Affordable Connectivity Program:
ACP Transparency Data Collection Office Hours

October 5, 2023
Housekeeping

- Real-time closed captions will be present during this presentation
- Audio is available through your computer’s speakers
- The audience will remain on mute
- **Enter questions at any time using the “Questions” box**
  - We’ll answer questions both verbally and through the questions feature
- If your audio or slides freeze, restart the webinar
- A copy of today’s presentation is available in the handouts section
Meet Our Team

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Agenda

• How to Use the ACP Data Collection System
  • Submit Data
  • Review & Certify Submissions
  • Email Notifications

• Frequently Asked Questions

• Resources
How to Use the ACP Data Collection System
ACP Data Collection System

Log in

• Log in to One Portal
  • Users must have 497 Officer or 497 Agent credentials to access the system

• Select ACP Transparency Data Collection System (ACP Data System) under the Lifeline section of the dashboard
  • Users will need to enter in their credentials a second time to login

• Alternatively, users may access the ACP Data Collection System through a direct link to the system
  • Doing so requires users to enter their credentials once
ACP Data Collection System

Home page

- On the left-hand navigation menu, users can submit data and view submitted data:
  - **Plan Data**: Where users submit service plan data
  - **Subscriber Metrics Data**: Where users submit subscriber metrics data
  - **Export Data**: Where users download submitted data

- On the **Service Plans** and **Subscriber Metrics** navigation menus, users can view the status of submitted data

- On the **Bulk Upload Errors** menu, users can view unsuccessful submissions and data validation errors
ACP Data Collection System
Submit Service Plan Data

- Under the **Plan Data** section of the left-hand menu, select how you would like to submit the service plan data for your SPIN(s)
  - Service plan data can be entered by making **single entries** or by submitting a **bulk upload**

⚠️ **Bulk Upload** submissions must be submitted as a CSV using the template available in the system

Service plan data must be submitted before the associated subscriber metrics are uploaded
ACP Data Collection System

Service Plan Data: Single Entry

- Select **Single Entry of Plan Data** under the **Plan Data** section of the home page

- Populate the required fields on the **Single Entry of Plan Data** page
  - The information icon for blank fields gives a brief description of the data that is being requested
  - An error will appear for any required fields that are entered incorrectly

- Select **Submit**
ACP Data Collection System
Service Plan Data: Bulk Upload

- Select **Bulk Upload of Plan Data** under the **Plan Data** section of the home page

- Select **Download Plan Template**
  - Populate the required fields
    - Refer to the [User Guide](#) for more information on the required data fields and validations
  - Each template can only include one SPIN

- On the **Bulk Upload of Plan Data** page, select the name of the service provider from the drop-down menu and fill in the blank fields

- Select **Required - Upload** to attach the completed template

- Select **Submit**
ACP Data Collection System
Submit Subscriber Metrics Data

- Under the **Subscriber Metrics Data** section of the left-hand menu, select how you would like to submit the data for your SPIN(s)
  - Subscriber metrics data can be entered by making **single entries** or by submitting a **bulk upload**

⚠️ **Bulk Upload** submissions must be submitted as a CSV using the template available in the system

- Subscriber metrics can only be submitted after corresponding service plan data has been submitted
ACP Data Collection System
Subscriber Metrics Data: Single Entry

- Select **Single Entry of Subscriber Metrics** under the **Subscriber Metrics Data** section of the home page
- Populate the required fields on the **Single Entry of Subscriber Metrics** page
  - An error will appear for any required fields that are entered incorrectly
- Select **Submit**
ACP Data Collection System
Subscriber Metrics Data: Bulk Upload

- Select **Bulk Upload of Subscriber Metrics Data** under the **Subscriber Metrics Data** section of the home page
- Select **Download Subscriber Metrics Template**
  - Populate the required fields
- On the **Bulk Upload of Subscriber Metrics** page, select the name of the service provider from the drop-down menu and fill in the blank fields
- Select **Required - Upload** to attach the completed template
- Select **Submit**
ACP Data Collection System

Successful Submissions

- Successful submissions will appear under the Service Plans and Subscriber Metrics navigation menus on the home page
  - The status of newly submitted or updated data will appear as Review

Welcome TDC Officer3!

The Service Plans view below shows all data successfully submitted. When data records are ready for officer review, use the checkboxes to select records and update the status to “Ready for Certification.” When data records are in a “Ready for Certification” status, an officer will review and use the checkboxes to select records and update the status to “Certified” or “Rejected.”

