



**NANP Administration System (NAS)**

**NANP Notification System (NNS)**

**User Guide**

**2.5v**

October 11, 2017

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## 1.0 Introduction

The NANP Notification System (NNS) is designed to provide individuals the opportunity to receive email notifications on a variety of North American Numbering Plan (NANP) topics.

## 2.0 Purpose

The purpose of this document is to provide NANP Administration System (NAS) procedural steps for the user to sign up to receive notifications, and to view meeting minutes and other documents stored on NNS, which is part of NAS.

## 3.0 Types of Notifications, Registration & Distribution

When registering in NAS, users are offered the opportunity to receive notifications pertaining to subjects the user selects. If NNS is chosen as a resource subscription for a new or modified registration, the following screen (Figure 3.1) will appear:

On this page you are invited to register to receive NANPA notifications on a variety of numbering related topics. By selecting from the topics listed below, you will receive email notifications of any changes, updates or new information related to the respective topic. The topics are classified as "Non-Geographic Notifications" (i.e., related to the entire NANP) or "Geographic Notifications" (i.e., related to a specific state or NPA). Selecting a non-geographic topic means that you will receive all notices related to this topic. For geographic notifications, you will receive those notifications for the specific location(s) you select. This can include a specific state and/or a particular NPA within a state. A complete description of NANP Notification System (NNS) can be obtained in the NNS User Guide.

### Non-Geographic Notifications:

- INC Guideline Changes - Notifications concerning changes to INC guidelines
- Notifications concerning the submission of the NRUF Form 502, updates to NRUF job aids and reminders of submission deadlines
- NANPA Newsletters
- NANPA Planning Letters
- "Other" Non-Geographic Notifications - NANPA process changes, new personnel changes, international activities, report distribution/availability, new forms and tools, NPA Exhaust Forecasts, system maintenance/availability, and client education.

### Geographic Notifications:

- Code Administration - Notifications of new processes and changes in CO code administration that affect specific states and/or NPAs (i.e. State Specific Utilization Requirements and Jeopardy Planning Letters).
- Jeopardy Notifications - Notifications for NPAs going into or out of a Jeopardy or other changes to the Jeopardy status of an NPA. Also includes Regulatory Directives regarding jeopardy procedures (e.g. change in the frequency of a lottery in an NPA).
- "Other" Geographic Notifications - Notifications of press releases, regulatory directives and data related to the status of resources associated with state conservation deliberations.
- NPA Relief Planning - Notifications concerning the development of NPA relief plans (e.g., pre-IPD meeting announcements and notes, announcements and notes for NPA relief planning and implementation meetings, jeopardy review meetings, review of unavailable NXX code meetings and other relief planning documents). These notifications are available only to the specific industry members involved in the development of area code relief plans.

### Select States for Geographic Notifications:

| States         |    | Selected State(s)  |
|----------------|----|--|
| ALASKA         | >  | <div style="border: 1px solid black; width: 100px; height: 50px;"></div> |
| ALABAMA        | <  |  |
| ARKANSAS       | >> |  |
| AMERICAN SAMOA | << |  |
| ARIZONA        |    |  |
| CALIFORNIA     |    |  |
| COLORADO       |    |  |

Figure 3.1

Questions on NAS registration may be directed to the NANPA Customer Support Desk at (866) 623-2282 or via email at [nanpa-login@team.neustar](mailto:nanpa-login@team.neustar).

Notifications are categorized as either non-geographic or geographic. Below is a description of the types of public notifications available.

### Non-Geographic Notifications

- INC Guideline Changes – Notifications concerning changes to INC guidelines.
- NRUF – Notifications concerning the submission of the NRUF Form 502, updates to NRUF job aids and reminders of submission deadlines.
- NANPA Newsletters
- NANPA Planning Letters
- “Other” Non-Geographic Notifications – NANPA process changes, new personnel changes, international numbering activities, report distribution/availability, new forms and tools, NPA and NANP exhaust forecasts, system maintenance/availability, and client education.

