

Online Form 525: Access Set-up, Screen Familiarization, Bulk Upload



Online Form 525

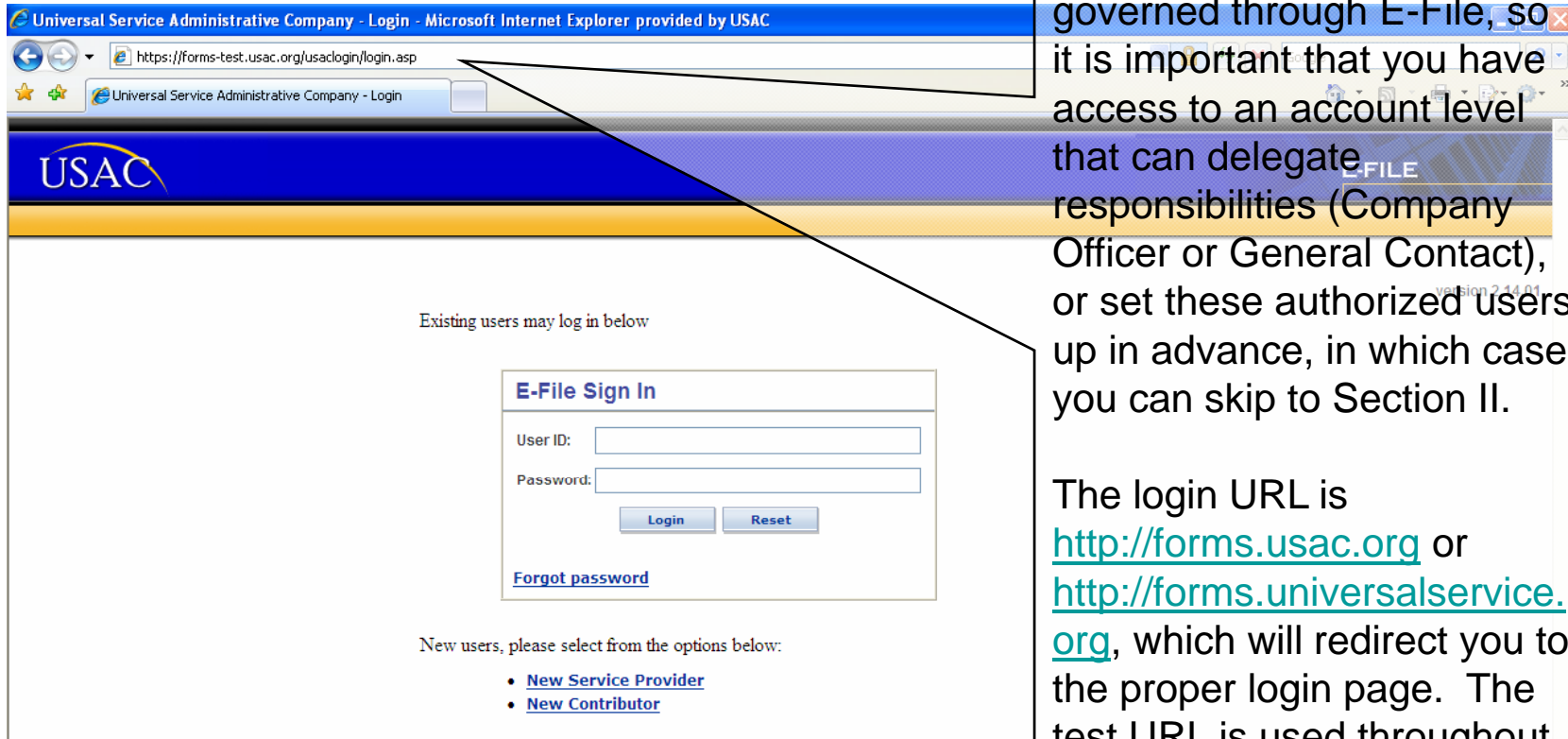
This is a short introduction to the online Form 525, or e525, including how to set up access within E-File and a brief tutorial on entering data manually or via bulk upload.

Online Form 525

Topic	Slide
E-File: Setting Up Access	4
Login	5
Authorized User Management	7
New User Creation	13
Form 525 Online	19
Managing your SACs and Filings	24
Filing a New Form 525	28
Certification Page	42
Bulk Upload	46

I. E-File: Setting Up Access

Online Form 525 E-File Login Screen



The screenshot shows a web browser window with the URL <https://forms-test.usac.org/usaclogin/login.asp>. The page features the USAC logo at the top left. Below the logo, the text "Existing users may log in below" is displayed. A central box titled "E-File Sign In" contains a "User ID:" field, a "Password:" field, and "Login" and "Reset" buttons. A link for "Forgot password" is located below the sign-in box. At the bottom, the text "New users, please select from the options below:" is followed by two bullet points: "• [New Service Provider](#)" and "• [New Contributor](#)".

All e525 entitlements are governed through E-File, so it is important that you have access to an account level that can delegate responsibilities (Company Officer or General Contact), or set these authorized users up in advance, in which case you can skip to Section II.

The login URL is <http://forms.usac.org> or <http://forms.universalservice.org>, which will redirect you to the proper login page. The test URL is used throughout this presentation for demonstration purposes only.

E-File: Start Screen

USAC - Information Center - Microsoft Internet Explorer provided by USAC

https://forms-test.usac.org/spc/main/spcEntry.asp?NoCache=12%2F26%2F2007+10%3A30%3A38+AM

USAC - Information Center

USAC **E-FILE**

Information Center

- Service Providers
 - New Spin
 - 498 Bulk Submission
- Schools and Libraries
 - 472 Online Bear
- High Cost & Low Income
 - 525 Online Form
- Pending Certifications
- Download Forms
- **Authorized Users**
 - New User
 - Pending Users
- My Account
 - Change Password
 - Log Out
- FAQs
 - General E-File FAQs
 - E-Certification FAQs
 - E-File Form 498 FAQs
 - E-File Form 499 FAQs
 - E-File User Guide
 - Terms and Conditions

Information Center

Service Providers

Form 498 SPIN	Company Name	Tax ID	
143027419	...	10...	[entitlements] [Deactivate]
143015253	[entitlements] [Deactivate]
143008900	[entitlements] [Deactivate]
143001426	[entitlements] [Deactivate]
143001423	[entitlements] [Deactivate]
143016766	[entitlements] [Deactivate]

[List All](#)

Schools & Libraries

Form 498 SPIN	Company Name	
143027419	Advanced Communications Techno...	[entitlements] [Deactivate]
143015253	...	[entitlements] [Deactivate]
143008900	...	[entitlements] [Deactivate]
143001426	...	[entitlements] [Deactivate]
143001423	...	[entitlements] [Deactivate]
143016766	...	[entitlements] [Deactivate]

[List All](#)

High Cost & Low Income

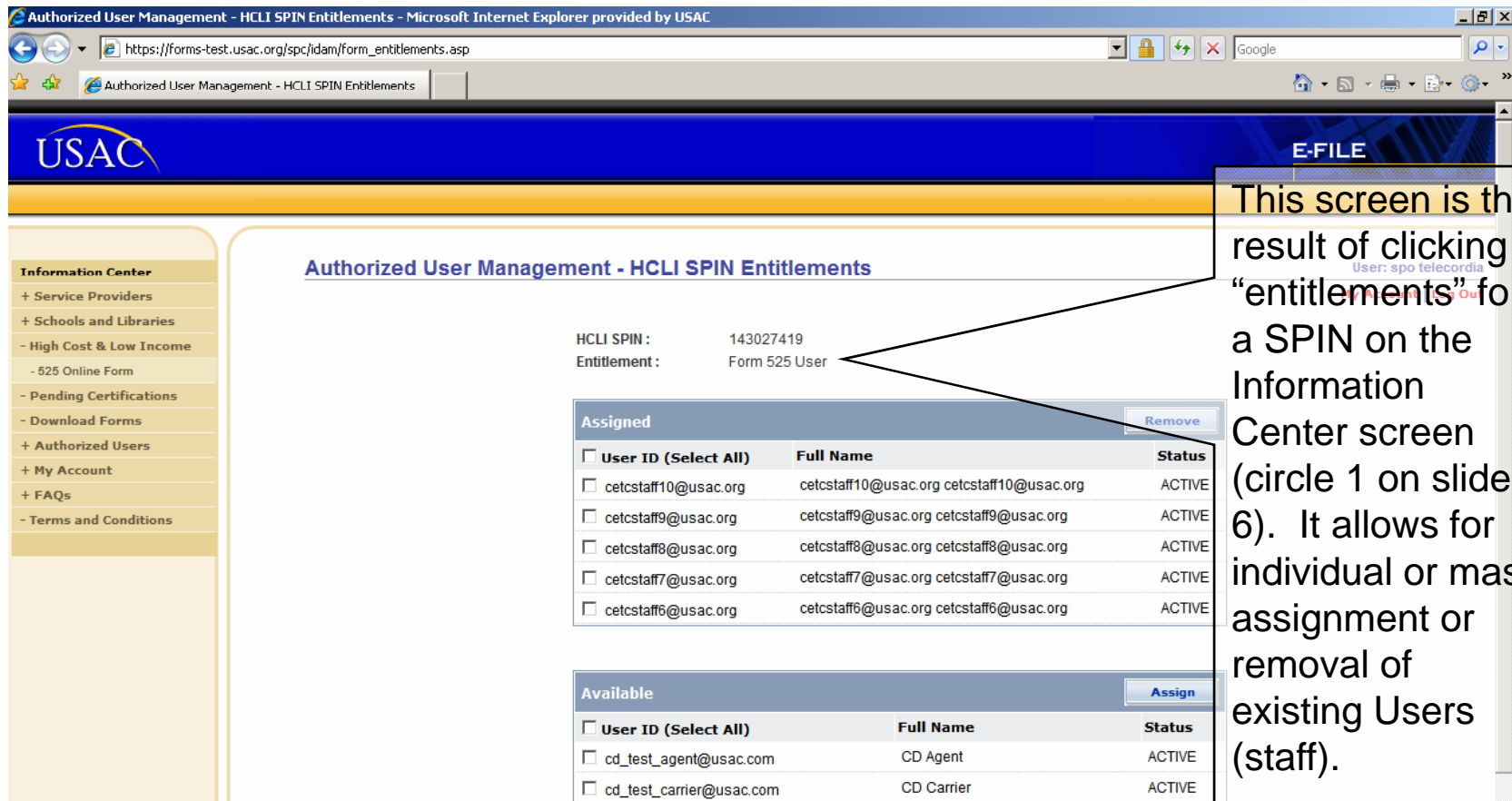
Form 498 SPIN	Company Name	
143027419	Advanced Communications Techno...	[entitlements] [agents] [Deactivate]
143015253	...	[entitlements] [agents] [Deactivate]
143008900	...	[entitlements] [agents] [Deactivate]
143001426	...	[entitlements] [agents] [Deactivate]
143001423	...	[entitlements] [agents] [Deactivate]
143016766	...	[entitlements] [agents] [Deactivate]

[List All](#)

From this screen, officers & general contacts may:

1. add existing users or agents to a SPIN
2. add SPINs to an existing user or agent profile
3. create new users & associate SPINs

E-File: Authorized User Management by SPIN



Information Center

- + Service Providers
- + Schools and Libraries
- High Cost & Low Income
 - 525 Online Form
- Pending Certifications
- Download Forms
- + Authorized Users
- + My Account
- + FAQs
- Terms and Conditions

Authorized User Management - HCLI SPIN Entitlements

HCLI SPIN : 143027419
Entitlement : Form 525 User

Assigned			Remove
<input type="checkbox"/> User ID (Select All)	Full Name	Status	
<input type="checkbox"/> cetctstaff10@usac.org	cetctstaff10@usac.org cetctstaff10@usac.org	ACTIVE	
<input type="checkbox"/> cetctstaff9@usac.org	cetctstaff9@usac.org cetctstaff9@usac.org	ACTIVE	
<input type="checkbox"/> cetctstaff8@usac.org	cetctstaff8@usac.org cetctstaff8@usac.org	ACTIVE	
<input type="checkbox"/> cetctstaff7@usac.org	cetctstaff7@usac.org cetctstaff7@usac.org	ACTIVE	
<input type="checkbox"/> cetctstaff6@usac.org	cetctstaff6@usac.org cetctstaff6@usac.org	ACTIVE	

Available			Assign
<input type="checkbox"/> User ID (Select All)	Full Name	Status	
<input type="checkbox"/> cd_test_agent@usac.com	CD Agent	ACTIVE	
<input type="checkbox"/> cd_test_carrier@usac.com	CD Carrier	ACTIVE	

This screen is the result of clicking "entitlements" for a SPIN on the Information Center screen (circle 1 on slide 6). It allows for individual or mass assignment or removal of existing Users (staff).

E-File: Authorized User Management by SPIN – Agents



Information Center

- + Service Providers
- + Schools and Libraries
- High Cost & Low Income
 - 525 Online Form
- Pending Certifications
- Download Forms
- + Authorized Users
- + My Account
- + FAQs
- Terms and Conditions

Authorized User Management - HCLI SPIN Entitlements

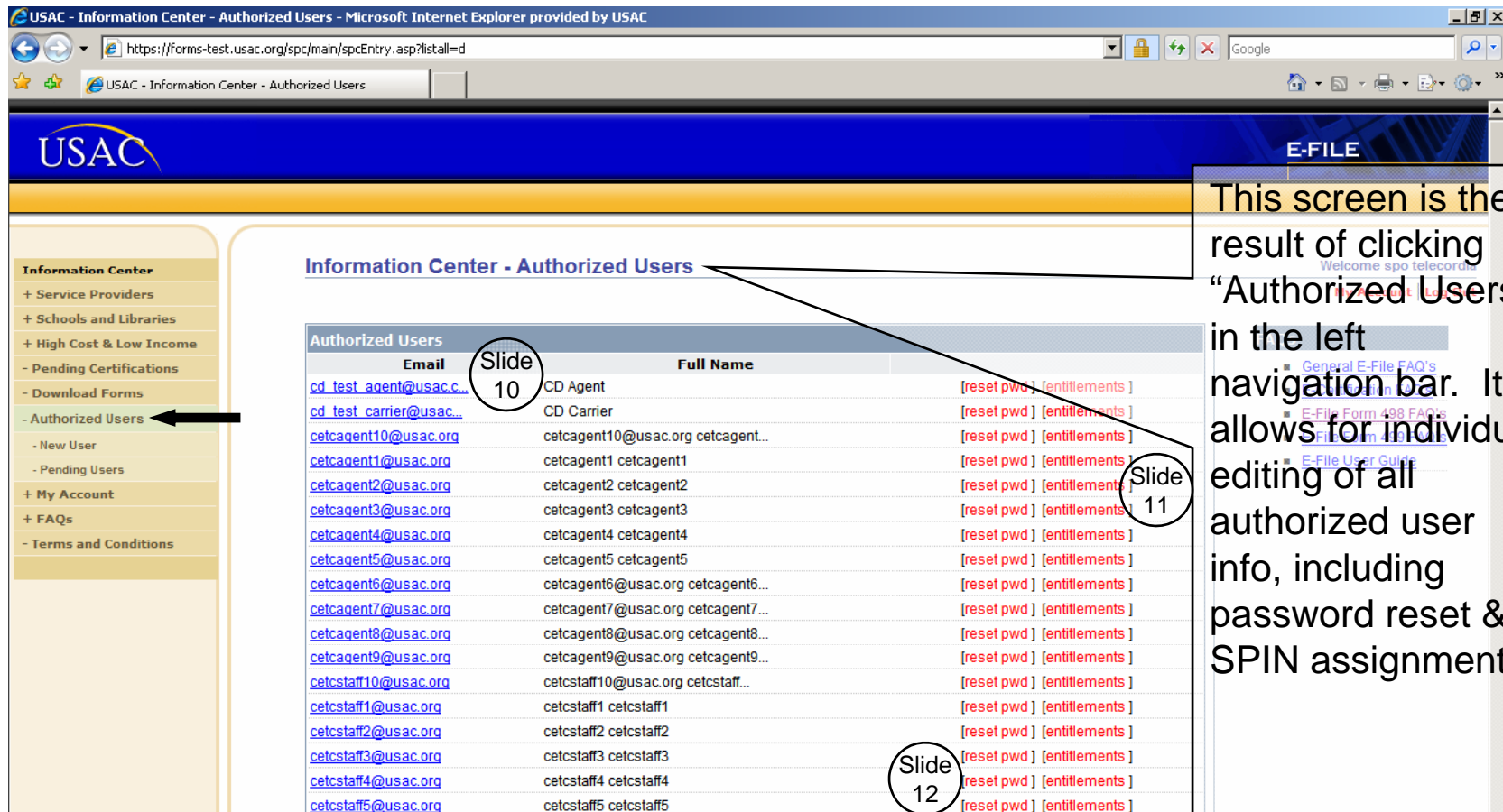
HCLI SPIN : 143027419
Entitlement : Form 525 Agent

Assigned			Remove
<input type="checkbox"/> User ID (Select All)	Full Name	Status	
<input type="checkbox"/> cetcagent10@usac.org	cetcagent10@usac.org cetcagent10@usac.org	ACTIVE	
<input type="checkbox"/> cetcagent9@usac.org	cetcagent9@usac.org cetcagent9@usac.org	ACTIVE	
<input type="checkbox"/> cetcagent8@usac.org	cetcagent8@usac.org cetcagent8@usac.org	ACTIVE	
<input type="checkbox"/> cetcagent7@usac.org	cetcagent7@usac.org cetcagent7@usac.org	ACTIVE	
<input type="checkbox"/> cetcagent6@usac.org	cetcagent6@usac.org cetcagent6@usac.org	ACTIVE	

Available			Assign
<input type="checkbox"/> User ID (Select All)	Full Name	Status	
<input type="checkbox"/> cd_test_agent@usac.com	CD Agent	ACTIVE	
<input type="checkbox"/> cd_test_carrier@usac.com	CD Carrier	ACTIVE	

This screen is the result of clicking "agents" for a SPIN on the Information Center screen (circle 1 on slide 6). It similarly allows for individual or mass assignment or removal of existing Agents.

