



NANP Administration System (NAS)

NANP Notification System (NNS)

User Guide

1.7v

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1.0 Introduction

The NANP Notification System (NNS) is designed to provide individuals the opportunity to receive email notification 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 view notifications, 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 sign-up for various notifications. If NNS is selected as a resource subscription for a new or modified registration, the following screen (Figure 1) will appear:

External User Registration - Step 4

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 States
<div style="border: 1px solid gray; padding: 5px;"> ALASKA ALABAMA ARKANSAS AMERICAN SAMOA ARIZONA CALIFORNIA COLORADO </div>	<input type="button" value=">"/> <input type="button" value="<"/> <input type="button" value=">>"/> <input type="button" value="<<"/>	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>		

Figure 1

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

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/System Availability and Client Education

Geographic Notifications

- CO Code Administration - Notifications of new processes and changes in CO (central office) 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 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 – Notices concerning the development of NPA relief plans (e.g., pre-IPD (Initial Planning Document) meeting announcements, announcements and notes for NPA relief planning and implementation meetings, jeopardy review meetings, review of unavailable NXX code meetings and other relief planning documents). **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 *Service Providers should provide NANPA a contact for notification of NPA relief planning activities. These contacts must maintain an active 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).

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

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 the ‘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 should the user wishes to re-enable the account.

NNS notices may be sent via email with or without an attached document. The attached document is viewable in NAS after distribution under View Documents (please see section 5.0).

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

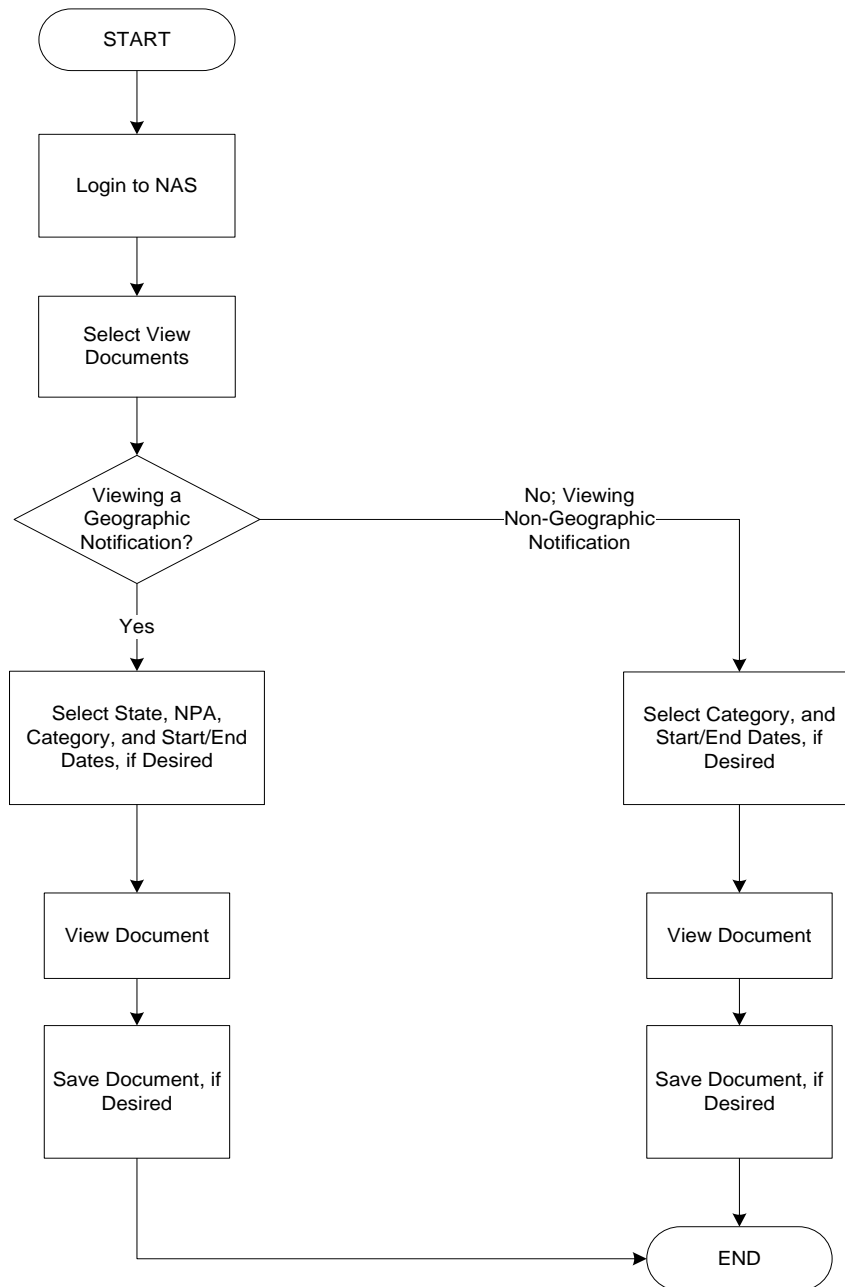
http://www.nationalnanpa.com/tools/nasUser_guide.html

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 recipient. Email Mailing List recipients 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

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 2).

