

Low Income Program

Navigating the Online Form 497

Navigating the Online Form 497

OVERVIEW

- FCC Form 497 Overview
- Establishing User Entitlements
 - Current E-File users
 - New E-File users
- Form and Validations Overview
 - Upload one or multiple forms
 - Certify one or multiple forms

Navigating the Online Form 497

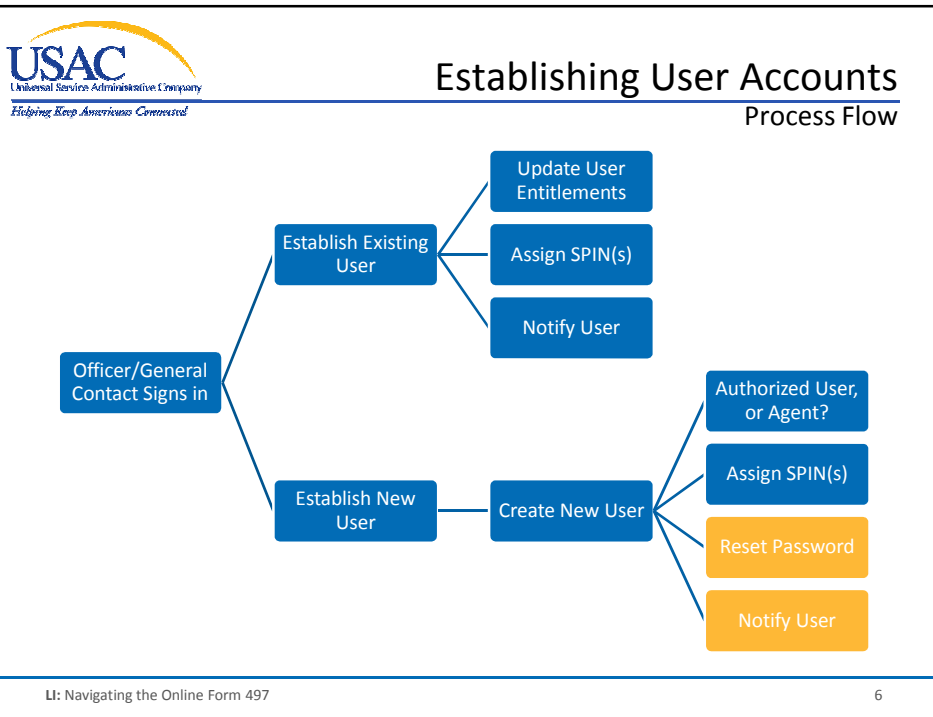
FCC Form 497 Overview

FCC Form 497 Overview

- Used to submit claims for Lifeline, Link Up, and TLS
- Carriers submit one form per month per SAC
- Carriers can file monthly or quarterly
- Carriers can file original or revised data

Navigating the Online Form 497

Establishing User Accounts



Sign in to E-File

Current E-File users:

- Use the E-File Sign In

New user with an assigned User ID and Password:

- Use the E-File Sign In

Companies new to E-File:

- Select “New Service Provider” or “New Contributor” below the E-File Sign-in

<https://forms.usac.org>

Companies new to E-File

- New ETCs
 - Mail FCC Form 498 to USAC
 - USAC provides E-File User ID and password
- Carriers with SPINs, but an outdated Form 498 or never have used E-File
 - Fax FCC Form 498 to USAC
 - USAC provides E-File User ID and password

<https://forms.usac.org>

Establishing User Accounts

User Entitlements

User Entitlements

- Established by the 498 Officer/General Contact

Authorized Users

- May enter data, save data, and certify form
- Company Employees

Authorized Agents

- May enter data and save data
- Consultants

A user cannot have both roles

<https://forms.usac.org>

Form #	Company Name	Form #	Entitlements
Form 498 SPIN 14303052	WinSonic Digital Media Group	05222762	[entitlements]
Form 498 SPIN 14303052	WinSonic Digital Media Group	05222762	[entitlements]
Form 498 SPIN 14303052	WinSonic Digital Media Group	05222762	[entitlements]
Form 498 SPIN 14303052	WinSonic Digital Media Group	05222762	[entitlements]
Form 498 SPIN 14303052	WinSonic Digital Media Group	05222762	[entitlements]
Form 498 SPIN 14303052	WinSonic Digital Media Group	05222762	[entitlements]

Establishing User Accounts

Existing E-File Users

Existing E-File Users

Verify whether entitlements are current

- If "497 Online Form" appears in your Information Center, your entitlements are current

