

High Cost Universal Broadband (HUBB) User Guide

Carriers participating in modernized Connect America programs must file deployment data with USAC's HUBB (High Cost Universal Broadband) portal showing where they are building out mass-market, high-speed internet service by precise location. This information includes latitude and longitude coordinates for every location where service is available. This user guide provides a step-by-step overview of the HUBB filing process.

When carriers log into the HUBB via the USAC E-File system, this is the first screen they see.

The screenshot shows the HUBB portal home page. At the top, there is a navigation menu with four items: "Home" (highlighted with a yellow underline), "Manage Uploads", "Location Records Details", and "Milestone Certification and Reporting". Below the navigation menu, the word "HOME" is displayed in large blue letters. Underneath "HOME", there are two tabs: "Deployment Years" (highlighted with a yellow underline) and "My Study Areas". Below the tabs, there is a table with the following structure:

Deployment Period		Locations	
Deployment Year	Not Certified	Certified	
2030	0	0	
2029	0	0	
2028	0	0	
2027	0	0	

The “Deployment Year” tab lists locations submitted to the HUBB.

Deployment Year: year that location was deployed

Locations Not Certified: the number of locations that have been uploaded to the HUBB, but not yet certified by an officer

Locations Certified: the number of locations that have been uploaded and certified by an officer

The “My Study Areas” tab lists all SACs that a user can access, as well as the funds that the carrier receives.

Information can be sorted by Fund and Carrier and searched by SAC or Carrier Name.

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HOME

Deployment Years **My Study Areas**

Specify SAC Select Fund ▼ Select State ▼ Specify Carrier

SAC	Fund	State	Carrier
100002	CAF BLS	ME	Oxford West Tel Co
100003	CAF BLS	ME	Tidewater Telecom, Inc.
100019	CAF BLS	ME	Oxford County Tel
100024	ACAM	ME	Somerset Tel Co
.....

Users upload CSV (comma separated values) files containing geolocated deployment data on the “Manage Uploads” page.

Users must use the CSV template provided by USAC. This template can be found in the “Help with Uploading” box in the top right-hand corner of this screen. It can also be found on the [HUBB resources page](#).

Note that only certifying officers have the ability to select “No Locations to Upload”.

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MANAGE UPLOADS

Use the form below to upload data. More information on how to use this and how to format your data is available under "Help with Uploading" on the right.

The "deployment year" is derived by the system from the deployment date provided in each qualifying uploaded record that should be reported to USAC. The year associated with the deployment date is used as the "deployment year".

The HUBB permits carriers to file records for multiple deployment years at once. Timeliness is based on the due date for the deployment year associated with each record. That is, if records are filed prior to the deployment year due date, they are considered on-time. If records are filed after the deployment year due date, they are considered late. For example, on March 15, 2018, a CAF-BLS recipient files some records for the 2017 deployment year (report due March 1, 2018) and some records for the 2018 deployment year (report due March 1, 2019). The records associated with the 2017 deployment year are considered late as they were filed after the 2017 deployment year due date (March 1, 2018). The records associated with the 2018 deployment year are considered on-time as they were filed before the 2018 deployment year due date (March 1, 2019).

[HELP WITH UPLOADING](#)
Detailed Instructions
Filing Guidance Q&A
CSV Template

[Upload File](#) [No Locations To Upload](#)

Recently Uploaded Files

① No files uploaded.

After a file is uploaded, the HUBB validates the data submitted.

Upload FileNo Locations To Upload

✔ **Upload Complete**
Your file HUBB 245194 Full.csv has been uploaded and your records are being validated. You can wait on this page for it to finish or you can leave this page and come back later to review the validation results.

Recently Uploaded Files

File Name	Uploaded	Progress	Records Uploaded	Data Errors & Warnings	Review Data
HUBB 245194 Full.csv	Dec 28, 2017 10:11:02 AM	50%	-	-	Validating
New Test.csv	Dec 22, 2017 10:30:10 AM	Complete	12	22 2 ↓	Review Data

After the validation process is complete, the HUBB allows users to review the data uploaded and any associated errors or warnings. Clicking on the “Review Data” button brings up the “File Upload Details” screen.