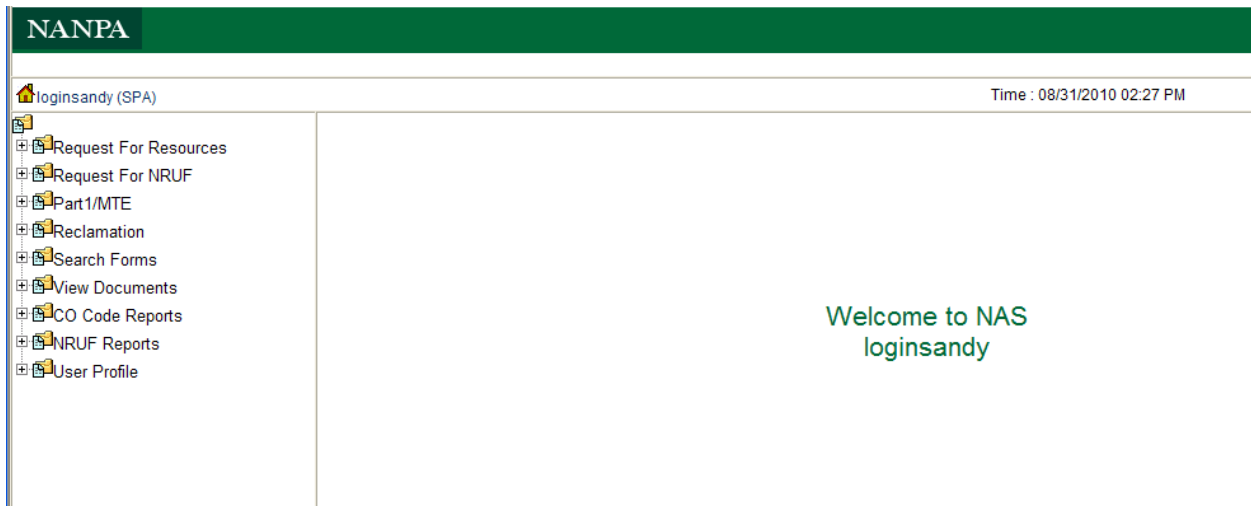


Figure 2

Upon logging into NAS, select from the main menu “View Documents”, then select “View Documents” again (Figure 3).

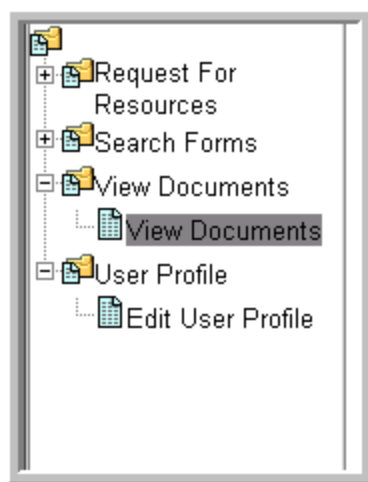


Figure 3

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.

The next screen to appear will be titled “Search for Documents” (Figure 4).

Search for Documents

Select a State:

Select NPA:

Select a Category:

Start Date:

End Date:

Figure 4

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 selected from the user’s profile (Figure 5).

Search for Documents

Select a State:

Select NPA:

Select a Category:

Start Date:

End Date:

- ALASKA
- ALABAMA
- ARKANSAS
- AMERICAN SAMOA
- ARIZONA
- CALIFORNIA
- COLORADO
- CONNECTICUT
- DISTRICT OF COLUMBIA
- DELAWARE
- FLORIDA
- GEORGIA
- GUAM
- HAWAII
- IOWA
- IDAHO

Figure 5

When a specific state is selected, the screen will refresh with the list of NPAs in that state (Figure 6). The user can then select a specific NPA to view the documents.

Search for Documents

Select a State:

Select NPA:

Select a Category:

Start Date:

End Date:

- 229
- 404
- 470
- 478
- 678
- 706
- 762
- 770
- 912

Documents

Figure 6

“NPA Relief Planning” can be selected from the drop-down menu that appears with ‘Select a Category.’ Similar to “Select a State,” only those categories from the user’s profile will appear in the drop-down menu (Figure 7).

Search for Documents

Select a State:

Select NPA:

Select a Category:

Start Date:

▼

▼

▼

End Date:

▼

▼

▼

Figure 7

Narrowing search parameters to a particular state, NPA or category will allow the user to view the applicable documents more quickly. 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 8).

