ACP Transparency Data Collection System

User Guide

Updated: 11/14/2023 | Version 1.3

Contents

Change Log

Date	Version	Changes
11/14/2023	1.3	• Updates to Section 2.0 notifications to include email subject lines and reminder email information. • Updates to Section 5.0 to add information about the new Certify All and Ready to Certify All buttons (targeted at providers with 100 or more submitted data records). Also added the certification statement information to reference. • Updates to the Appendix 7.0 to repeat the field type and data field validation key on every page and added more details about the field type meanings. Added more details to the field description P22 - Provider Monthly Fee(s) - Other Amount.
10/11/2023	1.2	Changes to Section 3.1 regarding Bundle Plans and Speed and Latency.
10/6/2023	1.1	Changes to Section 3.1 regarding Speed and Latency. Updated Appendix 7.1.1 to show the following fields as required dependent: • Bundle - Linear Video (MPD or vMVPD) Included • Bundle - Fixed Voice Included • Bundle - Mobile Voice Included • Bundle - Number of Mobile Voice Minutes • Bundle - Mobile Text Included • Bundle - Number of Text Messages

1 Introduction

1.1 Annual Submission Requirement

On November 15, 2022, the FCC adopted a Fourth Report and Order establishing the ACP Transparency Data Collection, a mandatory annual data collection for service providers who participate in the ACP. This process collects data related to the price and subscription rates of providers' internet service offerings as required by § 54.1813 of the rules and the Infrastructure Investment and Jobs Act (Infrastructure Act). Data for the inaugural collection must be submitted by November 9, 2023.

1.2 System Purpose

The ACP Transparency Data Collection System (ACP Data Collection System) is the system of record for the annual data collection of ACP service provider service plan information and subscriber metrics.

Service provider users with 497 Officer or Agent credentials can access the ACP Data Collection System to:

- Submit ACP service plan data for their Service Provider Identification Numbers (SPINs or 498 ID).
- Submit ACP subscriber metrics data for their service plans.
- View and export of all submitted service plan and subscriber metrics data from year-to-year.
- Review and update data flagged for review by the FCC after the initial submission window closes.

Only 497 Officers can certify submitted data in the ACP Data Collection System.

2 System Overview

2.1 User Roles

The ACP Data Collection System has the following user roles:

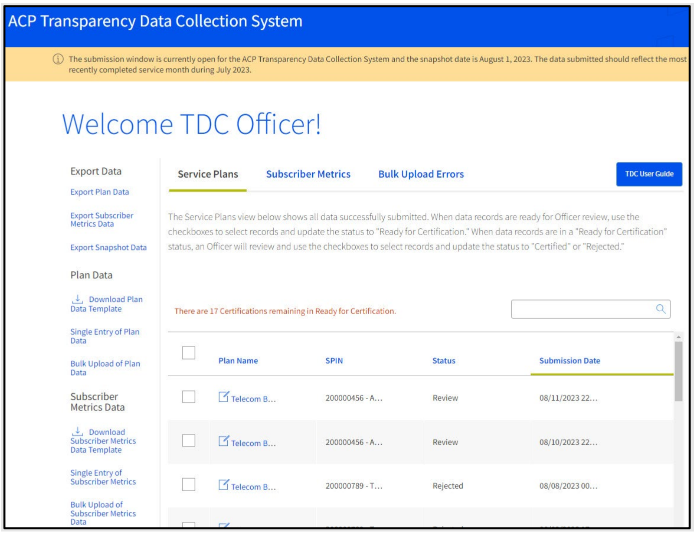
User Role	System Permissions
497 Agent	Submit, view, update, and download data
497 Officer	Submit, view, update, download, and certify or reject data

2.2 Access the System

Users can access the ACP Data Collection System through a direct link to the system or USAC's One Portal. A 497 Officer and 497 Agent will have access in One Portal to the Affordable Connectivity Claims System (ACCS) to support their SPIN(s) with claims each month. If a user is not responsible for monthly claims, then they should not be requested or assigned as a 497 Officer or 497 Agent to complete the ACP Transparency Data Collection requirement. Lifeline only service providers will have access to the ACP Data Collection System, but if they log in, they will not have an option to submit data for an ACP SPIN if they are not assigned to an ACP SPIN.

- Accessing the ACP Data Collection System through the direct link is recommended, which requires users to enter their One Portal credentials only one time to log in.
- Accessing the staging environment through USAC's One Portal is available, but requires users to enter their One Portal credentials a second time to log in.

A user navigates the system starting at the homepage. The left-hand navigation menu of the homepage allows users to submit data, download CSV bulk templates, and export data. The right section of the homepage allows users to view the status of submitted data and any bulk upload errors. Data submissions and updates will only be allowed during the designated submission window. However, users can view submitted data at any time.



2.3 Status of Data Records

After data is submitted, it will have one of the four statuses below.

Status	Definition
Review	This is the automatic status of newly submitted or updated data.
Ready for Certification	The user has verified that the data is accurate and changes the status to 'Ready to Certify'.
Certified	A 497 Officer has reviewed the data, entered their certification credentials, and changed the status to 'Certified.'
Rejected	A 497 Officer has reviewed the data, changed the status to 'Rejected,' and entered a reason for the rejection.

2.4 Email Notifications

Users will receive emails notifying them of status changes to submitted data for any SPINs associated with their user account. The email notifications are sent at 9 a.m. ET for any changes made during the previous day. Emails will include the reason for the notification and a list of impacted SPINs.

Reference the table below for the expected email notifications.

Notice Type	Subject Line	Description	Email Recipient
Resolve Bulk Upload Errors	ACTION REQUIRED - Resolve Data Bulk Submission Errors for the ACP Transparency Data Collection	Notice that the bulk upload file contains validation errors. **Note** – This notice is sent after processing is complete and includes the errors as an attachment.	User that submitted the bulk upload
Data Ready for Certification	Data Ready for Officer Review and Certification in the ACP Transparency Data Collection System	Notice that data is ready for 497 Officer review and certification.	497 Officer(s) and user(s) that submitted the data
Data Successfully Certified	Successful Certification of All Data in the ACP Transparency Data Collection System	Notice that data was certified by the 497 Officer.	497 Officer(s) and user(s) that submitted the data
Data Flagged for Review	Data Flagged by Officer for Further Review in the ACP	Notice that data was rejected by the 497 Officer.	497 Officer(s) and user(s) that submitted the data

	Transparency Data Collection System		
SPIN Flagged for Review	SPIN <SPIN ID> was Flagged by FCC for Further Review in the ACP Transparency Data Collection System	Notice that a SPIN has been flagged by the FCC, including the reason.	497 Officer and user(s) that submitted the data
Submission Window Re-Opened for 30 Days	SPIN <SPIN ID> Submission Window Opened for 30 days in the ACP Transparency Data Collection System	If a SPIN has been flagged by the FCC, users will receive an email indicating when a submission window was re-opened for a SPIN.	497 Officer(s) and Agents associated with the SPIN
Reminder Email for SPIN(s) with Plans Uncertified	ACP Transparency Data Collection Action Required – Certification Reminder	One or more submitted plans have not been certified for a SPIN.	497 Officer(s)
Reminder Email for SPIN(s) with No Subscriber Information	ACP Transparency Data Collection Action Required – Subscriber Metrics Data Needed	One or more submitted plans but not subscriber metrics submitted.	497 Officer(s) and user(s) that submitted the data
Reminder Email for SPIN(s) with No Data Records Submitted	ACP Transparency Data Collection Action Required	No data records have been submitted for SPIN(s) that have one or more subscribers on the snapshot month	497 Officer(s) and Agents associated with the SPIN

3 Data Standards and Best Practices

The below sections outline best practices and guidelines for the Plan Data and Subscriber Metric data that are required. Filers who are using the Bulk Upload feature to submit Plan or Subscriber Metrics data are highly encouraged to complete all fields of the template—even optional fields—to help ensure that all required fields are completed and better ensure that data will successfully be imported into the system without errors.

3.1 Plan Data Best Practices

Field or Section	Description
Unique Plan Identifier	• This Unique Plan Identifier should be the same Unique Plan Identifier used in the Broadband Label. • The unique ID should be exactly 26 characters and should begin with an identifier for the broadband type of the plan ("F" for fixed plans, "M" for mobile plans, "B" for both fixed and mobile plans), followed by the broadband provider's FCC Registration Number (FRN), and ending with a provider-chosen string of exactly 15 alphanumeric characters uniquely identifying the specific plan within the broadband provider's offerings. ○ Example Plan ID: F + 0001234567 + ABC123DEF456GHI = F0001234567ABC123DEF456GHI • The Unique Plan Identifier should not include special characters such as &, *, and %. • Providers should use the FRN associated with their Broadband Data Collection filing (if applicable). Providers should use just one FRN across all of their Unique Plan Identifiers. If a plan is specific to a brand, providers should use the FRN also associated with that brand (if applicable).
Fixed or Mobile Broadband Service	• Fixed or Mobile Broadband Service refers to the type of broadband service that is provided through the plan. • Fixed (F) broadband service plans are those for which service terminates at an end user's location. • Mobile (M) broadband service plans are those for which service terminates at an end user's device. • Both (B) plans are those where a provider may have service to both an end user's location (ex. a home) as well as to an end user's device (e.g., a cellphone).
Monthly Price Details	• The Base Monthly Price reported should be the base monthly price for the broadband offering. In the case of bundled offerings, this can be the total bundled price or separated out bundled price. • The term "Base Monthly Price" means the monthly price that would be paid by a household enrolled in the Affordable Connectivity Program, absent the affordable connectivity benefit. • The Base Monthly Price does not include the price of any recurring monthly fees (such as fees providers impose at their discretion, or equipment rental