E-File: Authorized User Management by List

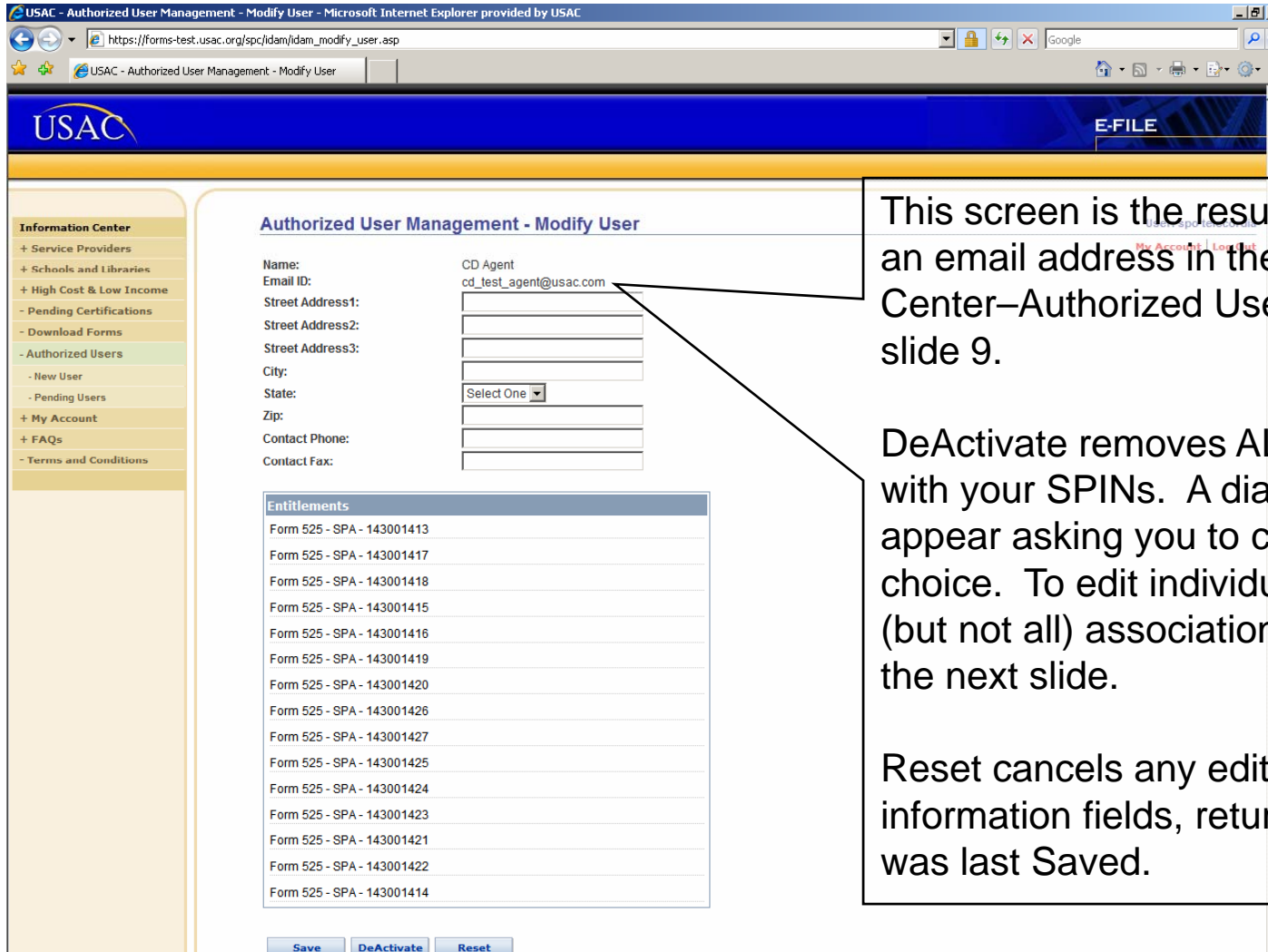


Information Center - Authorized Users

Email	Full Name		
cd_test_agent@usac.c...	CD Agent	[reset pwd]	[entitlements]
cd_test_carrier@usac...	CD Carrier	[reset pwd]	[entitlements]
cetcagent10@usac.org	cetcagent10@usac.org cetcagent...	[reset pwd]	[entitlements]
cetcagent1@usac.org	cetcagent1 cetcagent1	[reset pwd]	[entitlements]
cetcagent2@usac.org	cetcagent2 cetcagent2	[reset pwd]	[entitlements]
cetcagent3@usac.org	cetcagent3 cetcagent3	[reset pwd]	[entitlements]
cetcagent4@usac.org	cetcagent4 cetcagent4	[reset pwd]	[entitlements]
cetcagent5@usac.org	cetcagent5 cetcagent5	[reset pwd]	[entitlements]
cetcagent6@usac.org	cetcagent6@usac.org cetcagent6...	[reset pwd]	[entitlements]
cetcagent7@usac.org	cetcagent7@usac.org cetcagent7...	[reset pwd]	[entitlements]
cetcagent8@usac.org	cetcagent8@usac.org cetcagent8...	[reset pwd]	[entitlements]
cetcagent9@usac.org	cetcagent9@usac.org cetcagent9...	[reset pwd]	[entitlements]
cetcstaff10@usac.org	cetcstaff10@usac.org cetcstaff...	[reset pwd]	[entitlements]
cetcstaff1@usac.org	cetcstaff1 cetcstaff1	[reset pwd]	[entitlements]
cetcstaff2@usac.org	cetcstaff2 cetcstaff2	[reset pwd]	[entitlements]
cetcstaff3@usac.org	cetcstaff3 cetcstaff3	[reset pwd]	[entitlements]
cetcstaff4@usac.org	cetcstaff4 cetcstaff4	[reset pwd]	[entitlements]
cetcstaff5@usac.org	cetcstaff5 cetcstaff5	[reset pwd]	[entitlements]

This screen is the result of clicking "Authorized Users" in the left navigation bar. It allows for individual editing of all authorized user info, including password reset & SPIN assignments.

E-File: Authorized User Management – Modify User Info



USAC - Authorized User Management - Modify User - Microsoft Internet Explorer provided by USAC

https://forms-test.usac.org/spc/ldam/ldam_modify_user.asp

USAC - Authorized User Management - Modify User

USAC E-FILE

Information Center

- + Service Providers
- + Schools and Libraries
- + High Cost & Low Income
- Pending Certifications
- Download Forms
- Authorized Users
- New User
- Pending Users
- + My Account
- + FAQs
- Terms and Conditions

Authorized User Management - Modify User

Name: CD Agent
Email ID: cd_test_agent@usac.com
Street Address1:
Street Address2:
Street Address3:
City:
State: Select One
Zip:
Contact Phone:
Contact Fax:

Entitlements
Form 525 - SPA - 143001413
Form 525 - SPA - 143001417
Form 525 - SPA - 143001418
Form 525 - SPA - 143001415
Form 525 - SPA - 143001416
Form 525 - SPA - 143001419
Form 525 - SPA - 143001420
Form 525 - SPA - 143001426
Form 525 - SPA - 143001427
Form 525 - SPA - 143001425
Form 525 - SPA - 143001424
Form 525 - SPA - 143001423
Form 525 - SPA - 143001421
Form 525 - SPA - 143001422
Form 525 - SPA - 143001414

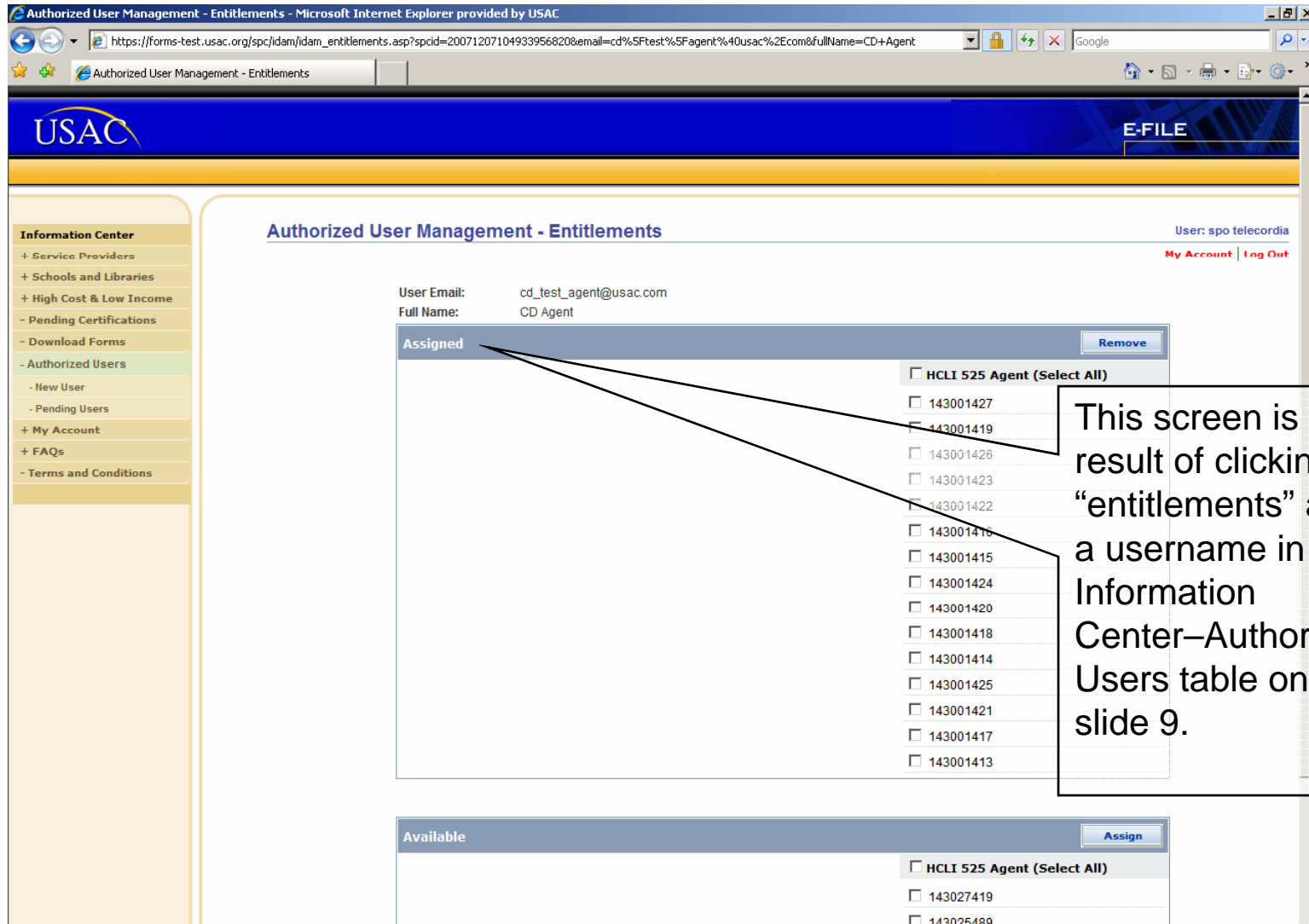
Save DeActivate Reset

This screen is the result of clicking on an email address in the Information Center–Authorized Users table on slide 9.

DeActivate removes ALL association with your SPINs. A dialog box will appear asking you to confirm this choice. To edit individual or multiple (but not all) associations, please see the next slide.

Reset cancels any edits made to the information fields, returning to what was last Saved.

E-File: Authorized User Management – Modify Entitlements



Authorized User Management - Entitlements - Microsoft Internet Explorer provided by USAC

https://forms-test.usac.org/spc/idam/idam_entitlements.asp?spcid=20071207104933956820&email=cd%5Ftest%5Fagent%40usac%2Ecom&fullName=CD+Agent

USAC E-FILE

Authorized User Management - Entitlements

User: spo telecordia
My Account | Log Out

User Email: cd_test_agent@usac.com
Full Name: CD Agent

Assigned Remove

- HCLI 525 Agent (Select All)
- 143001427
- 143001419
- 143001426
- 143001423
- 143001422
- 143001416
- 143001415
- 143001424
- 143001420
- 143001418
- 143001414
- 143001425
- 143001421
- 143001417
- 143001413

Available Assign

- HCLI 525 Agent (Select All)
- 143027419
- 143025489

Information Center

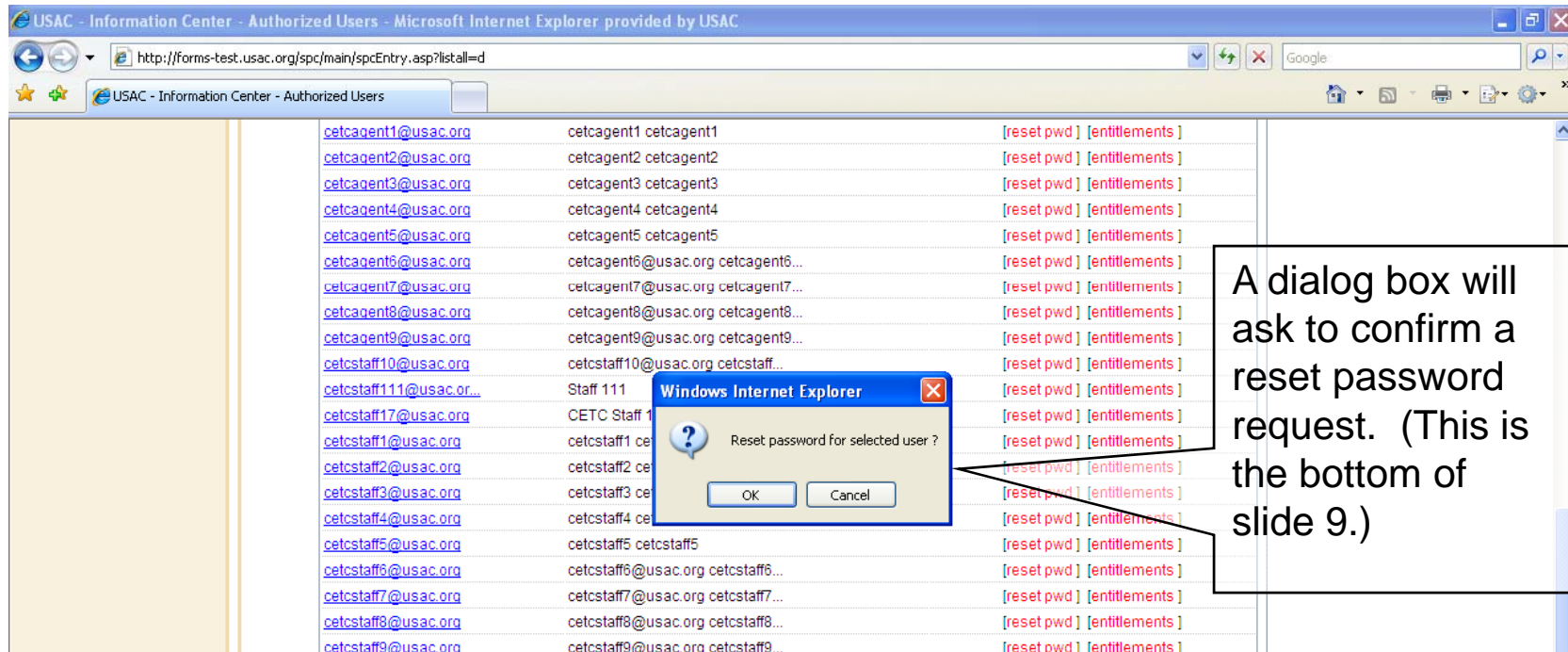
- + Service Providers
- + Schools and Libraries
- + High Cost & Low Income
- Pending Certifications
- Download Forms
- Authorized Users
 - New User
 - Pending Users
- + My Account
- + FAQs
- Terms and Conditions

E-File: Authorized User Management – Confirmation of New Entitlement



A screenshot of a web browser window displaying a confirmation message. The browser's address bar shows the URL "https://forms-test.usac.org/spc/idam/idam_entitlements_available_submit.asp". The page header includes the USAC logo and the text "E-FILE". The main content area is titled "Authorized User Management - Entitlements - Confirmation Message" and contains the following text: "The selected Filer ID's / SPIN's are successfully assigned to the User: 'e525_demo@usac.org'. All the terms and conditions of this website apply to all users of the system. Please click OK to go back to Assign/Remove Filer ID/SPIN Page." Below the text is a blue "OK" button. On the right side of the page, the user is identified as "User: spo telecordia" with links for "My Account" and "Log Out". A left-hand navigation menu is visible, listing various options under "Information Center".

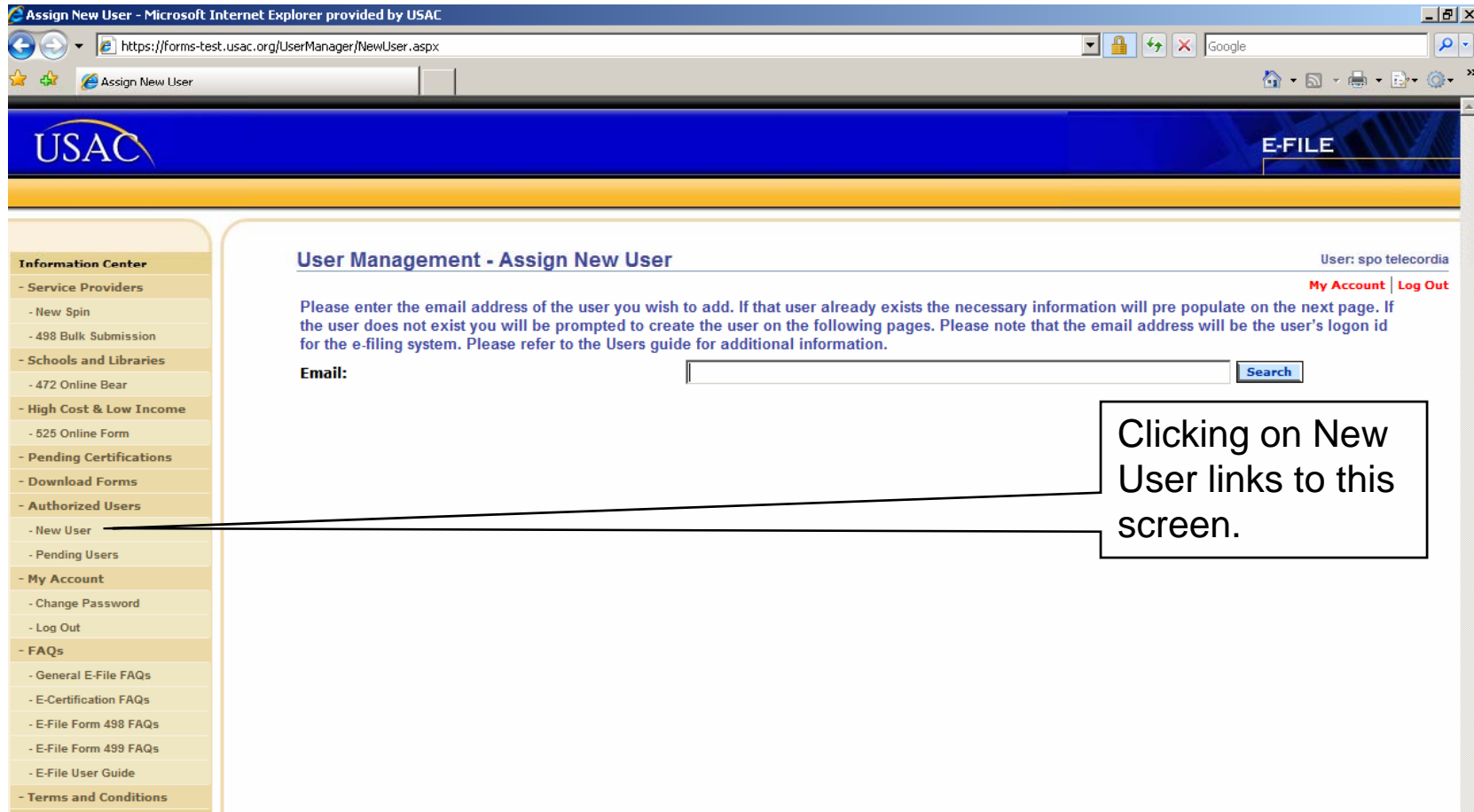
E-File: User Password Reset by List



The screenshot shows a web browser window titled "USAC - Information Center - Authorized Users". The address bar shows the URL "http://forms-test.usac.org/spc/main/spcEntry.asp?listall=d". The main content area displays a list of users with columns for email addresses, names, and actions. A "Windows Internet Explorer" dialog box is overlaid on the list, asking "Reset password for selected user?" with "OK" and "Cancel" buttons. A callout box points to the dialog box with the text: "A dialog box will ask to confirm a reset password request. (This is the bottom of slide 9.)"

