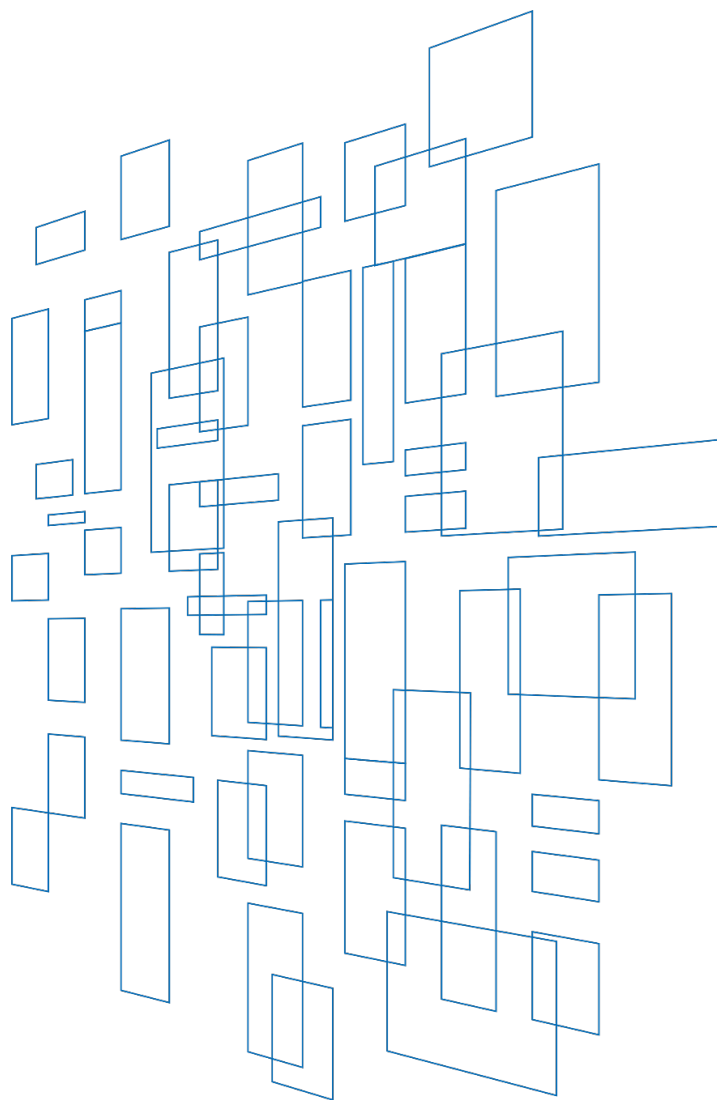




# 54.314 Tribal Access Tool User Guide

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## About the FCC Form 481 and 54.314 Certification Filing System

This user guide demonstrates how Tribal government officials can access and navigate the 54.314 Certification Filing System in E-File to download and view the annual FCC Form 481 filings submitted by eligible telecommunications carriers (ETCs) that serve their Tribal jurisdictions with support from the Federal Communications Commission (FCC) Universal Service Fund (USF) High Cost program.

The FCC Form 481 collects financial and operational information used to validate carrier support, fulfilling the annual 54.313 reporting requirement for High Cost funding recipients. This includes information about a carrier's holding company, operating companies, affiliates, and branding designations (doing-business-as (DBA)); ability to function in emergency situations; terrestrial backhaul; Tribal lands engagement; and comparability of voice and broadband service rates in rural and urban areas.

USAC provides federally recognized Tribes with access to the FCC Form 481 data for carriers that serve their lands through the 54.314 system, which is the same system that state utility commissions use to access the data and to certify that carriers under their jurisdiction are eligible to participate in the High Cost program. The 54.314 system allows Tribal officials to download a zip file containing a copy of the most recent certified FCC Form 481 filing and related attachments for carriers that serve their communities by individual Study Area Code (SAC).

**Note:** Carriers are no longer required to file the FCC Form 481 separately with Tribal or state governments

## Getting Started

### Preparing to Access the System

Before getting started, you'll need the following:

- Access to Google Chrome browser (highly recommended), Firefox, or Internet Explorer (Edge) V8/9.
  - Avoid using the browser's back and forward arrows—use the system provided navigation buttons to move between pages.
  - When logging out, use the system buttons to log out and close the browser tab or window to ensure a complete logout.

### Creating a User Profile

Tribal governments may designate officials to be granted entitlements to access the 54.314 Certification Filing System. To gain access to the FCC Forms 481 submitted by service providers that serve Tribal lands, Tribal representatives must complete the [Online Filing Request Form](#). Users can also receive a copy of the form by sending a request via email to [hcquestions@usac.org](mailto:hcquestions@usac.org).

The Tribal representative must send the completed form to [hcquestions@usac.org](mailto:hcquestions@usac.org). Requestors will receive an email response from USAC containing a user ID and temporary password to allow access to the 54.314 Certification System. The user ID will match the email address provided in the Online Filing Request Form.