### Geographic Notifications

- Code Administration - Notifications of new processes and changes in CO (central office) code administration that may affect specific states and/or NPAs (e.g., rate center changes and CO code form changes).
- Jeopardy Notifications – Notifications for NPAs going into or out of Jeopardy or other changes to the Jeopardy status of an NPA. Also includes regulatory directives regarding jeopardy procedures (e.g., change in the frequency of a lottery for an NPA).
- “Other” Geographic Notifications – Notifications of press releases, regulatory directives, and data related to the status of resources associated with state conservation deliberations.
- NPA Relief Planning – Notices concerning the development of NPA relief plans (e.g., meeting announcements, posting of relief planning documents, etc.) **Note: These notifications are limited to those entities directly involved in the development of area code relief plans.**

For geographic notifications, identify the states for which you wish to receive these types of notifications when registering.

Per the INC NPA Code Relief Planning & Notification Guidelines (ATIS-0300061, Section 3.3):

*3.3 Every SP [service provider] should provide NANPA a contact for notification of NPA relief planning activities. These contacts shall maintain an active NANP Administration System (NAS) log-in and password to ensure notification of, and full participation in, any NPA relief planning activities in which they are assigned numbering resources in the affected NPA(s). A Service Provider Consultant (SPC) participating in an NPA relief planning activity on behalf of a particular SP shall identify the SP it is representing for the purposes of determining consensus.*

Once a user is registered, NAS accounts can have one of the following three statuses: Enabled, Suspended, or Disabled.

**Enabled:** A NAS account will remain in the ‘Enabled’ status for 180 days. If the NAS password is reset during the 180-day timeframe, the clock will reset. If the user fails to reset their password during the 180-day timeframe or the user has 3 failed login attempts, the account will automatically go to ‘Suspended’ status after 180 days.

**Suspended:** While an account is in the ‘Suspended’ status, the user will not have access to NAS. NAS will, however, continue to send any applicable NNS notices to the user. In addition, NAS will send weekly Password Expiry Reminder notices. If the user fails to contact the Customer Support Desk to have the password reset or to disable the account, the account will automatically go to the ‘Disabled’ status after 90 days.

**Disabled:** If a NAS account goes to ‘Disabled’ status, NAS will discontinue sending any applicable NNS emails, including Password Expiry Reminder notices. The user will need to contact the Customer Support Desk to re-enable the account.

NNS notices are sent via email and may or may not have an attached document. Any document that has been attached to an NNS notice will be viewable in NAS after distribution under View Documents (see section 5.0).

More information on NAS registration can be found in the NAS User Registration User Guide on the NANPA website under “Tools,” then “NAS User Guides:”

