



# State Regulator and Federal Communications Commission (FCC) 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	<b>Purpose</b> .....	4
1.2	<b>NANP Administration System (NAS) Overview</b> .....	4
1.3	<b>User Type Descriptions</b> .....	4
1.3.1	State Regulator .....	4
1.3.2	Federal Communications Commission (FCC).....	4
1.4	<b>Content Summary</b> .....	4
1.5	<b>Conventions</b> .....	5
1.6	<b>Preparations</b> .....	5
1.6.1	State Confidentiality Letter .....	5
1.7	<b>Troubleshooting</b> .....	5
2	State Regulator Registration .....	5
2.1	<b>Accessing Registration Link</b> .....	5
2.1.1	From NANPA website .....	5
2.1.2	From NAS Login Page .....	5
2.2	<b>Role</b> .....	6
2.3	<b>User Information</b> .....	8
2.4	<b>Address</b> .....	10
2.5	<b>Authorizer</b> .....	11
2.6	<b>NNS Notifications</b> .....	12
2.7	<b>Review &amp; Submit</b> .....	15
3	Federal Communication Commission (FCC) Registration.....	18
3.1	<b>Accessing Registration Link</b> .....	18
3.1.1	From NANPA website .....	18
3.1.2	From NAS Login Page .....	18
3.2	<b>Role</b> .....	18
3.3	<b>User Information</b> .....	20
3.4	<b>Address</b> .....	21
3.5	<b>Authorizer</b> .....	22
3.6	<b>NNS Notifications</b> .....	23
3.7	<b>Review &amp; Submit</b> .....	26

# 1 Introduction

## 1.1 Purpose

This document outlines the process for registering for the NANP Administration System (NAS); including user type descriptions for State Regulator and Federal Communications Commission (FCC) 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 several North American Numbering Plan (NANP) resources, including Numbering Plan Areas (NPA), 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 shall be 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 State Regulator

A State Regulator user is a representative of a State Commission who uses the system to view information on resources via reports and queries and responds to NANPA with direction concerning reclamation effort.

State Regulator users will be able to view associated applications, forms, and reports for all NPAs and OCNs operating in their state.

A State Confidentiality Letter must be on file for the State Regulator user's state prior to submitting a State Regulator registration when the user is requesting access to NRUF data. For information regarding the State Confidentiality Letter, proceed to Section **1.6.1 State Confidentiality Letter**.

To register as a State Regulator user, proceed to Section **2 State Regulator Registration**.

### 1.3.2 Federal Communications Commission (FCC)

A Federal Communications Commission (FCC) user is a representative of the Federal Communications Commission (FCC) who uses the system to view information on resources via reports and queries and responds to NANPA with direction concerning reclamation effort.

FCC users will be able to view associated applications, forms, and reports for all states, NPAs and OCNs.

To register as a Federal Communications Commission (FCC) user proceed to Section **3 Federal Communication Commission (FCC) 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
- 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 State Confidentiality Letter

For State Regulator users, a state commission must certify to NANPA in writing that the appropriate state laws and regulations are in place to safeguard confidential service-provider data from disclosure prior to obtaining access to NAS.

If a representative from a state commission does not know if a letter is on file or wants to request a template, email [support@nanpa.com](mailto:support@nanpa.com).

When a State Confidentiality Letter is not on file for the state, the registrations shall be rejected.

## 1.7 Troubleshooting

Any questions or issues may be emailed to [support@nanpa.com](mailto:support@nanpa.com) or call 866-623-2282.