The form requires the following fields to be completed by a Tribal representative:

- Date of request
- First and Last name
- Title
- Phone number
- Email (Note: this email address will serve as a user ID. It is best to use an email that will not change over time.)
- Tribe name
- State(s)
- Carrier(s) (service providers) name(s), if known
- Carrier(s) Study Area Code (SAC), if known
- Requestor signature (signature of the Tribal representative named in the document)

### Updating User Profiles

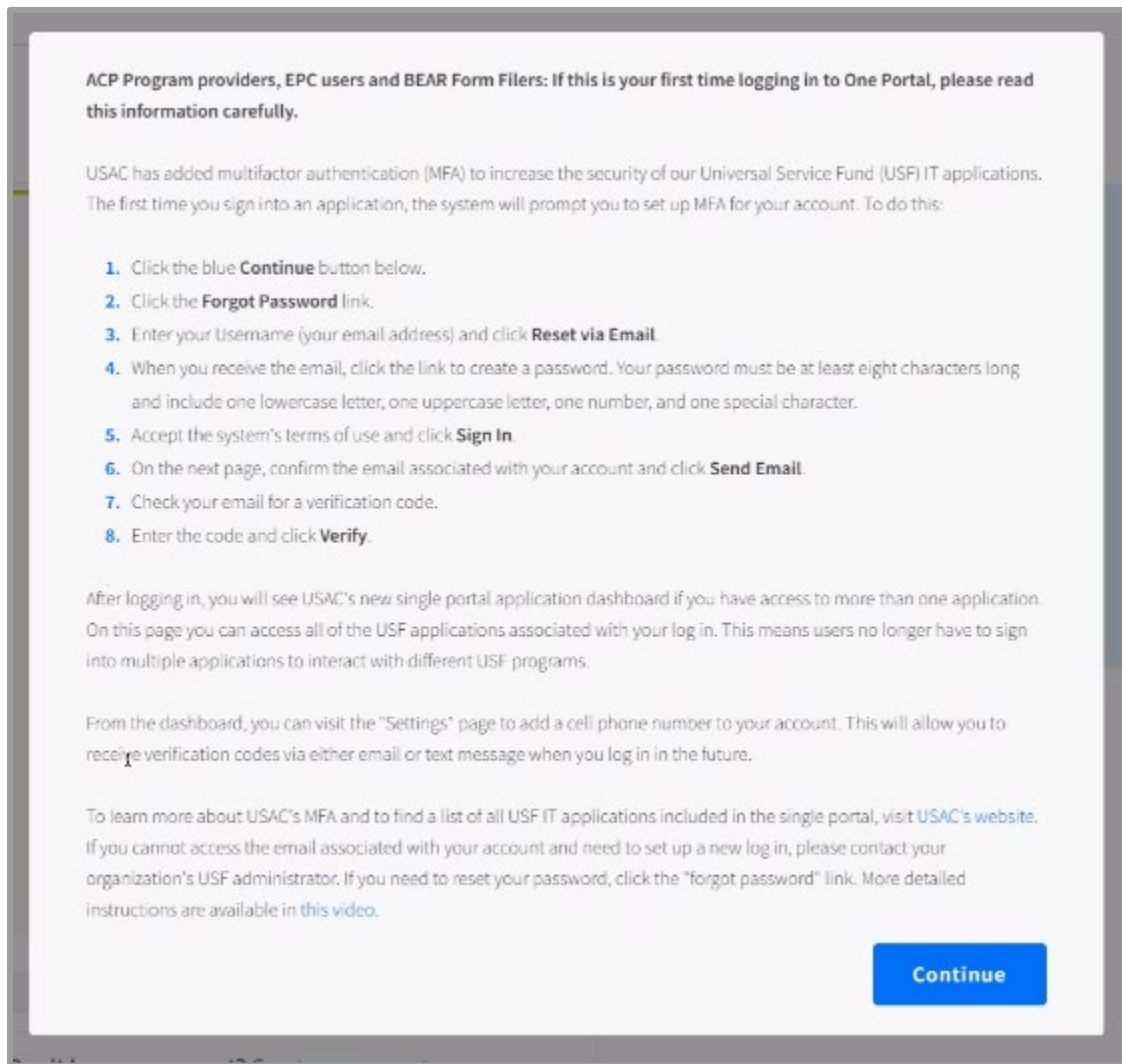
If there is a change in entitlement, please contact [hcquestions@usac.org](mailto:hcquestions@usac.org) to provide the updated information. Access to the system is granted on this basis to the existing User ID.

## Accessing the 54.314 Tribal Access Tool

The system is a browser-based application and will require an account and link:

Access the system via link in browser: <https://forms.universalservice.org/portal/login>

Click **Continue** to accept USAC's policy on using the system.



ACP Program providers, EPC users and BEAR Form Filers: If this is your first time logging in to One Portal, please read this information carefully.

