



# Service Provider and Service Provider Consultant NANP Administration System (NAS) User Guide

**p-ANI Resources**

**Version: 1.1**

## Version History

Revision History		
Date	Version	Description
October 28, 2024	1.0	Initial release of the combined NANP Administration System (NAS).
June 18, 2025	1.1	Updated View Forms section to include "Printable Version" link when saving forms to PDF or printing forms.

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## 1 Introduction

### 1.1 Purpose

This document outlines the Service Provider (SP) and Service Provider Consultant (SPC) tools and processes related to the **Subscription Choice of p-ANI Resources** in the web-based application of the NANP Administration System (NAS). The **Subscription Choice of p-ANI Resources** in NAS automates the national non-dialable pseudo-Automatic Number Identification (p-ANI) administration function and manages non-dialable p-ANI numbers inventory using NPA-211-XXXX and NPA-511-XXXX.

The process of assigning p-ANIs or p-ANI ranges is governed by a set of industry-defined forms (e.g., Part 1, Part 3, Appendix 1 and Appendix 2). NAS manages these forms by electronic means so that any registered user can access them via a connection to the World Wide Web.

### 1.2 p-ANI Subscription

The **Subscription Choice of p-ANI Resources** allows a user to submit and view data associated with pseudo-Automatic Numbering Identification (p-ANIs) resources. To access the **p-ANI** toolbar, the **Subscription Choice of p-ANI Resources** must be selected in the user's profile.

### 1.3 Content Summary

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

- Submit/Modify Forecasts
- Submit p-ANI Applications
- Search Forms
- Look up p-ANIs
- View Reports

### 1.4 Related Documents

The procedures provided in this document are consistent with the Federal Communication Commission (FCC) rules and the Industry Numbering Committee (INC) p-ANI Administration Guidelines (ATIS-0300089).

### 1.5 Conventions

This document presents the text that appears on NAS screens (e.g., toolbar items, field labels and button text) as well as internal and external document references. Toolbar items, field names and internal document references are shown in **bold black**, internal document references are hyperlinked, and external document references are *black italicized*.

### 1.6 User Access

The data available to a NAS user with the subscription of p-ANI Resources shall be restricted based on the user type selected.

#### **Service Provider (SP)**

A Service Provider (SP) user is a representative of an entity authorized to request and hold assignments of North American Numbering Plan (NANP) resources. SP will only be able to submit and view data for the States, NPAs, OCNs, and National Emergency Number Association (NENA) IDs in their user profile.

#### **Service Provider Consultant (SPC)**

A Service Provider Consultant (SPC) user is a representative of an entity authorized to request assignments of North American Numbering Plan (NANP) resources for a Service Provider (SP) under contract with them. SPC users will only be able to submit and view data for the States, NPAs, OCNs, and National Emergency Number Association (NENA) IDs in their user profile.

## 1.7 Preparations

### Operating Company Number (OCN)

Prior to submitting applications or reports or viewing data related to a p-ANI, users will need to add the Operating Company Number (OCN) to their user profile. OCNs not associated with the user's company will be rejected. When an OCN is being added due to merger/acquisition, documentation supporting the merger/acquisition is required (see *Service Provider and Service Provider Consultant NANP Administration System (NAS) User Profile Modification User Guide*).

### National Emergency Number Association (NENA) IDs

Prior to submitting applications or reports or viewing data related to a p-ANI, users will need to add the National Emergency Number Association (NENA) IDs to their user profile. NENA IDs not associated with the user's company will be rejected. When a NENA ID is being added due to merger/acquisition, documentation supporting the merger/acquisition is required (see *Service Provider and Service Provider Consultant NANP Administration System (NAS) User Profile Modification User Guide*).

### Public Safety Answering Point (PSAP)

Prior to submitting applications, users will need to identify the Public Safety Answering Point (PSAP) for which they are requesting resources.

## 1.8 Two-Factor Authentication

The NANP Administration System (NAS) requires two-factor authentication for FISMA compliance, therefore, NAS users are required to establish two-factor authentication to access the NAS (see the *Two-Factor Authentication User Guide*).

## 1.9 Troubleshooting

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

## 2 Login and User Data

To log in to NAS the user must be a registered user, have a valid and active username and password, and have established two-factor authentication.

### 2.1 NAS Log In

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

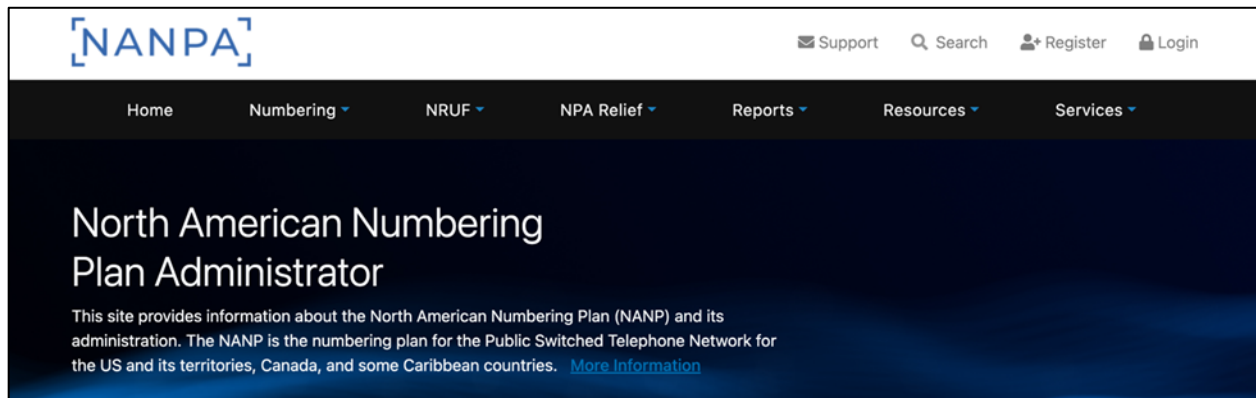


Figure 2-1

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

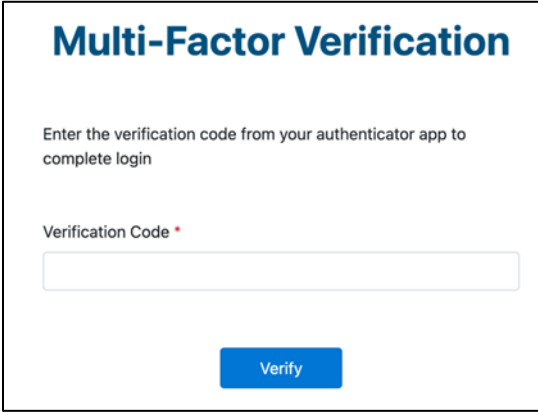
The image shows a login form titled 'Log In to NAS'. It contains two input fields: 'Username \*' and 'Password \*'. Below the fields is a blue 'Login' button. At the bottom of the form are links for 'Forgot Password', 'Forgot Username', and 'New User? Create an Account'.

Figure 2-2

- **Username\*** – The user must enter the NAS **Username** associated with their account.
- **Password** – The user must enter the NAS **Password** associated with the **Username**.
- **Login** – The user must select **Login**. NAS will provide the **Multi-Factor Authentication** screen (Figure 2-3).

## 2.2 Multi-Factor Authentication

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



**Multi-Factor Verification**

Enter the verification code from your authenticator app to complete login

Verification Code \*

Verify

Figure 2-3

- **Verification Code** – The user must enter the six-digit code provided by the authentication tool.
- **Verify** – The user must select **Verify**. Upon successful login, NAS will present the **Dashboard** (Figure 2-4).

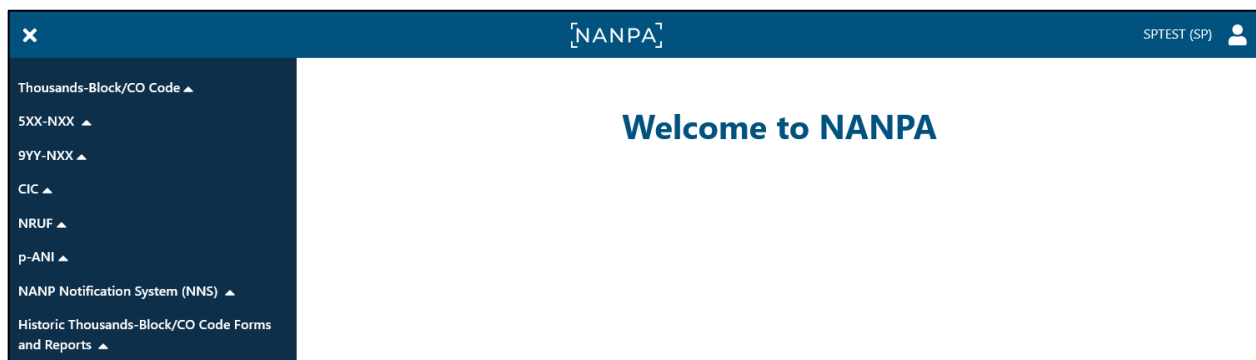


Figure 2-4

## 2.3 Reset Your Password

Users can reset their password at any time.

To reset your password, select the **Person icon** located in the upper right corner (

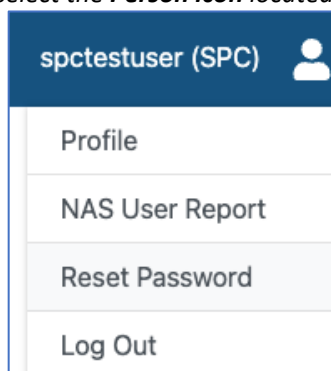




Figure 2-5), then select **Reset Password**. NAS will provide the **Change Password** screen (Figure 2-6).

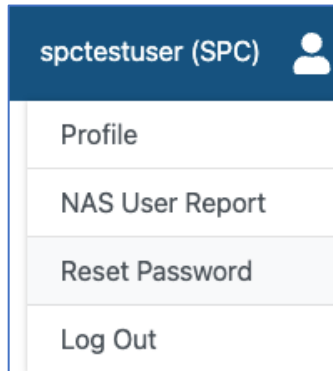


Figure 2-5

The **Change Password** screen (Figure 2-6) allows the user to change their NAS GUI password.

The user must enter a valid:

- Current Password
- New Password

When all data is entered the user must select **Change Password**. When all validations are met, NAS will provide the **Confirmation** screen (Figure 2-7).

A 'Change Password' form with the following fields and requirements:

- Current Password \*
- New Password \* (with a toggle icon)
- Password Requirements:
  - ⊗ At least 16 characters
  - ⊗ At least 1 uppercase letter
  - ⊗ At least 1 lowercase letter
- Confirm New Password \*
- Change Password button

Figure 2-6

The **Confirmation** screen (Figure 2-7) confirms the user's password was reset.

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

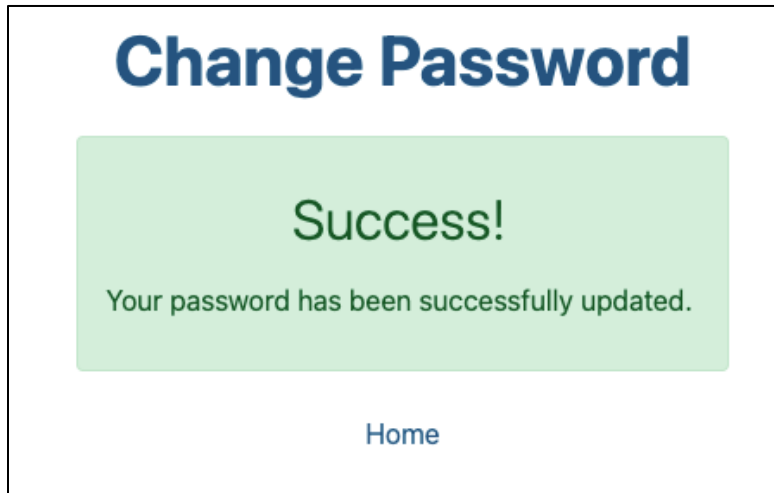


Figure 2-7

## 2.4 Update User Profile

To update your user profile, select the **Person icon** located in the upper right corner (

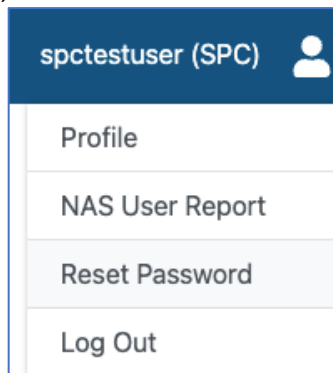


Figure 2-5), then **Profile**, the **Profile** screen will be displayed (Figure 2-8).

To edit any information, click the **Edit** link (Figure 2-8) for the applicable section, this will vary based on the type of resource subscriptions you are subscribed to. Then select **Next** to return to the **Profile** screen. After making the required changes, select **Update Profile** to submit those changes, NAS will display the **Confirmation** screen (Figure 2-9).

