NANPA

North American Numbering Plan Administrator

Other NANP Administration System (NAS) User Registration Guide

Version: 1.0

Version History

Revision History		
Date	Version	Description
September 30, 2024	1.0	Initial release of the combined NAS NANP Administration System (NAS) Registration User Guide.

1 Introduction 4
1.1 Purpose 4
1.2 NANP Administration System (NAS) Overview 4
1.3 User Type Description 4
1.3.1 Other User 4
1.4 Content Summary 4
1.5 Conventions 5
1.6 Preparations 5
1.6.1 Operating Company Number (OCN) 5
1.7 Troubleshooting 5
2 Other User Registration 5
2.1 Accessing Registration Link 5
2.1.1 From NANPA website 5
2.1.2 From NAS Login Page 5
2.2 Role 6
2.3 User Information 7
2.4 Address 8
2.5 Authorizer 11
2.6 Company Identifier & Service Area 11
2.7 NNS Notifications 13
2.8 Review & Submit 15

1 Introduction

1.1 Purpose

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

1.2 NANP Administration System (NAS) Overview

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

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

1.3 User Type Description

1.3.1 Other User

An Other user is a representative of a Service Provider (SP) that operates in a NANP member country or is a representative of an Administrator for a NANP member country (i.e., Canada).

When an Other user wants to add an Operating Company Number (OCN) to NAS, the OCN must be 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 OCN Table in order to add it to a registration, see Section **1.6.1 Operating Company Number (OCN)**.

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

Other users will be able to submit and view data for OCNs and Interexchange Access Customer [IACs aka Access Customer Name Abbreviation (ACNA)] in their user profile.

To register as an Other user, proceed to Section **2 Other User 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
- 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.

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

To add an OCN to the NAS OCN Table, 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,
- 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.

1.7 Troubleshooting

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

2 Other User 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?**

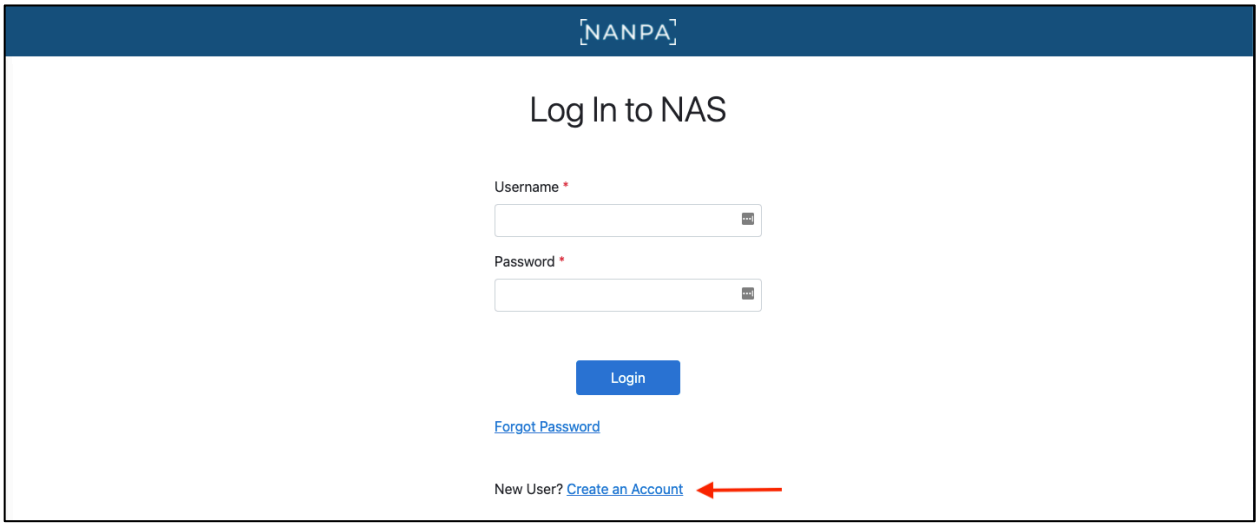

Figure 2-1

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 2-1).

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

Once the role of **Other** 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):

- **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).