Email Address	Name	Actions
cetcagent1@usac.org	cetcagent1 cetcagent1	[reset pwd] [entitlements]
cetcagent2@usac.org	cetcagent2 cetcagent2	[reset pwd] [entitlements]
cetcagent3@usac.org	cetcagent3 cetcagent3	[reset pwd] [entitlements]
cetcagent4@usac.org	cetcagent4 cetcagent4	[reset pwd] [entitlements]
cetcagent5@usac.org	cetcagent5 cetcagent5	[reset pwd] [entitlements]
cetcagent6@usac.org	cetcagent6@usac.org cetcagent6...	[reset pwd] [entitlements]
cetcagent7@usac.org	cetcagent7@usac.org cetcagent7...	[reset pwd] [entitlements]
cetcagent8@usac.org	cetcagent8@usac.org cetcagent8...	[reset pwd] [entitlements]
cetcagent9@usac.org	cetcagent9@usac.org cetcagent9...	[reset pwd] [entitlements]
cetcstaff10@usac.org	cetcstaff10@usac.org cetcstaff...	[reset pwd] [entitlements]
cetcstaff11@usac.org	Staff 111	[reset pwd] [entitlements]
cetcstaff17@usac.org	CETC Staff 1	[reset pwd] [entitlements]
cetcstaff1@usac.org	cetcstaff1 ce	[reset pwd] [entitlements]
cetcstaff2@usac.org	cetcstaff2 ce	[reset pwd] [entitlements]
cetcstaff3@usac.org	cetcstaff3 ce	[reset pwd] [entitlements]
cetcstaff4@usac.org	cetcstaff4 ce	[reset pwd] [entitlements]
cetcstaff5@usac.org	cetcstaff5 cetcstaff5	[reset pwd] [entitlements]
cetcstaff6@usac.org	cetcstaff6@usac.org cetcstaff6...	[reset pwd] [entitlements]
cetcstaff7@usac.org	cetcstaff7@usac.org cetcstaff7...	[reset pwd] [entitlements]
cetcstaff8@usac.org	cetcstaff8@usac.org cetcstaff8...	[reset pwd] [entitlements]
cetcstaff9@usac.org	cetcstaff9@usac.org cetcstaff9...	[reset pwd] [entitlements]

E-File: New Authorized User



The screenshot shows a web browser window titled "Assign New User - Microsoft Internet Explorer provided by USAC". The address bar shows the URL "https://forms-test.usac.org/UserManager/NewUser.aspx". The page features a blue header with the USAC logo and "E-FILE" text. A left sidebar contains an "Information Center" with a tree view of navigation options. The main content area is titled "User Management - Assign New User" and includes a user ID "User: spo telecordia" and links for "My Account" and "Log Out". A text box prompts the user to enter an email address, with a "Search" button. A callout box with a pointer to the "New User" link in the sidebar contains the text: "Clicking on New User links to this screen."

Information Center

- Service Providers
 - New Spin
 - 498 Bulk Submission
- Schools and Libraries
 - 472 Online Bear
- High Cost & Low Income
 - 525 Online Form
- Pending Certifications
- Download Forms
- Authorized Users
 - New User
 - Pending Users
- My Account
 - Change Password
 - Log Out
- FAQs
 - General E-File FAQs
 - E-Certification FAQs
 - E-File Form 498 FAQs
 - E-File Form 499 FAQs
 - E-File User Guide
 - Terms and Conditions

User Management - Assign New User User: spo telecordia
[My Account](#) | [Log Out](#)

Please enter the email address of the user you wish to add. If that user already exists the necessary information will pre populate on the next page. If the user does not exist you will be prompted to create the user on the following pages. Please note that the email address will be the user's logon id for the e-filing system. Please refer to the Users guide for additional information.

Email:

Clicking on New User links to this screen.

E-File: New Authorized User – Not in System

Assign New User - Microsoft Internet Explorer provided by USAC

https://forms-test.usac.org/UserManager/NewUser.aspx

USAC E-FILE

User Management - Assign New User User: spo telecordia
[My Account](#) | [Log Out](#)

Please enter the email address of the user you wish to add. If that user already exists the necessary information will pre populate on the next page. If the user does not exist you will be prompted to create the user on the following pages. Please note that the email address will be the user's logon id for the e-filing system. Please refer to the Users guide for additional information.

Email:

'cetc_test_agent1@usac.org' is a new user. Please fill out their information below.

First Name:

Middle Initial

Last Name:

Street Address Line 1:

Street Address Line 2:

Street Address Line 3:

City:

State:

Zip:

Phone:

Fax:

Agent

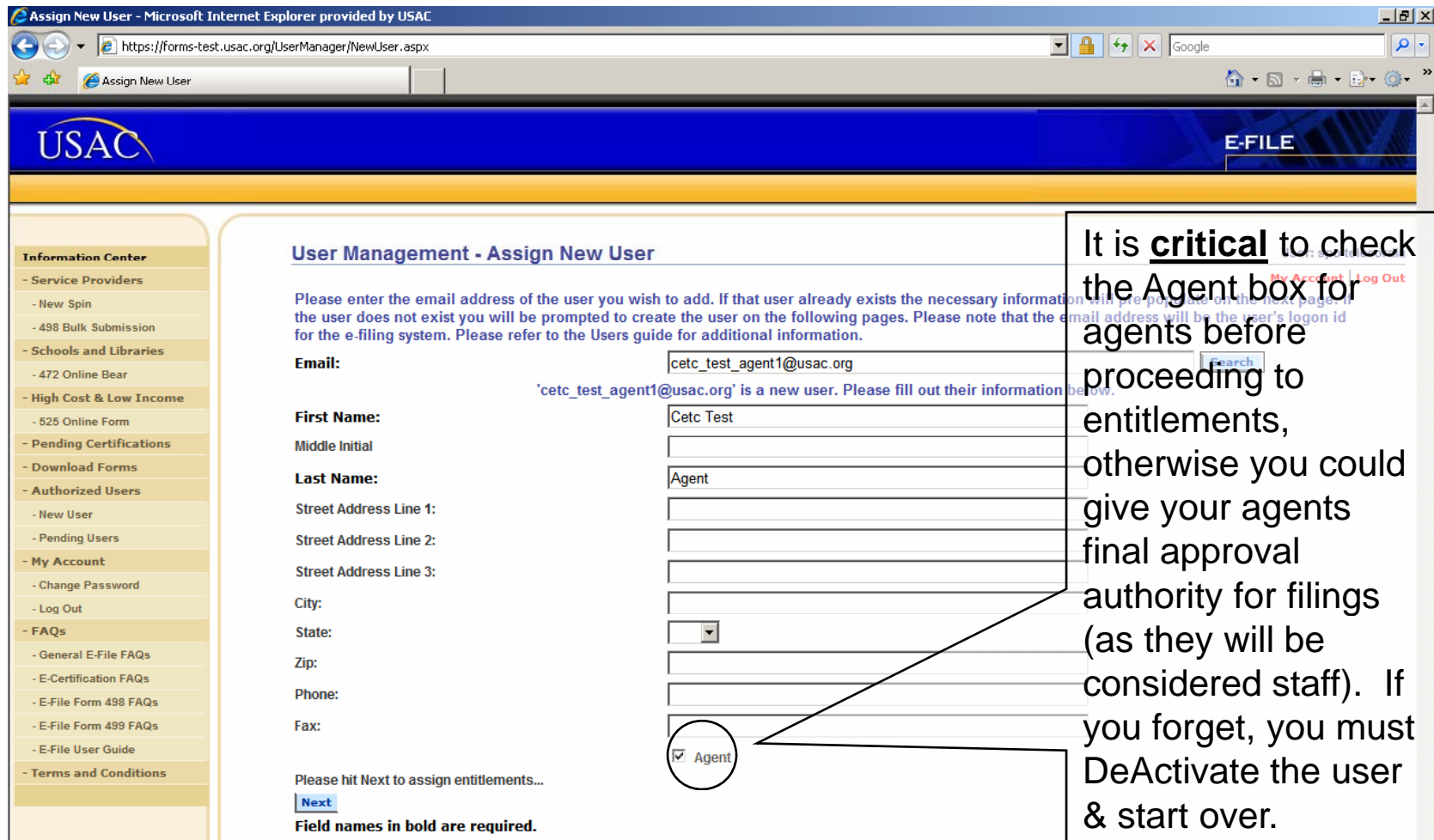
Please hit Next to assign entitlements...

Field names in bold are required.

If you add an email address that has never been used before, some basic information about the user is required.

If the address has been used before, the user information entered previously will be displayed.

E-File: New Authorized User – Not in System



Information Center

- Service Providers
- New Spin
- 498 Bulk Submission
- Schools and Libraries
- 472 Online Bear
- High Cost & Low Income
- 525 Online Form
- Pending Certifications
- Download Forms
- Authorized Users
- New User
- Pending Users
- My Account
- Change Password
- Log Out
- FAQs
- General E-File FAQs
- E-Certification FAQs
- E-File Form 498 FAQs
- E-File Form 499 FAQs
- E-File User Guide
- Terms and Conditions

User Management - Assign New User

Please enter the email address of the user you wish to add. If that user already exists the necessary information will be populated on the next page. If the user does not exist you will be prompted to create the user on the following pages. Please note that the email address will be the user's logon id for the e-filing system. Please refer to the Users guide for additional information.

Email:

First Name:

Middle Initial:

Last Name:

Street Address Line 1:

Street Address Line 2:

Street Address Line 3:

City:

State:

Zip:

Phone:

Fax:

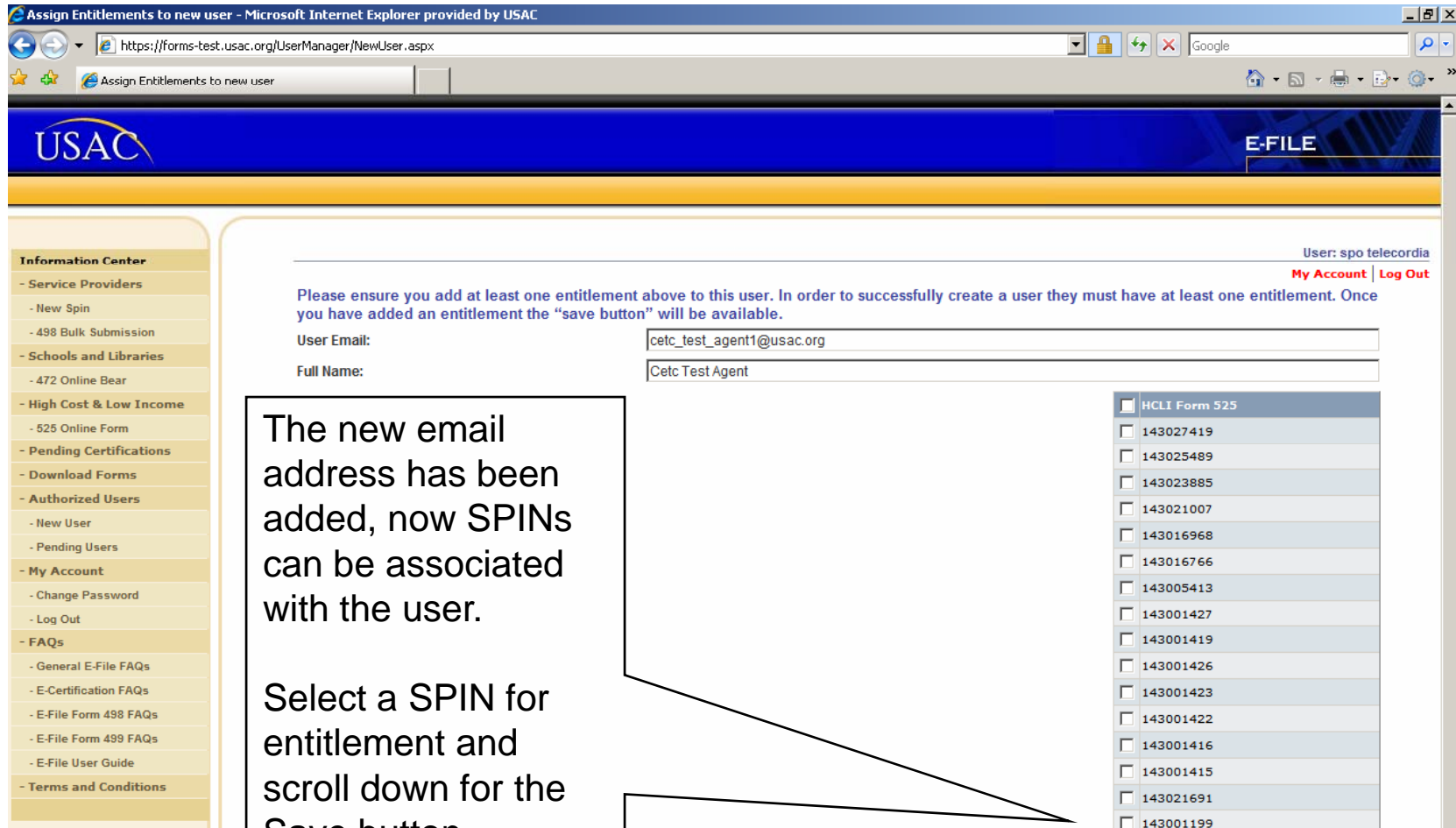
Agent

Please hit Next to assign entitlements...
[Next](#)

Field names in bold are required.

It is critical to check the Agent box for agents before proceeding to entitlements, otherwise you could give your agents final approval authority for filings (as they will be considered staff). If you forget, you must DeActivate the user & start over.

E-File: New Authorized User – Not in System



Assign Entitlements to new user - Microsoft Internet Explorer provided by USAC

https://forms-test.usac.org/UserManager/NewUser.aspx

USAC E-FILE

User: spo telecordia
[My Account](#) | [Log Out](#)

Please ensure you add at least one entitlement above to this user. In order to successfully create a user they must have at least one entitlement. Once you have added an entitlement the "save button" will be available.

User Email:

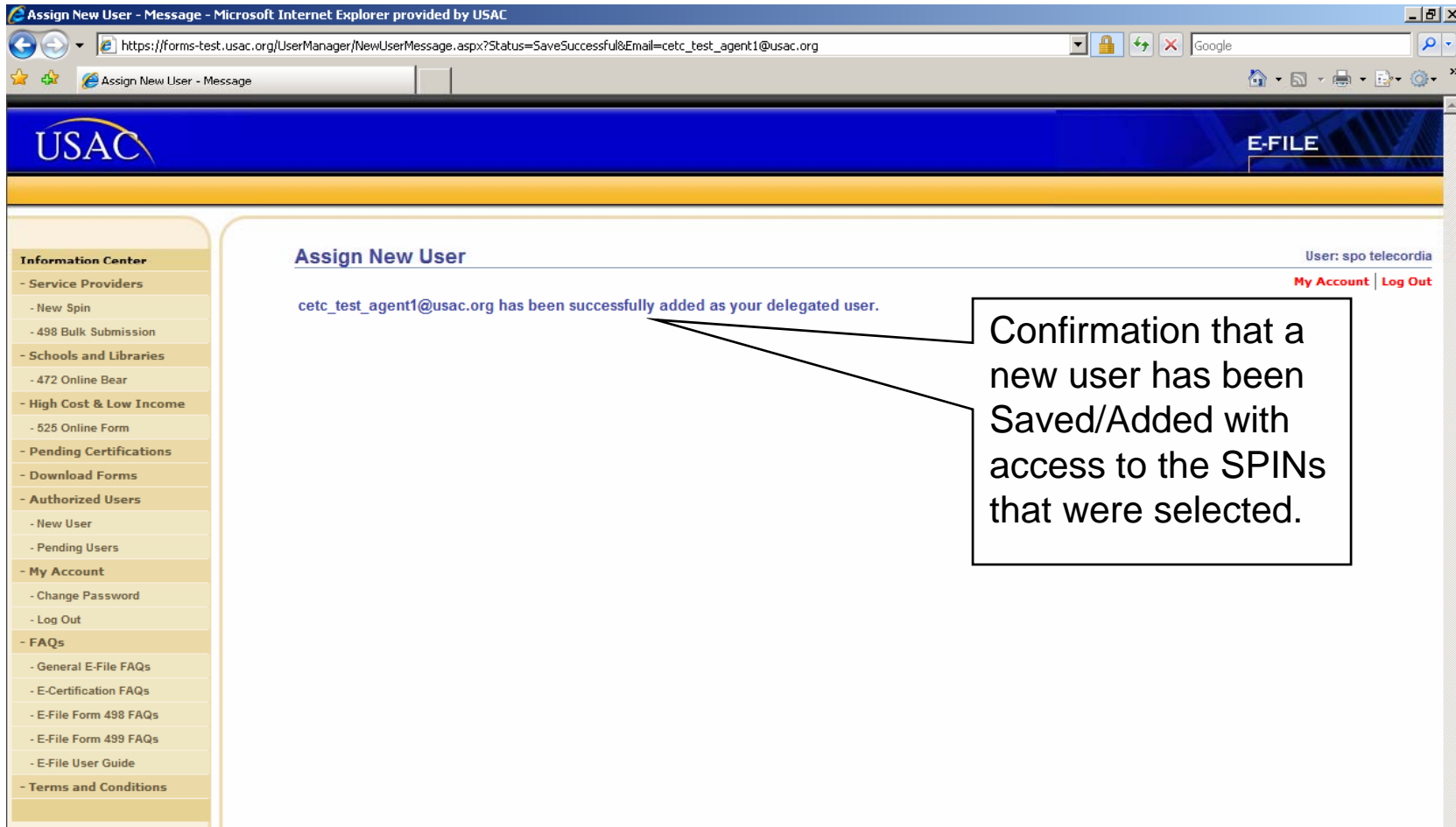
Full Name:

The new email address has been added, now SPINs can be associated with the user.