### Profile

**Role**

Service Provider Consultant (SPC)

Resource Subscriptions

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

[Edit Role](#)

**User Information**

Username: spectestuser

Name: Test User

Title: Account Manager

Company Name: Test Consulting Company

Work Phone: 999-999-9999

Secondary Phone: (None)

Fax Number: (None)

Email: success+spectestuser@simulator.amazonses.com

[Edit User Information](#)

**Address**

1111 Consultant Way  
 Sacramento, CA 95999

[Edit Address](#)

**Authorizer**

Name: Test Authorizer

Title: President

Company Name: Test Consulting Company

Phone: 999-999-9999

Email: success+testauthorizer@simulator.amazonses.com

[Edit Authorizer](#)

**Company Identifier & Service Area**

Service Provider OCN(s):

OCN	Name	Description
TEST	TEST	CLEC

Parent Company OCN(s):

OCN	Name	Description
TEST	TEST	CLEC

IAC Code(s):

TST

Service Areas:

State/Territory	NPA(s)
ALABAMA	205, 251, 256, 334, 658, 938
ALASKA	907
AMERICAN SAMOA	684
ARBITRIA	Jan. 676, 677, 678, 679

[Edit Company Identifier & Service Area](#)

**Thousands-Block/CO Code Contacts**

Additional Contacts:

Email	OCNs	Status	Subscriptions
success+testauthorizer@simulator.amazonses.com			<ul style="list-style-type: none"> <li>Part 3</li> <li>Partial CO Code PISTN Reminder</li> <li>Rejected Thousands-Block Part 1B</li> <li>Part 4 Reminder</li> <li>Completed Thousands-Block Part 1B</li> <li>Thousands-Block Part 5</li> </ul>

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

**NNS Notifications**

Geographic Notifications:

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

Service Areas for Geographic Notifications:

State/Territory	NPA(s)
ALABAMA	205, 251, 256, 334, 658, 938
ALASKA	907
AMERICAN SAMOA	684
ARBITRIA	Jan. 676, 677, 678, 679

Non-Geographic Notifications:

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

[Edit NNS Notifications](#)

**p-ANI**

Area(s):

TEST

Company FRN: TEST

Additional Contacts:

Email	Subscriptions
success+testauthorizer@simulator.amazonses.com	<ul style="list-style-type: none"> <li>Semi-Annual Forecast Reminders</li> <li>Annual Report Reminders</li> <li>Part 3s</li> </ul>

[Edit p-ANI](#)

Figure 2-8

**Note:** Any changes to the following information: First Name, Last Name, Email, Agency/Company Name, Authorizer's Name, Authorizer's Agency/Company Name, OCN, NENA ID, or IAC Code, in conjunction with any other updates will require approval by the NANPA Customer Support prior to taking effect. For all other changes that do not require an approval, please log out and log back in to see those changes.

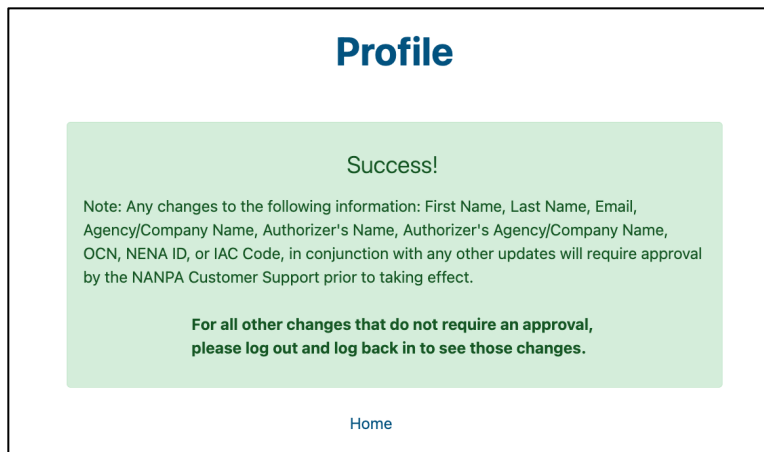


Figure 2-9

### 3 Access p-ANI Toolbar

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

From the **Home Page**, select **p-ANI** (Figure 3-1) to display the p-ANI toolbar options (Figure 3-2).

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

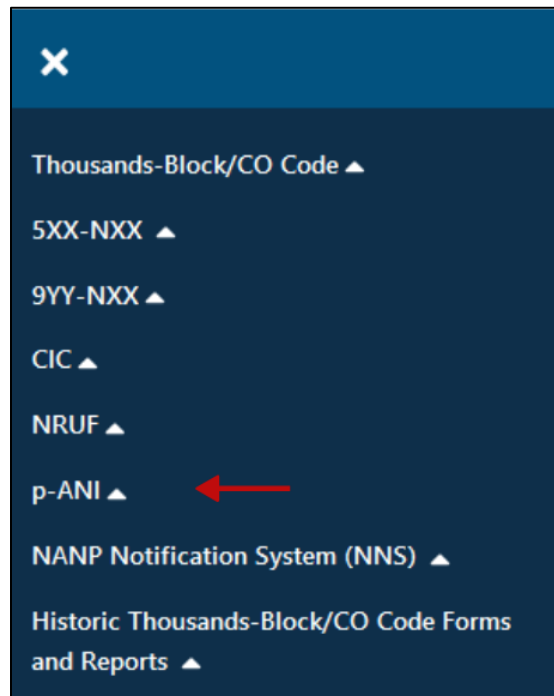


Figure 3-1

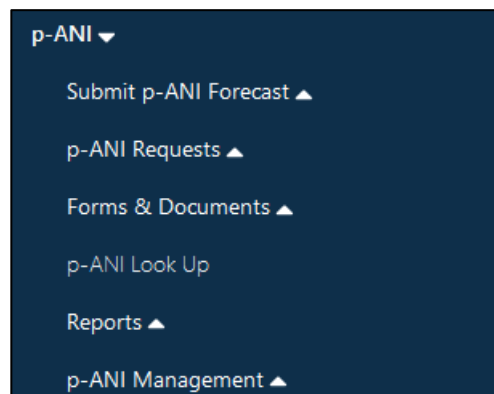


Figure 3-2

## 4 Submit p-ANI Forecast

This section provides direction on creating and submitting a new p-ANI Forecast or modifying an existing p-ANI Forecast.

### 4.1 Create/Modify p-ANI Forecast

To submit a new forecast or modify an existing forecast, select **Submit p-ANI Forecast** (Figure 3-2) from the **p-ANI** toolbar, then **Create/Modify p-ANI Forecast** (Figure 4-1).

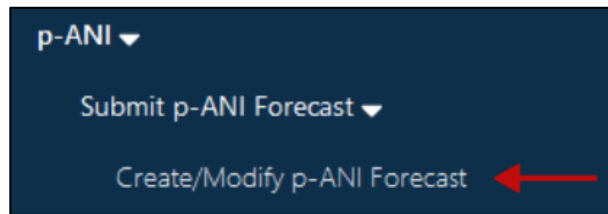


Figure 4-1

#### 4.1.1 p-ANI Forecast Preliminary Data

The user must select the preliminary data for the p-ANI Forecast (Figure 4-2). All fields with a red asterisk (\*) are required.

- **State\*** – Select a **State** from the drop-down list of all US States, Puerto Rico, and the Virgin Islands.
- **NENA Company ID\*** – Select a **NENA Company ID** from the drop-down list of **NENA Company IDs** in your user profile.
- **Service Provider OCN\*** – Select a **Service Provider OCN** from the drop-down list of **Operating Company Numbers (OCNs)** in your user profile.
- **Next** – Select the **Next** button to add or modify a **p-ANI Forecast** (Figure 4-3).

Figure 4-2

#### 4.1.2 p-ANI Forecast

The **p-ANI Forecast** screen allows the user to:

- add NPA forecast data when no forecast exists for the **State**, **NENA Company ID**, and **OCN** entered on the **p-ANI Forecast Preliminary Data** screen (Figure 4-3), or
- allows the user to add new or modify existing forecast data when a forecast is on file for the **State**, **NENA Company ID**, and **OCN** entered on the **p-ANI Forecast Preliminary Data** screen (Figure 4-4).

## p-ANI Forecast

Directions:  
 To add additional forecasts, click on "Add NPA". For each NPA forecasted, please provide the number of p-ANIs that your company expects to request during the first, second, and third forecast periods. Do not include in the forecast the p-ANIs that are in your existing inventory, only the total quantity of p-ANIs forecasted for future needs should be entered.

---

Company Name: ABC TELCO  
 NENA Company ID: TEST  
 Service Provider OCN: TEST  
 Contact Name: SP TEST  
 Phone: 713-713-1234  
 Email: fweber@somos.com  
 Date Submitted: July 26, 2024

NPA	April 2024 - September 2024	October 2024 - March 2025	April 2025 - September 2025	Delete
Add NPA				

Cancel
Submit

Figure 4-3

## p-ANI Forecast

Directions:  
 To add additional forecasts, click on "Add NPA". For each NPA forecasted, please provide the number of p-ANIs that your company expects to request during the first, second, and third forecast periods. Do not include in the forecast the p-ANIs that are in your existing inventory, only the total quantity of p-ANIs forecasted for future needs should be entered.

---

Company Name: ABC TELCO  
 NENA Company ID: TEST  
 Service Provider OCN: TEST  
 Contact Name: SP TEST  
 Phone: 713-713-1234  
 Email: fweber@somos.com  
 Date Submitted: July 26, 2024

NPA	April 2024 - September 2024	October 2024 - March 2025	April 2025 - September 2025	Delete
205	25	0	0	

Add NPA
Cancel
Submit

Figure 4-4

On the **p-ANI Forecast** screen (Figure 4-3 and Figure 4-4),

- **Add NPA** – Select **Add NPA** button when a new NPA row needs to be added.
- **NPA** – When adding a new NPA, this is a drop-down list of all **NPAs** associated with the selected **State**. When an existing forecast is on file for an NPA this is populated with the NPA and is non-editable.
- **Month YYYY – Month YYYY** – This is the current forecast period. To add a forecast or modify an existing forecast, enter the number of p-ANIs being forecasted or use the up and down arrows to add or adjust the forecast amount.

**Note:** The current forecast period will vary depending on when the forecast is being submitted.

- Month YYYY – Month YYYY** – This is the next forecast period in Month YYYY – Month YYYY format. To add a forecast or modify an existing forecast, select the box and either type in the number of p-ANIs being forecasted or use the up and down arrows to add or adjust the forecast amount.

**Note:** The next forecast period will vary depending on when the forecast is being submitted.
- Month YYYY – Month YYYY** – This is the next forecast period. To add a forecast or modify an existing forecast, enter the number of p-ANIs being forecasted or use the up and down arrows to add or adjust the forecast amount.

**Note:** The next forecast period will vary depending on when the forecast is being submitted.
- Delete** – To remove an existing forecast for an NPA, select the **Delete** button (see the red arrow in Figure 4-5).

**Note:** The **Delete** button is only visible when the NPA row is selected.

**Note:** Selecting **Delete** will remove the forecast for the entire NPA. If only one forecast period needs to be removed, update the forecast for the impacted forecast period to zero (0).
- Submit** – Select the **Submit** button to complete the forecast submission or update and receive the **Confirmation** screen (Figure 4-6).

NPA	October 2023 - March 2024	April 2024 - September 2024	October 2024 - March 2025	Delete
209 ✓	2 ✓	0 ✓	0	<a href="#">Delete</a>

Figure 4-5

### 4.1.3 Confirmation

NAS will provide the Confirmation screen when the p-ANI Forecast is successfully submitted (Figure 4-6).

- Home** – Select the **Home** button to return to the **Home Page**.

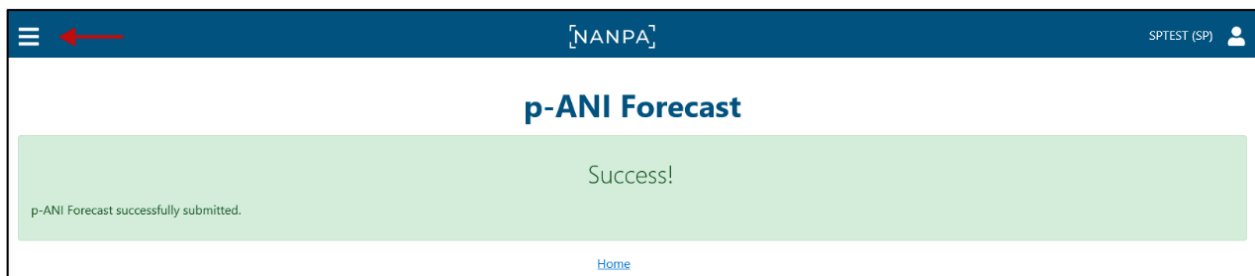


Figure 4-6

## 5 p-ANI Requests

This section provides direction on creating and submitting p-ANI applications.