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

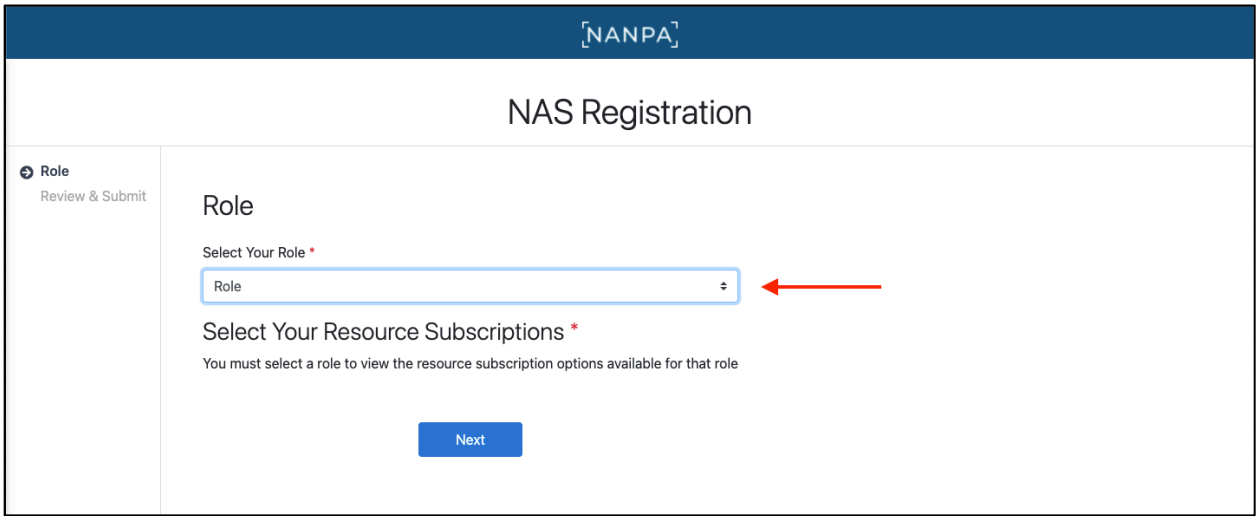

Figure 2-2

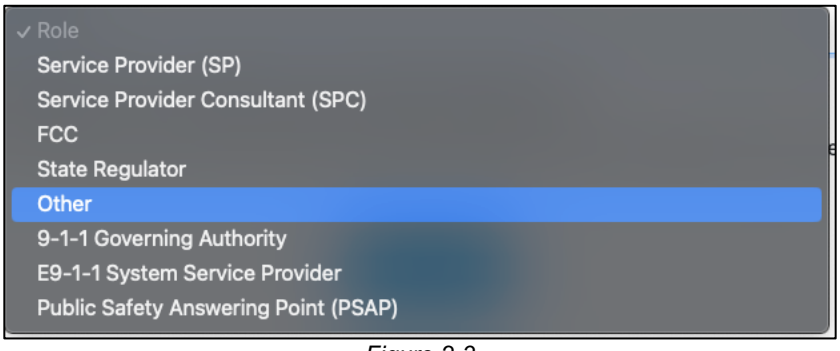

Figure 2-3

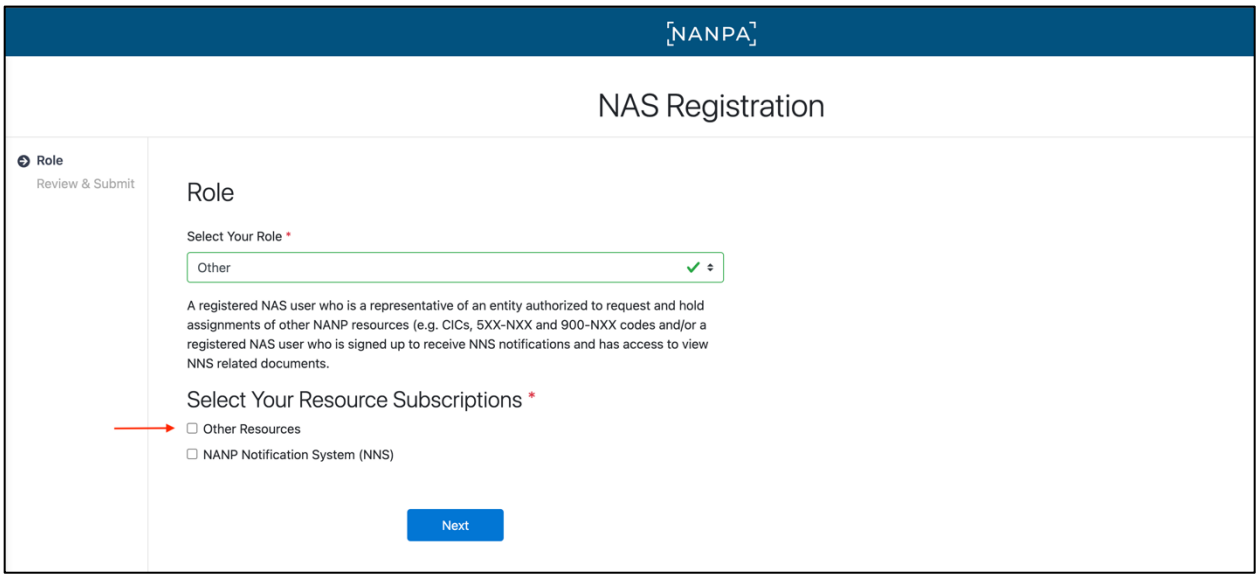

Figure 2-4

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

- **Username*** – Enter a username. The username must be between 6 and 25-characters where alpha, numeric, and the following special characters are allowed: underscore (_), hyphen (-), period (.).
  NOTE: The username is not case sensitive.
- **Email*** – Enter the business email address.
  NOTE: Gmail and other non-business email addresses are not accepted.
- **First Name*** – Enter your first name.
- **Last Name*** – Enter your last name.
- **Title*** – Enter your title.
- **Company Name*** – Enter your company name.
  NOTE: Enter the full business name, preferably the name of the Parent Company for Service Providers, abbreviation 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.