<https://forms.usac.org>

Form #	Company Name	Form #	Entitlements
Form 498 SPIN 14303052	WinSonic Digital Media Group	05222762	[entitlements]
Form 498 SPIN 14303052	WinSonic Digital Media Group	05222762	[entitlements]
Form 498 SPIN 14303052	WinSonic Digital Media Group	05222762	[entitlements]
Form 498 SPIN 14303052	WinSonic Digital Media Group	05222762	[entitlements]
Form 498 SPIN 14303052	WinSonic Digital Media Group	05222762	[entitlements]
Form 498 SPIN 14303052	WinSonic Digital Media Group	05222762	[entitlements]

Establishing User Accounts Existing E-File Users

All assigned & available HCLI 497 SPINs are displayed

- Select the HCLI 497 SPINs you wish to assign
- Select "Assign"

Information Center > Authorized Users > Entitlements

Authorized User Management - Entitlements

User Email: tomith@usac.org
 Full Name: Bill Smith

Assigned

SPIN (select All)	Filer ID (select All)	SLU 4/2 (select All)	HCLI 497 (select All)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Available

SPIN (select All)	Filer ID (select All)	SLU 4/2 (select All)	HCLI 497 (select All)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Establishing User Accounts Existing E-File Users

A confirmation message appears if the assignment is successful.

- Officer/General Contact must notify user(s) about the Entitlement Change.

Information Center > Authorized Users > Entitlements

Authorized User Management - Entitlements - Confirmation Message

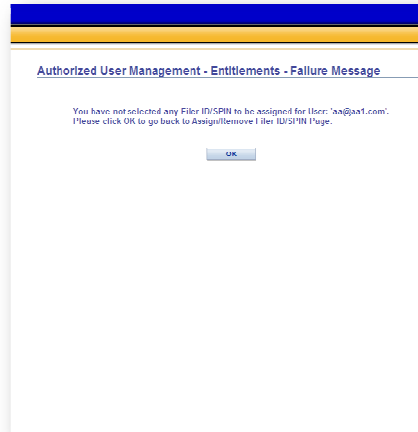
The selected Filer ID's / SPIN's are successfully assigned to the User: 'tomith@usac.org'.
 All the terms and conditions of this website apply to all users of the system.
 Please: click OK to go back to Assign/Remove Filer ID/SPIN Page.

OK

A failure message appears if the assignment is unsuccessful.

Information Center > Authorized Users > Entitlements

- Select **OK** to return to the Information Center's "Authorized Users" page
- Select the back arrow to return to the previous page



New E-File Users

<https://forms.usac.org>

498 Officer/General Contact sets up Form 497 users and entitlements

- Under "Authorized Users," select **New User** to establish new accounts



- Enter the new user's e-mail address
- Select **Search**

Information Center > Authorized Users > New User

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 pre-populate on the next step. If you do not have a user you wish to add you will be prompted to create the user on the following pages. Please note that the email address will be the user's for the e-File system. Please refer to the User Guide for additional information.

Email:

- Only Select **HCLI 497 Agent** if the user is a consultant
 - Otherwise, leave it blank
- Complete all required fields
- Select **Next**

Information Center > Authorized Users > New User

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 pre-populate on the next step. If you do not have a user you wish to add you will be prompted to create the user on the following pages. Please note that the email address will be the user's for the e-File system. Please refer to the User Guide for additional information.

Email:

***davis@usac.org* is a new user. Please fill out their information below.**

HCLI 497 Agent
 HCLI 525 Agent

First Name:
 Middle Initial:
 Last Name:
 Street Address Line 1:
 Street Address Line 2:
 Street Address Line 3:
 City:
 State:
 Zip:
 Phone:
 Fax:

Please hit Next to assign entitlements.

Field names in bold are required.

- Select the SPINs you wish to assign to the user
- Select **Save** on the bottom of the page

Information Center > Authorized Users > New User

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 you have added an entitlement the "save button" will be available.

User Email:

Full Name:

SPIN	Fiber ID	SLD Form 472	HCL1 Form 497	HCL1 Form 522
<input type="checkbox"/> 34002999	<input type="checkbox"/> 801084	<input type="checkbox"/> 34002999	<input checked="" type="checkbox"/> 34002999	<input type="checkbox"/> 34002999
<input type="checkbox"/> 11000892	<input type="checkbox"/> 801021	<input type="checkbox"/> 11000892	<input type="checkbox"/> 11000892	<input type="checkbox"/> 11000892
<input type="checkbox"/> 11000261	<input type="checkbox"/> 801892	<input type="checkbox"/> 11000261	<input type="checkbox"/> 11000261	<input type="checkbox"/> 11000261
<input type="checkbox"/> 110001791	<input type="checkbox"/> 804370	<input type="checkbox"/> 110001791	<input type="checkbox"/> 110001791	<input type="checkbox"/> 110001791
<input type="checkbox"/> 110001791	<input type="checkbox"/> 820177	<input type="checkbox"/> 110001791	<input type="checkbox"/> 110001791	<input type="checkbox"/> 110001791
<input type="checkbox"/> 140001801	<input type="checkbox"/> 8091170	<input type="checkbox"/> 140001801	<input checked="" type="checkbox"/> 140001801	<input type="checkbox"/> 140001801
<input type="checkbox"/> 140001809	<input type="checkbox"/> 8091829	<input type="checkbox"/> 140001809	<input type="checkbox"/> 140001809	<input type="checkbox"/> 140001809

A confirmation message appears if the assignment is successful.

