



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

Version: 1.2

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.
February 6, 2026	1.1	Update to Regulatory Point of Contact section.
May 1, 2026	1.2	New NPA Relief Point of Contact section.

1	Introduction	4
1.1	Purpose	4
1.2	NANP Administration System (NAS) Overview	4
1.3	User Type Descriptions	4
1.3.1	Service Provider (SP).....	4
1.3.2	Service Provider Consultant (SPC).....	4
1.4	Content Summary	5
1.5	Conventions	5
1.6	Preparations	5
1.6.1	Operating Company Number (OCN).....	5
1.6.2	Letter of Authorization (LOA)	6
1.7	Troubleshooting	6
2	Service Provider Registration.....	6
2.1	Accessing Registration Link	6
2.1.1	From NANPA website	6
2.1.2	From NAS Login Page	6
2.2	Role	7
2.3	User Information	9
2.4	Address	10
2.5	Authorizer	12
2.6	Company Identifier & Service Area	13
2.7	Thousands-Block/CO Code Contacts	15
2.8	NNS Notifications	21
2.9	p-ANI	24
2.10	Review & Submit	25
3	Service Provider Consultant (SPC) Registration.....	29
3.1	Accessing Registration Link	29
3.1.1	From NANPA website	29
3.1.2	From NAS Login Page	29
3.2	Role	29
3.3	User Information	31
3.4	Address	32
3.5	Authorizer	33
3.6	Company Identifier & Service Area	34
3.7	Thousands-Block/CO Code Contacts	36
3.8	NNS Notifications	38
3.9	p-ANI	40
3.10	Review & Submit	41

1 Introduction

1.1 Purpose

This document outlines the Service Provider and Service Provider Consultant process for registering for the NANP Administration System (NAS); including user type descriptions for Service Provider and Service Provider Consultant to assist with the selection of the appropriate user type and step-by-step registration instructions for each user type.

1.2 NANP Administration System (NAS) Overview

The NANP Administration System (NAS) supports the administration of Central Office (CO) Codes, Thousands-Blocks, 5XX-NXX, 9YY-NXX, Carrier Identification Codes (CICs), and pseudo-Automatic Numbering Identification (p-ANIs). In addition, NAS supports the North American Number Plan Numbering Resource Utilization and Forecast (NRUF), Thousands-Block Forecast, p-ANI Forecast reporting, Annual Reporting for p-ANI and Carrier Identification Codes (CIC), and the NANP Notification System (NNS).

The data available to a NAS user is restricted based on the user type selected and the subscription choices selected. To identify the appropriate user type, proceed to Section **1.3 User Type Descriptions**.

1.3 User Type Descriptions

1.3.1 Service Provider (SP)

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

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

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

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

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

1.3.2 Service Provider Consultant (SPC)

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

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

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

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

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

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

To register as a Service Provider Consultant (SPC) user see Section **3 Service Provider Consultant (SPC) Registration**.

1.4 Content Summary

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

- Role
- User Information
- Address
- Authorizer
- Company Identifier & Service Area
- Resource Subscription (i.e., Thousands-Block/CO Code Resources, Other Resources, NNS Notifications)
- Review & Submit

1.5 Conventions

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

1.6 Preparations

1.6.1 Operating Company Number (OCN)

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

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

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

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

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

1.6.2 Letter of Authorization (LOA)

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

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

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

1.7 Troubleshooting

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

2 Service Provider Registration

2.1 Accessing Registration Link

2.1.1 From NANPA website

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

2.1.2 From NAS Login Page

At the bottom of the NAS Login Page select **Create an Account** (Figure 2-1) after **New User?**

Figure 2-1

Once Create an Account is selected, Section **2.2 Role** will be presented.

2.2 Role

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

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

Once the role of **Service Provider** is selected, a list of **Resource Subscription** options will be provided under **Select Your Resource Subscriptions**. At least one of the following **Resource Subscription** options must be selected using the checkbox (Figure 2-4):

- **Thousands-Block/CO Code Resources** – Submit applications for and view data associated with CO Codes and Thousands-Block resources.
- **NRUF** – Submit NRUF Form 502 and view NRUF reports.
- **Other Resources** – Submit applications for and view data associated with non-geographic resources (e.g., Carrier Identification Codes (CIC), 5XX-NXX, and 9YY-NXX).
- **NANP Notification System (NNS)** – Receive notifications from NANPA related to NANP numbering (i.e., Relief Planning, INC Guideline Changes, NAS system maintenance, etc.).
- **p-ANI Resources** – Submit applications for and view data associated with p-ANI resources.

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

The screenshot shows the NANPA logo at the top. Below it is the title "NAS Registration". On the left, there is a sidebar with a "Role" section and a "Review & Submit" button. The main content area is titled "Role" and contains the following text: "Select Your Role *", a dropdown menu with "Role" selected, and "Select Your Resource Subscriptions *". Below this is a note: "You must select a role to view the resource subscription options available for that role". A blue "Next" button is at the bottom. A red arrow points to the dropdown menu.

Figure 2-2

The dropdown menu is open, showing a list of roles. The first option, "Service Provider (SP)", is highlighted in blue and has a checkmark. The other options are: "Service Provider Consultant (SPC)", "FCC", "State Regulator", "Other", "9-1-1 Governing Authority", "E9-1-1 System Service Provider", and "Public Safety Answering Point (PSAP)".

Figure 2-3

The screenshot shows the NANPA logo at the top. Below it is the title "NAS Registration". On the left, there is a sidebar with a "Role" section and a "Review & Submit" button. The main content area is titled "Role" and contains the following text: "Select Your Role *", a dropdown menu with "Service Provider (SP)" selected and a green checkmark, and "Select Your Resource Subscriptions *". Below this is a description: "A registered NAS user who is a representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, Wireless Carrier, Interconnected VoIP Providers)". A list of checkboxes follows: "Thousands-Block/CO Code Resources", "NRUF", "Other Resources", "NANP Notification System (NNS)", and "p-ANI Resources". A blue "Next" button is at the bottom. A red arrow points to the "Thousands-Block/CO Code Resources" checkbox.

