



NANP Administration System (NAS) User Registration User Guide

1.11v

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1.0 Introduction

1.1 Purpose

This document provides instructions for registering as a NANP Administration System (NAS) user.

1.2 NAS Overview

NAS supports a variety of number administration functions. Some of these capabilities include:

- Service providers can enter and submit Central Office (CO) Code Part 1s, MTEs (Months-To-Exhaust), and Part 4s through a secure, web-based system.
- Service providers can submit application forms for Other Resources (5YY-NXXs, 900-NXXs, 456-NXXs, Carrier Identification Codes (CICs), 555 line numbers, and 800-855 line numbers).
- Service providers can submit NRUF (Numbering Resource Utilization/Forecast) Form 502s and update NRUF information throughout the submission cycle.
- Interested parties can receive notifications on such items as changes to assignment guidelines, NRUF requirements, report availability, client education and system maintenance. Notifications are also available on a state-by-state basis, providing information about NPA (area code) relief planning activities, jeopardy notifications and state-specific regulatory activities.
- State commissions can have on-line access to service provider CO code (NXX) and NRUF information for their respective states.

1.3 Content Summary

This document guides NAS users through the registration process of creating, modifying, and deactivating the following user profiles:

- Service Provider Applicant
- Service Provider Consultant
- US Federal Regulator
- US State Regulator
- Non-US Service Provider Applicant
- Other

- NANP (North American Numbering Plan) Notifications

This document also describes the NAS error messages that may be encountered during the registration process as well as a list of Frequently Asked Questions (FAQs).

1.4 Problem Solving

To report a problem or receive assistance with registration, please contact the NANPA Customer Support Desk at 1-866-623-2282 or via email at nanpa-login@neustar.biz.

2.0 Registration

There are seven types of external NAS users. Each external NAS user is required to select from one of these user types:

- **Service Provider (SP) Applicant** – A representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier, Wireless Carrier).
- **Service Provider (SP) Consultant User** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf.
- **US Federal Regulator** – An employee of the Federal Communications Commission (FCC) or an individual authorized by the FCC who uses the system to view information on resources via reports and responds to NANPA with direction concerning reclamation efforts.
- **US State Regulator** – An employee of a state commission who uses the system to view information on resources via reports and responds to NANPA with direction concerning reclamation efforts.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or NANP member countries other than the United States that may submit requests for Other Resources (e.g., CICs, 5YY NXXs, etc.) Non-US SP Applicants may also receive NANP notifications.
- **Other** – Users that may submit requests for Other Resources as well as receive NANP notifications.
- **NANP Notifications** –Users that are only interested in accessing the NANP Notification System (NNS) NPA Relief Planning documentation. These users must be entities that have applied for and/or received central office code assignments or reservations within the affected NPA, or must be members of the industry with a material interest within the affected NPA.

The following sections outline in detail the information and process required to register for each type of external user.

2.1 Service Provider Applicant

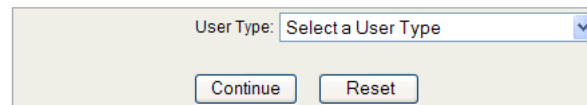
This section discusses the creation, modification/update and deactivation of a Service Provider Applicant (SPA).

2.1.1 Create a Service Provider Applicant User Profile

The following section describes the steps for creating a Service Provider Applicant user profile. Please note that any field marked with an asterisk is a required field and must be populated per the requirements set forth below. Also, use of the Back button on your internet browser during the registration process may create errors that prevent you from registering.

External User Registration – Step 1

External User Registration - Step 1



- **Service Provider (SP) Applicant** - A representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier, Wireless Carrier.)
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have, read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.1.1

To register as a Service Provider Applicant, go to www.nanpa.com, highlight "NAS Login" and click on "New Registration." Select from the drop-down menu the User Type "Service Provider Applicant" (refer to Fig 2.1.1). Select "Continue."

External User Registration - Step 1

User Type: Service Provider Applicant

Please select Resources to subscribe to

- CO Code
- Other Resources
- NRUF
- NANP Notification System
- Reclamation

Continue Reset

- **Service Provider (SP) Applicant** - A representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier, Wireless Carrier.)
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have, read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.1.2

The Service Provider Applicant will have the following resource subscriptions available (refer to Fig 2.1.2):

- CO Code Administration – Submit applications for CO codes and view CO code reports.
- Other Resources – Submit applications for Other Resources (such as CICs, 5YY and 900 NXXs).
- NRUF – Submit Form 502 on-line and view NRUF reports.
- NANP Notification System – Receive notifications from NANPA pertaining to CO Code Administration, Relief Planning, etc.
- Reclamation – Submit and receive Part 4 (Confirmation of Code In Service) information.

Note that in order to perform the above functions in NAS, the above resources must be selected as part of the registration process.

External User Registration - Step 1

- **Service Provider (SP) Applicant** - A representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier, Wireless Carrier.)
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have, read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.1.3

Choose from the available selections (refer to Fig 2.1.3) by clicking on the box to the immediate left of each item and then hit 'Continue' and proceed to External User Registration – Step 2.

The 'Reset' button allows you to remove your previous selections and re-select the items to which you wish to subscribe.

External User Registration – Step 2

In this step, you will provide contact information about yourself, your company, and an individual that can verify your employment and authorization to register as an SPA.

External User Registration - Step 2

User Information:

Prefix* Last Name*: Mi.: First Name*: Suffix

Mr. [] [] [] []

Title*: []

Company Information:

Company Name*: []

Address:

Address Line 1*: []

Address Line 2: []

City*: [] State/Province*: [] Zip/Postal Code*: []

Telephone*: [] Extension: [] Fax*: []

Country*: []

Other Phone: [] Email*: []

Headquarter Address:

Address Line 1*: []

Address Line 2: []

City*: [] State/Province*: [] Zip*: []

Company Contact to Verify Authorization:

Authorizer's Name*: []

Authorizer's Title*: []

Authorizer's Phone*: [] Extension: [] Authorizer's Email*: []

Supervisor Information:

Supervisor's User Id: []

OCN Information:

Company OCN's*: []

Parent Company OCN*: []

Other Information:

ACNA's: []

Additional Contacts:

	Contact User Id	Subscription Choices
1	[]	<input type="checkbox"/> CO Code <input type="checkbox"/> Reclamation
2	[]	<input type="checkbox"/> CO Code <input type="checkbox"/> Reclamation
3	[]	<input type="checkbox"/> CO Code <input type="checkbox"/> Reclamation
4	[]	AOCN Contact

Fig 2.1.4

User Information (refer to Fig 2.1.4)

Prefix - Select the appropriate entry from the drop down box.

Last Name – Enter your last name (required field); maximum of 50 alpha characters, including any special characters.

Middle Initial – Enter your middle initial (one alpha character).

First Name – Enter your first name (required field); maximum of 30 alpha characters.

Suffix – Enter any suffix to your name (e.g., Sr., Jr.); maximum of 15 alpha characters.

Title – Enter your title (e.g., Manager, Director; required field); maximum of 50 alphanumeric characters.

Company Information

Company Name – Enter the name of your company (required field); maximum of 100 alphanumeric characters.

Address

Address Line 1 – Enter your street address, including room or suite numbers (required field); maximum of 40 alphanumeric characters.

Address Line 2 – Enter additional address information that you could not enter on the first address line; maximum of 40 alphanumeric characters.

City – Enter the city of your address (required field); maximum of 100 alpha characters.

State – Enter the state of your address (required field); maximum of 50 alphanumeric characters.

Zip/Postal Code – Enter the zip or postal code of your address (required field); minimum of 5 and maximum of 20 alphanumeric characters.

Telephone – Enter your telephone number (required field); minimum of 10 and maximum of 20 alphanumeric characters. Dashes and parentheses are permitted.

Extension – Enter your telephone number extension, if appropriate; maximum of 5 numeric characters.

Fax – Enter your fax number (required field); minimum of 10 and maximum of 20 alphanumeric characters. Dashes and parentheses are permitted.

Country – Enter your country (required field); maximum of 50 alphanumeric characters.

Other Phone – Enter any other telephone number that you wish to be used as an alternate number to reach you; minimum of 10 and maximum of 20 alphanumeric characters. Dashes and parentheses are permitted.

Email – Enter your email address (required field); minimum of 6 and maximum of 200 alphanumeric characters. Your email address will serve as your NAS user identification (username).

Headquarters Address

Address Line 1 – Enter the street address of your company's headquarters, including room or suite numbers (required field); maximum of 40 alphanumeric characters.

Address Line 2 – Enter additional address information that you could not enter on the first address line; maximum of 40 alphanumeric characters.

City – Enter the city of your headquarters' address (required field); maximum of 100 alpha characters.

State – Enter the state of your headquarters' address (required field); maximum of 50 alphanumeric characters.

Zip/Postal Code – Enter the zip or postal code of your headquarters' address (required field); minimum of 5 and maximum of 20 alphanumeric characters.

Company Contact to Verify Authorization

Authorizer's Name – Enter the name of the individual that NANPA can contact to verify your employment with your company and authorization to register as an SPA (required field); maximum of 200 alphanumeric characters.

Authorizer's Title – Enter the title of the individual identified in the 'Authorizer's Name' field (required field); maximum of 50 alphanumeric characters.

Authorizer's Phone – Enter the telephone number of the individual identified in the 'Authorizer's Name' field (required field); minimum of 10 and maximum of 20 alphanumeric characters.

Extension - Enter a telephone number extension for the individual identified in 'Authorizer's Name' field; maximum of 5 numeric characters.

Authorizer's Email – Enter the email address for the individual identified in 'Authorizer's Name' field (required field); minimum of 6 and maximum of 200 numeric characters.

Supervisor Information

Supervisor's User Id – Enter your supervisor's active NAS User ID. Your supervisor must have previously registered in NAS in order to receive a NAS User ID. This optional field permits the supervisor access to the same information as the registered user.

OCN Information

Company OCN's – Enter your company's Operating Company Number (Service Provider OCN; required field); 4 alphanumeric characters for each OCN. Up to 350 OCNs may be entered, separated by a comma and space.

Parent Company OCN – Enter your company's Parent Company OCN (required field); 4 alphanumeric characters. Only one Parent Company OCN may be entered. If there is no parent company or Parent Company OCN, enter one of the OCNs listed in the 'Company OCN's' field.

Other Information

ACNA's – Enter your company Access Customer Name Abbreviation (ACNA); 3 alpha characters (optional field). An ACNA is required on CIC applications. Multiple ACNAs can be entered, each separated by a comma.

Additional Contacts

Contact User Id – For lines 1-3, enter the email address for the individual(s) that you want to designate to receive CO code responses (Part 3s) and reclamation documents (Part 4 responses, reminder notices). For subscription choices, mark the box to the immediate right of the Additional Contact ID if you want the individual to receive Part 3s (CO Code) and/or reclamation documents (Part 4 responses, reminder notices). For line 4, enter the email address of your Administrative Operating Company Number (AOCN) Contact so that this individual will also be copied on any Part 3 response from NANPA.

States		Selected States
ALASKA ALABAMA ARKANSAS AMERICAN SAMOA ARIZONA CALIFORNIA COLORADO	> < >> <<	

Figure 2.1.5

Select States

In this section (refer to Fig 2.1.5), you will select the states for which you will be submitting CO code forms (Part 1s, Part 4s) or NRUFs. Users may select an individual state, multiple states or all the states. If you have selected both CO Code and NRUF as your resource subscriptions in Step 1 of the registration process, be sure to include all the states you submit either CO code applications and/or NRUFs in order for those states to be included in your profile.

To select a specific state, scroll through the listing of states located on the left side of the page under ‘States.’ Highlight the state you desire and click on the single right arrow (>) and the state will move to the right of the page under ‘Selected States.’

To select multiple states, scroll through the listing of states located on the left side of the page under ‘States.’ While pressing the ‘Control’ button on your computer, highlight the states you want to receive notifications, then click the single right arrow (>) and the states will move to the right of the page under ‘Selected States.’

To select all the states, click on the double right arrow (>>) and all the states will move to the right of the page under ‘Selected States.’

To remove a selected state, highlight the state under ‘Selected States’ and click on the single left arrow (<) and the state will move to the left of the page under ‘States.’