USAC has added multifactor authentication (MFA) to increase the security of our Universal Service Fund (USF) IT applications. The first time you sign into an application, the system will prompt you to set up MFA for your account. To do this:

1. Click the blue **Continue** button below.
2. Click the **Forgot Password** link.
3. Enter your Username (your email address) and click **Reset via Email**.
4. When you receive the email, click the link to create a password. Your password must be at least eight characters long and include one lowercase letter, one uppercase letter, one number, and one special character.
5. Accept the system's terms of use and click **Sign In**.
6. On the next page, confirm the email associated with your account and click **Send Email**.
7. Check your email for a verification code.
8. Enter the code and click **Verify**.

After logging in, you will see USAC's new single portal application dashboard if you have access to more than one application. On this page you can access all of the USF applications associated with your log in. This means users no longer have to sign into multiple applications to interact with different USF programs.

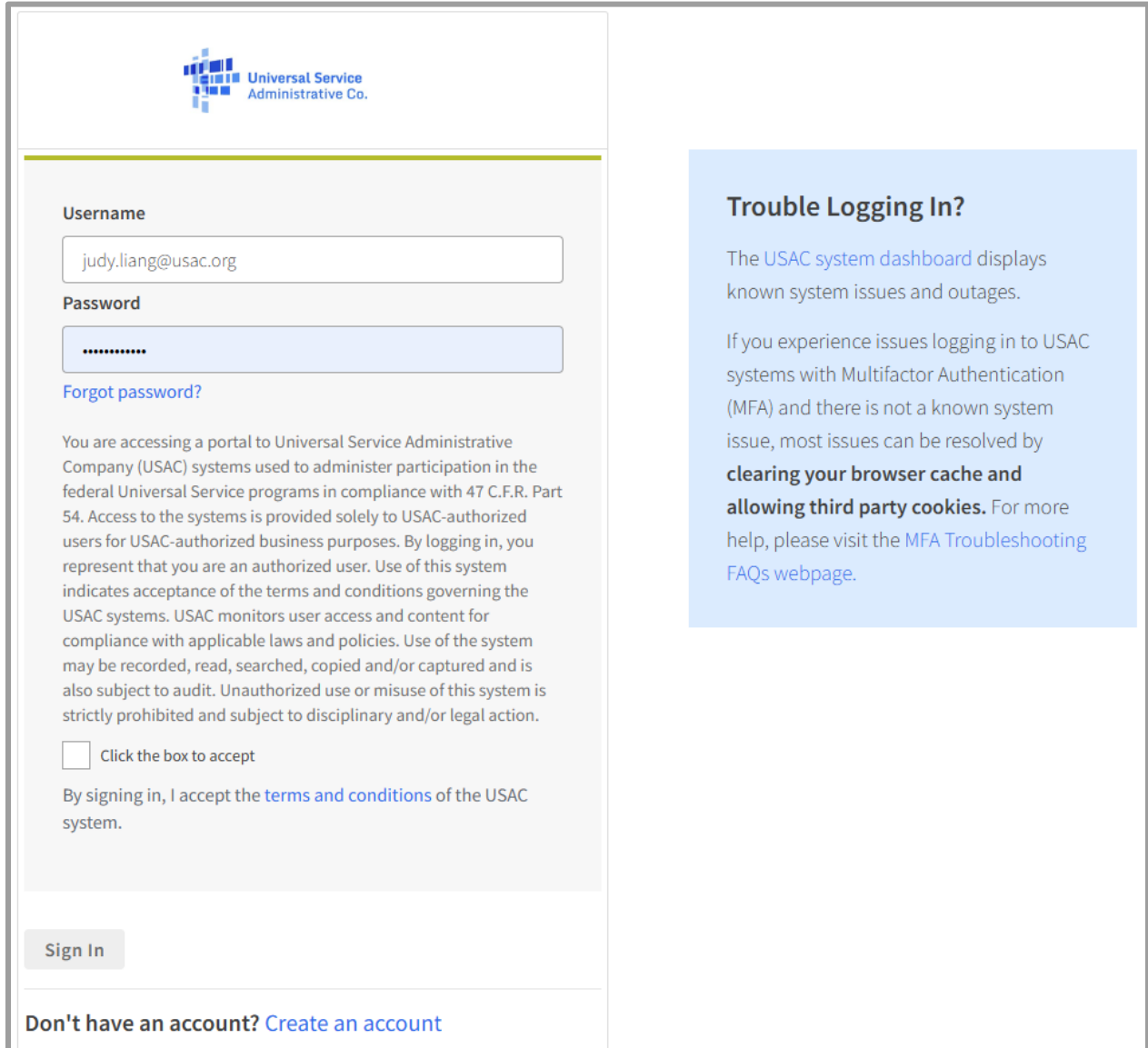
From the dashboard, you can visit the "Settings" page to add a cell phone number to your account. This will allow you to receive verification codes via either email or text message when you log in in the future.

To learn more about USAC's MFA and to find a list of all USF IT applications included in the single portal, visit USAC's [website](#). If you cannot access the email associated with your account and need to set up a new log in, please contact your organization's USF administrator. If you need to reset your password, click the "forgot password" link. More detailed instructions are available in [this video](#).