Figure 2-4

Select the **Next** button to proceed to Section **2.3 User Information**.

2.3 User Information

All **User Information** fields with a red asterisk (*) are required (Figure 2-5).

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

- **Username*** – Enter a username. The username must be 25 characters or less where alpha, numeric, and the following special characters are allowed: underscore (_), hyphen (-), period (.).
- **NOTE:** The username is not case sensitive.
- **Email*** – Enter your business email address that is affiliated with the **Company Name**.
- **NOTE:** Gmail and other non-business email addresses are not accepted.
- **First Name*** – Enter your first name.
- **Last Name*** – Enter your last name.
- **Title*** – Enter your title.
- **Company Name*** – Enter the company name.
- **NOTE:** Enter the full business name, preferably the name of the Parent Company, abbreviations are not allowed.
- **Doing Business As (DBA) Name(s), if any** – Enter the name that the company is doing business as (dba).
- **NOTE:** This field is only provided when the **Resource Subscription** option of **p-ANI Resources** is selected.
- **Work Phone*** – Enter your work phone number.
- **Extension** – Enter your Extension Number.
- **Secondary Phone** – Enter your secondary phone number.
- **Fax** – Enter your fax number.

The screenshot shows the 'User Information' section of the NANPA NAS Registration process. The form is titled 'User Information' and includes a list of required fields marked with a red asterisk (*). The fields are: Username, Email, First Name, Last Name, Title, Company Name, Doing Business As (DBA) Name(s), Work Phone, Extension, Secondary Phone, and Fax. A blue 'Next' button is located at the bottom of the form. On the left side, there is a sidebar with navigation options: Role (checked), User Information (selected), Address, Authorizer, Company Identifier & Service Area, Thousands-Block/CO Code Contacts, NNS Notifications, p-ANI, and Review & Submit.

Figure 2-5

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

2.4 Address

All **Address** fields with a red asterisk (*) are required (Figure 2-6).

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

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

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

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

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

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

The screenshot shows the 'NAS Registration' page with a dark blue header containing the NANPA logo. On the left is a navigation sidebar with a tree view: 'Role' (checked), 'User Information' (checked), 'Address' (selected), 'Authorizer', 'Company Identifier & Service Area', 'Thousands-Block/CO Code Contacts', and 'Review & Submit'. The main content area is titled 'NAS Registration' and contains two sections: 'Address' and 'Headquarters Address'. The 'Address' section has four fields: 'Street Address*' (text input with a search icon), 'City*' (text input), 'State or Territory*' (dropdown menu with 'Select' and a downward arrow), and 'Zip Code*' (text input). The 'Headquarters Address' section starts with a checkbox labeled 'Same As Above', followed by four fields: 'Street Address*', 'City*', 'State or Territory*' (dropdown menu with 'Select' and a downward arrow), and 'Zip Code*'. At the bottom center of the form is a blue 'Next' button.

Figure 2-6

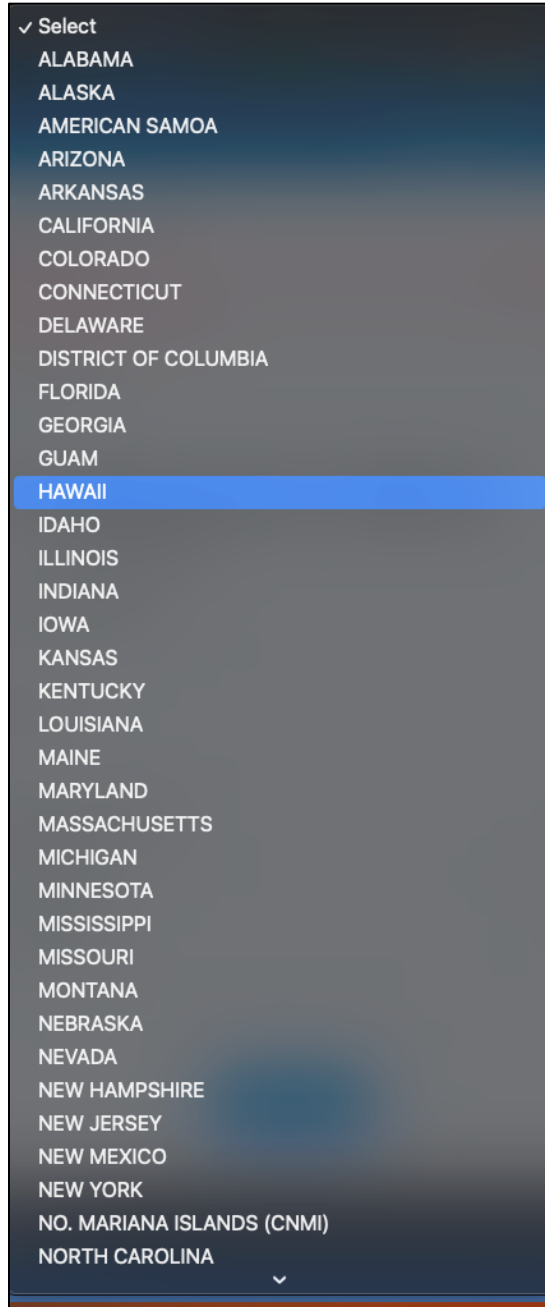


Figure 2-7

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

2.5 Authorizer

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

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

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

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

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

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

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

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

The screenshot shows the 'NAS Registration' interface. On the left, a sidebar lists navigation options: 'Role', 'User Information', 'Address', and 'Authorizer' (which is selected). Below 'Authorizer' are sub-links: 'Company Identifier & Service Area', 'Thousands-Block/CO Code Contacts', and 'Review & Submit'. The main content area is titled 'Authorizer' and contains the following fields: 'Name *', 'Title *', 'Company Name *', 'Phone *' (with an adjacent 'Extension' field), and 'Email *'. A blue 'Next' button is located at the bottom center of the form.

Figure 2-8

Select the **Next** button to proceed to Section 2.6 **Company Identifier & Service Area**.

2.6 Company Identifier & Service Area

All **Company Identifier & Service Area** fields with a red asterisk (*) are required (Figure 2-9).