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FILE UPLOAD DETAILS

Below are the validation results for **New Test.csv**. Please review the warnings or errors in the data. Then save, edit, or delete the records that you uploaded from this file.

Summary

The total of successful, errors, and warnings may not be the same as this total because a single record may have more than one error and/or warning.

12
Records Uploaded

22
Data Errors

3
Data Warnings

↓ Download Data Errors And Warnings

DATA OPTIONS

What's Next? There are 3 options available:
Save records without errors. Saving does NOT certify the records.

Save

OR

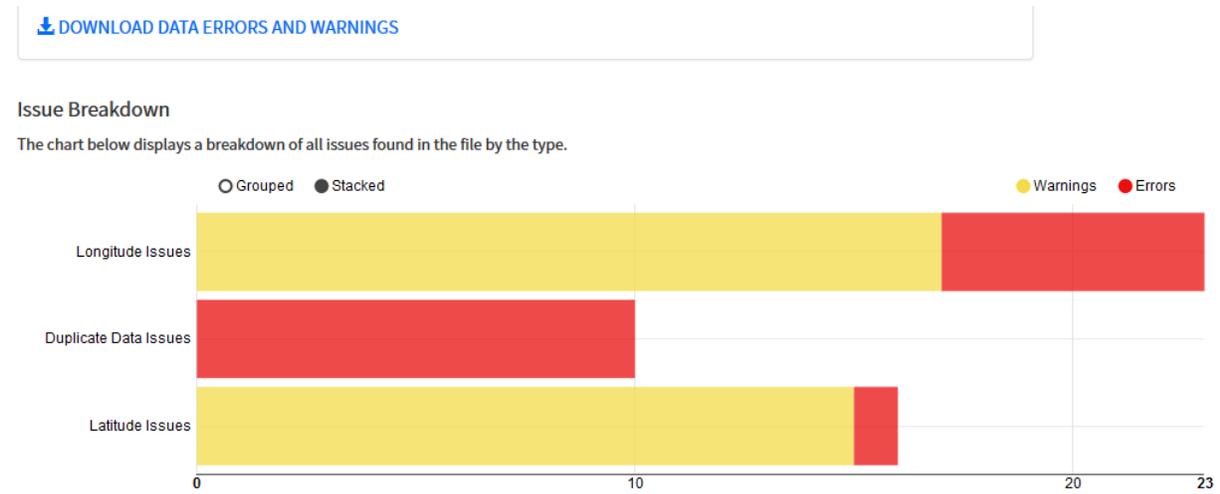
Edit incorrect records from this upload using the icon in the table below. Your data will be saved.

OR

Delete all records from this upload. Your data will not be saved.

Delete

The “File Upload Details” screen also displays a graph of errors and warnings:



See “Data Formatting Instructions” for details on error and warning codes. **The HUBB will not accept any data with errors.**

Users can click on “Download Data Errors and Warnings” to open an Excel file containing locations with errors or warnings. The Excel file looks like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Study Area	Latitude*	Longitude	Date of De	Download	Address*	City*	State*	Zip Code*	# of Units	Carrier Loc	Error(s)/Warning(s)		
2	415214	38.79651	-94.6203	#####	3	3100 W 18	JOHNSON	KS	66085	1		LON_DECIMAL_EQ_L_5_DIGITS		
3	415214	39.09202	-94.8815	#####	3	115 S 130T	BONNER	KS	66012	1		LAT_DECIMAL_EQ_L_5_DIGITS		
4	415214	39.05803	-94.9343	#####	3	935 N 153I	BONNER	KS	66012	1		DUPLICATE_LOCATION_IN_FILE		
5	415214	39.05803	-94.9343	#####	3	935 N 153I	BONNER	KS	66012	1		DUPLICATE_LOCATION_IN_FILE		

Users can find this same information by scrolling to the bottom of the “File Upload Details” screen, which shows details for each error or warning and provides the option to edit individual locations. Users can filter by issue and edit individual records by clicking the icon in the “Edit” column to the far right.

