for New Thousands-Block Holder/New CO Code Holder** may be entered (Figure 2-14).

- **Email*** – Enter the contact’s email address.
- **+Add** – Use the **+Add** button to add the second **Search for New Thousands-Block Holder/New CO Code Holder** contact. This button is provided when only one contact has been entered.

NOTE: To remove a contact after selecting the **Add+** button, select the **Remove** button.

NOTE: To further restrict **Designated Points of Contact(s)** for **Search for New Thousands-Block Holder/New CO Code Holder** to specific Service Provider OCNs or states, submit a profile update after your user registration has been approved (refer to the *NANP Administration System (NAS) Service Provider/Service Provider Consultant User Guide*).

Search for New Thousands-Block Holder/New CO Code Holder Emails

Search for New Thousands-Block Holder/New CO Code Holder Emails Point of Contact

1 - Remove

Email *

+ Add

Figure 2-14

Additional Contacts may be added to receive specific forms and reminders sent by the NANP Administration System (NAS). A maximum of 5 **Additional Contacts** may be entered (Figure 2-15).

- **Email*** – Enter the contact’s email address.
- **Subscriptions*** – The checkbox for at least one **Subscription** must be selected. The **Subscription** options are:
 - **Part 3** – When selected, the **Additional Contact** shall receive all Part 3 emails.
 - **Part 4 Reminder** – When selected, the **Additional Contact** shall receive all Part 4 reminder emails.
 - **Pooled CO Code PSTN Reminder** – When selected, the **Additional Contact** shall receive all PSTN reminder emails.
 - **Completed Thousands-Block Part 1B** – When selected, the **Additional Contact** shall receive all completed Part 1Bs.
 - **Rejected Thousands-Block Part 1B** – When selected, the **Additional Contact** shall receive all rejected Part 1Bs.
 - **Thousands-Block Part 5** – When selected, the **Additional Contact** shall receive all Completed Part 5 emails.
- **+Add** – Use the **+Add** button to add the second **Additional Contacts** contact. This button is provided when one to four **Additional Contacts** have been entered.

NOTE: To remove a contact after selecting the **Add+** button, select the **Remove** button.

NOTE: To further restrict **Additional Contacts** to specific Service Provider OCNs or states, submit a profile update after your user registration has been approved (refer to the *NANP Administration System (NAS) Service Provider/Service Provider Consultant User Guide*).

Figure 2-15

Select the **Next** button to proceed to the next section.

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

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

2.8 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 2-16).

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 2-17).

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.

The screenshot shows the 'NAS Registration' form for a user with the role '[NANPA]'. The form is divided into two main sections: 'NNS Notifications' and 'Non-Geographic Notifications (relates to the entire NANP)'. The 'NNS Notifications' section includes checkboxes for 'CO Code/Thousands-Block', 'Jeopardy', 'Other Geographic Notifications', and 'NPA Relief Planning'. The 'Non-Geographic Notifications' section includes checkboxes for 'INC (Industry Numbering Committee) Guideline Changes', 'NRUF Reporting Changes', 'NANPA Planning Letters', 'Other Non-Geographic Notifications', 'Other Resources', and 'p-ANI'. A 'Next' button is located at the bottom right of the form. On the left side, there is a navigation menu with options like 'Role', 'User Information', 'Address', 'Authorizer', 'Company Identifier & Service Area', 'Thousands-Block/CO Code Contacts', 'NNS Notifications', 'p-ANI', and 'Review & Submit'.