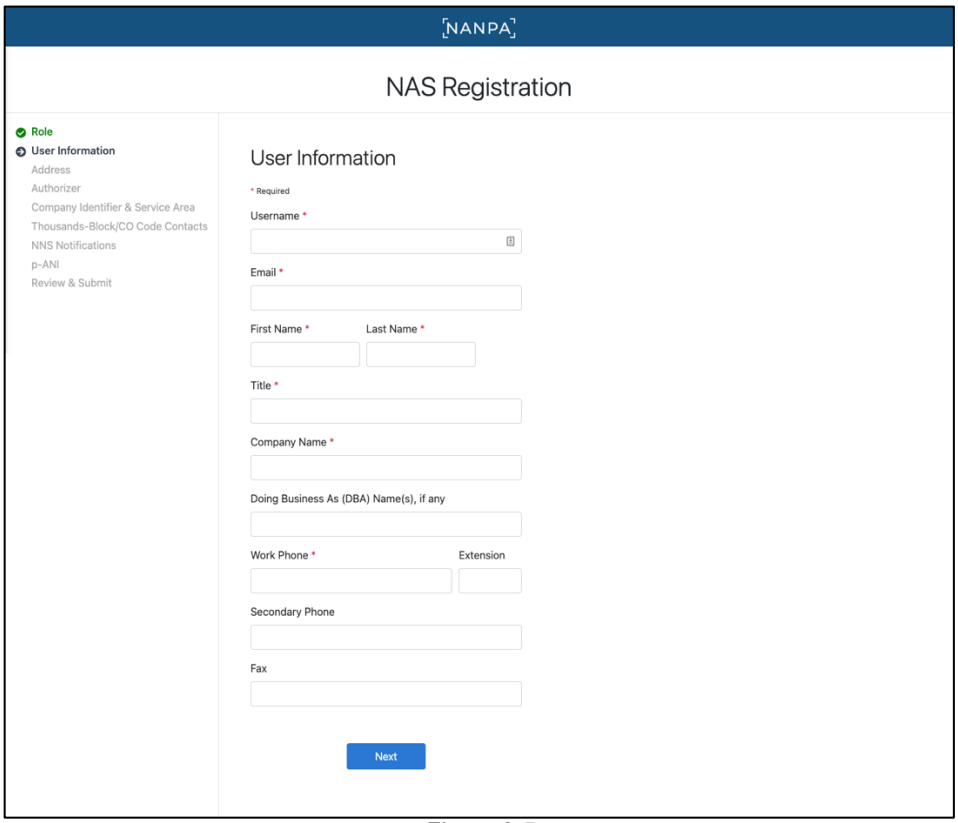

Figure 2-5

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

2.4 Address

All **Address** fields with a red asterisk (*) are required.

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

- **Country*** – Select a Country from the drop-down list (Figure 2-6). When **United States** is selected, refer to Figure 2-7. When Other is selected, refer to Figure 2-9.
  NOTE: Default is **United States**.
- **Country Name*** – This is a 1-50 alpha character field.
  NOTE: Only applies when **Other** is selected as the **Country**.
- **Street Address*** – Enter the company street address.
- **City*** – Enter the city associated with the company street address.
- **State/Territory*** – When the **Country** is **United States**, select the State or NANP Territory associated with the company street address from the drop-down list (Figure 2-8).
- **Zip Code*** – Enter the zip code associated with the company street address.

Enter the company's headquarters address 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.
- **Street Address*** – Enter the company street address.
- **City*** – Enter the city associated with the company street address.
- **State/Territory*** – When the **Country** is **United States**, select 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.