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

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

- **Service Provider OCN(s)** – Enter the Service Provider OCN(s) associated with the company. Multiple OCNs must be separated by a comma and a maximum of 400 OCNs are allowed.

NOTE: Service Provider OCN(s) must be added to NAS prior to adding to a user's profile [see Section 1.6.1 **Operating Company Number (OCN)**].

NOTE: Service Provider OCN(s) with a different **Company Name** will be rejected unless documentation is on file supporting ownership or control of the OCN.

- **Parent Company OCN(s)** – Enter the Parent Company OCN associated with the company. Multiple OCNs must be separated by a comma and a maximum of 400 OCNs are allowed.

NOTE: Parent Company OCN(s) must be added to NAS prior to adding to a user's profile [see Section 1.6.1 **Operating Company Number (OCN)**].

NOTE: Parent Company OCN(s) with a different **Company Name** will be rejected unless documentation is on file supporting ownership or control of the OCN.

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

- **IAC Code(s)** – Enter the IAC Code(s) associated with the company. Multiple IAC Codes must be separated by a comma and a maximum of 100 IAC Codes are allowed.

NOTE: IAC Code(s) with a different **Company Name** will be rejected unless documentation is on file supporting ownership or control of the IAC Code.

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

To select all States/Territories and NPAs use the **Select All** checkbox (see the red arrow in Figure 2-9).

Otherwise, select the State/Territory(s) and NPA(s) where the company is doing business using the checkboxes next to each **State/Territory** and associated **NPAs**.

NOTE: To access a specific State/Territory and NPA, the checkbox for that specific **State/Territory** and **NPA** must be selected.

[NANPA]

NAS Registration

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

Company Identifier & Service Area

* Required

Operating Company Number (OCN)

Service Provider OCN(s) *

Parent Company OCN(s) *

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

IAC Code(s)

Service Areas

Select the NPAs in which your company operates

select all ←

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

Next

Figure 2-9

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

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

2.7 Thousands-Block/CO Code Contacts

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

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

[NANPA]

NAS Registration

- ✔ Role
- ✔ User Information
- ✔ Address
- ✔ Authorizer
- ✔ Company Identifier & Service Area
- ⊙ Thousands-Block/CO Code Contacts

Review & Submit

Thousands-Block/CO Code Contacts

To further restrict the Designated Point of Contact for Reclamation, Seeking Voluntary Disconnects, Search for New Thousands-Block or New CO Code Holder, and Additional Contacts to specific OCNs or States, submit a profile update after your user registration is approved.

Regulatory Point of Contact

Name *

Email *

Phone * Extension

NPA Relief Planning

Name *

Email *

Phone *

Extension

Designated Points of Contact

Reclamation

Seeking Voluntary Disconnects

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

Additional Contacts

Figure 2-10

The NPA Relief Planning contact will be provided in the NANPA Planning Letter as part of the list of service provider contacts relating to the implementation of the relief plan.

Enter a **NPA Relief Planning** contact for company (Figure 2-12).

- **Name*** – Enter the **NPA Relief Planning** contact's First Name and Last Name.
- **Email*** – Enter the **NPA Relief Planning** contact's email address.
- **Phone*** – Enter the **NPA Relief Planning** contact's phone number.
- **Extension** – Enter **NPA Relief Planning** contact's Extension Number.

The image shows a web form titled "NPA Relief Planning". It contains four input fields, each with a label and an asterisk indicating a required field: "Name *", "Email *", "Phone *", and "Extension". Each field is represented by a white rectangular box with a thin border.

Figure 2-12

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

A **Designated Points of Contact(s)** for **Reclamation** will be listed on the *List of Overdue Part 4 Report* sent to the FCC and State Regulator users and used on the Part 5 form for thousands-block disconnects. A maximum of two **Reclamation** contacts may be entered (Figure 2-13).

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

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

Reclamation

Reclamation Point of Contact 1 - Remove

Name *

Phone *

Email *

+ Add

Figure 2-13

A **Designated Points of Contact(s)** for **Seeking Voluntary Disconnects** will be used when NANPA is seeking voluntary disconnects in a State, NPA, and Rate Center. A maximum of two **Seeking Voluntary Disconnects** contacts may be entered (Figure 2-14).

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

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

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

Seeking Voluntary Disconnects

Seeking Voluntary Disconnects Point of Contact 1 - Remove

Email *

+ Add

Figure 2-14

A **Designated Points of Contact(s)** for **Search for New Thousands-Block Holder/New CO Code Holder** will be used when NANPA is seeking a new thousands-block holder or CO Code holder. A maximum of 2 **Search for New Thousands-Block Holder/New CO Code Holder** may be entered (Figure 2-15Figure 2-).

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

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

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

Figure 2-15

Additional Contacts may be added to receive specific forms and reminders sent by the NANP Administration System (NAS). A maximum of 5 **Additional Contacts** may be entered (Figure 2-16Figure 2-).

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

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

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

Figure 2-16

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

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

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

2.8 NNS Notifications

NNS Notifications is only provided when the **Resource Subscription of NANP Notification System (NNS)** is selected. **NNS Notifications** allows the applicant to select specific geographic and non-geographic notifications they would like to receive (Figure 2-17).

To receive **Geographic Notifications**, select any of the following checkboxes:

- **CO Code/Thousands-Block** – When selected the users shall receive notifications regarding new processes and changes that affect specific states and/or NPAs.
- **Jeopardy** – When selected the users shall receive notifications regarding NPAs going into and out of Jeopardy, Jeopardy status update, regulatory directives regarding jeopardy procedures.
- **Other Geographic Notifications** – When selected the users shall receive notifications regarding press releases, regulatory directives and data related to the status of resources associated with state conservation deliberations.

- **NPA Relief Planning** – When selected the users shall receive notifications regarding the development of NPA relief plans. These notifications are available only to the specific industry members involved in the development of area code relief plans.

When a **Geographic Notification** is selected, the **Service Areas for Geographic Notifications** fields will be provided.

To receive notifications for all **States/Territories** and **NPAs** use the **Select All** checkbox (see the red arrow in Figure 2-18).