Records With Issues

- Any record with 1 or more **errors** cannot be saved into the system. The data for record must be corrected using the 'Edit' icon below or re-uploaded.
- Any record with 1 or more **warnings** can be saved into the system, but you may wish to double check the records with warnings, correct them using the 'Edit' icon below or re-upload prior to saving.
- Tip: use the filters below to isolate records with specific categories of errors/warnings.

Show Records with:											
<input checked="" type="checkbox"/>	Study Area Code Issues	<input checked="" type="checkbox"/>	Latitude/Longitude Issues	<input checked="" type="checkbox"/>	Longitude Issues						
<input checked="" type="checkbox"/>	Duplicate Data Issues	<input checked="" type="checkbox"/>	Date Issues	<input checked="" type="checkbox"/>	Latitude Issues						
SAC	Latitude	Longitude	Date of Deployment	Speed Tier	Address	City	State	ZIP	# of Units	Carrier Record ID	Edit
411778	39.169283	-94.859755	42369	3	4515 N 121st Ter Unit Bldg	Kansas City	KS	66109	✓	✓	
415214	37.650386	-97.451291	42369	3	9815 W Pawnee St Unit Bldg	Wichita	KS	67215	✓	✓	
415214	37.597849	-97.389468	42369	3	1122 W East Ct N Unit Bldg Flr	Haysville	KS	67060	✓	✓	

When a user clicks on the Edit icon, this screen appears:

SAC <input type="text" value="411778"/>	Longitude <input type="text" value="-94.859755"/> <small>-Lat/long not within eligible census block for CAF BLS SAB</small>
Latitude <input type="text" value="39.169283"/> <small>-Lat/long not within eligible census block for CAF BLS SAB</small>	Speed Tier <input type="text" value="3"/>
Date of Deployment <input type="text" value="42369"/> <small>-Invalid date format</small>	State <input type="text" value="KS"/>
Address <input type="text" value="4515 N 121ST TER UNIT B"/>	# of Units <input type="text" value="1"/>
City <input type="text" value="KANSAS CITY"/>	Carrier Location ID <input type="text"/>
Zip <input type="text" value="66109"/>	HUBB Location ID <input type="text" value="28109672"/>

Fields with Warnings will be updated. Fields with Errors will not be updated.

Users can make any edits needed and then click “Validate.” The system then revalidates the location to determine if there are any remaining errors or warnings. If there are no errors, the “Update Location” button will become available.

On the “File Upload Details” screen, users can save locations with no errors, or delete locations to be reuploaded after errors are fixed, by clicking in the “Data Options” box.

DATA OPTIONS

What's Next? There are 3 options available:
Save records without errors. Saving does NOT certify the records.

Save

OR

Edit incorrect records from this upload using the icon in the table below. Your data will be saved.

OR

Delete all records from this upload. Your data will not be saved.

Delete

Selecting “Save” opens a window to confirm that locations are to be saved:

Confirm Save

You uploaded a total of 12 records. If you continue, 1 of those records will be saved, and 11 will not be saved.

Will Be Saved?	Records	Note/Issue
Yes	1	1 data warnings
No	11	22 data errors 2 data warnings

Please note: Records with errors cannot be edited after the “Save” button is clicked. To remediate records containing errors, please upload a new .CSV file.

Cancel **Save**

Selecting “Delete” opens a window to confirm that locations are to be deleted:



Confirm Deletion

You are about to delete all records within the file. **This action cannot be undone.**

Cancel

Delete

The “Location Records Details” page displays all saved locations.

Locations may be filtered by Deployment Year, Status (Certified or Not Certified), Carrier (name), SAC, Fund, Date Uploaded and State

Checking “Show My Uploads Only” box displays the user’s uploaded locations

Users may also download a report of locations that have been saved.

