



Common Errors in Completing the Annual CIC Report

The current xlsx Annual CIC Report template, may be found at <https://www.nanpa.com/resources/nas-user-guides>.

Issue	Solution
Incorrect Annual CIC Report template.	Verify the Annual CIC Report template is the current template prior to populating data. The current Annual CIC Report template may be found at www.nanpa.com under Resources, NAS User Guides, Service Provider/Service Provider Consultant, Other Resources, CIC Annual Report , then download the XLSX template.
CIC toolbar missing.	Verify the subscription of Other Resources is selected in your NAS user profile. If Other Resources is selected, contact customer support at support@nanpa.com .
Date must be MM/DD/YYYY format.	Verify the Date entered is in MM/DD/YYYY format.
Report For Period must be for the current reporting period.	Report For Period must be in YYYY format and must be for the year prior (e.g., for 2025 submissions the Report For Period would be “2024” (covering Jan 1 thru Dec 31, 2024)).
Contact Phone must be in ###-###-#### format.	Verify the Contact phone is entered in ###-###-#### format and matches the phone number in your NAS profile.
CIC must be 4 numeric characters from 0000 to 9999	Ensure the CIC entered is 4 numeric digits. If the CIC begins with a zero (0), modify the CIC field to TEXT to ensure the leading zero (0) isn’t dropped.
CIC Type must be either B or D.	Enter the CIC Type as a capital B or capital D (i.e., B for FG B or D for FG D),
<CIC Assignee Name> is invalid. The CIC Assignee does not match the CIC Assignee of record.	The CIC Assignee must match the CIC Assignee on the CIC Assignment report. The CIC Assignee Reports are located at https://nanpa.com/reports/carrier-identification-code-cic-reports .
<XXX IAC Code> is invalid. The IAC Code (ACNA) entered is not in your user profile.	Submit a profile update and add the IAC Code (ACNA) to your user profile.

	Instructions may be found on page 8, Section 2.4 of the CIC Resource NAS User Guide .
In Use (Y or N) must be either Y or N.	Enter the In Use as a capital Y or capital N (i.e., Yes and n are invalid).
Disconnected (Y or N) must be either Y or N.	Enter the Disconnected as a capital Y or capital N (i.e., Yes and n are invalid).
File name must be between 10-25 alpha-numeric characters, no spaces are allowed, the only special character allowed is a period and the file name must be in the format of incoming.<Entity Name><YYYY>AnnualCICReport.xlsx . Where the YYYY is the year the report is for (i.e. for Jan 1 to Dec 31, 2024 enter 2024 only)	Ensure the file name matches the naming format of incoming.<Entity Name><YYYY>AnnualCICReport.xlsx and is between 10-25 alpha-numeric characters with no special characters other than a period (.).