Field or Section	Description
	fees), government taxes or fees, or one-time charges (such as installation charges, equipment purchase fee, etc.).
Bundle Plans	• Bundle Plans refer to any plan that provides a service beyond a single *type* of broadband internet access service. Some example plans that would be considered bundle plans are below: ○ Example 1: A plan that provides home internet service as well as linear video (traditional cable) and/or fixed voice (landline) service (*e.g.*, Internet and TV for $75 a month). ○ Example 2: A phone plan that provides mobile broadband service as well as a specific or unlimited number of voice minutes or text messages. ○ Example 3: A bundle plan would also apply to a plan provides *both* mobile and fixed broadband services. • For Bundle Plans, the following items are identifiers for which Yes/No (or Y/N in the CSV template) must be entered. ○ “Bundle - Linear Video (MPD or vMVPD) Included”; “Bundle - Fixed Voice Included; Bundle - Mobile Voice Included”; “Bundle - Mobile Text Included” ▪ If “Yes” or “Y” is indicated for any of the fields above, the price of the service may be entered as well in the next field. ▪ Plans that include Mobile Voice or Mobile Text are required to additionally enter the number of minutes available with the plan in the “Bundle - Number of Mobile Voice Minutes” and “Bundle - Number of Text Messages” fields. If the plans provide unlimited mobile voice minutes or text messages, enter -1. • Other components that would constitute a bundle plan include streaming services, additional free devices, or virtual storage that are included as part of the plan. ○ “Bundle - Other Component(s)” is a text field and should be separated by a semi-colon and include the monthly price. ○ “Bundle Monthly Price (Other Component(s))” should be the total monthly price of all the components listed in “Bundle - Other Components”. ○ Example (Streaming 1 – 10.00; Streaming 2 – 5.50) are entered as “Bundle - Other Components.” “Bundle Monthly Price (Other Component(s))” should be “15.50”.

Field or Section	Description
Legacy Plans	Legacy Plans refer to plans that are no longer offered, but for which the provider has active ACP subscribers.
Base Monthly Price	• The “base monthly price” means the monthly price for a broadband internet service offering that would be paid by a household enrolled in the Affordable Connectivity Program, absent the affordable connectivity benefit. • The base monthly price ***does not*** include the price of any recurring monthly fees (such as fees providers impose at their discretion, or equipment rental fees), government taxes or fees, or one-time charges (such as installation charges, equipment purchase fee, etc.). The monthly price including these features should be reported in the “All-In Price without ACP” and the “All-In Price with ACP (Net-Rate Charged)” fields of either the CSV template or the data entry tool.
Associated Equipment	Associated Equipment refers to items that are required for the provision of broadband service (e.g., router, modem, gateway, hotspot, ONT). For fixed plans, if a modem and router are rented separately to end user then enter the prices separately. If there is a separate rate for a combined modem-router rental, enter the price in the “Provider Monthly Fee - Combined Modem/Router Rental/Lease.” Associated Equipment does not refer to personal computing devices such as a cell phone, tablet, laptop, or desktop.

Fees	• Monthly and One-Time provider fees must be itemized for each plan. One-Time fees are optional for legacy plans.
	• For One-Time fees that vary individually for customers, enter the maximum that a customer would expect to be charged for the fee. For example, if a one-time deposit may be required for only certain customers, and the fee for those customers varies between \$5 and \$25, enter 25.00 as the one-time deposit fee.
	• Other monthly fees that are levied on subscribers must be included and can be entered in the following manner:
	    ○ “Provider Monthly Fee(s) - Other Description” is a text field and fees should be separated by a semi-colon and include the monthly price.
	    ○ “Provider Monthly Fee(s) - Other Amount” should be the total monthly price of all the monthly fees listed in “Provider Monthly Fee(s) - Other Description”.
	    ○ Example (Fee 1 – 1.20; Fee 2 – 2.50) are entered as “Provider Monthly Fee(s) - Other Description.” Provider Monthly Fee(s) - Other Amount” should be “3.70”.
	• Other one-time fees that are levied on subscribers must be included for non-legacy plans and can be entered in the following manner:
	    ○ “One-Time Fee(s) - Other Description” is a text field and fees should be separated by a semi-colon and include the monthly price.
	    ○ “One-Time Fee(s) - Other Amount” should be the total monthly price of all the monthly fees listed in “One Time Fee(s) - Other Description”.

Field or Section	Description
	○ Example (Fee 1 – 100.00; Fee 2 – 25.00) are entered as “One-Time Fee(s) - Other Description.” “One-Time Fee(s) - Other Amount” should be “125.00”.
Discounts	• Providers are optionally allowed to report details on discounts that are available with the plans. Specific fields are available for automatic payment, paperless billing, senior citizen, and military discounts. Other discounts that are available to customers can be reported in the following manner: ○ “Discounts - Other Description” is a text field and discounts should be separated by a semi-colon and include the monthly price. ○ “Discounts - Other Amount” should be the total monthly price of all the monthly fees listed in “Discounts - Other Description”. ○ Example (Discount 1 – 10.00; Discount 2 – 5.00) are entered as “Discounts - Other Description.” “Discounts - Other Amount” should be “15.00”.
Speed and Latency	• For non-legacy plans, providers must provide the advertised and actual speeds and latency for the plans. Speeds should be reported in megabits per second (mbps) and latency should be reported in milliseconds. • Actual speed refers to the typical (e.g., average or median) upload and download speeds period for a particular speed tier. • For fixed providers that participate in the Measuring Broadband America (MBA) program, they may disclose their results as a sufficient representation of the actual performance their customers can expect to experience for the relevant speed tier • For fixed providers that do not participate in the MBA program, they may use the methodology from the MBA program, or they may disclose actual performance based on internal testing, consumer speed test data, or other data regarding network performance, including reliable, relevant data from third-party sources. • For mobile providers, they may disclose the result of their own or third-party testing, or if they do not have reasonable access to such data, they may disclose the top end of the Typical Speed Range (TSR) representing the range of speeds and latency that most of their consumers can expect, for each technology and service tier offered. • Advertised speeds refer to the speeds typically advertised for a plan or provided at the point of sale. • Latency means the length of time for a signal to be sent between two defined end points and the time it takes for an acknowledgement of the receipt of the signal to be received. • Fixed Broadband plans are required to submit information on the **maximum** advertised speeds of the plans. If no speed is mentioned in marketing, enter the maximum speed subscribers to that service offering should expect to receive.

<table>
<tr><th>Field or Section</th><th>Description</th></tr>
<tr><td></td><td>

Mobile broadband plans are required to submit information on the minimum advertised speeds of the plans. If the speed of the service offering is advertised in a range, enter the low end of the range or the minimum speed of the service offering. If no speed is mentioned in marketing, enter the minimum speed subscribers to that service offering should expect to receive.
Mobile broadband plans are required to report the technology type for the plan. Providers are encouraged to use short, identifiable notations to describe the technology (ex. 4G, 5G).
The table below details which fields are required and applicable to each type of plan indicated in the “Fixed or Mobile Broadband Service” type that is indicated:

<table>
<tr><th>Field</th><th>Fixed (F)</th><th>Mobile (M)</th><th>Both (B)</th></tr>
<tr><td>Maximum Advertised Download Speed</td><td>Required</td><td>NA</td><td>Required</td></tr>
<tr><td>Maximum Advertised Upload Speed</td><td>Required</td><td>NA</td><td>Required</td></tr>
<tr><td>Minimum Advertised Download Speed</td><td>NA</td><td>Required</td><td>Required</td></tr>
<tr><td>Minimum Advertised Upload Speed</td><td>NA</td><td>Required</td><td>Required</td></tr>
<tr><td>Actual Fixed Download Speed</td><td>Required</td><td>NA</td><td>Required</td></tr>
<tr><td>Actual Fixed Upload Speed</td><td>Required</td><td>NA</td><td>Required</td></tr>
<tr><td>Actual Mobile Download Speed</td><td>NA</td><td>Required</td><td>Required</td></tr>
<tr><td>Actual Mobile Upload Speed</td><td>NA</td><td>Required</td><td>Required</td></tr>
<tr><td>Typical Fixed Latency</td><td>Required</td><td>NA</td><td>Required</td></tr>
<tr><td>Typical Mobile Latency</td><td>NA</td><td>Required</td><td>Required</td></tr>
<tr><td>Mobile Technology</td><td>NA</td><td>Required</td><td>Required</td></tr>
</table>
</td></tr>
<tr><td>Data Caps</td><td>

A data cap refers to any limit on the data usage of a plan’s user after which access to the internet is restricted in some manner. Data usage restrictions can apply to both pre-paid and post-paid plans.
Providers must identify the data cap using an identifier from the list below to indicate the data cap type.
Data Cap Types – Providers should enter a single categorical identifier for this field from the table below. Definitions and further guidance on the types of data caps are additionally provided.

A “soft cap” for a plan is a limitation after which a user is limited in using the service to access the internet. “De-prioritization” refers to slowing data speeds during times of network congestion. “Throttling” refers to when data speeds are slowed regardless of network congestion.

</td></tr>
</table>

<table>
<tr><th>Field or Section</th><th>Description</th></tr>
<tr><td></td><td>

A “hard cap” refers to a limit after which a user’s access to the internet is discontinued.
A “multi-tiered” cap refers to a data cap structure where a user may experience a single data cap type after a certain level of usage and then a different cap at a higher level of usage. For example, a plan that throttles usage after a data cap and then a hard cap after a second level of usage would be considered a “multi-tiered” cap.