Users may view and edit individual location data by clicking on “View” or the pencil icon on the far right. Users can delete locations that haven’t been certified. Note that only the address and speed tier can be edited in certified locations.

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Location Records Details

Page 1 of 1

Deployment Year: 2017 Status: Not Certified Carrier: SAC: Filter By Fund: Filter By Fund Uploaded Date From: From To: To Filter By State: Filter By State

Show My Uploads Only

Locations 1 - 1 of 1

<input type="checkbox"/>	Fund	SAC	Uploaded On	Uploaded By	Latitude	Longitude	Date Of Deployment	Speed Tier	Address	City	State	ZIP	# Of Units	
<input type="checkbox"/>	CAF II	245194	12/22/2017	etizabeth.pertsevoi@usac.org	34.8771199	-81.35275	12/17/2017	4	123 Test	Test	MD	20178	5	View <input type="checkbox"/>

When the data is ready for certification, the certifying officer can select individual locations to certify using the checkboxes in the far left column, or can select all locations using the check box in the header.

The system does allow for bulk certification. Clicking on the box next to “Fund” in the header brings up a small link that asks if the carrier wants to select all records for certification at once (rather than just the ones that appear on the current page)

Once locations have been selected, the Certify and Delete buttons become available.

Note that the Certify button is only available to certifying officers.

Deployment Year: 2017
Status: Not Certified
Carrier:
SAC:
Filter By Fund: Filter By Fund
Uploaded Date From: From
To: To
Filter By State: Filter By State

Show My Uploads Only

[Certify](#)
[Delete](#)
[Download](#)

Locations 1 - 1 of 1

ⓘ You Have Selected All 1 Location(s) On This Page.

	Fund	SAC	Uploaded On	Uploaded By	Latitude	Longitude	Date of Deployment	Speed Tier	Address	City	State	ZIP	# of Units	
<input checked="" type="checkbox"/>	CAF II	245194	01/10/2018	elizabeth.pertsevoi@usac.org	34.8771199	-81.35275	12/31/2017	4	123 Test	Test	MD	20178	5	View ✎

Clicking “Certify” brings up a pop-up window for certification. The name entered in the signature box must match the name in the brackets. The “Certify” button will become available once the certifying officer enters the holding company and name in the appropriate boxes.

Locations To Be Certified

Deployment Year: 2017

Location(s): 1

- I certify that I am an officer of the reporting carrier; my responsibilities include ensuring the accuracy of certifications which are required to be reported pursuant to 47 CFR § 54.316; and, to the best of my knowledge, the information submitted to USAC and certified in this filing for this 2017 broadband deployment report is accurate and any information submitted to USAC and certified in earlier filings for this 2017 broadband deployment report continues to be accurate.

Please enter the holding company name

*

To sign your certification digitally, please enter your name [Elizabeth Pertsevoi]:

*

[Cancel](#)

Following certification, a confirmation screen appears and an email confirmation is sent.

Locations Certified

Deployment Year: 2017
Locations: 1
Holding Company Name: Test

Confirmation No.: CERT000000000000333
Certified on : January, 08 2018 at 11:27:25 AM

The above referenced locations have been successfully certified. Please save the confirmation number above. If you have questions or concerns about this certification, referencing this number will help when you [contact us](#).

PRINT CONFIRMATION

The “Milestone Certification and Reporting” page allows users to keep track of deployment and reporting obligations, including a carrier’s total build-out requirement, the number of locations submitted to the HUBB, and progress toward meeting build-out milestones.

Select Application
HUBB

MILESTONE CERTIFICATION & REPORTING

CAF II SC 245194

Build-out requirement (unit): 30458



Deployment Year	Ready For Certification	Certified	% Certified Units	Milestone Obligation %	Milestone On Target?	Certified By	Certified On
	Locations	Units	Locations	Units			

Disclaimer: This report provides feedback as data is added or removed from the HUBB. The information contained within this report is intended for informational purposes only to assist in compliance efforts and does not constitute a final determination of your compliance with the required performance obligations.