- To submit a new application, refer to **5.1 p-ANI New Request**
- To submit a modification to an existing p-ANI or p-ANI range, refer to **5.2 p-ANI Modification Request**



- To submit a disconnect or cancel disconnect for an existing p-ANI or p-ANI range, refer to **5.3 p-ANI Disconnect Request/Cancel**

To submit a new p-ANI application, from the **p-ANI** toolbar select **p-ANI Requests** (Figure 3-2), then NAS will provide the p-ANI request menu (Figure 5-1).

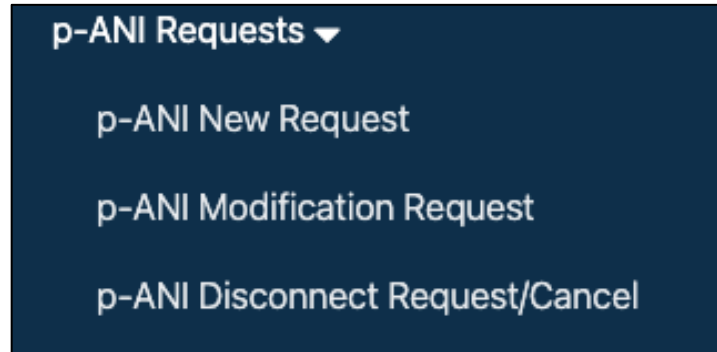


Figure 5-1

## 5.1 p-ANI New Request

To submit a new p-ANI application, from the **p-ANI** toolbar select **p-ANI Requests** (Figure 3-2), then select **p-ANI New Request** (Figure 5-1). NAS will provide the **Service Area** screen (Figure 5-2).

### 5.1.1 Service Area

The user must enter the Service Area data (Figure 5-2). All fields with a red asterisk (\*) are required.

- **State\*** – Select a **State** from the drop-down list of all US States, Puerto Rico, and Virgin Islands.
- **NPA\*** – Select an **NPA** from the drop-down list of NPAs based on the **State** selected. The user must select an **NPA**.
- **NENA Company ID\*** – Select a **NENA Company ID** from the drop-down list of **NENA Company IDs** in your user profile.
- **Service Provider OCN\*** – Select a **Service Provider OCN** from the drop-down list of **Operating Company Numbers (OCNs)** in your user profile.
- **Quantity of p-ANIs Requested\*** – Enter the number of p-ANIs being requested or use the up and down arrows to add or adjust the number of p-ANIs being requested.  
**NOTE:** The arrows are only visible when the box is selected.
- **p-ANI Part 1 Instructions** – When the link is selected, NAS will open the p-ANI Part 1 Instructions in a new window.
- **Next** – Select **Next** to continue with the application. NAS will provide the **Part 1 – General Information** screen (Figure 5-3).

Figure 5-2

### 5.1.2 Part 1 – General Information

Review the **Part 1 – General Information** data (Figure 5-3). All fields with a red asterisk (\*) are required.

**Note:** If populated data is incorrect or missing, you must update your user profile (Section 2.4 **Update User Profile**).

- **p-ANI Applicant**
  - **Company Name** – Populated with the **Company Name** associated with the Service Provider OCN selected.
    - NOTE: When a Company Name is incorrect contact [support@nanpa.com](mailto:support@nanpa.com).
  - **Doing Business As (DBA) Name** – For SP users, populated with the **Doing Business As (DBA) Name** in your user profile. SPC users must enter the **Doing Business As (DBA) Name**.
  - **NENA Company ID** – Populated with the **NENA Company ID** selected.
  - **Contact Name** – Populated with the **First Name** and **Last Name** in your user profile.
  - **Address** – Populated with the **Address** in your user profile.
  - **City** – Populated with the **City** in your user profile.
  - **State** – Populated with the **State** in your user profile.
  - **Zip** – Populated with the **Zip** in your user profile.
  - **Phone** – Populated with the **Phone** in your user profile.
  - **Email** – Populated with the **Email** in your user profile.
- **Routing Number Administrator (RNA)**
  - **Phone** – Populated with 866-623-2282.
  - **Email** – Populated with [support@nanpa.com](mailto:support@nanpa.com).
- **p-ANI Part 1 Instructions** – When the link is selected, NAS will open the p-ANI Part 1 Instructions in a new window.
- **Next** – Select **Next** to continue with the application. NAS will provide the **Part 1 – PSAP Information** screen (Figure 5-4).

## New p-ANI Request

- ✔ Service Area
- ▶ **Part 1 - General Information**
- Part 1 - PSAP Information
- Part 1 - p-ANI Request Information
- Part 1 - ESIF Formula & Certification

### Part 1 - General Information

**p-ANI Applicant**

Company Name

Doing Business As (DBA) Names

NENA Company ID

Contact Name

Address

City

State

Zip

Phone

Email

**Routing Number Administrator (RNA)**

Phone

Email

[p-ANI Part 1 Instructions](#)

[Next](#)

Figure 5-3

### 5.1.3 Part 1 – PSAP Information

The user must enter **Part 1 – PSAP Information** data (Figure 5-4). All fields with a red asterisk (\*) are required.

- Part 1 PSAP Information
  - **FCC PSAP ID** – Enter a valid FCC PSAP ID. When no FCC PSAP ID exists, leave the field blank.
  - **Click here to view the PSAP Registry File** – When the link is selected, NAS shall open the **911 Master PSAP Registry** webpage in a new window (see red arrow in Figure 5-4).

- **PSAP Name\*** – Enter the **PSAP Name**. When a valid **FCC PSAP ID** is entered, then **PSAP Name** will automatically populate.
- **PSAP State\*** – Select a **State** from the drop-down list of all US States, Puerto Rico, and the Virgin Islands. When a valid **FCC PSAP ID** is entered, then field will automatically populate.
- **PSAP County or Municipality\*** – Enter the **PSAP County or Municipality**. When a valid **FCC PSAP ID** is entered, then **PSAP County or Municipality** will automatically populate.
- **PSAP Coordinator Name\*** – Enter the First Name and Last Name of the PSAP Coordinator.
- **PSAP Coordinator Phone** – Enter the phone number of the PSAP Coordinator in the format of 111-111-1111.
- **PSAP Coordinator Email** – Enter the email of the PSAP Coordinator in a valid email format (e.g., [name@agency.com](mailto:name@agency.com)).
- **p-ANI Part 1 Instructions** – When the link is selected, NAS will open the **p-ANI Part 1 Instructions** in a new window.
- **Next** – Select **Next** to proceed with the new request. NAS will provide the **Part 1 – p-ANI Request Information** screen (Figure 5-5)

**New p-ANI Request**

Service Area  
 Part 1 - General Information  
 Part 1 - PSAP Information  
 Part 1 - p-ANI Request Information  
 Part 1 - ESIF Formula & Certification

Part 1 - PSAP Information

FCC PSAP ID

[Click here to view the PSAP Registry File](#) ←

PSAP Name \*

PSAP State \*  
 Select ▾

PSAP County or Municipality \*

PSAP Coordinator Name \*

PSAP Coordinator Phone

PSAP Coordinator Email

[p-ANI Part 1 Instructions](#)

**Next**

Figure 5-4

#### 5.1.4 Part 1 – p-ANI Request Information

The user must enter **Part 1 p-ANI Request Information** data (Figure 5-5). All fields with a red asterisk (\*) are required.

- **Part 1 – p-ANI Request Information**
  - **NPA** – Populated with the NPA selected.
  - **Service Provide OCN** – Populated with **Service Provider OCN** selected.

- **Service Provider OCN Name** – Populated with **Service Provider Name** associated with **Service Provider OCN**.
- **Total Number of p-ANI(s) requested** – Populated with **Total Number of p-ANI(s) requested** entered.
- **Selective Router CLLI\*** – Enter a valid eleven-character CLLI.
- **p-ANI(s) (NXX-XXXX) assignment preference** – Enter your **p-ANI(s) (NXX-XXXX) assignment preference** in NXX-XXXX format.
  - Note: User can expand the window by dragging the lower right part of the box (see red box Figure 5-5).
- **View Available p-ANIs** – When the link is selected, Available Ranges are displayed in a pop-up window (see red arrow in Figure 5-5).
- **24X7 Emergency Contact Number\*** – Enter a valid telephone number in 111-111-1111 format.
- **911 Governing Authority\*** – Enter a valid **911 Governing Authority**.
- **p-ANI Part 1 Instructions** – When the link is selected, NAS will open the **p-ANI Part 1 Instructions** in a new window.
- **Next** – Select **Next** to proceed with the application. NAS will provide the **Part 1 – ESIF Formula & Certification** screen (Figure 5-6).

## New p-ANI Request

- ✓ Service Area
- ✓ Part 1 - General Information
- ✓ Part 1 - PSAP Information
- ⊙ Part 1 - p-ANI Request Information
- Part 1 - ESIF Formula & Certification

### Part 1 - p-ANI Request Information

NPA

Service Provider OCN

Service Provider OCN Name

Total Number of p-ANI(s) requested

Selective Router CLLI \*

p-ANI(s) (NXX-XXXX) assignment preference  
 ✖

24X7 Emergency Company Contact Number \*

911 Governing Authority \*

[p-ANI Part 1 Instructions](#)

Next

Figure 5-5

### 5.1.5 Part 1 – ESIF Formula & Certification

The user must enter Part 1 ESIF Formula & Certification data (Figure 5-6). All fields with a red asterisk (\*) are required.

- **Part 1 – ESIF Formula Used**
  - **Type of ESIF Formula Used**
    - **ESIF Formula Type\*** - Select the **ESIF Formula Type** from the drop-down list of ESIF Formula Types.
  - **Certification of ESIF Formula**
    - **Certification of ESIF Formula\*** – Select the appropriate **Certification of ESIF Formula**.
  - **Comments** – Enter any **Comments** for the Administrator. This field is required when the radio button indicating more than 50 p-ANIs or exceeding the ESIF formula is selected.
    - **Note:** User can expand the window by dragging the lower right part of the box (see red box Figure 5-6).
- **p-ANI Part 1 Instructions** – When the link is selected, NAS will open the **p-ANI Part 1 Instructions** in a new window.
- **Submit** – To complete the new request application, select **Submit**. NAS will provide the **Confirmation** screen (Figure 5-7).

## New p-ANI Request

- Service Area
- Part 1 - General Information
- Part 1 - PSAP Information
- Part 1 - p-ANI Request Information
- **Part 1 - ESIF Formula & Certification**

### Part 1 - ESIF Formula & Certification

#### Type of ESIF Formula Used

ESIF Formula Type \*

Select
▾

#### Certification of ESIF Formula

If the p-ANI applicant is requesting additional p-ANIs for a PSAP where it has existing p-ANI resources, then the applicant shall include those resources and the quantity that is being requested when determining if the request exceeds the applicable ESIF formula or exceeds 50 p-ANIs when no formula applies.

Certification of ESIF Formula \*

I hereby certify that this request, when aggregated with my existing resources for this PSAP, does not exceed the applicable ESIF formula or 50 p-ANIs if an ESIF formula does not apply

I hereby certify that I have provided a detailed explanation in the comments field below for this request which exceeds the aggregate total of either the applicable ESIF formula or 50 p-ANIs

Comments

✎

By applying for this resource, the applicant hereby certifies that it has obtained approval from the appropriate 9-1-1 Governing Authority to provide routing or data retrieval for E9-1-1 traffic to the applicable PSAP. Additionally, the applicant certifies that it has the technical and functional capability to route traffic or provide routing instructions to enable emergency call delivery to a PSAP.

I hereby certify that the information provided in this application is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the p-ANI Administration Guidelines (ATIS-0300089).

[p-ANI Part 1 Instructions](#)

Submit

Figure 5-6

### 5.1.6 Confirmation

The **Confirmation** screen confirms successful submission of the application (Figure 5-7).

- **Tracking Number** – Take note of the Tracking Number.
- **Home** – When the **Home** link is selected, NAS will take the user to their Home Page.
- **Attach Documents** – When the **Attach Documents** link is selected, NAS will take the user to the **Attach Document** screen (Section 6.2).
- **View Forms** – Click the **Tracking Number** link to view the forms. NAS will take the user to the **View Forms** screen (Section 6.1).

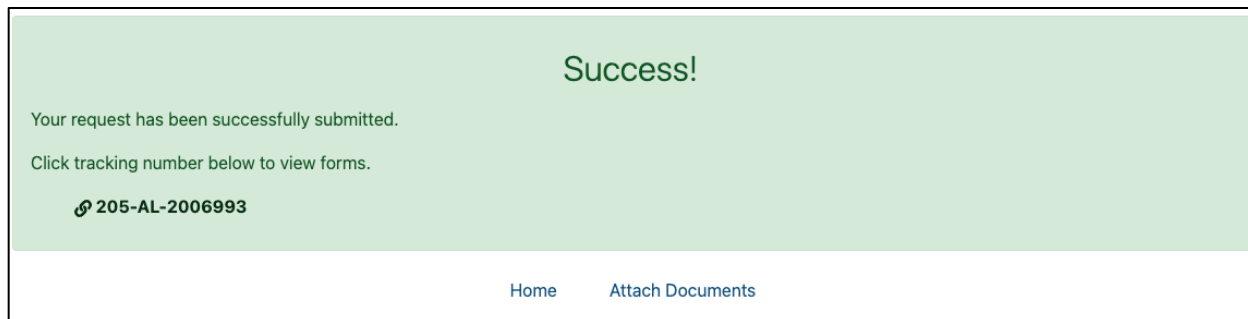


Figure 5-7

## 5.2 p-ANI Modification Request

To submit a modification to an existing p-ANI or p-ANI range, from the **p-ANI** toolbar select **p-ANI Requests** (Figure 3-2), then select **p-ANI Modification Request** (Figure 5-1), NAS will provide the **Type of Change** screen (Figure 5-8).