<table>
<tr><th>Identifier</th><th>Data Cap Type</th></tr>
<tr><td>0</td><td>No data cap</td></tr>
<tr><td>1</td><td>Yes, soft data cap (de-prioritization)</td></tr>
<tr><td>2</td><td>Yes, soft data cap (throttling)</td></tr>
<tr><td>3</td><td>Yes, hard data cap</td></tr>
<tr><td>4</td><td>Yes, multi-tiered data cap</td></tr>
<tr><td>5</td><td>Yes, other data cap</td></tr>
</table>
</td></tr>
<tr><td>Data Cap Amount</td><td>Enter the first level of data usage, in gigabytes (GB), after which the user would experience a soft or hard data cap. For example, if the plan has a data cap of 50GB and then the user experiences throttling, enter ‘50’ into the field.</td></tr>
<tr><td>Charges for Additional Data Usage</td><td>Enter the amount, in dollars per gigabyte, that a user is required to incur for additional data usage after exceeding the data cap. If the data cap does not have a charge or has an optional charge that the user may incur at their discretion, then enter “0.” If the charges are staggered enter the first level of charges that are incurred (for example, a plan that incurs a $5/GB charge for the first 10GB or usage and then a $10/GB charge, enter “5.00”).</td></tr>
</table>

3.2 Subscriber Metrics Data Best Practices

<table>
<tr><th>Field or Section</th><th>Description</th></tr>
<tr><td>SPIN Subscriber Totals</td><td>

The total subscribers submitted across all of a SPIN’s plan IDs should be the total subscribers that SPIN had in the August 1, 2023 snapshot (July 2023 service month) file from the National Lifeline Accountability Database (NLAD).
For example: if a SPIN had 100 subscribers on the August 1, 2023 snapshot, then the total subscribers submitted across all plans for that SPIN should also total 100.
If a SPIN no longer has active ACP subscribers but did have at least 1 active ACP subscriber in the August 1, 2023 snapshot file from NLAD then they are required to file data for that SPIN.

</td></tr>
</table>

<table>
<tr><th>Field or Section</th><th>Description</th></tr>
<tr><td></td><td>Filers are only required to submit data for plans and zip codes for which there are active subscribers as of the snapshot date.
For example, if a SPIN has ACP subscribers on 10 plans, but as of August 1, 2023 they only had subscribers on 9 plans the SPIN should only submit data on the 9 active plans as of the snapshot date.</td></tr>
<tr><td>When Data is Not Required for a SPIN</td><td>If a SPIN had no active ACP subscribers in the August 1, 2023 snapshot (July 2023 service month) file then they do not need to file any subscriber or plan information for that SPIN.
If a SPIN had active ACP subscribers in a snapshot file created prior to August 1, 2023 or in a snapshot file created after August 1, 2023, but no subscribers in the August 1, 2023 file then they do not need to file any subscriber or plan information for that SPIN.</td></tr>
<tr><td>SPIN Subscriber Totals by ZIP</td><td>The total subscribers submitted across each SPIN’s ZIP code should total the total subscribers that SPIN had on that ZIP in the August 1, 2023 snapshot (July 2023 service month) file from NLAD.
For example: if a SPIN had 10 subscribers in ZIP code 12345 in the August 1, 2023 snapshot (July 2023 service month), then the total subscribers submitted across all plans in ZIP code 12345 SPIN should also total to 10.</td></tr>
<tr><td>How to Determine Total ACP Subscribers by SAC</td><td>Providers can download reports in NLAD or in the ACP Data Collection System that show the total ACP subscribers in each Study Area Code (SAC) as of the August 1, 2023 snapshot (July 2023 service month) date.</td></tr>
<tr><td>How to Determine Total ACP Subscribers by ZIP</td><td>Use the follow steps to pull detailed subscriber information that includes the address and zip code of subscribers in a SAC:
<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Run a Summary and Detail Subscriber Snapshot Report in NLAD. Select the 07/2023 (July 2023) data month.</td></tr>
<tr><td>2</td><td>Select the Consolidated Detail Report to export the data to a spreadsheet software. The address information will be available in the data to summarize on zip codes.</td></tr>
<tr><td>3</td><td>Highlight the data in the report, select insert, and choose insert a pivot table.</td></tr>
<tr><td>4</td><td>Add fields to the pivot table to see the total ACP subs by; add SAC and ZIP in the column and show subscribers by COUNT</td></tr>
</table></td></tr>
<tr><td>Validate Total ACP Subscribers by ZIP</td><td>Providers should ensure that the total subscribers submitted for each ZIP code closely align to the total ACP subscribers in NLAD on the August 1, 2023 snapshot (July 2023 service month).</td></tr>
</table>

Field or Section	Description
	• There is some expected variation because the providers will be querying totals as of the most recently completed service month prior to the August 1, 2023 snapshot. • It is advised that providers compare the total ACP subscribers by ZIP in NLAD to the total subscribers by ZIP uploaded to the data collection; any large variance should be examined to ensure there are no errors.
How to Download August 1, 2023 Snapshot File for the July 2023 Service Month	• Reference the export data section for more information on how to download the service month (snapshot) subscriber counts as a reference when entering subscriber information. • Visit the *Summary and Detail Subscriber Snapshot Report* section of the ACP User Guide for NLAD and/or visit *ACP Reports* under the *Tools & Resources* section of NLAD to navigate to the *Summary and Detail Subscriber Snapshot Report*.

4 Submit and Manage Data

4.1 Overview

Users can submit service plan and subscriber metrics data via single data entry or bulk data submissions.

Service plan data must be submitted before the associated subscriber metrics the first time a provider submits data. In subsequent annual submissions, providers can reuse and update previous years' plans to complete the annual requirement.

4.1.1 Data Field Inputs for Plans and Subscriber Metrics

The tables below provide a high-level view of the data field inputs. Reference the Data Fields and Validations section for more information.

Service Plan Data Fields

Field Type	Data Field Inputs for Plans
General	Unique Plan Identifier | Plan Name | Service Provider ID and Name | Website | Data Contact Phone #
Plan Type	Fixed or Mobile Broadband Service | Legacy Plan
Monthly Price Details	Base (or Introductory) Monthly Price | Base Monthly Price Introductory | Length of Introductory Price | Post-Introductory/Non-Discounted Monthly Price | Monthly Price Requires a Contract | If Contract Required, Number of Months of Contract
Associated Equipment	Associated Equipment Required | Associated Equipment Required - Router | Associated Equipment Required - Modem | Associated Equipment Required - Other | Associated Equipment Required - Other Description | Associated Equipment Included in Base Monthly Cost
Monthly Fee Details	Provider Monthly Fee - Modem Rental/Lease | Provider Monthly Fee - Router Rental/Lease | Provider Monthly Fee - Combined Modem/Router Rental/Lease | Provider Monthly Fees - Federal USF Fee | Provider Monthly Fee - Network Access Fee | Provider Monthly Fee(s) - Other Amount | Provider Monthly Fee(s) - Other Description
One-Time Fee Details	One-Time Fee - Installation Fee | One-Time Fee - Deposit | One-Time Fee - Activation Fee | One-Time Fee - Modem Purchase | One-Time Fee - Router Purchase | One-Time Fee - Combined Router/Modem Purchase | One-Time Fee - Termination Fee | One-Time Fee(s) - Other Amount | One-Time Fee(s) - Other Description
Discount Details	Discounts - Automatic Payments | Discounts - Paperless Billing | Discounts - Military | Discounts - Senior | Discounts - Other Amount | Discounts - Other Description | All-in Price without ACP | All-in Price with ACP (Net-Rate Charged)
Speeds and Latency Details	Maximum Advertised Download Speeds | Maximum Advertised Upload Speeds | Minimum Advertised Download Speeds | Minimum Advertised Upload Speeds | Mobile Technology | Actual Fixed Download Speed | Actual Fixed Upload Speed | Actual Mobile

Field Type	Data Field Inputs for Plans
	Download Speed | Actual Mobile Upload Speed | Typical Fixed Latency | Typical Mobile Latency
Bundle Details	Bundle Plan | Bundle Monthly Price (Fixed Broadband) | Bundle Monthly Price (Mobile Broadband) | Bundle - Linear Video (MPD or vMVPD) Included | Bundle Monthly Price (Linear Video) | Bundle - Fixed Voice Included | Bundle Monthly Price (Fixed Voice) | Bundle - Mobile Voice Included | Bundle - Number of Mobile Voice Minutes | Bundle Monthly Price (Mobile Voice) | Bundle - Mobile Text Included | Bundle - Number of Text Messages | Bundle Monthly Price (Mobile Text) | Bundle - Other Component(s) | Bundle Monthly Price (Other Component(s))
Data Details	Data Cap Type | Data Cap Amount | Charges for Additional Data Usage

Subscriber Metrics Data Fields

The total number of subscribers across all subscriber metrics data records for a given SAC should equal or be close to the count of subscribers on the designated service month being used for the submission data year.

For example, if SAC ID 812345 has subscribers enrolled in multiple unique plans in zip code 03103 and 03104, then the total number of ACP subscribers should equal or be close to the count of subscribers for the service month.

Field Type	Data Field Inputs for Subscriber Metrics
General	Unique Plan Identifier | Service Provider ID and Name | SAC ID | Zip Code | Data Contact Phone #
Subscriber Details	Total ACP Subscribers on Plan | ACP Subscribers also receiving Lifeline benefit | ACP Subscribers receiving Enhanced Tribal Benefit
Data Cap Details	ACP Subscribers Hit Hard Cap | Average GB Hard Cap Overage | Average Hard Cap Overage Amount Paid | ACP Subscribers Hit Soft Cap | Average GB Soft Cap Overage | Average Soft Cap Overage Amount Paid
Subscriber Price Details	ACP Subscribers on Introductory Prices | ACP Subscribers that Paid a Set-Up or Activation Fee | ACP Subscribers Paying $0 after All Non-ACP Discounts and ACP Benefit Applied

4.2 Single Entry Data Submissions

The single data submission method allows users to enter individual plan or subscriber metrics submissions through a single form entry system interface.