To remove multiple states, scroll through the listing of states located on under ‘Selected States.’ While pressing the ‘Control’ button on your computer, highlight the states you want to remove and then click the single left arrow (<) and the states will move to the left of the page under ‘States.’

To remove all the states, click on the double left arrow (<<) and all the states will move to the left of the page under ‘States.’

Upon completion of the appropriate information in Step 2, hit ‘Continue.’

The ‘Reset’ button allows you to remove all your previous entries on this page and re-enter the data.

External User Registration – Step 3

In this section, you will select the NPAs within the states you identified in Step 2 that you will be submitting CO code forms (Part 1s, Part 4s) and/or reporting NRUF. Users may select an individual NPA, multiple NPAs or all the NPAs.

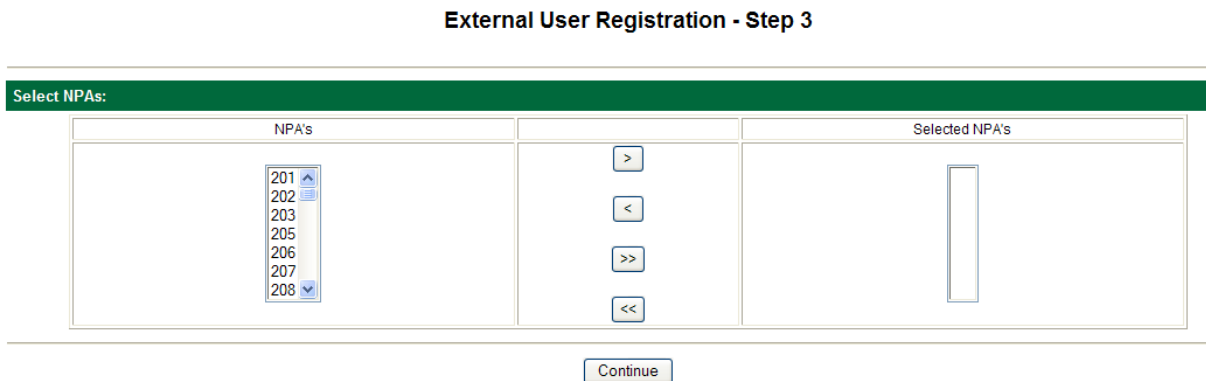


Figure 2.1.6

The NPAs for the states selected in Step 2 will appear under ‘NPA’s.’

To select a specific NPA (refer to Fig 2.1.6), scroll through the listing of NPAs located on the left side of the page under ‘NPAs.’ Highlight the NPA you desire and click on the single right arrow (>) and the NPA will move to the right of the page under ‘Selected NPAs.’

To select multiple NPAs, scroll through the listing of NPAs located on the left side of the page under ‘NPAs.’ While pressing the ‘Control’ button on your computer, highlight the NPAs you desire, then click the single right arrow (>) and the NPAs will move to the right of the page under ‘Selected NPAs.’

To select all the NPAs under ‘NPAs,’ click on the double right arrow (>>) and all the NPAs will move to the right of the page under ‘Selected NPAs.’

To remove a selected NPA, highlight the state under ‘Selected NPAs’ and click on the single left arrow (<) and the NPA will move to the left of the page under ‘NPAs.’

To remove multiple NPAs, scroll through the listing of states located on under ‘Selected States.’ While pressing the ‘Control’ button on your computer, highlight the NPAs you want to remove and then click the single left arrow (<) and the NPAs will move to the left of the page under ‘NPAs.’

To remove all the NPAs, click on the double left arrow (<<) and all the NPAs will move to the left of the page under ‘NPAs.’

Upon completion of the appropriate information in Step 3, hit ‘Continue.’

The ‘Reset’ button allows you to remove all your previous entries on this page and re-enter the data.

External User Registration – Step 4

In this step, if you have selected NANP Notification System as a resource subscription, you will select the various notifications available via NAS that you desire to receive. The notifications are categorized as Non-Geographic and Geographic.

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 #ccc; padding: 5px; min-height: 100px;"> ALASKA ALABAMA ARKANSAS AMERICAN SAMOA ARIZONA CALIFORNIA COLORADO </div>	> < >> <<	<div style="border: 1px solid #ccc; width: 100px; height: 50px; margin: 0 auto;"></div>
<input type="button" value="Submit"/>		

Figure 2.1.7

Non-Geographic Notifications

Non-Geographic notifications (refer to Fig 2.1.7) are those that relate to the entire NANP and are not related to a specific state or NPA. There are five types of non-geographic notifications available:

- INC (Industry Numbering Committee) Guideline Changes
- Notifications concerning NRUF reporting
- NANPA Newsletters
- NANPA Planning Letters
- Other non-geographic notifications concerning NANPA process changes, system maintenance, client education, personnel changes, and availability of new forms

Choose the Non-Geographic notifications you desire to receive by clicking on the box to the immediate left of each item.

Geographic Notifications

Geographic Notifications (refer to Fig 2.1.7) are those issued for documents that have been generated for specific states and/or NPAs. There are five types of geographic notifications available:

- Code Administration – Notifications of new process and changes to CO code administration that affect specific states and/or NPAs
- Jeopardy Notifications – Notifications for NPAs going into and out of Jeopardy or other changes to the Jeopardy status of an NPA
- Other notifications such as 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. These notifications are available only to the specific industry members involved in the development of area code relief plans.

Choose the Geographic notifications you desire to receive by clicking on the box to the immediate left of each item.

Select States for Geographic Notifications:		
States		Selected States
<ul style="list-style-type: none"> ALASKA ALABAMA ARKANSAS AMERICAN SAMOA ARIZONA CALIFORNIA COLORADO 	<p>></p> <p><</p> <p>>></p> <p><<</p>	
<input type="button" value="Submit"/>		

Figure 2.1.8

Select States for Geographic Notifications

With Geographic Notifications (refer to Fig 2.1.8), you will select the specific states you wish to receive notifications. Users may select an individual state, multiple states or all the states.

To select a specific state, scroll through the listing of states located on the left side of the page under ‘States.’ Highlight the state you desire and click on the single right arrow (>) and the state will move to the right of the page under ‘Selected States.’

To select multiple states, scroll through the listing of states located on the left side of the page under ‘States.’ While pressing the ‘Control’ button on your computer, highlight the states you want to receive notifications, then click the single right arrow (>) and the states will move to the right of the page under ‘Selected States.’

To select all the states, click on the double right arrow (>>) and all the states will move to the right of the page under ‘Selected States.’

To remove a selected state, highlight the state under ‘Selected States’ and click on the single left arrow (<) and the state will move to the left of the page under ‘States.’

To remove multiple states, scroll through the listing of states located on under ‘Selected States.’ While pressing the ‘Control’ button on your computer, highlight the states you want to remove and then click the single left arrow (<) and the states will move to the left of the page under ‘States.’

To remove all the states, click on the double left arrow (<<) and all the states will move to the left of the page under ‘States.’

More information on the NNS is available in the NNS User Guide available on the NANPA website:

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

Upon completion of the appropriate selections in Step 4, hit ‘Submit’ and your registration will be complete.

Successful Registration

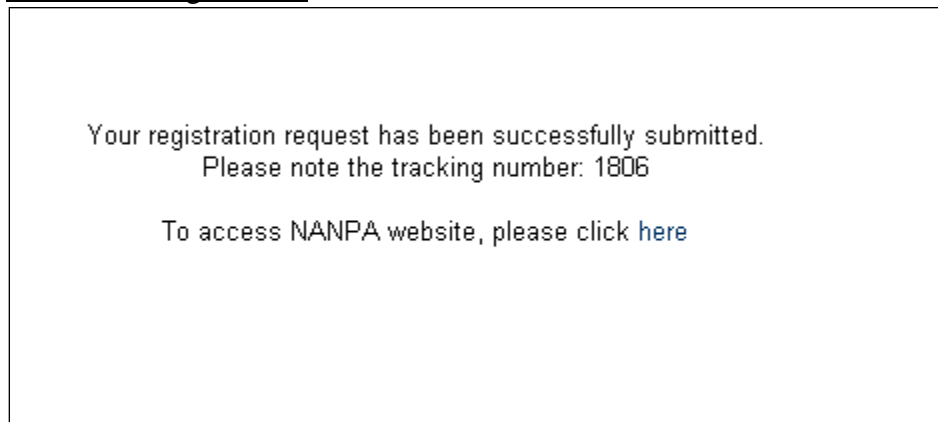


Figure 2.1.9

Upon a successful registration submission (refer to Fig 2.1.9), you will receive a tracking number. Please take note of this tracking number. You may use this tracking number when contacting the NANPA Login Administrator to receive your password or if you have questions about your registration request.

The timeline for responding to a registration request or profile update is no more than five (5) business days, unless the Login Administrator is waiting for additional information and documentation from the user. The five (5) business days begin upon submittal of a registration or profile update. However, the cutoff time for a submission will be 8 p.m. (ET), for each business day. Any submissions after 8 p.m. (ET) will automatically default to the next business day.

All new registration requests must be reviewed and validated prior to approval. If the registration request is denied, the user will receive an e-mail message informing the user of the denial, including the reasons for denial. If the Login Administrator requires additional information to approve the request, the Login Administrator will contact the user via e-mail and request the additional information. Once the Login Administrator approves the registration, the system will send a confirmation e-mail message to the user directing the user to contact the Login Administrator at 1-866-623-2282 to receive a NAS password.

The user must log in to NAS within 14 calendar days of the date the password is issued in order to activate the new NAS profile. If the user fails to log into the system, the profile will be disabled. For more information on NAS profile statuses, please see section 3.0, Resetting Your Password.

2.1.2 Modify/Update a Service Provider Applicant User Profile

Once you have registered in NAS, and have received your username and password, you will be able to update or modify your user profile. This may be necessary if information in your profile changes (e.g., a change in your email address, phone number, fax number, etc.) Further, you may wish to select an available option (e.g., NNS) that you did not select in your original registration or update the states for which you receive notifications. Please note that it is the responsibility of the service provider to add or delete OCNs from an individual profile if required as the result of corporate mergers, acquisitions, or divestitures.

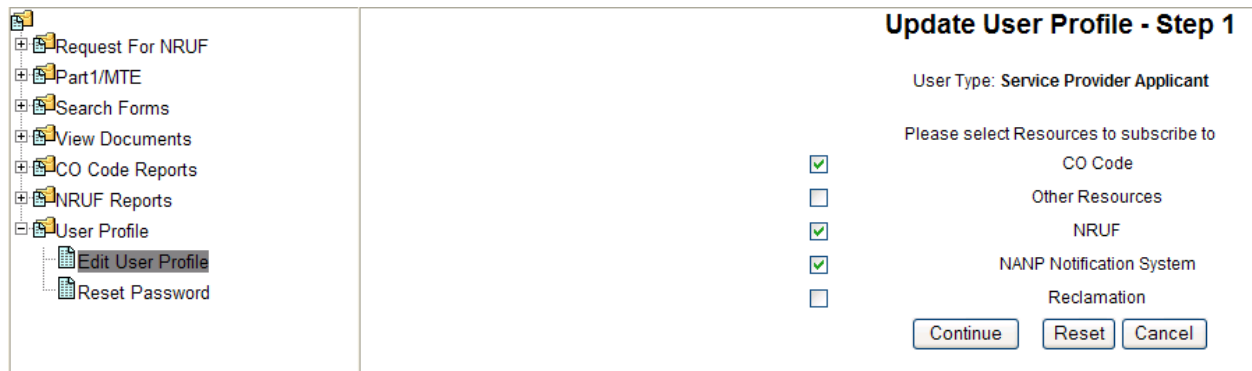


Figure 2.10

Update User Profile – Step 1

To update or modify your user profile, select ‘User Profile’ from the toolbar menu. Once selected, ‘Edit User Profile’ will appear. Select this option and the ‘Update User Profile – Step 1’ page will appear.

Make any changes to the selections and then hit ‘Continue.’

If you make changes to this page but then want to start over, hit the ‘Reset’ button and your selections associated with your current profile will appear.