## 2 State Regulator Registration

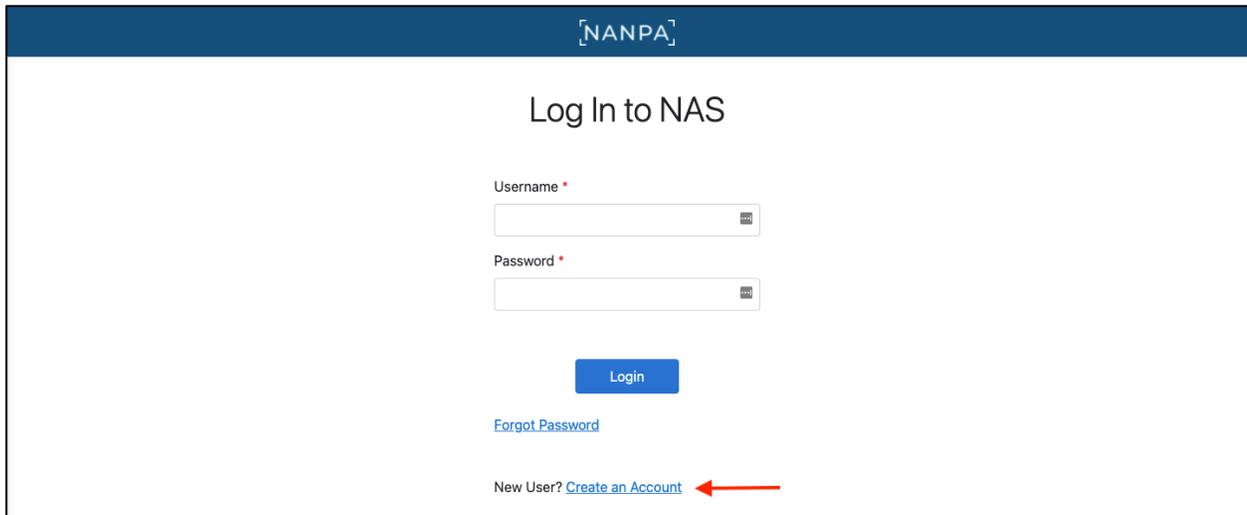
### 2.1 Accessing Registration Link

#### 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?**



[NANPA]

## Log In to NAS

Username \*

Password \*

Login

[Forgot Password](#)

New User? [Create an Account](#) ←

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 **State Regulator** from the drop-down menu (Figure 2-3).

Once the role of **State Regulator** 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):

- **NANP Notification System (NNS)** – Receive notifications from NANPA related to NANP numbering (i.e., Relief Planning, INC Guideline Changes, NAS system maintenance, etc).
- **Thousands-Block/CO Code Resources** – View data associated with CO Codes and Thousands-Block resources.
- **NRUF** – View NRUF Form 502 data.
- **p-ANI Resources** – 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**.

The screenshot shows the 'NAS Registration' page with a dark blue header containing the NANPA logo. Below the header, the title 'NAS Registration' is centered. On the left, a sidebar shows a navigation menu with 'Role' selected and 'Review & Submit' below it. The main content area is titled 'Role' and contains a dropdown menu labeled 'Select Your Role \*' with the word 'Role' currently selected. A red arrow points to this dropdown menu. Below the dropdown is the text 'Select Your Resource Subscriptions \*' and a note: 'You must select a role to view the resource subscription options available for that role'. At the bottom center of the form is a blue 'Next' button.

Figure 2-2

- 
- A dropdown menu is shown with a checkmark icon and the title 'Role'. The menu lists the following options: Service Provider (SP), Service Provider Consultant (SPC), FCC, State Regulator (highlighted with a blue background), Other, 9-1-1 Governing Authority, E9-1-1 System Service Provider, and Public Safety Answering Point (PSAP).

Figure 2-3

Figure 2-4

Select the **Next** button and a confidentiality letter pop-up **Acknowledgement** window (Figure 2-5) will be provided. Select the **Continue** button to proceed to Section 2.3 User Information.

**NOTE:** To proceed, the **Continue** button must be selected.

Figure 2-5

### 2.3 User Information

All **User Information** fields with a red asterisk (\*) are required (Figure 2-6). Complete the required fields provided in the **User Information** section.