Figure 2-16

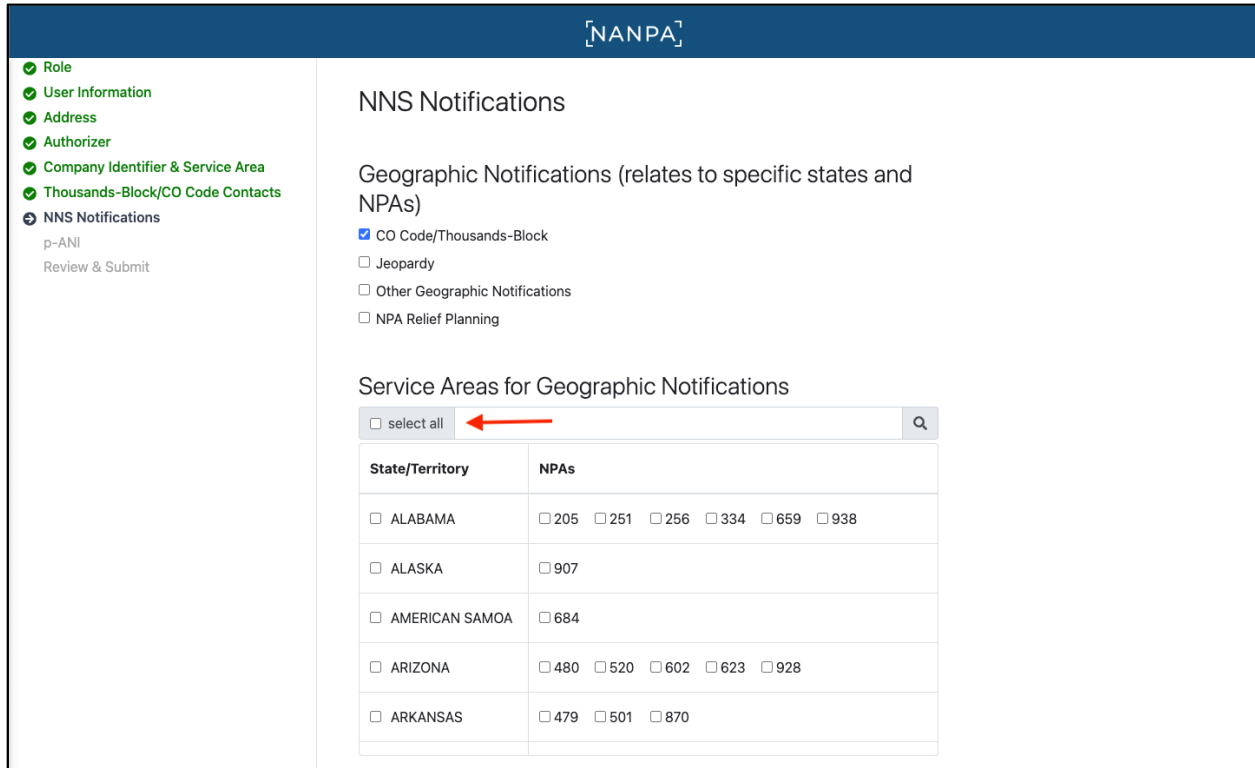


Figure 2-17

Select the **Next** button to proceed to the next section.

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

- **2.9 p-ANI** when **p-ANI Resources Resource Subscription** was selected,
- **2.10 Review & Submit** when no other **Resource Subscriptions** were selected.

2.9 p-ANI

All **p-ANI** fields with a red asterisk (*) are required (Figure 2-18).

P-ANI is only provided when the **Resource Subscription** of **p-ANI Resources** is selected. **P-ANI** allows the applicant to add data and contacts specific to p-ANI resources.

- **NENA ID(s)*** – Enter the **NENA ID(s)** associated with the company. Multiple NENA IDs must be separated by a comma and a maximum of 150 NENA IDs are allowed.
NOTE: NENA ID(s) with a different **Company Name** will be rejected unless documentation is on file supporting ownership or control of the NENA ID.
- **Company FRN** – Enter the **FCC Registration Number (FRN)** associated with the company.
NOTE: Company FRN(s) will be rejected unless documentation is on file supporting ownership or control of the FRN.

Additional Contacts p-ANI Administration allows the applicant to add additional contacts for specific p-ANI activities or functions by clicking on the **+Add** button. All **Additional Contacts p-ANI**

Administration fields with a red asterisk (*) are required (Figure 2-19). A maximum of three **Additional Contacts p-ANI Administration** may be added.

- **Email*** – Enter the email address.
- **Subscriptions*** – The checkbox for at least one **Subscription** must be selected. The **Subscription** options are:
 - **Part 3** – When selected, the **Additional Contact p-ANI Administration** shall receive all Part 3 emails.
 - **Semi-Annual Forecast Reminders** – When selected, the **Additional Contact p-ANI Administration** shall receive Semi-Annual Forecast reminder emails.
 - **Annual Report Reminder** – When selected, the **Additional Contact p-ANI Administration** shall receive all Annual Report reminder emails.
- **+Add** – Use the **+Add** button to add the second **Additional Contacts** contact. This button is provided when only one or two contacts have been entered.

NOTE: To remove a contact after selecting the **Add+** button, select the **Remove** button.

The screenshot shows the NANPA NAS Registration interface. At the top is a dark blue header with the NANPA logo. Below it is a white header with the text "NAS Registration". On the left side, there is a vertical navigation menu with several items, each preceded by a green checkmark: "Role", "User Information", "Address", "Authorizer", "Company Identifier & Service Area", "Thousands-Block/CO Code Contacts", "NNS Notifications", and "p-ANI". The "p-ANI" item is currently selected and highlighted. Below the menu is a "Review & Submit" button. The main content area is titled "p-ANI" and contains a red asterisk indicating a required field. Below this is a text input field for "NENA ID(s)". Underneath is another text input field for "Company FRN". A note below the FRN field states: "If your company is not required to file an NRUF with NANPA, please provide your company's FCC Registration Number (FRN).". Below this is a section titled "Additional Contacts p-ANI Administration" with a blue "+ Add" button. At the bottom center of the form is a blue "Next" button.

Figure 2-18

Figure 2-19

Select the **Next** button to proceed to the Section **2.10 Review & Submit**.

2.10 Review & Submit

Review the application data entered (Figure 2-20).

NOTE: The **Role** selected may not be edited. If the **Role** needs to be edited, the user will need to restart the registration process by returning to www.nanpa.com.

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 Thousands-Block/CO Code Contact** – To edit information in Section **2.7** Thousands-Block/CO Code Contacts.
- **Edit NNS Notifications** – To edit information in Section **2.8** NNS Notifications.
- **Edit p-ANI** – To edit information in Section **p-ANI**.

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 2-21), 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 2-22).