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 2-17

NANPA

NNS Notifications

- ✔ 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 2-18

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

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

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

2.9 p-ANI

All **p-ANI** fields with a red asterisk (*) are required (Figure 2-19).

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

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

Additional Contacts p-ANI Administration allows the applicant to add additional contacts for specific p-ANI activities or functions by clicking on the **+Add** button. All **Additional Contacts p-ANI Administration** fields with a red asterisk (*) are required (Figure 2-20Figure 2-). A maximum of three **Additional Contacts p-ANI Administration** may be added.

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

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

The screenshot shows the 'NAS Registration' page for the 'p-ANI' section. On the left is a navigation menu with a list of sections: Role, User Information, Address, Authorizer, Company Identifier & Service Area, Thousands-Block/CO Code Contacts, NNS Notifications, and p-ANI (which is selected). Below the menu is a 'Review & Submit' link. The main content area is titled 'p-ANI' and includes a '* Required' label. It contains two input fields: 'NENA ID(s) *' and 'Company FRN'. Below these fields is a note: 'If your company is not required to file an NRUF with NANPA, please provide your company's FCC Registration Number (FRN)'. There is a '+ Add' button for 'Additional Contacts p-ANI Administration' and a 'Next' button at the bottom.

Figure 2-19

The screenshot shows the 'Additional Contacts p-ANI Administration' form. It features an 'Email *' input field on the left and a '+ Add' button below it. On the right, there is a 'Subscriptions' section with a '- Remove' button and three checkboxes: 'Part 3s', 'Semi-Annual Forecast Reminders', and 'Annual Report Reminders'. A 'Next' button is located at the bottom center of the form.

Figure 2-20

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

2.10 Review & Submit

Review the application data entered (Figure 2-21).

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

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

- **Edit User Information** – To edit information in Section 2.3 User Information.

- **Edit Address** – To edit information in Section **2.4** Address.
- **Edit Authorizer** – To edit information in Section **2.5** Authorizer.
- **Edit Company Identifier & Service Area** – To edit information in Section **2.6** Company Identifier & Service Area.
- **Edit Thousands-Block/CO Code Contact** – To edit information in Section **2.7** Thousands-Block/CO Code Contacts.
- **Edit NNS Notifications** – To edit information in Section **2.8** NNS Notifications.
- **Edit p-ANI** – To edit information in Section **p-ANI**.

Once all information has been reviewed and deemed accurate, review and select the **I agree to the User Agreement** checkbox. To view the **User Agreement** (Figure 2-22), click **User Agreement** and the information will open in a new window.

NOTE: The **I agree to the User Agreement** checkbox is required to submit the registration.

Select the **Complete Registration** button to submit the registration. A confirmation screen with a confirmation number will be provided (Figure 2-23Figure 2-).

NANPA
NAS Registration

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

Review & Submit

Role

Service Provider (SP)

Resource Subscriptions

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

User Information

Username: testuser

Name: SP User

Title: Numbering Admin

Company Name: Company

Doing Business As (DBA): (none)

Work Phone: 925-111-1111

Secondary Phone: (none)

Fax Number: (none)

Email: spuser@company.com

[Edit User Information](#)

Address

User's Address

1111 Company Way
 City, CA 99999
 USA

Headquarters Address

1111 Company Way
 City, CA 99999
 USA

[Edit Address](#)

Authorizer

Name: SP Manager

Title: Manager

Company Name: Company

Phone: 925-111-1111

Email: spmanager@company.com

[Edit Authorizer](#)

Company Identifier & Service Area

Service Provider (OCN):
 TEST

Parent Company (OCN):
 TEST

MAC Codes:
 TEST

Service Areas:

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

[Edit Company Identifier & Service Area](#)

Thousands-Block/CO Code Contacts

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

Designated Points of Contact: (none)

Additional Contacts:

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

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

NNS Notifications

Geographic Notifications:

- CO Code/Thousands-Block
- NNS Initial Training

Service Areas for Geographic Notifications:

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

Non-Geographic Notifications:

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

[Edit NNS Notifications](#)

p-ANI

Meta ID:
 TEST

Company FRN: (none)

Additional Contacts: (none)

[Edit p-ANI](#)

I agree to the User Agreement *

[Complete Registration](#)