Select a SPIN for entitlement and scroll down for the Save button.

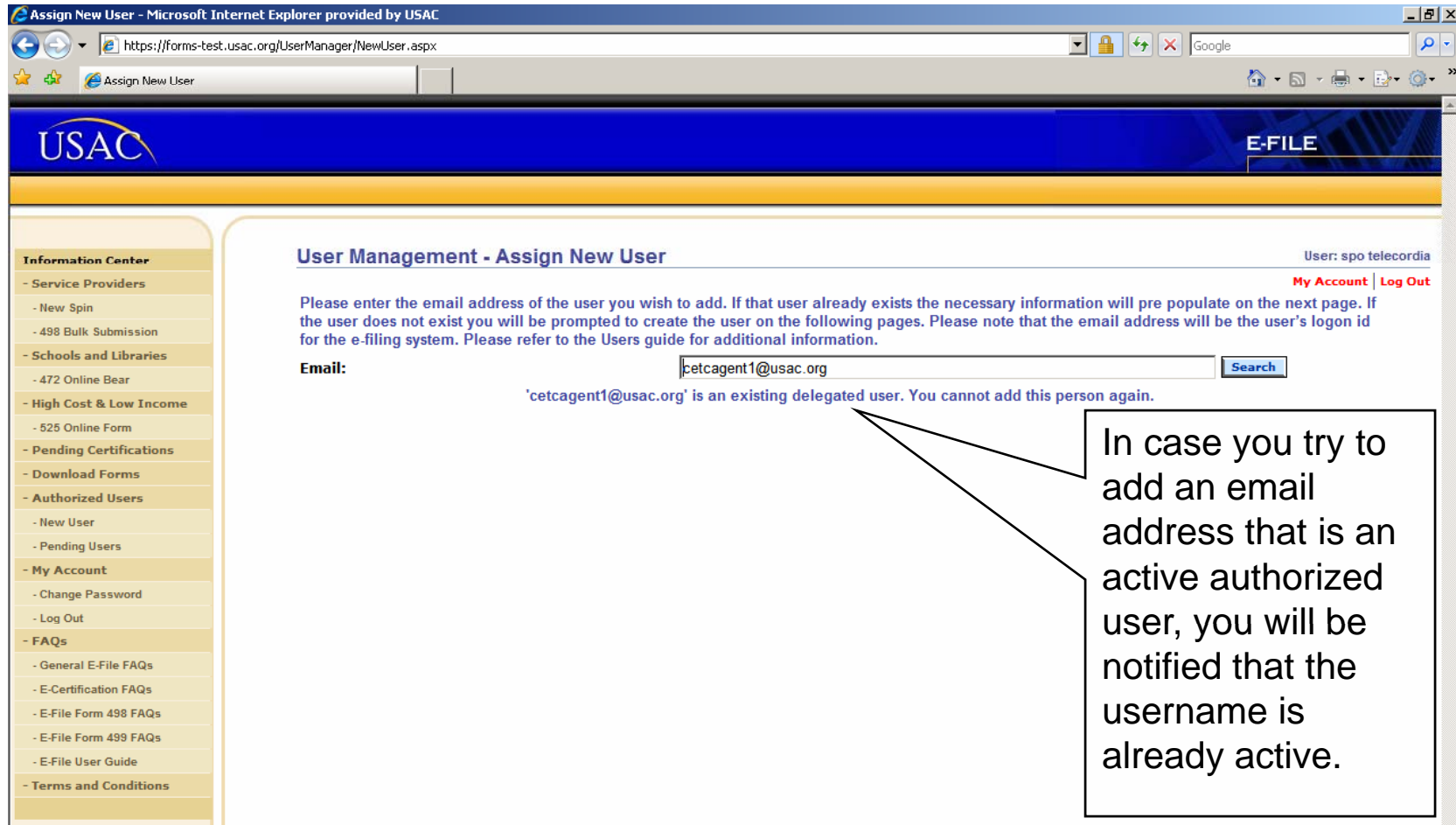
HCLI Form 525	
<input type="checkbox"/>	143027419
<input type="checkbox"/>	143025489
<input type="checkbox"/>	143023885
<input type="checkbox"/>	143021007
<input type="checkbox"/>	143016968
<input type="checkbox"/>	143016766
<input type="checkbox"/>	143005413
<input type="checkbox"/>	143001427
<input type="checkbox"/>	143001419
<input type="checkbox"/>	143001426
<input type="checkbox"/>	143001423
<input type="checkbox"/>	143001422
<input type="checkbox"/>	143001416
<input type="checkbox"/>	143001415
<input type="checkbox"/>	143021691
<input type="checkbox"/>	143001199

E-File: New Authorized User – Not in System



The screenshot shows a web browser window with the URL `https://forms-test.usac.org/UserManager/NewUserMessage.aspx?Status=SaveSuccessful&Email=cetc_test_agent1@usac.org`. The page title is "Assign New User - Message". The USAC logo is in the top left, and "E-FILE" is in the top right. A navigation menu on the left lists categories like "Information Center", "Service Providers", "High Cost & Low Income", "My Account", and "FAQs". The main content area is titled "Assign New User" and displays the message: "cetc_test_agent1@usac.org has been successfully added as your delegated user." In the top right of the main area, it says "User: spo telecordia" and "My Account | Log Out". A callout box points to the confirmation message with the text: "Confirmation that a new user has been Saved/Added with access to the SPINs that were selected."

E-File: New Authorized User – Exists in System



Assign New User - Microsoft Internet Explorer provided by USAC
https://forms-test.usac.org/UserManager/NewUser.aspx

USAC E-FILE

User Management - Assign New User

User: spo telecordia
[My Account](#) | [Log Out](#)

Please enter the email address of the user you wish to add. If that user already exists the necessary information will pre populate on the next page. If the user does not exist you will be prompted to create the user on the following pages. Please note that the email address will be the user's logon id for the e-filing system. Please refer to the Users guide for additional information.

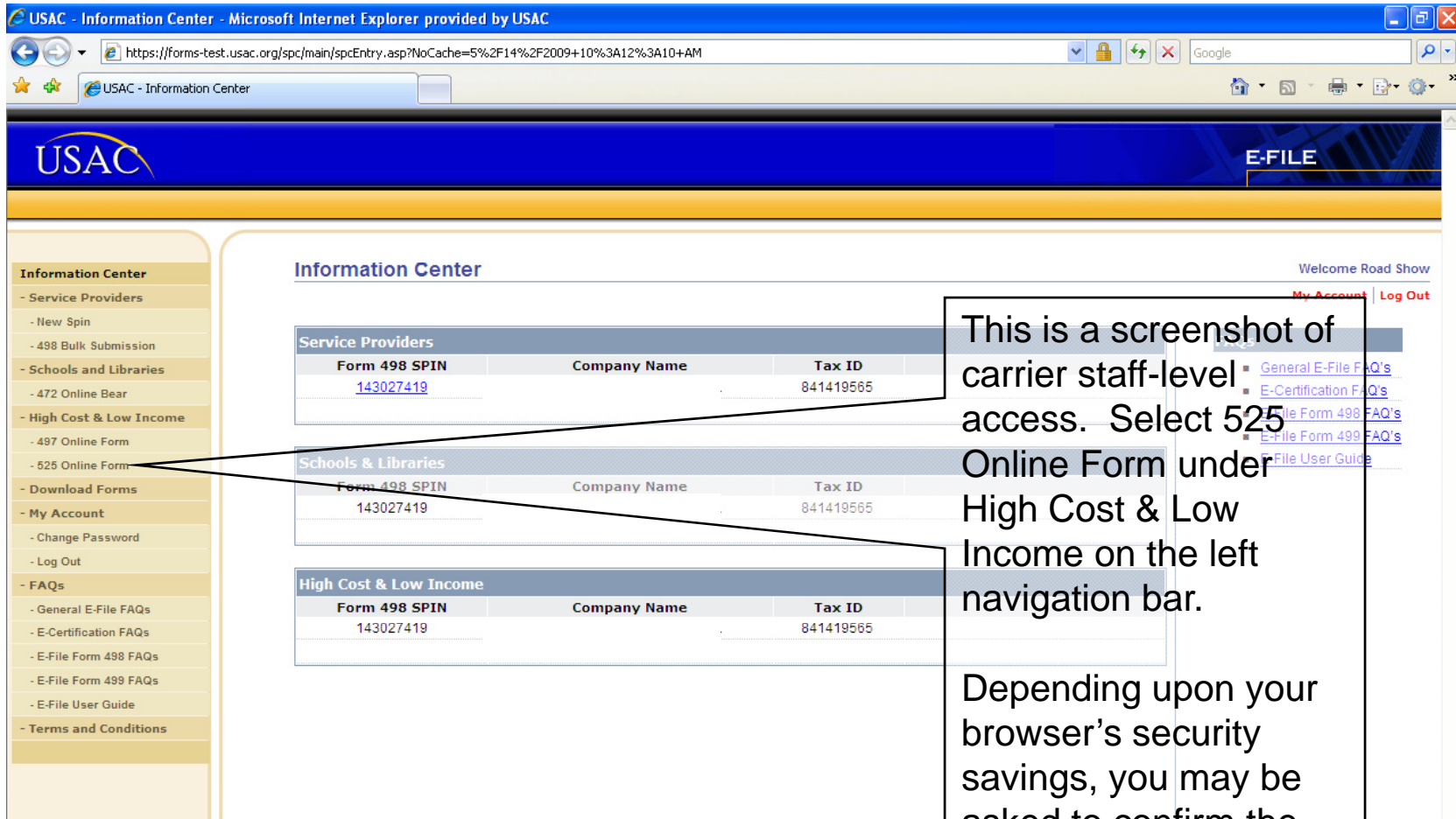
Email:

'cetcagent1@usac.org' is an existing delegated user. You cannot add this person again.

In case you try to add an email address that is an active authorized user, you will be notified that the username is already active.

II. Introducing Form 525 Online

Online Form 525 Click-thru to e525 from E-File



The screenshot shows the USAC Information Center website. The left navigation bar includes the following categories:

- Information Center
 - Service Providers
 - New Spin
 - 498 Bulk Submission
 - Schools and Libraries
 - 472 Online Bear
 - High Cost & Low Income
 - 497 Online Form
 - 525 Online Form
 - Download Forms
 - My Account
 - Change Password
 - Log Out
 - FAQs
 - General E-File FAQs
 - E-Certification FAQs
 - E-File Form 498 FAQs
 - E-File Form 499 FAQs
 - E-File User Guide
 - Terms and Conditions

The main content area displays three tables:

Service Providers		
Form 498 SPIN	Company Name	Tax ID
143027419		841419565

Schools & Libraries		
Form 498 SPIN	Company Name	Tax ID
143027419		841419565

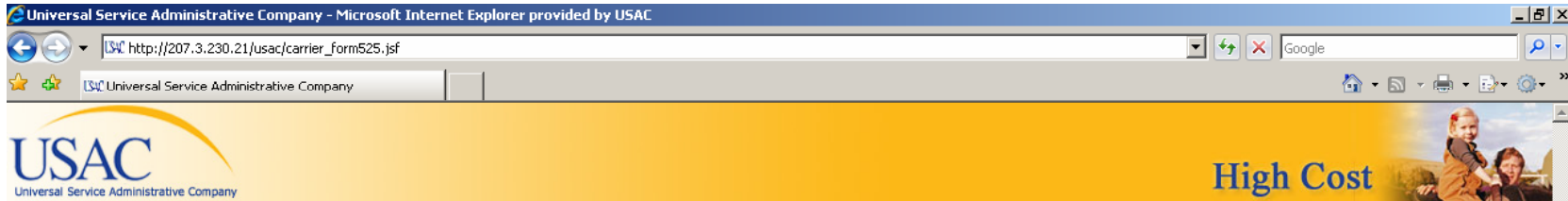
High Cost & Low Income		
Form 498 SPIN	Company Name	Tax ID
143027419		841419565

A callout box points to the '525 Online Form' link in the navigation bar and contains the following text:

This is a screenshot of carrier staff-level access. Select 525 Online Form under High Cost & Low Income on the left navigation bar.

Depending upon your browser's security savings, you may be asked to confirm the link (via dialog box).

Online Form 525 Click-thru Failure



If your e-File username has no 525 Online Form authorization, you cannot be authenticated and will receive this message.

Online Form 525 Click-thru Success – Disclaimer

A screenshot of a web browser window showing the USAC online form 525 disclaimer page. The browser title bar reads "Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC". The address bar shows the URL "http://207.3.230.21/usac/spc_form525.jsf;jsessionid=33484524169EA49DE378F24768E4BF4B.node2". The page header features the USAC logo on the left and the text "High Cost" on the right, accompanied by a small image of a family. The main content area contains the following text:

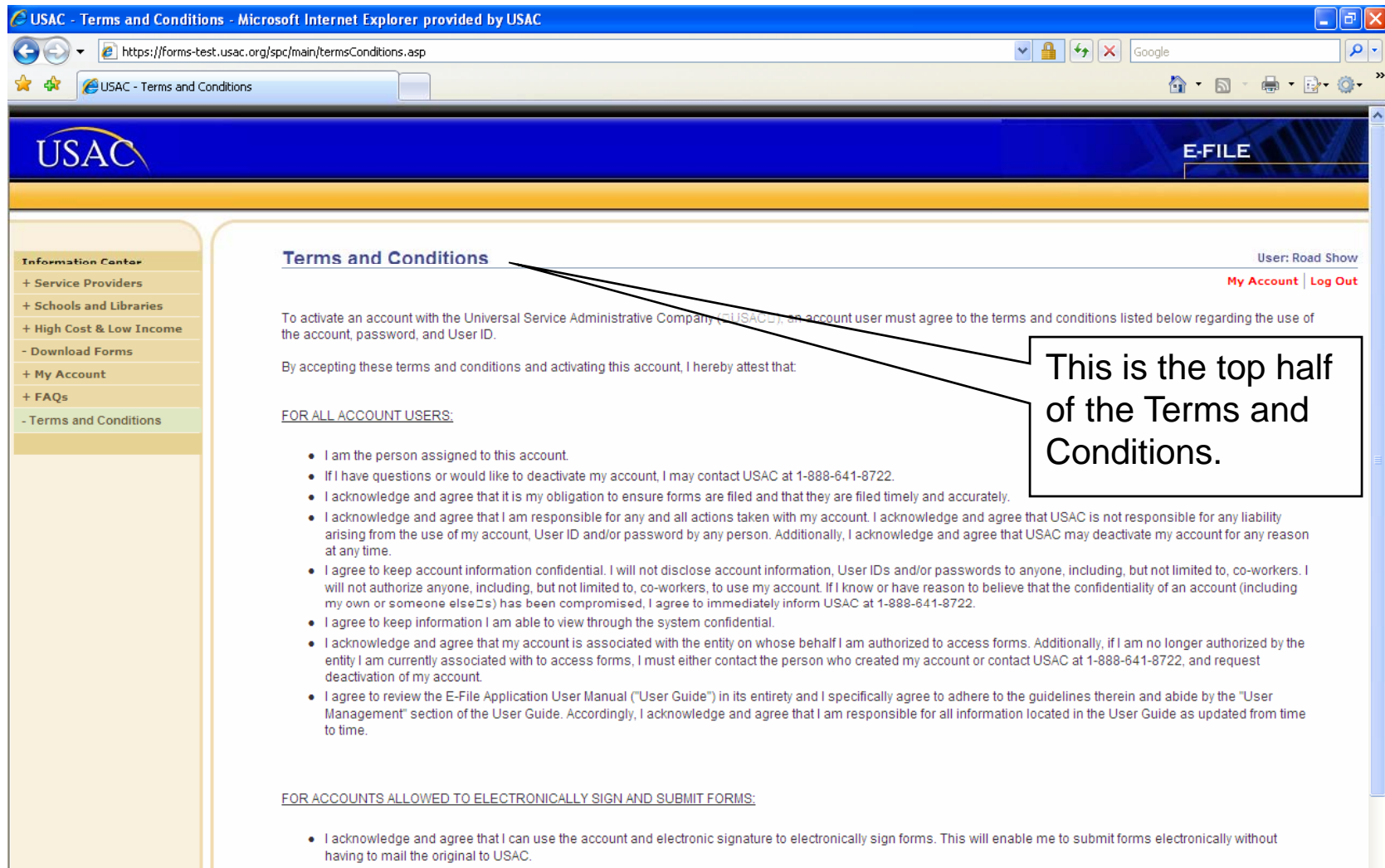
By logging into your account and clicking the "certify" button at the end of the form, you have electronically signed the form. You are reminded that an electronic signature is the same as a handwritten signature on the form.

To see a copy of the Terms and Conditions to which you previously agreed, please click here: [Terms and conditions](#)

If you click "Accept" you are affirming your compliance and may file the form electronically.
If you click "Reject" you must file the form in hardcopy.