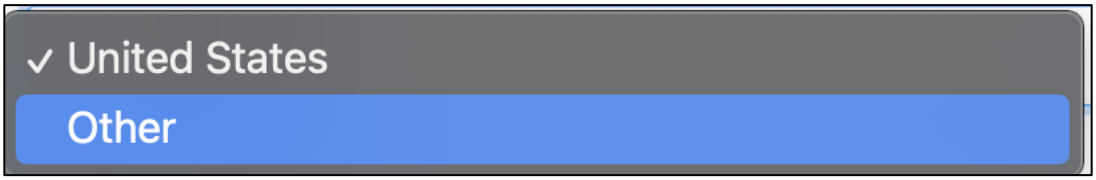

Figure 2-6

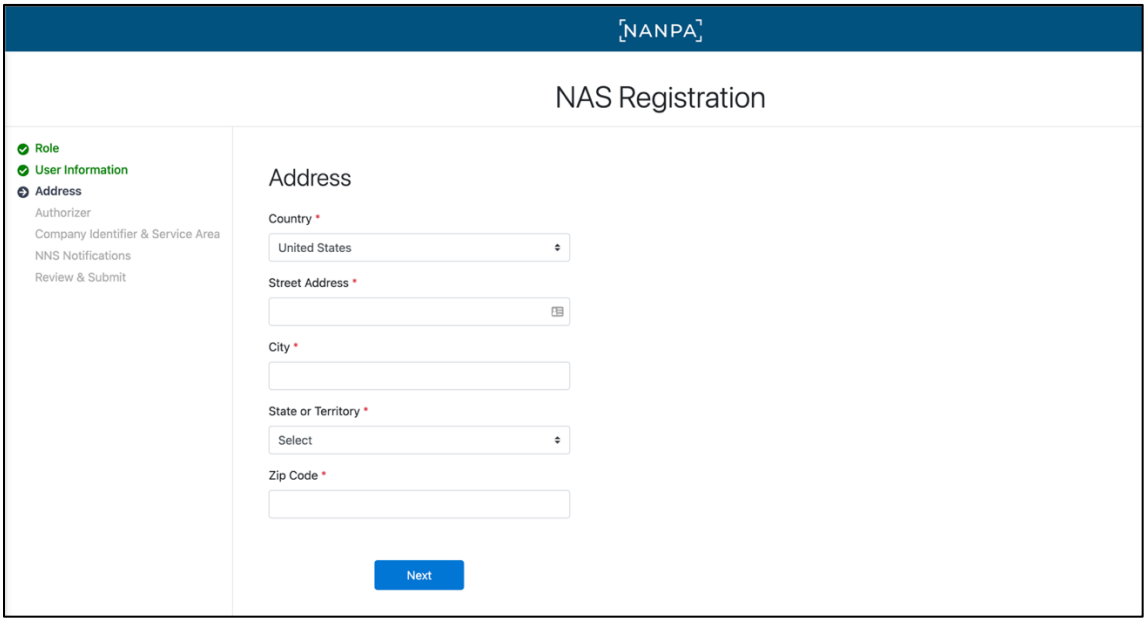

Figure 2-7

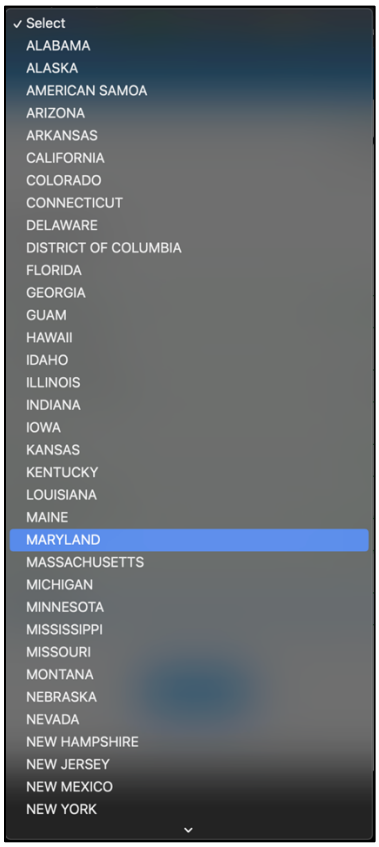

Figure 2-8

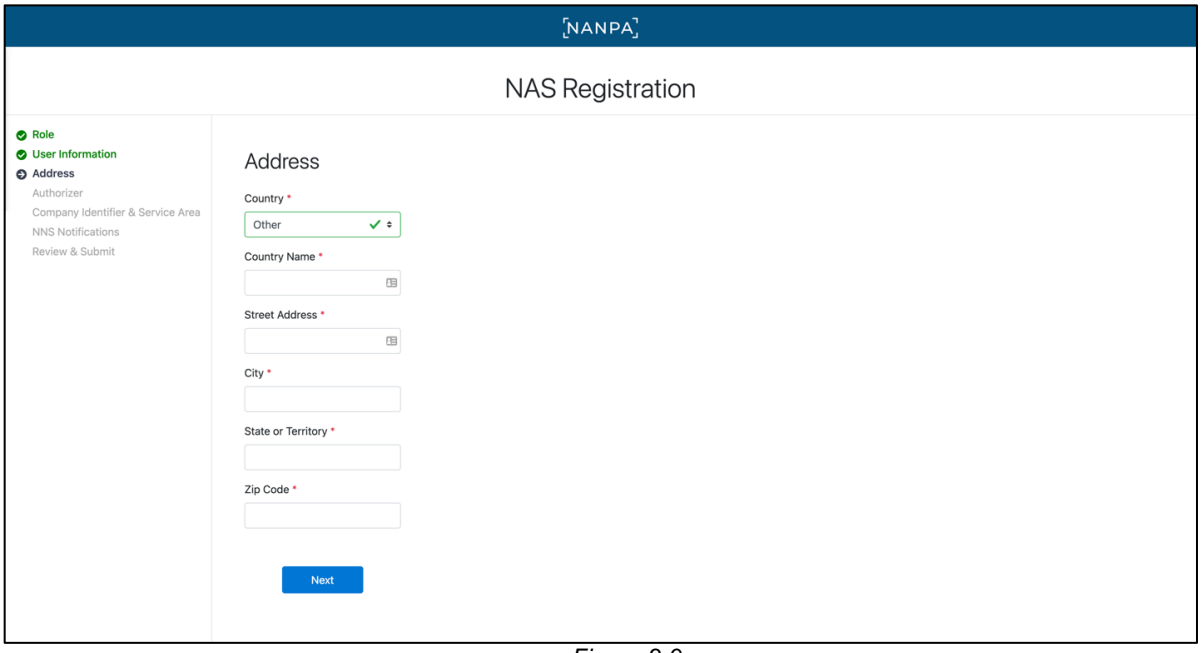

Figure 2-9

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

2.5 Authorizer

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

Enter the information for 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.
  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.