NANPA
NAS Registration

- Role
- User Information
- Address
- Authorizer
- Company Identifier & Service Area
- Thousands-Block/CO Code Contacts
- NNS Notifications
- p-ANI
- Review & Submit

Review & Submit

Role

Service Provider (SP)

Resource Subscriptions

- + Thousands-Block/CO Code Resources
- + NNSP
- + Other Resources
- + NANP Notification System (NNS)
- + p-ANI Resources

User Information

Username: testuser

Name: SP User

Title: Numbering Admin

Company Name: Company

Doing Business As (DBA): (none)

Work Phone: 925-111-1111

Secondary Phone: (none)

Fax Number: (none)

Email: spuser@company.com

[Edit User Information](#)

Address

User's Address

1111 Company Way
City, CA 99999
USA

Headquarters Address

1111 Company Way
City, CA 99999
USA

[Edit Address](#)

Authorizer

Name: SP Manager

Title: Manager

Company Name: Company

Phone: 925-111-1111

Email: smanager@company.com

[Edit Authorizer](#)

Company Identifier & Service Area

Service Provider OCN(s):
TEST

Parent Company OCN(s):
TEST

INC Code(s):
TST

Service Areas

State/Territory	NPA
ALABAMA	205, 251, 256, 334, 659, 938
ALASKA	907
AMERICAN SAMOA	684
Administrative	202, 410, 401, 415, 416

[Edit Company Identifier & Service Area](#)

Thousands-Block/CO Code Contacts

Regulatory Point of Contact:
SP Manager
spmanager@company.com
925-111-1111

Designated Points of Contact: (none)

Additional Contacts:

Email	OCNs	States	Subscriptions
spmanager@com pany.com			<ul style="list-style-type: none"> + Part 3 + Part 4 + Reminder + Postpaid CO Code PSTN + Reminder

[Edit Thousands-Block/CO Code Contacts](#)

NNS Notifications

Geographic Notifications:

- + CO Code/Thousands-Block
- + NNS Initial Planning

Service Areas for Geographic Notifications:

State/Territory	NPA
ALABAMA	205, 251, 256, 334, 659, 938
ALASKA	907
AMERICAN SAMOA	684
Administrative	202, 410, 401, 415, 416

Non-Geographic Notifications:

- + INC (Industry Numbering Committee) Guideline Changes
- + Other Resources
- + p-ANI
- + NNSP Reporting Changes

[Edit NNS Notifications](#)

p-ANI

Area ID(s):
TEST

Company FPN: (none)

Additional Contacts: (none)

[Edit p-ANI](#)

I agree to the User Agreement *

[Complete Registration](#)