Update User Profile – Step 2

The profile information associated with your current registration will appear (i.e., User Information, Company Information, Authorization Information, OCNs, Additional Contacts). From this page, you may make appropriate modifications and changes to your profile. All information, including the required fields (marked with an asterisk) must be completed per the specifications outlined in section 2.1.1 (Create a Service Provider Applicant User Profile).

The following changes will require Login Administrator approval:

- OCN Changes
- User Email Address Changes
- Authorizer's Name Changes
- Supervisor's User Id Changes
- Updates to Resource Subscriptions
- Updates to ACNA

Once the appropriate updates/modifications have been complete, select 'Continue.' You will be unable to submit an additional profile update/modification until the pending modification has been approved by the Login Administrator.

Update User Profile – Step 3

Here you may update the NPAs in your profile. To so, you may use the same procedure as when you initially registered (please see section 2.1.1.)

Update User Profile – Step 4

On this page, you can update your notification selections, including the states identified under Geographic notifications per the directions in section 2.1.1.

Once complete, select 'Continue.'

Successful Update Registration

Upon a successful registration update, if you have submitted a change that requires Login Administrator approval, you will receive a tracking number. Please take note of this tracking number. If you have made changes to any fields other than those identified in Step 2 above, your profile is now updated. No further action is required on your part. You can see the changes by logging out, then back into NAS.

If you have changed a field that requires Login Administrator review, you will receive a notification via email from the Login Administrator as to whether your changes were accepted or denied. If your change is denied, you will be provided additional information as to the reason(s) and any further action you can take.

2.1.3 Deactivate a Service Provider Applicant User Profile

To deactivate a user profile, an authorized representative of the user's company must contact the Login Administrator at nanpa-login@neustar.biz and identify the user's name, company name and reason for deactivation (e.g., no longer with the company). Further, the authorized representative must provide an email address in order to forward any outstanding work items for the user profile being deactivated.

2.2 Service Provider Consultant

This section discusses the creation, modification/update and deactivation of a Service Provider Consultant (SPC).

2.2.1 Create a Service Provider Consultant User Profile

The following section describes the steps for creating a Service Provider Consultant user profile. Please note that any field marked with an asterisk is a required field and must be populated per the requirements set forth below. Also, use of the Back button on your internet browser during the registration process may create errors that prevent you from registering.

For a Service Provider Consultant user registration, the consultant must provide the Login Administrator with a Letter of Authorization (LOA) from each separate company represented by the consultant. The LOA must be provided to the NAS Login Administration via fax to 571 434 5502 or email to nanpa-login@neustar.biz. The LOA must be on the service provider's company letterhead and contain the Operating Company Number(s) for the service provider the consultant is acting on behalf of, the LOA must be signed by the service provider, and the LOA must be dated. The Login Administrator will **not** approve the registration request for an SPC user until the Login Administrator verifies that a Letter of Authorization is on file for each OCN/Company listed in the SPC user's profile.

External User Registration – Step 1

External User Registration - Step 1

User Type:

- **Service Provider (SP) Applicant** - A representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier, Wireless Carrier.)
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have, read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.2.1

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To register as a Service Provider Consultant, go to www.nanpa.com, highlight “NAS Login” and click on “New Registration.” Select from the drop-down menu the User Type “Service Provider Consultant” (refer to Fig 2.2.1). Select ”Continue.”

External User Registration - Step 1

- **Service Provider (SP) Applicant** - A representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier, Wireless Carrier.)
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have, read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.2.2

The Service Provider Consultant (refer to Fig. 2.2.2) has the same resource selections available as a Service Provider Applicant. Please see section 2.1.1 for descriptions of those selections.

External User Registration - Step 1

User Type:

Please select Resources to subscribe to

- CO Code
- Other Resources
- NRUF
- NANP Notification System
- Reclamation

- **Service Provider (SP) Applicant** - A representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier, Wireless Carrier.)
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have, read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.2.3

Choose from the available selections by clicking on the box to the immediate left of each item and then hit 'Continue' and proceed to External User Registration – Step 2.

The 'Reset' button allows you to remove your previous selections and re-select the items to which you wish to subscribe.

External User Registration – Step 2

In this step, you will provide contact information about yourself, your consultancy, and an individual that can verify your employment and authorization to register as a SPC. **The company and authorization information to be entered pertains to your consultancy, not the company information of your client(s).** For more information, please contact the Customer Support Desk at 1-866-623-2282.

External User Registration - Step 2

User Information:

Prefix* Last Name* Mi. First Name* Suffix
 Mr. [] [] [] []
 Title* []

Company Information:

Company Name* []

Address:

Address Line 1* []
 Address Line 2: []
 City* State/Province* Zip/Postal Code*
 [] [] []
 Telephone* Extension: Fax*
 [] [] []
 Country* []
 Other Phone: Email*
 [] []

Headquarter Address:

Address Line 1: []
 Address Line 2: []
 City: State/Province: Zip:
 [] [] []

Company Contact to Verify Authorization:

Authorizer's Name* []
 Authorizer's Title* []
 Authorizer's Phone* Extension: Authorizer's Email*
 [] [] []

Supervisor Information:

Supervisor's User Id: []

OCN Information:

Company OCN's* []
 Parent Company OCN: []

Other Information:

ACNA's: []

Additional Contacts:

	Contact User Id	Subscription Choices
1	[]	<input type="checkbox"/> CO Code <input type="checkbox"/> Reclamation
2	[]	<input type="checkbox"/> CO Code <input type="checkbox"/> Reclamation
3	[]	<input type="checkbox"/> CO Code <input type="checkbox"/> Reclamation
4	[]	AOCN Contact

Figure 2.2.4

User Information (refer to Fig. 2.2.4)

Prefix - Select the appropriate entry from the drop down box.

Last Name – Enter your last name (required field); maximum of 50 alpha characters, including any special characters).

Middle Initial – Enter your middle initial (one alpha character).

First Name – Enter your first name (required field); maximum of 30 alpha characters.

Suffix – Enter any suffix to your name (e.g., Sr., Jr.); maximum of 15 alpha characters.

Title – Enter your title (e.g., Manager, Director; required field); maximum of 50 alphanumeric characters.

Company Information

Company Name – Enter the name of your company (required field; **should be the name of your consultancy, not the name of your client**); maximum of 100 alphanumeric characters.

Address

Address Line 1 – Enter your street address, including room or suite numbers (required field; **should be the street address of your consultancy**); maximum of 40 alphanumeric characters.

Address Line 2 – Enter additional address information that you could not enter on the first address line; maximum of 40 alphanumeric characters.

City – Enter the city of your address (required field); maximum of 100 alpha characters.

State – Enter the state of your address (required field); maximum of 50 alphanumeric characters.

Zip/Postal Code – Enter the zip or postal code of your address (required field); minimum of 5 and maximum of 20 alphanumeric characters.

Telephone – Enter your telephone number (required field); minimum of 10 and maximum of 20 alphanumeric characters. Dashes and parentheses are permitted.

Extension – Enter your telephone number extension, if appropriate; maximum of 5 numeric characters.

Fax – Enter your fax number (required field); minimum of 10 and maximum of 20 alphanumeric characters. Dashes and parentheses are permitted.

Country – Enter your country (required field); maximum of 50 alphanumeric characters.

Other Phone – Enter any other telephone number that you wish to be used as an alternate number to reach you; minimum of 10 and maximum of 20 alphanumeric characters. Dashes and parentheses are permitted.

Email – Enter your email address (required field); minimum of 6 and maximum of 200 alphanumeric characters. Your email address will serve as your NAS user identification (username).

Headquarters Address

Address Line 1 – Enter the street address of your company’s headquarters, including room or suite numbers (**should be the headquarters address of your consultancy**); maximum of 40 alphanumeric characters.

Address Line 2 – Enter additional address information that you could not enter on the first address line; maximum of 40 alphanumeric characters.

City – Enter the city of your headquarters’ address; maximum of 100 alpha characters.

State – Enter the state of your headquarters’ address; maximum of 50 alphanumeric characters.

Zip/Postal Code – Enter the zip or postal code of your headquarters’ address; minimum of 5 and maximum of 20 alphanumeric characters.

Company Contact to Verify Authorization

Authorizer’s Name – Enter the name of **an individual that NANPA can contact to verify your employment with your consultancy** and authorization to register as an SPC (required field); maximum of 200 alphanumeric characters.

Authorizer’s Title – Enter the title of the individual identified in the ‘Authorizer’s Name’ field (required field); maximum of 50 alphanumeric characters.

Authorizer’s Phone – Enter the telephone number of the individual identified in the ‘Authorizer’s Name’ field (required field); minimum of 10 and maximum of 20 alphanumeric characters.

Extension - Enter a telephone number extension for the individual identified in 'Authorizer's Name' field; maximum of 5 numeric characters.

Authorizer's Email – Enter the email address for the individual identified in 'Authorizer's Name' field (required field); minimum of 6 and maximum of 200 numeric characters.

Supervisor Information

Supervisor's User Id – Enter your supervisor's NAS User ID. Your supervisor must have previously registered in NAS in order to receive a NAS User ID.

OCN Information

Company OCN's – Enter your **client company's Operating Company Number(s)** (Service Provider OCN(s); required field); 4 alphanumeric characters for each OCN. Up to 350 OCNs may be entered, separated by a comma and space.

Parent Company OCN – Enter your client company's Parent Company OCN; 4 alphanumeric characters. Only one Parent Company OCN may be entered. If there is no parent company or parent company OCN, enter one of the OCNs listed in the 'Company OCN' field.

Other Information

ACNA's – Enter your company Access Customer Name Abbreviation (ACNA); 3 alpha characters.

Additional Contacts

Contact User Id – For lines 1-3, enter the email address for the individual(s) that you want to designate to receive CO code responses (Part 3s) and reclamation documents (Part 4 responses, reminder notices). For subscription choices, mark the box to the immediate right of the Additional Contact ID if you want the individual to receive Part 3s (CO Code) and/or reclamation documents (Part 4 responses, reminder notices). For line 4, enter the email address of your AOCN Contact so that this individual will also be copied on any Part 3 response from NANPA.

Select States

States		Selected States
<ul style="list-style-type: none"> ALASKA ALABAMA ARKANSAS AMERICAN SAMOA ARIZONA CALIFORNIA COLORADO 	<p>></p> <p><</p> <p>>></p> <p><<</p>	

Figure 2.2.5

In this section, you will select the states for which you will be submitting CO code forms (Part 1s, Part 4s) or NRUFs. Users may select an individual state, multiple states or all the states. If you have selected both CO code and NRUF as your resource subscriptions in Step 1 of the registration process, be sure to include all the states you submit either CO code applications and/or report on NRUF in order for those states to be included in your profile.

To select a specific state, scroll through the listing of states located on the left side of the page under ‘States.’ Highlight the state you desire and click on the single right arrow (>) and the state will move to the right of the page under ‘Selected States.’

Upon completion of the appropriate information in Step 2, hit ‘Continue.’

External User Registration – Step 3

In this section, you will select the NPAs within the states you identified in Step 2 that you will be submitting CO code forms (Part 1s, Part 4s) and/or reporting NRUF. Users may select an individual NPA, multiple NPAs or all the NPAs.

External User Registration - Step 3

Select NPAs:

NPA's		Selected NPA's
<div style="border: 1px solid gray; padding: 2px;"> 201 ▲ 202 ▾ 203 205 206 207 208 ▼ </div>	> < >> <<	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div>

Figure 2.2.6

Select the NPAs in the same manner as for the Service Provider Applicant user type as described in section 2.1.1.

External User Registration – Step 4

In this step, if you have selected NANP Notification System as a resource subscription, you will select the various notifications available via NAS that you desire to receive. The notifications are categorized as Non-Geographic and Geographic.

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 black; padding: 5px;"> ALASKA ALABAMA ARKANSAS AMERICAN SAMOA ARIZONA CALIFORNIA COLORADO </div>	> < >> <<	<div style="border: 1px solid black; height: 60px; width: 100%;"></div>
<input type="button" value="Submit"/>		

Figure 2.2.7

You may select notifications in the same manner as for the Service Provider Applicant user type as described in section 2.1.1.