**Continue**

Figure 1 | Multi-factor authentication notice in the 54.314 System

Enter  User ID and password, as provided by USAC.



The screenshot shows the login page for the USAC system. At the top left is the USAC logo. The main login area has a 'Username' field containing 'judy.liang@usac.org' and a 'Password' field with masked characters. Below the password field is a 'Forgot password?' link. A large block of text provides a disclaimer about system access and usage. Below this text is an unchecked checkbox with the label 'Click the box to accept' and a statement: 'By signing in, I accept the terms and conditions of the USAC system.' At the bottom of the login area is a 'Sign In' button. Below the login area is a link: 'Don't have an account? [Create an account](#)'. To the right of the login area is a light blue sidebar titled 'Trouble Logging In?' containing text about system issues and a link to the MFA Troubleshooting FAQs webpage.

Universal Service  
Administrative Co.

**Username**

judy.liang@usac.org

**Password**

.....

[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

☐ Click the box to accept

By signing in, I accept the [terms and conditions](#) of the USAC system.

**Sign In**

Don't have an account? [Create an account](#)

**Trouble Logging In?**

The USAC system dashboard displays known system issues and outages.

If you experience issues logging in to USAC systems with Multifactor Authentication (MFA) and there is not a known system issue, most issues can be resolved by **clearing your browser cache and allowing third party cookies**. For more help, please visit the [MFA Troubleshooting FAQs webpage](#).

Figure 2 | Login page for the 54.314 System

After clicking **Sign In**, the Tribal Representative will be taken to the One Portal App page where you can select the 54.314 system from all the applications you are entitled to use.

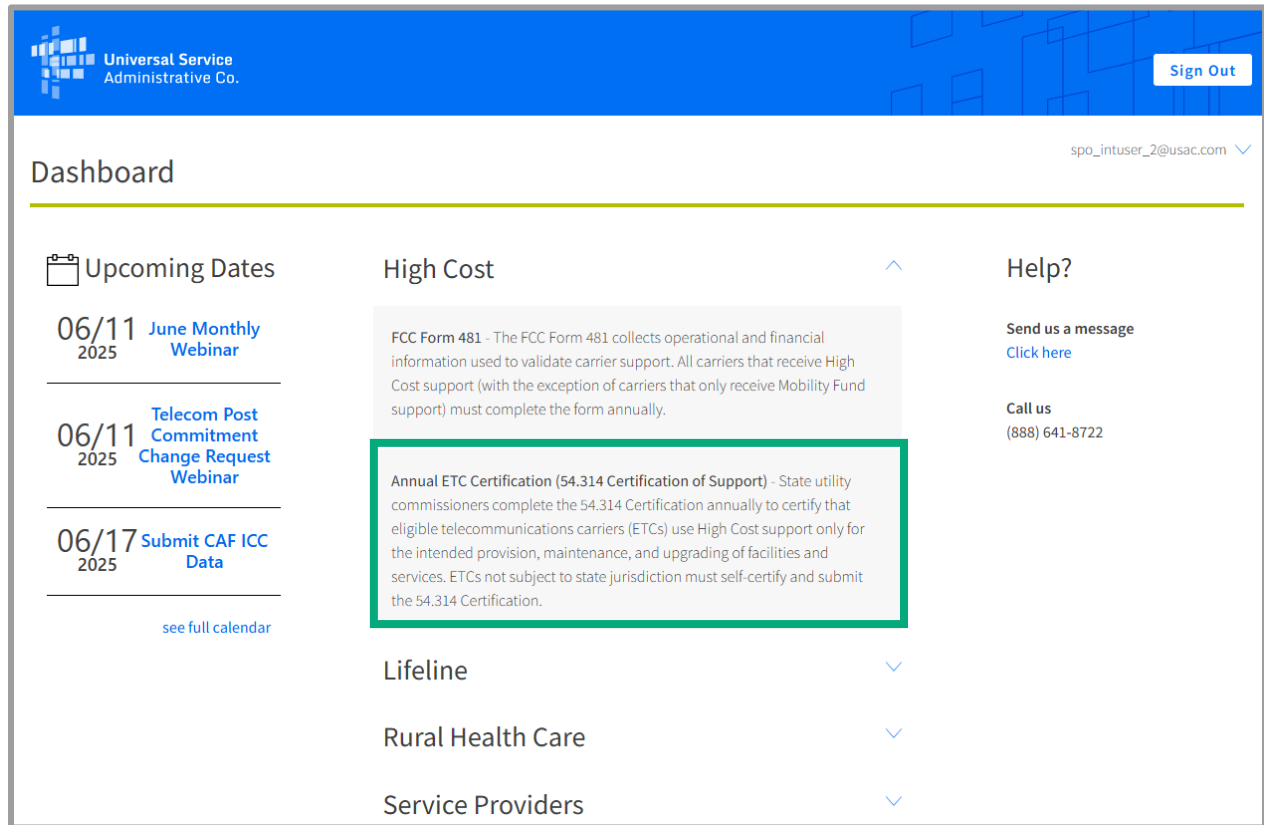


Figure 3 | One Portal App page with all the applications you are entitled to access, with the 54.314 App highlighted

Selecting the system will open the 54.314 Home Page along with a dashboard. After 60 minutes of inactivity, the user will be automatically logged out.