Figure 2-21

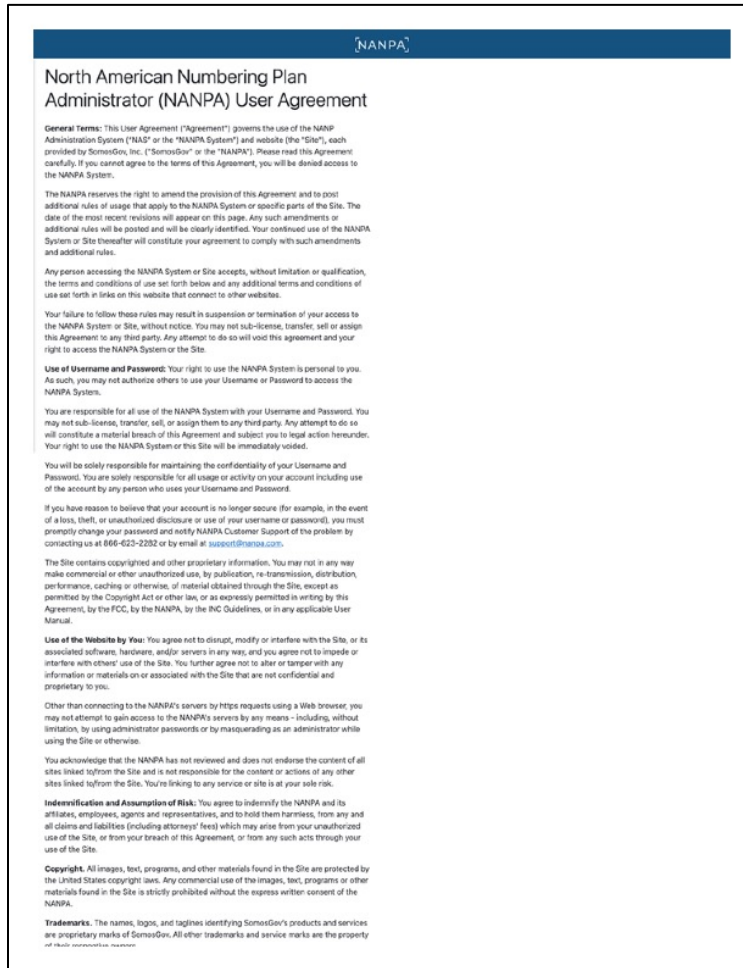


Figure 2-22

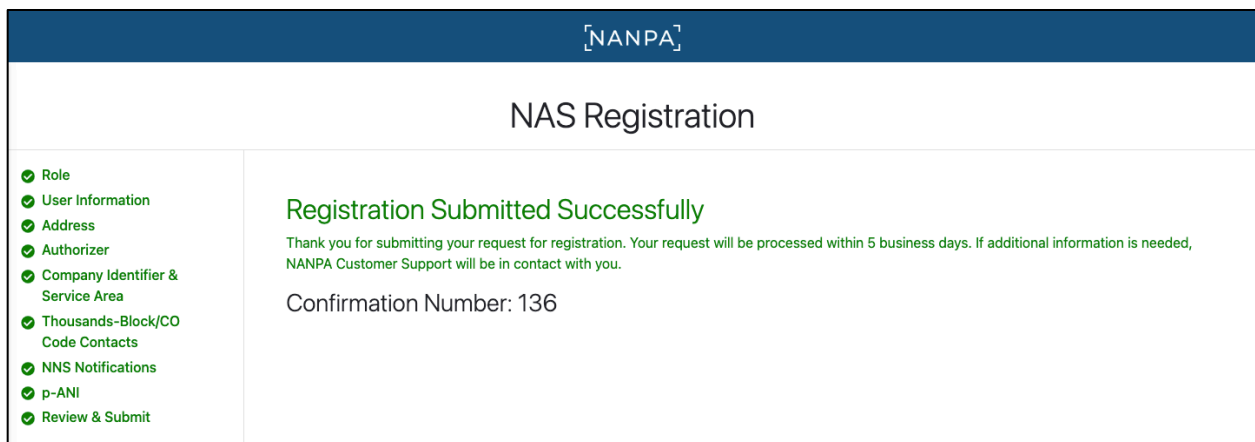


Figure 2-23

3 Service Provider Consultant (SPC) Registration

3.1 Accessing Registration Link

3.1.1 From NANPA website

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

3.1.2 From NAS Login Page

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

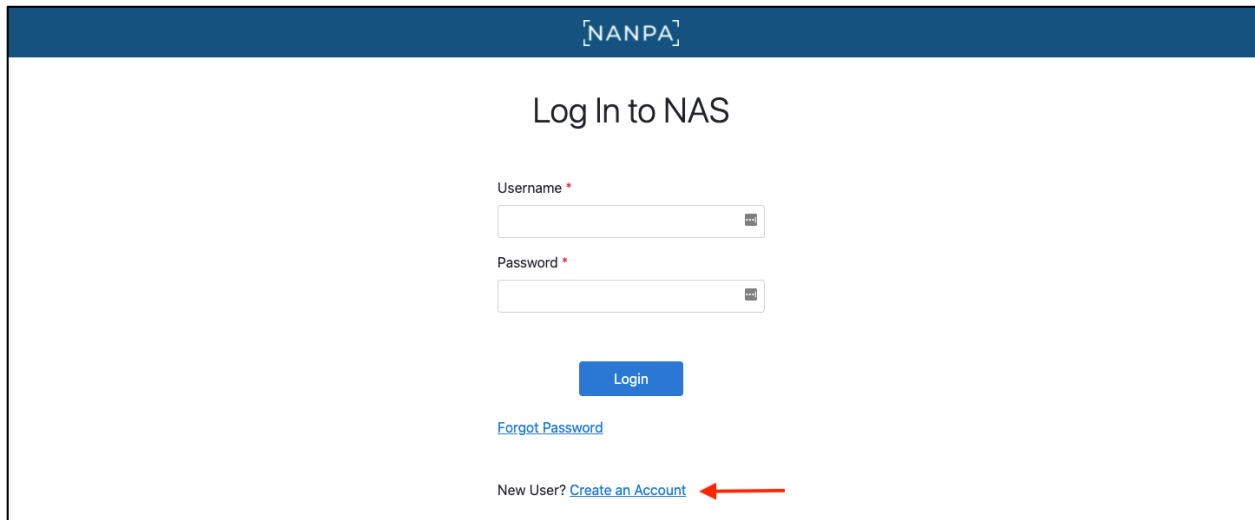


Figure 3-1

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

3.2 Role

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

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

Once the role of **Service Provider** 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 'Role' selection step of the NANPA registration process. The page title is 'NAS Registration'. On the left, a sidebar indicates the current step is 'Role' with a sub-label 'Review & Submit'. The main content area is titled 'Role' and contains a dropdown menu labeled 'Select Your Role *'. The dropdown currently shows 'Role' and is highlighted with a red arrow pointing to it. Below the dropdown is a section titled 'Select Your Resource Subscriptions *' with a note: 'You must select a role to view the resource subscription options available for that role'. A blue 'Next' button is located at the bottom center.

Figure 3-2

This image shows a dropdown menu for role selection. The menu is titled 'Role' and lists the following options: Service Provider (SP), Service Provider Consultant (SPC) (highlighted in blue), FCC, State Regulator, Other, 9-1-1 Governing Authority, E9-1-1 System Service Provider, and Public Safety Answering Point (PSAP).

Figure 3-3

The screenshot shows the 'Select Your Resource Subscriptions' step of the registration process. The page title is 'NAS Registration'. The sidebar indicates the current step is 'Role' with a sub-label 'Review & Submit'. The main content area is titled 'Role' and shows the dropdown menu from the previous step now populated with 'Service Provider Consultant (SPC)', which has a green checkmark and a dropdown arrow. Below this is a descriptive text: 'A consultant authorized by a service provider to request NANP numbering resources (e.g., ILEC, CLEC, LEC, Wireless Carrier, Interconnected VoIP Providers) on the service provider's behalf.' Underneath is a section titled 'Select Your Resource Subscriptions *' with a list of checkboxes: Thousands-Block/CO Code Resources, NRUF, Other Resources, NANP Notification System (NNS), and p-ANI Resources. A red arrow points to the first checkbox. A blue 'Next' button is at the bottom center.