Successful Registration

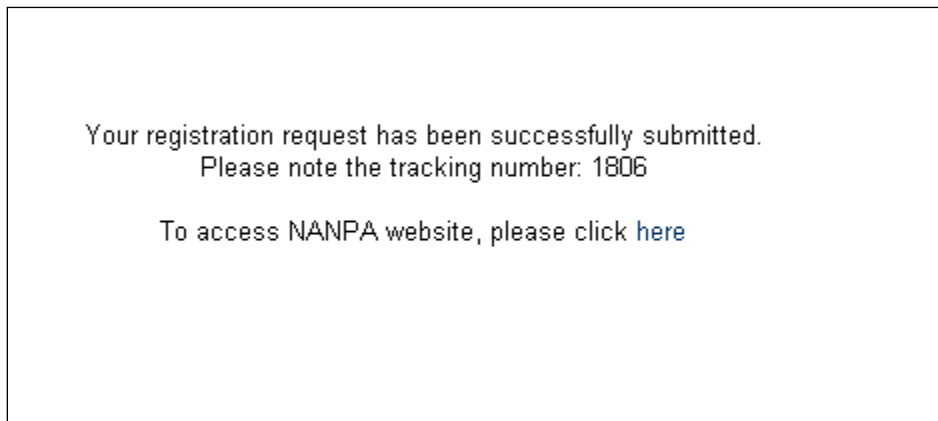


Figure 2.2.8

Upon a successful registration submission, you will receive a tracking number. Please take note of this tracking number. You may use this tracking number when contacting the NANPA Login Administrator to receive your password or if you have questions about your registration request.

All new registration requests must be reviewed and validated prior to approval. If the registration request is denied, the user will receive an e-mail message informing the user of the denial, including the reasons for denial. If the Login Administrator requires additional information to approve the request, the Login Administrator will contact the user via e-mail and request the additional information. Once the Login Administrator approves the registration, the system will send a confirmation e-mail message to the user directing the user to contact the Login Administrator at 1-866-623-2282 to receive a NAS password. The user must log in to NAS within 14 calendar days of the date the password is issued in order to activate the new NAS profile. If the user fails to log into the system, the profile will be disabled.

2.2.2 Modify/Update a Service Provider Consultant User Profile

Once you have registered in NAS and received your username and password, you will be able to update or modify your user profile. This may be necessary if information in your profile changes (e.g., a change in your email address, phone number, fax number, etc.). Further, you may wish to select an available option (e.g., NNS) that you did not select in your original registration or update the states for which you receive notifications. Please note that it is the responsibility of the service provider consultant to add or delete OCNs from an individual profile if required as the result of corporate mergers, acquisitions, or divestitures.

To update or modify your user profile, you must first log into NAS. Upon logging into NAS, select 'User Profile' from the menu. Once selected, 'Edit User Profile' will appear. Select this option and the 'Update User Profile – Step 1' page will appear.

Update User Profile – Step 1

Make any changes to the selections and then hit 'Continue.' You will be unable to submit an additional profile update/modification until the pending modification has been approved by the Login Administrator.

If you make changes to this page but then want to start over, hit the 'Reset' button and your selections associated with your current profile will appear.

Update User Profile – Step 2

The profile information associated with your current registration will appear (i.e., User Information, Company Information, Authorization Information, OCNs, Additional Contacts). From this page, you may make appropriate modifications and changes to your profile. All information, including the required fields (marked with an asterisk) must be completed per the specifications outlined in section 2.2.1 (Create a Service Provider Consultant User Profile).

The following changes will require Login Administrator approval:

- OCN Changes
- User Email Address Changes
- Authorizer's Name Changes
- Supervisor's User Id Changes
- Updates to Resource Subscriptions
- Updates to ACNA

Once the appropriate updates/modifications have been complete, select 'Continue'.

Update User Profile – Step 3

Here you may update the NPAs in your profile. To so, you may use the same procedure as when you initially registered (please see section 2.2.1.)

Update User Profile – Step 4

On this page, you can update your notification selections, including the states identified under Geographic notifications per the directions in section 2.2.1.

Once complete, select 'Continue.'

Successful Update Registration

Upon a successful registration update, if you have submitted a change that requires Login Administrator approval, you will receive a tracking number. Please take note of this tracking number. If you have made changes to any fields other than those identified in Step 2, your profile is now updated. No further action is required on your part. You can see the changes by logging out, then back into NAS.

If you have changed a field that requires Login Administrator review, you will receive a notification via email from the Login Administrator as to whether your changes were accepted or denied. If your change is denied, you will be provided additional information as to the reason(s) and any further action you can take.

2.2.3 Deactivate a Service Provider Consultant User Profile

To deactivate a Service Provider Consultant user profile, an authorized representative of the consultant or the company represented by the consultant must contact the Login Administrator at nanpa-login@neustar.biz or 1-866-623-2282 and identify the user's name, company name and reason for deactivation (e.g., no longer with the consultancy or no longer should have access due to a discontinued client/consultant relationship). Further, the authorized representative must provide an email address in order to forward any outstanding work items for the user profile being deactivated.

2.3 US Federal Regulator

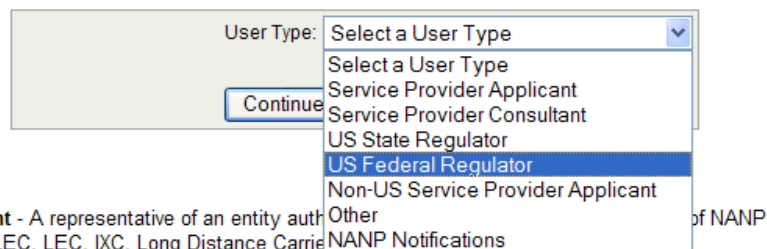
This section discusses the creation, modification/update and deactivation of a US Federal Regulator.

2.3.1 Create a US Federal Regulator User Profile

The following section describes the steps for creating a US Federal Regulator user profile. Please note that any field marked with an asterisk is a required field and must be populated for the requirements set forth below. Also, use of the Back button on your internet browser during the registration process may create errors that prevent you from registering.

External User Registration – Step 1

External User Registration - Step 1



- **Service Provider (SP) Applicant** - A representative of an entity authorized to request numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier) on behalf of NANP.
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.3.1

To register as a US Federal Regulator, go to www.nanpa.com, highlight "NAS Login" and click on "New Registration." Select from the drop-down menu the User Type "US Federal Regulator" (refer to Fig 2.3.1). Select "Continue."

External User Registration - Step 1

User Type: US Federal Regulator

Please select Resources to subscribe to

- NANP Notification System
- NRUF Reports Request
- CO Code Reports Request
- Other Reports Request
- Reclamation Request

Continue Reset

- **Service Provider (SP) Applicant** - A representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier, Wireless Carrier.)
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have, read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.3.2

The US Federal Regulator will have five resource selections available: NANP Notification System (NNS), NRUF Reports Request, CO Code Reports Request, Other Reports Request, and Reclamation Request.

The NANP Notification System provides a vehicle for NANPA to issue notifications when significant events occur.

The NRUF Reports Request provides viewable and downloadable state-specific numbering resource utilization and forecast reports containing data submitted by carriers for the current reporting cycle and for previous reporting cycles.

The CO Code Report Request provides viewable and downloadable state-specific reports showing Submitted Part 1 forms (Central Office Code Assignment Requests) and Part 3 forms (Administrator Confirmation/Response).

The Other Reports Request provides Reclamation contact lists – viewable and downloadable reports showing service provider contact information for issues concerning the reclamation of central office codes.

The Reclamation Request provides an emailed list, sent approximately on the 10th of each month, of all CO codes for which receipt of a Part 4 is past due. The list will be for all states that have not elected to participate in Reclamation.

External User Registration - Step 1



User Type:

Please select Resources to subscribe to

<input checked="" type="checkbox"/>	NANP Notification System
<input checked="" type="checkbox"/>	NRUF Reports Request
<input checked="" type="checkbox"/>	CO Code Reports Request
<input checked="" type="checkbox"/>	Other Reports Request
<input checked="" type="checkbox"/>	Reclamation Request

- **Service Provider (SP) Applicant** - A representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier, Wireless Carrier.)
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have, read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

.Figure 2.3.3

Choose the resources you are interested in subscribing to by clicking on the box to the immediate left and then hit 'Continue' and proceed to External User Registration – Step 2.

The 'Reset' button allows you to remove your previous selections and re-select the items to which you wish to subscribe.

External User Registration – Step 2

In this step, you will provide contact information about yourself. In addition, you will provide contact information about your agency as well as identify an individual that can verify your employment and authorization to register as a US Federal Regulator.

External User Registration - Step 2

User Information:

Prefix*	Last Name*:	Mi.:	First Name*:	Suffix
<input style="width: 100%;" type="text" value="Mr."/>	<input style="width: 90%;"/>	<input style="width: 20%;"/>	<input style="width: 90%;"/>	<input style="width: 80%;"/>
Title*: <input style="width: 100%;"/>				

Company Information:

Agency Name*:

Address:

Address Line 1*:

Address Line 2:

City*: <input style="width: 95%;"/>	State* <input style="width: 95%; text: VIRGINIA;"/>	Zip/Postal Code*: <input style="width: 95%;"/>
Telephone*: <input style="width: 100%;"/>	Extension: <input style="width: 100%;"/>	Fax*: <input style="width: 100%;"/>
Country*: <input style="width: 100%;"/>		
Other Phone: <input style="width: 100%;"/>	Email*: <input style="width: 100%;"/>	

Company Contact to Verify Authorization:

Authorizer's Name*:

Authorizer's Title*:

Authorizer's Phone*: <input style="width: 95%;"/>	Extension: <input style="width: 100%;"/>	Authorizer's Email* <input style="width: 95%;"/>
--	---	---

Figure 2.3.4

User Information

Prefix - Select the appropriate entry from the drop down box.

Last Name – Enter your last name (required field); maximum of 50 alpha characters, including any special characters).

Middle Initial – Enter your middle initial (one alpha character).

First Name – Enter your first name (required field); maximum of 30 alpha characters.

Suffix – Enter any suffix to your name (e.g., Sr., Jr.); maximum of 15 alpha characters.

Title – Enter your title (e.g., Manager, Director) (required field); maximum of 50 alphanumeric characters.

Company Information

Agency Name – Enter the name of your US Federal agency (required field); maximum of 100 alphanumeric characters.

Address

Address Line 1 – Enter the street address of your agency, including room or suite numbers (required field); maximum of 40 alphanumeric characters.

Address Line 2 – Enter additional address information that you could not enter on the first address line; maximum of 40 alphanumeric characters.

City – Enter the city portion of your address (required field); maximum of 100 alpha characters.

State – Select your state from the drop down box (required field).

Zip/Postal Code – Enter the zip or postal code of your address (required field); minimum of 5 and maximum of 20 alphanumeric characters.

Telephone – Enter your telephone number (required field); minimum of 10 and maximum of 20 alphanumeric characters. Dashes and parentheses are permitted.

Extension – Enter your telephone number extension, if appropriate; maximum of 5 numeric characters.

Fax – Enter your fax number (required field); minimum of 10 and maximum of 20 alphanumeric characters. Dashes and parentheses are permitted.

Country – Enter your country (required field); maximum of 50 alphanumeric characters.

Other Phone – Enter any other telephone number that you wish to be used as an alternate number to reach you; minimum of 10 and maximum of 20 alphanumeric characters. Dashes and parentheses are permitted.

Email – Enter your email address (required field); minimum of 6 and maximum of 200 alphanumeric characters. Your email address will serve as your NAS user identification.

Company Contact to Verify Authorization

Authorizer's Name – Enter the name of the individual that NANPA should contact to verify your employment with the Federal agency and authorization to register as a Federal regulator (required field); maximum of 200 alphanumeric characters.

Authorizer's Title – Enter the title of the individual identified in the 'Authorizer's Name' field (required field); maximum of 50 alphanumeric characters.

Authorizer's Phone – Enter the telephone number of the individual identified in the 'Authorizer's Name' field (required field); minimum of 10 and maximum of 20 alphanumeric characters.

Extension - Enter a telephone number extension for the individual identified in 'Authorizer's Name' field; maximum of 5 numeric characters.