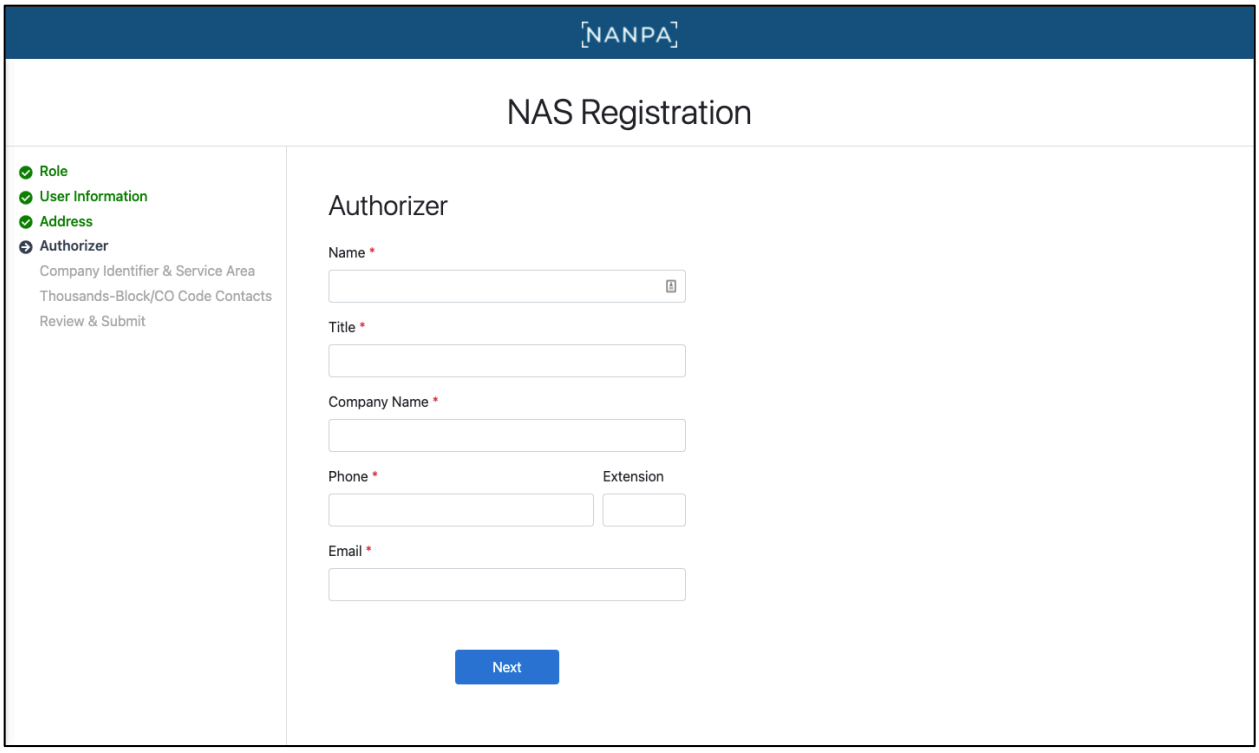

Figure 2-10

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 2-11).

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

Operating Company Number (OCN) is only provided when the **Resources Subscription** of **Other Resources** is selected.

- **Operating Company Number (OCN)** – 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.

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.