Figure 2-20

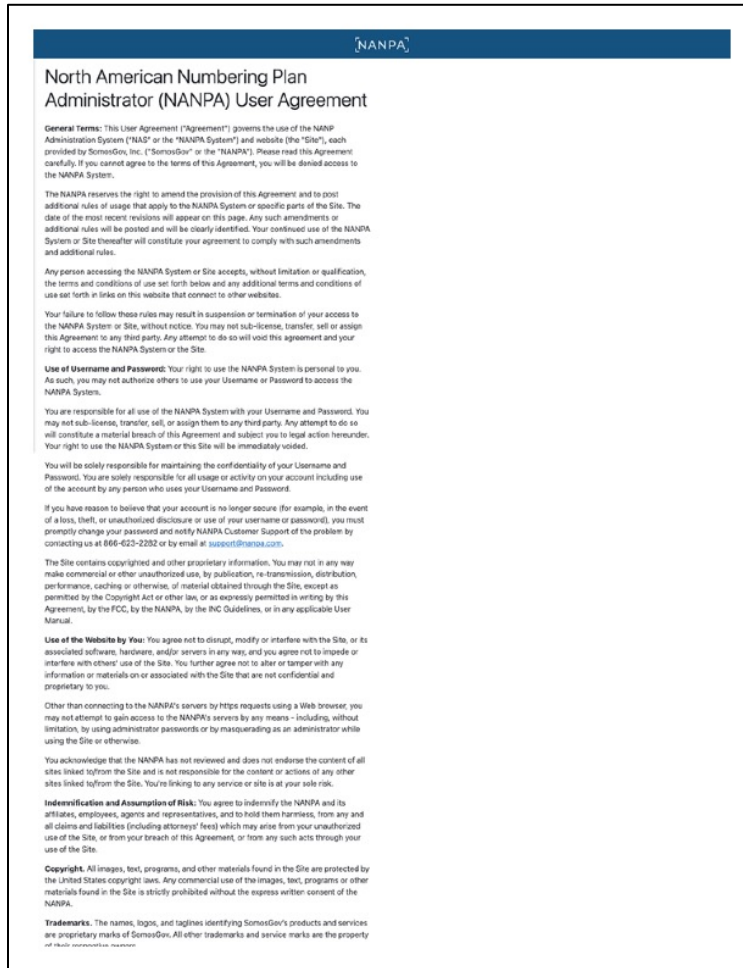


Figure 2-21

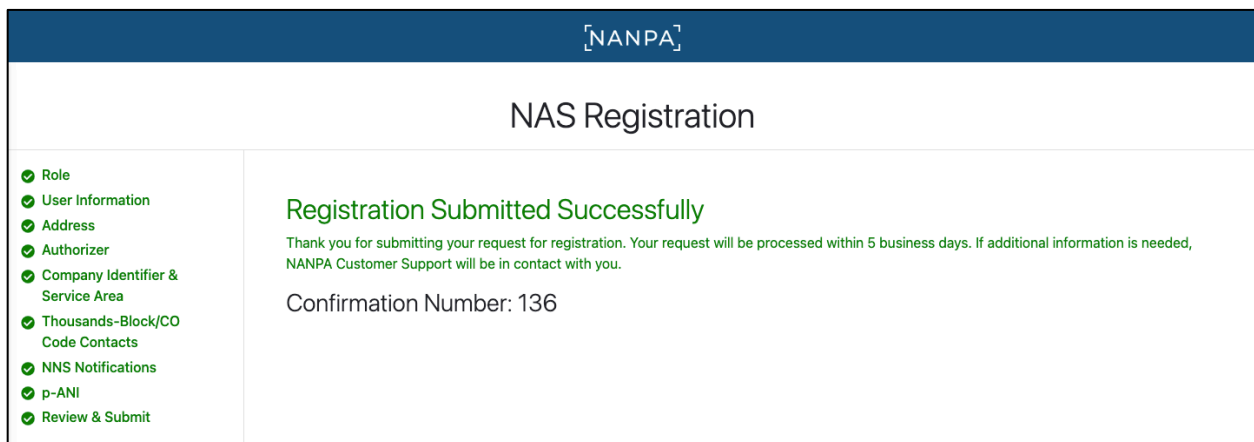


Figure 2-22

3 Service Provider Consultant (SPC) Registration

3.1 Accessing Registration Link

3.1.1 From NANPA website

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

3.1.2 From NAS Login Page

At the bottom of the NAS Login Page select **Create an Account** (Figure 3-1) after **New User?**

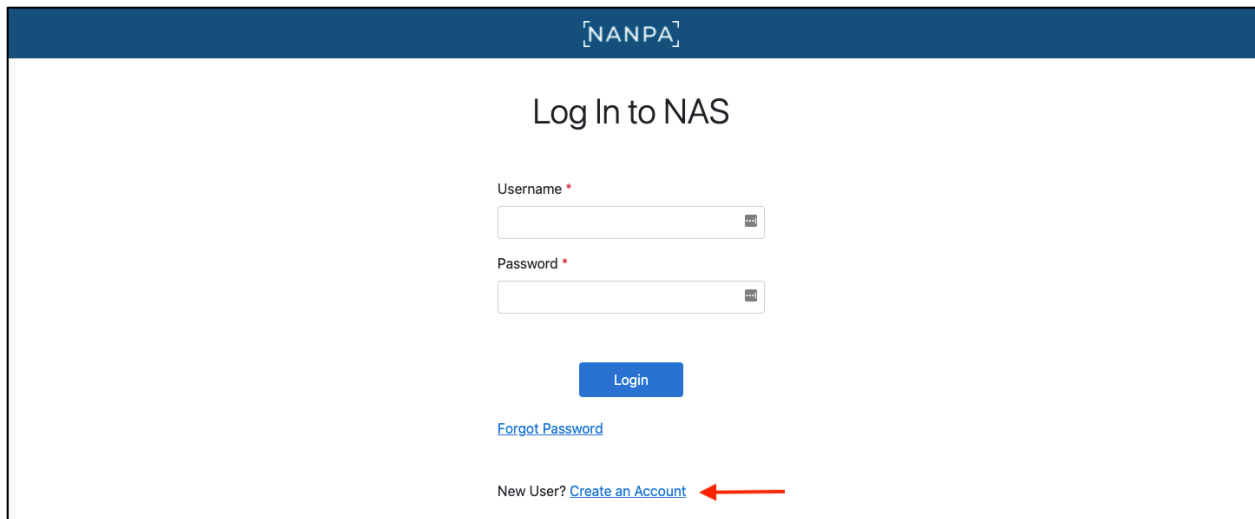


Figure 3-1

Once Create an Account is selected, Section **3.2 Role** will be presented.

3.2 Role

All **Role** fields with a red asterisk (*) are required (Figure 3-2).

Select Your Role by choosing **Service Provider Consultant** from the drop-down menu (Figure 3-3).

Once the role of **Service Provider Consultant** 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 3-4):

- **Thousands-Block/CO Code Resources** – Submit applications for and view data associated with CO Codes and Thousands-Block resources.
- **NRUF** – Submit NRUF Form 502 and view NRUF reports.
- **Other Resources** – Submit applications for and view data associated with non-geographic resources (e.g., Carrier Identification Codes (CIC), 5XX-NXX, and 9YY-NXX).
- **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** – Submit applications for and view data associated with p-ANI resources.

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

[NANPA]

NAS Registration

Role
Review & Submit

Role

Select Your Role *

Role

Select Your Resource Subscriptions *

You must select a role to view the resource subscription options available for that role

Next

Figure 3-2

-
- ✓ Role
 - Service Provider (SP)
 - Service Provider Consultant (SPC)**
 - FCC
 - State Regulator
 - Other
 - 9-1-1 Governing Authority
 - E9-1-1 System Service Provider
 - Public Safety Answering Point (PSAP)

Figure 3-3

[NANPA]

NAS Registration

Role
Review & Submit

Role

Select Your Role *

Service Provider Consultant (SPC)

A consultant authorized by a service provider to request NANP numbering resources (e.g., ILEC, CLEC, LEC, Wireless Carrier, Interconnected VoIP Providers) on the service provider's behalf.

Select Your Resource Subscriptions *

- Thousands-Block/CO Code Resources
- NRUF
- Other Resources
- NANP Notification System (NNS)
- p-ANI Resources

Next

Figure 3-4

Select the **Next** button to proceed to Section **3.3 User Information**.

