CIC Annual Report
User Guide

Dated: October 28, 2024
Version: 1.0
Prepared For: Service Providers and Service Provider Consultants
Prepared By: NANPA

Revision History

Date	Version	Description
October 28, 2024	1.0	Initial User Guide

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I. Introduction

According to the *Industry Numbering Committee's (INC) ATIS-300050, Carrier Identification Code (CIC) Assignment Guidelines*, carriers are required to submit an Annual CIC Report on an annual basis between January 1 and March 31 for the proceeding 12-month period ending December 31 of the previous year.

II. Purpose

This document provides instructions to assist Service Providers (SP) and Service Provider Consultants (SPC) users with completing the Annual CIC Report and uploading this report directly in the NANP Administration System (NAS).

Failure to comply with the instructions in this user guide may delay the submission of the Annual CIC Report.

III. Required Information

A SP/SPC user is required to have an active NAS account with the **Subscription Choice** of **Other Resources** and the reporting **IAC Code**(s) (aka ACNA) in their user profile prior to submitting the Annual CIC Report.

The CIC Annual Report template may be found at https://www.nanpa.com, under Resources, NAS User Guides, Service Provider/Service Provider Consultant.

A SP/SPC user may upload <u>one</u> Annual CIC Report (XLSX file) per <u>Entity Name</u>. To obtain a list of CICs that are required to be reported on, go to the NANPA website at https://www.nanpa.com, select **Reports**, **Carrier Identification Code (CIC) Reports** and then download the **Feature Group B (FGB) CIC Assignment Report** and **Feature Group D (FGD) CIC Assignment Report**. Query each report for the IAC Code(s) associated with the Entity submitting the Annual CIC Report.

The XLSX file name must be in the following format and must be 100 characters or less: **incoming.<ENTITY NAME><CURRENT YYYY>AnnualCICReport.xlsx** (e.g., incoming.Telco2024AnnualCICReport).

IV. Process

The user must complete all fields on the Appendix 1: Annual CIC Report (Figure 1). For a list of field definitions and instruction see

Table *1* – Field Names and Instructions.

When a CIC begins with a zero (0), the CIC field will need to be changed to a text field to ensure the zero isn't dropped.

Table 1 – Field Names and Instructions

Field Name	Instructions
Date	In cell **A2**, enter the current date in MM/DD/YYYY format.
Report for Period	In cell **A3**, enter the reporting year in YYYY format. *Note: the reporting year is the previous year (when reporting Jan 1 – Mar 31 2025 the reporting year is 2024).*
Entity Name	In cell **A4**, enter the name of the Entity submitting the report.
Entity Address	In cell **A5**, enter the address of the Entity submitting the report.
Contact Name	In cell **A6**, enter the First and Last Name of the person submitting the report. *Note: The user must an **Active** NAS user with the **Subscription Choice** of **Other Resources**.*
Contact Phone	In cell **A7**, enter the phone number of the person submitting the report. *Note: The phone number entered must match the phone number in the user's NAS profile.*
Contact Email	In cell **A8**, enter the email of the person submitting the report. *Note: The phone number entered must match the phone number in the user's NAS profile.*
(1) CIC	In cell **A21** (and subsequent rows), enter the 4-digit Carrier Identification Code assigned by the North American Numbering Plan Administrator. An Entity shall report on every CIC assigned to a CIC Assignee under its ownership or control.
(2) CIC Type (B or D)	In cell **B21** (and subsequent rows), enter the CIC type (i.e., B for FG B or D for FG D).
(3) CIC ASSIGNEE	In cell **C21** (and subsequent rows), enter the name of the company (i.e. switchless reseller, service provider, interconnected VoIP provider or B&C Clearinghouse) that was assigned the CIC and has purchased access or usage (the purchaser) from an Access Provider company or B&C Clearinghouse.
(4) IAC CODE (ACNA)	In cell **D21** (and subsequent rows), enter the 3-character alpha Interexchange Access Customer (IAC) code that represents the legal Entity for the company requesting communications services. *Note: The IAC Code entered must match the phone number in the user's NAS profile.*
(5) IN USE (Y OR N)	In cell **E21** (and subsequent rows), indicate if the CIC is in use with an Access Provider or by the B&C Clearinghouse using the designation Y = Yes or N = No. The actual minutes of use shall not be reported. *Note: When a CIC is reported as In Use = N for two consecutive years the CIC will be treated as abandoned.*

Field Name	Instructions
(6) DISCONNECTED	In cell **F21** (and subsequent rows), indicate if all CIC Activity has been disconnected using the designation Y=Yes or N=No. *Note: When Y is entered, the CIC will be added to the reclamation list.*
(7) COMMENTS	In cell **F21** (and subsequent rows), enter any additional comments to the Administrator. This field is Optional except when associated with a special use CIC.

Appendix 1: Annual CIC Report

Date:	
Report For Period:	
Entity* Name:	
Entity Address:	
Contact Name:	
Contact Phone:	
Contact E-mail:	

Field Descriptions:

1) CIC - The 4-digit Carrier Identification Code assigned by the North American Numbering Plan Administrator. An Entity shall report on every CIC assigned to a CIC Assignee under its ownership or control.

2) CIC Type - Identify the CIC type (i.e., FG B or FG D).

3) CIC ASSIGNEE - The name of the company (i.e. switchless reseller, service provider, interconnected VoIP provider or B&C Clearinghouse) that was assigned the CIC and has purchased access or usage (the purchaser) from an Access Provider company or B&C Clearinghouse.

4) IAC CODE (ACNA) - Access Customer Name Abbreviation (ACNA). The 3-character alphabetic code that represents the legal Entity for the company requesting communications services.

5) IN USE - Indicate if the CIC is in use with an Access Provider or by the B&C Clearinghouse using the designation Y = Yes or N = No. The actual minutes of use shall not be reported.

6) DISCONNECTED - Indicates if all CIC Activity has been disconnected using the designation Y=Yes or N=No.

7) COMMENTS - A 1024 character freeform text field to provide any additional comments to the Administrator. This field is Optional except when associated with a special use CIC.

PLEASE NOTE: COLUMNS 1 THROUGH 6 MUST BE POPULATED

(1) CIC	(2) CIC Type (B OR D)	(3) CIC ASSIGNEE	(4) IAC CODE (ACNA)	(5) IN USE (Y OR N)	(6) DISCONNECTED (Y OR N)	(7) COMMENTS

*An Entity is a firm or group of firms under common ownership or control. An Entity may include one or more CIC Assignees (i.e., switchless reseller, service provider, interconnected VoIP provider or B&C Clearinghouse). An Entity may submit one report for all CIC Assignees under its ownership or

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Figure 1

V. Upload CIC Annual Report File in NAS

To upload the XLSX file, log in to NAS, select CIC, then CIC Annual Reports, then Upload CIC Annual Report, once the file is processed, an email will be sent with the status on the file and any errors.

The XLSX file name must be in the following format: **incoming.<ENTITY NAME><CURRENT YYYY>AnnualCICReport.xlsx** (e.g., incoming.Telco2024AnnualCICReport).

VI. Assistance

If you have any questions or issues, please contact NANPA Customer Support at 1-866-623-2282 or support@nanpa.com.