At the top right corner of the screen is the user profile. Click on the picture to load a drop-down menu.

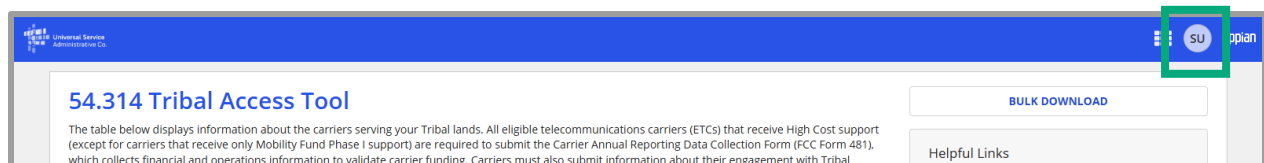
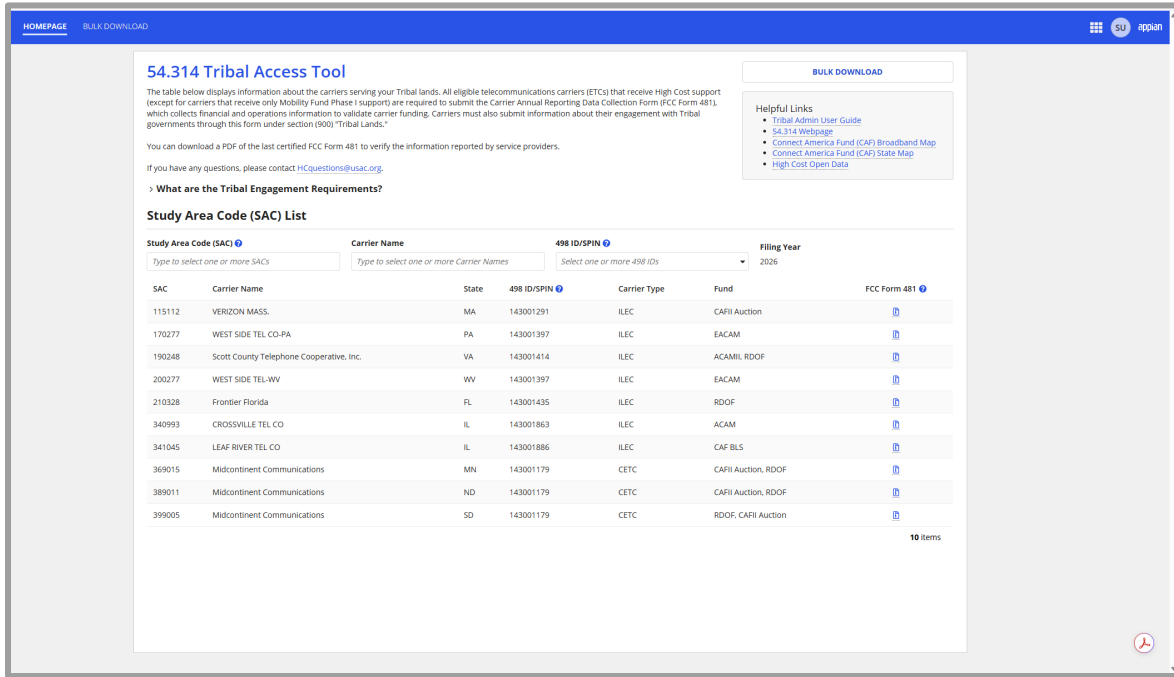


Figure 4 | Home page after clicking on the profile picture

From here, users will be able to view their profile, open settings, and have the option to sign out.

## 54.314 Tribal Access Tool Homepage

After successfully logging in, the system is populated based on the Tribal Representative's permitted Study Area Codes (SACs). To begin, review the example below for the example set of 498 IDs:



**54.314 Tribal Access Tool**

The table below displays information about the carriers serving your Tribal lands. All eligible telecommunications carriers (ETCs) that receive High Cost support (except for carriers that receive only Mobility Fund Phase I support) are required to submit the Carrier Annual Reporting Data Collection Form (FCC Form 481), which collects financial and operations information to validate carrier funding. Carriers must also submit information about their engagement with Tribal governments through this form under section (900) "Tribal Lands."

You can download a PDF of the last certified FCC Form 481 to verify the information reported by service providers.

If you have any questions, please contact [HCquestions@usac.org](mailto:HCquestions@usac.org).