3.3 User Information

All **User Information** fields with a red asterisk (*) are required (Figure 3-5).

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

- **Username*** – Enter a username. The username must be 25 characters or less where alpha, numeric, and the following special characters are allowed: underscore (_), hyphen (-), period (.).
NOTE: The username is not case sensitive.
- **Email*** – Enter the business email address that is affiliated with the **Company Name**.
NOTE: Gmail and other non-business email addresses are not accepted.
- **First Name*** – Enter the first name.
- **Last Name*** – Enter the last name.
- **Title*** – Enter your title.
- **Company Name*** – Enter the company name.
NOTE: Enter the full business name, preferably the name of the Parent Company, abbreviations are 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. Fax must be in a valid 10-digit format.

The screenshot shows the 'NAS Registration' form. The sidebar on the left includes a 'Role' section with a green checkmark and a 'User Information' section with a blue checkmark. The 'User Information' section is expanded, showing 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 text input fields.
- Title ***: A text input field.
- Company 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 area.

Figure 3-5

Select the **Next** button to proceed to Section 3.4 Address.

3.4 Address

All **Address** fields with a red asterisk (*) are required (Figure 3-6).

Complete the fields as required in the **Address** fields.

- **Street Address*** – Enter the company street address.
- **City*** – Enter the city associated with the company street address.
- **State or Territory*** – From the drop-down menu select the State or NANP Territory associated with the company street address (Figure 3-7).
- **Zip Code*** – Enter the zip code associated with the company street address.

NANPA

NAS Registration

- Role
- User Information
- Address
- Authorizer
- Company Identifier & Service Area
- Thousands-Block/CO Code Contacts
- NNS Notifications
- p-ANI
- Review & Submit

Address

Street Address *

City *

State or Territory *

Zip Code *

Next

Figure 3-6

- ✓ 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
- MICHIGAN
- MINNESOTA
- MISSISSIPPI
- MISSOURI
- MONTANA
- NEBRASKA
- NEVADA
- NEW HAMPSHIRE
- NEW JERSEY
- NEW MEXICO
- NEW YORK
- NO. MARIANA ISLANDS (CNMI)
- NORTH CAROLINA

Figure 3-7

Select the **Next** button to proceed to Section **3.5 Authorizer**

3.5 Authorizer

All **Authorizer** fields with a red asterisk (*) are required (Figure 3-8).

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

- **Name*** – Enter the First Name and Last name of a company employee other than yourself.
- **Title*** – Enter the **Authorizer’s** title.
- **Company Name*** – Enter the **Authorizer’s** company name.
NOTE: Enter the full business name, preferably the name of the Parent Company, abbreviations are not allowed.
NOTE: The **Company Name** must match the **Company Name** under **User Information**.
- **Phone*** – Enter the **Authorizer’s** phone number.
- **Extension**– Enter **Authorizer’s** Extension Number.
- **Email*** – Enter the **Authorizer’s** business email address. **Email** must be in a valid email format and be affiliated with the Company Name.
NOTE: Gmail and other non-business email addresses are not accepted.

The screenshot shows the 'Authorizer' section of the 'NAS Registration' form. On the left, a navigation menu lists 'Role', 'User Information', 'Address', and 'Authorizer' (which is selected). Below the menu are links for 'Company Identifier & Service Area', 'Thousands-Block/CO Code Contacts', and 'Review & Submit'. The main form area contains the following fields:

- Name ***: A text input field with a small icon on the right.
- Title ***: A text input field.
- Company Name ***: A text input field.
- Phone ***: A text input field.
- Extension**: A smaller text input field.
- Email ***: A text input field.

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

Figure 3-8

Select the **Next** button to proceed to Section **3.6 Company Identifier & Service Area**.

3.6 Company Identifier & Service Area

All **Company Identifier & Service Area** fields with a red asterisk (*) are required (Figure 3-9).

Operating Company Number (OCN) is only provided when the **Resources Subscription** of **Thousands-Block/CO Code Resources, Other Resources, p-ANI Resources, or NRUF** is selected.

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

- **Service Provider OCN(s)** – Enter the Service Provider OCN(s) associated with the company. Multiple OCNs must be separated by a comma and a maximum of 400 OCNs are allowed.
 - NOTE: Service Provider OCN(s)** must be added to NAS prior to adding to a user's profile [see Section 1.6.1 **Operating Company Number (OCN)**].
 - NOTE: Service Provider OCN(s)** with a different **Company Name** than that provided in the LOA will be rejected unless documentation is on file supporting ownership or control of the OCN.
 - NOTE: Service Provider OCN(s)** not associated with an LOA on file for a client company will be rejected unless documentation is on file to support the addition of the OCN.
- **Parent Company OCN(s)** – Enter the Parent Company OCN associated with the company. Multiple OCNs must be separated by a comma and a maximum of 400 OCNs are allowed.
 - NOTE: Parent Company OCN(s)** must be added to NAS prior to adding to a user's profile [see Section 1.6.1 **Operating Company Number (OCN)**].
 - NOTE: Parent Company OCN(s)** with a different **Company Name** than that provided in the LOA will be rejected unless documentation is on file supporting ownership or control of the OCN.
 - NOTE: Parent Company OCN(s)** not associated with an LOA on file for a client company will be rejected unless documentation is on file to support the addition of the OCN.