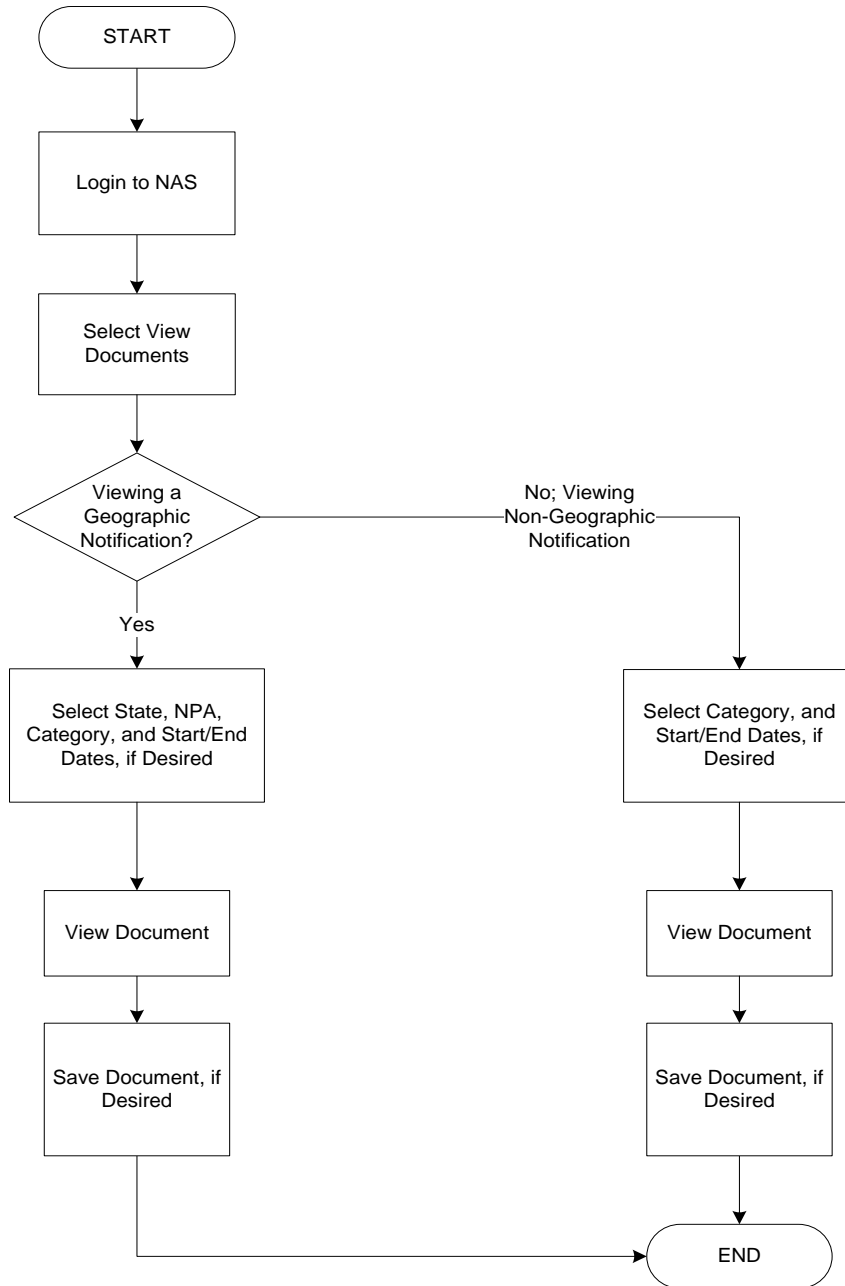
[http://www.nanpa.com/tools/nasUser\\_guide.html](http://www.nanpa.com/tools/nasUser_guide.html)

With the exception of notices related to NPA Relief Planning, all notices are available to the public. Members of the public may sign up to receive notices as an Email Mailing List user. Email Mailing List users receive notifications but cannot View Documents in NAS as described in this document. More information on signing up for the Email Mailing List is available on the NANPA website under “Tools,” then “Email Mailing List:”

[http://www.nanpa.com/contact\\_us/mailing\\_list.html](http://www.nanpa.com/contact_us/mailing_list.html)

### 4.0 Overall Process Flow

The flowchart below describes the overall process for viewing notifications in NAS.



## 5.0 Viewing and Downloading Documents from NNS

To view documents related to NANP notifications, you must first log into NAS (Figure 5.1).