- **Username\*** – Enter a username. The username must be between 6 and 25-characters where alpha, numeric, and the following special characters are allowed: underscore (\_), hyphen (-), period (.).  
**NOTE:** The username is not case sensitive.
- **Email\*** – Enter your agency email address.  
**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.
- **Agency Name\*** – Enter the agency name.  
**NOTE:** Enter the full agency name, 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.
- **Report Subscription Choices** – From the drop-down list (Figure 2-7) select the NANPA Activity Report (email notification) frequency.  
**NOTE:** The default is **None**.

The screenshot shows the 'NAS Registration' form with a sidebar on the left containing navigation links: Role, User Information (selected), Address, Authorizer, NNS Notifications, and Review & Submit. The main form area is titled 'User Information' and 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.
- Agency Name\***: A text input field.
- Work Phone\*** and **Extension**: Two text input fields.
- Secondary Phone**: A text input field.
- Fax**: A text input field.
- Report Subscription Choices**: A section with the label 'NANPA Activity Report (email notification)' and a dropdown menu currently set to 'None'.

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

Figure 2-6

This image shows a close-up of the 'Report Subscription Choices' dropdown menu. The options are:

- ✓ None
- Daily
- Weekly
- Monthly

The 'Daily' option is highlighted with a blue background.

Figure 2-7

Select the **Next** button to proceed to Section **2.4** Address.

## 2.4 Address

All **Address** fields with a red asterisk (\*) are required (Figure 2-8).

Enter your agency address in the **Address** fields.

- **Street Address\*** – Enter the agency street address.
- **City\*** – Enter the city associated with the agency street address.
- **State or Territory\*** – From the drop-down (Figure 2-9) menu select the State or Territory associated with the agency street address.
- **Zip Code\*** – Enter the zip code associated with the agency street address.

The screenshot shows the 'Address' section of the 'NAS Registration' form. At the top, the NANPA logo is visible. The main heading is 'NAS Registration'. On the left, a sidebar contains a list of steps: 'Role' (checked), 'User Information' (checked), and 'Address' (selected with a dropdown arrow). Below the sidebar, there are links for 'Authorizer', 'NNS Notifications', and 'Review & Submit'. The main form area is titled 'Address' and contains four input fields: 'Street Address \*' (with a calendar icon), 'City \*', 'State or Territory \*' (a dropdown menu with 'Select' as the current value), and 'Zip Code \*'. A blue 'Next' button is positioned at the bottom center of the form.

Figure 2-8

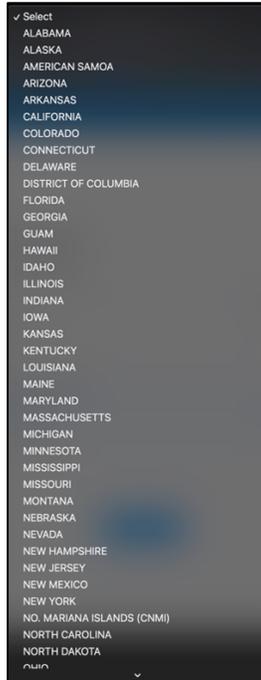


Figure 2-9

Select the **Next** button to proceed to Section 2.5 Authorizer.

## 2.5 Authorizer

All **Authorizer** fields with a red asterisk (\*) are required (Figure 2-10).

Enter the information for an agency employee other than yourself that NANPA can contact to verify your employment and authorization for NANP Administration System (NAS) access.

- **Name\*** – Enter the **Authorizer’s** First Name and Last name of an agency employee other than yourself.
- **Title\*** – Enter the **Authorizer’s** title.
- **Agency Name\*** – Enter the **Authorizer’s** agency name.  
**NOTE:** Enter the full agency name, abbreviations are not allowed.  
**NOTE:** The Agency Name must match the **Agency Name** under **User Information**.
- **Phone\*** – Enter the **Authorizer’s** phone number.
- **Extension**– Enter **Authorizer’s** Extension Number.
- **Email\*** – Enter the **Authorizer’s** agency email address.