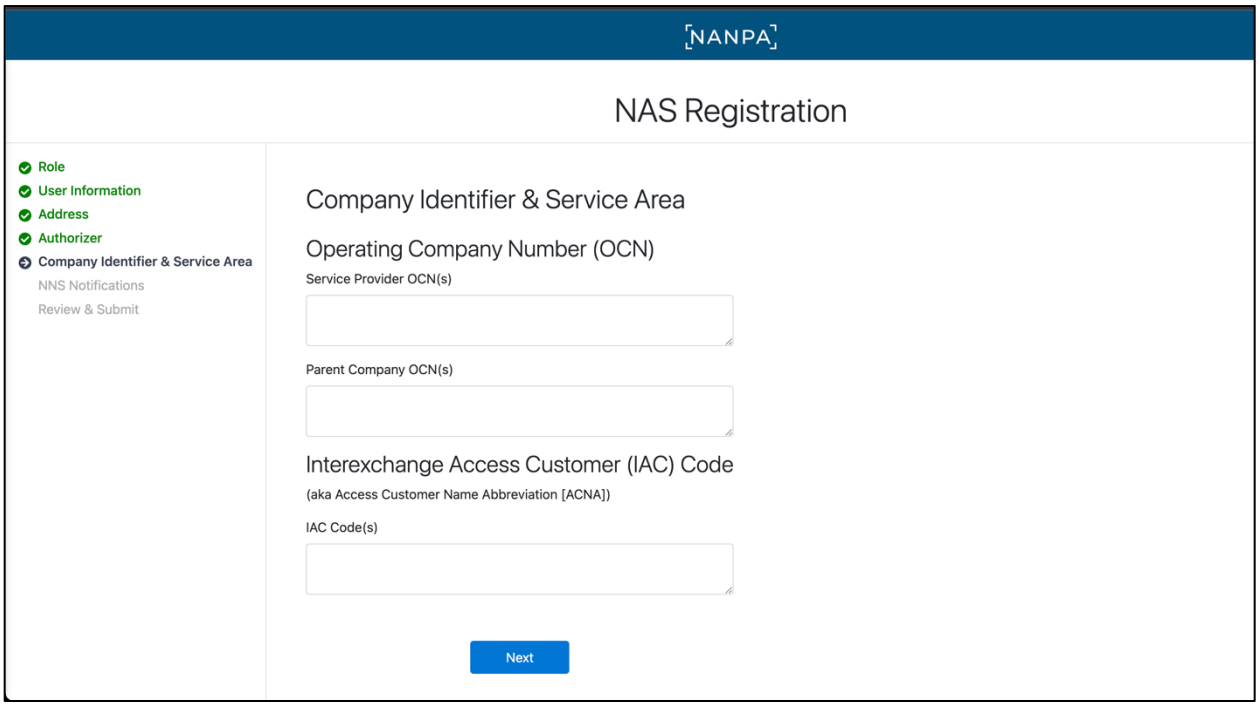

Figure 2-11

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 NNS Notifications** when **NANP Notification System (NNS) Resource Subscription** was selected,

- **2.8 Review & Submit** when no other **Resource Subscriptions** were selected.

2.7 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 2-12).

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 Figure 2-13).

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.

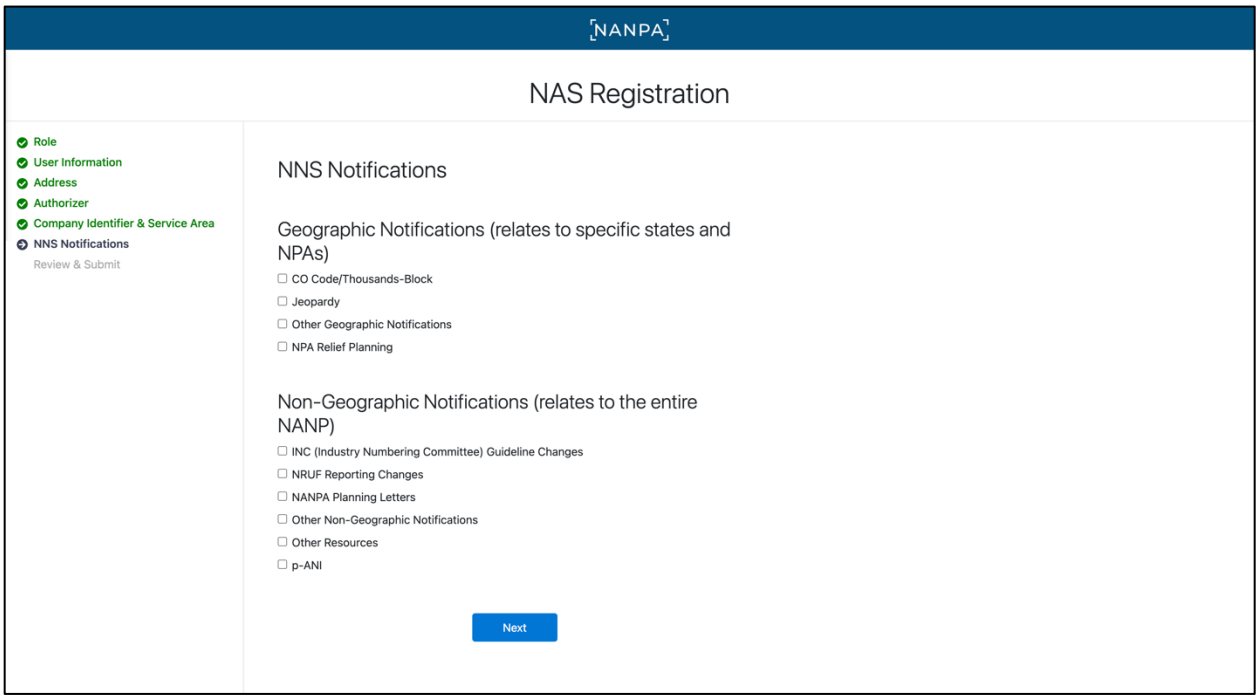
NANPA
NAS Registration
Role
User Information
Address
Authorizer
Company Identifier & Service Area
NNS Notifications
Review & Submit
NNS Notifications
Geographic Notifications (relates to specific states and NPAs)
CO Code/Thousands-Block
Jeopardy
Other Geographic Notifications
NPA Relief Planning
Non-Geographic 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 2-12