Interexchange Access Customer (IAC) Code is only provided when the **Resources Subscription** of **Other Resources** is selected.

- **IAC Code(s)** – Enter the IAC Code(s) associated with the company. Multiple IAC Codes must be separated by a comma and a maximum of 100 IAC Codes are allowed.
 - NOTE: IAC Code(s)** with a different **Company Name** than provided in the LOA will be rejected unless documentation is on file supporting ownership or control of the IAC Code.
 - NOTE: IAC Code(s)** not associated with an LOA on file for a client company will be rejected unless documentation is on file to support the addition of the IAC Code.

Service Areas is only provided when the **Resources Subscription** of **Thousands-Block/CO Resources, NRUF, or p-ANI Resources** is selected.

To select all States/Territories and NPAs use the **Select All** checkbox (see the red arrow in Figure 3-9).

Otherwise, select the State/Territory(s) and NPA(s) where the company 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 3-9

Select the **Next** button to proceed.

NOTE: The next section presented will depend on the **Resource Subscriptions** selected in Section 3.2 Role. The **Next** button will proceed to Section:

- **2.7 Thousands-Block/CO Code Contacts** when **Thousands-Block/CO Code Resources Resource Subscription** was selected,
- **2.8 NNS Notifications** when **NANP Notification System (NNS) Resource Subscription** was selected,
- **2.9 p-ANI** when **p-ANI Resources Resource Subscription** was selected.

3.7 Thousands-Block/CO Code Contacts

All **Thousands-Block/CO Code Contacts** fields with a red asterisk (*) are required (Figure 3-10).

Thousands-Block/CO Code Contacts are only provided when the **Resource Subscription** of **Thousands-Block/CO Code Resources** is selected. **Thousands-Block/CO Code Contacts** allows the applicant to add **Additional Contacts** to receive specific forms and reminders sent by the NANP Administration System (NAS). A maximum of 5 **Additional Contacts** may be entered.

- **Email*** – Enter the contact’s email address.

- **Subscriptions*** – The checkbox for at least one **Subscription** must be selected. The **Subscription** options are:
 - **Part 3** – When selected, the **Additional Contact** shall receive all Part 3 emails.
 - **Part 4 Reminder** – When selected, the **Additional Contact** shall receive all Part 4 reminder emails.
 - **Pooled CO Code PSTN Reminder** – When selected, the **Additional Contact** shall receive all PSTN reminder emails.
 - **Completed Thousands-Block Part 1B** – When selected, the **Additional Contact** shall receive all completed Part 1Bs.
 - **Rejected Thousands-Block Part 1B** – When selected, the **Additional Contact** shall receive all rejected Part 1Bs.
 - **Thousands-Block Part 5** – When selected, the **Additional Contact** shall receive all Completed Part 5 emails.
- **+Add** – Use the **+Add** button to add the second **Additional Contacts** contact. This button is only provided on the first four contacts being added.

NOTE: To remove a contact after selecting the **Add+** button, select the **Remove** button.

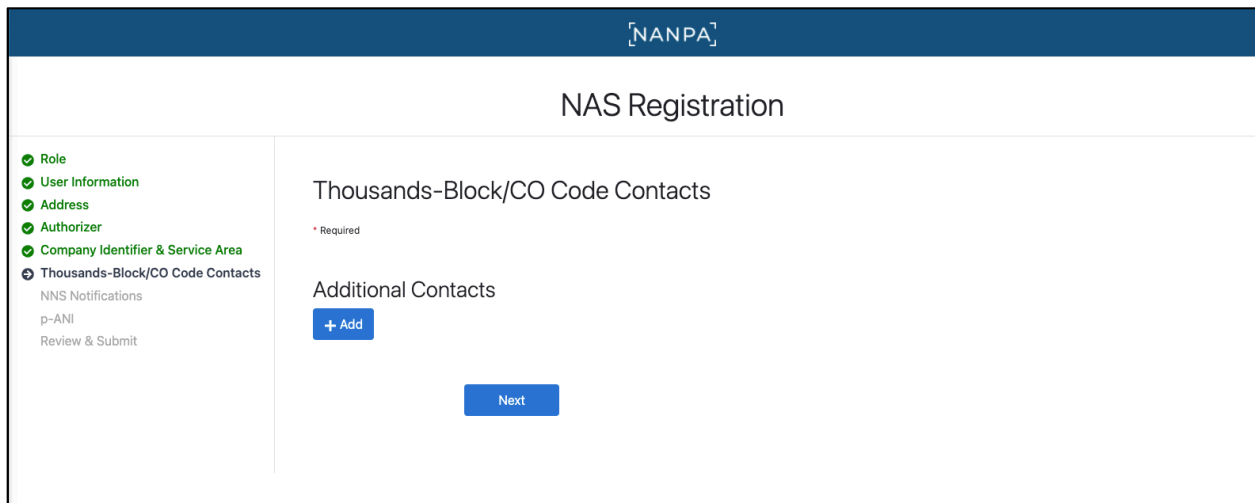


Figure 3-10

Select the **Next** button to proceed to the next section.

NOTE: The next section presented will depend on the **Resource Subscriptions** selected in Section 3.2 Role. The **Next** button will proceed to Section:

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

3.8 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 3-11).

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 3-12)).