### 5.2.1 Type of Change

The user must enter **Type of Change** data (Figure 5-8). All fields with a red asterisk (\*) are required.

**NOTE:** Only Part 1 fields associated with the **Type of Change** selected may be modified.

- **Select the type of change by selecting one or more of the following checkboxes.** At least one checkbox must be selected.
  - **OCN** – Changes the **Service Provider OCN** on a p-ANI or p-ANI range to another **Service Provider OCN** in your user profile.
  - **NENA ID** – Changes the **NENA ID** on the p-ANI or p-ANI range to another **NENA ID** in your user profile.
  - **PSAP Consolidation** – Changes the **PSAP** associated with the p-ANI or p-ANI range when part of a PSAP consolidation.
 

**NOTE:** When **PSAP Consolidation** is selected, **PSAP (excluding consolidation)** and **p-ANI Assignee Merger/Acquisition** checkboxes cannot be selected.
  - **PSAP (excluding Consolidation)** – Changes the **PSAP** associated with the p-ANI or p-ANI range for any reason other than a PSAP consolidation.
  - **p-ANI Assignee Merger/Acquisition** – Change the **Service Provider OCN** and other data on the p-ANI or p-ANI range when the **Service Provider OCN** is not in your user profile and is part of a merger/acquisition.

**NOTE:** When **p-ANI Assignee Merger/Acquisition** is selected, no other checkboxes can be selected.

- **24x7 Emergency Contact Number** – Changes the **24x7 Emergency Contact Number** for the p-ANI or p-ANI range.
  - **Selective Router** – Changes the **Selective Router** on the p-ANI or p-ANI range.
  - **911 Governing Authority** – Changes the **9-1-1 Governing Authority** for the p-ANI or p-ANI range.
- 
- When **OCN, NENA ID, PSAP Consolidation, PSAP (excluding Consolidation), 24X7 Emergency Contact Number**, and/or **Selective Router** is selected as the **Type of Change**, the following fields will be displayed (Figure 5-8).
    - **State\*** – Select a **State** from the drop-down list of all US States, Puerto Rico, and the Virgin Islands-. The user must select a **State**.
    - **NPA\*** – Select a **NPA** from the drop-down list of all **NPAs** associated with the selected **State**.
    - **NENA Company ID\*** – Select a **NENA ID** from the drop-down list of **NENA Company IDs** in your user profile.
    - **Service Provider OCN\*** – Select a **Service Provider OCN** from the drop-down list of **Operating Company Numbers (OCNs)** in your user profile.
    - **p-ANI Part 1 Instructions** – When the link is selected, NAS will open the p-ANI Part 1 Instructions in a new window.
    - **Next**– When **Next** is selected, NAS will provide the **List of p-ANIs** (Figure 5-10) based on your selections.
      - **List of p-ANIs** – Select the row(s) with the p-ANI(s) or p-ANI range(s) to be modified (Figure 5-10).
      - **Next**– Select **Next** to proceed with the modification. NAS will provide the **Part 1 General Information** (Figure 5-11).
  - When **p-ANI Assignee Merger/Acquisition** is selected as the **Type of Change**, the following fields will be provided (Figure 5-9):
    - **Enter NPA-NXX-XXXX-XXXX\*** – Enter the p-ANI or p-ANI range in NPA-NXX-XXXX-XXXX format.
 

**NOTE:** Enter **NPA-NXX-XXXX-XXXX** is only provided when **p-ANI Assignee Merger/Acquisition** is selected.

**NOTE:** For an individual p-ANI the first and second XXXX will be the same (e.g., 209-211-9999-9999).
    - **p-ANI Part 1 Instructions** – When the link is selected, NAS will open the p-ANI Part 1 Instructions in a new window.
    - **Next**– Select **Next** to proceed with the modification. NAS will provide the **Part 1 General Information** (Figure 5-11).



## p-ANI Modification Request

**➔ Type of Change**

- List of p-ANI(s)
- Part 1 - General Information
- Part 1 - PSAP Information
- Part 1 - p-ANI Request Information
- Part 1 - Type of Request

### Type of Change

If you need assistance, please contact us via:

- Phone: 1-866-623-2282
- Email: support@nanpa.com

Select the type of change by selecting one or more of the following checkboxes:

<input checked="" type="checkbox"/> OCN	<input type="checkbox"/> p-ANI Assignee Merger/Acquisition
<input checked="" type="checkbox"/> NENA ID	<input checked="" type="checkbox"/> 24x7 Emergency Contact Number
<input type="checkbox"/> PSAP Consolidation	<input checked="" type="checkbox"/> Selective Router
<input checked="" type="checkbox"/> PSAP (excluding Consolidation)	<input checked="" type="checkbox"/> 911 Governing Authority

State \*

Select ▾

NPA \*

Select a state to view NPAs ▾

NENA Company ID \*

Select ▾

Service Provider OCN \*

Select ▾

[p-ANI Part 1 Instructions](#)

Next

Figure 5-8

## p-ANI Modification Request

**➔ Type of Change**

- List of p-ANI(s)
- Part 1 - General Information
- Part 1 - PSAP Information
- Part 1 - p-ANI Request Information
- Part 1 - Type of Request

### Type of Change

If you need assistance, please contact us via:

- Phone: 1-866-623-2282
- Email: support@nanpa.com

Select the type of change by selecting one or more of the following checkboxes:

OCN

p-ANI Assignee Merger/Acquisition

NENA ID

24x7 Emergency Contact Number

PSAP Consolidation

Selective Router

PSAP (excluding Consolidation)

911 Governing Authority

Enter NPA-NXX-XXXX-XXXX \*

[p-ANI Part 1 Instructions](#)

Figure 5-9

## p-ANI Modification Request

**✔ Type of Change**

**➔ List of p-ANI(s)**

- Part 1 - General Information
- Part 1 - PSAP Information
- Part 1 - p-ANI Request Information
- Part 1 - Type of Request

### List of p-ANI(s)

Assigned p-ANI(s)

NPA	NXX	p-ANI Range	NENA ID	OCN	PSAP Name
205	211	0020-0020	TEST	TEST	Hanceville Police Department
205	211	0050-0072	TEST	TEST	Hanceville Police Department

[p-ANI Part 1 Instructions](#)

Figure 5-10

## 5.2.2 Part 1- General Information

The user must enter **Part 1 – General Information** data (Figure 5-11). All fields with a red asterisk (\*) are required.

**NOTE:** The user will only be able to modify Part 1 fields associated with the **Type of Change** selected.

**NOTE:** For any incorrect or missing information, the user must update their user profile (see Section **2.4 Update User Profile**).

- **p-ANI Applicant**
  - **Company Name** – Populated with the **Company Name** associated with the Service Provider OCN selected.
    - **NOTE:** When a Company Name is incorrect contact [support@nanpa.com](mailto:support@nanpa.com).
  - **Doing Business As (DBA) Name** – For SP users, populated with the **Doing Business As (DBA) Name** in your user profile. SPC users must enter the **Doing Business As (DBA) Name**.
  - **NENA Company ID** – Populated with the **NENA Company ID** selected.
  - **Contact Name** – Populated with the **First Name** and **Last Name** in your user profile.
  - **Address** – Populated with the **Address** in your user profile.
  - **City** – Populated with the **City** in your user profile.
  - **State** – Populated with the **State** in your user profile.
  - **Zip** – Populated with the **Zip** in your user profile.
  - **Phone** – Populated with the **Phone** in your user profile.
  - **Email** – Populated with the **Email** in your user profile.
- **Routing Number Administrator (RNA)**
  - **Phone** – Populated with 866-623-2282.
  - **Email** – Populated with [support@nanpa.com](mailto:support@nanpa.com).
- **p-ANI Part 1 Instructions** – When the link is selected, NAS will open the p-ANI Part 1 Instructions in a new window.
- **Next** – Select **Next** to proceed with the modification. NAS will provide the **Part 1 PSAP Information** screen (Figure 5-12).

## p-ANI Modification Request

- ✔ Type of Change
- ✔ List of p-ANI(s)
- ⊙ **Part 1 - General Information**
  - Part 1 - PSAP Information
  - Part 1 - p-ANI Request Information
  - Part 1 - Type of Request

### Part 1 - General Information

**p-ANI Applicant**

Company Name

Doing Business As (DBA) Names

NENA Company ID

Contact Name

Address

City

State

Zip

Phone

Email

**Routing Number Administrator (RNA)**

Phone

Email

[p-ANI Part 1 Instructions](#)

Figure 5-11

### 5.2.3 Part 1- PSAP Information

The user may only modify data on the **Part 1 – PSAP Information** screen when **PSAP Consolidation** or **PSAP (excluding Consolidation)** is selected as the **Type of Change** (Figure 5-12). All fields with a red asterisk (\*) are required.

- **FCC PSAP ID** – Enter a valid FCC PSAP ID. When no FCC PSAP ID exists, leave the field blank.
- **Click here to view the PSAP Registry File** – When the link is selected, NAS shall open the **911 Master PSAP Registry** webpage in a new window (see red arrow in Figure 5-4).

- **PSAP Name\*** – Enter the **PSAP Name**. When a valid **FCC PSAP ID** is entered, then **PSAP Name** will automatically populate.
- **PSAP State\*** – Select a **State** from the drop-down list of all US States, Puerto Rico, and the Virgin Islands. When a valid **FCC PSAP ID** is entered, then field will automatically populate.
- **PSAP County or Municipality\*** – Enter the **PSAP County or Municipality**. When a valid **FCC PSAP ID** is entered, then **PSAP County or Municipality** will automatically populate.
- **PSAP Coordinator Name\*** – Enter the First Name and Last Name of the PSAP Coordinator.
- **PSAP Coordinator Phone** – Enter the phone number of the PSAP Coordinator in the format of 111-111-1111.
- **PSAP Coordinator Email** – Enter the email of the PSAP Coordinator in a valid email format (e.g., [name@agency.com](mailto:name@agency.com)).
- **p-ANI Part 1 Instructions** – When the link is selected, NAS will open the **p-ANI Part 1 Instructions** in a new window.
- **Next** – Select **Next** to proceed with the modification. NAS will provide the **Part 1 p-ANI Request Information** screen (Figure 5-13).

## p-ANI Modification Request

- ✔ Type of Change
- ✔ List of p-ANI(s)
- ✔ Part 1 - General Information
- ⊖ Part 1 - PSAP Information
  - Part 1 - p-ANI Request Information
  - Part 1 - Type of Request

### Part 1 - PSAP Information

FCC PSAP ID

[Click here to view the PSAP Registry File](#)

PSAP Name \*

PSAP State \*

PSAP County or Municipality \*

PSAP Coordinator Name \*

PSAP Coordinator Phone

PSAP Coordinator Email

[p-ANI Part 1 Instructions](#)

[Next](#)

Figure 5-12

### 5.2.4 Part 1- p-ANI Request Information

The user may only modify data on the **Part 1 – p-ANI Request Information** screen when **OCN, p-ANI Merger/Acquisition, Selective Router, 24x7 Emergency Contact** is selected as the **Type of Change** (Figure 5-13). All fields with a red asterisk (\*) are required.

- **NPA** – Populated with the NPA of the p-ANI or p-ANI range.
- **Service Provider OCN\*** – Populated with the **Service Provider OCN** associated with the p-ANI or p-ANI range for all **Type of Changes** except **OCN** and **p-ANI Merger/Acquisition**. For **OCN** and **p-ANI Merger/Acquisition** this is a drop-down list of **Operating Company Numbers (OCNs)** in your user profile.
- **Selective Router CLLI\*** – Enter a valid eleven-character **Selective Router CLLI**.
- **24X7 Emergency Contact Number\*** – Enter a valid telephone number in 111-111-1111 format.
- **911 Governing Authority\*** – Enter a valid **911 Governing Authority**.
- **p-ANI Part 1 Instructions** – When the link is selected, NAS will open the p-ANI Part 1 Instructions in a new window.
- **Next** – Select **Next** to proceed with the modification. NAS will provide the **Part 1- Type of Request** screen (Figure 5-14).

The screenshot displays the 'p-ANI Modification Request' interface. On the left, a sidebar contains a list of navigation items: 'Type of Change', 'List of p-ANI(s)', 'Part 1 - General Information', 'Part 1 - PSAP Information', 'Part 1 - p-ANI Request Information' (which is selected and highlighted in blue), and 'Part 1 - Type of Request'. The main content area is titled 'Part 1 - p-ANI Request Information' and contains the following fields:

- NPA**: A text input field containing the value '205'.
- Service Provider OCN \***: A dropdown menu with 'Select' as the current option.
- Selective Router CLLI \***: An empty text input field.
- 24X7 Emergency Company Contact Number \***: An empty text input field.
- 911 Governing Authority \***: An empty text input field.