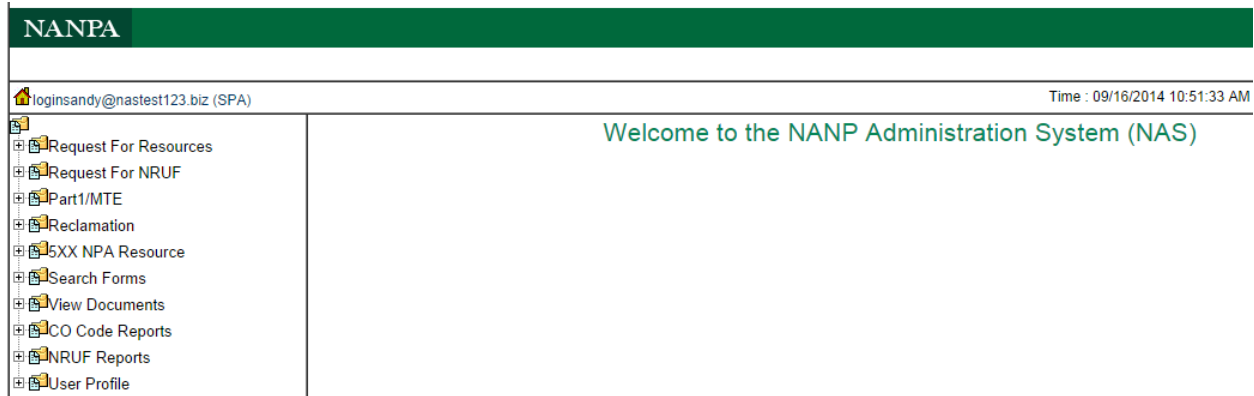


Figure 5.1

Upon logging into NAS, select from the main menu “View Documents”, then select “View Documents” again (Figure 5.2).

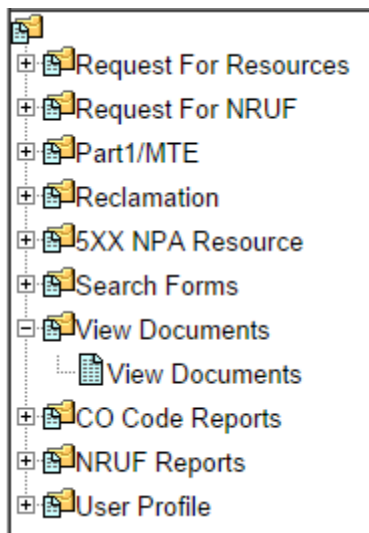


Figure 5.2

### Geographic Notifications

The following process describes accessing documents from the NPA Relief Planning category, however, this same process may be used to view documents from any of the Geographic categories (i.e., Code Administration, Jeopardy Notifications, Other).

#### *NPA Relief Planning*

Notices and associated documentation concerning the development of NPA relief plans are limited to those individuals and entities authorized to receive these notifications and view relief planning documents. In order to receive these notifications and view area code relief documents, one must be registered in NAS and have selected the NPA Relief Planning notifications.

After selecting “View Documents,” the user will have the ability to “Search for Documents” (Figure 5.3).

---

### Search for Documents

**Select a State:**

**Select NPA:**

**Select a Category:**

**Start Date:**
 mm/dd/yyyy

**End Date:**
 mm/dd/yyyy

Figure 5.3



To review NPA Relief Planning documents, the user can select a specific state, NPA, category, and start/end dates, if desired. A drop-down menu will appear including states populated from the user’s profile (Figure 5.4).

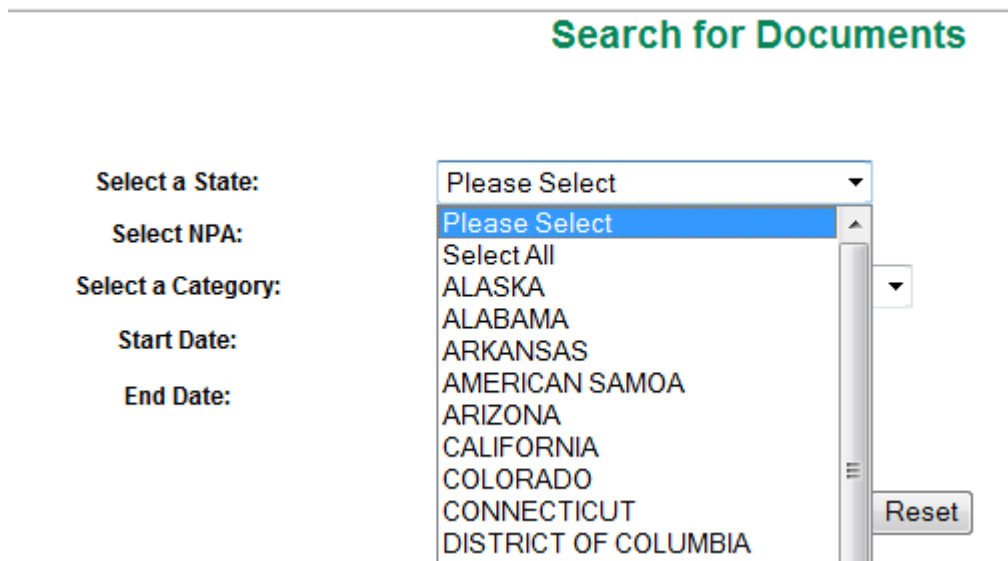


Figure 5.4

When a specific state is selected, the screen will refresh with the list of NPAs in that state (Figure 5.5). The user can then select a specific NPA to view the documents for that NPA.