Figure 3-4

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

3.3 User Information

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

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

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

The screenshot shows the 'User Information' section of the 'NAS Registration' form. The form is titled 'User Information' and includes a list of required fields on the left side of the page:

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

The main form area contains the following fields:

- Username***: A single-line text input field with a red asterisk and a small icon on the right.
- Email***: A single-line text input field with a red asterisk.
- First Name*** and **Last Name***: Two side-by-side single-line text input fields, both with red asterisks.
- Title***: A single-line text input field with a red asterisk.
- Company Name***: A single-line text input field with a red asterisk.
- Work Phone*** and **Extension**: Two side-by-side single-line text input fields. The first has a red asterisk.
- Secondary Phone**: A single-line text input field.
- Fax**: A single-line text input field.

A blue 'Next' button is located 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).

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

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

The screenshot shows the 'NAS Registration' interface. At the top, there is a blue header with the NANPA logo. Below the header, the title 'NAS Registration' is centered. On the left side, there is a sidebar with a progress indicator. The sidebar items are: 'Role' (checked), 'User Information' (checked), 'Address' (selected), 'Authorizer', 'Company Identifier & Service Area', 'Thousands-Block/CO Code Contacts', 'NNS Notifications', 'p-ANI', and 'Review & Submit'. The main content area is titled 'Address' and contains four required fields: 'Street Address *' (text input), 'City *' (text input), 'State or Territory *' (dropdown menu with 'Select' as the current selection), and 'Zip Code *' (text input). A blue 'Next' button is positioned below the 'Zip Code' field.

Figure 3-6

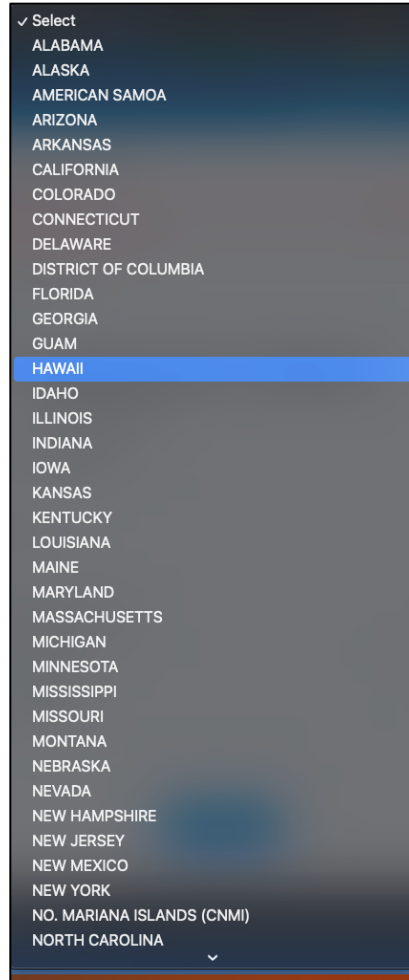


Figure 3-7

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.

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

The screenshot shows the 'NAS Registration' page with a sidebar on the left containing a progress indicator: Role (checked), User Information (checked), Address (checked), and Authorizer (selected). The main content area is titled 'Authorizer' and contains the following fields:

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

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

Figure 3-8

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

3.6 Company Identifier & Service Area

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

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

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

- Service Provider OCN(s)** – Enter the Service Provider OCN(s) associated with the company. Multiple OCNs must be separated by a comma and a maximum of 400 OCNs are allowed.

NOTE: Service Provider OCN(s) must be added to NAS prior to adding to a user’s profile [see Section 1.6.1 **Operating Company Number (OCN)**].

NOTE: Service Provider OCN(s) with a different **Company Name** than that provided in the LOA will be rejected unless documentation is on file supporting ownership or control of the OCN.

NOTE: Service Provider OCN(s) not associated with an LOA on file for a client company will be rejected unless documentation is on file to support the addition of the OCN.
- Parent Company OCN(s)** – Enter the Parent Company OCN associated with the company. Multiple OCNs must be separated by a comma and a maximum of 400 OCNs are allowed.

NOTE: Parent Company OCN(s) must be added to NAS prior to adding to a user’s profile [see Section 1.6.1 **Operating Company Number (OCN)**].

NOTE: Parent Company OCN(s) with a different **Company Name** than that provided in the LOA will be rejected unless documentation is on file supporting ownership or control of the OCN.

NOTE: Parent Company OCN(s) not associated with an LOA on file for a client company will be rejected unless documentation is on file to support the addition of the OCN.

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

- **IAC Code(s)** – Enter the IAC Code(s) associated with the company. Multiple IAC Codes must be separated by a comma and a maximum of 100 IAC Codes are allowed.

NOTE: IAC Code(s) with a different **Company Name** than provided in the LOA will be rejected unless documentation is on file supporting ownership or control of the IAC Code.

NOTE: IAC Code(s) not associated with an LOA on file for a client company will be rejected unless documentation is on file to support the addition of the IAC Code.

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

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

Otherwise, select the State/Territory(s) and NPA(s) where the company is doing business using the checkboxes next to each **State/Territory** and associated **NPAs**.

NOTE: To access a specific State/Territory and NPA, the checkbox for that specific **State/Territory** and **NPA** must be selected.

[NANPA]

NAS Registration

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

Company Identifier & Service Area

* Required

Operating Company Number (OCN)

Service Provider OCN(s) *

 Parent Company OCN(s) *

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

IAC Code(s)

Service Areas
Select the NPAs in which your company operates

select all ←

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

Figure 3-9

Select the **Next** button to proceed.