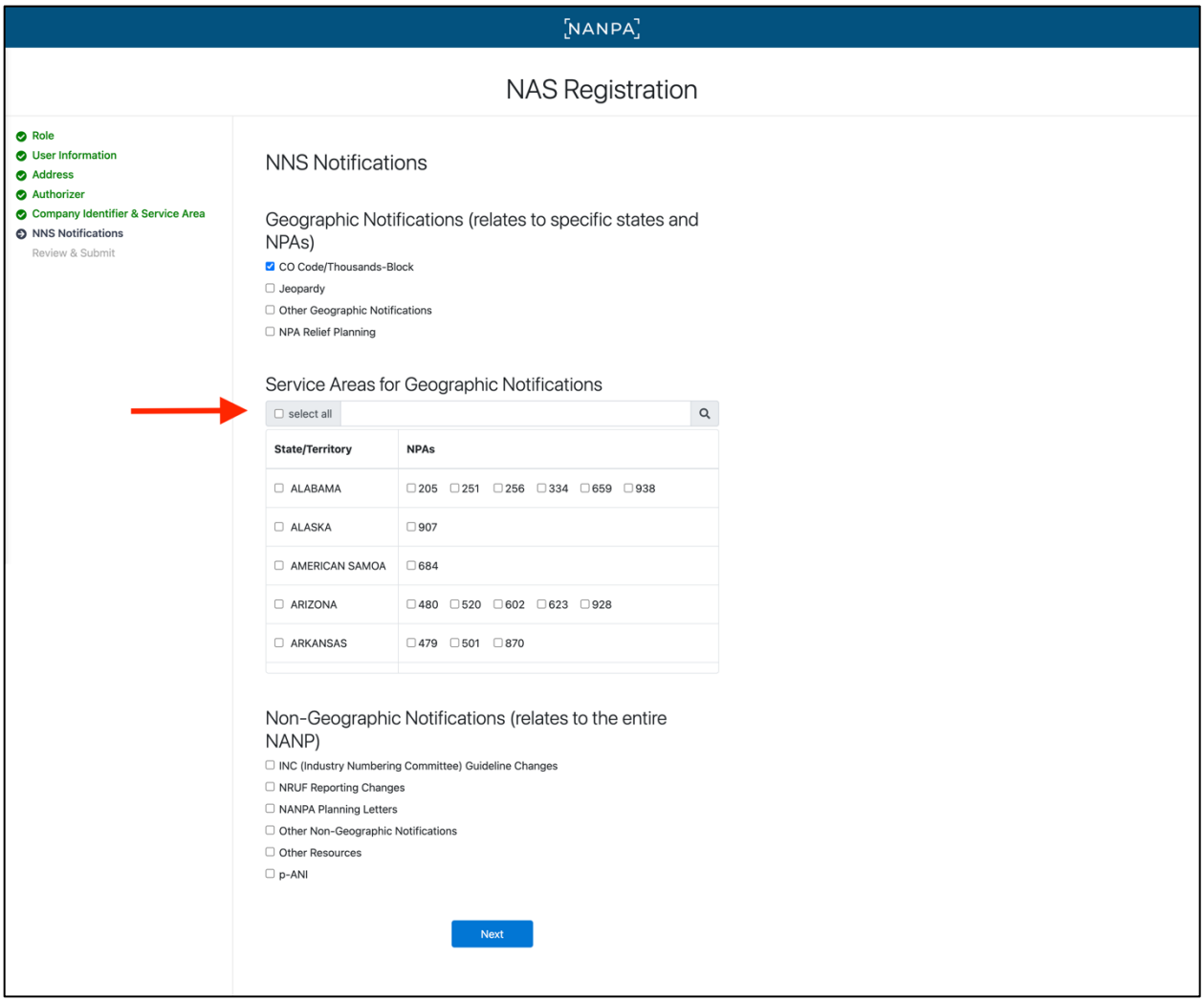

Figure 2-13

Select the **Next** button to proceed to the Section **2.8 Review & Submit**.

2.8 Review & Submit

Review the application data entered (Figure 2-14).

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 NNS Notifications** – To edit information in Section **2.7** NNS Notifications.

Once all information has been reviewed and deemed accurate, review and select the **I agree to the User Agreement** checkbox. To view the **User Agreement** (Figure 2-15), 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 2-16).

