

FCC Form 460 Online Filing Instructions

The FCC Form 460 (Eligibility and Registration Form) is available in My Portal for use by health care providers (HCPs) to certify their eligibility to participate in the Healthcare Connect Fund (HCF) Program.

Who Needs to File

To certify eligibility to participate in the HCF Program, an FCC Form 460 must be completed.

- Each individual HCP applicant must file an FCC Form 460 for their eligible HCP site, including any associated off-site offices (ineligible sites, off-site data centers, and off-site administrative offices).
- If participating as part of a consortium:
 - The consortium leader must file an FCC Form 460 on behalf of the consortia as a whole
 - The consortium leader, after obtaining a Letter of Agency (LOA), may file the FCC Form 460 on behalf of a consortium's participating entities. If the consortium leader does not obtain such authorization for a given member, that member will have to submit its own FCC Form 460.

When to File

The FCC Form 460 and supporting documentation may be filed at any time during the funding year, but eligibility must be determined prior to the start of the competitive bidding process, which is initiated through the submission of the FCC Form 461 (request for services).

Applicants must file the form through [My Portal](#), the Rural Health Care (RHC) Program's application management system, after reading the [FCC form instructions](#). Applicants should file any required supporting documentation, including state licenses, with the FCC Form 460.

Individual HCP Applicants

An individual applicant must file an FCC Form 460 for its own HCP and a separate FCC Form 460 for any associated off-site administrative office or off-site data center.

My Portal Instructions for Individual HCPs

HCPs who already have an E-File username and password should:

1. [Log in](#) to My Portal.
2. Click the "Individual Applicant- Healthcare Connect Fund" link.
3. Select the "Create New Form 460" link right above the "My HCPs" tab.

HCPs who are not registered in My Portal should:

1. Go to the [E-File main page](#).
2. Select "[New RHC Applicant](#)" at the bottom of the page.
3. Enter your email address and the HCP zip code. Click "search."
 - a. If your email is found in the system, you have already registered and will be prompted to return to the login page to access your account information.

4. If the HCP is listed and available, you can claim it by clicking on the HCP name. If the HCP is not displayed in the search results, select the “New HCP” button.
 - a. A new FCC Form 460 will open. You must complete the form in one sitting (you cannot save and return later). If the applicant is a member of a consortium, please indicate the consortium name on Line 44.
 - b. After USAC reviews and approves the submitted FCC Form 460, you will receive an email with a temporary password for My Portal.

Consortium Applicants

The consortium leader must first file an FCC Form 460 to register the consortium and receive an HCP number. This registration identifies all of the participating entities in the new consortium and certifies the eligibility of the consortium as a whole.

Once the consortium is registered, each participating consortium member must file an FCC Form 460 for its own HCP and a separate FCC Form 460 for any associated off-site administrative office or off-site data center. This filing certifies the eligibility of the entity participating in the consortium.

My Portal Instructions for Consortium Leaders

If you already have an account in My Portal from other participation in the RHC Program, contact the [HCF Help Desk](#) prior to starting the first step of registering the consortium. The HCF Help Desk will walk you through managing your new consortium account.

If you’re new to My Portal and to the RHC Program, the process is the same, whether you’re a consortium leader registering the consortium, or an HCP filing your FCC Form 460 to certify your eligibility:

1. Go to the [E-File main page](#).
2. Select “[New RHC Applicant](#)” at the bottom of the page.
3. Enter your email address and the consortium zip code. Click “search.”
4. Select the “New HCP” button to register the consortium, even if an HCP displayed in the search matches your individual HCP.
5. A new FCC Form 460 will open. You must complete the form in one sitting. You cannot save and return later. If the applicant is a member of a consortium, please indicate the consortium name on Line 44.
6. After USAC reviews and approves the submitted form, you will receive an email with a temporary password for My Portal.

Need Help?

Visit the [Getting Started](#), [Trainings and Outreach](#), and [HCF Program FAQs](#) web pages for help. You can also [email](#) your questions about the HCF Program or call the HCF Help Desk at (800) 453-1546.