At the bottom of the page, there are two buttons: "Accept" and "Reject". A callout box with a black border and white background is positioned to the right of these buttons, containing the text: "You must Accept the Terms and Conditions to enter the 525 application." Two lines from the top-left corner of the callout box point to the "Accept" button, and two lines from the top-right corner point to the "Reject" button.

Online Form 525 Click-thru Success – Terms and Conditions



USAC - Terms and Conditions - Microsoft Internet Explorer provided by USAC

https://forms-test.usac.org/spc/main/termsConditions.asp

USAC - Terms and Conditions

USAC E-FILE

Information Center

- + Service Providers
- + Schools and Libraries
- + High Cost & Low Income
- Download Forms
- + My Account
- + FAQs
- Terms and Conditions

Terms and Conditions

User: Road Show
[My Account](#) | [Log Out](#)

To activate an account with the Universal Service Administrative Company (USAC), an account user must agree to the terms and conditions listed below regarding the use of the account, password, and User ID.

By accepting these terms and conditions and activating this account, I hereby attest that:

FOR ALL ACCOUNT USERS:

- I am the person assigned to this account.
- If I have questions or would like to deactivate my account, I may contact USAC at 1-888-641-8722.
- I acknowledge and agree that it is my obligation to ensure forms are filed and that they are filed timely and accurately.
- I acknowledge and agree that I am responsible for any and all actions taken with my account. I acknowledge and agree that USAC is not responsible for any liability arising from the use of my account, User ID and/or password by any person. Additionally, I acknowledge and agree that USAC may deactivate my account for any reason at any time.
- I agree to keep account information confidential. I will not disclose account information, User IDs and/or passwords to anyone, including, but not limited to, co-workers. I will not authorize anyone, including, but not limited to, co-workers, to use my account. If I know or have reason to believe that the confidentiality of an account (including my own or someone else's) has been compromised, I agree to immediately inform USAC at 1-888-641-8722.
- I agree to keep information I am able to view through the system confidential.
- I acknowledge and agree that my account is associated with the entity on whose behalf I am authorized to access forms. Additionally, if I am no longer authorized by the entity I am currently associated with to access forms, I must either contact the person who created my account or contact USAC at 1-888-641-8722, and request deactivation of my account.
- I agree to review the E-File Application User Manual ("User Guide") in its entirety and I specifically agree to adhere to the guidelines therein and abide by the "User Management" section of the User Guide. Accordingly, I acknowledge and agree that I am responsible for all information located in the User Guide as updated from time to time.

FOR ACCOUNTS ALLOWED TO ELECTRONICALLY SIGN AND SUBMIT FORMS:

- I acknowledge and agree that I can use the account and electronic signature to electronically sign forms. This will enable me to submit forms electronically without having to mail the original to USAC.

Online Form 525 e525 Start Page – Multiple SAC Display



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form525_search.jsf

USAC Universal Service Administrative Company

High Cost

Form 525 Search

Search Criteria

Carrier Name

Carrier SPIN*

Carrier SAC

Operating State

List of Carrier SACs based on Search Criteria		
SAC	Carrier Name	Form 525s
459008	USACETC4	<input type="button" value="Form 525s"/>
559004	USACETC1	<input type="button" value="Form 525s"/>
559005	USACETC2	<input type="button" value="Form 525s"/>
559006	USACETC3	<input type="button" value="Form 525s"/>

The start page will display all SACs under the SPINs associated with your E-File login.

You can filter the SAC list by several criteria.

Online Form 525 Individual SAC View



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_list.jsf

USAC
Universal Service Administrative Company

High Cost

List of Form 525s

Selected Carrier

Carrier SPIN: 143027419

Carrier SAC: 559006

Study Area Name: USACETC3

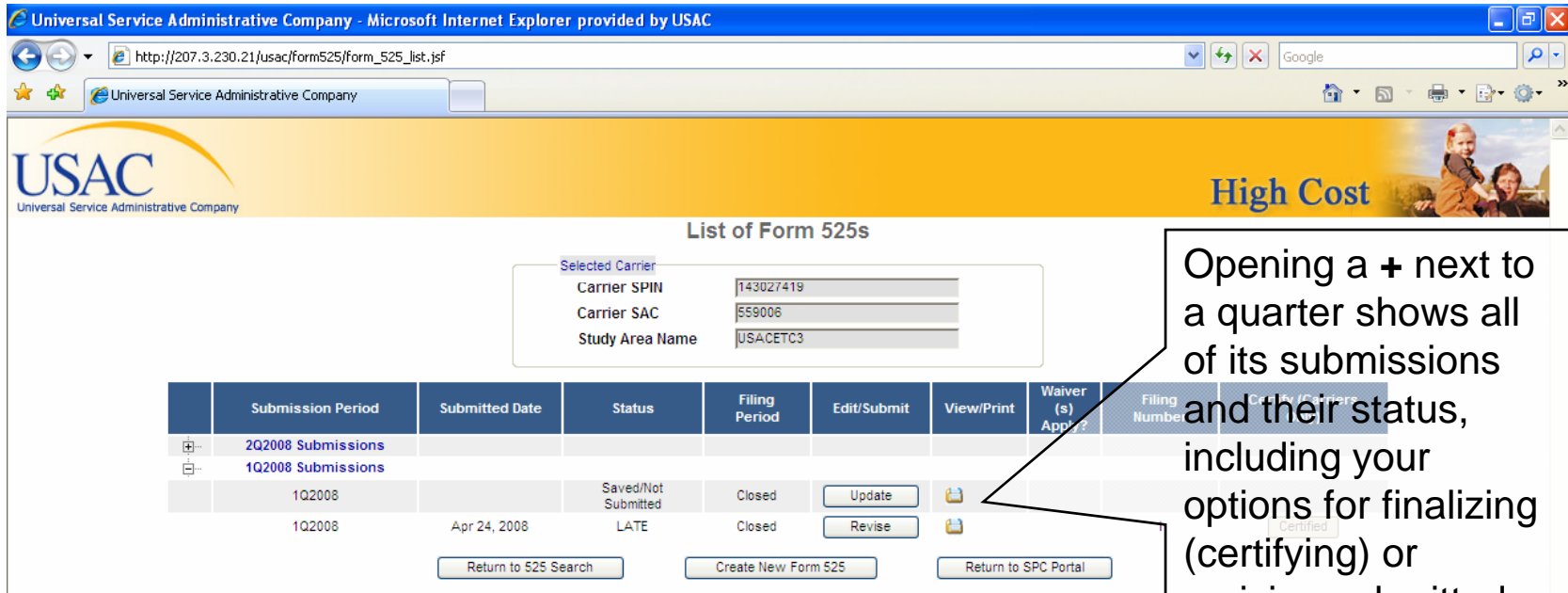
Submission Period	Submitted Date	Status	Filing Period	Edit/Submit	View/Print	Waiver (s) Apply?	Filing Number	Certify (Carriers Only)
2Q2008 Submissions								
1Q2008 Submissions								

Return to 525 Search Create New Form 525 Return to SPC Portal

Select a SAC and all submissions will be displayed. The Submission Period reflects when the submission is/was due, e.g., 2Q2008 is for the filings due June 30, 2008.

You may review previously saved/submitted filings or create a new Form 525.

Online Form 525 Expanded Filing Detail



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_list.jsf

USAC Universal Service Administrative Company

High Cost

List of Form 525s

Selected Carrier

Carrier SPIN: 143027419
Carrier SAC: 559006
Study Area Name: USACETC3

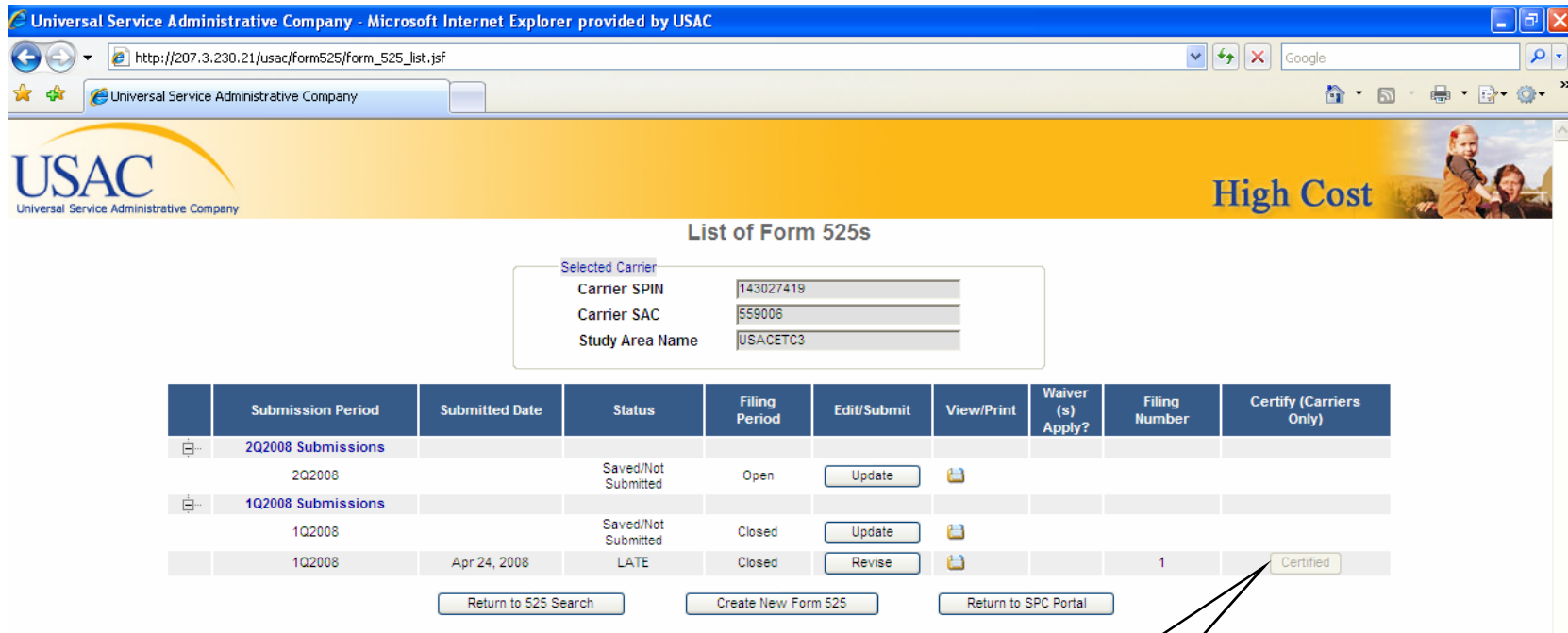
	Submission Period	Submitted Date	Status	Filing Period	Edit/Submit	View/Print	Waiver (s) Applied	Filing Number	Carrier/Contract
+	2Q2008 Submissions								
-	1Q2008 Submissions								
	1Q2008		Saved/Not Submitted	Closed	Update	Print			
	1Q2008	Apr 24, 2008	LATE	Closed	Revise	Print			

Return to 525 Search Create New Form 525 Return to SPC Portal

Opening a + next to a quarter shows all of its submissions and their status, including your options for finalizing (certifying) or revising submitted data.

Multiple time periods may be displayed concurrently...

Online Form 525 Expanded Filing Detail



List of Form 525s

Selected Carrier

Carrier SPIN: 143027419
Carrier SAC: 559006
Study Area Name: USACETC3

	Submission Period	Submitted Date	Status	Filing Period	Edit/Submit	View/Print	Waiver (s) Apply?	Filing Number	Certify (Carriers Only)
2Q2008 Submissions									
	2Q2008		Saved/Not Submitted	Open	<input type="button" value="Update"/>				
1Q2008 Submissions									
	1Q2008		Saved/Not Submitted	Closed	<input type="button" value="Update"/>				
	1Q2008	Apr 24, 2008	LATE	Closed	<input type="button" value="Revise"/>			1	<input type="button" value="Certified"/>

You can see here that the 1Q08 submission has been filed (late) because the Certify button is grayed-out. An update has been started, but not Submitted so it has no Filing Number.

Similarly, the 2Q08 filing has been started, but not Submitted.

Online Form 525 Expanded Filing Detail



	Submission Period	Submitted Date	Status	Filing Period	Edit/Submit	View/Print	Waiver (s) Apply?	Filing Number	Certify (Carriers Only)
+	2Q2008 Submissions								
-	1Q2008 Submissions								
	1Q2008	Apr 24, 2008	LATE	Closed	Revise			2	View/Certify
	1Q2008	Apr 24, 2008	LATE	Closed				1	

Here, the 1Q08 update has been filed by an agent, and the carrier representative must Certify it for it to be considered Submitted (slide 45).

If there are changes to be made, the carrier can use the Revise button.

Online Form 525

New Filing – Form 525 Creation



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_create_new.jsf

Universal Service Administrative Company

USAC
Universal Service Administrative Company

High Cost

Create New Form 525

Selected Carrier

Carrier SPIN	143027419
Carrier SAC	559006
Study Area Name	USACETC3

Quarter*

Continue

1Q2008
1Q2008
2Q2008
3Q2008

* indicates required field

You may create a new Form 525 as far ahead as the current calendar quarter (two filing quarters in advance) and back to the previous filing quarter.

Online Form 525 New Filing – Carrier Info Page



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_main.jsf

Universal Service Administrative Company

USAC
Universal Service Administrative Company

High Cost

Logged in as e525_demo@usac.org
04/24/2008 10:33:58

Carrier Info	HCL/LSS	ICLS	HCM	IAS
Quarterly Submission for 2Q2008				
SPIN: 143027419		HCL/LSS lines as of: Dec 31, 2007 due Jul 31, 2008		
SAC: 559006		ICLS lines as of: Dec 31, 2007 due Jul 31, 2008		
Study Area Name: USACETC3		HCM lines as of: Dec 31, 2007 due Jul 31, 2008		
		IAS lines as of: Mar 31, 2008 due Jun 30, 2008		

Company Legal Name: USACETC
Filer 499 ID: 999999

Contact Name

(8) First Name* (8) Last Name*
 (9) Title*

Address

(7) Street/PO Box* (11) Email*
 (7) Address Line 2 (10) Phone*
 (7) City*
 (7) State*
 (7) ZIP Code*

Save Return to 525 List

* Indicates required field

Note that the header includes a table of which lines as of which date are due on which date for the chosen filing period.

The blue bracketed numbers correspond to fields on the paper Form 525.

Online Form 525 New Filing – Carrier Info Page



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_main.jsf

Universal Service Administrative Company

USAC
Universal Service Administrative Company

High Cost

Logged in as: e525_demo@usac.org
04/24/2008 10:34:55

Carrier Info	HCL/LSS	ICLS	HCM	IAS
Quarterly Submission for 1Q2008				
SPIN: 143027419	HCL/LSS lines as of: Sep 30, 2007 due Mar 31, 2008		LATE	
SAC: 559006	ICLS lines as of: Sep 30, 2007 due Mar 31, 2008		LATE	
Study Area Name: USACETC3	HCM lines as of: Sep 30, 2007 due Mar 31, 2008		LATE	
	IAS lines as of: Dec 31, 2007 due Mar 31, 2008		LATE	

Company Legal Name: USACETC
Filer 499 ID: 999999

Contact Name

(8) First Name* (8) Last Name*
(9) Title*

Address

(7) Street/PO Box* (11) Email*
(7) Address Line 2 (10) Phone*
(7) City*
(7) State*
(7) ZIP Code*

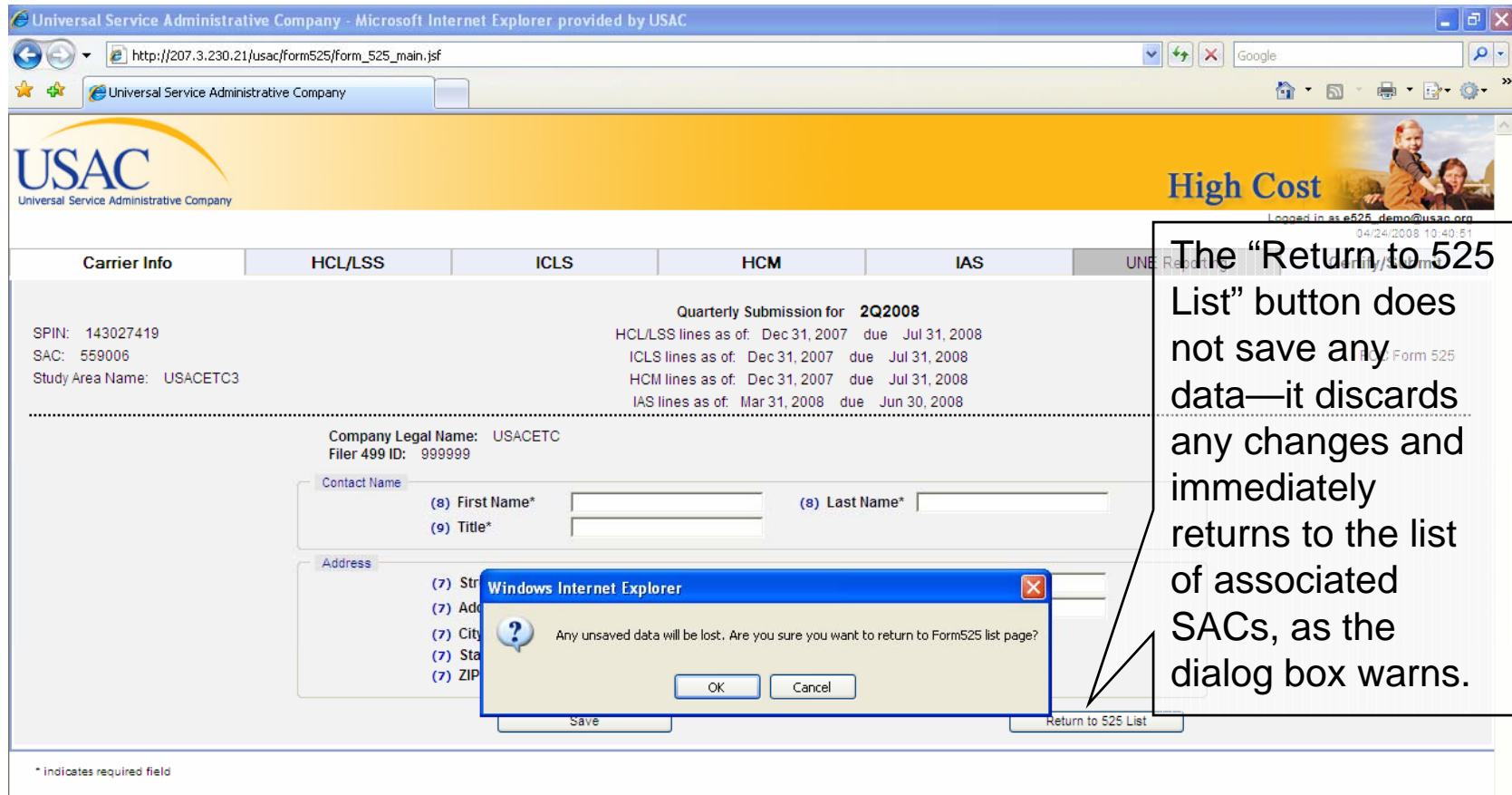
Save Return to 525 List

* Indicates required field

The application will allow you to update or create a new filing for the previous quarter. In this example, note that the filing is late.