List of Documents

Date	Location	NPA(s)	Category	Title	Description
08/31/2010	NE	402,531	NPA Relief Planning	(NE) 402-531 NPA NE PSC Letter on Issuance of Codes from 531 NPA	This is to inform you of a notice with a letter from the Nebraska Public Service Commission stating that central office codes from the new 531 NPA shall not be made available for assignment from NANPA until the level of remaining 402 NPA
10/22/2009	NE	308,402	NPA Relief Planning	(NE) 402-531 NPA Notice of First Subcommittee Meeting November 5, 2009	This is to inform you of a notice with the agenda for the first industry technical/customer education subcommittee meeting that will take place on November 5, 2009 to address the implementation of the Nebraska 402-531 NPA overlay. The att....
10/10/2009	NE	308,402	NPA Relief Planning	(NE) 402-531 NPA Overlay and 308 NPA 10-D Permissive - October 1, 2009 Final Meeting Minutes	This is to inform you of a notice with the final meeting minutes (attached) from the second Nebraska 402-531 NPA Overlay Implementation meeting conference call held on October 1, 2009. This notice is posted to the NANPA Notification Syst...
10/02/2009	NE	308,402	NPA Relief Planning	(NE) 402-531 NPA Overlay and 308 NPA 10-D Permissive - October 1, 2009 Draft Meeting Minutes	This is to inform you of a notice with the draft meeting minutes from the second Nebraska 402-531 NPA Overlay Implementation meeting conference call held on October 1, 2009. Changes or corrections to these minutes are to be submitted to

Figure 8

The documents will be listed by date, location, NPA, 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 target as” (file download) function. Select the desired folder in your computer where you wish to save the file. Most of these files are in PDF format and require the Acrobat™ Reader program which can be obtained at <http://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 INC Guidelines Changes category, however, this same process may be used to view documents from any of the Non-Geographic categories (i.e., NRUF, NANPA Newsletters, NANPA Planning Letters, Other).

INC Guidelines Changes

From the Tool Bar, select View Documents (Figure 9).

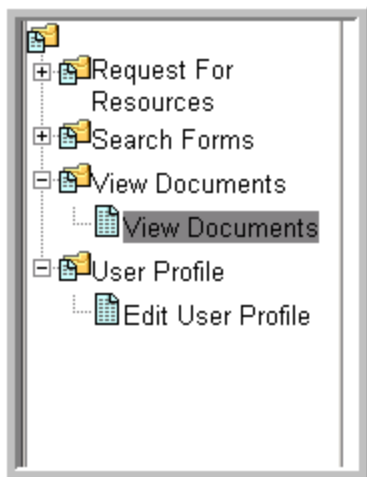


Figure 9

To review notices concerning INC Guidelines Changes, the user only needs to click on “Select a Category” and select “INC Guidelines Changes” (Figure 10). State and NPA are not required.

Search for Documents

Select a State:	<input type="text" value="Please Select"/>
Select NPA:	<input type="text" value="Please Select"/>
Select a Category:	<input type="text" value="INC Guidelines Changes"/>
Start Date:	<input type="text" value="DAY"/> <input type="text" value="MON"/> <input type="text" value="YEAR"/>
End Date:	<input type="text" value="DAY"/> <input type="text" value="MON"/> <input type="text" value="YEAR"/>

Figure 10

Select the “View Documents” button and a table of all the notices associated with the INC Guidelines Changes will appear (Figure 11). 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.

List of Documents

Date	Location	NPA (s)	Category	Title	Description
02/14/2011			INC Guidelines Changes	INC Guidelines Changes	Date: February 14, 2011 Title: INC Guideline changes The Industry Numbering Committee (INC) has made changes to the following industry guidelines, updated February 14....
11/22/2010			INC Guidelines Changes	INC Guideline Changes	Date: November 22, 2010 Title: INC Guideline changes The Industry Numbering Committee (INC) has made changes to the following industry guidelines, updated November 22....
11/12/2010			INC Guidelines Changes	INC Guideline changes	Date: November 12, 2010 Title: INC Guideline changes The Industry Numbering Committee (INC) has made changes to the following industry guidelines, updated November 12....
09/17/2010			INC Guidelines Changes	INC Guideline changes	The Industry Numbering Committee (INC) has made changes to the following industry guidelines, updated September 17, 2010: Issue 686: Update the definition of Pooling Administrator/Administration was resolved. There have been changes made in va....
07/30/2010			INC Guidelines Changes	INC Guidelines Changes	The Industry Numbering Committee (INC) has made changes to the following industry guidelines, updated July 30, 2010: Central Office Code (NXX) Assignment Guidelines (COCAG) and Thousands-Block Number (NXX-X) Pooling Administration Guidelines Is....

Figure 11

Logging Off

When you are finished reviewing documents in NNS and are ready to log off from the system, select “Logout” at the top right of the NAS screen. To go back to the NAS website (www.nanpa.com), click on the highlighted “*here*.”

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) – The NANPA gathers forecast and utilization information to monitor and project exhaust in individual NPAs/area codes as well as in the NANP overall. This semi-annual report includes number utilization information as well as a five-year forecast of demand by year. Pooling carriers report at the thousands-block level per rate center. Non-pooling carriers report at the Central Office Code level per rate center. For more detailed information, see the INC NRUF Reporting Guidelines.

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.

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