Reference the Data Standards and Best Practices section to ensure the plan and subscriber metrics data and aggregate subscriber counts are submitted correctly for the data year.

Step	Type	Single Entry Submission Process
1	Plan Data	On the left-hand navigation menu, select **Single Entry of Plan Data**.

Step	Type	Single Entry Submission Process
2	Plan Data	Fill out the required service plan information. • Users will receive an error for any required fields that are entered incorrectly.
3	Plan Data	Select **Submit**. • On the homepage, successful submissions will appear under the **Service Plans** tab on the navigation menu.
4	Subscriber Metrics Data	On the left-hand navigation menu, select **Single Entry of Subscriber Metrics**.
5	Subscriber Metrics Data	Fill out the required subscriber metrics information. • Users will receive an error for any required fields that are entered incorrectly.
6	Subscriber Metrics Data	Select **Submit**. • On the homepage, successful submissions will appear under the **Subscriber Metrics** tab on the navigation menu.
7	Both	Repeat the steps above for any additional data submissions.

4.3 Bulk Data Submissions

The bulk upload method allows users to submit multiple plans or subscriber metrics data using a comma-separated value (CSV) file template for each SPIN. Filers who are using the Bulk Upload feature to submit Plan or Subscriber Metrics data are highly encouraged to submit data for all fields of the template—even optional fields—to help ensure that all required fields are completed and better ensure that data will successfully be imported into the system without errors.

- Reference the Data Standards and Best Practices section to ensure that the plan and subscriber metrics data and aggregate subscriber counts are submitted correctly for the data year.
- Reference the Data Fields and Validations section in the Appendix to ensure the data entered on the bulk templates aligns with the required fields and types of allowed data inputs.

The maximum bulk upload size is 10MB. If a CSV file is too large, it must be broken up into smaller files and each smaller file must be uploaded. The headers of the CSV file must have an exact match to the bulk template. If the data field header names or the column order is changed, the file upload will return an error.

4.3.1.1 Bulk Upload Submission Process

Step	Type	Bulk Upload Submission Process
1	Plan Data	Download the **Plan Data Template**. • Reference the Data Fields and Validations section in the Appendix for detailed data input information.

Step	Type	Bulk Upload Submission Process
2	Plan Data	Fill out the required service plan information. • Only one SPIN can be uploaded per bulk upload file.
3	Plan Data	On the left-hand navigation menu, select **Bulk Upload of Plan Data**. • Select the SPIN and name of the service provider associated with the plan data entered on the CSV file. • Enter the SPIN Website and Data Contact Phone Number or update the auto-filled fields as necessary. • Select **Required – Upload** and select the CSV file to upload. • Select **Submit**. On the homepage, successful imported rows will show up under the **Service Plans** tab on the navigation menu. Unsuccessful rows will show up under the **Bulk Upload Errors** tab. • Unsuccessful rows with data errors can be downloaded as a CSV file to review all the data upload errors. Data with upload errors can be corrected on the bulk upload template and submitted on the **Bulk Upload of Plan Data** section. • If all rows were successfully uploaded, no items will appear in the Bulk Upload Errors tab.
4	Subscriber Metrics	Download the **Subscriber Metrics Data Template**. • Reference the Data Fields and Validations section in the Appendix for detailed data input information.
5	Subscriber Metrics	Fill out the required subscriber metrics information. • Only one SPIN can be uploaded per bulk upload file. • Subscriber metrics can only be submitted and associated to a unique plan if that plan has already been submitted.
6	Subscriber Metrics	On the left-hand navigation menu, select **Bulk Upload of Subscriber Metrics**. • Select the SPIN and name of the service provider associated with the subscriber metrics data entered on the CSV file. • Enter the Data Contact Phone Number or update the auto-filled fields as necessary. • Select **Required – Upload** and select the CSV file to upload. • Select **Submit**. On the homepage, successful imported rows will show up under the **Subscriber Metrics** tab on the navigation menu. Unsuccessful rows will show up under the **Bulk Upload Errors** tab. • Unsuccessful rows with data errors can be downloaded as a CSV file to review all the data upload errors. Data with upload errors can be corrected on the bulk upload template and submitted on the **Bulk Upload of Subscriber Metrics Data** section. • If all rows were successfully uploaded, no items will appear in the Bulk Upload Errors tab.

Step	Type	Bulk Upload Submission Process
7	Both	Repeat the steps above for any additional submissions.

4.3.2 Resolve Bulk Upload Errors

Providing data for every field for every plan or subscriber metrics data record will help to reduce the number of validation errors–even if just entering "No", "N/A", or a 0 (zero) as is applicable for the data field input.

On the homepage, unsuccessful submissions for bulk uploads will show up under the **Bulk Upload Errors** tab. Users will see any uploaded data records that returned validation errors and can download the error report. If all items were submitted successfully, then a file will not appear in the Bulk Upload Errors tab.

Step	Resolve Bulk Upload Errors
1	Download the error report to review the rejected data. • The error report provides details on the row and column with errors, the data that was entered, and a description of the error. • The "Row" column of the Bulk Upload errors spreadsheet refers to the row of the originally submitted dataset where there is an error. The column labeled "Column" refers to the fieldname of the column in the originally submitted spreadsheet where there is an error. The column labeled "Error" of the spreadsheet details the specific error for the data entry that was identified.
2	On the source CSV file, make the required corrections to the rejected rows. • Reference the Data Fields and Validations section to ensure data entered on the bulk templates aligns with the required fields and types of allowed data inputs.
3	Resubmit the updated bulk upload file by repeating the steps in the Bulk Upload Submission Process section. • Users will only need to submit an updated batch file containing the records that had errors. They do not need to resubmit the original file.

4.4 Update Data

Submitted data can be updated by making direct edits to individual data fields for a given submission or via bulk upload.

Step	Update Data via Single Entry
1	On the **Service Plans** and **Subscriber Metrics** tabs of the navigation menu, review the submitted data. • Users can also review submitted data under the **Export Data** section on the left-hand navigation menu.

<table>
<tr><th>Step</th><th>Update Data via Single Entry</th></tr>
<tr><td>2</td><td>To edit the data, click on the pencil icon next to the linked Plan Name.

Data in a 'Review' or 'Rejected' status can be edited.
If data is in a 'Ready for Certification' or 'Certified' status, the <u>497 Officer must login to the system and reject</u> the data records so users can make the necessary updates.
</td></tr>
<tr><td>3</td><td>Make the necessary updates to individual data fields.</td></tr>
<tr><td>4</td><td>Select Submit.</td></tr>
<tr><td>5</td><td>Repeat the steps above for any additional updates.</td></tr>
</table>

<table>
<tr><th>Step</th><th>Update Data via Bulk Upload</th></tr>
<tr><td>1</td><td>Open the source CSV file for the service plan or subscriber metrics data.

Users can also review submitted data under the Export Data section on the left-hand navigation menu.
</td></tr>
<tr><td>2</td><td>Make the necessary updates.

Only one SPIN can be uploaded per bulk upload file.
Users must ensure that the fields below match what was previously submitted. If any of the fields below are not an exact match, the data will be submitted as a new entry.

<table>
<tr><th>Type</th><th>Exact Match Fields</th></tr>
<tr><td>Plan Data</td><td>Unique Plan Identifier</td></tr>
<tr><td>Subscriber Metrics Data</td><td>Unique Plan Identifier, SAC ID, and Zip Code</td></tr>
</table></td></tr>
<tr><td>3</td><td>Resubmit the updated bulk upload file by repeating the steps in the <u>Bulk Upload Submission Process</u> section.

Users must ensure that the Service Provider (SPIN ID) selected on the Bulk Upload of Plan Data or Bulk Upload of Subscriber Metrics Data pages match what was previously submitted. If they are not an exact match, the data will be submitted as a new entry.
</td></tr>
<tr><td>7</td><td>Repeat the steps above for any additional updates.</td></tr>
</table>

5 Review and Certify Data

497 Officers are responsible for certifying data submissions by the submission deadline.

- A 497 Officer can certify all submitted data at one time or as data is submitted and ready for certification.
- Every time data records are updated; they must be certified again.
- Data records are split into two sections: the service plan data records, and the subscriber metrics records. Data will need to be certified separately in both sections.

5.1 Review Data

On the homepage, the 497 Officer or Agent can review submitted data before marking it ready for certification.

Step	Review Data
1	On the **Service Plans** and **Subscriber Metrics** tabs of the navigation menu, locate the data record using one of the options below. • Use the search box in the top right corner to quickly find data records by plan name, SPIN ID, or service provider name. • Users can also sort records alphabetically A to Z, Z to A, smallest to largest, or largest to smallest using any of the column headers for each tab view. • Users can also review submitted data under the **Export Data** sections on the left-hand navigation menu.
2	To review the data, click on the pencil icon next to the linked **Plan Name.** • If data is in a 'Ready for Certification' or 'Certified' status, users can also see the history of each data record. • To edit the data, see the Update Data section for more information.
4	To mark the data as ready for certification, there are a few methods available. 1. Click the checkbox that appear before the **Plan Name** column to select individual plans. 2. Click the checkbox in the header next to the **Plan Name** column that will select all records currently visible on the page. 25-100 records can be shown at a time. See the record count page selection in the bottom right corner of the record view table. 3. Click the **Ready to Certify All** button to mark all records as ready for certification by an officer. Using this button will mark all records in a Rejected or Review status in a Ready for Certification status. This button is primarily targeted at users with a over 100 records needing to be certified. Depending on the number of records, this may take some time to process. a. If there are records that are not intended to be certified, an Officer can search and reject the ones they do not want to certify. Note that an Officer can bypass the **Ready to Certify** workflow and just use the **Certify All** button—see below for more information on this feature.
5	Select **Ready to Certify** or **Ready Records**.