<table>
<thead>
<tr>
<th>Plan Name</th>
<th>SPIN</th>
<th>Status</th>
<th>Submission Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1234567</td>
<td>200000789 - T...</td>
<td>Review</td>
<td>08/16/2023 16...</td>
</tr>
<tr>
<td>Test 1/18</td>
<td>2000000789 - T...</td>
<td>Rejected</td>
<td>08/16/2013 10...</td>
</tr>
<tr>
<td>Telecom B...</td>
<td>200000456 - A...</td>
<td>Review</td>
<td>08/11/2023 15...</td>
</tr>
<tr>
<td>Telecom B...</td>
<td>200000456 - A...</td>
<td>Review</td>
<td>08/10/2023 15...</td>
</tr>
</tbody>
</table>
ACP Data Collection System

Resolving Bulk Upload Errors

- Unsuccessful submissions for bulk uploads will appear under the **Bulk Upload Errors** menu on the home page
  - 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
  - On the source file, make the required corrections to the rejected rows
  - Resubmit the updated **Service Plan** or **Subscriber Metrics** bulk upload file under the appropriate bulk upload section

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Welcome TDC Officer3!

<table>
<thead>
<tr>
<th>File Name</th>
<th>Type</th>
<th>Submission Date/Time</th>
<th>Total Rows</th>
<th>Rows Imported</th>
<th>Rows Rejected</th>
<th>Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subscriber Metrics Template_08162023.csv</td>
<td>Subscriber Metrics</td>
<td>08/17/2023 09:22:35</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Service Plan Bulk Upload Template_08162023v2.csv</td>
<td>Service Plan</td>
<td>08/17/2023 09:14:32</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Subscriber Metrics Template_08112023.csv</td>
<td>Subscriber Metrics</td>
<td>08/17/2023 09:01:23</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Single Entry of Subscriber Metrics</td>
<td>Subscriber Metrics</td>
<td>08/17/2023 09:01:23</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Test all fields.csv</td>
<td>Service Plan</td>
<td>08/11/2023 15:40:46</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
Questions?
Review & Certify Submissions
ACP Data Collection System

Review Data

• On the **Service Plans** and **Subscriber Metrics** navigation menus, users can review the submitted data
  
  • Users can also review submitted data under the **Export Data** section of the left-hand navigation menu

• To edit the data, click on the pencil icon next to the linked **Plan Name**

• To mark the data ready for certification, click the checkbox that appears before the **Plan Name** column

• Next, click on the **Ready to Certify** button

Welcome TDC Officer3!
ACP Data Collection System

Certify Data

• On the Service Plans and Subscriber Metrics navigation menus, the 497 Officer can review the submitted data
  • To review the data, click the linked Plan Name
  • Click the checkbox that appears before the Plan Name to take an action
    • If the data is accurate, select Certify
    • If changes are required, select Reject

Welcome TDC Officer3!

The Service Plans view below shows all data successfully submitted. When data records a checkboxes to select records and update the status to "Ready for Certification." When data status, an Officer will review and use the checkboxes to select records and update the status.

There are 6 Certifications remaining in Ready for Certification.

<table>
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<tr>
<th>Plan Name</th>
<th>SPIN</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 079523 D...</td>
<td>200000123 • A...</td>
<td>Ready for Cert...</td>
</tr>
<tr>
<td>FF 789646546...</td>
<td>200000456 • A...</td>
<td>Ready for Cert...</td>
</tr>
</tbody>
</table>
Email Notifications
ACP Data Collection System

Email Notifications

Once data is submitted, users will receive various following email notifications:

1. **Data Submission Confirmation**: This confirms receipt of submitted data

2. **Action Required - Resolve Bulk Data Submission Errors**: The user is prompted to resolve bulk upload errors

3. **Data Ready for Officer Review and Certification**: Certifying Officer is notified that one or more submissions are marked as **Ready for Certification**

4. **Data Flagged by Officer for Further Review**: This alerts the user that their submission was rejected by the 497 Officer

5. **Successful Certification of Data**: System message confirming successful certification of one or more data submissions

6. **SPIN Flagged by FCC for Further Review**: This informs the user that their submission was flagged by the FCC and requires further review
Questions?
Frequently Asked Questions
Frequently Asked Questions

Important Dates

What time period will this filing cover?
• This filing is only collecting data from the July 2023 service month, for the subscriber snapshot taken on August 1, 2023.

What is a “snapshot date” and when is it?
• The “snapshot date” refers to the date that relevant plan and subscriber metric data must be based on. It is a “snapshot” of the ACP subscribers that were active as of then and the plans to which they were subscribed.
• For the 2023 ACP Data Collection, the “snapshot date” is August 1, 2023.

What is the deadline for the annual submission?
• The 2023 annual submission window opened on September 8, 2023, and must be completed by 11:59 p.m. ET on November 9, 2023.
• The submission window is 60 days.
Frequently Asked Questions
Who Must File?

Who is required to file the ACP Data Collection?

- The ACP Data Collection is required of all ACP providers with active subscribers as of the snapshot date (August 1, 2023).