> **What are the Tribal Engagement Requirements?**

**Study Area Code (SAC) List**

Study Area Code (SAC)  Carrier Name  498 ID/SPIN  Filing Year

Type to select one or more SACs Type to select one or more Carrier Names Select one or more 498 IDs

| SAC    | Carrier Name                             | State | 498 ID/SPIN | Carrier Type | Fund                | FCC Form 481             |
|--------|------------------------------------------|-------|-------------|--------------|---------------------|--------------------------|
| 115112 | VERIZON MASS.                            | MA    | 143001291   | ILEC         | CAFII Auction       | <a href="#">Download</a> |
| 170277 | WEST SIDE TEL CO-PA                      | PA    | 143001397   | ILEC         | EACAM               | <a href="#">Download</a> |
| 190248 | Scott County Telephone Cooperative, Inc. | VA    | 143001414   | ILEC         | ACAMIL RDOF         | <a href="#">Download</a> |
| 200277 | WEST SIDE TEL-WV                         | WV    | 143001397   | ILEC         | EACAM               | <a href="#">Download</a> |
| 210328 | Frontier Florida                         | FL    | 143001435   | ILEC         | RDOF                | <a href="#">Download</a> |
| 340993 | CROSSVILLE TEL CO                        | IL    | 143001863   | ILEC         | ACAM                | <a href="#">Download</a> |
| 341045 | LEAF RIVER TEL CO                        | IL    | 143001886   | ILEC         | CAF-BLS             | <a href="#">Download</a> |
| 369015 | Midcontinent Communications              | MIN   | 143001179   | CETC         | CAFII Auction, RDOF | <a href="#">Download</a> |
| 389011 | Midcontinent Communications              | ND    | 143001179   | CETC         | CAFII Auction, RDOF | <a href="#">Download</a> |
| 399005 | Midcontinent Communications              | SD    | 143001179   | CETC         | RDOF, CAFII Auction | <a href="#">Download</a> |

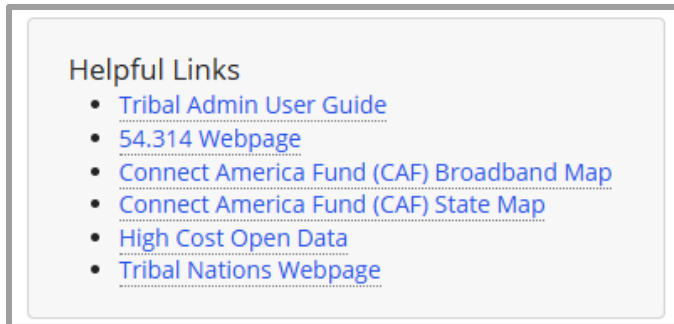
10 items

**Helpful Links**

- [Tribal Admin User Guide](#)
- [54.314 Webpage](#)
- [Connect America Fund \(CAF\) Broadband Map](#)
- [Connect America Fund \(CAF\) State Map](#)
- [High Cost Open Data](#)

Figure 5 | View of the system populated with the User's permitted data

## 54.314 Screen Overview



**Helpful Links**

- [Tribal Admin User Guide](#)
- [54.314 Webpage](#)
- [Connect America Fund \(CAF\) Broadband Map](#)
- [Connect America Fund \(CAF\) State Map](#)
- [High Cost Open Data](#)
- [Tribal Nations Webpage](#)

Figure 6 | Helpful links

The help box provides useful information and links to sources for assistance. The first link will take you to this guide. The 54.314 Webpage opens a tab to USAC's page on 54.314 information, and the remaining links provide additional resources.

On the SAC list table, there are nine columns:

- SAC:** shows the list of SACs which user has entitlements to
  - Note:** If any SAC is missing, please contact [hcquestions@usac.org](mailto:hcquestions@usac.org).
- Carrier Name:** shows the name of the telecommunications company



3. **State:** indicates which state associated to the SAC
4. **498 ID/SPIN:** shows the service provider identification number (SPIN)
5. **Carrier Type:** indicates carrier type of (ILEC, CETC)
6. **Fund:** indicates the modern funds which the SAC is participating in
7. **FCC Form 481:** collects the financial and operations information used to validate carrier support; permits a .zip file download of this content

## Download Current Year FCC Form 481 Filings

To download a copy of the FCC Form 481 for each SAC, click the PDF icon next to the provider's name in the FCC Form 481 column.

| Study Area Code (SAC) <sup>?</sup> | Carrier Name                             |       | 498 ID/SPIN <sup>?</sup>   |              | Filing Year            |                                                                                       |
|------------------------------------|------------------------------------------|-------|----------------------------|--------------|------------------------|---------------------------------------------------------------------------------------|
| Type to select one or more SACs    | Type to select one or more Carrier Names |       | Select one or more 498 IDs |              | 2026                   |                                                                                       |
| SAC                                | Carrier Name                             | State | 498 ID/SPIN <sup>?</sup>   | Carrier Type | Fund                   | FCC Form 481 <sup>?</sup>                                                             |
| 115112                             | VERIZON MASS.                            | MA    | 143001291                  | ILEC         | CAFII Auction          |    |
| 170277                             | WEST SIDE TEL CO-PA                      | PA    | 143001397                  | ILEC         | RDOF,RDOF              |    |
| 190248                             | Scott County Telephone Cooperative, Inc. | VA    | 143001414                  | ILEC         | CAFII Auction,RDOF     |    |
| 210328                             | Frontier Florida                         | FL    | 143001435                  | ILEC         | CAFII Auction,RBE,RDOF |    |
| 340993                             | CROSSVILLE TEL CO                        | IL    | 143001863                  | ILEC         | CAFII Auction          |  |
| 341045                             | LEAF RIVER TEL CO                        | IL    | 143001886                  | ILEC         | CAFII Auction,RDOF     |  |
| 369052                             | Savage Communications                    | MN    | 143001179                  | CETC         | CAFII Auction,RBE,RDOF |  |
| 399005                             | Midcontinent Communications              | SD    | 143001179                  | CETC         | CAF BLS                |  |
| 585114                             | VERIZON RHODE ISLAND                     | RI    | 143001291                  | ILEC         | RDOF,RDOF              |  |