- Return to "Authorized Users" in the Information Center to set passwords

Information Center > Authorized Users > New User

USAC

Information Center

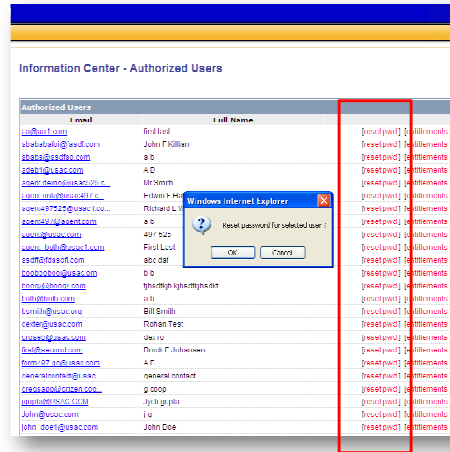
- Contributors
- Create New Form
 - Search Forms
 - 1994 Bulk Submission
- Service Providers
- New Spin
- 498 Bulk Submission
- Subsidiary and Licenses
 - 112 Online User
- High Cost & Low Termination
 - 497 Online Form
 - 100 Online Form
 - 11042071 Online Form
 - 11042071 Online Form
 - Pending Certifications
- Form 489Q
- Form 493A
- Authorized Users
 - **Open User**
 - Pending Users
- My Account
 - Change Password
 - Log Out

Assign New User

tdavis@usac.org has been successfully added as your authorized user.

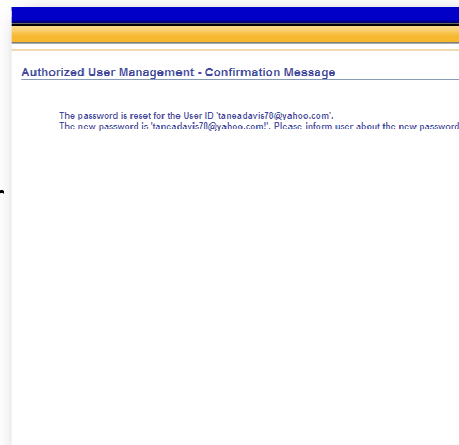
Reset Password

- Select **reset pwd**
- Select **OK** to reset the password for the selected user



- A confirmation message appears with the User ID and new password
- Officer/General Contact must notify users of their User ID and password

Information Center > Authorized Users > Reset Pwd



Helpful Tips and Common Problems

E-File

- Do not share your User Name and password
- A User Guide and FAQ are available
- Users will be locked out after 3 failed login attempts

Forgot Password

- Officer/General Contacts
 - Call USAC Customer Support to reset your password over the phone
- Other Users
 - The Officer/General Contact must reset your password

Company has a new Officer/General Contact

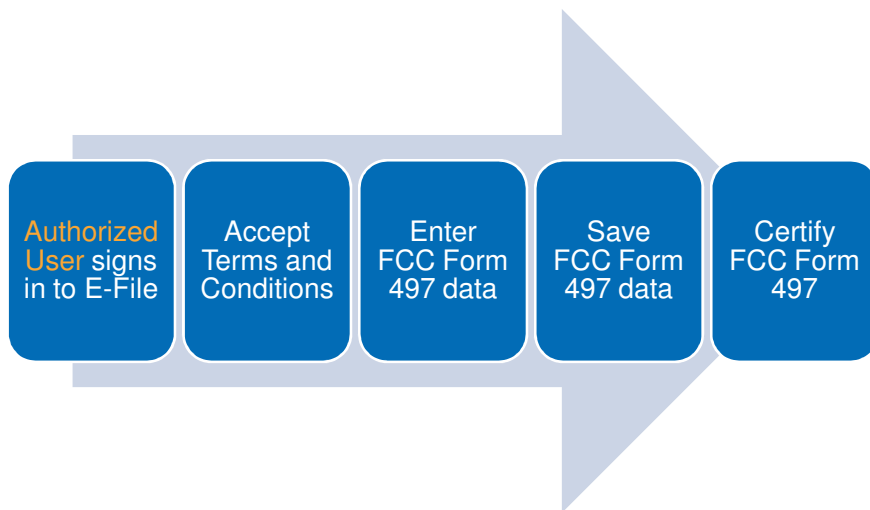
- Complete a new FCC Form 498 and fax to USAC

