

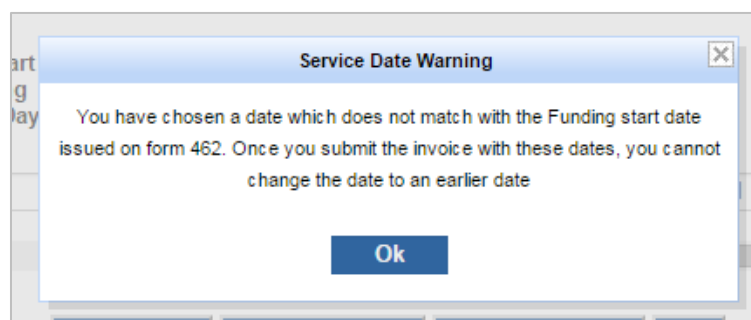
CHANGES TO FCC FORM 463 FOR APPLICANTS

WHAT'S CHANGED?

The Rural Health Care (RHC) Program received feedback about the invoicing process and developed system improvements in My Portal as a direct response to service provider and applicant needs. The My Portal enhancements will help reduce the possibility for errors by applicants and decrease service provider review time, resulting in a more streamlined invoicing process.

POP-UP WARNING ON COLUMN H: SERVICE START DATE/SHIPPING DATE OR LAST DAY OF WORK

If the applicant selects a date in Column H, "Service Start Date/Shipping Date or Last Day of Work," that is after the funding start date on the Funding Commitment Letter (FCL) or Network Cost Worksheet (NCW), a pop-up warning will now appear informing the applicant that if the FCC Form 463 is submitted with the selected date, they will not be able to change to an earlier date which will result in receiving less than the full commitment amount. The applicant will not be able to invoice for dates before the date submitted in Column H, even on future invoices, as this date will pre-populate on future invoices.



BILLING PERIOD DATE SELECTION VALIDATION

The billing period date selection validation now allows applicants to instantly see time periods that are available for invoicing. Under the "Invoice Line Items" tab, on the calendar date selector for Column I, "Billing Period Start Date," and Column J, "Billing Period End Date," appearing grayed out and unable to be selected will be dates that are:

- Outside of the funding commitment,
- Before the service start date,

- Have already been invoiced for,
- Billing period end dates that are before the billing period start dates, or
- Future dates.

NEW “ELIGIBLE AMOUNT FOR CHOSEN PERIOD” COLUMN

Once the billing period start and end dates are entered in Columns I and J, the new “Eligible Amount for Chosen Period” column will calculate the maximum amount able to be invoiced for the expense item, based on the monthly recurring amount from the FCL or NCW and the dates entered. This enhancement will eliminate any manual calculations that applicants need to perform, even if they are invoicing for partial months. Applicants may enter the number from the “Eligible Amount for Chosen Period” column into Column L, “Total Cost Invoiced (Undiscounted),” to receive the full funding commitment amount for the billing period entered.

Invoice Line Items

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G. Bandwidth	H. Service Start Date/Shipping Date or Last Day of Work	I. Billing Period Start Date	J. Billing Period End Date	Eligible Amount for Chosen Period	K. Quantity of Items Invoiced	L. Total Cost Invoiced (Undiscounted)
10.0MB /10.0MB	07/01/2014	07/01/2014	09/30/2015	\$1,500.00		\$1,500.00

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