At the bottom of the form area, there is a blue button labeled 'Next' and a link labeled 'p-ANI Part 1 Instructions'.

Figure 5-13

### 5.2.5 Part 1- Type of Request

The user must review the application and certification statement data on the **Part 1 – Type of Request** screen (Figure 5-14).

- **p-ANI (low/high range)** – Populated with the p-ANI range.
- **Type of Change** – The **Type of Change** checkboxes indicating with a check the **Type of Change(s)** selected.

- **Comments** – Enter any **Comments** for the Administrator.
- **p-ANI Part 1 Instructions** – When the link is selected, NAS will open the p-ANI Part 1 Instructions in a new window.
- **Submit** – Select **Submit** to complete the modification application. NAS will provide the **Confirmation** screen (Figure 5-15).

## p-ANI Modification Request

- ✓ Type of Change
- ✓ List of p-ANI(s)
- ✓ Part 1 - General Information
- ✓ Part 1 - PSAP Information
- ✓ Part 1 - p-ANI Request Information
- ➔ Part 1 - Type of Request

### Part 1 - Type of Request

If you need assistance, please contact us via:

- Phone: 1-866-623-2282
- Email: support@nanpa.com

#### Modification

p-ANI (low/high range) 205-211-0020-0020

<input checked="" type="checkbox"/> OCN	<input type="checkbox"/> p-ANI Assignee Merger/Acquisition
<input checked="" type="checkbox"/> NENA ID	<input checked="" type="checkbox"/> 24x7 Emergency Contact Number
<input type="checkbox"/> PSAP Consolidation	<input checked="" type="checkbox"/> Selective Router
<input checked="" type="checkbox"/> PSAP (excluding Consolidation)	<input checked="" type="checkbox"/> 911 Governing Authority

Comments

Certification Statement

I hereby certify that the information in this application is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the p-ANI Administration Guidelines (ATIS-0300089). (Footnote 5)

[p-ANI Part 1 Instructions](#)

Figure 5-14

### 5.2.6 Confirmation

The **Confirmation** screen confirms successful submission of the application (Figure 5-15).

- **Tracking Number** – Take note of the Tracking Number.
- **Home** – When the **Home** link is selected, NAS will take the user to their Home Page.
- **Attach Documents** – When the **Attach Documents** link is selected, NAS will take the user to the **Attach Document** screen (Section 6.2).
- **View Forms** – Click the **Tracking Number** link to view the forms. NAS will take the user to the **View Forms** screen (Section 6.1).

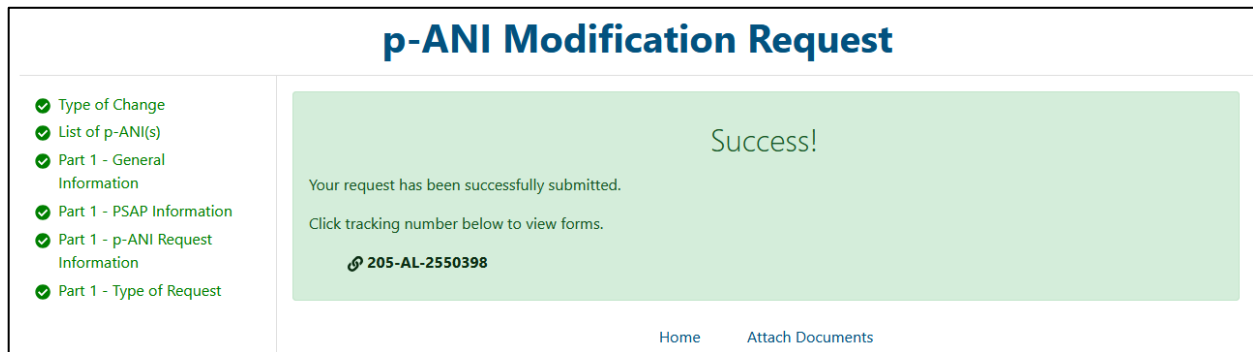


Figure 5-15

### 5.3 p-ANI Disconnect Request/Cancel

A user may disconnect an assigned p-ANI or p-ANI range or cancel a disconnect on a previously disconnected p-ANI or p-ANI range prior to the end of the 30-day aging period.

To submit a disconnect or cancel a disconnect, from the **p-ANI** toolbar select **p-ANI Requests** (Figure 3-2), then select **p-ANI Disconnect Request/Cancel** (Figure 5-1). NAS will provide the **Request/Cancel p-ANI Disconnect** screen (Figure 5-16).

#### 5.3.1 Request/Cancel p-ANI Disconnect

The user must enter the data associated with the p-ANI or p-ANI range being disconnected or for the p-ANI or p-ANI range where the disconnect is being cancelled (Figure 5-16). All fields with a red asterisk (\*) are required.

- **Cancel Disconnect** – Select this checkbox only when cancelling a previously disconnected p-ANI or p-ANI range.  
**NOTE:** A **Cancel Disconnect** may only be performed prior to the end of the 30-day aging period.
- **State\*** – Select a **State** from the drop-down list of the **States** in your user profile.
- **NPA\*** – Select a **NPA** from the drop-down list of the **NPAs** in your user profile and which are associated with the **State** selected.
- **NENA Company ID\*** – Select a **NENA ID** from the drop-down list of the **NENA Company IDs** in your user profile.
- **Service Provider OCN\*** – Select a **Service Provider OCN** from the drop-down list of the **Operating Company Numbers (OCNs)** in your user profile.
- **p-ANI Part 1 Instructions** – When the link is selected, NAS will open the p-ANI Part 1 Instructions in a new window.
- **Next** – Select **Next** to proceed with the disconnect or cancel disconnect. NAS will provide the **List of p-ANI(s)** screen (Figure 5-17).



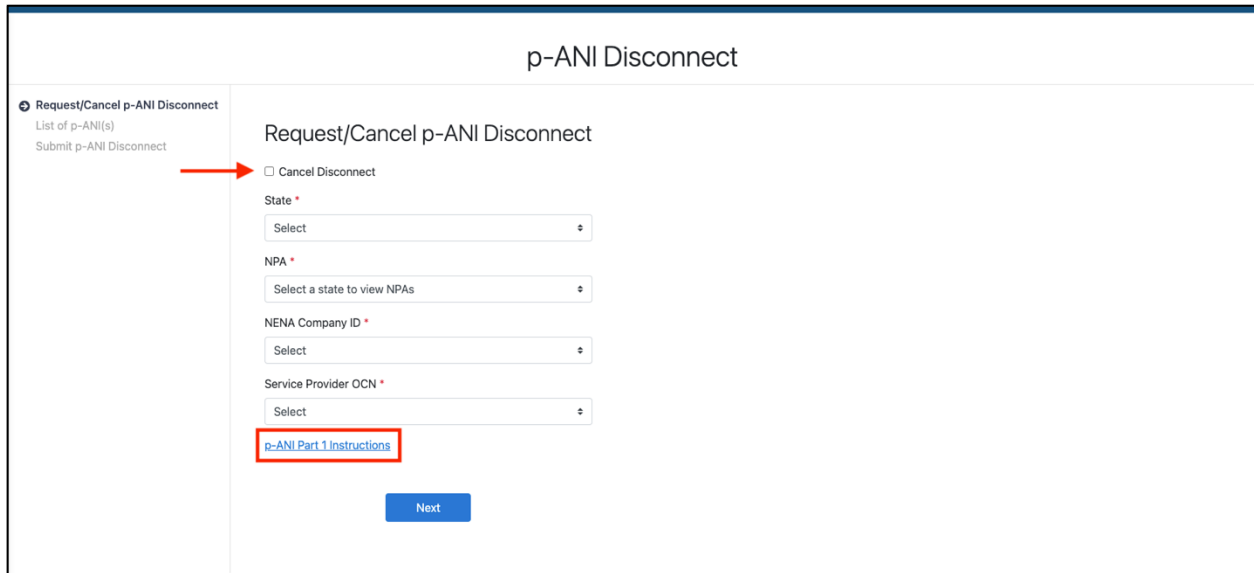


Figure 5-16

### 5.3.2 List of p-ANI(s)

The user must select the p-ANI or p-ANI range being disconnected or for the p-ANI or p-ANI range where the disconnect is being cancelled from the **List of p-ANIs** screen (Figure 5-17).

- **List of p-ANIs** – Select the row(s) of the p-ANI(s) or p-ANI range(s) to be disconnected or for which the disconnect needs to be cancelled.
- **Next** – Select **Next** to proceed with the disconnect or cancel disconnect. NAS will provide the **Submit p-ANI Disconnect** screen (Figure 5-18) or **Submit p-ANI Cancel Disconnect** (Figure 5-19).

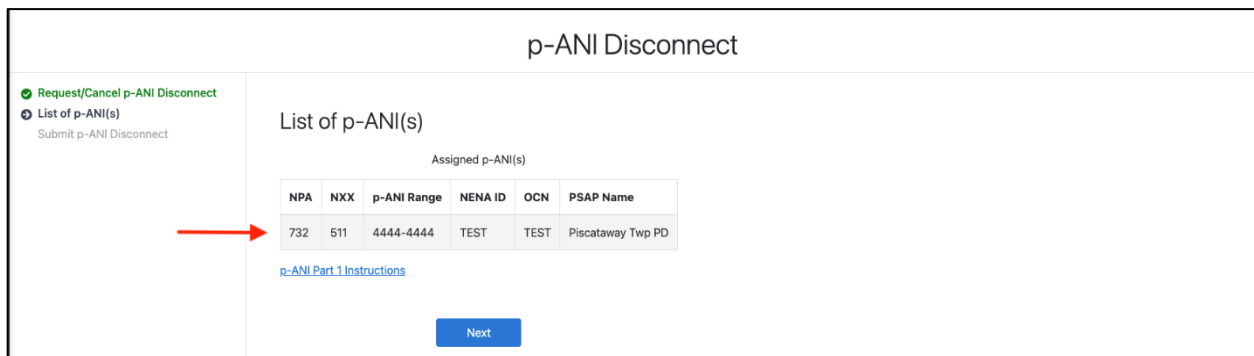


Figure 5-17

### 5.3.3 Submit p-ANI Disconnect and Submit p-ANI Cancel Disconnect

The user must review the certification statement on the **Submit p-ANI Disconnect** screen (Figure 5-18 or Figure 5-19).

- **Doing Business As (DBA) if any** – For SP users, populated with the **Doing Business As (DBA) Name** in your user profile. SPC users must enter the **Doing Business As (DBA) Name**.
- **Comments** – Enter any **Comments** for the Administrator.

- **NOTE:** User can expand the comments box by dragging the lower right part of the box (see red box Figure 5-18).
- **p-ANI Part 1 Instructions** – When the link is selected, NAS will open the p-ANI Part 1 Instructions in a new window.
- **Submit** – Select **Submit** to complete the disconnect or cancel disconnect application. NAS will provide the **Confirmation** screen (Figure 5-20).

**p-ANI Disconnect**

- Request/Cancel p-ANI Disconnect
- List of p-ANI(s)
- **Submit p-ANI Disconnect**

Submit p-ANI Disconnect

p-ANI Disconnect  
p-ANI Range: 732-511-4444-4444

Comments

[Red box highlights bottom-right corner of the comments text area]

I hereby certify that the information provided in this application is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the p-ANI Administration Guidelines (ATIS-0300089). (Footnote 5)

[p-ANI Part 1 Instructions](#)

**Submit**

Figure 5-18

**p-ANI Disconnect**

- Request/Cancel p-ANI Disconnect
- List of p-ANI(s)
- **Submit p-ANI Disconnect**

Submit p-ANI Disconnect

Doing Business As (DBA) Names if any \*

p-ANI Cancel Disconnect  
p-ANI Range: 205-211-0063-0068

Comments

I hereby certify that the information provided in this application is true and accurate to the best of my knowledge and that this application has been prepared in accordance with the p-ANI Administration Guidelines (ATIS-0300089). (Footnote 5)

[p-ANI Part 1 Instructions](#)

**Submit**

Figure 5-19

### 5.3.4 Confirmation

The **Confirmation** screen confirms successful submission of the application (Figure 5-20).

- **Home** – When the **Home** link is selected, NAS will take the user to their Home Page.
- **Attach Documents** – When the **Attach Documents** link is selected, NAS will take the user to the **Attach Document** screen (Section 6.2).

- **View Forms** – Click the **Tracking Number** link to view the forms. NAS will take the user to the **View Forms** screen (Section 6.1).