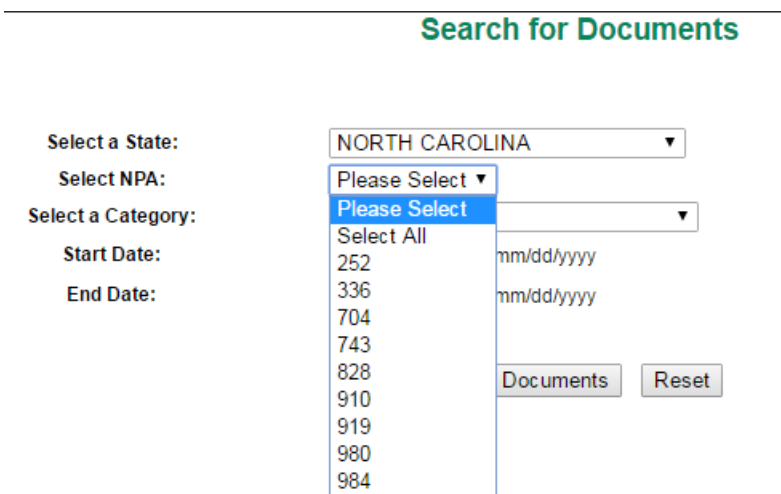


Figure 5.5

Under “Select a Category,” the user can select “NPA Relief Planning.” Similar to “Select a State,” only those categories chosen when registering and derived from the user’s NAS profile will appear in the drop-down menu (Figure 5.6).

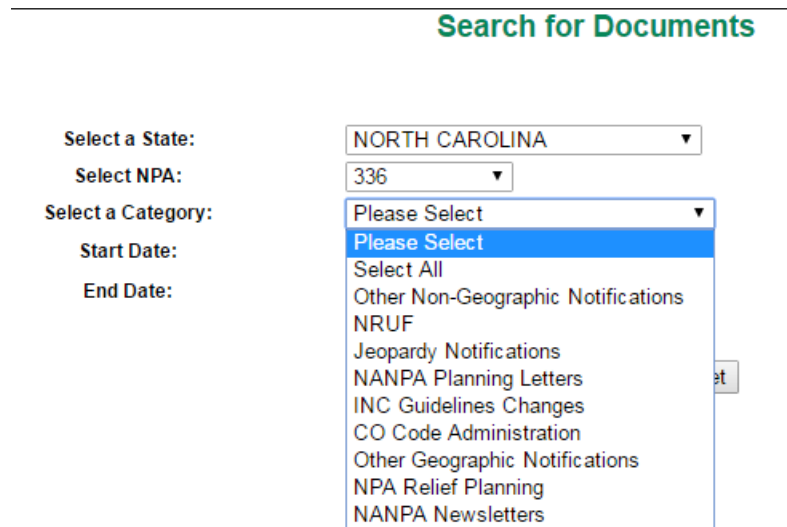


Figure 5.6

Narrowing search parameters to a particular state, NPA or category will allow the user to view the applicable documents more quickly.

To search for documents in a particular date range, select the Start Date field and a calendar function will appear (Figure 5.7).

---

### Search for Documents

**Select a State:**

**Select NPA:**

**Select a Category:**

**Start Date:**

**End Date:**

◀
Jan
2013
▶

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

Figure 5.7

The user can select the applicable month and day to populate Start Date (Figure 5.8).

---

### Search for Documents

**Select a State:**

**Select NPA:**

**Select a Category:**

**Start Date:**  mm/dd/yyyy

**End Date:**  mm/dd/yyyy

Figure 5.8

The End Date can be populated in a similar fashion. To search for all available documents in an applicable category, the Start Date and End Date may be left blank.