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

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

3.7 Thousands-Block/CO Code Contacts

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

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

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

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

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

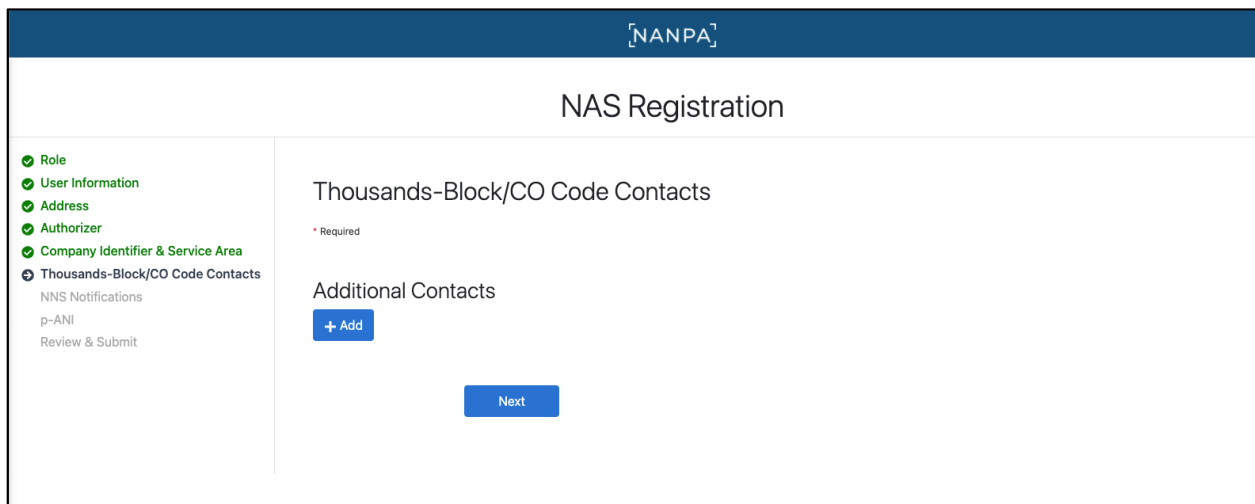


Figure 3-10

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

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

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

3.8 NNS Notifications

NNS Notifications is only provided when the **Resource Subscription of NANP Notification System (NNS)** is selected. **NNS Notifications** allows the applicant to select specific geographic and non-geographic notifications they would like to receive (Figure 3-11).

To receive **Geographic Notifications**, select any of the following checkboxes:

- **CO Code/Thousands-Block** – When selected the users shall receive notifications regarding new processes and changes that affect specific states and/or NPAs.
- **Jeopardy** – When selected the users shall receive notifications regarding NPAs going into and out of Jeopardy, Jeopardy status update, regulatory directives regarding jeopardy procedures.
- **Other Geographic Notifications** – When selected the users shall receive notifications regarding press releases, regulatory directives and data related to the status of resources associated with state conservation deliberations.
- **NPA Relief Planning** – When selected the users shall receive notifications regarding the development of NPA relief plans. These notifications are available only to the specific industry members involved in the development of area code relief plans.

When a **Geographic Notification** is selected, the **Service Areas for Geographic Notifications** fields will be provided.

To receive notifications for all **States/Territories** and **NPAs** use the **Select All** checkbox (see the red arrow in (Figure 3-12).

Otherwise, select the **State/Territory(s)** and **NPA(s)** for which notifications are being requested using the checkboxes under **State/Territory** and **NPAs**.

NOTE: To access a specific State/Territory and NPA, the checkbox for that specific **State/Territory** and **NPA** must be selected.

To receive **Non-Geographic Notifications** select any of the following checkboxes:

- **INC (Industry Numbering Committee) Guideline Changes** – When selected the users shall receive notifications regarding INC Guideline changes.
- **NRUF Reporting Changes** – When selected the users shall receive notifications regarding NRUF reporting changes.
- **NANPA Planning Letters** – When selected the users shall receive notifications regarding NANPA Planning Letters.
- **Other Non-Geographic Notifications** – When selected the users shall receive notifications regarding NANPA process changes, system maintenance, client education and personnel changes.
- **Other Resources** – When selected the users shall receive notifications regarding CO codes from the non-geographic 5XX NPAs and 900 NPA and Carrier Identification Codes (CICs).
- **p-ANI** – When selected the users shall receive notifications regarding p-ANI.

NOTE: To receive a specific type of notification, the checkbox must be selected for the geographic or non-geographic notification type.

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 3-11

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 3-12

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

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

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

3.9 p-ANI

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

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

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

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

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

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

The screenshot shows the NANPA NAS Registration interface. At the top is the NANPA logo. Below it is the title "NAS Registration". On the left is a sidebar with a list of steps: Role, User Information, Address, Authorizer, Company Identifier & Service Area, Thousands-Block/CO Code Contacts, NNS Notifications, p-ANI (selected), and Review & Submit. The main content area is titled "p-ANI" and includes a "Required" field for "NENA ID(s)", a "Company FRN" field, and a note: "If your company is not required to file an NRUF with NANPA, please provide your company's FCC Registration Number (FRN)". Below this is a section for "Additional Contacts p-ANI Administration" with a "+ Add" button. At the bottom center is a "Next" button.

Figure 3-13

The screenshot shows the "Additional Contacts p-ANI Administration" form. It features an "Email" field with a red asterisk, a "Subscriptions" section with three checkboxes: "Part 3s", "Semi-Annual Forecast Reminders", and "Annual Report Reminders", and a "Remove" button. There is also a "+ Add" button at the bottom left and a "Next" button at the bottom center.

Figure 3-14

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

3.10 Review & Submit

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

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

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

- **Edit User Information** – To edit information in Section 2.3 User Information.

- **Edit Address** – To edit information in Section **2.4** Address.
- **Edit Authorizer** – To edit information in Section **2.5** Authorizer.
- **Edit Company Identifier & Service Area** – To edit information in Section **2.6** Company Identifier & Service Area.
- **Edit Thousands-Block/CO Code Contact** – To edit information in Section **2.7** Thousands-Block/CO Code Contacts.
- **Edit NNS Notifications** – To edit information in Section **2.8** NNS Notifications.
- **Edit p-ANI** – To edit information in Section **p-ANI**.

Once all information has been reviewed and deemed accurate, review and select the **I agree to the User Agreement** checkbox. To view the **User Agreement** (Figure 3-16), click **User Agreement** and the information will open in a new window.