Navigating the Online Form 497

Form and Validations Overview

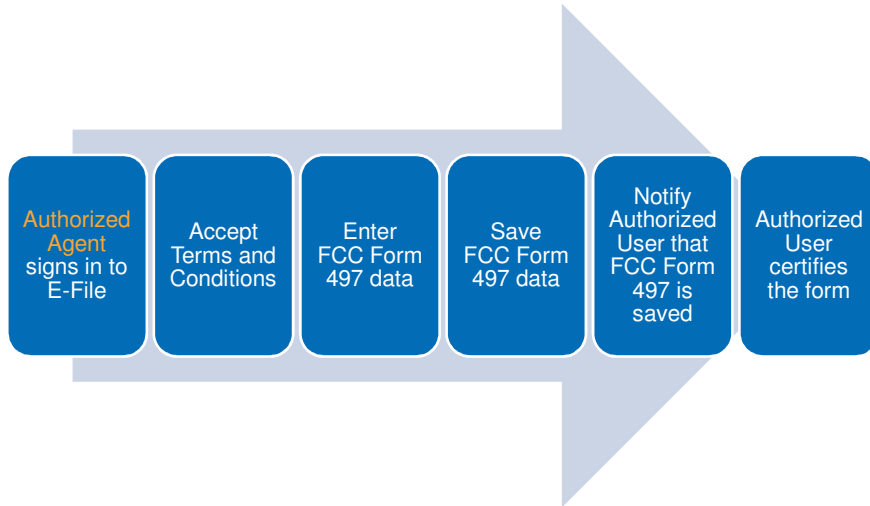
Form and Validations Overview

Process Flow – Authorized User



Form and Validations Overview

Process Flow – Authorized Agent



Form and Validations Overview

Log in to E-File

Log in to E-File

- Use the E-File sign-in box if you have used E-File in the past or have an assigned User ID and password
- Contact your company Officer/General Contact if you do not have a user ID

<https://forms.usac.org>

Existing users may log in below:

E-File Sign In

User ID:

Password:

[Forgot password](#)

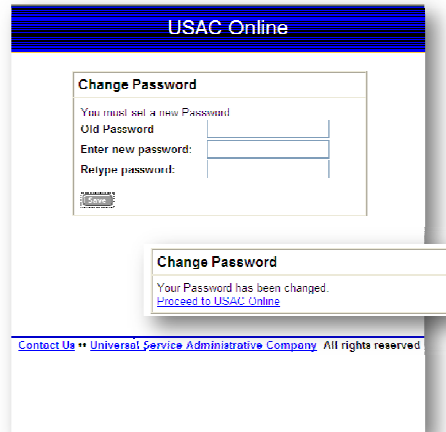
New users, please select from the options below.

- [New Service Provider](#)
- [New Contributor](#)

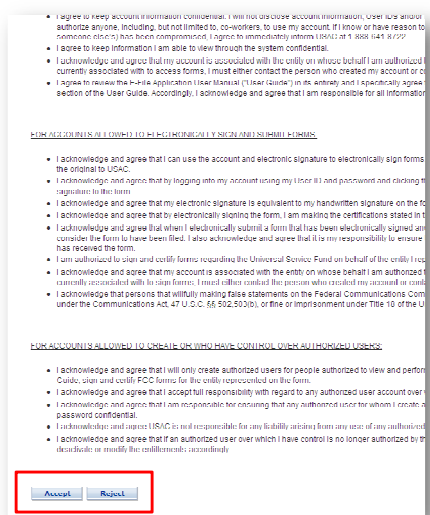
First time E-File users

- New users must change their password the first time they log in to E-File
- A confirmation message appears when users successfully change their password
 - Return to E-File homepage

<https://forms.usac.org>



- Read the full Terms and Conditions
- Accept if applicable
- **All users** are required to Accept or Reject the Terms and Conditions at each log-in
 - Accept: Online Form 497
 - Reject: returns to E-File homepage



Form 497 Search

- Select “497 Online Form” from the Information Center
- Navigates to “Form 497 Search”

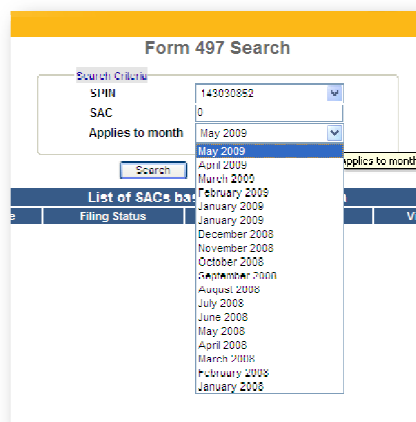
<https://forms.usac.org>



Search by SPIN and month

- Carriers must submit separate forms/bulk uploads for each month
 - Select from drop-down list
- Form default is single form submission
 - Bulk Upload is available to submit data for multiple SPINs and/or SACs