Online Form 525

“Return to 525 List” = Do Not Save



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_main.jsf

USAC Universal Service Administrative Company

High Cost

Carrier Info HCL/LSS ICLS HCM IAS UNE

Quarterly Submission for **2Q2008**

SPIN: 143027419 HCL/LSS lines as of: Dec 31, 2007 due: Jul 31, 2008

SAC: 559006 ICLS lines as of: Dec 31, 2007 due: Jul 31, 2008

Study Area Name: USACETC3 HCM lines as of: Dec 31, 2007 due: Jul 31, 2008

IAS lines as of: Mar 31, 2008 due: Jun 30, 2008

Company Legal Name: USACETC
Filer 499 ID: 999999

Contact Name

(8) First Name* (8) Last Name*

(9) Title*

Address

(7) Street
(7) Address
(7) City
(7) State
(7) ZIP

Windows Internet Explorer

Any unsaved data will be lost. Are you sure you want to return to Form525 list page?

OK Cancel

Save Return to 525 List

* Indicates required field

The “Return to 525 List” button does not save any data—it discards any changes and immediately returns to the list of associated SACs, as the dialog box warns.

Online Form 525 New Filing – HCL/LSS Page



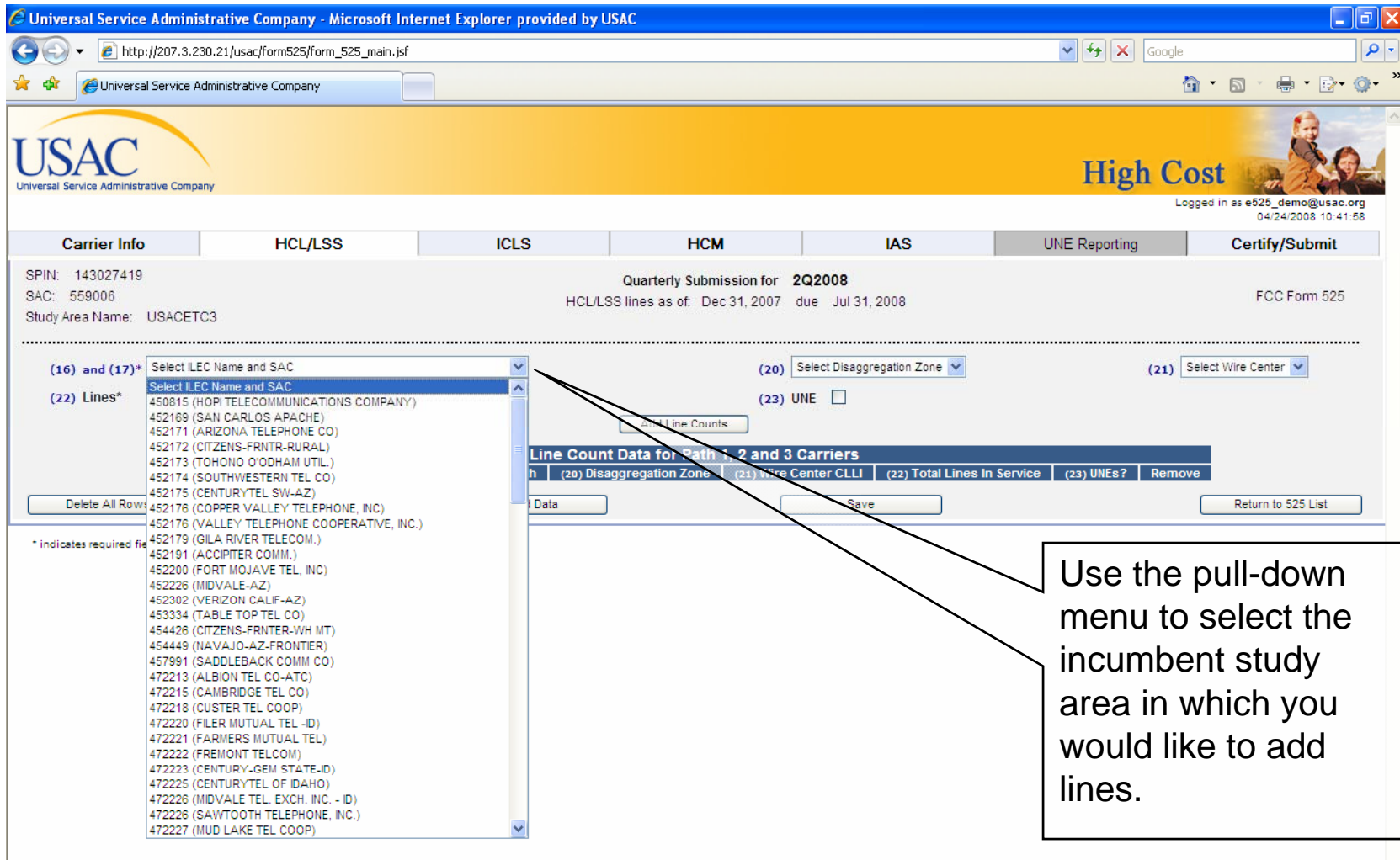
You may navigate the tabs in any order for line entry. Remember to Save to retain your data without submitting so you can continue to work on it later.

See Section III

Your previous filing's wirecenter information will be presented with (editable) blank line counts—this is a new test carrier, so there is no data.

Online Form 525

New Filing – HCL/LSS Page, ILEC Pull-down



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_main.jsf

USAC Universal Service Administrative Company

High Cost

Logged in as e525_demo@usac.org
04/24/2008 10:41:58

Carrier Info HCL/LSS ICLS HCM IAS UNE Reporting Certify/Submit

SPIN: 143027419
SAC: 559006
Study Area Name: USACETC3

Quarterly Submission for 2Q2008
HCL/LSS lines as of: Dec 31, 2007 due Jul 31, 2008
FCC Form 525

(16) and (17)* Select ILEC Name and SAC
(22) Lines* Select ILEC Name and SAC

450815 (HOPI TELECOMMUNICATIONS COMPANY)
452169 (SAN CARLOS APACHE)
452171 (ARIZONA TELEPHONE CO)
452172 (CITIZENS-FRNTR-RURAL)
452173 (TOHONO O'ODHAM UTIL.)
452174 (SOUTHWESTERN TEL CO)
452175 (CENTURYTEL SW-AZ)
452176 (COPPER VALLEY TELEPHONE, INC)
452176 (VALLEY TELEPHONE COOPERATIVE, INC.)
452179 (GILA RIVER TELECOM.)
452191 (ACCIPITER COMM.)
452200 (FORT MOJAVE TEL, INC)
452226 (MIDVALE-AZ)
452302 (VERIZON CALIF-AZ)
453334 (TABLE TOP TEL CO)
454426 (CITIZENS-FRNTR-WH MT)
454449 (NAVAJO-AZ-FRONTIER)
457991 (SADDLEBACK COMM CO)
472213 (ALBION TEL CO-ATC)
472215 (CAMBRIDGE TEL CO)
472218 (CUSTER TEL COOP)
472220 (FILER MUTUAL TEL -ID)
472221 (FARMERS MUTUAL TEL)
472222 (FREMONT TELCOM)
472223 (CENTURY-GEM STATE-ID)
472225 (CENTURYTEL OF IDAHO)
472226 (MIDVALE TEL, EXCH. INC. - ID)
472226 (SAWTOOTH TELEPHONE, INC.)
472227 (MUD LAKE TEL COOP)

(20) Select Disaggregation Zone
(21) Select Wire Center
(23) UNE

Line Count Data for Path 1, 2 and 3 Carriers

(20) Disaggregation Zone	(21) Wire Center CLLI	(22) Total Lines In Service	(23) UNEs?	Remove

Use the pull-down menu to select the incumbent study area in which you would like to add lines.

Online Form 525 New Filing – HCL/LSS Page, Wire Center



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_main.jsf

USAC Universal Service Administrative Company

High Cost

Logged in as e525_demo@usac.org 04/24/2008 10:41:58

Carrier Info HCL/LSS ICLS HCM IAS UNE Reporting Certify/Submit

SPIN: 143027419
SAC: 559006
Study Area Name: USACETC3

Quarterly Submission for 2Q2008
HCL/LSS lines as of: Dec 31, 2007 due Jul 31, 2008
FCC Form 525

(16) and (17)* 450815 (HOPI TELECOMMUNICATIONS COMPANY)
(22) Lines* 0
(23) UNE

(21) Select Wire Center
Select Wire Center
KIVGAZXC
KIMCAZXC
PLCCAZXC
SHPVAZ02

Add Line Counts

Line Count Data for Path 1, 2 and 3 Carriers							
(16) ILEC Name	(17) ILEC SAC	(18) ETC?	(19) Path	(20) Disaggregation Zone	(21) Wire Center CLLI	(22) Total Lines In Service	(23) UNEs?

Delete All Rows Upload Data Save Return to 525 List

* indicates required field

Wait for the new ILEC-specific information to load on the page. You will be presented with wire center information for the ILEC if Path 1 disaggregation, or Zones if Path 2 or 3.

Online Form 525

New Filing – HCL/LSS Page, Line Count Added

Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_main.jsf

Universal Service Administrative Company

USAC
Universal Service Administrative Company

High Cost

Logged in as e525_demo@usac.org
04/24/2008 11:01:14

Carrier Info HCL/LSS ICLS HCM IAS UNE Reporting Certify/Submit

SPIN: 143027419 Quarterly Submission for **2Q2008**
SAC: 559006 HCL/LSS lines as of: Dec 31, 2007 due Jul 31, 2008 FCC Form 525
Study Area Name: USACETC3

(16) and (17)* Select ILEC Name and SAC (21) Select Wire Center

(22) Lines* 0 (23) UNE

Add Line Counts

Line Count Data for Path 1, 2 and 3 Carriers								
(16) ILEC Name	(17) ILEC SAC	(18) ETC?	(19) Path	(20) Disaggregation Zone	(21) Wire Center CLLI	(22) Total Lines In Service	(23) UNEs?	Remove
HOPI TELECOMMUNICATIONS COMPANY	450815	N	1		KIVGAZXC	1	N	<input type="checkbox"/>

Delete All Rows Upload Data Save Return to 525 List

* Indicates required field

Select the study area or wire center (Path 1 in this example), let the data load, enter the number of lines, and "Add Line Counts."

The new line count is then displayed.

Online Form 525

New Filing – ICLS Page, Disaggregation Zones

Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_main.jsf

Universal Service Administrative Company

USAC
Universal Service Administrative Company

High Cost

Logged in as e525_demo@usac.org 04/24/2008 11:08:31

Carrier Info HCL/LSS ICLS HCM IAS

SPIN: 143027419 Quarterly Submission for 2Q2008
SAC: 559006 ICLS lines as of: Dec 31, 2007 due Jul 31, 2008
Study Area Name: USACETC3

(24) and (25)* 452179 (GILA RIVER TELECOM.) (28) Select Disaggregation Zone
Select Disaggregation Zone
zone 1
zone 2

(30) Residence and Single Line Business* 0 (31) Multi-Line Business* 0

Add Line Counts

Line Count Data for Path 1, 2 and 3 Carriers

(24) ILEC Name	(25) ILEC SAC	(26) ETC?	(27) Path	(28) Disaggregation Zone	(29) Wire Center CLLI	(30) Residence and Single Line Business	(31) Multi-Line Business	(32) Total Lines in Service	(23) UNE	Remove
Delete All Rows										
Upload Data										
Save										

* indicates required field

This is the ICLS page, but here is an example of Disaggregation Zones being displayed.

Lines must be entered by customer class.

Online Form 525

New Filing – HCM Page, ILEC Choice

Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_main.jsf

USAC Universal Service Administrative Company

High Cost

Logged in as e525_demo@usac.org
04/24/2008 11:13:54

Carrier Info	HCL/LSS	ICLS	HCM	IAS	UNE Reporting	Certify/Submit
SPIN: 143027419		Quarterly Submission for 2Q2008		FCC Form 525		
SAC: 559006		HCM lines as of: Dec 31, 2007 due Jul 31, 2008				
Study Area Name: USACETC3						
(33) and (34)* Select ILEC Name and SAC		(36) and (37)* Select Wire Center CLLI Code and Name		(38) Total Lines* 0		
<div style="border: 1px solid black; padding: 2px;"> Select ILEC Name and SAC 455101 (QWEST CORP-AZ) 475103 (QWEST CORP-ID) 505107 (QWEST CORP-UT) 532416 (VERIZON N'WEST-OR) 535163 (QWEST CORP-OR) 542302 (VERIZON CA(CONTEL)) 542319 (VERIZON-CA (GTE)) 542334 (SUREWEST TEL.) 545170 (PACIFIC BELL) 552348 (CENTEL OF NV) 555173 (NEVADA BELL) </div>		Add Line Counts				
Complete one row for each Wire Center						
(33) ILEC Name	(34) ILEC SAC	(36) Wire Center CLLI	(37) Wire Center Name	(38) Total Lines In Service	Remove	
<input type="button" value="Delete All Rows"/> <input type="button" value="Upload Data"/> <input type="button" value="Save"/> <input type="button" value="Return to 525 List"/>						

* indicates required field

As the drop-down here shows, only non-rural carriers are displayed as line entry options.

Online Form 525

New Filing – HCM Page, Wire Center/CLLI

Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_main.jsf

Universal Service Administrative Company

USAC Universal Service Administrative Company

High Cost

Logged in as e525_demo@usac.org
04/24/2008 11:13:54

Carrier Info HCL/LSS ICLS **HCM** IAS UNE Reporting Certify/Submit

SPIN: 143027419 Quarterly Submission for **2Q2008**
SAC: 559006 HCM lines as of: Dec 31, 2007 due Jul 31, 2008 FCC Form 525
Study Area Name: USACETC3

(33) and (34)* 455101 (QWEST CORP-AZ) (36) and (37)* Select Wire Center CLLI Code and Name (38) Total Lines* 0

Add Line Count

Complete one row for e				Total Lines In Service		Remove
(33) ILEC Name	(34) ILEC SAC	(35) ETC?	(36) Wire Center CLLI			
Delete All Rows				Upload Data		
* Indicates required field						

Select Wire Center CLLI Code and Name

- AGFAZSR PEORIA
- ASFAZMA ASH FORK
- AZCYAZ03 ARIZONA CITY
- BCKYAZMA BUCKEYE
- BISBAZMA BISBEE
- BLCNAZMA BLACK CANYON
- BNSNAZMA BENSON
- BNSNAZSD BENSON
- BRDSAZMA BEARDSLEY
- CHNDAZMA CHANDLER
- CHNDAZRS CHANDLER
- CHNDAZSL CHANDLER
- CHNDAZSO CHANDLER
- CHNDAZWE CHANDLER
- CHVYAZMA CHINO VALLEY
- CLDGAZMA COOLIDGE
- CMVRAZMA CAMP VERDE
- CMVRAZRR CAMP VERDE
- CRCYAZNM CIRCLE CITY
- CRNDAZMA CORONADO
- CSGRAZMA CASA GRANDE
- CTWDAZMA COTTONWOOD
- CTWDAZSO COTTONWOOD
- CVCKAZMA CAVE CREEK
- DDVLAZNM DUDDLEYVILLE
- DGLSAZMA DOUGLAS
- DRVYAZNO DEER VALLEY
- ELOYAZ01 ELOY
- FLGSAZEA FLAGSTAFF

Return to 525 List

Lines must be entered by wire center.

Online Form 525 New Filing – HCM Page, Line Count Added



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_main.jsf

USAC Universal Service Administrative Company

High Cost

Logged in as e525_demo@usac.org
04/24/2008 11:17:32

Carrier Info HCL/LSS ICLS HCM IAS UNE Reporting Certify/Submit

SPIN: 143027419 Quarterly Submission for 2Q2008
SAC: 559006 HCM lines as of: Dec 31, 2007 due Jul 31, 2008 FCC Form 525
Study Area Name: USACETC3

(33) and (34)* Select ILEC Name and SAC (36) and (37)* Select Wire Center CLLI Code and Name (38) Total Lines* 0

Add Line Counts

Complete one row for each Wire Center						
(33) ILEC Name	(34) ILEC SAC	(35) ETC?	(36) Wire Center CLLI Code	(37) Wire Center Name	(38) Total Lines In Service	Remove
QWEST CORP-AZ	455101	N	AGFIAZSR	PEORIA	1	X

Delete All Rows Upload Data Save Return to 525 List

* Indicates required field

Select the wire center, let the data load, enter the number of lines, and "Add Line Counts."

The new line count is then displayed.

Online Form 525 New Filing – IAS Page



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_main.jsf

Universal Service Administrative Company

USAC
Universal Service Administrative Company

High Cost

Logged in as e525_demo@usac.org
04/24/2008 11:24:01

Carrier Info HCL/LSS ICLS HCM IAS UNE Reporting Certify/Submit

SPIN: 143027419 Quarterly Submission for **2Q2008**
SAC: 559006 IAS lines as of: Mar 31, 2008 due Jun 30, 2008 FCC Form 525
Study Area Name: USACETC3

(39) and (40)* Select ILEC Name and SAC

Zone 1 Zone 2 Zone 3 Zone 4 (50) Total Lines

(42) Residence and Single Line Business (RSLB)* 0 (44) RSLB* 0 (46) RSLB* 0 (48) RSLB* 0
(43) Multi-Line Business (MLB)* 0 (45) MLB* 0 (47) MLB* 0 (49) MLB* 0

Add Line Counts

Complete one row for each Incumbent Carrier Area Served

(39) ILEC Name	(40) ILEC SAC	(41) ETC?	(42) Zone 1 RSLB	(43) Zone 1 MLB	(44) Zone 2 RSLB	(45) Zone 2 MLB	(46) Zone 3 RSLB	(47) Zone 3 MLB	(48) Zone 4 RSLB	(49) Zone 4 MLB	(50) Total Lines	Remove
<input type="button" value="Delete All Rows"/> <input type="button" value="Upload Data"/> <input type="button" value="Save"/> <input type="button" value="Return to 525 List"/>												

* Indicates required field

Lines must be entered by customer class & UNE zone where applicable.