5.2 Certify Data

On the homepage, the 497 Officer will follow the steps below to review and certify all data submissions.

<table>
<tr><th>Step</th><th>Certify Data</th></tr>
<tr><td>1</td><td>On the Service Plans and Subscriber Metrics tabs of the navigation menu, review the submitted data.
Data that's ready for certification will have a 'Ready for Certification' status.</td></tr>
<tr><td>2</td><td>To review the data, click on the pencil icon next to the linked Plan Name if in a review or rejected status or click on the Plan Name if in a 'Ready for Certification' status.</td></tr>
<tr><td>3</td><td>To mark the data as certified, there are a few methods available.
Click the checkbox that appear before the Plan Name column to select individual plans.
Click the checkbox in the header next to the Plan Name column that will select all records currently visible on the page. 25-100 records can be shown at a time. See the record count page selection in the bottom right corner of the record view table.
Click the Certify All button to mark all records as ready for certification by an officer. Using this button will mark all records in a rejected, review, or ready for certification status to a Certified status. Select Certify All to proceed. This button is primarily targeted at users with a over 100 records needing to be certified. Depending on the number of records, this may take some time to process.
If there are records that are not intended to be certified, an Officer can search and reject the ones they do not want to certify. Note that this feature allows an Officer to bypass the Ready to Certify workflow and just certify all records.

If changes are required to the data, select Reject and leave a rejection reason for the person that submitted the data.</td></tr>
<tr><td>4</td><td>Review the certification statements.
I certify, under penalty of perjury, that (a) I am authorized to submit the data collection on behalf of the participating provider; and (b) the data and information provided in the data collection is true, complete, and accurate to the best of my knowledge, information, and belief, and is based on information known to me or provided to me by employees responsible for the information being submitted.

Persons making willful false statements in this form can be punished by fine or forfeiture under the Communications Act (47 U.S.C. §§ 502 or 503(b)).</td></tr>
<tr><td>5</td><td>Enter in the following information:
Certifying Officer First Name
Certifying Officer Last Name
Certifying Officer Title
Certifying Officer Email
Certifying Officer Phone Number</td></tr>
<tr><td>6</td><td>Select Submit.</td></tr>
</table>

Step	Certify Data
7	Repeat the steps above for all data submissions that require certification. • 497 Officers will need to certify the data under both the **Service Plans** and **Subscriber Metrics** sections of the navigation menu.

6 Export Data and Reports

Reports and data are available on the left-hand navigation of the homepage under the **Export Data** section.

Name	Description
Export Plan Data	This report shows the submitted service plan data records.
Export Subscriber Metrics Data	This report shows the submitted subscriber metrics data records.
Export Snapshot Data	This report provides the total number of subscribers by SPIN and SAC for the designated service month (snapshot) being reported for the annual Transparency Data Collection requirement. The data in the report comes from the ACP National Lifeline Accountability Database (NLAD) and reflects the subscriber snapshot count of each SAC taken on the 1st of the month that follows the service month being reported on.

7 Appendix

7.1 Data Fields and Validations

Reference the table below for all the data fields required, optional, or auto filled in the ACP Data Collection System and the validations associated with each data field. This information will be required to successfully complete any bulk upload to the ACP Data Collection System.

Use the following reference information to understand the field and data type column:

7.1.1 Field Type Meaning

Field Types refer to the technical/system classifications for each field and describe what must be included to complete a successful entry or bulk upload submission and which fields are optional for entry. Additionally, field types indicate when another field must be completed before the specific field is prompted for entry.

Filers who are using the Bulk Upload feature to submit Plan or Subscriber Metrics data are highly encouraged to complete all fields of the template—even optional fields—to help ensure that all required fields are completed and better ensure that data will successfully be imported into the system without errors.

Field Type	Field Type Description
Required (R)	Field types labeled R for “Required” below must always have an entry, even a zero or 0, in a single-entry submission or a bulk upload field to successfully complete the entry.
Optional (O)	Items labeled O for “Optional” below are optional when prompted for entry or in the bulk upload and can be left blank.
Required Dependent (RD)	Items labeled RD for “Required Dependent” appear when another field prompts the entry and must be completed to ensure a successful submission of the entry—regardless of the plan type.
Required Dependent-Optional (RD-O)	Items labeled RD-O for “Required Dependent-Optional” appear when another field prompts the entry and must be completed in certain cases to ensure a successful submission of the entry. The conditions for when items are “required” or “optional” are in the Validation column of the Appendix below.
Optional Dependent (OD)	Items labeled OD for “Optional Dependent” are additional fields that are not required to complete a data entry but appear when other information is submitted in parent fields.

7.1.2 Plan Detailed Data Field Information

- **FIELD TYPE:** R = Required | O = Optional | RD = Required Dependent | OD = Optional Dependent | RD-O = Required Dependent or Optional | A = Auto-Filled
- **DATA TYPE VALIDATION:** $ = Dollar (USD) Value | N = Numeric | S = String | Y/N = Yes or No Selection | M = Multiple Choice
- Every $ dollar (USD) value input must go the hundredth decimal place. For example, $15 per month should be input as 15.00.

ID	Name	Group	Data/Field Type	Validation	Field Description/Tooltip
P01	Unique Plan Identifier	General	R, S	The first character must be either F", "M", or "B", the next 10 characters must be a 10-digit FRN associated with your SPIN, and the remaining characters (precisely 15) must be alphanumeric	This ID should be the same unique ID used in the Broadband Label. If this plan does not have an associated Broadband Label, then the ID should follow the same format. Please refer to the FAQs for instructions on formatting the unique ID.
P02	Service Plan Name	General	R, S		This name should correspond to the plan name used on the Broadband Label. If this plan does not have an associated Broadband Label, then the name should reflect how the plan is commonly referred to internally or with customers.
P03	Fixed or Mobile Broadband Service	General	R, M	Fixed or F; Mobile or M; Both or B	Select "Fixed" if the plan is for fixed broadband; Select "Mobile" if the plan is for mobile broadband service; Select "Both" if the plan requires the subscriber have both a fixed and mobile broadband service.
P04	Legacy Plan	General	R, Y/N		Enter Y if this plan is not available to new subscribers as of the snapshot date.
P05	Base Monthly Price	Monthly Price Details	R, $		Enter the monthly advertised price (in US dollars) of the plan in this field. If the plan has a promotional or introductory period, that price should be entered in this field. This price should exclude taxes, fees, and any non-introductory discounts (i.e. paperless billing discount).
P06	Base Monthly Price Introductory	Monthly Price Details	RD-O, Y/N	Required if P04 (Legacy Plan) = N (non-legacy plans);	Select "Yes" if this plan includes an introductory or promotional price.

- **FIELD TYPE:** R = Required | O = Optional | RD = Required Dependent | OD = Optional Dependent | RD-O = Required Dependent or Optional | A = Auto-Filled
- **DATA TYPE VALIDATION:** $ = Dollar (USD) Value | N = Numeric | S = String | Y/N = Yes or No Selection | M = Multiple Choice
- Every $ dollar (USD) value input must go the hundredth decimal place. For example, $15 per month should be input as 15.00.

ID	Name	Group	Data/Field Type	Validation	Field Description/Tooltip
				Optional if P04 = Y (Legacy Plan)	
P07	Length of Introductory Period	Monthly Price Details	RD-O, N	Required if P06 (Base Monthly Price Introductory) = Y	Indicate the period of time, in months, that the base monthly price applies before the post-introductory price begins.
P08	Post-Introductory/Non-Discounted Monthly Price	Monthly Price Details	RD-O, $	Required if P06 (Base Monthly Price Introductory) = Y	Enter the monthly price (in US dollars) the plan costs after the promotional or introductory period ends. This price should exclude taxes, fees, and discounts.
P09	Monthly Price Requires a Contract	Monthly Price Details	RD-O, Y/N	Required if P04 (Legacy Plan) = N (non-legacy plans); Optional if P04 = Y (Legacy Plan)	Enter Y if the plan requires that the customer sign a term-length contract to receive the complete services under the plan.
P10	If Contract Required, Number of Months of Contract	Monthly Price Details	RD-O, N	Required if P09 (Monthly Price Requires a Contract) = Y	Indicate the length of time, in months, that a contract is required for the plan.
P11	Associated Equipment Required	Associated Equipment	R, Y/N		Enter Y if the customer is required to use associated equipment
P12	Associated Equipment Required - Router	Associated Equipment	RD, Y/N	Required if P11 (Associated Equipment Required) = Y	Enter Y if the customer is required to use a router or other packet forwarding device as part of the plan.
P13	Associated Equipment Required - Modem	Associated Equipment	RD, Y/N	Required if P11 (Associated Equipment Required) = Y	Enter Y if the customer is required to use a modem or other digital conversion device, such as an ONT, as part of the plan.
P14	Associated Equipment Required - Other	Associated Equipment	RD, Y/N	Required if P11 (Associated Equipment Required) = Y	Enter Y if other equipment must be used as part of the plan.

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- **DATA TYPE VALIDATION:** $ = Dollar (USD) Value | N = Numeric | S = String | Y/N = Yes or No Selection | M = Multiple Choice
- Every $ dollar (USD) value input must go the hundredth decimal place. For example, $15 per month should be input as 15.00.