9 items

Figure 7 | Button to download the FCC Form 481

A zip file will download and display at the top right of the screen. The name of the file will include the SAC Number and SPIN number. Click the arrow and select **Zip file** to Open.

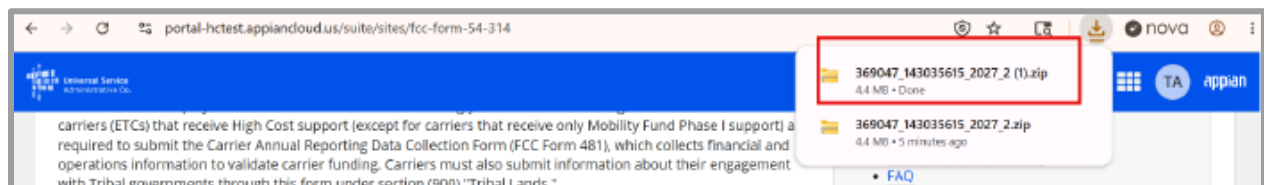
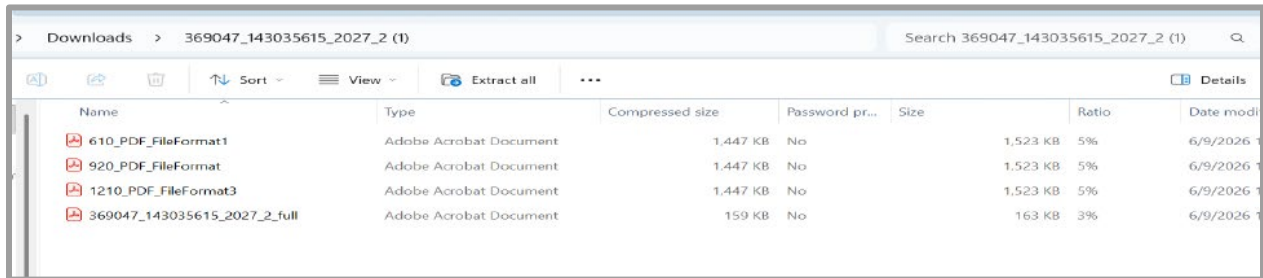


Figure 8 | Zip file which is copy of the downloaded FCC Form 481

The completed FCC Form 481, which is the file that includes the carrier's name, will be included in the zip file. The first set of numbers in the file name identifies the line to which it was attached in the FCC Form 481. As illustrated in this example, the file is listed as "369047\_143035616\_2027\_2\_full." The zip file will also include every attachment to the FCC Form 481.



| Name                         | Type                   | Compressed size | Password pr... | Size     | Ratio | Date modi |
|------------------------------|------------------------|-----------------|----------------|----------|-------|-----------|
| 610_PDF_FileFormat1          | Adobe Acrobat Document | 1,447 KB        | No             | 1,523 KB | 5%    | 6/9/2026  |
| 920_PDF_FileFormat           | Adobe Acrobat Document | 1,447 KB        | No             | 1,523 KB | 5%    | 6/9/2026  |
| 1210_PDF_FileFormat3         | Adobe Acrobat Document | 1,447 KB        | No             | 1,523 KB | 5%    | 6/9/2026  |
| 369047_143035615_2027_2_full | Adobe Acrobat Document | 159 KB          | No             | 163 KB   | 3%    | 6/9/2026  |

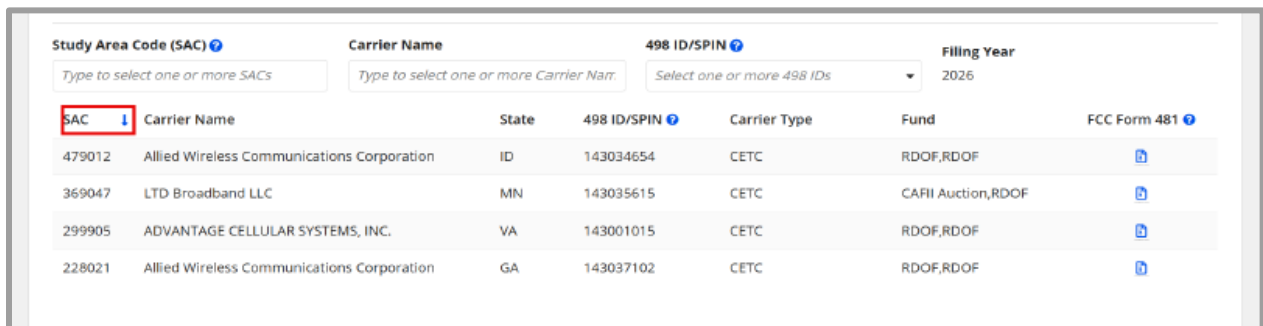
Figure 9 | Files in the FCC Form 481 zip file

## Using the Sort & Filter Feature

The Study Area Code (SAC) list may be sorted and filtered to adjust the view of the list or to find a specific data row. Sorting and filtering are available on the home screen and within the SAC selection page of the certification process.