Online Form 525 Certification Page



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_main.jsf

Universal Service Administrative Company

USAC
Universal Service Administrative Company

Carrier Info HCL/LSS ICLS HCM IAS UNE P... Certify/Submit

FCC Form 525

Certification of Officer or Employee as to the Accuracy of the Data Reported in FCC Form 525, Line Count Report for Competitive Carriers, on Behalf of Reporting Carrier

I certify that I am an officer or employee of the reporting carrier; my responsibilities include ensuring the accuracy of the actual line count data reported on FCC Form 525; and, to the best of my knowledge, the information reported on this form is accurate.

Name of Reporting Carrier	USACETC
Service Provider Identification Number	143027419
Signature of authorized officer or employee	By logging into my account and clicking the Certify/Submit button below, I am electronically signing this form.
Printed name of authorized officer or employee*	Road Show
Title or position of authorized officer or employee*	Demonstration
Telephone number of authorized officer or employee*	202-776-0200
Study Area Code of Reporting CETC	559006
Filing Due Date for this form (mm/dd/yyyy)	03/31/2008

Persons willfully making false statements on this form can be punished by fine or forfeiture under the Communications Act of 1934, 47 U.S.C. 225(2), 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. 71001.

Certify/Submit Validate Form 525 Return to 525 List

* Indicates required field

This is the certification page for a carrier that has submitted its own line count data.

Filling in the three required fields and pressing "Certify/Submit" makes the filing officially submitted. ***It is critical that this be done before the deadlines on each mechanism's tab to be considered timely.***

Online Form 525 Certification Page



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_main.jsf

USAC Universal Service Administrative Company

High Cost

04/24/2008 13:10:19

Carrier Info HCL/LSS ICLS HCM IAS UNE Report

Certification of Officer or Employee as to the Accuracy of the Data Reported in FCC Form 525, Line Count Report for Competitive Carriers, on Behalf of Reporting Carrier

I certify that I am an officer or employee of the reporting carrier; my responsibilities include ensuring the accuracy of the actual line count data reported on FCC Form 525; and, to the best of my knowledge, the information reported on this form is accurate.

Name of Reporting Carrier	USACETC
Service Provider Identification Number	143027419
Signature of authorized officer or employee	By logging into my account and clicking the Certify/Submit button below, I am electronically signing this form.
Printed name of authorized officer or employee*	Road Show
Title or position of authorized officer or employee*	Demonstration
Telephone number of authorized officer or employee*	202-776-0200
Study Area Code of Reporting CETC	559006
Filing Due Date for this form (mm/dd/yyyy)	03/31/2008

Persons willfully making false statements on this form can be punished by fine or forfeiture under the Communications Act of 1934, 47 U.S.C. ?? 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. ? 1001.

Certify/Submit Validate Form 525 Return to 525 List

* Indicates required field

The "Validate" button allows you to confirm that data has been entered appropriately without officially submitting the filing.

However, you must fill out the three information lines on the certification screen before pressing "Validate."

Online Form 525 Certification Page



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_validation_result.jsf

USAC
Universal Service Administrative Company
Helping Keep Americans Connected

High Cost

Form 525 Validation

Carrier SPIN	143027419
Carrier SAC	559006
Study Area Name	USACETC3
Submission Quarter	1Q2008

[Validation Result](#)

No Errors Found.

Back

* indicates required field

This is a successful validation result.

Online Form 525 Certification Page of Agent Data



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_main.jsf

Universal Service Administrative Company

USAC
Universal Service Administrative Company

Carrier Info	HCL/LSS	ICLS	HCM	IAS	UNE
--------------	---------	------	-----	-----	-----

Certification of Officer or Employee to Authorize an Agent to File FCC Form 525,
Line Count Report for Competitive Carriers, on Behalf of Reporting Carrier

I certify that (Name of Agent) Agent Eight is authorized to submit the information reported on FCC Form 525 on behalf of the reporting carrier. I also certify that I am an officer or employee of the reporting carrier; my responsibilities include ensuring the accuracy of the actual line count data provided to the authorized agent; and, to the best of my knowledge, the actual line count data provided to the authorized agent is accurate.

Name of Authorized Agent: Agent Eight
Name of Reporting Carrier: USACETC
Service Provider Identification Number: 143027419
Signature of authorized officer or employee: By logging into my account and clicking the Certify button below, I am electronically signing this form.
Printed name of authorized officer or employee*: Road Show
Title or position of authorized officer or employee*: Demonstration
Telephone number of authorized officer or employee*: 202-776-0200
Study Area Code of Reporting CETC: 559006
Filing Due Date for this form (mm/dd/yyyy): 03/31/2008

Persons willfully making false statements on this form can be punished by fine or forfeiture under the Communications Act of 1934, 47 U.S.C. ?? 502, 503 (c), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. ? 1001.

Certify Return to 525 List

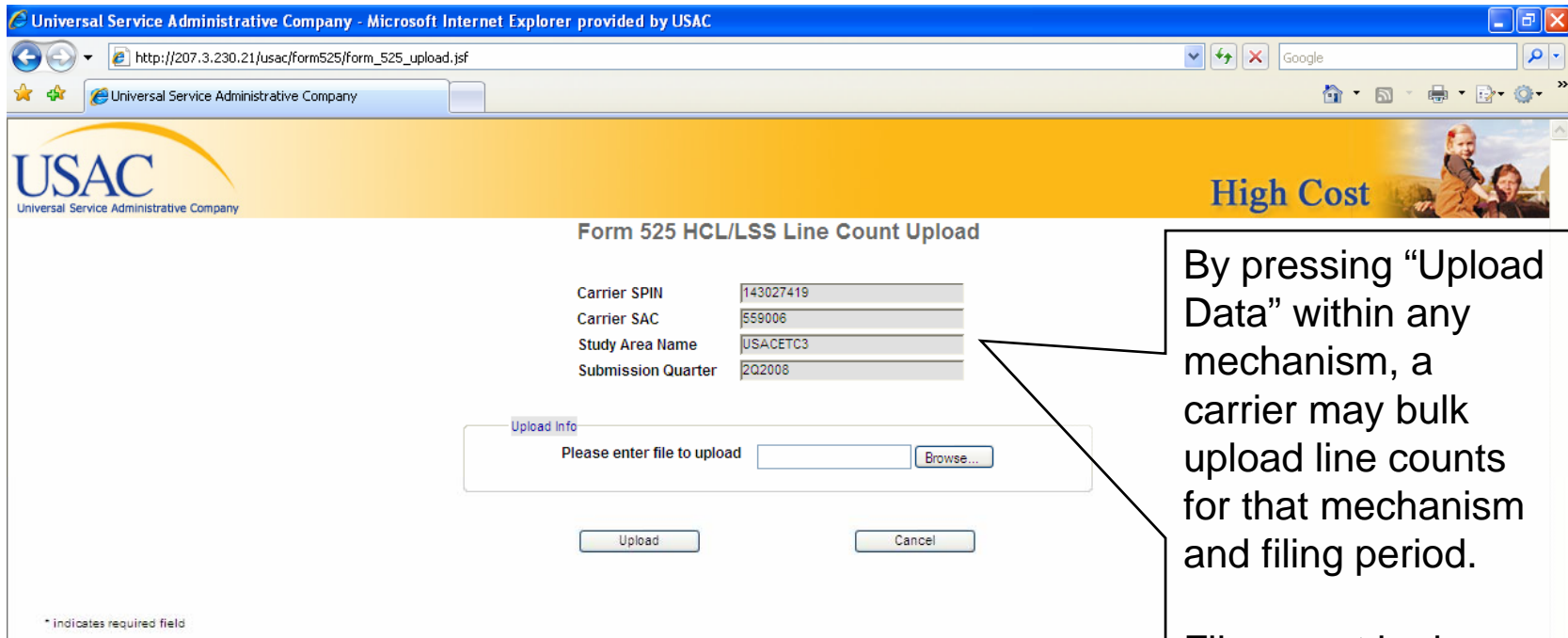
* Indicates required field

This is the certification page for a carrier that has had an agent enter its line count data and Submit it as accurate. The carrier rep must further Certify the agent is authorized.

It is critical that this be done before the deadlines on each mechanism's tab to be considered timely.

III. Bulk Upload Option

Bulk Upload Option



The screenshot shows a web browser window with the URL `http://207.3.230.21/usac/form525/form_525_upload.jsf`. The page title is "Form 525 HCL/LSS Line Count Upload". The USAC logo is in the top left, and a "High Cost" banner is in the top right. The form contains the following fields:

Carrier SPIN	143027419
Carrier SAC	559006
Study Area Name	USACETC3
Submission Quarter	2Q2008

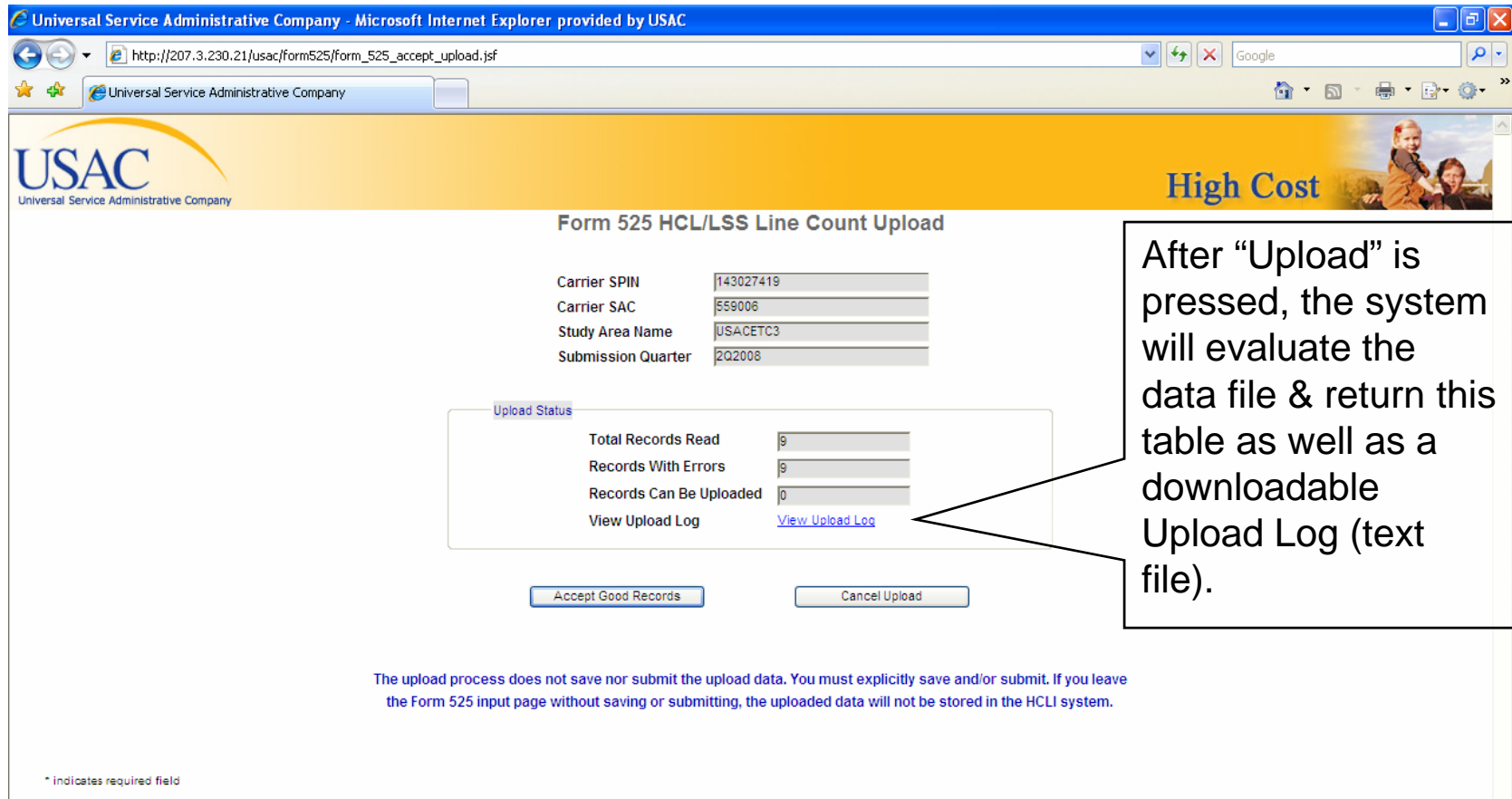
Below the form is an "Upload Info" section with the text "Please enter file to upload" and a "Browse..." button. At the bottom of the form are "Upload" and "Cancel" buttons. A small note at the bottom left states "* indicates required field".

By pressing "Upload Data" within any mechanism, a carrier may bulk upload line counts for that mechanism and filing period.

Files must be in pipe-delimited value format with the proper fields.

(Instructions and layout are available.)

Bulk Upload Result Screen



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_accept_upload.jsf

USAC Universal Service Administrative Company

High Cost

Form 525 HCL/LSS Line Count Upload

Carrier SPIN: 143027419
 Carrier SAC: 559006
 Study Area Name: USACETC3
 Submission Quarter: 2Q2008

Upload Status

Total Records Read	9
Records With Errors	9
Records Can Be Uploaded	0
View Upload Log	View Upload Log

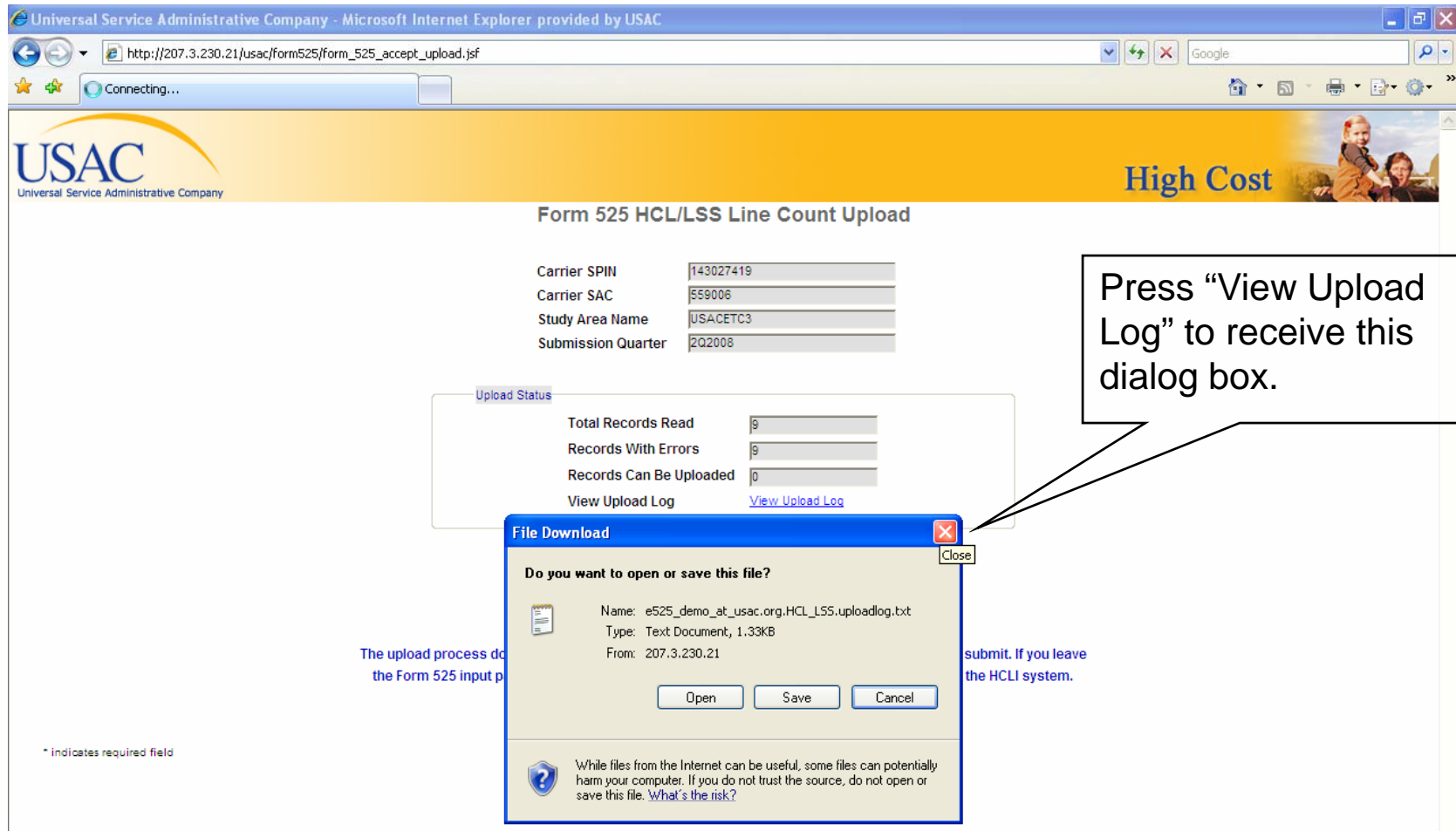
Accept Good Records Cancel Upload

The upload process does not save nor submit the upload data. You must explicitly save and/or submit. If you leave the Form 525 input page without saving or submitting, the uploaded data will not be stored in the HCLI system.

* indicates required field

After "Upload" is pressed, the system will evaluate the data file & return this table as well as a downloadable Upload Log (text file).

Bulk Upload Result File Download



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_accept_upload.jsf

USAC Universal Service Administrative Company

High Cost

Form 525 HCL/LSS Line Count Upload

Carrier SPIN: 143027419
 Carrier SAC: 559006
 Study Area Name: USACETC3
 Submission Quarter: 2Q2008

Upload Status

Total Records Read: 9
 Records With Errors: 9
 Records Can Be Uploaded: 0
 View Upload Log: [View Upload Log](#)

File Download

Do you want to open or save this file?