When the “View Documents” button is selected, a list of documents for the applicable selection criteria will appear (Figure 5.9).

List of Documents

| Date  | Location | NPA(s) | Category            | Title   | Description  |
|---|----------|--------|---------------------|---|--|
| 01-14-2013                                  | OK       | 405    | NPA Relief Planning | (OK) 405 NPA Announcement of Relief Planning Meetings | This is to inform you of a notice announcing the need to start relief planning in the Oklahoma 405 NPA and to inform you of a Pre-IPD conference call for February 14, 2013, to solicit industry input on the proposed relief plans and to dis.... |
| <input type="button" value="Search Again"/> |          |        |                     |   |  |

Figure 5.9

The documents will be listed by date, location, NPA(s), category, title and description. By clicking on Title, the document, which may have been attached to the NNS email notice, will appear.

To download the desired file to the viewer’s computer, right-click on the Title, then use the “Save Link As...” (file download) function. Most files are in Adobe™ Portable Document Format (PDF) and may require use of a version of the Acrobat™ program for viewing which can be obtained at <https://www.adobe.com>.

Non-Geographic Notifications

Non-Geographic Notifications can also be accessed via “View Documents” after logging into NAS.

The following process describes accessing documents from the NANPA Newsletters category, however, this same process may be used to view documents from any of the Non-Geographic categories (i.e., INC, NRUF, Newsletters, Planning Letters, Other).

NANPA Newsletters

From the Tool Bar, select View Documents (Figure 5.10).

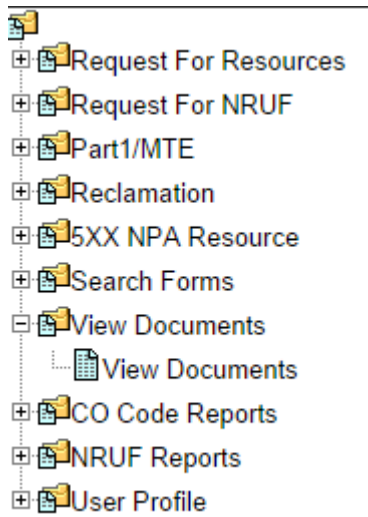


Figure 5.10

To review notices concerning NANPA Newsletters, the user only needs to click on “Select a Category” and “NANPA Newsletters” (Figure 5.11). State and NPA are not required.

### Search for Documents

|                           |  |
|---------------------------|--|
| <b>Select a State:</b>    | <input type="text" value="Please Select"/>     |
| <b>Select NPA:</b>        | <input type="text" value="Please Select"/>     |
| <b>Select a Category:</b> | <input type="text" value="NANPA Newsletters"/> |
| <b>Start Date:</b>        | <input type="text"/> mm/dd/yyyy                |
| <b>End Date:</b>          | <input type="text"/> mm/dd/yyyy                |

Figure 5.11

Select the “View Documents” button and a table of all the notices associated with NANPA Newsletters for the date range selected will appear (Figure 5.12). The documents will be listed

by date, category, title and description. By clicking on Title, the document, which may have been attached to the NNS email notice, will appear.

Back
List of Documents

| Date       | Location | NPA(s) | Category          | Title                                | Description   |
|------------|----------|--------|-------------------|--------------------------------------|---|
| 10-05-2017 |          |        | NANPA Newsletters | Third Quarter 2017 NANPA Newsletter  | The 3Q2017 NANPA Newsletter is available on the NANPA website (www.nanpa.com). It can be found under Publications, Newsletters as well as accessed from the NANPA home page under Whats New. NANPA October 5, 2017          |
| 07-10-2017 |          |        | NANPA Newsletters | Second Quarter 2017 NANPA Newsletter | The 2Q2017 NANPA Newsletter (attached) is available on the NANPA website (www.nanpa.com). It can be found under Publications, Newsletters as well as accessed from the NANPA home page under Whats New. NANPA July 10, 2017 |

Figure 5.12

### Logging Off

When you are finished reviewing documents in NNS and are ready to log off from the system, select “Sign Out” at the top right of the NAS screen (Figure 5.13).