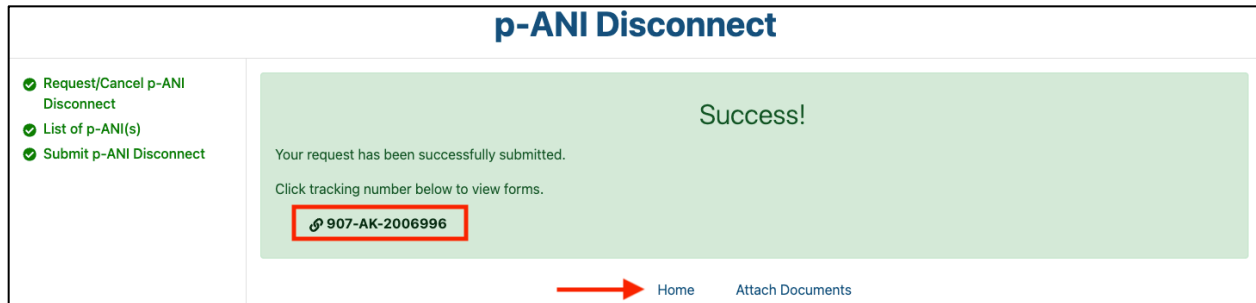


Figure 5-20

## 6 Forms and Documents

This section provides direction on the Forms and Document functions in NAS.

- Section **5.1 View Forms**, allows the user to view forms and uploaded documents.
- Section **6.2 Attach Documents**, allows the user to attach documents to applications.

To access Forms and Documents, from the **p-ANI** menu (Figure 3-2) select **Forms & Documents**. NAS will provide the **Forms & Documents** menu (Figure 6-1).

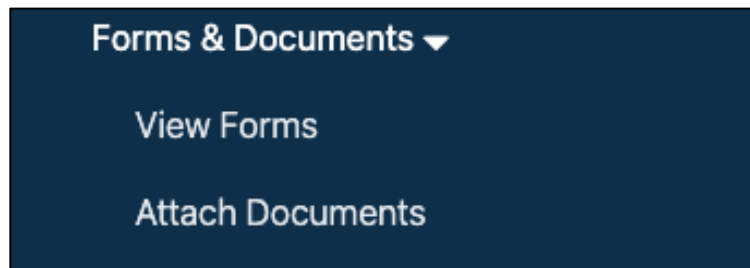


Figure 6-1

### 6.1 View Forms

**View Forms** allows a user to search for and view forms and documents associated with p-ANI applications.

Users with the **Subscription Choice** of **p-ANI Resources** may view all submitted forms, even when another user submitted the form when the **Operating Company Number**, **NENA ID**, **State**, and **NPA** is in their user profile.

To access **View Forms**, from the **p-ANI** menu select **Forms & Documents** (Figure 3-2), then **View Forms** (Figure 6-1). NAS will provide the **p-ANI Forms Search** screen (Figure 6-2).

#### 6.1.1 p-ANI Form Search

The user must select the search criteria on the **p-ANI Forms Search** screen (Figure 6-2). All fields with a red asterisk (\*) are required.

- **Selection\*** – This is a drop-down list of the following selections. This field is required.

- **Tracking Number** – When selected, enter a valid **Tracking Number** in NPA-State abbreviation-SequenceNumber format. Only forms and documents associated with the tracking number entered will be displayed.
- **p-ANI Within Range (NPA-NXX-XXX)** - When selected, enter a valid p-ANI in NPA-NXX-XXXX format. All forms and documents associated with the p-ANI and **Operating Company Number(s)** and **NENA ID(s)** in your profile will be displayed (i.e., may see multiple tracking numbers).
- **Advanced Search** – When selected, all forms and documents matching the search criteria entered will be displayed (i.e., may see multiple tracking numbers).
- **Advanced Search** – When **Advanced Search** is selected, you must select at least one **Advanced Search** criteria on which to search. When **Tracking Number** or **p-ANI Within Range (NPA-NXX-XXX)** is selected, these fields will be grayed out.
  - **State** – Select a **State** from the drop-down of **States** in your user profile. This is a required field.
  - **NPA** – Select an **NPA** from the drop-down list of **NPAs** in your user profile. This is a required field.

**NOTE:** A **State** must be selected to select an **NPA**.

- **NENA Company ID**– Select a **NENA Company ID** from the drop-down list of **NENA Company IDs** in your user profile to search by NENA ID.
- **Service Provider OCN**– Select a **Service Provider OCN** from the drop-down list of **Operating Company Numbers (OCNs)** in your user profile to search by Service Provider OCN.
- **Date Range** – Select a specific date range to narrow the search.
  - **From** – Select a **From** date to indicate the earliest date for the search. This field is required when **To** date is populated.
  - **To** – Select a **To** date to indicate the last date for the search. This is Required when **From** date is populated and must be a date the same as or after the **From** date.
- **Form type** – The user may select from the drop-down list of the following **Form Types: All, Part 1, Part 3, and Attached Docs**.
- **Clear Form** – When selected, NAS will reset all data fields to the default value.
- **Search** – Select **Search** to display the forms and documents associated with the criteria entered. NAS will provide Search Results at the bottom of **p-ANI Forms Search** screen (Figure 6-3).

Figure 6-2

### 6.1.2 Form Search Results

After the user selects Search on the p-ANI Forms Search screen, the results appear on the bottom of the screen (Figure 6-3). The results are the same for a Basic Search or an Advanced Search. If Results are greater than 500, the user will need to narrow their search.

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

- **Results Table** displays the results of the search. The user may resort the results by clicking on the arrow next to the column name.
  - **Tracking Number** – This column displays the **Tracking Number** associated with the form
  - **Application Type** – This column displays the **Application Type** associated with the Form, including New, Modification, Disconnect
  - **Form Type** – This column displays the **Form Type** associated with the form, including Part 1, Part 3, and Attached Docs.
  - **Date** – This column displays the **Date** Associated with the form.
  - **p-ANI Range** – This column displays the **p-ANI or p-ANI Range** associated with the form.
  - **Eyeball Icon** – When selected, the associated form will open in a new browser tab.

- To print or save the form, click on the **Printable Version** link located above the form.

Tracking Number ▲	Application Type ▲	Form Type ▲	Date ▲	p-ANI Range ▲
205-AL-2549955	New	PART_1	03/26/2024	205
205-AL-2549955	New	PART_3	04/01/2024	205-211-0020-0020

Figure 6-3

## 6.2 Attach Documents

**Attach Documents** allows a user to attach documents to one or more applications using the **Tracking Number(s)**. The user may attach documents to a maximum of 25 tracking numbers. The user may attach documents associated with an application any time prior to the application being processed except when the Administrator has the work item open for processing.

To access **Attach Documents**, from the **p-ANI** menu select **Forms & Documents** (Figure 3-2), then select **Attach Documents** (Figure 6-1). NAS will take the User to the preliminary **Attach Document** screen (Figure 6-4).

### 6.2.1 Preliminary Attach Documents

The user must enter at least one **Tracking Number** on the **Tracking Number** screen (Figure 6-4). All fields with a red asterisk (\*) are required.

- **Tracking Numbers\*** – Enter the **Tracking Number** associated with the application(s) for which documents are being attached in NPA-State abbreviation-SequenceNumber format. A maximum of 25 **Tracking Numbers** is allowed. Each additional **Tracking Number** must be separated by a comma (e.g., 205-AL-2549917,205-AL-2549918).

- **Clear Form** – When selected, NAS will clear the **Tracking Number** field.
- **Next** – When selected, NAS will provide the **Attach Documents** screen (Section 6.1.2).

Figure 6-4

### 6.2.2 Attach Documents

The user must select one or more Tracking Numbers and applicable information (Figure 6-5).

- **Tracking Number(s) \*** – Populated with the **Tracking Number(s)** entered on the preliminary **Attach Documents** screen (see red box Figure 6-5). By default, all tracking numbers will be selected. The user may unselect specific tracking numbers for each document uploaded. A minimum of one tracking number must be selected.

**NOTE:** When multiple **Tracking Numbers** are selected, the successfully uploaded document will be associated with each of the tracking numbers.

- **Enter new tracking numbers** – When selected (see red arrow Figure 6-5), NAS will provide the **Tracking Numbers** screen.

**NOTE:** Previously entered **Tracking Numbers** will be removed and need to be re-entered if documents are to be attached.

- **Document** – A user must select **Choose File** to locate and upload a file from their computer. The following file formats may be attached: PDF, Word, Excel, GIF, JPEG, TIFF, bitmap, Power Point, HTML, txt, csv and Zip files and the maximum file size for all attachments may not exceed 10 MB per tracking number.

**NOTE:** **Document** filenames must be no more than 255 characters.

- **Description** – Enter a description to provide additional information on the type of document (i.e., FCC license).
- **Upload Document** – When selected, the document will be uploaded to NAS and a **Confirmation** message will be displayed at the top of the screen (Figure 6-6).
- **Refresh** – When selected, NAS will update the **Uploaded Documents** section (Figure 6-7).

**NOTE:** Successfully uploaded documents will be displayed under **Uploaded Documents**, however, it may take a few minutes to display. The user may also use **6.1 View Forms** to see uploaded documents.

- **Uploaded Documents**
  - **File Name** – Displays the **File Name** of the document uploaded.

- **Tracking Number** – Displays the **Tracking Number(s)** associated with the uploaded document.
- **Description** – Displays the **Description** associated with the uploaded document.
- **Create Date** – Displays the **Date** the document was uploaded in MM/DD/YYYY format.
- **Delete** – When the trash can icon is selected the document will be deleted for the Tracking Number(s).

**Attach Documents**

Tracking Number(s) \*

205-AL-2006993

Enter new tracking numbers

Document

No file chosen

Description

Uploaded Documents

File Name ▲	Tracking Number ▲	Description ▲	Create Date ▲	Delete
There are no records to display				

Figure 6-5

### 6.2.3 Confirmation

The user will see confirmation of successfully Uploaded Documents on the Attach Documents screen (Figure 6-6).



## Attach Documents

**File Uploaded Successfully**

Please allow for up to one minute for your file to upload. If the file fails our virus scan, you will not see this file uploaded, instead you will receive an email confirming this issue.

Tracking Number(s) \*

205-AL-2006993

[Enter new tracking numbers](#)

Document

Test Certification.docx

Description

Figure 6-6

## Attach Documents

**File Uploaded Successfully**

Please allow for up to one minute for your file to upload. If the file fails our virus scan, you will not see this file uploaded, instead you will receive an email confirming this issue.

Tracking Number(s) \*

205-AL-2549917

[Enter new tracking numbers](#)

Document

Sample Document to Attach.docx

Description

Uploaded Documents

File Name ▲	Tracking Number ▲	Description ▲	Create Date ▲	Delete
<a href="#">Sample Document to Attach.docx</a>	205-AL-2549917	Sample Document to Attach	08/02/2024	<input type="button" value="Delete"/>

Rows per page: 10 ▼ 1-1 of 1 |< < > >|

Figure 6-7

## 7 p-ANI Look Up

This section provides direction on **p-ANI Look Up**. To look up information on a p-ANI, select **p-ANI** from the **p-ANI** Tool bar, then p-ANI Look Up (Figure 7-1). NAS will provide the **preliminary p-ANI Look Up** screen (Figure 7-2).

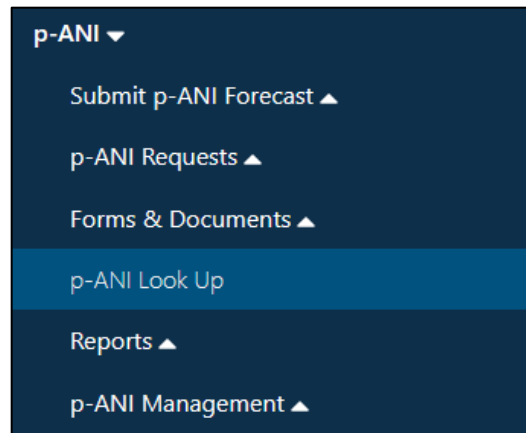


Figure 7-1

### 7.1 Preliminary p-ANI Look Up

The user must enter the NPA-NXX-XXXX on the **preliminary p-ANI Look Up** screen (Figure 7-2). All fields with a red asterisk (\*) are required.

- **NPA-NXX-XXXX\*** - Enter a valid p-ANI in NPA-NXX-XXX format.
- **Submit** – When selected, NAS will provide the **p-ANI Look Up** screen (Figure 7-3).

 The form has a white background with a thin black border. At the top center, the title 'p-ANI Look Up' is displayed in a large, bold, blue font. Below the title, on the left side, is the label 'NPA-NXX-XXXX\*' in a smaller, grey font. Underneath this label is a long, empty white text input field with a thin grey border. At the bottom center of the form is a blue rectangular button with the word 'Submit' written in white text.

Figure 7-2

### 7.2 p-ANI Look Up

The **p-ANI Look Up** screen (Figure 7-3) displays the following information about the p-ANI entered.

- **p-ANI** – Populated with NPA-NXX-NXXX of the p-ANI.
- **p-ANI Range** – Populated with p-ANI Range.
- **Status** - Populated with status of Assigned, Aging or Available.
- **OCN** – Populated with the OCN associated with the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.