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 3-11

State/Territory	NPAs
<input type="checkbox"/> ALABAMA	<input type="checkbox"/> 205 <input type="checkbox"/> 251 <input type="checkbox"/> 256 <input type="checkbox"/> 334 <input type="checkbox"/> 659 <input type="checkbox"/> 938
<input type="checkbox"/> ALASKA	<input type="checkbox"/> 907
<input type="checkbox"/> AMERICAN SAMOA	<input type="checkbox"/> 684
<input type="checkbox"/> ARIZONA	<input type="checkbox"/> 480 <input type="checkbox"/> 520 <input type="checkbox"/> 602 <input type="checkbox"/> 623 <input type="checkbox"/> 928
<input type="checkbox"/> ARKANSAS	<input type="checkbox"/> 479 <input type="checkbox"/> 501 <input type="checkbox"/> 870

Figure 3-12

Select the **Next** button to proceed to the next section.

NOTE: The next section presented will depend on the **Resource Subscriptions** selected in Section 3.2 Role. The **Next** button will proceed to Section:

- **2.9 p-ANI** when **p-ANI Resources Resource Subscription** was selected,
- **2.10 Review & Submit** when no other **Resource Subscriptions** were selected.

3.9 p-ANI

All **p-ANI** fields with a red asterisk (*) are required (Figure 3-13).

P-ANI is only provided when the **Resource Subscription** of **p-ANI Resources** is selected. **P-ANI** allows the applicant to add data and contacts specific to p-ANI resources.

- **NENA ID(s)*** – Enter the **NENA ID(s)** associated with the company. Multiple NENA IDs must be separated by a comma and a maximum of 150 NENA IDs are allowed.
 - NOTE: NENA ID(s)** with a different **Company Name** than that provided in the LOA will be rejected unless documentation is on file supporting ownership or control of the NENA ID.
 - NOTE: NENA ID(s)** not associated with an LOA on file for a client company will be rejected unless documentation is on file to support the addition of the NENA ID.
 - NOTE: NENA ID(s)** not associated with the company will be rejected.
- **Company FRN** – Enter the **FCC Registration Number (FRN)** associated with the company.
 - NOTE: Company FRN(s)** not associated with the company will be rejected.

Additional Contacts p-ANI Administration allows the applicant to add additional contacts for specific p-ANI activities or functions by clicking on the **+Add** button. All **Additional Contacts p-ANI Administration** fields with a red asterisk (*) are required (Figure 3-14). A maximum of three **Additional Contacts p-ANI Administration** may be added.

- **Email*** – Enter the email address.
- **Subscriptions*** – The checkbox for at least one **Subscription** must be selected. The **Subscription** options are:
 - **Part 3** – When selected, the **Additional Contacts p-ANI Administration** shall receive all Part 3 emails.
 - **Semi-Annual Forecast Reminders** – When selected, the **Additional Contacts p-ANI Administration** shall receive Semi-Annual Forecast reminder emails.
 - **Annual Report Reminder** – When selected, the **Additional Contacts p-ANI Administration** shall receive Annual Report reminder emails.
- **+Add** – Use the **+Add** button to add the second **Additional Contacts** contact. This button is only provided on the first two contacts being added.

NOTE: To remove a contact after selecting the **Add+** button, select the **Remove** button.

Figure 3-13

Figure 3-14

Select the **Next** button to proceed to the Section **3.10 Review & Submit**.

3.10 Review & Submit

Review the application data entered (Figure 3-15).

NOTE: The **Role** selected may not be edited. If the **Role** needs to be edited, the user will need to restart the registration process by returning to www.nanpa.com.

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 Thousands-Block/CO Code Contact** – To edit information in Section **2.7** Thousands-Block/CO Code Contacts.
- **Edit NNS Notifications** – To edit information in Section **2.8** NNS Notifications.
- **Edit p-ANI** – To edit information in Section **p-ANI**.

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 3-16), 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 3-17).

NANPA

NAS Registration

- Role
- User Information
- Address
- Authorizer
- Company Identifier & Service Area
- Thousands-Block/CO Code Contacts
- NNS Notifications
- p-ANI
- Review & Submit

Review & Submit

Role

Service Provider (SP)

Resource Subscriptions

- Thousands-Block/CO Code Resources
- NNSP
- Other Resources
- NANP Notification System (NNS)
- p-ANI Resources

User Information

Username: testuser

Name: SP User

Title: Numbering Admin

Company Name: Company

Doing Business As (DBA): (none)

Work Phone: 925-111-1111

Secondary Phone: (none)

Fax Number: (none)

Email: spuser@company.com

[Edit User Information](#)

Address

User's Address

1111 Company Way
City, CA 99999
USA

Headquarters Address

1111 Company Way
City, CA 99999
USA

[Edit Address](#)

Authorizer

Name: SP Manager

Title: Manager

Company Name: Company

Phone: 925-111-1111

Email: smanager@company.com

[Edit Authorizer](#)

Company Identifier & Service Area

Service Provider DCCN(s):
TEST

Parent Company DCCN(s):
TEST

IAC Code(s):
TST

Service Areas

State/Territory	NPA
ALABAMA	205, 251, 256, 334, 659, 938
ALASKA	907
AMERICAN SAMOA	684
Administrative	202, 210, 202, 210, 210

[Edit Company Identifier & Service Area](#)