Name: e525_demo_at_usac.org.HCL_LSS.uploadlog.txt
 Type: Text Document, 1.33KB
 From: 207.3.230.21

Open Save Cancel

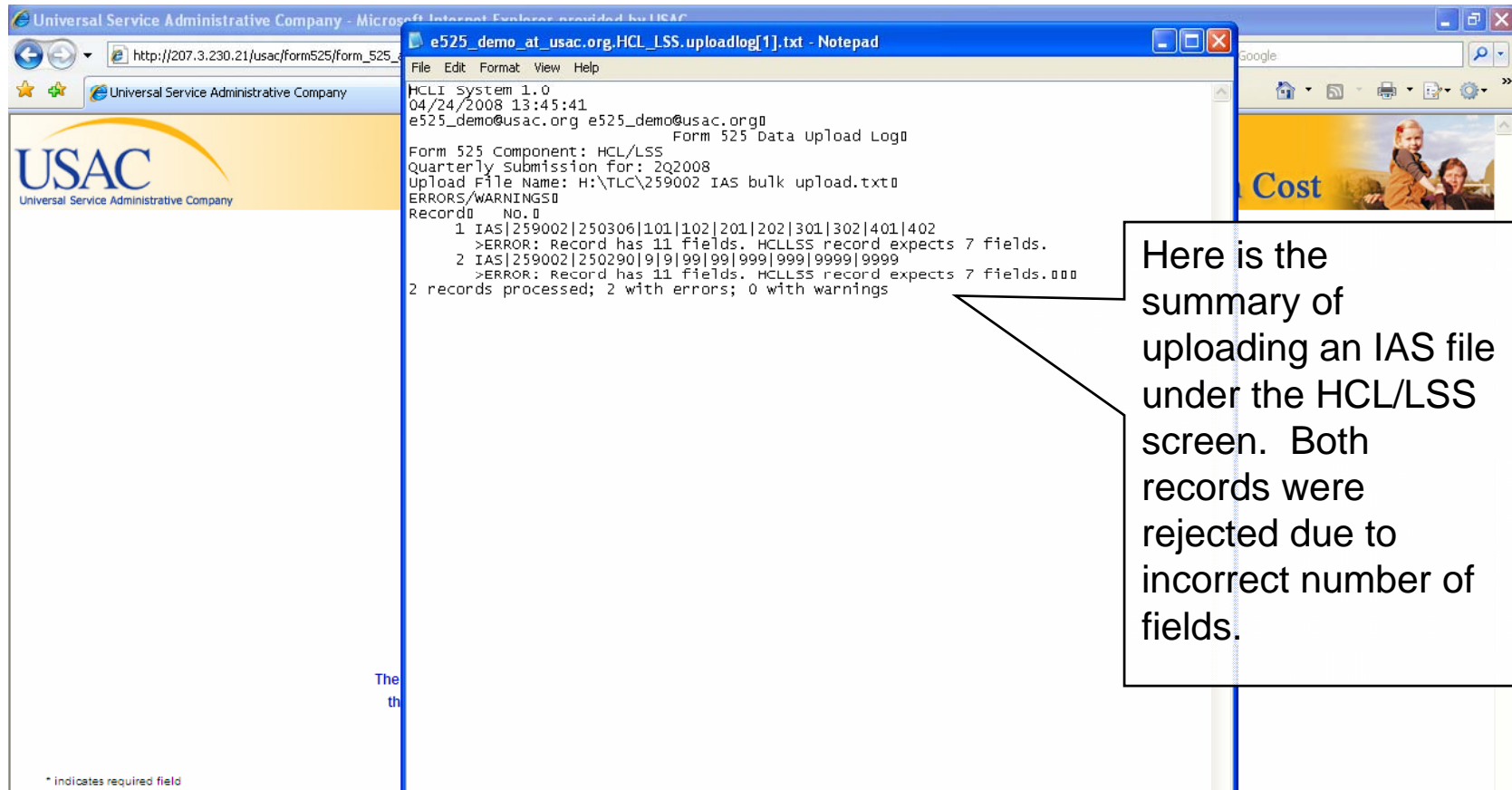
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

Annotations:

- Press "View Upload Log" to receive this dialog box.
- The upload process does not complete until you click the "View Upload Log" link.
- submit. If you leave the HCLI system.

* indicates required field

Bulk Upload Result File – Wrong Mechanism



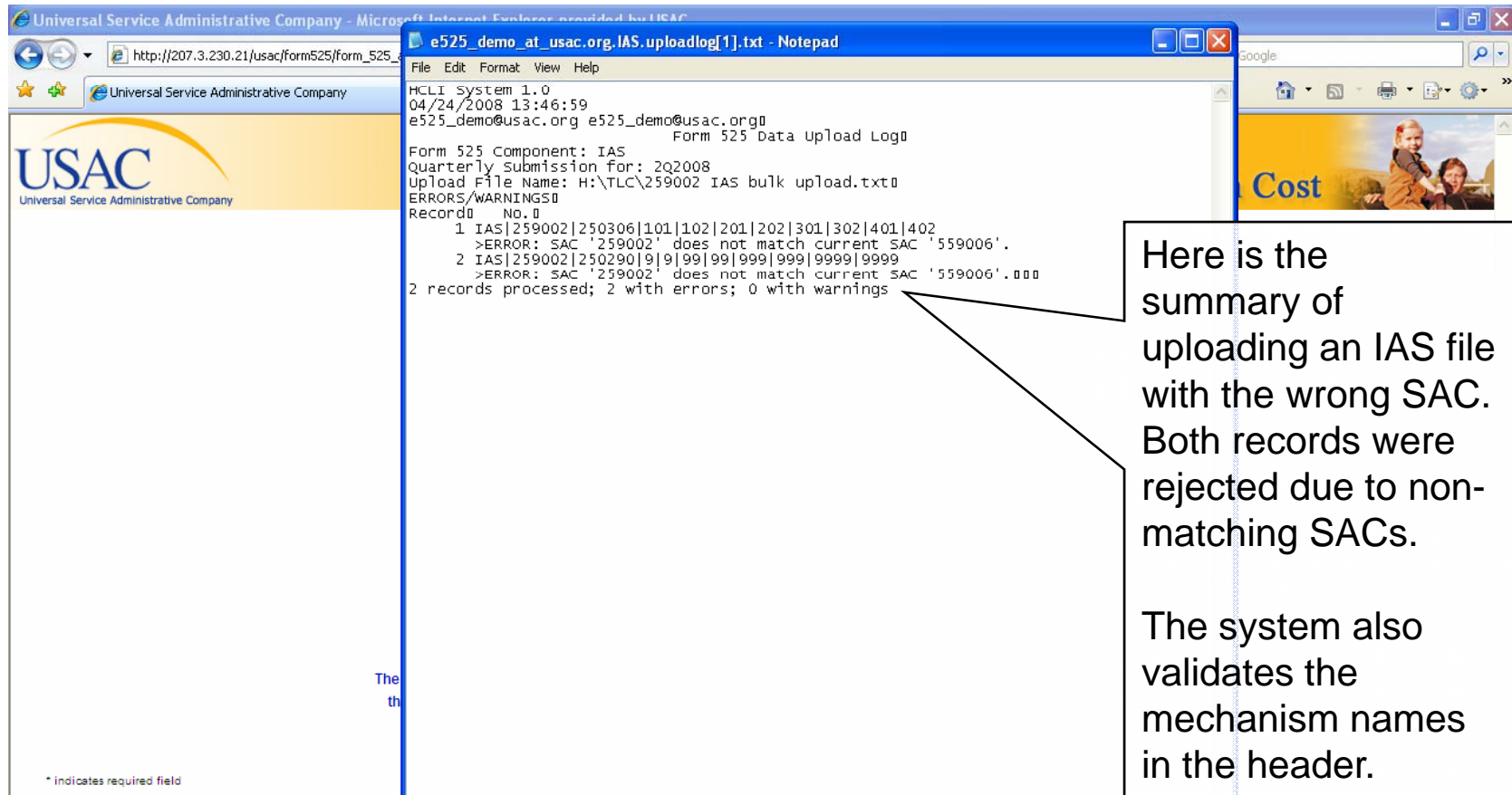
The screenshot shows a web browser window displaying the USAC Form 525 Data Upload Log. The log file, named 'e525_demo_at_usac.org.HCL_LSS.uploadlog[1].txt', contains the following text:

```
HCLI system 1.0
04/24/2008 13:45:41
e525_demo@usac.org e525_demo@usac.org
Form 525 Data Upload Log
Form 525 Component: HCL/LSS
Quarterly Submission for: 2Q2008
Upload File Name: H:\TLC\259002 IAS bulk upload.txt
ERRORS/WARNINGS
Records No.
1 IAS|259002|250306|101|102|201|202|301|302|401|402
>ERROR: Record has 11 fields. HCLLSS record expects 7 fields.
2 IAS|259002|250290|9|9|99|99|999|999|9999|9999
>ERROR: Record has 11 fields. HCLLSS record expects 7 fields.
2 records processed; 2 with errors; 0 with warnings
```

A callout box points to the error messages in the log, stating: "Here is the summary of uploading an IAS file under the HCL/LSS screen. Both records were rejected due to incorrect number of fields."

The browser window also shows the USAC logo and a "Cost" section with a photo of a family. The browser address bar shows the URL: http://207.3.230.21/usac/form525/form_525_...

Bulk Upload Result File – Wrong SAC



The screenshot shows a web browser window with the URL `http://207.3.230.21/usac/form525/form_525_...` and a Notepad window titled `e525_demo_at_usac.org.IAS.uploadlog[1].txt`. The Notepad window contains the following text:

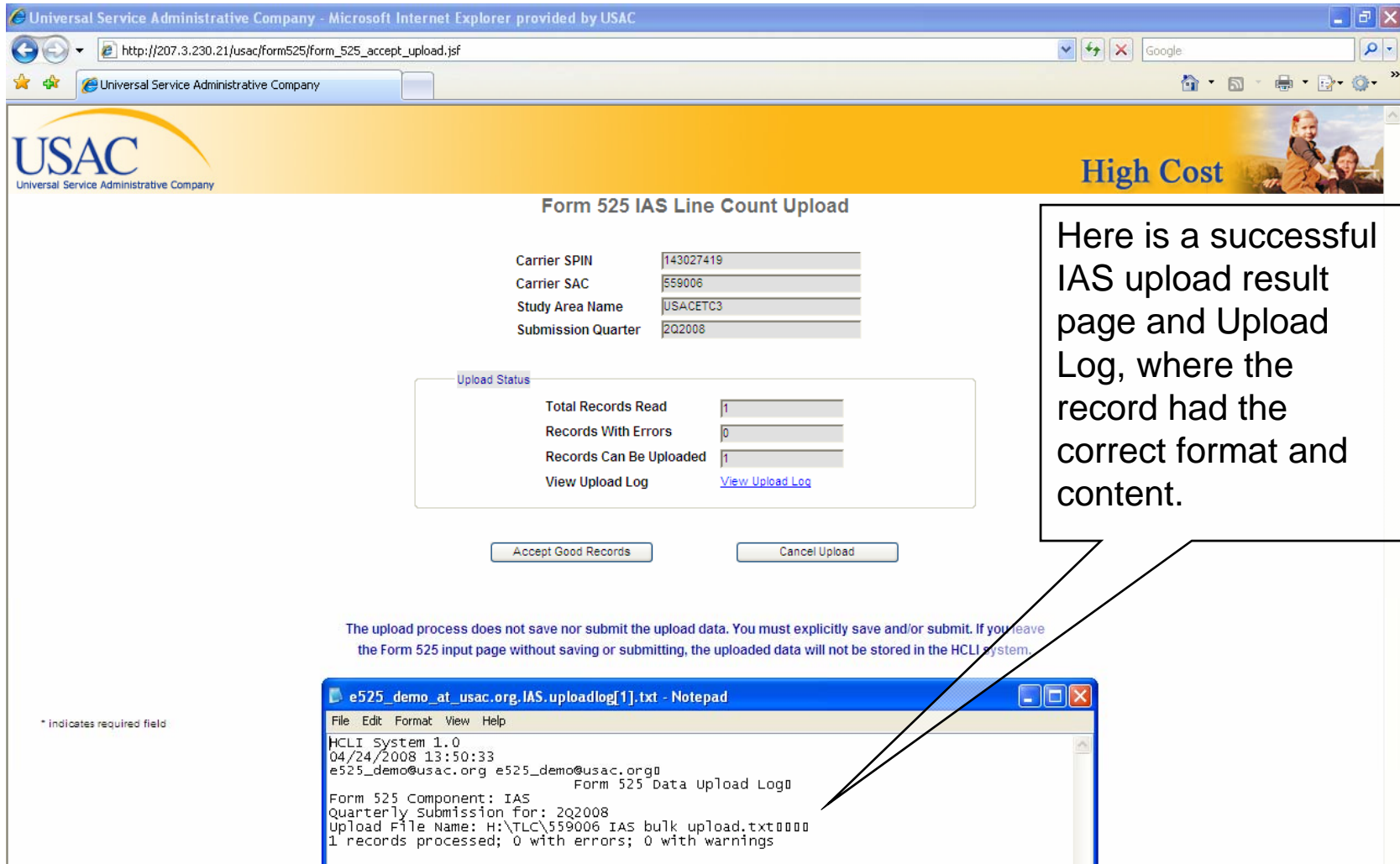
```
HCLI system 1.0
04/24/2008 13:46:59
e525_demo@usac.org e525_demo@usac.org
Form 525 Data Upload Log

Form 525 Component: IAS
Quarterly Submission for: 2Q2008
Upload File Name: H:\TLC\259002 IAS bulk upload.txt
ERRORS/WARNINGS
Record No.
1 IAS|259002|250306|101|102|201|202|301|302|401|402
>ERROR: SAC '259002' does not match current SAC '559006'.
2 IAS|259002|250290|9|9|99|999|999|9999|9999
>ERROR: SAC '259002' does not match current SAC '559006'.
2 records processed; 2 with errors; 0 with warnings
```

Here is the summary of uploading an IAS file with the wrong SAC. Both records were rejected due to non-matching SACs.

The system also validates the mechanism names in the header.

Bulk Upload Result File – Success



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_accept_upload.jsf

USAC Universal Service Administrative Company

High Cost

Form 525 IAS Line Count Upload

Carrier SPIN	143027419
Carrier SAC	559006
Study Area Name	USACETC3
Submission Quarter	2Q2008

Upload Status

Total Records Read	1
Records With Errors	0
Records Can Be Uploaded	1
View Upload Log	View Upload Log

Accept Good Records Cancel Upload

The upload process does not save nor submit the upload data. You must explicitly save and/or submit. If you leave the Form 525 input page without saving or submitting, the uploaded data will not be stored in the HCLI system.

* indicates required field

```
e525_demo_at_usac.org, IAS, uploadlog[1].txt - Notepad
File Edit Format View Help
HCLI system 1.0
04/24/2008 13:50:33
e525_demo@usac.org e525_demo@usac.org
Form 525 Data upload Log
Form 525 Component: IAS
Quarterly Submission for: 2Q2008
Upload File Name: H:\TLC\559006 IAS bulk upload.txt
1 records processed; 0 with errors; 0 with warnings
```

Here is a successful IAS upload result page and Upload Log, where the record had the correct format and content.

Bulk Upload Result – Successful Upload



Universal Service Administrative Company - Microsoft Internet Explorer provided by USAC

http://207.3.230.21/usac/form525/form_525_main.jsf

Universal Service Administrative Company

USAC Universal Service Administrative Company

High Cost

Logged in as e25_demo@usac.org 04/24/2008 13:51:51

Carrier Info HCL/LSS ICLS HCM IAS

SPIN: 143027419 Quarterly Submission for 2Q2008
 SAC: 559006 IAS lines as of: Mar 31, 2008 due: Jun 30, 2008
 Study Area Name: USACETC3

(39) and (40)* Select ILEC Name and SAC

Zone 1 (42) Residence and Single Line Business (RSLB)* 0 (43) Multi-Line Business (MLB)* 0
 Zone 2 (44) RSLB* 0 (45) MLB* 0
 Zone 3 (46) RSLB* 0 (47) MLB* 0
 Zone 4 (48) RSLB* 0 (49) MLB* 0 (50) Total Lines 0

Add Line Counts

Complete one row for each Incumbent Carrier Area Served

(39) ILEC Name	(40) ILEC SAC	(41) ETC?	(42) Zone 1 RSLB	(43) Zone 1 MLB	(44) Zone 2 RSLB	(45) Zone 2 MLB	(46) Zone 3 RSLB	(47) Zone 3 MLB	(48) Zone 4 RSLB	(49) Zone 4 MLB	(50) Total Lines	Remove
CITIZENS-FRINTR-RURAL	452172	N	101	102	201	202	301	302			401	

Delete All Rows Upload Data Save

* Indicates required field

Here is the data result of the successful IAS upload.

Please note that Bulk Upload is just a data input option: **you must save, certify, etc. the data as described in Section II to officially Submit your filing.**



If you have any general High Cost questions, please contact USAC's Customer Service Center at 1-877-877-4925.

For password help (E-File), please call 1-888-641-8722. Please have your CETC SPIN ready.

For technical help with e525, please call 1-202-776-0200 or email hcinfo@usac.org.

Thank you.

USAC - Information Center - Microsoft Internet Explorer provided by USAC

https://forms-test.usac.org/spc/main/spcEntry.asp?NoCache=5%2F14%2F2009+10%3A12%3A10+AM

USAC - Information Center

USAC E-FILE

Information Center

- Service Providers
- New Spin
- 498 Bulk Submission
- Schools and Libraries
- 472 Online Bear
- High Cost & Low Income
- 497 Online Form
- 525 Online Form
- Download Forms
- My Account
- Change Password
- Log Out
- FAQs
- General E-File FAQs
- E-Certification FAQs
- E-File Form 498 FAQs
- E-File Form 499 FAQs
- E-File User Guide
- Terms and Conditions

Welcome Road Show

[My Account](#) | [Log Out](#)

Information Center

Service Providers		
Form 498 SPIN	Company Name	Tax ID
143027419	.	841419565

Schools & Libraries		
Form 498 SPIN	Company Name	Tax ID
143027419	.	841419565

High Cost & Low Income		
Form 498 SPIN	Company Name	Tax ID
143027419	.	841419565

FAQs

- [General E-File FAQ's](#)
- [E-Certification FAQ's](#)
- [E-File Form 498 FAQ's](#)
- [E-File Form 499 FAQ's](#)
- [E-File User Guide](#)