The screenshot shows the 'NANPA' logo at the top. Below it is the title 'NAS Registration'. On the left is a navigation menu with the following items: 'Role' (checked), 'User Information' (checked), 'Address' (checked), 'Authorizer' (selected), 'NNS Notifications', and 'Review & Submit'. The main content area is titled 'Authorizer' and contains the following fields: 'Name \*' (text input), 'Title \*' (text input), 'Agency Name \*' (text input), 'Phone \*' (text input), 'Extension' (text input), and 'Email \*' (text input). A blue 'Next' button is located at the bottom center of the form.

Figure 2-10

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

- **2.6 NNS Notifications** when **NANP Notification System (NNS) Resource Subscription** was selected,
- **2.7 Review & Submit** when the **NANP Notification System (NNS) Resource Subscriptions** was not selected.

## 2.6 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 2-11).

To receive **Geographic Notifications**, select one 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 2-12).

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 one 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.

**[NANPA]**

## NAS Registration

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

### NNS Notifications

Geographic Notifications (relates to specific states and NPAs)

- CO Code/Thousands-Block
- Jeopardy
- Other Geographic Notifications
- NPA Relief Planning

Non-Geographic Notifications (relates to the entire NANP)

- INC (Industry Numbering Committee) Guideline Changes
- NRUF Reporting Changes
- NANPA Planning Letters
- Other Non-Geographic Notifications
- Other Resources
- p-ANI

[Next](#)

Figure 2-11

**[NANPA]**

## NAS Registration

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

### NNS Notifications

Geographic Notifications (relates to specific states and NPAs)

- CO Code/Thousands-Block
- Jeopardy
- Other Geographic Notifications
- NPA Relief Planning

Service Areas for Geographic Notifications

select all Q

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 2-12

Select the **Next** button to proceed to the Section **2.7 Review & Submit**.

## 2.7 Review & Submit

Review the application data entered (Figure 2-13).

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 NNS Notifications** – To edit information in Section **2.6 NNS Notifications**.

Once all information has been reviewed and deemed accurate, review and select the **I agree to the User Agreement** checkbox and the **I acknowledge that a confidentiality letter must be on file with NANPA to receive access to NRUF and numbering data...** checkbox. To view the **User Agreement** (Figure 2-14), click **User Agreement** and the information will open in a new window.

**NOTE:** The **I agree to the User Agreement** and the **I acknowledge that a confidentiality letter must be on file with NANPA to receive access to NRUF and numbering data...** checkboxes are 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 2-15).

NAS Registration

- Role
- User Information
- Address
- Authorizer
- NNS Notifications
- Review & Submit

### Review & Submit

**Role**

State Regulator

**Resource Subscriptions**

- NANP Notification System (NNS)
- Thousands-Block/CO Code
- NRIJ Reports
- p-ANI

---

**User Information**

Username: teststate

Name: Test User

Title: Telecommunications Admin

Agency Name: California Public Utility Commission

Work Phone: 999-999-9999

Secondary Phone: (none)

Fax Number: (none)

Email: teststate@somes.com

NANPA Activity Report: (none)

[Edit User Information](#)

---

**Address**

1111 California Way  
Sacramento, CA 95999  
USA

[Edit Address](#)

---

**Authorizer**

Name: Test Authorizer

Title: Commissioner

Company Name: California Public Utility Commission

Phone: 999-999-9999

Email: stateauthorizer@somes.com

[Edit Authorizer](#)

---

**NNS Notifications**

**Geographic Notifications:**

- CO Code/Thousands-Block
- Jeopardy
- Other Geographic Notifications
- NPA Relief Planning

**Service Areas for Geographic Notifications:**

State/Territory	NPAs
ALABAMA	205, 251, 256, 334, 659, 658
ALASKA	907
AMERICAN SAMOA	684
ARIZONA	480, 520, 602, 619, 928

**Non-Geographic Notifications:**

- ITC Industry Numbering Committee) Guideline Changes
- NRIJ Reporting Changes
- NANPA Planning Letters
- Other Non-Geographic Notifications
- Other Resources
- p-ANI