- If your SPIN was newly approved, but you had not started enrolling ACP subscribers as of the snapshot date, then you do not need to file a report.

- 497 Officers and Agents are responsible for ACP Transparency Data Collection submissions.

Which plans and ACP subscribers need to be submitted?

- The subscriber metric and plan data that are submitted should reflect the active subscribers, and the plans to which they were subscribed, as of the most recently completed service interval on or before the snapshot date—August 1, 2023.

- Former ACP subscribers who are no longer receiving the benefit, or plans for which there are no ACP subscribers, do not need to be submitted.
Frequently Asked Questions
System Access

Who can submit plans? Who can certify plans?

• A user who holds either the 497 Agent or Officer role can submit or update data and can also mark the submissions as “Ready for Certification”.

• Only the Officer can certify or reject plans.

Can I add or update my company’s 497 Officers and/or Agents?

• USAC manages 497 accounts. To add or update your company’s 497 Officers or Agents, please email a request to ACPProgram@usac.org with the subject line "ACP 497 Officer Request”.

    • The email should include the first name, last name, phone number, and email address of the new user along with the SPIN(s) they will be associated with.

Why can’t I see all of the SACs associated with my company?

• Any SAC added after July 31, 2023, will not appear in the ACP Data System for the 2023 submission window.
**Frequently Asked Questions**

**Data Entry**

**Why can’t I submit subscriber metrics?**

- Service plan data must be entered *before* subscriber metrics can be submitted.

**I’ve made a mistake in my data; can I correct my entry?**

- Previously submitted data in the ACP Data Collection System can be updated or edited by using the single data entry workflow, bulk upload workflow, or making direct edits to individual data fields for a given submission.

- If any data being updated or edited has already been certified by an Officer, the certification status will be reset, and an Officer will need to complete the certification for any data records where updates were made.

**Can we delete a record that is incorrect or was created in error?**

- No, data cannot be deleted once submitted. You will need to leave this data in a *review* status and not certify it.
Frequently Asked Questions

Data Entry

Where can I access the bulk upload template?

• The bulk upload template can be found in the ACP Data Collection System on the bulk upload pages, as well as the Annual Requirements page.

Can I still access the staging (test) environment?

• Yes, the staging environment can be accessed here: https://nationalverifiertraining.servicenowservices.com/acptdc

Will the information input in the staging environment be removed before going live?

• USAC will not delete any data in the staging (test) environment.

• Data submitted to the staging environment can be resubmitted and certified in the production environment, during the 60-day submission window, to complete the annual requirement, if the data is accurate.

  • The data can be exported from the ACP Data Collection System and re-uploaded using the bulk upload template, which is available in the Data Collection System.
Frequently Asked Questions
Subscriber Metrics

How can a provider report data on the ACP subscribers also receiving the ACP High-Cost benefit? When would this field be applicable?

- As of the 2023 snapshot date, the ACP High-Cost benefit will not have been implemented. As a result, no subscribers would be receiving the ACP High-Cost benefit and “0” should be reported for this field.

For subscriber data, how should I report the number of subscribers who are receiving other benefits, such as Lifeline or the Enhanced Tribal Benefit, or who paid additional fees?

- The total reported should be the portion of the total number of active subscribers who either are receiving the other benefit or who paid the extra fee—not just those who received the benefit or paid the fee in the snapshot month.
Frequently Asked Questions

Plan Data

Are Unique Plan Identifiers required for the 2023 submission?

- Yes. Unique Plan Identifiers must be submitted for all plans for which there were ACP subscribers, including legacy and bundle plans. For plans that will require Broadband Labels, the Unique Plan Identifier should be the same as on the public-facing label.

Do I need to create my own Unique Plan Identifier?

- Providers will need to create and format their own Unique Plan Identifiers for each plan.

How do I format a Unique Plan Identifier?

- A Unique Plan Identifier is exactly 26 characters and has three parts:
  - A letter (F, M, or B) depending on the broadband provided with the plan (Fixed, Mobile, or Both)
  - 10 Numbers for the provider’s FRN. In most cases, this should match the FRN used to file the Broadband Data Collection (ex. 0012345678)
  - 15 alpha-numeric characters which the provider can decide (ex. ABC123DEF456GHI or 100X100MBPSPLAN)

F/M/B + 0012345678 + 100X100MBPSPLAN = F0012345678100X100MBPSPLAN
Questions?
Resources

• Refer to the ACP Data Collection System User Guide for instructions on how to use the ACP Data System

• Refer to ACP’s Annual Requirements page for submission dates and FAQs about the ACP Transparency Data Collection

• Questions? Email ACPdatacollection@usac.org for technical support or ACPdatacollection@fcc.gov for program and policy inquiries
Thank You!