497 Online Form > Form 497 Search



- Form displays the list of SACs related to selected SPIN
- **Filing Status** lists the form's current status
 - No Filing, Saved, Certified

Form 497 Search

Search Criteria

SPIN: 142004791
 SAC: 0
 Data Month: June 2008

Search [] Reset []

List of SACs based on Search Criteria							
SPIN	SAC	Name	Filing Status	Submission Type	View/Print	Select 497	
142004791	170160	Verizon North Inc.	No Filing	N/A		Select 497	
113001791	170170	Verizon North Inc.	No Filing	N/A		Select 497	
142004791	170201	Verizon North Inc.	No Filing	N/A		Select 497	
142004791	200010	Verizon North Inc.	No Filing	N/A		Select 497	
142004791	310498	Verizon North Inc.	No Filing	N/A		Select 497	
142004791	320772	Verizon North Inc.	No Filing	N/A		Select 497	
142004791	320779	Verizon North Inc.	No Filing	N/A		Select 497	
142004791	330386	Verizon North Inc.	No Filing	N/A		Select 497	
113001791	311018	Verizon North Inc.	No Filing	N/A		Select 497	
142004791	241030	Verizon North Inc.	No Filing	N/A		Select 497	

- **Submission Type** indicates how the form was submitted
 - Online, Offline, N/A
- **View/Print** displays a PDF of forms that were submitted online

Form 497 Search

Search Criteria

SPIN: 142004791
 SAC: 0
 Data Month: June 2008

Search [] Reset []

List of SACs based on Search Criteria							
SPIN	SAC	Name	Filing Status	Submission Type	View/Print	Select 497	
113001791	170169	Verizon North Inc.	No Filing	N/A		Select 497	
142004791	170170	Verizon North Inc.	No Filing	N/A		Select 497	
113001791	170201	Verizon North Inc.	No Filing	N/A		Select 497	
142004791	200010	Verizon North Inc.	No Filing	N/A		Select 497	
142004791	310498	Verizon North Inc.	No Filing	N/A		Select 497	
142004791	320779	Verizon North Inc.	No Filing	N/A		Select 497	
113001791	320779	Verizon North Inc.	No Filing	N/A		Select 497	
142004791	330386	Verizon North Inc.	No Filing	N/A		Select 497	
142004791	241010	Verizon North Inc.	No Filing	N/A		Select 497	
142004791	341038	Verizon North Inc.	No Filing	N/A		Select 497	

- Carriers can submit new or revised forms for any month during the Administrative Window

SFN	SAC	Name	Filing Status	Submission Type	View/Print	Select 497
142004791	170160	Verizon North Inc.	No Filing	N/A		Select 497
142004791	170170	Verizon North Inc.	No Filing	N/A		Select 497
142004791	170201	Verizon North Inc.	No Filing	N/A		Select 497
142004791	200010	Verizon North Inc.	No Filing	N/A		Select 497
142004791	910498	Verizon North Inc.	No Filing	N/A		Select 497
142004791	220772	Verizon North Inc.	No Filing	N/A		Select 497
142004791	300179	Verizon North Inc.	No Filing	N/A		Select 497
142004791	330086	Verizon North Inc.	No Filing	N/A		Select 497
110001791	311018	Verizon North Inc.	No Filing	N/A		Select 497
142004791	241020	Verizon North Inc.	No Filing	N/A		Select 497

Complete the Form

Contact Tab

- Online form 497 pre-populates select fields
- “Save” button
 - Saves data
 - Identifies Errors
 - Save at any time or select **Exit to 497 Search**

Name: [Pre-populated]
 Service Area: [Pre-populated]
 State: [Pre-populated]
 Company Name: [Pre-populated]
 Date Month: [Pre-populated]
 Submission Date: [Pre-populated]
 Type Of Filing: [Pre-populated]

Saving Customer:
 Street: [Pre-populated]
 City: [Pre-populated]
 State: [Pre-populated]
 Zip: [Pre-populated]

Contact Name: [Pre-populated]
 Telephone Number: [Pre-populated]
 FAX: [Pre-populated]
 Email: [Pre-populated]

Total Lifeline Support: [Pre-populated]
 Total Link Up Support: [Pre-populated]
 Total TLS Support: [Pre-populated]
 ETC Payment: [Pre-populated]

Form and Validations Overview

Complete the Form

Lifeline Tab

- Online Form 497 identifies and explains errors
- Layout is similar to paper Form 497
- Online Form 497 runs calculations

Contact	Lifeline	Link Up	Toll Limitation Services(TLS)	Certify
USAC	11420022			
Serving Area	051037		Total Lifeline Support	0100
State Reporting	020000		Total Link Up Support	0500
Company Name	000000 Digital Media Group, LLC		Total TLS Support	000000
Data Month	0000		TTY Payment	000000
Submission Date	00000000			
Type of Billing	Online			

Lifeline	# of Lifeline Subscribers	Lifeline Support per Subscriber	Total Lifeline Support
Tier 1 Low-income Subscribers requiring Federal Lifeline Support	000	0.00	0000
Tier 2 Low-income Subscribers requiring Federal Lifeline Support	000	0.00	0000
Tier 3 Low-income Subscribers requiring Federal Lifeline Support	0	0.00	0
Tier 4 Low-income Subscribers requiring Federal Lifeline Support	0	0.00	0

Check box to the right of each row if no amount are used.