- **NENA ID** - Populated with the NENA ID associated with the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **Selective Router CLLI** – Populated with the selective router of the p-ANI when the p-ANI is Assigned or Aging status. Blank when the p-ANI is Available or Unavailable.
- **24X7 Emergency Company Contact Number** – Populated with the 24X7 Emergency Contact Number of the p-ANI record when the p-ANI is Available or Aging. Blank when the p-ANI is Available or Unavailable.
- **FCC PSAP ID** – Populated with the FCC PSAP ID of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **PSAP Name** - Populated with the PSAP Name of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **PSAP State** - Populated with the PSAP State of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **PSAP Country/Municipality** - Populated with the PSAP county or municipality of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **PSAP Coordinator** - Populated with the PSAP Coordinator name of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **PSAP Coordinator Tel#** - Populated with the PSAP Coordinator Tel# of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable status.
- **PSAP Coordinator E-Mail** - Populated with the PSAP Coordinator E-Mail of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable status.
- **911 Governing Authority** - Populated with the 911 governing Authority of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **Remarks** - Populated with the Remarks of the p-ANI record when the p-ANI is Assigned or Aging. Blank when the p-ANI is Available or Unavailable.
- **Search Again** – When selected, NAS will provide the **p-ANI Look UP** Search Data screen (Figure 7-2).

## p-ANI Look Up

p-ANI: 205-211-0020

p-ANI Range: 205-211-0020-0020

Status: ASSIGNED

OCN: TEST - TEST TELCO

NENA ID: TEST

Selective Router CLLI: 12345678900

24X7 Emergency Company Contact Number: 555-123-1234

FCC PSAP ID: 203

PSAP Name: Hanceville Police Department

PSAP State: AL

PSAP County/Municipality: Cullman

PSAP Coordinator: test user

PSAP Coordinator Tel#:

PSAP Coordinator E-Mail:

911 Governing Authority: Test Governing Authority

Remarks:

Figure 7-3

## 8 Reports

This section provides direction on how to query and view the reports relating to p-ANI:

- Section **8.1 p-ANI Forecast Report** allows the user to view the p-ANI forecast data on file for the **OCNs, NENA IDs, States** and **NPAs** in your user profile.
- Section **8.2 p-ANI Annual Report** allows the user to view the p-ANI Annual Report data on file for the **OCNs, NENA IDs, States** and **NPAs** in your user profile.
- Section **8.3 Missing p-ANI Annual Report** allows the user to view the where p-ANI Annual Report data is missing (not on file) for the current cycle and the **OCNs, NENA IDs, States** and **NPAs** in your user profile.
- Section **8.4 p-ANI Part 1/3 Report** allows the user to view the Part 1 and Part 3 data for the **OCNs, NENA IDs, States** and **NPAs** in your user profile.
- Section **8.5 Assigned p-ANI Report** allows the user to view the assigned p-ANI and p-ANI Range data for the **OCNs, NENA IDs, States** and **NPAs** in your user profile.

From the **p-ANI** toolbar, select **Reports** (Figure 3-2). NAS will provide the **Reports** toolbar (Figure 8-1).

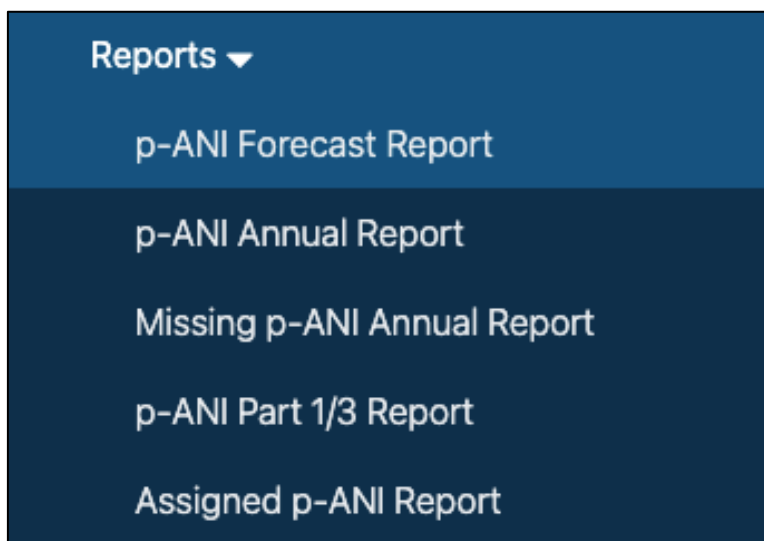


Figure 8-1

## 8.1 p-ANI Forecast Report

The **p-ANI Forecast Report** will display the current forecast data for the search criteria entered.

From the **p-ANI** toolbar, select **Reports** (Figure 3-2), then **p-ANI Forecast Report** (Figure 8-1). NAS will provide the preliminary **p-ANI Forecast Report** screen (Figure 8-2).

### 8.1.1 Preliminary p-ANI Forecast Report

On the preliminary **p-ANI Forecast Report** screen (Figure 8-2) the user must enter the search criteria. All fields with a red asterisk (\*) are required.

- **State\*** – This is a drop-down list of **States** in your user profile and an option to **Select All**. The user must select a **State** or **Select All**.
- **NPA\*** – This is a drop-down list of NPAs in your user profile based on the **State** selected and an option to **Select All**. The user must select an **NPA** or **Select All**.
- **NENA Company ID\*** – This is a drop-down list of **NENA Company IDs** in your user profile and an option to **Select All**. The user must select a **NENA Company ID** or **Select All**.
- **Service Provider OCN\*** – This is a drop-down list of **Operating Company Numbers (OCNs)** in your user profile and an option to **Select All**. The user must select a **Service Provider OCN** or **Select All**.
- **Submit** – When selected, NAS will provide the **p-ANI Forecast Report** based on Search criteria entered (Figure 8-3).

**NOTE:** When the query results are over 500 rows, NAS will not display the results and provide a **Download Report** button to download an XLSX file.

Figure 8-2

### 8.1.2 p-ANI Forecast Report

The **p-ANI forecast Report** screen (Figure 8-3) displays the search results.

- **Reported On** - Populated with current date.
- **Export to XLSX** – When selected, the report will be downloaded in XLSX format.
- **Search Again** – When selected, NAS will provide the preliminary **p-ANI Forecast Report** screen (Figure 8-2).
- **State** – Populated with **State** abbreviation of the **State** selected on the preliminary **p-ANI Forecast Report** screen.
- **NPA** – Populated with **NPA** selected on the preliminary **p-ANI Forecast Report** screen.
- **NENA ID** – Populated with **NENA ID** selected on the preliminary **p-ANI Forecast Report** screen.
- **OCN** – Populated with **OCN** selected on the preliminary **p-ANI Forecast Report** screen.
- **April YYYY – September YYYY** - Populated with the most recent forecast data as of the current reporting cycle. Where there is no forecast data provided, it will be left blank.
- **October YYYY – March YYYY** - Populated with the most recent forecast data as of the current reporting cycle. Where there is no forecast data provided, it will be left blank.
- **April YYYY – September YYYY** - Populated with the most recent forecast data as of the current reporting cycle. Where there is no forecast data provided, it will be left blank.

**NOTE:** The three reporting cycles shown shall be the current reporting cycle (i.e., October YYYY – March YYYY or April YYYY- September YYYY) plus the following two future cycles (e.g. when pulling the report in June 2023 the reporting cycles would show as April 2023 – September 2023, October 2023 – March 2024, and April 2024 – September 2024).

State ▲	NPA ▾	NENA ID ▾	OCN ▾	April 2024 - September 2024 ▾	October 2024 - March 2025 ▾	April 2025 - September 2025 ▾
AL	205	TEST	TEST	0	0	

Figure 8-3

## 8.2 p-ANI Annual Report

The **p-ANI Annual Report** allows the user to view the p-ANI and p-ANI ranges submitted for the current reporting cycle.

From the **p-ANI** toolbar, select **Reports** (Figure 3-2), then **p-ANI Annual Report** (Figure 8-1). NAS will provide the preliminary **p-ANI Annual Report** screen (Figure 8-4).

### 8.2.1 Preliminary p-ANI Annual Report

On the preliminary **p-ANI Annual Report** screen (Figure 8-4) the user must enter the search criteria. All fields with a red asterisk (\*) are required.

- **State\*** – This is a drop-down list of **States** in your user profile and an option to **Select All**. The user must select a **State** or **Select All**.
- **NPA\*** – This is a drop-down list of NPAs in your user profile and based on the **State** selected and an option to **Select All**. The user must select an **NPA** or **Select All**.
- **NENA Company ID** – This is a drop-down list of **NENA Company IDs** in your user profile and an option to **Select All**. The user must select a **NENA Company ID** or **Select All**.
- **Service Provider OCN** – This is a drop-down list of **Operating Company Numbers (OCNs)** in your user profile and an option to **Select All**. The user must select a **Service Provider OCN** or **Select All**.
- **In Use Status** - This field is a drop-down list of **Yes, No, and Select All**. The user must select an **In Use Status**.
- **Submit** – When selected, NAS will provide the **p-ANI Annual Report** based on Search criteria entered (Figure 8-5).

**NOTE:** When the query results are over 500 rows, NAS will not display the results and provide a **Download Report** button to download an XLSX file.

The screenshot shows a web form titled "p-ANI Annual Report". It contains five dropdown menus for search criteria: "State \*", "NPA \*", "NENA Company ID", "Service Provider OCN", and "In Use Status". Each dropdown menu has a "Select" option. The "In Use Status" dropdown menu has a "Select All" option. A blue "Submit" button is located at the bottom center of the form.

Figure 8-4

### 8.2.2 p-ANI Annual Report

The **p-ANI Annual Report** screen (Figure 8-5) displays the search results.

- **Reported On** - Populated with current date.
- **Export to XLSX** – When selected, the report will be downloaded in XLSX format.

- **Search Again** – When selected, NAS will provide the preliminary **p-ANI Annual Report** screen (Figure 8-4).
- **NENA ID** – Populated with the **NENA ID** from the most recent Annual Report submission.
- **OCN** – Populated with the **OCN** and **OCN Name** from the most recent Annual Report submission.
- **State** – Populated with the **State** abbreviation from the most recent Annual Report submission.
- **NPA** – Populated with the **NPA** from the most recent Annual Report submission.
- **NXX** – Populated with the **NXX** from the most recent Annual Report submission.
- **Low** – Populated with the **Low** (starting p-ANI range) from the most recent Annual Report submission.
- **High** – Populated with the **High** (ending p-ANI range) from the most recent Annual Report submission.
- **In Use** – Populated with a **Y** or **N** from the most recent Annual Report submission.
- **Remarks** – Populated with the **Remarks** from the most recent Annual Report submission.

**p-ANI Annual Report**

Reported On: 07/30/2024 Export to XLSX Search Again

NENA ID ▲	OCN ▲	State ▲	NPA ▲	NXX ▲	Low ▲	High ▲	In Use ▲	Remarks ▲
TEST	TEST	CA	209	211	1239	1241	Y	TEST
TEST	TEST	CA	209	211	1251	1253	Y	TEST

Figure 8-5

### 8.3 Missing p-ANI Annual Report

The **Missing p-ANI Annual Report** allows the user to view p-ANI and p-ANI ranges where no data was submitted for the current reporting cycle.

From the **p-ANI** toolbar, select **Reports** (Figure 3-2), then **p-ANI Annual Report** (Figure 8-1). NAS will provide the preliminary **Missing p-ANI Annual Report** screen (Figure 8-6).

#### 8.3.1 Preliminary Missing p-ANI Annual Report

On the preliminary **Missing p-ANI Annual Report** screen (Figure 8-6) the user must enter the search criteria. All fields with a red asterisk (\*) are required.

- **State\*** – This is a drop-down list of **States** in your user profile and an option to **Select All**. The user must select a **State** or **Select All**.
- **NPA\*** – This is a drop-down list of **NPAs** in your user profile and an option to **Select All**. The user must select an **NPA** or **Select All**.
- **NENA Company ID** – This is a drop-down list of **NENA Company IDs** in your user profile and an option to **Select All**. The user must select a **NENA Company ID** or **Select All**.
- **Service Provider OCN** – This is a drop-down list of **Operating Company Numbers (OCNs)** in your user profile and an option to **Select All**. The user must select a **Service Provider OCN** or **Select All**.
- **Submit** – When selected, NAS will provide the **Missing p-ANI Annual Report** based on Search criteria entered (Figure 8-7).

**NOTE:** When the query results are over 500 rows, NAS will not display the results and provide a **Download Report** button to download an XLSX file.



Figure 8-6

### 8.3.2 Missing p-ANI Annual Report

The **Missing p-ANI Annual Report** screen (Figure 8-7) displays the search results.

