



**FCC Form 460 (Eligibility and Registration Form)  
Best Practices for Consortium Applicants**

**Block 3: Consortium Information**

Only consortia applicants must complete this block

<b>Line 19</b>	The FCC Registration Number (FCC RN) is needed whether the consortium is a legal entity or not. It is not optional. If the consortium is not a legal entity, provide the FCC RN of the consortium leader. Obtaining an FCC RN is a painless process that is estimated to take less than 10 minutes.
<b>Line 20</b>	Consortia do not need to have a written agreement allocating legal and financial responsibility.
<b>Line 24</b>	Uploading letters of agency/letters of exemption and attaching the relevant health care provider (HCP) numbers is the only way to add HCPs here.

**Block 4: Contact Information**

All consortia and HCPs must complete this block

Both the primary account holder and all secondary account holders must be officers, directors, or authorized employees of the HCP.

Consultants may not be the primary account holder or secondary account holder in My Portal.

**Block 5: Eligibility Category**

All consortia and HCPs must complete this block

<b>Line 44</b>	Within 255 characters, provide a description of the eligible entities' goals and geographic scope.
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**Block 6: Additional Information**

All HCPs must complete this block

<b>Line 46</b>	Enter the organizational National Provider Identifier (NPI), not an individual practitioner NPI.
<b>Line 47b</b>	Enter the site taxonomy code, if the code in 47a is not appropriate for the site. If no taxonomy code is available, enter an explanation of eligibility.

**Block 7: Certifications and Signatures**

All HCPs must complete this block

<b>Line 66</b>	Enter the FCC RN for the employer of the person submitting the form, which is not necessarily the same as the consortium leader's FCC RN if the form is filed by a consultant.
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**Information Requests**

USAC will issue an information request through My Portal when more information is needed to process your form. If you don't understand the information request, please ask for clarification before sending additional information. We are working to ensure that information requests are as clear as possible.

<b>Examples</b>	If USAC asks you to confirm the consortium leader's EIN (employer identification number) or eligible entity type, please provide articles of incorporation or similar verification of tax status. If you don't understand the information request, please ask for clarification before sending additional information. We are working to ensure that information requests are as clear as possible.
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**My Portal**

The "Signature" (Line 59), is the same as your password to access My Portal.

If you are a consultant, you will be prompted to upload a third party authorization after completing the signature block.