Total Lifeline Support: 0100

Buttons: Save, Cancel, Exit to 497 Search

Form and Validations Overview

Complete the Form

Link Up Tab

- Help language appears when you hover over a field

Contact	Lifeline	Link Up	Toll Limitation Services(TLS)	Certify
SNW	11400000			
Serving Area	020000		Total Lifeline Support	0
State Reporting	000000		Total Link Up Support	0500
Company Name	000000 Digital Media Group, LLC		Total TLS Support	000000
Data Month	0000		TTY Payment	000000
Submission Date	00000000			
Type of Billing	Online			

Link Up	Non Initial	Initial	Total Link Up (plus Tiers 1-3)
Number of Connections Waived	000	00	0000
Charges Waived per Connection	0.00	0.00	0000
Total Connections Charged	0000	0000	0000
Unsettled Interest	0.00	0.00	0000
Total Link Up Dollars Waived	0000	0000	0000

Buttons: Save, Cancel, Exit to 497 Search

Toll Limitation Service Tab

- Online 497 displays Totals on each page

Contact	Lifetime	Link Up	Toll Limitation Services(TLS)	Certify				
SPIN: [42000002]	Serving Area: [950307]	State Reporting: [AL0900A]	Company Name: [AmSimuDigital Media Group Ltd]	Date Month: [May 2008]	Submitted on Date: [05/15/2008]	Type of Filing: [Final]	Totals Total Lifetime Support: [8150] Total Link Up Support: [7000] Total TLS Support: [98600] CTC Payment: [37524]	
Toll Limitation Services (TLS) Incremental Cost of Providing TLS: [0.000000] Number of Subscribers for Whom TLS Initiated: [85089] Total TLS Holders Claimed: [24000]								

Certify Tab

- Outstanding errors will appear when user selects "Certify"
- After selecting "Certify," form will exit to 497 Search screen

Contact	Lifetime	Link Up	Toll Limitation Services(TLS)	Certify				
Error occurred: The range of the Lifetime support per subscriber Tier 2 is 0.00-1.25								
SPIN: [42000002]	Serving Area: [950307]	State Reporting: [AL0900A]	Company Name: [AmSimuDigital Media Group Ltd]	Date Month: [May 2008]	Submitted on Date: [05/15/2008]	Type of Filing: [Final]	Totals Total Lifetime Support: [8150] Total Link Up Support: [7000] Total TLS Support: [98600] CTC Payment: [37524]	
I certify that my company will guarantee the availability of Lifetime and Link Up services in a manner reasonable designed to reach those likely to qualify for those services. I certify that my company will pass through the full amount of all Tier Two, Tier Three, and Tier Four federal Lifetime support for which my company seeks reimbursement, as well as all applicable interstate Lifetime support to all qualifying low-income subscribers in an equal and proportionate manner for each reporting period. I certify that my company has received any state Federal regulatory approval necessary to implement the requested rate reduction(s). I verify that my company is/is not subject to state regulation. (Please select one). Based on the information known to me or provided to me by employees responsible for the preparation of the data being submitted, I verify that the data contained in this form has been examined and reviewed and is true, accurate, and verifiable. I acknowledge the auto-administrator's authority to request additional supporting information as may be necessary.								
Date: [05/15/2008]	Officer/Employee Signature:	By logging into my account and clicking the "Certify" button below, I am electronically signing this form.						
Officer/Employee Title:	Officer/Employee Name:							
<input type="button" value="Certify"/> <input type="button" value="Cancel"/> <input type="button" value="Exit to 497 Search"/>								

- Only Authorized Users (not Agents) can view the Certify tab

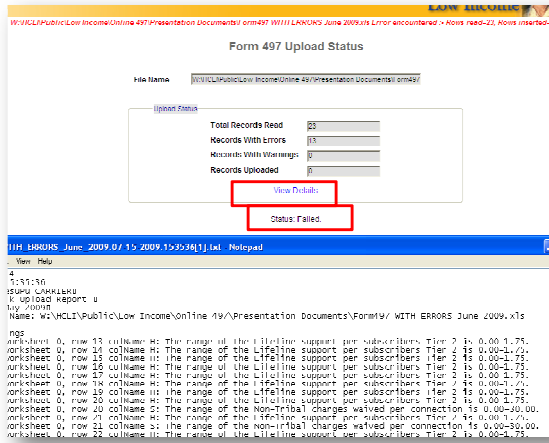
Bulk Uploads

- To submit forms for more than one SPIN/SAC combination, use the **Bulk Upload** feature
- USAC provides a formatted spreadsheet for bulk uploads
- Only one month of data can be submitted per spreadsheet