Figure 5.13

To log back into NAS on the NANPA website ([www.nanpa.com](http://www.nanpa.com)), click on the highlighted “*here*” (Figure 5.14) after logging out.

**You have been successfully logged out.**

To access NANPA website, please click [here](#)

Figure 5.14

## 6.0 Glossary

**Industry Numbering Committee (INC)** – Committee of the Alliance for Telecommunications Industry Solutions (ATIS) which addresses numbering issues.

**Jeopardy** - Condition of an NPA when the forecasted and/or actual demand for CO Code resources will exceed the known supply during the planning/implementation interval for relief.

**NANP Administration System (NAS)** – System that supports a variety of number administration functions including distribution of NNS documents.

**NANP Notification System (NNS)** – Subset of NAS capabilities used to distribute documents on a variety of NANP topics.

**NANPA Planning Letters** – Letters issued by NANPA containing comprehensive information pertaining to NPA relief planning activities.

**North American Numbering Plan (NANP)** - A numbering architecture in which every station in the NANP Area is identified by a unique ten-digit address consisting of a three-digit NPA code, a three-digit central office code of the form NXX, and a four-digit line number of the form XXXX.

**North American Numbering Plan Administration (NANPA)** – With the Telecom Act of 1996, key responsibilities for coordination and administration of the North American Numbering/Dialing Plans were assigned to NANPA. These central administration functions are exercised in an impartial manner toward all industry segments while balancing the utilization of a limited resource.

**NPA Relief Planning** – Process by which additional numbering resources are made available to the NANP, typically through NPA splits or overlays.

**Numbering Plan Area (NPA)** – An NPA (also called an area code) is the 3-digit code that occupies the A, B, and C positions in the 10-digit NANP format that applies throughout the NANP Area. NPAs are of the form NXX, where N represents the digits 2-9 and X represents any digit 0-9. In the NANP, NPAs are classified as either geographic or non-geographic.

- A. Geographic NPAs are NPAs which correspond to discrete geographic areas within the NANP Area.
- B. Non-geographic NPAs are NPAs that do not correspond to discrete geographic areas, but which are instead assigned for services with attributes, functionalities, or requirements that transcend specific geographic boundaries. The common examples are NPAs in the N00 format, e.g., 800.

**Numbering Resource Utilization/Forecast (NRUF)** – NANPA gathers forecast and utilization information to monitor and project exhaust in individual area codes as well as in the NANP overall. Following FCC’s rules, assignees holding geographic and/or certain non-geographic (i.e., 5XX NXX and 9YY NXX) telephone numbers must report on their holdings twice each year (February 1 and August 1), using Form 502.

## 7.0 Change History

| Version | Effective Date | Author | Description of Change  |
|---------|----------------|--------|--|
| 1.1     | 9/10/04        | NANPA  | Initial version.   |
| 1.2     | 9/21/05        | NANPA  | Added table of contents, process flow, glossary, change history, index, and updated selected text.                 |
| 1.3     | 6/15/07        | NANPA  | Added Email Mailing List and NAS Help Desk references.   |
| 1.4     | 10/10/08       | NANPA  | Added a screenshot of the NAS registration page for NNS.   |
| 1.5     | 10/2/09        | NANPA  | Listed start/end date as selections for viewing documents and attachments to email notices.                        |
| 1.6     | 9/1/10         | NANPA  | Changed name from Training to User Guide.  |
| 1.7     | 5/17/11        | NANPA  | Added text on using the “Select All” function to view documents.   |
| 2.0     | 7/31/12        | NANPA  | Updated screenshots and the index.   |
| 2.1     | 9/30/13        | NANPA  | Displayed a new calendar function for View Documents.  |
| 2.2     | 9/18/14        | NANPA  | Updated INC Guideline reference for maintaining current contact information for NPA Relief Planning notifications. |
| 2.3     | 9/23/15        | NANPA  | Added a NAS log-off screenshot.  |
| 2.4     | 9/23/16        | NANPA  | Updated calendar function screenshots.   |
| 2.5     | 10/11/17       | NANPA  | Changed “View Documents” screenshots.  |



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