[Edit NNS Notifications](#)

I agree to the [User Agreement](#) \*

I acknowledge that a confidentiality letter must be on file with NANPA in order to receive access to NRIJ and numbering data. For further assistance and questions, please contact NANPA Customer Support at 1-866-623-2382. \*

[Complete Registration](#)

Figure 2-13

**General Terms:** This User Agreement ("Agreement") governs the use of the NANP Administration System ("NAS" or the "NANPA System") and website (the "Site"), each provided by SomosGov, Inc. ("SomosGov" or the "NANPA"). Please read this Agreement carefully. If you cannot agree to the terms of this Agreement, you will be denied access to the NANPA System.

The NANPA reserves the right to amend the provision of this Agreement and to post additional rules of usage that apply to the NANPA System or specific parts of the Site. The date of the most recent revisions will appear on this page. Any such amendments or additional rules will be posted and will be clearly identified. Your continued use of the NANPA System or Site thereafter will constitute your agreement to comply with such amendments and additional rules.

Any person accessing the NANPA System or Site accepts, without limitation or qualification, the terms and conditions of use set forth below and any additional terms and conditions of use set forth in links on this website that connect to other websites.

Your failure to follow these rules may result in suspension or termination of your access to the NANPA System or Site, without notice. You may not sub-license, transfer, sell or assign this Agreement to any third party. Any attempt to do so will void this agreement and your right to access the NANPA System or the Site.

**Use of Username and Password:** Your right to use the NANPA System is personal to you. As such, you may not authorize others to use your Username or Password to access the NANPA System.

You are responsible for all use of the NANPA System with your Username and Password. You may not sub-license, transfer, sell, or assign them to any third party. Any attempt to do so will constitute a material breach of this Agreement and subject you to legal action hereunder. Your right to use the NANPA System or this Site will be immediately voided.

You will be solely responsible for maintaining the confidentiality of your Username and Password. You are solely responsible for all usage or activity on your account including use of the account by any person who uses your Username and Password.

If you have reason to believe that your account is no longer secure (for example, in the event of a loss, theft, or unauthorized disclosure or use of your username or password), you must promptly change your password and notify NANPA Customer Support of the problem by contacting us at 866-622-2292 or by email at [support@nanpa.com](mailto:support@nanpa.com).

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**Use of the Website by You:** You agree not to disrupt, modify or interfere with the Site, or its associated software, hardware, and/or servers in any way, and you agree not to impede or interfere with others' use of the Site. You further agree not to alter or tamper with any information or materials on or associated with the Site that are not confidential and proprietary to you.

Other than connecting to the NANPA's servers by https requests using a Web browser, you may not attempt to gain access to the NANPA's servers by any means - including, without limitation, by using administrator passwords or by masquerading as an administrator while using the Site or otherwise.

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Figure 2-14

**NANPA**

## NAS Registration

**Registration Submitted Successfully**

Thank you for submitting your request for registration. Your request will be processed within 5 business days. If additional information is needed, NANPA Customer Support will be in contact with you.