Form and Validations Overview

Bulk Uploads

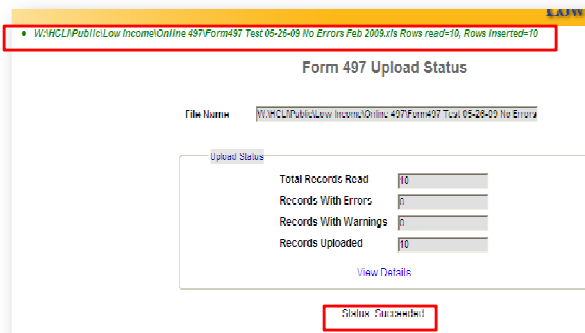
- Online 497 rejects spreadsheets with errors
 - Notifies users of failed bulk upload
- **View Details** provides a text file detailing errors and warnings by row and column



Completing Online Form 497

Bulk Uploads

- Form displays file name and upload details
- Form will notify users if bulk upload is successful



Certification

Single Forms

- To certify online submissions, select "497 Search"

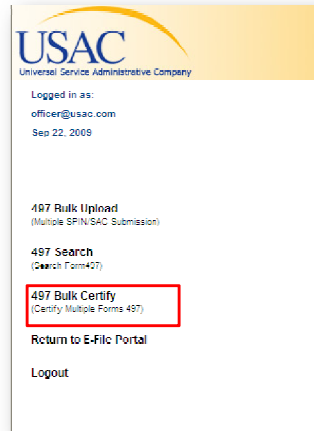


- Error-free spreadsheets are displayed
- Click **Select 497** to certify forms

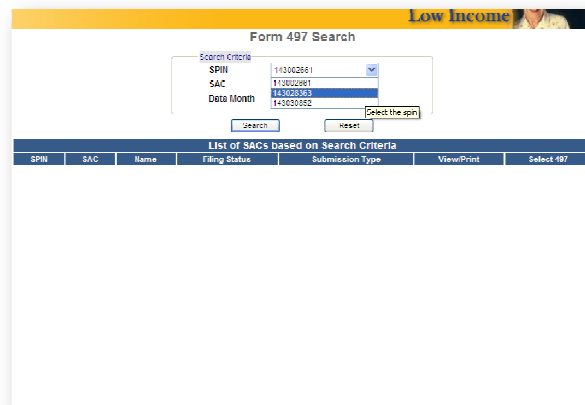
SPIN	SAC	Name	Filing Status	Submission Type	View/Print	Select 497
142004791	170109	Verizon North Inc.	Series	On-Line		Select 497
142004791	170170	Verizon North Inc.	Series	On-Line		Select 497
142004791	170221	Verizon North Inc.	Series	On-Line		Select 497
142004791	303815	Verizon North Inc.	Series	On-Line		Select 497
142004791	310898	Verizon North Inc.	Series	On-Line		Select 497
142004791	320772	Verizon North Inc.	Series	On-Line		Select 497
142004791	330078	Verizon North Inc.	Series	On-Line		Select 497
142004791	330886	Verizon North Inc.	Series	On-Line		Select 497
142004791	341012	Verizon North Inc.	Series	On-Line		Select 497
142004791	341038	Verizon North Inc.	Series	On-Line		Select 497

Multiple Forms

- Carriers can certify multiple forms at once using the **Bulk Certify** feature
- Users can:
 - Certify multiple Forms 497 at once
 - Certify multiple SPIN/SACs at once
 - Only certify one month's data at a time



- Bulk Certify is a 3-Step Process
- Instructions appear before each step



Form and Validations Overview

Certification

Step 1

- Use the “Data Month” drop-down to specify the month and select “Search”

Forms 497 Certification: Step 1 of 3 Low Incc

Search Criteria:

Step 1
 Please select the forms you would like to bulk certify by checking the box of the applicable form in the "Certify" column of the table below or, to select all of the forms, check the box next to "Certify". You may have to scroll down the page to view all of the forms available for certification.

To view or change information in an individual form, click on the applicable "Select 497" hyperlink. If you view the form and make changes, you will be given the option either to save the changes and return to Step 1, or to certify the form individually. Changes saved to individual forms, but not certified individually, will be included in the forms 497 available for certification through this bulk certification process. To certify individually, review the form, make any necessary changes, complete the fields on the "Certify" tab, and click the "Certify" button.

NOTE: Step 1 is the only opportunity to modify an individual 497 during the bulk certification process.