- **Reported On** - Populated with current date.
- **Export to XLSX** – When selected, the report will be downloaded in XLSX format.
- **Search Again** – When selected, NAS will provide the preliminary **Missing p-ANI Annual Report** screen (Figure 8-6).
- **NENA ID** - Populated with the **NENA ID** from the most recent Annual Report submission.
- **OCN** - Populated with the **OCN** and **OCN Name** from the most recent Annual Report submission.
- **State** - Populated with the **State** abbreviation from the most recent Annual Report submission.
- **NPA** - Populated with the **NPA** from the most recent Annual Report submission.
- **NXX** - Populated with the **NXX** from the most recent Annual Report submission.
- **Low** - Populated with the **Low** (starting p-ANI range) from the most recent Annual Report submission.
- **High** - Populated with the **High** (ending p-ANI range) from the most recent Annual Report submission.
- **In Use** - Populated with a **Y** or **N** from the most recent Annual Report submission.
- **Remarks** - Populated with the **Remarks** from the most recent Annual Report submission.

NENA ID ▲	OCN ▲	State ▲	NPA ▲	NXX ▲	Low ▲	High ▲	In Use ▲	Remarks ▲
TEST	TEST	NJ	732	511	4444	4444		TEST RECORD
TEST	TEST	NJ	908	511	3333	3333		TEST RECORD

Figure 8-7

## 8.4 p-ANI Part 1/3 Report

The **p-ANI Part 1/3 Report** allows the user to view p-ANI Part 1 and Part 3 data.

From the **p-ANI** toolbar, select **Reports** (Figure 3-2), then **p-ANI Part 1/3 Report** (Figure 8-1). NAS will provide the preliminary **p-ANI Part 1/3 Report** screen (Figure 8-8).

### 8.4.1 Preliminary p-ANI Part 1/3 Report

On the preliminary **p-ANI Part 1/3 Report** screen (Figure 8-8) the user must enter the search criteria. All fields with a red asterisk (\*) are required.

- **State\*** – This is a drop-down list of **States** in your user profile and an option to **Select All**. The user must select a **State** or **Select All**.
- **NPA\*** – This is a drop-down list of **NPAs** in your user profile and based on the **State** selected and an option to **Select All**. The user must select an **NPA** or **Select All**.
- **NENA Company ID** – This is a drop-down list of **NENA Company IDs** in your user profile and an option to **Select All**. The user must select a **NENA Company ID** or **Select All**.
- **Service Provider OCN** – This is a drop-down list of **Operating Company Numbers (OCNs)** in your user profile and an option to **Select All**. This is optional.
- **Type of Request** – This is a drop-down list of the following request types: **New**, **Modification**, **Disconnect**, **Cancel Disconnect** and a **Select All** option. When the user selects the default of **Select All** then the report includes all request types.
- **Date Range From\*** – This is a date field that the user will enter a date in MM/DD/YYYY format or use the date picker. This is required.
- **To\*** – This is a date field that the user will enter a date in MM/DD/YYYY format or use the date picker. This is required.

**NOTE:** The **To** date must be a date after the **From** date.

- **Submit** – When selected, NAS will provide the **p-ANI Annual Report** based on Search criteria entered (Figure 8-9).

**NOTE:** When the query results are over 500 rows, NAS will not display the results and provide a **Download Report** button to download an XLSX file.

**p-ANI Part 1/3 Report**

State \*

NPA \*

NENA Company ID

Service Provider OCN

Type of Request

Date Range From: \*

To: \*

Figure 8-8

### 8.4.2 p-ANI Part 1/3 Report

The **p-ANI Part 1/3 Report** screen (Figure 8-9) displays the search results.

- **Reported On** - Populated with current date.
- **Export to XLSX** – When selected, the report will be downloaded in XLSX format.
- **Search Again** – When selected, NAS will provide the preliminary **p-ANI Part 1/3 Report** screen (Figure 8-8).
- **State** - Populated with the **State** abbreviation based on the NPA on the Part 1/Part 3.
- **NPA** - Populated with the **NPA** on the Part 1/Part 3.
- **p-ANI Range** -
  - For new p-ANI requests, when the request was approved, populated with the **p-ANI range (NXX-XXXX-XXXX)** that was assigned via the Part 3. When the request was suspended, withdrawn, or denied, the **p-ANI Range** field will be left blank.
  - For p-ANI Modification, p-ANI Return and Cancel p-ANI Return requests, populated with the **p-ANI range (NXX-XXXX-XXXX)** from the Part 1.

**NOTE:** When there are multiple p-ANI ranges, the ranges will be separated with a comma.

- **Tracking Number** - Populated with the **Tracking Number** assigned to the Part 1/Part 3.
- **Type of Request** - Populated with the request type (e.g., **New, Modification, Disconnect, or Cancel Disconnect**).
- **NENA ID** - Populated with the **NENA Company ID** from the Part 1/Part 3.
- **OCN** - Populated with the **OCN** and **OCN Name** from the Part 1/Part 3.

- **Selective Router CLLI** - Populated with the **Selective Router CLLI** from the Part 1/Part 3.
- **FCC PSAP ID** - Populated with the **FCC PSAP ID** from the Part 1/Part 3.
- **PSAP Name** - Populated with the **PSAP Name** from the Part 1/Part 3.
- **PSAP State** - Populated with the **PSAP State** from the Part 1/Part 3.
- **PSAP County/Municipality** - Populated with the **PSAP County/Municipality** from the Part 1/Part 3.
- **Part 1 Submission Date** - Populated with the date the Part 1 was submitted in the format of MM/DD/YYYY.
- **Part 3 Response Date** -
  - When a Part 3 was created, populated with the Part 3 create date in the format of MM/DD/YYYY.
  - When no Part 3 was created, it will be blank.
  - In cases where a p-ANI swap occurred, populated with the new Part 3 create date in the format of MM/DD/YYYY.
- **Part 3 Status** -
  - When a Part 3 was created, populated with the following dispositions: **Approved**, **Suspended**, **Withdrawn**, or **Denied**.
  - When no Part 3 was created, it will be blank.

**p-ANI Part 1/3 Report**

Reported On: 04/01/2024 Report to XLSX Search Again

State	NPA	p-ANI Range	Tracking Number	Type of Request	NENA ID	OCN	Selective Router CLLI	FCC PSAP ID	PSAP Name	PSAP State	PSAP County/Municipality	Part 1 Submission Date	Part 3 Response Date	Part 3 Status
AL			205-41-2549913	None	TEST	TEST	12045678900	1234	City County Sheriff's Office	CO	Ouray	03/15/2024		
AL			205-41-2549914	None	TEST	TEST	48666666664	6787	MedStar Ambulance	TX	Tarrant	03/15/2024		
AL			205-41-2549917	None	TEST	TEST	20222222222	3456	Lincoln Park Police Department	MI	Wayne	03/15/2024		
AL	205	211-0020-0020	205-41-2549985	None	TEST	TEST	11111111111	200	Huntsville Police Department	AL	Cullman	03/28/2024	04/01/2024	Approved

Figure 8-9

### 8.5 Assigned p-ANI Report

The **Assigned p-ANI Report** will display a list of p-ANIs currently assigned within an NPA. All fields with a red asterisk (\*) are required.

From the **p-ANI** toolbar, select **Reports** (Figure 3-2), then **Assigned p-ANI Report** (Figure 8-1). NAS will provide the preliminary **Assigned p-ANI Report** screen (Figure 8-10).

#### 8.5.1 Preliminary Assigned p-ANI Report

On the preliminary **Assigned p-ANI Report** (Figure 8-10) screen the user must enter the search criteria. All fields with a red asterisk (\*) are required.

- **State\*** – This is a drop-down list of **States** in your user profile and an option to **Select All**. The user must select a **State** or **Select All**.
- **NPA\*** – This is a drop-down list of **NPAs** in your user profile and based on the **State** selected and the option to **Select All**. The user must select an **NPA** or **Select All**.
- **NENA Company ID\*** – This is a drop-down list of **NENA Company IDs** in your user profile and an option to **Select All**. The user must select a **NENA Company ID** or **Select All**.
- **Service Provider OCN\*** – This is a drop-down list of **Operating Company Numbers (OCNs)** in your user profile and an option to **Select All**.
- **Submit** – When selected, NAS will provide the **Assigned p-ANI Report** based on Search criteria entered (Figure 8-11).

**NOTE:** When the query results are over 500 rows, NAS will not display the results and provide a **Download Report** button to download an XLSX file.

Figure 8-10

### 8.5.2 Assigned p-ANI Report

The **Assigned p-ANI Report** screen (Figure 8-11) displays the search results.

- **Reported On** - Populated with current date.
- **Export to XLSX** – When selected, the report will be downloaded in XLSX format.
- **Search Again** – When selected, NAS will provide the preliminary **Assigned p-ANI Report** screen (Figure 8-11).
- Data displayed on the **Assigned p-ANI Report**
- **State** - Populated with the **State** abbreviation of the p-ANI record.
- **NPA** - Populated with the **NPA** of the p-ANI record.
- **p-ANI Range** - Populated with the **p-ANI range** of the p-ANI record.
- **FCC PSAP ID** – Populated with **FCC PSAP ID** of the p-ANI record.
- **PSAP Name** – Populated with **PSAP Name** of the p-ANI record.
- **PSAP State** – Populated with **PSAP State** of the p-ANI record.
- **PSAP County/Municipality** – Populated with **PSAP County/Municipality** of the p-ANI record.
- **NENA ID** – Populated with **NENA ID** of the p-ANI record.
- **OCN** – Populated with **OCN** of the p-ANI record.
- **Selective Router CLLI** - Populated with the Selective Router CLLI of the p-ANI record.
- **Assignment Date** – Populated with the Part 3 assignment date in the format of MM/DD/YYYY.
- **24X7 Emergency Company Contact Number** – Populated with the **24X7 Emergency Company Contact Number** of the p-ANI record.

Assigned p-ANI Report											
State	NPA	p-ANI Range	FCC PSAP ID	PSAP Name	PSAP State	PSAP County/Municipality	NENA ID	OCN	Selective Router (SRI)	Assignment Date	24x7 Emergency Contact Number
AL	205	211-0020-0020	203	Hanceville Police Department	AL	Cullman	TEST	TEST	1111111111	04/01/2024	800-800-1234

Figure 8-11

## 9 p-ANI Management

This section provides direction for submitting the **p-ANI Annual Report**. Service Providers are required to submit an Annual Report on an annual basis by April 1st for the period ending on December 31st of the previous year. Service Providers must have an annual report on file prior to requesting any new p-ANI resources unless they do not have any p-ANIs assigned on or before December 31st of the previous year for the current Annual Report reporting period.

### 9.1 Upload p-ANI Files

**Upload p-ANI Files** allows the user to upload p-ANI Annual Report files for processing.

From the **p-ANI** toolbar, select **p-ANI Management** (Figure 3-2). NAS will provide the **p-ANI Management** toolbar (Figure 9-1).

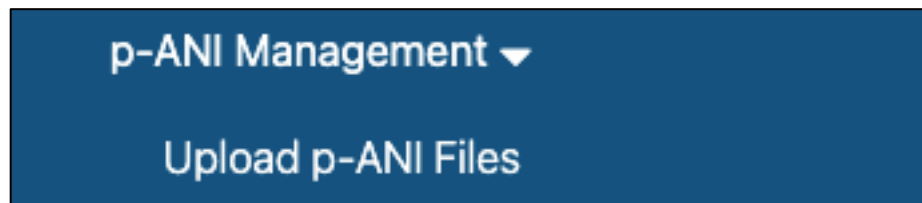


Figure 9-1

#### 9.1.1 p-ANI Annual Report File Information

The *p-ANI Annual Report User Guide* and **p-ANI Annual Report XLSX template** can be found at <https://www.nanpa.com> under **Resources** then **NAS User Guides**.

For each file, the user may only submit one **p-ANI Annual Report** per **NENA Company Id** and **OCN**.

The File naming convention must be in the format of **[NENA].[MMDDYYYY].PANIANNRPT.xlsx** (e.g., TST.03012024.PANIANNRPT.xlsx). No spaces or other special characters are allowed. Alpha-numeric characters and a period only

#### 9.1.2 Upload p-ANI Files

From the **p-ANI** toolbar, select **p-ANI Management** (Figure 3-2), then **Upload p-ANI Files** (Figure 9-1). NAS will provide the preliminary **Upload p-ANI Files** screen (Figure 9-2).

- **Select File Type\***
  - **Annual Report** – This radio button is required to submit the file.
- **File To Be Uploaded** – A user must select **Choose File** select a file from your computer. The file must be in the file naming convention and be in xlsx format. The maximum file size allowed is 10 MB.

- **Submit** – When selected, the file will be uploaded to NAS and provide the **Confirmation** screen (Figure 9-3).

Figure 9-2

### 9.1.3 Confirmation

From the **Confirmation** screen (Figure 9-3), select **Home** to return to your **Home** screen.

NAS will send an email with a results file once the processing is complete.

- When no errors are found, the email's **Subject** will be Annual Report Submission - No Errors Reported Email
- When minor errors are found, the email's **Subject** will be Annual Report Submission – Minor Errors Reported Email
- When major errors are found, the email's **Subject** will be Annual Report Submission – Major Errors Reported Email

Figure 9-3