



Reminder - ACP Data Collection Submissions Due by November 9

October 13, 2023

Service providers participating in the ACP are required to complete their data submission for the mandatory [ACP Transparency Data Collection](#) by **11:59 p.m. ET on November 9, 2023**. Submissions or revisions will not be possible after this date. The 60-day submission window opened on September 8 and will promptly close on November 9, 2023.

Service provider 497 Officers or Agents with [One Portal](#) credentials can upload, submit, access, and download data within the ACP Data Collection System, but only 497 Officers can certify submitted data in the ACP Data Collection System.

Updated User Guide

The [User Guide](#) has been updated from Version 1.1 to Version 1.2. Please refer to the Change Log in the User Guide for details about the changes.

How to Submit Data:

1. Login to [One Portal](#)
2. Select “ACP Transparency Data Collection System (ACP Data Collection System)” under the Lifeline section of the dashboard
3. Submit the data through a single data entry and/or bulk upload using the [service plan](#) and [subscriber metrics](#) templates in the ACP Data Collection System
 - Refer to the [sample template](#) to see how bulk uploads should be completed
4. Review the submitted data records and mark them as “Ready for Certification” by selecting the checkbox that appears in the “Plan Name” column
 - The 497 Officer will receive an email that the data is ready to be certified

Once the data is ready to certify, the 497 Officer must:

1. Confirm the data uploaded is correct and ready to be certified
2. Select the checkboxes of the data records to be certified
3. Select “Certify”

For more information on the submission process, review:

- The [ACP Data Collection System User Guide](#)

- The [ACP Data Collection System FAQs](#)
- The [Annual Requirements Page](#)
- The [ACP Data Collection System Webinar](#)
- The [ACP Data Collection System Office Hours](#)

USAC encourages users to review the ACP Data Collection System FAQs and User Guide. ACP Data Collection resources are searchable, updated regularly and have detailed information on data requirements. These resources also explain best practices, important user roles, and how to resolve errors.

Training & Resources

On [November 2](#), at 3 p.m. ET, USAC will hold office hours on how to use the ACP Data Collection System. Register [here](#) to attend.

Service providers can also email ACPdatacollection@fcc.gov for program and policy questions or ACPdatacollection@usac.org for technical questions about the ACP Data Collection System.

Need Help? Contact Us!

For questions about the Affordable Connectivity Program, service providers can visit [USAC.org](https://www.usac.org), and consumers should visit [AffordableConnectivity.gov](https://www.AffordableConnectivity.gov). Consumers can apply for the ACP at [GetInternet.gov](https://www.GetInternet.gov), and Spanish speaking consumers can apply at [AccedealInternet.gov](https://www.AccedealInternet.gov). For general program support, service providers should email ACProgram@usac.org and consumers should email ACPSupport@usac.org. Both providers and consumers may also call the ACP Support Center at (877) 384-2575 for assistance.

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