ID	Name	Group	Data/Field Type	Validation	Field Description/Tooltip
P15	Associated Equipment Required - Other Description	Associated Equipment	RD, S	Required if P11 (Associated Equipment Required) = Y	List the type of equipment that a customer must use as part of the plan (ex. "cellphone"). Separate each item with a semicolon.
P16	Associated Equipment Included in Base Monthly Cost	Associated Equipment	RD, Y/N	Required if P11 (Associated Equipment Required) = Y	Enter Y if the cost of the associated equipment is included in the base monthly price for the plan or if it is broken out as separate, itemized expenses for the customer.
P17	Provider Monthly Fee - Modem Rental/Lease	Monthly Fee Details	R, $		Indicate the monthly fee for any provider-furnished modem or other terminal equipment, if the fee is separate from the router fee.
P18	Provider Monthly Fee - Router Rental/Lease	Monthly Fee Details	R, $		Indicate the monthly fee for any provider-furnished router or other packet-forwarding equipment, if the fees are separate from the modem fee.
P19	Provider Monthly Fee - Combined Modem/Router Rental/Lease	Monthly Fee Details	R, $		Indicate the combined monthly fee for any provider-furnished router and modem, if the fees are combined.
P20	Provider Monthly Fees - Federal USF Fee	Monthly Fee Details	R, $		Indicate the monthly amount of provider forwarded Federal Universal Service Fund (USF) fee that the customer must pay.
P21	Provider Monthly Fee - Network Access Fee	Monthly Fee Details	R, $		Indicate the monthly amount of any network access fee that the customer must pay.
P22	Provider Monthly Fee(s) - Other Amount	Monthly Fee Details	O, $		Indicate the total monthly amount of any other fee that the customer must pay as part of the specific plan. If there are multiple other fees, separate each one with a semicolon. Providers are required to fill this field out if they have any other provider-imposed monthly fees that are not specifically identified in P17-P21. If providers do not have any other

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- **DATA TYPE VALIDATION:** $ = Dollar (USD) Value | N = Numeric | S = String | Y/N = Yes or No Selection | M = Multiple Choice
- Every <u>$ dollar (USD) value input</u> must go the hundredth decimal place. For example, $15 per month should be input as 15.00.

ID	Name	Group	Data/Field Type	Validation	Field Description/Tooltip
					provider-imposed monthly fees other than those in P17-P21, then they are not required to fill out this field.
P23	Provider Monthly Fee(s) - Other Description	Monthly Fee Details	RD-O, S	Required if P22 (Provider Monthly Fee(s) - Other Amount) > 0	Describe the other monthly fees that the customer must pay as part of the plan (ex. State USF Fee). If there are multiple other fees, separate each one with a semicolon in the same order that the fees were listed in.
P24	One-Time Fee - Installation Fee	One-Time Fee Details	RD-O, $	Required if P04 (Legacy Plan) = N (non-legacy plans); Optional if P04 = Y (Legacy Plan)	Indicate the cost of any one-time and routine installation fees that the customer must pay in order to have equipment or connection installed for the plan. If this fee varies for each customer, enter the maximum a customer may expect to pay.
P25	One-Time Fee - Deposit	One-Time Fee Details	RD-O, $	Required if P04 (Legacy Plan) = N (non-legacy plans); Optional if P04 = Y (Legacy Plan)	Indicate the cost of any one-time deposit or fee that the customer must pay as part of the plan before receiving service. If this fee varies for each customer, enter the maximum a customer may expect to pay.
P26	One-Time Fee - Activation Fee	One-Time Fee Details	RD-O, $	Required if P04 (Legacy Plan) = N (non-legacy plans); Optional if P04 = Y (Legacy Plan)	Indicate the cost of any single instance activation fee that the customer must pay. This may be a one-time network access fee or other fee which is required in order to access the provider's network for this plan. If this fee varies for each customer, enter the maximum a customer may expect to pay.
P27	One-Time Fee - Modem Purchase	One-Time Fee Details	RD-O, $	Required if P04 (Legacy Plan) = N (non-legacy plans); Optional if P04 = Y (Legacy Plan)	Indicate the cost of any single instance fee that the customer would pay for a modem or other terminal equipment, if the fee is separate from a one-time router fee. If this fee varies for each customer, enter the maximum a customer may expect to pay.

- **FIELD TYPE:** R = Required | O = Optional | RD = Required Dependent | OD = Optional Dependent | RD-O = Required Dependent or Optional | A = Auto-Filled
- **DATA TYPE VALIDATION:** $ = Dollar (USD) Value | N = Numeric | S = String | Y/N = Yes or No Selection | M = Multiple Choice
- Every $ dollar (USD) value input must go the hundredth decimal place. For example, $15 per month should be input as 15.00.

ID	Name	Group	Data/Field Type	Validation	Field Description/Tooltip
P28	One-Time Fee - Router Purchase	One-Time Fee Details	RD-O, $	Required if P04 (Legacy Plan) = N (non-legacy plans); Optional if P04 = Y (Legacy Plan)	Indicate the cost of any single instance fee that the customer would pay for a router or other packet forwarding equipment, if the fee is separate from a one-time modem fee. If this fee varies for each customer, enter the maximum a customer may expect to pay.
P29	One-Time Fee - Combined Router/Modem Purchase	One-Time Fee Details	RD-O, $	Required if P04 (Legacy Plan) = N (non-legacy plans); Optional if P04 = Y (Legacy Plan)	Indicate the cost of any single instance combined fee that the customer would pay for the provider furnished modem and router that must be used as part of the plan. If this fee varies for each customer, enter the maximum a customer may expect to pay.
P30	One-Time Fee - Termination Fee	One-Time Fee Details	RD-O, $	Required if P04 (Legacy Plan) = N (non-legacy plans); Optional if P04 = Y (Legacy Plan)	Indicate the cost of any single instance termination fee that the customer must pay in order to deactivate their connection to the provider's network or end their service. If this fee varies for each customer, enter the maximum a customer may expect to pay.
P31	One-Time Fee(s) - Other Amount	One-Time Fee Details	RD-O, $	Required if P04 (Legacy Plan) = N (non-legacy plans); Optional if P04 = Y (Legacy Plan)	Indicate that total combined cost of any other one-time fees that the customer must pay as part of the plan.
P32	One-Time Fee(s) - Other Description	One-Time Fee Details	RD, S	Required if P31 (One-Time Fee(s) - Other Amount) > 0	Describe any other one-time fees that the customer must pay as part of the plan (ex. Cellphone - $200.00). If there are multiple other fees, separate each one with a semicolon.
P33	Discounts - Automatic Payments	Discount Details	O, $		Indicate the reduction in bill or cost the customer may receive for establishing automatic payments for the plan. Values must be positive numbers.
P34	Discounts - Paperless Billing	Discount Details	O, $		Indicate the reduction in bill or cost the customer may receive for agreeing to

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- **DATA TYPE VALIDATION:** $ = Dollar (USD) Value | N = Numeric | S = String | Y/N = Yes or No Selection | M = Multiple Choice
- Every $ dollar (USD) value input must go the hundredth decimal place. For example, $15 per month should be input as 15.00.

ID	Name	Group	Data/Field Type	Validation	Field Description/Tooltip
					paperless billing for the plan. Values must be positive numbers.
P35	Discounts - Military	Discount Details	O, $		Indicate the reduction in the bill or cost the customer may receive for being a current or former member of the U.S. Military. Values must be positive numbers.
P36	Discounts - Senior	Discount Details	O, $		Indicate the reduction in the bill or cost of the plan that the customer may receive for having senior citizen status.
P37	Discounts - Other Amount	Discount Details	O, $		Indicate the total combined reduction in bill or cost of the plan that the customer may receive based on other criterion.
P38	Discounts - Other Description	Discount Details	RD-O, S	Required if P37 (Discounts - Other Amount) > 0	Describe any other discounts or reductions in bill that a customer may receive (ex. Essential Employee Discount - $20.00; Student Discount - $40.00). Separate discounts with a semicolon.
P39	All-in Price without ACP	Discount Details	O, $		Enter the average all-in price (or the monthly bill amount) without the ACP benefit applied for ACP subscribers on this unique plan ID. This average should be calculated using the most recent completed service month prior to the snapshot date.
P40	All-in Price with ACP (Net-Rate Charged)	Discount Details	O, $		Enter the average all-in price (or the monthly bill amount) with the ACP benefit applied for ACP subscribers on this unique plan ID. This average should be calculated using the most recent completed service month prior to the snapshot date.
P41	Maximum Advertised Download Speeds	Speeds and Latency Details	RD-O, N	Required if P04 (Legacy Plan) = N (non-legacy plans) AND P03 (Fixed or Mobile Broadband	Indicate the maximum downstream/download speed (in Mbps) for the plan that is advertised at point of sale for the plan (ex. on a website, brochure, bill, or plan agreement). If

- **FIELD TYPE:** R = Required | O = Optional | RD = Required Dependent | OD = Optional Dependent | RD-O = Required Dependent or Optional | A = Auto-Filled
- **DATA TYPE VALIDATION:** $ = Dollar (USD) Value | N = Numeric | S = String | Y/N = Yes or No Selection | M = Multiple Choice
- Every $ dollar (USD) value input must go the hundredth decimal place. For example, $15 per month should be input as 15.00.