Certify	SPN	SAC	Name	Submission Type	View/Print	ETC Payment	Select 497
<input type="checkbox"/>	442002001	612014	Verizon West Coast Inc.	On-Line		\$1,002.00	Select 497
<input type="checkbox"/>	442003003	448004	Cumbly Telephone Cooperative Inc. - OLEC	On-Line		\$4,700.00	Select 497

Form and Validations Overview

Certification

- System displays:
 - Data month
 - All forms awaiting certification
- Select all forms or specific forms to certify

Forms 497 Certification: Step 1 of 3 Low Incc

Search Criteria:

Step 1
 Please select the forms you would like to bulk certify by checking the box of the applicable form in the "Certify" column of the table below or, to select all of the forms, check the box next to "Certify". You may have to scroll down the page to view all of the forms available for certification.

To view or change information in an individual form, click on the applicable "Select 497" hyperlink. If you view the form and make changes, you will be given the option either to save the changes and return to Step 1, or to certify the form individually. Changes saved to individual forms, but not certified individually, will be included in the forms 497 available for certification through this bulk certification process. To certify individually, review the form, make any necessary changes, complete the fields on the "Certify" tab, and click the "Certify" button.

NOTE: Step 1 is the only opportunity to modify an individual 497 during the bulk certification process.

Certify	SPN	SAC	Name	Submission Type	View/Print	ETC Payment	Select 497
<input type="checkbox"/>	442002001	642044	Verizon West Coast Inc.	On-Line		\$1,002.00	Select 497
<input type="checkbox"/>	442003003	448004	Cumbly Telephone Cooperative Inc. - OLEC	On-Line		\$4,700.00	Select 497

Step 2

- Select whether the ETC is subject to state regulation
 - User can select all or only select specific forms

State Reg	Non State Reg	SNN	SAC	Name	View/Edit	ETC Payment
<input checked="" type="checkbox"/>	<input type="checkbox"/>	145075861	80761	Verizon Wireless Inc.		\$1,887.00
<input type="checkbox"/>	<input checked="" type="checkbox"/>	148022393	448004	Cumpy Telephony Cooperative Inc. - CLEC		\$4,760.00

- If necessary, select **Go Back to Step 1** to return to previous step

Form and Validations Overview

Certification

Step 3

- Read certification language
 - Varies depending on whether ETC is subject to state regulation
- User can “uncheck” a specific form if it should not be included in the bulk certification

Form and Validations Overview

Certification

- Enter your name and title to certify the form(s)
- Select **Certify** at the bottom of the page to certify the form(s)

- A message appears indicating the number of forms that were certified successfully
- System redirects users to main bulk certify page

Forms 497 Certification: Step 3 of 3

- Link Up Tab: The Non-Tribal Charges Waived per Connection has been entered without an entry for the Non-Tribal Number of Connections. Connection Charge Waived will be claimed.
- Form 497 has been saved with the above warning message(s).
- Link Up Tab: The Non-Tribal Charges Waived per Connection has been entered without an entry for the Non-Tribal Number of Connections. Connection Charge Waived will be claimed.
- Form 497 has been saved with the above warning message(s).

The forms selected in Step 1 are listed below either as subject to state regulation or not (as indicated in Step 2). If you do not want to certify a form, uncheck the box associated with the form. To view a form, click on the "View Form" icon next to the associated form. If changes must be made to a form, uncheck the bulk certification process, you may go to "497 Details" to individually modify forms that were not certified.

To complete the certification process:

- Review all forms that are to be certified.
- Review and agree to the certification language.
- Complete all required fields (e.g., officer/employee name and title), and, if applicable, the "Certify" button.

CERTIFICATION LANGUAGE (State Regulated)

The following is the certification language from the FCC Form 497. By certifying your forms electronically, you are making these certifications on behalf of your company:



I certify that my company will publicize the availability of Lifeline and Linkup in a manner reasonably designed to reach those likely to qualify for the program, that my company will pass through the full amount of all Tier Two, Tier Three, and Tier Four federal Lifeline support for which my company receives all available Lifeline support, to all qualifying individuals who are eligible for Lifeline support in the subscriber's household.

Helpful Tips and Common Problems

Form Submission

- New ETCs must submit their first 497 via mail, fax, or e-mail to enable E-File
- Only submit one copy of the form
 - Do not fax or mail copies of form submitted online
- Bulk Upload will only accept error-free submissions

Validations

- .01 - .49 rounds down 
- .50 - .99 rounds up 
- Authorized Users should review data submitted by Authorized Agents prior to certification

Navigating the Online Form 497

Questions?



Contact Information

Low Income Program Assistance

866-873-4727 or lifilings@usac.org

Online Form 497 Assistance

202-776-0200 or tfoglia@usac.org

E-File and Form 498 Assistance

888-641-8722 or customersupport@usac.org

USAC Low Income Division

Visit our website: www.usac.org/li



Navigating the Online Form 497

THANK YOU!