Authorizer's Email – Enter the email address for the individual identified in 'Authorizer's Name' field (required field); minimum of 6 and maximum of 200 numeric characters.

Upon completion of the appropriate information in Step 2, hit 'Continue' and you will proceed to External Registration User – Step 3.

The 'Reset' button allows you to remove all your previous entries on this page and re-enter the data.

External User Registration – Step 3

In this step, if you have selected NANP Notification System as a resource subscription, you will select the various notifications available via NAS that you desire to receive. The notifications are categorized as Non-Geographic and Geographic.

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 #ccc; padding: 5px;"> <ul style="list-style-type: none"> 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 #ccc; width: 100px; height: 40px;"></div>
<input type="button" value="Submit"/>		

Figure 2.3.5

You may select notifications in the same manner as for the Service Provider Applicant user type as described in section 2.1.1.

Successful Registration

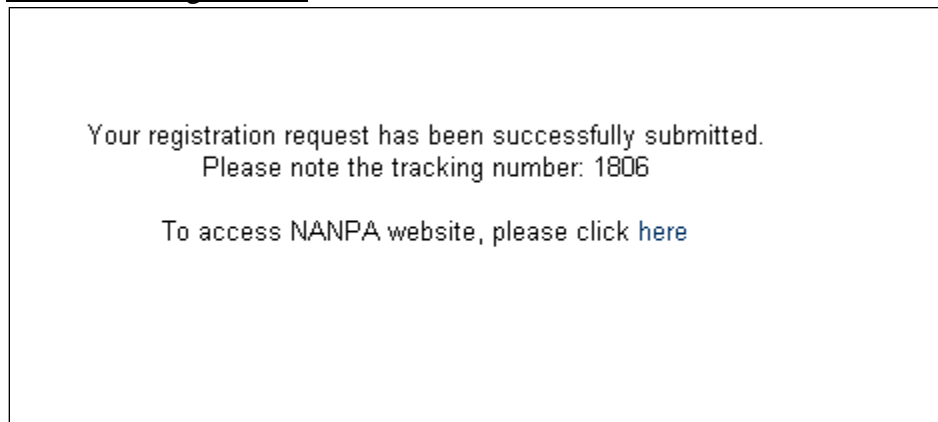


Figure 2.3.6

Upon a successful registration submission, you will receive a tracking number. Please take note of this tracking number. You may use this tracking number when contacting the NANPA Login Administrator to receive your password, or if you have questions about your registration request.

All new registration requests must be reviewed and validated prior to approval. If the registration request is denied, the user will receive an e-mail message informing the user of the denial, including the reasons for denial. If the Login Administrator requires additional information to approve the request, the Login Administrator will contact the user via e-mail and request the additional information. Once the Login Administrator approves the registration request, the system will send a confirmation email message to the user directing the user to contact the Login Administrator at 1-866-623-2282 to receive a password. The user must log in to NAS within 14 calendar days of the date the password is issued in order to activate the new NAS profile. If the user fails to log into the system, the profile will be disabled.

2.3.2 Modify/Update a US Federal Regulator User Profile

Once you have registered on NAS and received your username and password, you will be able to update or modify your user profile. This may be necessary if information in your profile changes (e.g., a change in your email address, phone number, fax number, etc.). Further, you may wish to select an available option (e.g., NNS) that you did not select in your original registration.

To update or modify your user profile, you must first log into NAS. Upon logging into NAS, select 'User Profile' from the toolbar. Once selected, 'Edit User Profile' will appear. Make this selection and the 'Update User Profile – Step 1' page will appear.

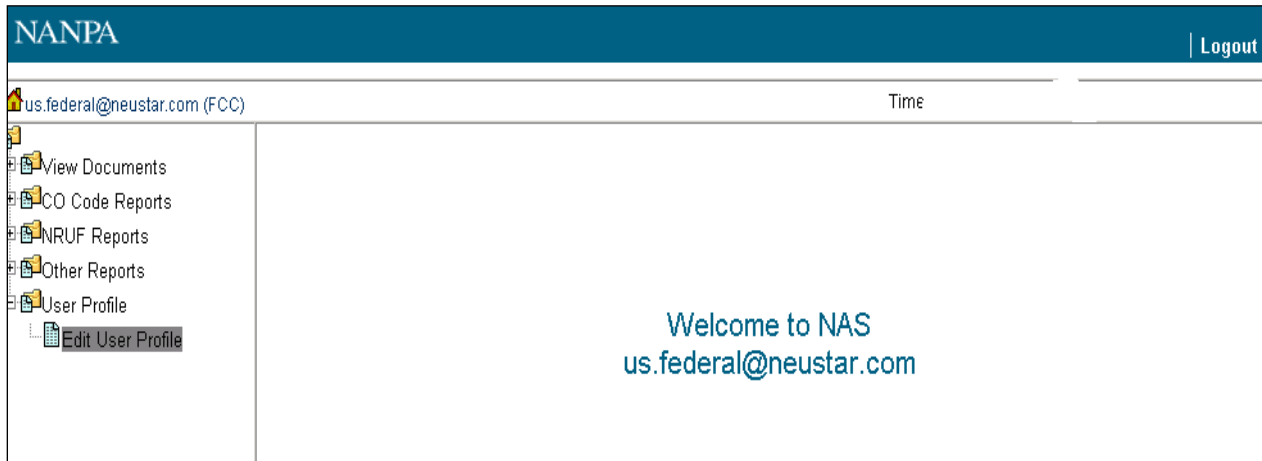


Figure 2.3.7

Update User Profile – Step 1

Make any changes to the resource subscription selections available and then hit ‘Continue.’

If you make changes to this page but then want to start over, hit the ‘Reset’ button and your selections associated with your current profile will appear.

Update User Profile – Step 2

The profile information associated with your current registration will appear (i.e., User Information, Company Information, Authorization Information). From this page, you may make appropriate modifications and changes to your profile. All information, including the required fields (marked with an asterisk), must be completed per the specifications outlined in section 2.3.1 (Create a US Federal Regulator User Profile).

The following changes will require Login Administrator approval:

- User Email Address Changes
- Authorizer’s Name Changes
- Updates to Report Subscriptions

Once the appropriate updates/modifications have been complete, select ‘Continue’ and proceed to User Registration – Step 3.

Update User Profile – Step 3

On this page, if you have selected NANP Notification System as a resource subscription, you can update your notifications, including the states identified under Geographic notifications per the directions provided in section 2.3.1.

Once complete, select ‘Continue.’

Successful Update Registration

Upon a successful registration update, if you have made a change that requires Login Administrator approval, you will receive a tracking number. Please take note of this tracking number. If you have made changes to any fields those identified in Step 2, your profile is now updated. No further action is required on your part. You can see the changes by logging out, then back into NAS.

If you have changed a field that requires Login Administrator review, you will receive a notification via email from the Login Administrator as to whether your changes were accepted or denied. If your change is denied, you will be provided additional information as to the reasons and any further action you can take.

2.3.3 Deactivate a US Federal Regulator User Profile

To deactivate a US Federal Regulator user profile, an authorized representative of the user’s agency must contact the Login Administrator at nanpa-login@neustar.biz and identify the user’s name, agency name and reason for deactivation.

2.4 US State Regulator

This section discusses the creation, modification/update and deactivation of a US State Regulator.

2.4.1 Create a US State Regulator User Profile

The following section describes the steps for creating a US State Regulator user profile. Please note that any field marked with an asterisk is a required field and must be populated for the requirements set forth below. Also, use of the Back button on your internet browser during the registration process may create errors that prevent you from registering.

External User Registration – Step 1

External User Registration - Step 1

User Type: US State Regulator v

Please select Resources to subscribe to

<input type="checkbox"/>	NANP Notification System
<input type="checkbox"/>	NRUF Reports Request
<input type="checkbox"/>	CO Code Reports Request
<input type="checkbox"/>	Other Reports Request
<input type="checkbox"/>	Reclamation Request

- **Service Provider (SP) Applicant** - A representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier, Wireless Carrier.)
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have, read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.4.1

To register as a US State Regulator, go to www.nanpa.com, highlight "NAS Login" and click on "New Registration." Select from the drop-down menu the User Type "US State Regulator." Select "Continue."

The US State Regulator will have five resource selections available: NANP Notification System (NNS), NRUF Reports Request, CO Code Reports Request, Other Reports Request, and Reclamation Request.

The NANP Notification System provides a vehicle for NANPA to issue notifications when significant events occur.

The NRUF Reports Request provides viewable and downloadable state-specific numbering resource utilization and forecast reports containing data submitted by carriers for the current reporting cycle and for previous reporting cycles. The US State Regulator must have a confidentiality letter on file with NANPA, stating that there are appropriate protections in place to prevent disclosure of the NRUF data.

The CO Code Report Request provides viewable and downloadable state-specific reports showing Submitted Part 1 forms (Central Office Code Assignment Requests) and Part 3 forms (Administrator Confirmation/Response). The US State Regulator must have a confidentiality letter on file with NANPA, stating that there are appropriate protections in place to prevent disclosure of the CO code data.

The Other Reports Request provides Reclamation contact lists – viewable and downloadable reports showing service provider contact information for issues concerning the reclamation of CO codes.

The Reclamation Request provides an emailed list, sent approximately on the 10th of each month, of all CO codes for which receipt of a Part 4 is past due. The list will be for only the state of the US State Regulator.

External User Registration - Step 1

- **Service Provider (SP) Applicant** - A representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier, Wireless Carrier.)
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have, read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.4.2

Choose the resources you are interested in subscribing to by clicking on the box to the immediate left and then hit 'Continue' and proceed to External User Registration – Step 2.

The 'Reset' button allows you to remove your previous selections and re-select the items you wish to subscribe.

External User Registration – Step 2

In this step, you will provide contact information about yourself. In addition, you will provide contact information about your state agency as well as identify an individual that can verify your employment and authorization to register as a US State Regulator.

External User Registration - Step 2

User Information:

Prefix*	Last Name*:	Mi.:	First Name*:	Suffix
Mr. ▾	state		user	
Title*:				
state reg				

Company Information:

Agency Name*:
state agency

Address:

Address Line 1*:
1 state lane

Address Line 2:

City*: sterling	State*: FLORIDA ▾	Zip/Postal Code*: 00987
Telephone*: 8888888888	Extension: 	Fax*: 8888888888
Country*: US		
Other Phone: 		Email*: state.userfl@neustar.com

Company Contact to Verify Authorization:

Authorizer's Name*:
otheruser

Authorizer's Title*:
other user

Authorizer's Phone*: 8888888888	Extension: 	Authorizer's Email*: otheremail
------------------------------------	----------------	------------------------------------

Figure 2.4.3

User Information

Prefix - Select the appropriate entry from the drop down box.

Last Name – Enter your last name (required field); maximum of 50 alpha characters, including any special characters).

Middle Initial – Enter your middle initial (one alpha character).

First Name – Enter your first name (required field); maximum of 30 alpha characters.

Suffix – Enter any suffix to your name (e.g., Sr., Jr.); maximum of 15 alpha characters.

Title – Enter your title (e.g., Manager; required field); maximum of 50 alphanumeric characters.

Company Information

Agency Name – Enter the name of your agency (e.g., ‘State Name’ Public Service Commission – Telecom Division; required field); maximum of 100 alphanumeric characters.

Address

Address Line 1 – Enter the street address of your agency, including room or suite number (required field); maximum of 40 alphanumeric characters.

Address Line 2 – Enter additional address information that you could not enter on the first address line; maximum of 40 alphanumeric characters.

City – Enter the city portion of your address (required field); maximum of 100 alpha characters.

State – Select your state from the drop down box (required field). US State Regulators have access to data only for the state selected.

Zip/Postal Code – Enter the zip or postal code of your address (required field); minimum of 5 and maximum of 20 alphanumeric characters.

Telephone – Enter your telephone number (required field); minimum of 10 and maximum of 20 alphanumeric characters. Dashes and parentheses are permitted.

Extension – Enter your telephone number extension, if appropriate; maximum of 5 alpha characters.

Fax – Enter your fax number (required field); minimum of 10 and maximum of 20 alphanumeric characters. Dashes and parentheses are permitted.

Country – Enter your country (required field); maximum of 50 alphanumeric characters.