ID	Name	Group	Data/Field Type	Validation	Field Description/Tooltip
				Service) = Fixed (F) or Both (B)	speeds are not advertised, then enter the maximum speeds that the customer may reasonably expect to experience on the plan.
P42	Maximum Advertised Upload Speeds	Speeds and Latency Details	RD-O, N	Required if P04 (Legacy Plan) = N (non-legacy plans) AND P03 (Fixed or Mobile Broadband Service) = Fixed (F) or Both (B)	Indicate the maximum upstream/upload speed (in Mbps) for the plan that is advertised at point of sale for the plan (ex. on a website, brochure, bill, or plan agreement). If speeds are not advertised, then enter the maximum speeds that the customer may reasonably expect to experience on the plan.
P43	Minimum Advertised Download Speeds	Speeds and Latency Details	RD-O, N	Required if P04 (Legacy Plan) = N (non-legacy plans) AND P03 (Fixed or Mobile Broadband Service) = Mobile (M) or Both (B)	Indicate the minimum downstream/download speed (in Mbps) for the plan that is advertised at point of sale for the plan (ex. on a website, brochure, bill, or plan agreement). If speeds are not advertised, then enter the minimum speeds that the customer may reasonably expect to experience on the plan.
P44	Minimum Advertised Upload Speeds	Speeds and Latency Details	RD-O, N	Required if P04 (Legacy Plan) = N (non-legacy plans) AND P03 (Fixed or Mobile Broadband Service) = Mobile (M) or Both (B)	Indicate the minimum upstream/upload speed (in Mbps) for the plan that is advertised at point of sale for the plan (ex. on a website, brochure, bill, or plan agreement). If speeds are not advertised, then enter the minimum speeds that the customer may reasonably expect to experience on the plan.
P45	Mobile Technology	Speeds and Latency Details	RD-O, S	Required if P04 (Legacy Plan) = N (non-legacy plans) AND P03 (Fixed or Mobile Broadband Service) = Mobile (M) or Both (B)	Enter the technology that is used to furnish mobile service as part of the plan (e.g., 4G, 5G-NR).

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- **DATA TYPE VALIDATION:** $ = Dollar (USD) Value | N = Numeric | S = String | Y/N = Yes or No Selection | M = Multiple Choice
- Every $ dollar (USD) value input must go the hundredth decimal place. For example, $15 per month should be input as 15.00.

ID	Name	Group	Data/Field Type	Validation	Field Description/Tooltip
P46	Actual Fixed Download Speed	Speeds and Latency Details	RD-O, N	Required if P04 (Legacy Plan) = N (non-legacy plans) AND P03 (Fixed or Mobile Broadband Service) = Fixed (F) or Both (B)	Enter the average, actual download speed (in Mbps) that customers receive as part of the plan for fixed broadband connection. Actual download speed should be the same as the actual download speed indicated on the Broadband Label.
P47	Actual Fixed Upload Speed	Speeds and Latency Details	RD-O, N	Required if P04 (Legacy Plan) = N (non-legacy plans) AND P03 (Fixed or Mobile Broadband Service) = Fixed (F) or Both (B)	Enter the average, actual upload speed (in Mbps) that customers receive as part of the plan for fixed broadband connection. Actual upload speed should be the same as the actual upload speed indicated on the Broadband Label.
P48	Actual Mobile Download Speed	Speeds and Latency Details	RD-O, N	Required if P04 (Legacy Plan) = N (non-legacy plans) AND P03 (Fixed or Mobile Broadband Service) = Mobile (M) or Both (B)	Enter the actual, average mobile download speed (in Mbps) that customers receive as part of the plan for mobile broadband connection. Actual download speed should be the same as the actual download speed indicated on the Broadband Label.
P49	Actual Mobile Upload Speed	Speeds and Latency Details	RD-O, N	Required if P04 (Legacy Plan) = N (non-legacy plans) AND P03 (Fixed or Mobile Broadband Service) = Mobile (M) or Both (B)	Enter the actual, average upload speed (in Mbps) that customers receive as part of the plan for mobile broadband connection. Actual upload speed should be the same as the actual upload speed indicated on the Broadband Label.
P50	Typical Fixed Latency	Speeds and Latency Details	RD-O, N	Required if P04 (Legacy Plan) = N (non-legacy plans) AND P03 (Fixed or Mobile Broadband Service) = Fixed (F) or Both (B)	Enter the average, typical latency in milliseconds (Ms) that customers receive for fixed broadband service with the plan. Typical latency should be the same as the Typical latency indicated on the Broadband Label.
P51	Typical Mobile Latency	Speeds and Latency Details	RD-O, N	Required if P04 (Legacy Plan) = N (non-legacy plans)	Enter the average, typical latency in milliseconds (Ms) that customers receive for mobile broadband service with the

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- **DATA TYPE VALIDATION:** $ = Dollar (USD) Value | N = Numeric | S = String | Y/N = Yes or No Selection | M = Multiple Choice
- Every $ dollar (USD) value input must go the hundredth decimal place. For example, $15 per month should be input as 15.00.

ID	Name	Group	Data/Field Type	Validation	Field Description/Tooltip
				AND P03 (Fixed or Mobile Broadband Service) = Mobile (M) or Both (B)	plan. Typical latency should be the same as the Typical latency indicated on the Broadband Label.
P52	Bundle Plan	General	R, Y/N		Select Yes if the plan includes other features beyond just broadband (ex. voice, text, talk, cable, media, etc). Select "no" if the plan is exclusively for broadband service.
P53	Bundle Monthly Price (Fixed Broadband)	Bundle Details	OD, $	Optional if P52 (Bundle Plan) = Y AND P03 (Fixed or Mobile Broadband Service) = Fixed (F) or Both (B)	For bundled broadband plans, enter the portion of the Base Monthly Price that is attributable/apportioned to the provision of fixed broadband service to subscribers.
P54	Bundle Monthly Price (Mobile Broadband)	Bundle Details	OD, $	Optional if P52 (Bundle Plan) = Y AND P03 (Fixed or Mobile Broadband Service) = Mobile (M) or Both (B)	For bundled broadband plans, enter the portion of the Base Monthly Price that is attributable/apportioned to the provision of mobile broadband service to subscribers.
P55	Bundle - Linear Video (MPD or vMVPD) Included	Bundle Details	RD, Y/N	Required if P52 (Bundle Plan) = Y AND P03 (Fixed or Mobile Broadband Service) = Fixed (F) or Both (B)	For bundled broadband plans, enter Y if linear video (ex. traditional cable television or similar online live streaming) is included in the plan.
P56	Bundle Monthly Price (Linear Video)	Bundle Details	OD	Optional if P52 (Bundle Plan) = Y AND P55 (Bundle - Linear Video (MPD or vMVPD) Included) = Y	For bundled broadband plans, enter the portion of the Base Monthly Price that is attributable/apportioned to the provision of linear video (cable) service to subscribers.
P57	Bundle - Fixed Voice Included	Bundle Details	RD, Y/N	Required if P52 (Bundle Plan) = Y AND P03 (Fixed or Mobile Broadband Service) = Fixed (F) or Both (B)	For bundled broadband plans, enter Y if fixed voice (ex. Landline/PSTN or VoIP) service is included in the plan.
P58	Bundle Monthly Price (Fixed Voice)	Bundle Details	OD, $	Optional if P52 (Bundle Plan) = Y AND	For bundled broadband plans, enter the portion of the Base Monthly Price that is attributable/apportioned to the

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- **DATA TYPE VALIDATION:** $ = Dollar (USD) Value | N = Numeric | S = String | Y/N = Yes or No Selection | M = Multiple Choice
- Every <u>$ dollar (USD) value input</u> must go the hundredth decimal place. For example, $15 per month should be input as 15.00.

ID	Name	Group	Data/Field Type	Validation	Field Description/Tooltip
				P57 (Bundle - Fixed Voice Included) = Y	provision of fixed voice service to subscribers.
P59	Bundle - Mobile Voice Included	Bundle Details	RD, Y/N	Required if P52 (Bundle Plan) = Y AND P03 (Fixed or Mobile Broadband Service) = Mobile (M) or Both (B)	For bundled broadband plans, enter Y if mobile voice service is included in the plan.
P60	Bundle - Number of Mobile Voice Minutes	Bundle Details	RD, N	Required if P52 (Bundle Plan) = Y AND P59 (Bundle - Mobile Voice Included) = Y	For bundled broadband plans with voice/talk service, indicate the number of mobile voice minutes included in the plan. Do not input a negative number or a decimal, with the exception of "-1" which is accepted and indicates that "unlimited" minutes.
P61	Bundle Monthly Price (Mobile Voice)	Bundle Details	OD, $	Optional if P52 (Bundle Plan) = Y AND P59 (Bundle - Mobile Voice Included) = Y	For bundled broadband plans, enter the portion of the Base Monthly Price that is attributable/apportioned to the provision of mobile voice service to subscribers.
P62	Bundle - Mobile Text Included	Bundle Details	RD, Y/N	Required if P52 (Bundle Plan) = Y AND P03 (Fixed or Mobile Broadband Service) = Mobile (M) or Both (B)	For bundled broadband plans, select Yes if mobile text service is included in the plan.
P63	Bundle - Number of Text Messages	Bundle Details	RD, N	Required if P52 (Bundle Plan) = Y AND P62 (Bundle - Mobile Text Included) = Y	For bundled broadband plans with text service, indicate the number of text messages included in the plan. Do not input a negative number or a decimal, with the exception of "-1" which is accepted and indicates that "unlimited" texts.
P64	Bundle Monthly Price (Mobile Text)	Bundle Details	OD, $	Optional if P52 (Bundle Plan) = Y AND P62 (Bundle - Mobile Text Included) = Y	For bundled broadband plans, enter the portion of the Base Monthly Price that is attributable/apportioned to the provision of mobile text service to subscribers.