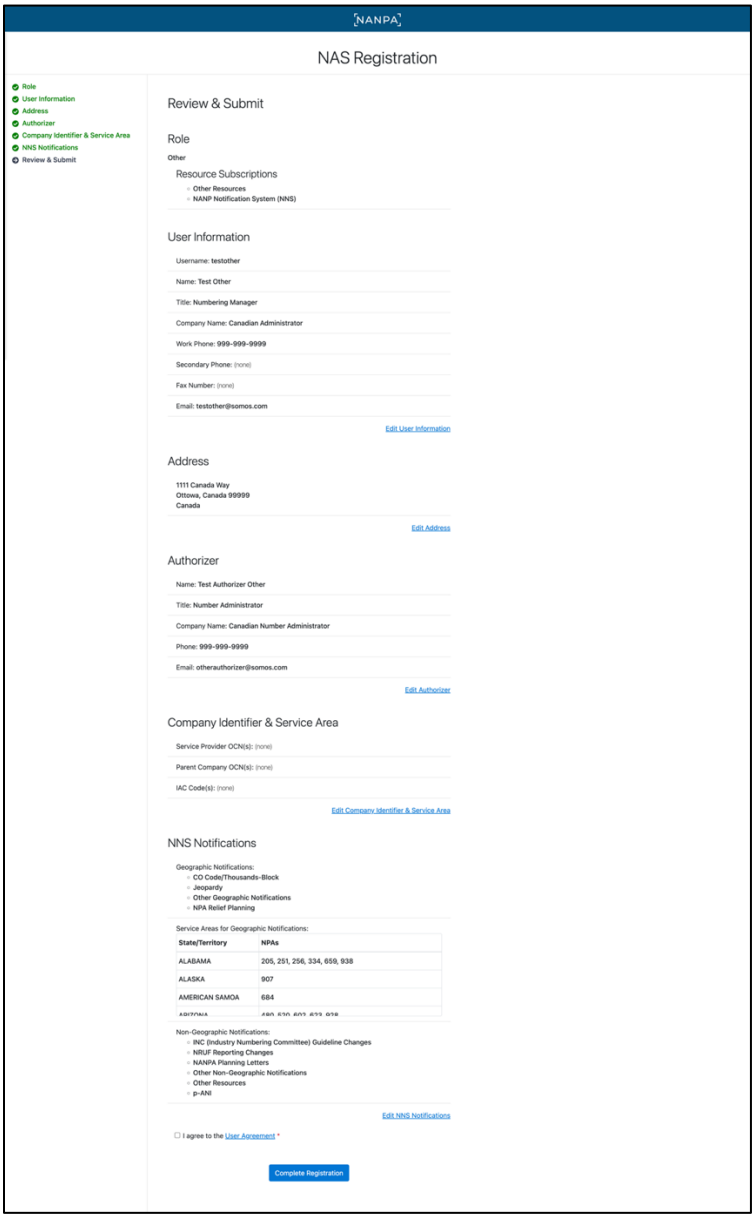

Figure 2-14

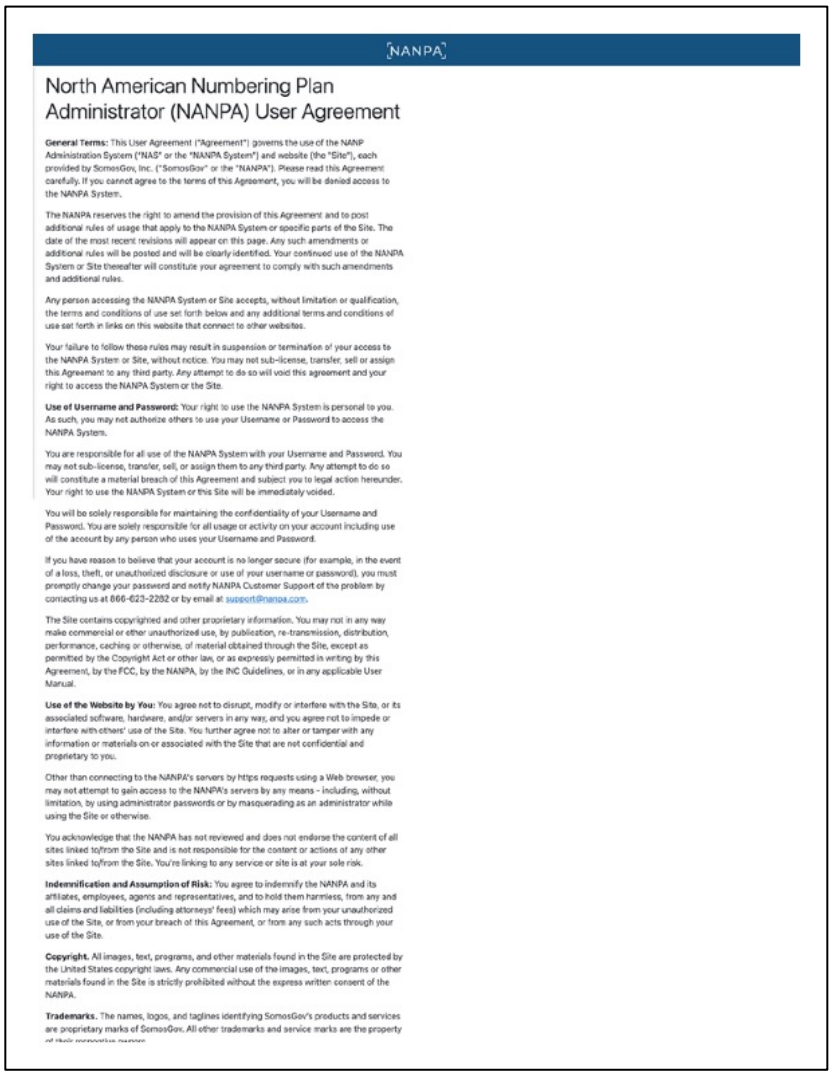

Figure 2-15

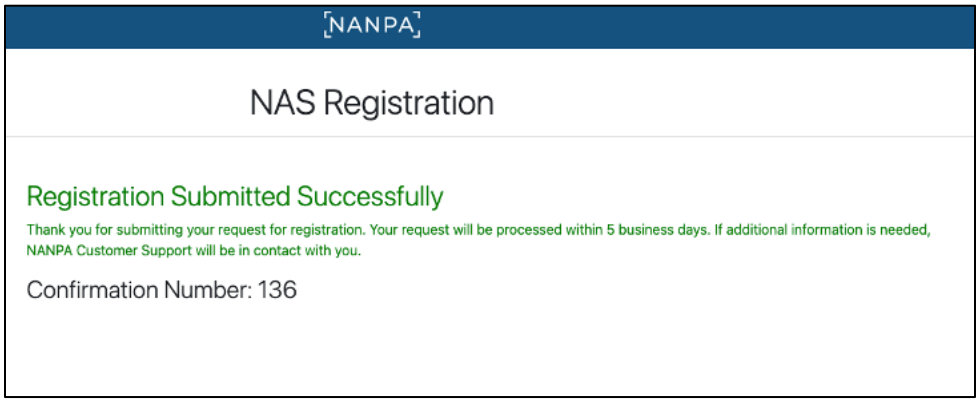

Figure 2-16