Other Phone – Enter any other telephone number that you wish to be used as an alternate number to reach you; minimum of 10 and maximum of 20 alphanumeric characters. Dashes and parentheses are permitted.

Email – Enter your email address (required field); minimum of 6 and maximum of 200 alphanumeric characters. Your email address will serve as your NAS username.

Company Contact to Verify Authorization

Authorizer's Name – Enter the name of the individual that NANPA should contact to verify your employment with the state agency and authorization to register as a state regulator (required field); maximum of 200 alphanumeric characters.

Authorizer's Title – Enter the title of the individual identified in the 'Authorizer's Name' field (required field); maximum of 50 alphanumeric characters.

Authorizer's Phone – Enter the telephone number of the individual identified in the 'Authorizer's Name' field (required field); minimum of 10 and maximum of 20 alphanumeric characters.

Extension - Enter a telephone number extension for the individual identified in 'Authorizer's Name' field; maximum of 5 numeric characters.

Authorizer's Email – Enter the email address for the individual identified in 'Authorizer's Name' field (required field); minimum of 6 and maximum of 200 alphanumeric characters.

Upon completion of the appropriate information in Step 2, hit 'Continue' and you will proceed to External Registration User – Step 3.

The 'Reset' button allows you to remove all your previous entries on this page and re-enter the data.

External User Registration – Step 3

In this step, if you have selected NANP Notification System as a resource subscription, you will select the various notifications available via NAS that you desire to receive. The notifications are categorized as Non-Geographic and Geographic.

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="Submit"/>		

Figure 2.4.4

You may select notifications in the same manner as for the Service Provider Applicant user type as described in section 2.1.1.

Successful Registration

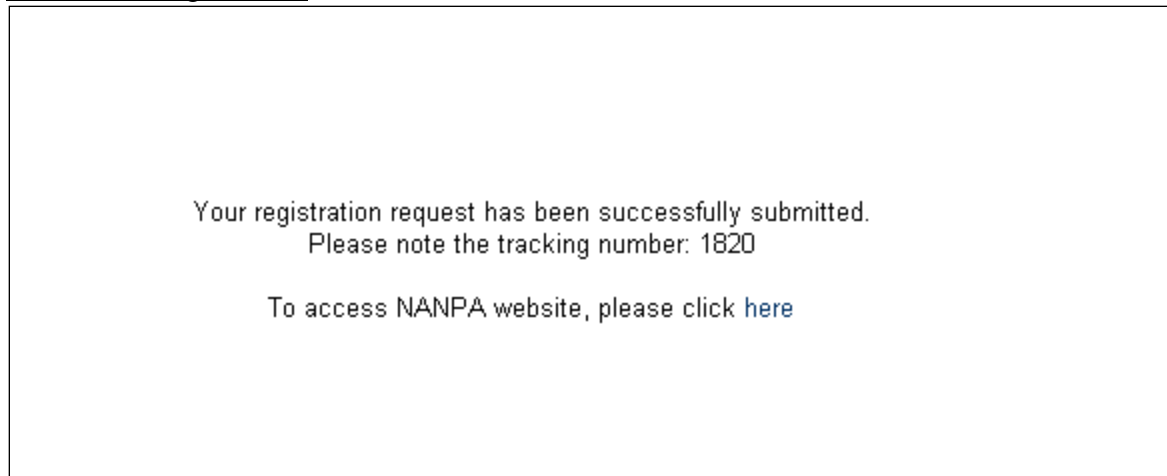


Figure 2.4.5

Upon a successful registration submission, you will receive a tracking number. Please take note of this tracking number. You may use this tracking number when contacting the NANPA Login Administrator to receive your password, or if you have questions about your registration.

All new registration requests must be reviewed and validated prior to approval. If the registration request is denied, the user will receive an e-mail message informing the user of the denial, including the reasons for denial. If the Login Administrator requires additional information to approve the request, the Login Administrator will contact the user via e-mail and request the additional information. Once the Login Administrator approves the registration request, the system will send an e-mail confirmation message to the user directing the user to contact the Login Administrator at 1-866-623-2282 to receive a password. The user must log in to NAS within 14 calendar days of the date the password is issued in order to activate the new NAS profile. If the user fails to log into the system, the profile will be disabled.

2.4.2 Modify/Update a US State Regulator User Profile

Once you have registered in NAS and received your username and password, you will be able to update or modify your user profile. This may be necessary if information in your profile changes (e.g., a change in your email address, phone number, fax number, etc.). Further, you may wish to select an available option (e.g., NNS) that you did not select in your original registration or update the types of notifications you receive.

Update User Profile – Step 1

To update or modify your user profile, you must first log into NAS. Upon logging into NAS, select 'User Profile' from the toolbar. Once selected, 'Edit User Profile' will appear. Select this option and the 'Update User Profile – Step 1' page will appear.

Make any changes to the selections available and then hit 'Continue.'

Update User Profile – Step 2

The profile information associated with your current registration will appear (i.e., User Information, Company Information, Authorization Information). From this page, you may make appropriate modifications and changes to your profile. All information, including the required fields (marked with an asterisk) must be completed per the specifications outlined in section 2.4.1 (Create a State Regulator User Profile).

The following changes will require Login Administrator approval:

- User Email Address Changes
- Authorizer's Name Changes
- Updates to Report Subscriptions

Once the appropriate updates/modifications have been complete, select 'Continue'.

Update User Profile – Step 3

On this page, if you have selected NNS as a resource subscription, you can update your notification selections, including the states identified under Geographic notifications per the directions provided in section 2.4.1.

Once complete, select 'Continue.'

Successful Update Registration

Upon a successful registration submission, if you have made a change that requires Login Administrator approval, you will receive a tracking number. Please take note of this tracking number. If you have made changes to any fields other than those identified in Step 2, your profile is now updated. No further action is required on your part. You can see the changes by logging out, then back into NAS.

If you have changed a field that requires Login Administrator review, you will receive a notification via email from the Login Administrator as to whether your changes were accepted or

denied. If your change is denied, you will be provided additional information as to the reasons and any further action you can take.

2.4.3 Deactivate US State Regulator User Profile

To deactivate a US State Regulator user profile, an authorized representative of the user's agency must contact the Login Administrator at nanpa-login@neustar.biz or 1-866-623-2282 and identify the user's name, agency name and reason for deactivation.

2.5 Non-US Service Provider Applicant

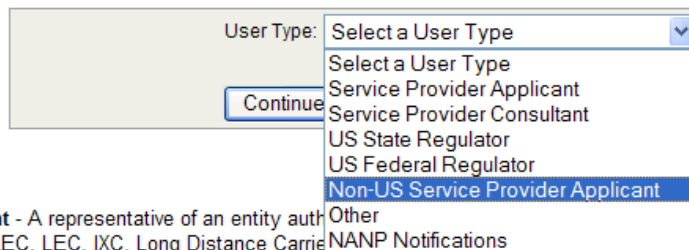
This section discusses the creation, modification/update and deactivation of a Non-US Service Provider Applicant.

2.5.1 Create a Non-US Service Provider Applicant User Profile

The following section describes the steps for creating a Non-US Service Provider Applicant user profile. Please note that any field marked with an asterisk is a required field and must be populated per the requirements set forth below. Also, use of the Back button on your internet browser during the registration process may create errors that prevent you from registering.

External User Registration – Step 1

External User Registration - Step 1



- **Service Provider (SP) Applicant** - A representative of an entity authorized to request numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier) on behalf of NANP.
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.5.1

To register as a Non-US Service Provider Applicant, go to www.nanpa.com, highlight "NAS Login" and click on "New Registration." Select from the drop-down menu the User Type "Non-US Service Provider Applicant." Select "Continue."

External User Registration - Step 1

- **Service Provider (SP) Applicant** - A representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier, Wireless Carrier.)
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.5.2

The Non-US Service Provider Applicant will have two resource selections to select.

Other Resources permits the user to request NANP resources such as NPAs, CICs, 456, 5YY/900 NXX codes, and 800-855 and 555 line numbers.

NNS provides a vehicle for NANPA to issue notifications when significant events occur.

Choose either or both of the two available selections by clicking the box to the immediate left of each item and then hit 'Continue'.

The 'Reset' button allows you to remove your previous selections and re-select the items you wish to subscribe.

External User Registration – Step 2

In this step, you will provide contact information about yourself. In addition, you will provide contact information about your company as well as identify an individual that can verify your employment and authorization to register as a Non-US Service Provider Applicant.

External User Registration - Step 2

User Information:

Prefix* Last Name* Mi. First Name* Suffix
 Mr. [] [] [] [] []
 Title*
 []

Company Information:

Company Name*
 []

Address:

Address Line 1*
 []
 Address Line 2:
 []

City* State/Province* Zip/Postal Code*
 [] [] []
 Telephone* Extension: Fax*
 [] [] []
 Country*
 []
 Other Phone: Email*
 [] []

Company Contact to Verify Authorization:

Authorizer's Name*
 []
 Authorizer's Title*
 []

Figure 2.5.3

Descriptions of the fields to be completed are listed in section 2.1.1 (Create a Service Provider Applicant User Profile).

Upon completion of the appropriate information in Step 2, hit ‘Continue’.

The ‘Reset’ button allows you to remove all your previous entries on this page and re-enter the data.

External User Registration – Step 3

In this step, if you have selected NNS as a resource subscription, you will select the various notifications available via NNS that you desire to receive. The notifications are categorized as Non-Geographic and Geographic.

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 black; width: 100px; height: 100px; margin: 0 auto;"></div>	<div style="display: flex; flex-direction: column; gap: 10px;"> > < >> << </div>	<div style="border: 1px solid black; padding: 5px;"> ALASKA ALABAMA ARKANSAS AMERICAN SAMOA ARIZONA CALIFORNIA COLORADO </div>
<input type="button" value="Submit"/>		

Figure 2.5.4

Notifications may be selected as for the Service Provider Applicant user type listed in section 2.1.1.

Successful Registration

Your registration request has been successfully submitted.
Please note the tracking number: 108585

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

Figure 2.5.5

Upon a successful registration submission, you will receive a tracking number. Please take note of this tracking number. You may use this tracking number when contacting the NANPA Login Administrator to receive your password, or if you have questions about your registration request.

All new registration requests must be reviewed and validated prior to approval. If the registration request is denied, the user will receive an e-mail message informing the user of the denial, including the reasons for denial. If the Login Administrator requires additional information to approve the request, the Login Administrator will contact the user via e-mail and request the additional information. Once the Login Administrator approves the registration request, the system will send a confirmation e-mail message directing the user to contact the Login Administrator at 1-866-623-2282 to receive a password. The user must log in to NAS within 14 calendar days of the date the password is issued in order to activate the new NAS profile. If the user fails to log into the system, the profile will be disabled.

2.5.2 Modify/Update a Non-US Service Provider Applicant User Profile

Once you have registered in NAS and received your username and password, you will be able to update or modify your user profile. This may be necessary if information in your profile changes (e.g., a change in your email address, phone number, fax number, etc.). Further, you may wish to select an available option (e.g., NNS) that you did not select in your original registration or update the locations for which you receive notifications.

To update or modify your user profile, you must first log into NAS. Upon logging into NAS, select 'User Profile' from the toolbar. Once selected, 'Edit User Profile' will appear. Select this button and the 'Update User Profile – Step 1' page will appear.

Update User Profile – Step 1

Make any changes to the selection available and then hit 'Continue.'

If you make changes to this page but then want to start over, hit the 'Reset' button and your selections associated with your current profile will appear.

Update User Profile – Step 2

The profile information associated with your current registration will appear (i.e., User Information, Company Information, Authorization Information). From this page, you may make appropriate modifications and changes to your profile. All information, including the required fields (marked with an asterisk) must be completed per the specifications outlined in section 2.5.1 (Create a Non-US Service Provider Applicant User Profile) section.

The following changes will require Login Administrator approval:

- User Email Address Changes

- Authorizer's Name Changes
- Supervisor's User Id Changes
- Updates to Resource Subscriptions

Once the appropriate updates/modifications have been complete, select 'Continue'.

Update User Profile – Step 3

On this page, if you have selected NNS as a resource subscription, you can update your notification selections, including the locations identified under Geographic notifications.