Confirmation Number: 136

Figure 2-15

## 3 Federal Communication Commission (FCC) 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?**

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

### 3.2 Role

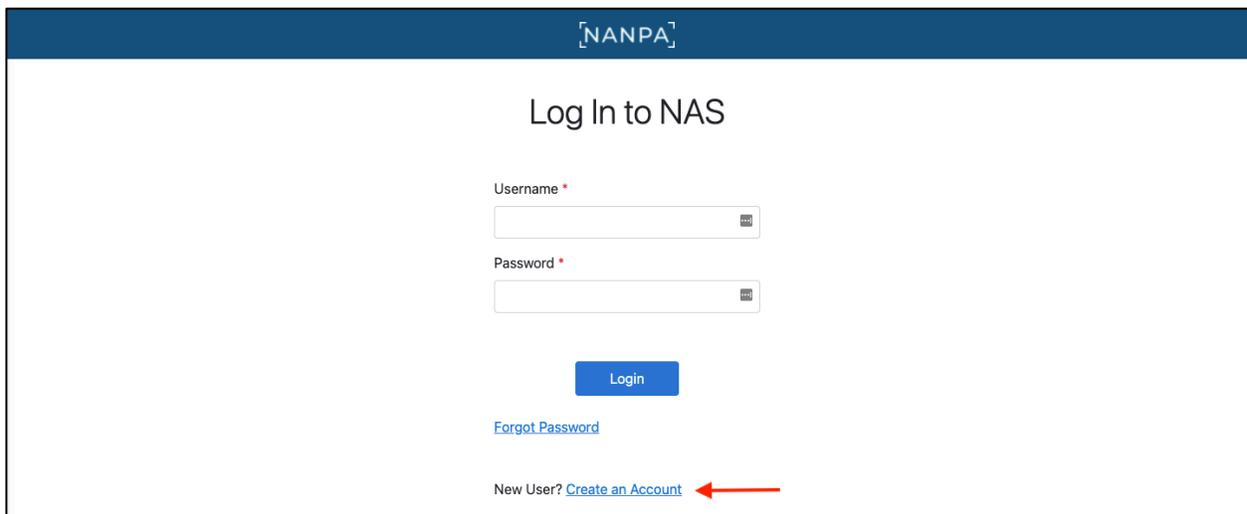
All **Role** fields with a red asterisk (\*) are required (Figure 3-2).

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

Once the role of **FCC** 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**.



The screenshot shows the 'Log In to NAS' page. At the top is the NANPA logo. The main heading is 'Log In to NAS'. Below this are two input fields: 'Username \*' and 'Password \*', both with red asterisks. Below the password field is a blue 'Login' button. Underneath the login button are two links: 'Forgot Password' and 'New User? Create an Account'. A red arrow points to the 'Create an Account' link.

Figure 3-1

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 \*

FCC

An employee of the FCC or an individual authorized by the FCC who uses the system to view information on resources via reports and queries and responds to NANPA with direction concerning reclamation efforts.

Select Your Resource Subscriptions \*

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

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

- **Username\*** – Enter a username. The username must be between 6 and 25-characters where alpha, numeric, and the following special characters are allowed: underscore (\_), hyphen (-), period (.).  
**NOTE:** The username is case insensitive.
- **Email\*** – Enter your agency email address.  
**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.
- **Agency Name\*** – Enter the agency name.  
**NOTE:** Enter the full agency name, 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' interface. On the left is a navigation sidebar with options: Home, User Information (selected), Address, Authorize, SMS Notifications, and Review & Submit. The main content area is titled 'User Information' and contains the following fields:

- Hours** (text input)
- Username\*** (text input)
- Email\*** (text input)
- First Name\*** and **Last Name\*** (two text inputs)
- Title\*** (text input)
- Agency Name\*** (text input)
- Work Phone\*** and **Extension** (two text inputs)
- Secondary Phone** (text input)
- Fax** (text input)

A blue **Next** button is positioned at the bottom center of the form.

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).

Enter your business address in the **Address** fields.

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

The screenshot shows the 'Address' section of the 'NAS Registration' form. The form is titled 'Address' and contains four required fields, each marked with a red asterisk: 'Street Address', 'City', 'State or Territory' (a dropdown menu with 'Select' as the current selection), and 'Zip Code'. A blue 'Next' button is positioned at the bottom center of the form. On the left side, there is a sidebar with a navigation menu. The menu items are: 'Role' (checked), 'User Information' (checked), 'Address' (selected with a dropdown arrow), 'Authorizer', 'NNS Notifications', and 'Review & Submit'.

