

Mass New p-ANI Requests User Guide for Service Providers and Service Provider Consultants

Version 1.1

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Change History

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02/16/2018	1.0	New Guide
01/01/2019	1.1	Update RNA contact information and remove Neustar branding due to transition.

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1. Introduction

1.1. Purpose

This document provides instructions to assist Service Providers (SP) and Service Provider Consultants (SPC) with completing mass new p-ANI requests for manual submission to the Routing Number Administrator (RNA). This document is not intended for those SPs and SPCs who submit individual new p-ANI requests directly in the Routing Number Administration System (RNAS).

An SP/SPC user using this manual process is required to have an active RNAS account; NPAs, NENA Company IDs and OCNs associated with the request must be in their user profile; current forecast report on file; and a current annual report on file in order to submit a new p-ANI request using this submission method.

Failure to comply with the instructions in this user guide may delay the submission of the new p-ANI request.

If you have any difficulties with completing the form or have any questions, please contact p-ANI Support at 1-888-415-5234 or panisupport@somos.com.

1.2. Scope

RNAS automates the national routing number administration function. RNAS manages the non-dialable p-ANIs assigned to SPs and the available non-dialable p-ANIs (NPA-NXX-XXXX-XXXX).

The process for requesting non-dialable p-ANIs is governed by a set of industry-defined forms (Part 1 and Part 3). RNAS creates, stores, executes, and administers these forms by electronic means so that any user can access their data via a connection to the World Wide Web.

2. Process

2.1. Task Overview

This document is intended to assist SP/SPC users with submitting mass new p-ANI requests rather than submitting individual requests directly in RNAS. This process requires the use of an excel spreadsheet (new p-ANI request template) provided by the RNA.

PLEASE NOTE: For all mass new p-ANI requests, it is the Service Provider or Service Provider Consultant's responsibility to update any other databases with the new assignment accordingly.

2.2. Requirements

The minimum number of new p-ANI requests allowed is 50 requests (records) per file. Any spreadsheet submitted with less than 50 requests (records) will be rejected. Any spreadsheet submitted with more than 500 requests (records) will be separated into multiple spreadsheets.

The following requirements also apply:

1. The input file must be in Office 2013 format. Older Office formats are **not** supported.
2. The spreadsheet must **not** have any formulas.
3. The spreadsheet must **not** have any frozen frames.
4. The spreadsheet must **not** have multiple worksheets.
5. The spreadsheet must conform to the mass new p-ANI request template provided by the RNA.
6. Each request in the spreadsheet must have a unique **Record Number** (e.g 1, 2, 3, 4...) or the request will not be accepted in RNAS.
7. Must have current p-ANI Forecast Report (Appendix 1) on file.
8. Must have current Annual Report (Appendix 2) on file.

Failure to comply with these requirements may delay or prevent the submission of your request.

2.3. Preparations

Before submitting a mass new p-ANI request, the SP/SPC user must verify that they have an active RNAS account; NPAs, NENA Company IDs and OCNs associated with the request must be in their user profile; current forecast report on file; and a current annual report on file.

2.4. Procedure

2.4.1. Locating the Mass New p-ANI Request Template (XLSX)

To access the *Mass new p-ANI Request template*, from <https://www.nationalpani.com>, go to **Documents**; click the **Excel** link next to **Mass New p-ANI Requests**.

The Excel file will be verified prior to processing.

- If the file is in an acceptable format, it will be processed. An email will be sent confirming acceptance and successful processing of the file. If there are any errors they will be noted in the email.
- If the file is not in an acceptable format, it will be rejected and returned to the user for correction and resubmission.

2.4.2. Completing the Mass New p-ANI Request Template (XLSX)

The user will complete the following fields:

- **Username** - Enter a valid and active RNAS username in the field provided (cell B1).
- **Doing Business As** - If you are a SPC user, enter the name of the company in which you are submitting the request for (cell B2). If you are a SP user, leave this field blank.
- **NENA ID** - Enter the NENA ID (cell B3).
- **OCN** - Enter the OCN (cell B4).
- **Record Number** - Enter the record number, starting with one (1), going in consecutive order (e.g. 1, 2, 3, etc...) and ending with the last record number for the final row of data entered. This entry must be numeric and cannot be duplicated.
- **Quantity of p-ANIs Requested** - Enter the quantity of p-ANIs being requested.
- **State** - Enter the state abbreviation (e.g. CA).
- **NPA** - Enter the NPA (e.g. 209).
- **FCC PSAP ID** - Enter the FCC PSAP ID or leave the field blank if it doesn't exist.
 - If you enter a FCC PSAP ID, then the PSAP Name, State, County or Municipality fields should be left blank, the system will populate these fields for you.
- **PSAP Name** - Enter the PSAP name if no FCC PSAP ID is provided.
- **PSAP State** - Enter the PSAP state abbreviation if no FCC PSAP ID is provided.

- **PSAP County or Municipality** - Enter the PSAP County or Municipality if no FCC PSAP ID is provided.
- **PSAP Coordinator** - Enter the first and last name of the PSAP coordinator.
- **PSAP Coordinator Telephone** - Enter the telephone number of the PSAP coordinator.
- **PSAP Coordinator Email** - Enter the email address of the PSAP coordinator.
- **Selective Router CLLI** - Enter the Selective Router CLLI (11 alphanumeric characters, spaces allowed).
- **p-ANI(s) (NXX-XXXX) assignment preference** - Enter your p-ANI(s) assignment preference, if applicable.
- **24X7 Emergency Company Contact Number** - Enter your company's 24X7 emergency contact telephone number.
- **911 Governing Authority** - Enter the 911 governing authority.
- **Type of ESIF Formula Used** - Enter one of the following values (*exactly as it is shown here*):
 - VoIP
 - Wireless
 - Other
 - N/A
- **Request exceeds ESIF formula or 50 p-ANIs?** - Enter one of the following values (*exactly as it is shown here*):
 - Y
 - N
- **Comments** - Enter any comments.
 - If the request exceeds the aggregate total of either the applicable ESIF formula or 50 p-ANIs, then you must include a reason why.
 - For wireless carriers, if multiple FCC licenses are being provided, please also reference the FCC License Call Sign that applies to the request (record).

2.4.3. Submitting the Mass New p-ANI Request (XLSX)

Send the file via email to panisupport@somos.com with the subject line "Mass New p-ANI Request." Please include the supporting documentation with your file submission (e.g. FCC license, state certification).

The RNA has 5 business days to process your request. If there are any issues with your file submission, the RNA will notify you by email. When the file has been successfully processed, a Part 1 will be created, once the RNA processes the Part 1, you will receive a Part 3 email notification.