NOTE: The **I agree to the User Agreement** checkbox is required to submit the registration.

Select the **Complete Registration** button to submit the registration. A confirmation screen with a confirmation number will be provided (Figure 3-17).

NANPA
NAS Registration

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

Review & Submit

Role

Service Provider (SP)

Resource Subscriptions

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

User Information

Username: testuser

Name: SP User

Title: Numbering Admin

Company Name: Company

Doing Business As (DBA): (none)

Work Phone: 925-111-1111

Secondary Phone: (none)

Fax Number: (none)

Email: spuser@company.com

[Edit User Information](#)

Address

User's Address

1111 Company Way
 City, CA 99999
 USA

Headquarters Address

1111 Company Way
 City, CA 99999
 USA

[Edit Address](#)

Authorizer

Name: SP Manager

Title: Manager

Company Name: Company

Phone: 925-111-1111

Email: spmanager@company.com

[Edit Authorizer](#)

Company Identifier & Service Area

Service Provider (OCN):
 TEST

Parent Company (OCN):
 TEST

MAC Code(s):
 TEST

Service Areas

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

[Edit Company Identifier & Service Area](#)

Thousands-Block/CO Code Contacts

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

Designated Points of Contact: (none)

Additional Contacts:

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

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

NNS Notifications

Geographic Notifications:

- CO Code/Thousands-Block
- NIS Briefing

Service Areas for Geographic Notifications:

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

[Edit NNS Notifications](#)

Non-Geographic Notifications:

- NIC (Industry Numbering Committee) Guideline Changes
- Other Resources
- p-ANI
- NICUP Reporting Changes

[Edit NNS Notifications](#)

p-ANI

Meta ID(s):
 TEST

Company FRN: (none)

Additional Contacts: (none)

[Edit p-ANI](#)

I agree to the User Agreement *

[Complete Registration](#)

Figure 3-15

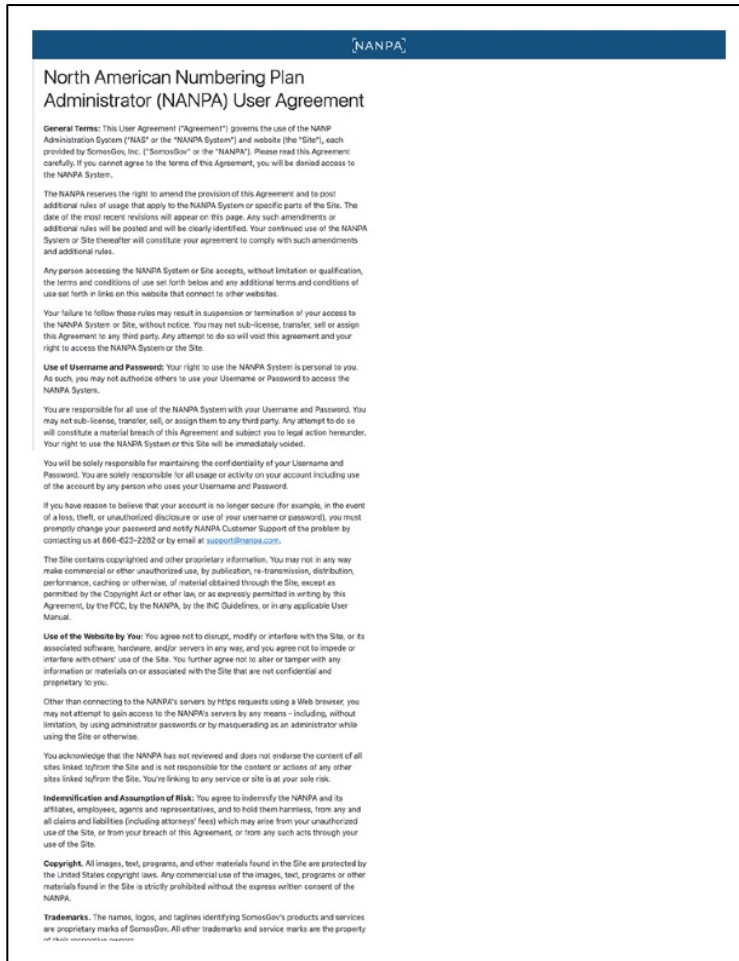


Figure 3-16

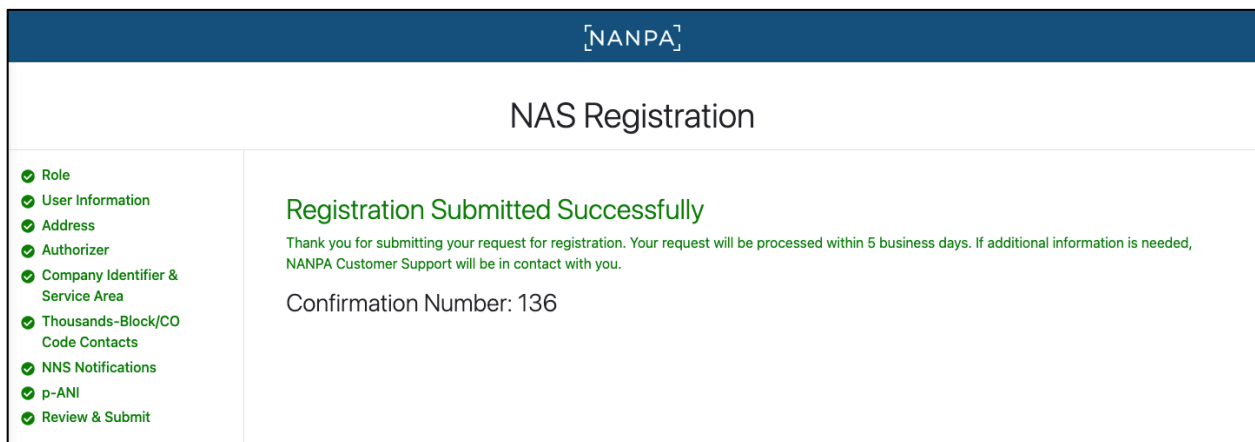


Figure 3-17