Figure 3-6

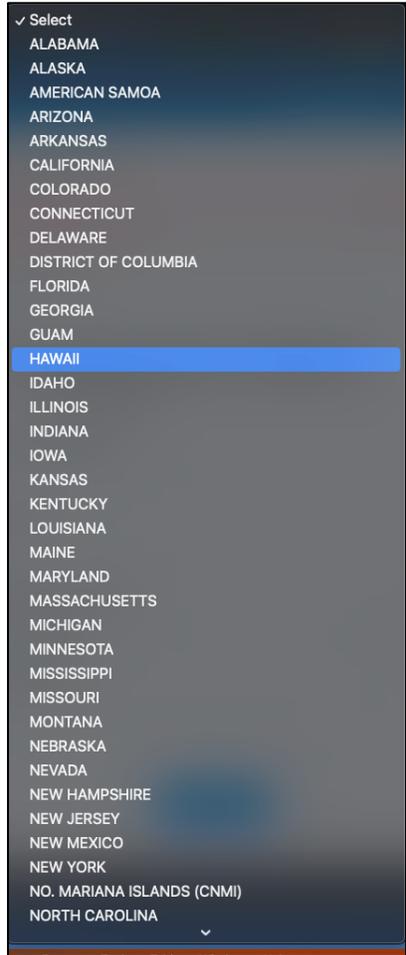


Figure 3-7

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 and authorization for NANP Administration System (NAS) access.

- **Name\*** – Enter the **Authorizer’s** First Name and Last name of an agency employee other than yourself.
- **Title\*** – Enter the **Authorizer’s** title.
  - **Agency Name\*** – Enter the **Authorizer’s** agency name. **NOTE:** Enter the full agency name, abbreviations not allowed.  
**NOTE:** The **Agency Name** must match the **Agency 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.

The screenshot shows the 'NAS Registration' page for NANPA. The main heading is 'NAS Registration'. On the left, there is a sidebar with a progress indicator: 'Role' (checked), 'User Information' (checked), 'Address' (checked), 'Authorizer' (selected), 'NNS Notifications', and 'Review & Submit'. The main content area is titled 'Authorizer' and contains the following fields: 'Name \*' (text input), 'Title \*' (text input), 'Agency Name \*' (text input), 'Phone \*' (text input), 'Extension' (text input), and 'Email \*' (text input). A blue 'Next' button is located at the bottom center of the form.

Figure 3-8

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

- **3.6 NNS Notifications** when **NANP Notification System (NNS) Resource Subscription** was selected,
- **3.7 Review & Submit** when **NANP Notification System (NNS) Resource Subscription** was not selected.

### 3.6 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 3-9).

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 3-10).

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.

**NANPA**

## NAS Registration

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

### NNS Notifications

**Geographic Notifications (relates to specific states and NPAs)**

- CO Code/Thousands-Block
- Jeopardy
- Other Geographic Notifications
- NPA Relief Planning

**Non-Geographic Notifications (relates to the entire NANP)**

- INC (Industry Numbering Committee) Guideline Changes
- NRUF Reporting Changes
- NANPA Planning Letters
- Other Non-Geographic Notifications
- Other Resources
- p-ANI

[Next](#)

Figure 3-9

**NANPA**

## NAS Registration

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

### NNS Notifications

**Geographic Notifications (relates to specific states and NPAs)**

- CO Code/Thousands-Block
- Jeopardy
- Other Geographic Notifications
- NPA Relief Planning

**Service Areas for Geographic Notifications**

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 3-10

Select the **Next** button to proceed to the Section **3.7 Review & Submit**.

### 3.7 Review & Submit

Review the application data entered (Figure 3-11).

To edit any of the information, select the link associated with the section that requires editing:

- **Edit User Information** – To edit information in Section 3.3 User Information.
- **Edit Address** – To edit information in Section 3.4 Address.
- **Edit Authorizer** – To edit information in Section 3.5 Authorizer.
- **Edit NNS Notifications** – To edit information in Section 3.6 NNS Notifications.

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 3-12), 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 3-13).