Successful Update Registration

Upon a successful update, if you have made a change that requires Login Administrator approval, you will receive a tracking number. Please take note of this tracking number. If you have made changes to any fields other than those identified in Step 2, your profile is now updated. No further action is required on your part. You can see the changes by logging out, then back into NAS.

If you have changed a field that requires Login Administrator review, you will receive a notification via email from the Login Administrator as to whether your changes were accepted or denied. If your change is denied, you will be provided additional information as to the reasons and any further action you can take.

2.5.3 Deactivate a Non-US Service Provider Applicant User Profile

To deactivate a Non-US Service Provider Applicant user profile, an authorized representative of the user's company must contact the Login Administrator at nanpa-login@neustar.biz and identify the user's name, company name and reason for deactivation. Further, the authorized representative must provide an email address in order to forward any outstanding work items for the user profile being deactivated.

2.6 Other Users

This section discusses the creation, modification/update and deactivation of an Other user.

2.6.1 Create an Other User Profile

The following section describes the steps for creating an Other user profile. Please note that any field marked with an asterisk is a required field and must be populated per the requirements set forth below. Also, use of the Back button on your internet browser during the registration process may create errors that prevent you from registering.

External User Registration – Step 1

External User Registration - Step 1

- **Service Provider (SP) Applicant** - A representative of an entity authorized to request numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier) on behalf of NANP
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.6.1

To register as an Other user, go to www.nanpa.com, highlight "NAS Login" and click on "New Registration." Select from the drop-down menu "Other" (refer to Fig 2.6.1). Select "Continue."

External User Registration - Step 1

- **Service Provider (SP) Applicant** - A representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier, Wireless Carrier.)
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have, read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.6.2

Other users have two resources to select:

Other Resources permits the user to request NANP resources such as NPAs, CICs, 456, 5YY/900 NXX codes, and 800-855 and 555 line numbers.

The NANP Notification System provides a vehicle for NANPA to issue notifications when significant events occur.

External User Registration - Step 1

- **Service Provider (SP) Applicant** - A representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier, Wireless Carrier.)
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have, read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.6.3

Choose either or both of the two available selections (Other Resources and NNS) by clicking on the box to the immediate left of each item and then hit 'Continue'.

The 'Reset' button allows you to remove your previous selections and re-select the items you wish to subscribe.

External User Registration – Step 2

In this step, you will provide contact information about yourself and your company.

External User Registration - Step 2

User Information:

Prefix* Last Name* Mi. First Name* Suffix
 Title*

Company Information:

Company Name*

Address:

Address Line 1*
 Address Line 2
 City* State/Province* Zip/Postal Code*
 Telephone* Extension: Fax*
 Country*
 Other Phone: Email*

Figure 2.6.4

Descriptions of the fields to be completed are in listed in section 2.1.1 (Create a Service Provider Applicant User Profile).

Upon completion of the appropriate information, hit ‘Continue’.

The ‘Reset’ button allows you to remove all your previous entries on this page and re-enter the data.

External User Registration – Step 3

In this step, if you have selected NNS as a resource subscription, you will select the various notifications available via NAS that you desire to receive.

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;"> KANSAS KENTUCKY LOUISIANA MASSACHUSETTS MARYLAND MAINE MINNESOTA </div>	> < >> <<	<div style="border: 1px solid gray; padding: 5px;"> MICHIGAN </div>
<input type="button" value="Submit"/>		

Figure 2.6.5

Notifications may be selected as for the Service Provider Applicant user type listed in section 2.1.1.

Upon completion of the appropriate selections in Step 3, hit ‘Continue’.

If you want to cancel your selected notifications and begin again, hit ‘Cancel’ and the page will be blanked out and you can re-select the notifications you desire.

Successful Registration

Your registration request has been successfully submitted.
 Please note the tracking number: 108599

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

Figure 2.6.6

Upon a successful registration submission, you will receive a tracking number. Please take note of this tracking number. You may use this tracking number when contacting the NANPA Login Administrator to receive your password.

All new registration requests must be reviewed and validated prior to approval. If the registration request is denied, the user will receive an e-mail message informing the user of the denial, including the reasons for denial. If the Login Administrator requires additional information to approve the request, the Login Administrator will contact the user via e-mail and request the additional information. Once the Login Administrator approves the registration request, the system will send a confirmation message via e-mail to the user directing the user to contact the Login Administrator at 1-866-623-2282 to receive a password. The user must log in to NAS within 14 calendar days of the date the password is issued in order to activate the new NAS profile. If the user fails to log into the system, the profile will be disabled.

2.6.2 Modify/Update an Other User Profile

Once you have registered in NAS and received your password, you will be able to update or modify your user profile. This may be necessary if information in your profile changes (e.g., a change in your email address, phone number, fax number, etc.). Further, you may wish to select an available option (e.g., NNS) that you did not select in your original registration or update the states for which you receive notifications.

To update or modify your user profile, you must first log into NAS. Upon logging into NAS, select 'User Profile' from the toolbar. Once selected, 'Edit User Profile' will appear. Select this and the 'Update User Profile – Step 1' page will appear.

Update User Profile – Step 1

Make any changes to the selection available and then hit 'Continue.'

If you make changes to this page but then want to start over, hit the 'Reset' button and your selections associated with your current profile will appear.

Update User Profile – Step 2

The profile information associated with your current registration will appear (i.e., User Information, Company Information). From this page, you may make appropriate modifications and changes to your profile. All information, including the required fields (marked with an asterisk) must be completed per the specifications outlined in section 2.6.1.

The following changes will require Login Administrator approval:

- User Email Address Changes
- Updates to Resource Subscriptions

Once the appropriate updates/modifications have been complete, select 'Continue'.

Update User Profile – Step 3

On this page, if you have selected NNS as a Resource subscription, you can update your notification selections, including the states identified under Geographic notifications per the directions provided in section 2.6.1.

Once complete, select 'Continue.'

Successful Update Registration

Upon a successful registration update, if you have made a change that requires Login Administrator approval, you will receive a tracking number. Please take note of this tracking number. If you have questions about your registration, you may wish to refer the tracking number to the Login Administrator when calling 1-866-623-2282.

2.6.3 Deactivate an Other User Profile

To deactivate an Other user profile, the user must contact the Login Administrator at nanpa-login@neustar.biz or 1-866-623-2282 and identify the user's name, company name and reason for deactivation. Further, the user must provide an email address in order to forward any outstanding work items for the user profile being deactivated.

2.7 NANP Notifications Users

This section discusses the creation, modification/update and deactivation of a NANP Notifications user.

2.7.1 Create an NANP Notifications User Profile

The following section describes the steps for creating an NANP Notifications user profile.

External User Registration – Step 1

External User Registration - Step 1

- **Service Provider (SP) Applicant** - A representative of an entity authorized to request numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier) on behalf of NANP
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.7.1

To register as an NANP Notifications user, go to www.nanpa.com, highlight "NAS Login" and click on "New Registration." Select from the drop-down menu "NANP Notifications" (refer to Fig 2.7.1). Select "Continue."

External User Registration - Step 1

- **Service Provider (SP) Applicant** - A representative of an entity authorized to request and hold assignments of NANP numbering resources (e.g., ILEC, CLEC, LEC, IXC, Long Distance Carrier, Wireless Carrier.)
- **Service Provider (SP) Consultant** - A consultant authorized by a service provider to request numbering resources on the service provider's behalf. (NANPA must have a Letter of Authorization on file from the Service Provider.)
- **US State Regulator** - An employee of a state commission authorized to query information on resources via reports.
- **US Federal Regulator** - An employee of the FCC who is able to query information on resources via reports.
- **Non-US Service Provider (SP) Applicant** - SPs that operate in Canada or other NANP member countries other than the US that may submit requests for "Other Resources" and receive Notifications only.
- **Other** - Users in this category have, read-only access to documents on the secure website and to "Other Resource" requests.
- **NANP Notifications User** - Users in this category have read-only access to documents on the secure website (for example NPA Relief Planning Meeting notes and other NPA Relief Planning Documentation).

Figure 2.7.2

NANP Notifications users can only select NNS as a Resource subscription. NNS provides a vehicle for NANPA to issue notifications when significant events occur. Certain Relief Planning documents are only available to NNS subscribers.

Choose NNS by clicking on the box and then 'Continue'.

External User Registration – Step 2

In this step, you will provide contact information about yourself and your company.

External User Registration - Step 2

User Information:

Prefix* Last Name* Mi. First Name* Suffix
 Title*

Company Information:

Company Name*

Address:

Address Line 1*
 Address Line 2:
 City* State/Province* Zip/Postal Code*
 Telephone* Extension: Fax*
 Country*
 Other Phone: Email*

Figure 2.7.3

Descriptions of the fields to be completed are in listed in section 2.1.1 (Create a Service Provider Applicant User Profile).

Upon completion of the appropriate information, hit ‘Continue’.

External User Registration – Step 3

In this step you will select the various notifications available via NAS that you desire to receive.

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;"> UTAH VIRGIN ISLANDS VERMONT WASHINGTON WISCONSIN WEST VIRGINIA WYOMING </div>	> < >> <<	<div style="border: 1px solid gray; padding: 5px; width: fit-content;"> VIRGINIA </div>
<input type="button" value="Submit"/>		

Figure 2.7.4

Notifications may be selected as for the Service Provider Applicant user type listed in section 2.1.1.

Upon completion of the appropriate selections, hit 'Submit'.

Successful Registration

Upon a successful registration submission, you will receive a tracking number. Please take note of this tracking number. You may use this tracking number when contacting the NANPA Login Administrator to receive your password.

All new registration requests must be reviewed and validated prior to approval. If the registration request is denied, the user will receive an e-mail message informing the user of the denial, including the reasons for denial. If the Login Administrator requires additional information to approve the request, the Login Administrator will contact the user via e-mail and request the additional information. Once the Login Administrator approves the registration

request, the system will send a confirmation message via e-mail to the user directing the user to contact the Login Administrator at 1-866-623-2282 to receive a password. The user must log in to NAS within 14 calendar days of the date the password is issued in order to activate the new NAS profile. If the user fails to log into the system, the profile will be disabled.

2.7.2 Modify/Update a NANP Notifications User Profile

Once you have registered in NAS and received your password, you will be able to update or modify your user profile. This may be necessary if information in your profile changes (e.g., a change in your email address, phone number, fax number, etc.). Further, you may wish to update the states for which you receive notifications.

To update or modify your user profile, you must first log into NAS. Upon logging into NAS, select 'User Profile' from the toolbar. Once selected, 'Edit User Profile' will appear. Select this and the 'Update User Profile – Step 1' page will appear.

Update User Profile – Step 1

Make any changes to the selection available and then hit 'Continue.'

If you make changes to this page but then want to start over, hit the 'Reset' button and your selections associated with your current profile will appear.

Update User Profile – Step 2

The profile information associated with your current registration will appear (i.e., User Information, Company Information). From this page, you may make appropriate modifications and changes to your profile. All information, including the required fields (marked with an asterisk) must be completed per the specifications outlined in section 2.7.1.

The following change will require Login Administrator approval:

- User Email Address Changes

Once the appropriate updates/modifications have been complete, select 'Continue'.

Update User Profile – Step 3

On this page, you can update your notification selections, including the states identified under Geographic notifications per the directions provided in section 2.7.1.

Once complete, select ‘Continue.’

Successful Update Registration

Upon a successful registration update, if you have made a change that requires Login Administrator approval, you will receive a tracking number. Please take note of this tracking number. If you have questions about your registration, you may wish to refer the tracking number to the Login Administrator when calling 1-866-623-2282.

2.7.3 Deactivate a NANP Notifications User Profile

To deactivate a NANP Notifications user profile, the user must contact the Login Administrator at nanpa-login@neustar.biz or 1-866-623-2282 and identify the user’s name, company name and reason for deactivation.

3.0 Resetting Your Password

NAS passwords expire after 180 days.

Thirty calendar days prior to a user’s password expiring, the user will see a reminder to reset their password on the front page after logging into NAS. The reminder will state:

Your password will expire in [1-30] days. Click [here](#) to reset.