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- **DATA TYPE VALIDATION:** $ = Dollar (USD) Value | N = Numeric | S = String | Y/N = Yes or No Selection | M = Multiple Choice
- Every $ dollar (USD) value input must go the hundredth decimal place. For example, $15 per month should be input as 15.00.

ID	Name	Group	Data/Field Type	Validation	Field Description/Tooltip
P65	Bundle - Other Component(s)	Bundle Details	OD, $	Optional if P52 (Bundle Plan) = Y	For bundled broadband plans, describe other features that are included as part of the plan not listed above (Video Streaming Services). If there are multiple other components, separate each one with a semicolon.
P66	Bundle Monthly Price (Other Component(s))	Bundle Details	OD, $	Optional if P52 (Bundle Plan) = Y AND P65 (Bundle - Other Component(s)) = Y	For bundled broadband plans, enter the portion of the Base Monthly Price that is attributable/apportioned to the provision of other services to subscribers (ex. Streaming - $20.00). If there are multiple other components, separate each one with a semicolon and list the prices in the same order that the components were listed in.
P67	Data Cap Type	Data Details	R, M	0 = No data cap; 1 = Yes, soft data cap (de-prioritization); 2 = Yes, soft data cap (throttling) 3 = Yes, hard data cap 4 = Yes, Multi-tiered data cap 5 = Yes, other data cap	Indicate the type of data cap that is associated with the plan before additional charges or actions are taken based on usage. For soft data caps, select 1 for de-prioritization or 2 for throttling. Select 3 if there is a hard data cap or limit on the data usage for the plan. Select 4 if there are staggered or differentiated levels of data caps associated with the plan (ex, soft data cap charges that begin for every 10 GB over a certain amount, up to a hard data cap limit). Enter 5 if some other data cap is present.
P68	Data Cap Amount	Data Details	RD, N	Required if P67 = 1 thru 5	Enter the initial data cap amount (in GB) before charges are incurred for additional usage or de-prioritization/throttling occur.
P69	Charges for Additional Data Usage	Data Details	RD, $	Required if P67 = 1 thru 5	Enter the amount (in dollars) that subscribers incur for exceeding the data cap amount. If the fee is incremental, enter the amount (in dollars) per gigabyte (GB).

7.1.3 Subscriber Metrics Detailed Data Field Information

Use the following reference information to understand the field and data type column:

- **FIELD TYPE:** R = Required | O = Optional | RD = Required Dependent | OD = Optional Dependent | RD-O = Required Dependent or Optional | A = Auto-Filled
- **DATA TYPE VALIDATION:** $ = Dollar (USD) Value | N = Numeric | S = String | Y/N = Yes or No Selection | M = Multiple Choice

ID	Name	Group	Data/Field Type	Validation	Field Description/Tooltip
SM01	Unique Plan Identifier	General	R, S		This unique identifier must correspond to one of the unique plan identifiers uploaded to the plan information table. This is the same unique ID found on the Broadband Label.
SM02	SAC	General	R, N		Enter a SAC (ID) for which you have at least 1 ACP subscriber as of the snapshot date.
SM03	Zip Code	General	R, N		Enter 5-digit zip code.
SM04	Total ACP Subscribers on Plan	Subscriber Details	R, N		Enter the total number of ACP subscribers on this unique plan ID in this zip code as of the snapshot date.
SM05	ACP Subscribers also receiving Lifeline benefit	Subscriber Details	R, N		Enter the total number of ACP subscribers on this unique plan ID in this zip code that also receive the Lifeline benefit as of the snapshot date.
SM06	ACP Subscribers receiving Enhanced Tribal Benefit	Subscriber Details	R, N		Enter the total number of ACP subscribers on this unique plan ID in this zip code that also receive the Enhanced Tribal benefit as of the snapshot date.
SM07	ACP Subscribers Hit Hard Cap	Data Cap Details	R, N		Enter the total number of ACP subscribers on this unique plan ID in this zip code who hit a hard data cap for the service month listed in the banner above. If there is no hard cap or no subscribers hit a hard cap, enter -1.
SM08	Average GB Hard Cap Overage	Data Cap Details	RD, N	Must be 0 (zero) or more if SM07 (ACP Subscribers Hit Hard Cap) is 0 (zero) or more; Must be -1 if SM07 is -1.	For the ACP subscribers on this unique plan ID in this zip who hit a hard data cap, enter the average data amount (in GB) that they exceeded the hard data cap by. This average should be calculated for the service month listed in the banner above. If you entered -1 for ACP Subscribers Hit Hard Cap, enter -1 here.
SM9	Average Hard Cap Overage Amount Paid	Data Cap Details	RD, N	Must be 0 (zero) or more if SM07 (ACP Subscribers	For the ACP subscribers on this unique plan ID in this zip who hit a hard data cap, enter the average amount (in dollars) that they

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ID	Name	Group	Data/Field Type	Validation	Field Description/Tooltip
				Hit Hard Cap) is 0 (zero) or more; Must be -1 if SM07 is -1.	paid for exceeding hard data caps. This average should be calculated for the service month listed in the banner above. If you entered -1 for ACP Subscribers Hit Hard Cap, enter -1 here.
SM10	ACP Subscribers Hit Soft Cap	Data Cap Details	R, N		Enter the total number of ACP subscribers on this unique plan ID in this zip code that exceeded any soft data caps for the service month listed in the banner above. If there is no soft cap or no subscribers hit a soft cap, enter -1.
SM11	Average GB Soft Cap Overage	Data Cap Details	R, N	Must be 0 (zero) or more if SM10 (ACP Subscribers Hit Soft CAP) is 0 (zero) or more; Must be -1 if SM10 is -1.	For the ACP subscribers on this unique plan ID in this zip who hit a soft data cap, enter the average data amount (in GB) that they exceeded the soft data cap by. This average should be calculated for the service month listed in the banner above. If you entered -1 for ACP Subscribers Hit Soft Cap, enter -1 here.
SM12	Average Soft Cap Overage Amount Paid	Data Cap Details	R, N	Must be 0 (zero) or more if SM10 (ACP Subscribers Hit Soft CAP) is 0 (zero) or more; Must be -1 if SM10 is -1.	For the ACP subscribers on this unique plan ID in this zip who hit the soft data cap, enter the average amount (in dollars) that they paid for exceeding their soft data caps. This average should be calculated for the service month listed in the banner above. If you entered -1 for ACP Subscribers Hit Soft Cap, enter -1 here.
SM13	ACP Subscribers on Introductory Prices	Subscriber Price Details	O, N		Enter the number of ACP subscribers on this unique plan ID in this zip code that are currently paying an introductory price as of the snapshot date.
SM14	ACP Subscribers that Paid a Set-Up or Activation Fee	Subscriber Price Details	O, N		Enter the number of ACP subscribers on this unique plan ID in this zip code that paid a set-up/installation or activation fee for receiving the plan in the most recent completed service month prior to the snapshot date. (i.e. if the snapshot date is 8/1/2023, then this would be the total based on the most recent completed service month ending on or before 7/31/2023).

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- **DATA TYPE VALIDATION:** $ = Dollar (USD) Value | N = Numeric | S = String | Y/N = Yes or No Selection | M = Multiple Choice

ID	Name	Group	Data/Field Type	Validation	Field Description/Tooltip
SM15	ACP Subscribers Paying $0 after All Non-ACP Discounts and ACP Benefit Applied	Subscriber Price Details	O, N		Enter the number of ACP subscribers on this unique plan ID in this zip code that had a bill for $0 after all discounts and benefits (including ACP, Lifeline, or other support) were applied. This total should be calculated for the service month listed in the banner above.

7.1.4 Service Provider Detailed Data Field Information

Use the following reference information to understand the field and data type column:

- **FIELD TYPE:** R = Required | O = Optional | RD = Required Dependent | OD = Optional Dependent | RD-O = Required Dependent or Optional | A = Auto-Filled
- **DATA TYPE VALIDATION:** $ = Dollar (USD) Value | N = Numeric | S = String | Y/N = Yes or No Selection | M = Multiple Choice

ID	Name	Group	Data/Field Type	Validation	Field Description/Tooltip
SP01	Service Provider Name and SPIN	Service Provider	R, M		The service provider name and service provider identification number (SPIN). Also known as a 498 identification number.
SP02	Website	Service Provider	R, S	Must be a website format.	The website for the service provider.
SP03	Data Contact First Name	Data Contact	A, S		Data submitter or data contact first name.
SP04	Data Contact Last Name	Data Contact	A, S		Data submitter or data contact last name.
SP05	Data Contact Email	Data Contact	A, S	Must be an email format	Data submitter or data contact email.
SP06	Data Contact Phone Number	Data Contact	R, N	###-###-#### ext. # (extension is optional)	Data submitter or data contact phone number and optional extension.
SP07	Certifying Officer First Name	Officer Contact	A, S		Certifying officer first name.
SP08	Certifying Officer Last Name	Officer Contact	A, S		Certifying officer last name.

- **FIELD TYPE:** R = Required | O = Optional | RD = Required Dependent | OD = Optional Dependent | RD-O = Required Dependent or Optional | A = Auto-Filled
- **DATA TYPE VALIDATION:** $ = Dollar (USD) Value | N = Numeric | S = String | Y/N = Yes or No Selection | M = Multiple Choice

SP09	Certifying Officer Email	Officer Contact	A, S	Must be an email format	Certifying officer email.
SP10	Certifying Officer Phone Number	Officer Contact	R, N	###-###-#### ext. # (extension is optional)	Certifying officer phone number and optional extension.
SP11	Certifying Officer Title	Officer contact	R, S		Certifying officer title.