

## Healthcare Connect Fund (HCF) Program

# FCC Form 460 Guide

How to file an FCC Form 460 (Eligibility and Registration Form) for Off-Site Data Centers and Offsite Administrative (Admin) Offices. The FCC Form 460 can be submitted at any time during a funding year.

## Start Tab

- **HCP or Consortium Name** is a required field that will be prepopulated for health care providers (HCPs) that have previously submitted an FCC Form 460. Enter the name of the site. This name will be automatically populated on all forms associated with the HCP number.
- **Legal Entity Name** is a required field. Enter the name of the legal entity that owns and/or operates the site.
- **FCC Registration Number (FCC RN)** is a required field. If the legal entity named above has an FCC RN, you must enter the legal entity's FCC RN.
  - All applicants must obtain an FCC RN, if they do not already have one. The FCC RN is a ten-digit number that is assigned to a business or individual registering with the FCC and is used to uniquely identify the business or individual in all of its transactions with the FCC. Obtaining an FCC RN is a simple process that can typically be completed within minutes through the FCC's website at <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>.
- **Nickname** is an optional field. If you wish, you may enter a name to easily identify this form in the future.
- **FCC Form 460 Application Number** is a prepopulated field generated by the system.

## Registration Type Tab

- **What type of registration do you require?** Select one of the eligible entity types. This forms guide focuses on “Register an off-site data center.” This guide is also applicable to “Register and off-site administrative office.” Click “Save & Continue” to advance to the next section.

## Site Information Tab

- **Sites served by this data center or admin office** is a mandatory field. Use the check boxes to select all sites (eligible and ineligible) that will use the services of this data center or admin office. Click “Add Selected” to add available HCPs to the list of sites that use the services of the data center of admin office.
  - All applicants must obtain an FCCRN, if they do not already have one. The FCCRN is a ten-digit number that is assigned to a business or individual registering with the FCC, and is used to uniquely identify the business or individual in all of its transactions with the FCC. Obtaining an FCCRN is a simple process that can typically be completed within minutes through the FCC's website at <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>.
  - Note: If registering either an off-site data center or administrative office, the HCPs that will use the services must already have a submitted or approved FCC Form 460 (Eligibility and Registration Form) on file.
- **FCCRN for the Consortium** is an optional field. Enter the Consortium's FCCRN if the legal entity named above does not have an FCCRN and plans only to apply as part of a consortium.
- **Site Contact Name** is a required field. Enter the name of a contact person located at the physical site. The site contact person is not necessarily the same person who will be contacted if there are questions about the application. In the case of an off-site data center, the site contact person is not required to be physically located at the site.
- **Phone** and **Email** are required fields. Enter the Site Contact's phone number and email address, and re-enter email address to confirm.

## Physical Location Tab

- **Address** is required, unless a geo location is entered. Enter the site's physical address (do not enter a P.O. Box or a rural route address).
- **City, State, Zip Code** and **County** are required fields.
- **Geo Location** is required only if the site does not have a street address. Enter geo location information (i.e., latitude and longitude). Geo location information can be found using the instructions below:
  1. Go to <https://maps.google.com/>
  2. Type the site (HCP)'s intersection, city/town, or the nearest landmark. Drag the map or use the zoom feature to navigate to its precise location.
  3. Click to drop a pin to mark the location.
  4. Right click on the pin and select "What's Here." A box will appear and the geo-coordinates will be displayed below the address.

## Contact Information Tab

- **Primary Account Holder Name** is a required field. Enter the Primary Account Holder name. The Primary Account Holder is the person responsible for granting access to and managing the HCP's online account information. The Primary Account Holder has the ability to view, create, and enter data in forms, and electronically certify, sign and submit forms, on behalf of the HCP. The Primary Account Holder must be an officer, director, or authorized employee of the HCP and may not be a consultant.
  - The Primary Account Holder may designate one or more Secondary Account Holders.
- **Title/Position** is a required field. Enter the Primary Account Holder's title.
- **Employer** is a required field. Enter the name of the legal entity for which the Primary Account Holder works.
- **Employer's FCC Registration Number (FCC RN)** is a required field. All applicants must obtain an FCC RN, if they do not already have one. Obtaining an FCC RN is a simple process that can typically be completed within minutes through the FCC's website at <https://fjallfoss.fcc.gov/coresWeb/publicHome.do>. The FCC RN is a ten-digit number that is assigned to a business or individual registering with the FCC and is used to uniquely identify the business or individual in all of its transactions with the FCC.
- **Employer Website** is an optional field. Enter the web address for the legal entity for which the Primary Account Holder is employed.
- **Address** is a required field. If the Primary Account Holder's address is the same as the physical location contact, check the box and this information will auto-populate. If the Primary Account Holder's address is different from the physical location contact, complete **Address, City, State, Zip Code, and County**.
- **Phone #** is a required field. Enter the Primary Account Holder's phone number.
- **Email** is a required field. Enter the Primary Account Holder's email address.
- **Are there secondary account holders?** is optional. Select "Yes" to "Are there secondary account holders?" to add a Secondary Account Holder. Enter the information about the Secondary Account Holder.
  - Though optional, USAC recommends having at least one Secondary Account Holder, but you may enter as many as you'd like.
  - A Secondary Account Holder must be an officer, director, or authorized employee of the HCP and may not be a consultant.
  - The Secondary Account Holder will have access to forms and the ability to answer specific questions about the applications associated with a funding request. In addition, a Secondary Account Holder has full access, including the ability to sign, certify, and submit forms on behalf of the applicant, if the Secondary Account Holder is a director, officer, or authorized employee of the HCP.

- The Primary Account Holder may also choose to engage a third-party (e.g., consultant) and can assign Tertiary Account Holder rights to that third-party using a third-party authorization (TPA). For more information about TPAs, visit the [Third-Party Authorization](#) webpage.

## Supporting Documentation tab

- **Supporting Documentation** is optional. Click "Add Document" to upload any additional documentation necessary to validate information on your FCC Form 460.
  - An example of supporting documentation that could be included with the FCC Form 460 is recent bill or lease, with the address clearly posted, to verify the HCP address provided.

## Certifications tab

- The Primary Account Holder or an authorized designee must provide the certifications on the FCC Form 460. All applicable certifications must be checked.
  - If you are a consultant, you will be prompted to upload a Third-Party Authorization (TPA). Ensure that the TPA start and end dates entered on the FCC Form 460 match the authorization dates in the TPA.
- Certifications are required fields. All certifications must be checked before the form can be submitted.
- Sign the form using the certifier's full name as it appears in RHC Connect.
- A third-party (e.g., consultant) is prohibited from certifying, signing, or submitting the FCC Form forms, unless USAC receives, prior to the submission of the form, a written, dated, and signed [third party authorization \(TPA\)](#) from the relevant officer, director, or other authorized employee stating that the HCP accepts all potential liability from any errors, omissions, or misrepresentations on the forms and/or documents being submitted by the third party.
- Continue the submission of the FCC Form 460 by selecting "Certify & Submit".