Thousands-Block/CO Code Contacts

Regulatory Point of Contact:
SP Manager
spmanager@company.com
925-111-1111

Designated Points of Contact: (none)

Additional Contacts:

Email	DCCN	States	Subscriptions
spmanager@com pany.com			<ul style="list-style-type: none"> Part 3 Part 4 Reminder Ported CO Code PSTN Reminder

[Edit Thousands-Block/CO Code Contacts](#)

NNS Notifications

Geographic Notifications:

- CO Code/Thousands-Block
- NNS Initial Planning

Service Areas for Geographic Notifications:

State/Territory	NPA
ALABAMA	205, 251, 256, 334, 659, 938
ALASKA	907
AMERICAN SAMOA	684
Administrative	202, 210, 210, 210, 210

Non-Geographic Notifications:

- ICC (Industry Numbering Committee) Guideline Changes
- Other Resources
- p-ANI
- NNSP Reporting Changes

[Edit NNS Notifications](#)

p-ANI

Area ID(s):
TEST

Company FRN: (none)

Additional Contacts: (none)

[Edit p-ANI](#)

I agree to the User Agreement *

[Complete Registration](#)

Figure 3-15

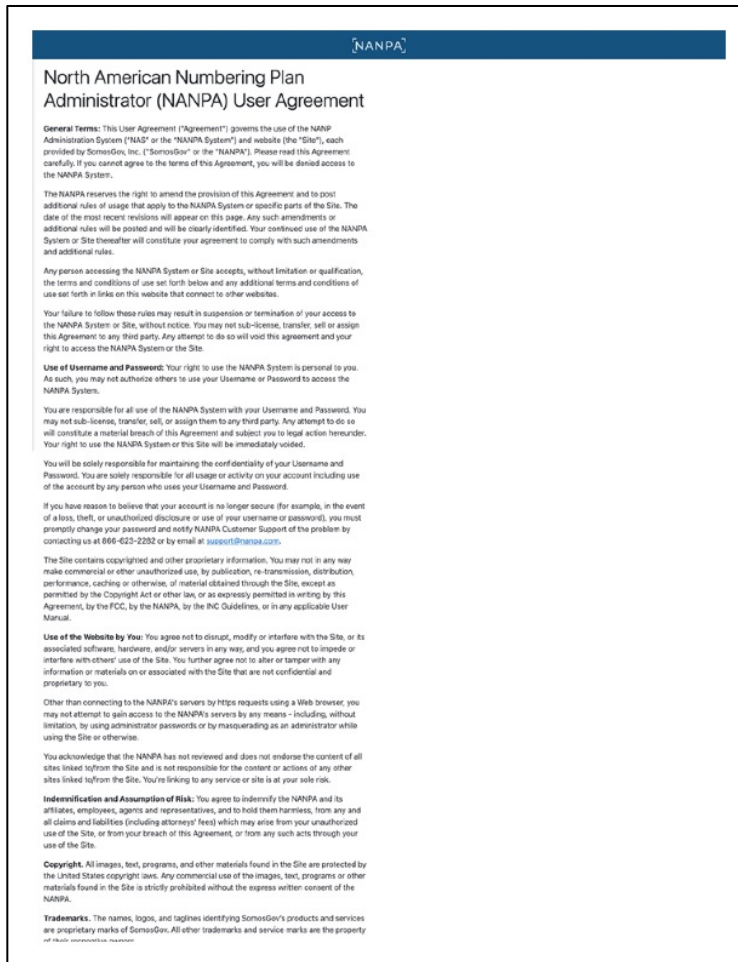


Figure 3-16

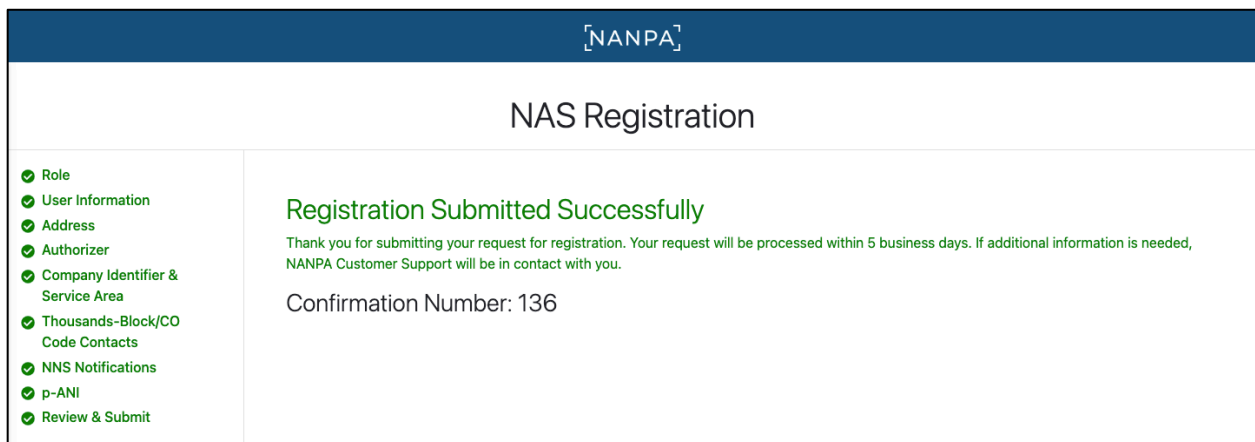


Figure 3-17