If the user clicks “[here](#)”, the user will be prompted to reset the password.

The password can be reset at any time by logging into NAS, clicking on “User Profile” and then “Reset Password.” Your password will automatically be reset to a new password when you click on “Continue.” You will need to make a note of the password displayed and use it the next time you log in to NAS.

Fourteen (14) calendar days prior to a user’s password expiring, NAS will notify the user via email that the password is set to expire. A second email reminder is sent 5 calendar days prior to expiration.

If an existing NAS user has failed to reset their password within 180 days since it was issued, the user must contact the Customer Support Desk to re-enable the profile and issue the user a new password. The user must then login to NAS within 14 calendar days of the date the password is

issued. When the user logs into NAS, the user will be required to reset their password at the login screen.

When a NAS user resets his or her own password, the profile will be re-activated for 180 days, and there is no further requirement to login to NAS at that point.

NAS accounts can have one of the following three statuses: Enabled, Suspended, or Disabled.

Enabled: A NAS account will remain in ‘Enabled’ status for 180 days. If the password is reset during the 180 day timeframe, the 180 day clock will reset. If the user fails to reset the 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 ‘Suspended’ status, the user will not have access to NAS. NAS will, however, continue to send any notices via NNS to the user. In addition, NAS will send weekly Password Expiry Reminder notices. If the user fails to contact the Login Administrator to have their password reset or to disable the account, the account will automatically go to ‘Disabled’ status after 90 days.

Disabled: If a NAS account goes to ‘Disabled’ status, NAS will discontinue sending any applicable emails, including Password Expiry Reminder notices. The user will need to contact the Login Administrator should they wish to enable the account.

4.0 Exception Messages

The following section describes the various exceptions or error messages you may encounter when registering for NAS.

The following are common validation error messages that you might receive while completing Step 1 of the registration process:

- a. You must select an option from the drop-down menu when registering as a specific type of NAS user. If you fail to pick an option, you will receive the following validation error:

Validation Error

Please select a user type from the dropdown menu in order to continue.

- b. You must select at least one option from the “Resources to subscribe to.” If you fail to select at least one option, you will receive the following validation error:

Validation Error

You must correct the following error(s) before proceeding:

- *Minimum one service selection is required.*

The following are common validation error messages that you might receive while completing Step 2 of the registration process. The validation error will direct you to either supply missing information or correct information you have entered.

- a. You must complete every required field (the required fields are indicated with a red asterisk). For example, if you inadvertently failed to provide your title, you will receive the following validation error:

Validation Error

You must correct the following error(s) before proceeding

- *Title is required*
- b. You must completely fill out those fields that require a minimum number, such postal/zip code which require a minimum of five alphanumeric characters; email address which requires a minimum of six alphanumeric characters; telephone number and fax number which both require a minimum of ten alphanumeric characters. If you inadvertently leave off a character, you will receive one of the following validation errors:

Validation Error

You must correct the following error(s) before proceeding:

- *Contact phone is required and minimum length must be 10.*
 - *Headquarter Zip/Postal is required and minimum length must be 5.*
 - *Contact Email Address is required, Minimum length must be 6.*
- c. For Service Provider Applicants, Service Provider Consultants and Non-US Service Provider Applicants, you must populate the Company OCN(s) field with a valid and active OCN. A valid OCN is one that has been entered in the Telcordia™ LERG™ Routing Guide and NAS. Service Provider Applicants must also populate the Parent Company OCN field with a valid and active OCN. If you attempt to enter an invalid Company OCN or invalid Parent Company OCN, you will receive the following type of validation errors:

Validation Error

You must correct the following error(s) before proceeding:

- *OCNs are not valid. Must be 4 digit alphanumeric value and the OCN must be an existing OCN in NAS.*
 - *Parent OCN is required and length can be only 4.*
- d. You must select States for which you plan to submit either CO code applications and/or report on NRUF before you can continue with Step 3 of the registration process. If you press “Continue” before choosing a state or multiple states, you will receive the following validation error:

Validation Error

You must correct the following error(s) before proceeding:

- *Please select state(s) to add to your user profile.*

The following are common validation error messages that you might receive while completing the registration process, while completing Step 3 of the registration process. The validation error will direct you to either supply missing information or correct information you have entered:

- a. You must select NPAs for which you plan to submit either CO code applications and/or report on NRUF before you can continue with Step 3 of the registration process. If you press “Continue” before choosing an NPA or multiple NPAs, you will receive the following validation error:

Validation Error

You must correct the following error(s) before proceeding:

- *NPAs are required.*

5.0 Frequently Asked Questions (FAQs)

Below is a list of frequently asked questions concerning the registration process.

What is NAS?

The NANP Administration System (NAS) provides an automated system for processing number resource applications, collecting resource utilization and forecast data, and issuing notifications to the industry on numbering matters. Deployed in 2004, NAS is the primary tool used by federal and state regulators, service providers, service provider consultants and the NANPA in the assignment and administration of the various NANP resources.

Who is eligible to register for NAS?

US and non-US service providers, consultants authorized to request numbering resources on behalf of a service provider, federal and state regulators, and entities requesting "Other" numbering resources, e.g. requesting a 555 line number or a CIC.

How do I get answers to questions about NAS registration and use?

NANPA's Customer Support Desk personnel are ready and able to assist you with any questions you have about registering or using NAS. The Customer Support Desk can be reached by calling 1-866-623-2282, via email to nanpa-login@neustar.biz, or via our on-line support area accessible through the NANPA website (www.nanpa.com) under "Contact Us."

Where do I go on the NANPA website to access NAS?

On the NANPA home page, highlight "NAS Login." You can then either register on NAS as a first time user (New Registration) or log into the system (Login to NAS). (Note: remember that if you also receive thousand-block numbering resources from the National Pooling Administrator you must use the same login ID for both PAS and NAS systems.)

How will I be notified of my password?

After successfully registering, an email will be sent to you instructing you to contact the NANPA Login Administrator at 1-866-623-2282 to receive your username and password.

How long will it take to get a password after submitting my registration?

The timeline for responding to a registration request or profile update is no more than five business days, unless the Login Administrator is waiting for additional information and documentation from the user. The five business days begin upon submittal of a registration or profile update.

Can I specify my password?

No. Per security requirements, your password will be automatically generated by the system and users will be unable to specify their password.

When does my password expire and will I be notified prior to expiration?

NAS passwords expire after 180 days. NAS will inform the user the password is set to expire with 1) a notification when the user logs into NAS starting thirty (30) days prior to the password expiring and 2) sending the user an email fourteen (14) calendar days prior to the password expiration date and 3) sending an additional email 5 calendar days prior to the expiration date.

What do I do if I forget my password?

Contact the NANPA Customer Support Desk at 1-866-623-2282 or send an email to nanpa-login@neustar.biz.

What if I make several mistakes when entering my password? Will I be locked-out of NAS?

Per security requirements, you will have three attempts to successfully log into NAS. You may receive the error, “Too many logins attempted with invalid password.” After the third attempt, you will need to contact the Customer Support Desk in order to gain access to NAS.

Where do I direct questions concerning NAS registration?

Contact the NANPA Customer Support Desk at 1-866-623-2282 or via email at nanpa-login@neustar.biz.

Is there a time period by which I must access my NAS profile?

Yes. You must log into NAS with the system-generated password within (14) calendar days of receiving your password or your profile will be disabled. In addition, when you initially log into the system, you will be required to reset your password.

On the Service Provider registration, can the company and headquarters address be the same?

Yes.

What must be entered in the Supervisor's User Id field on the Service Provider registration page?

This optional field permits the user to enter the active NAS User ID of their immediate supervisor. The supervisor must be registered in NAS and have received a Login User ID and password. This will permit the supervisor access to the same information as the registered user. When registering, enter your supervisor's NAS User ID.

What is an ACNA and is it required as part of the Service Provider registration?

ACNA stands for "Access Customer Name Abbreviation." This is an optional field for user registration. It is provided on the Service Provider registration because it is a required field (three-character alpha) on CIC applications.

Do the "Additional Contacts" on the Service Provider Applicant and Service Provider Consultant registration have to be registered NAS users?

No. There are up to four additional contacts that can be added. Three additional contacts can be designated to receive CO code responses (Part 3s) and reclamation (Part 4 responses, reminder notices) documents, and the AOCN contact will receive Part 3s. When registering or updating a registration, you will enter the email address(es) of the individuals identified under Additional Contacts and AOCN Contact.

Does the "AOCN Contact" on the Service Provider Applicant and Service Provider Consultant registration have to be a registered NAS user?

No.

What is a Letter of Authorization (LOA) in relation to registering in the NAS?

An LOA is a Letter of Authorization that a service provider consultant must provide to the NAS Login Administration via fax to 571 434 5502 or email to nanpa-login@neustar.biz to enter transactions into NAS on behalf of a service provider. The LOA must be on the service provider's company letterhead and contain the Operating Company Number(s) for the service provider the consultant is acting on behalf of, the LOA must be signed by the service provider, and the LOA must be dated.

What do I do if my email address changes after registering in NAS?

You can update your email address on your registration. Log into NAS, select User Profile from the Tools menu and then click "Edit User Profile." You can then modify your email address. A change in email address will require Login Administrator review and approval per the security requirements of NAS.

What if I make a mistake or need to update my registration profile after submission to NANPA?

NAS registered users are able to update their user registration profile. After receiving your User ID and password, simply log into NAS, select User Profile from the Tools menu and then click on "Edit User Profile." You can then go ahead and update the information in your profile.

What changes in a Service Provider Applicant or Service Provider Consultant user profile require Login Administrator approval?

For service providers and their consultants, updates that require Login Administrator approval include: OCN changes, User email address changes, Authorizer's Name changes, Supervisor's User ID changes and updates to selected Resources (e.g. CO Code, NRUF, Other Resources, etc.)

What changes in the US Federal Regulator and US State Regulator user profile require Login Administrator approval?

For US Federal and State Regulators, updates that require Login Administrator approval include: User email address changes, Authorizer's Name changes, and updates to selected Resources (e.g. NNS and Reports Requests).

Do my NAS and PAS Login IDs have to be the same?

If you receive thousands-block numbering resources from the Pooling Administrator, then yes, your NAS and PAS usernames must be the same.

What changes in the Other user profile require Login Administrator approval?

For Other users, updates that require Login Administrator approval include: User email address changes and updates to selected resources (e.g. Other Resources and NNS).

Will I be able to change my NAS user type if I am already registered in NAS as a different user type?

Yes. But you will first need to contact the NANPA Customer Support Desk at 1-866-623-2282 or via email at nanpa-login@neustar.biz to request deactivation of your existing NAS user account.

6.0 Acronyms

5YY – NPAs 500, 533 and 544

ACNA – Access Customer Name Abbreviation

AOCN – Administrative Operating Company Number

CIC – Carrier Identification Code

CO – Central Office

INC – Industry Numbering Committee

NANP – North American Numbering Plan

NANPA – North American Number Plan Administrator

NAS – NANP Administration System

NNS – NANP Notification System

NPA – Numbering Plan Area (area code)

NRUF – Numbering Resource Utilization/Forecast

OCN – Operating Company Number

Parent OCN – Parent Company Operating Company Number

SP – Service Provider

SPA – Service Provider Applicant

SPC – Service Provider Consultant

US – United States

7.0 Change History

Version	Effective Date	Author	Description of Change
1.1	1/12/04	NANPA	Initial version.
1.2	7/1/04	NANPA	Added section on resetting passwords.
1.3	9/17/04	NANPA	Updated password expiration guidelines.
1.4	4/22/05	NANPA	Added change history, index and updated selected text.
1.5	6/27/06	NANPA	Updated FAQs.
1.6	6/1/07	NANPA	Expanded SPC field descriptions and included Reclamation Request as a Resource subscription for Regulators..
1.7	11/12/08	NANPA	Added screenshots for the NANP Notifications user type.
1.8	4/9/09	NANPA	Updated Contact User ID field description.
1.9	9/29/09	NANPA	Added profile activation changes, Suspended status, and 30-day password reminders.
1.10	10/4/10	NANPA	Added text on LOAs.
1.11	5/20/11	NANPA	Highlighted use of the NNS User Guide in the registration process.

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