Figure 3-11

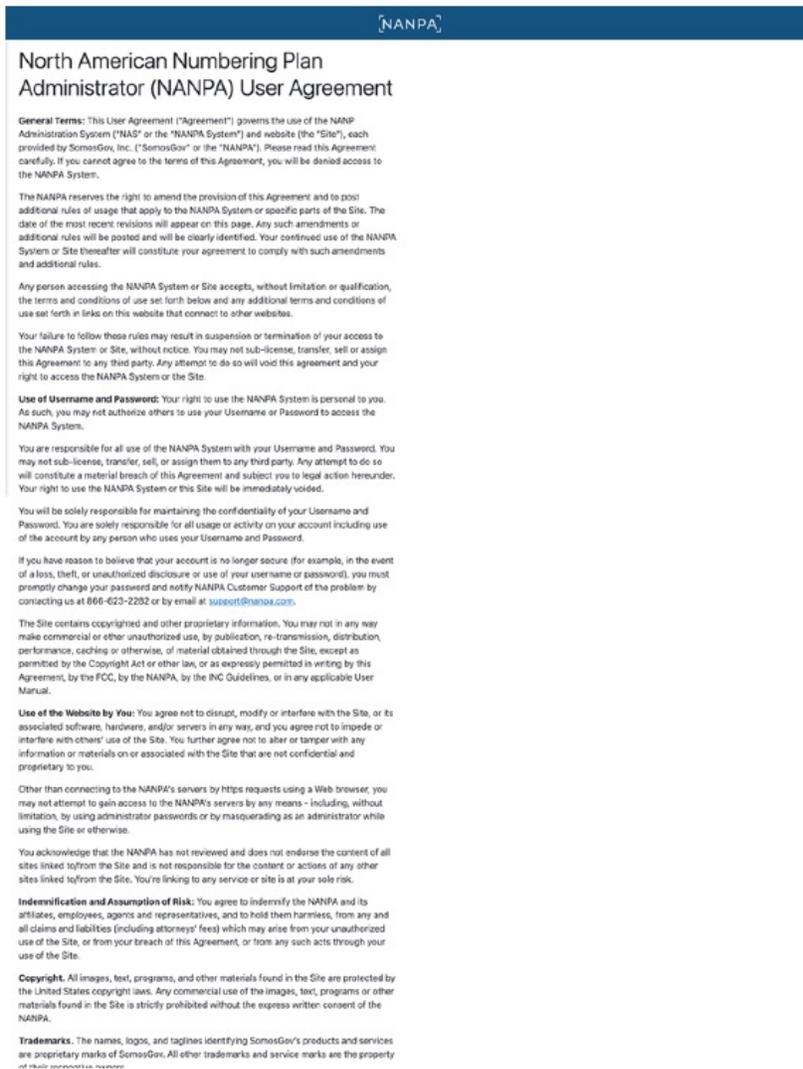


Figure 3-12

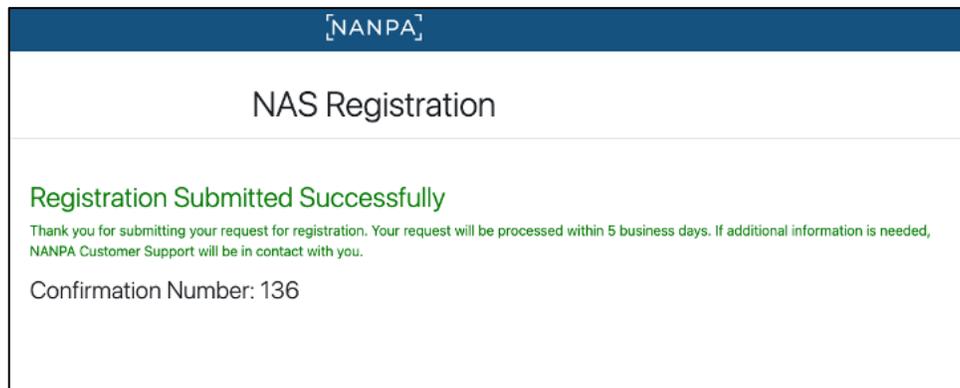


Figure 3-13