### Sort Feature

Columns that may be sorted are SAC, 498 ID/SPIN, Carrier Name, State, and Carrier Type. Sorting works by clicking on the column header. Clicking once will sort ascending order and clicking again will sort by descending order.

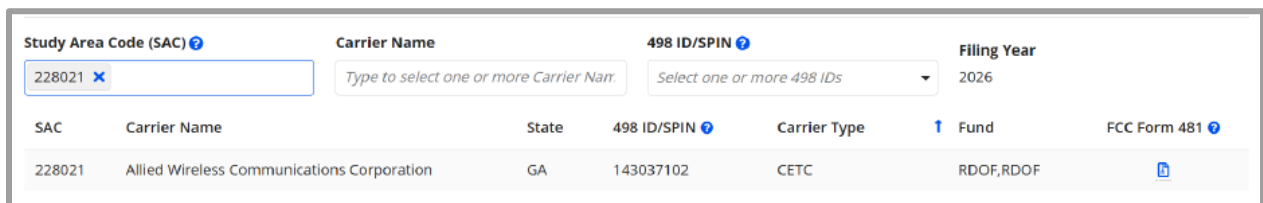


| SAC    | Carrier Name                               | State | 498 ID/SPIN | Carrier Type | Fund              | FCC Form 481      |
|--------|--------------------------------------------|-------|-------------|--------------|-------------------|-------------------|
| 479012 | Allied Wireless Communications Corporation | ID    | 143034654   | CETC         | RDOF,RDOF         | <a href="#">F</a> |
| 369047 | LTD Broadband LLC                          | MN    | 143035615   | CETC         | CAFI Auction,RDOF | <a href="#">F</a> |
| 299905 | ADVANTAGE CELLULAR SYSTEMS, INC.           | VA    | 143001015   | CETC         | RDOF,RDOF         | <a href="#">F</a> |
| 228021 | Allied Wireless Communications Corporation | GA    | 143037102   | CETC         | RDOF,RDOF         | <a href="#">F</a> |

Figure 10 | Display of how clicking on the 'SAC' column header sorts the column by ascending order

### Filter Feature

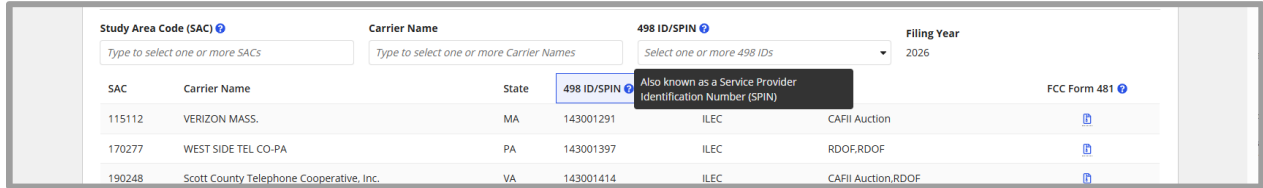
The list may be filtered by SAC, Carrier Name, and 498 ID/SPIN. When filtering for a result, clear the selection by clicking into the field used to filter on and hit the delete button on the keyboard. It will clear the selection and refresh the list.



| SAC    | Carrier Name                               | State | 498 ID/SPIN | Carrier Type | Fund      | FCC Form 481      |
|--------|--------------------------------------------|-------|-------------|--------------|-----------|-------------------|
| 228021 | Allied Wireless Communications Corporation | GA    | 143037102   | CETC         | RDOF,RDOF | <a href="#">F</a> |

Figure 11 | Display of clicking into the SAC field and entering a SAC

Additionally, there are tool tips available within the system that provide context for table column headers. The icon is denoted with a blue bubble question mark and hovering over it with the cursor will reveal the message.



| Study Area Code (SAC) ? | Carrier Name                             | State | 498 ID/SPIN ? | Filing Year | FCC Form 481 ?    |
|-------------------------|------------------------------------------|-------|---------------|-------------|-------------------|
| 115112                  | VERIZON MASS.                            | MA    | 143001291     | 2026        | CAFI Auction      |
| 170277                  | WEST SIDE TEL CO-PA                      | PA    | 143001397     |             | RDOF,RDOF         |
| 190248                  | Scott County Telephone Cooperative, Inc. | VA    | 143001414     |             | CAFI Auction,RDOF |

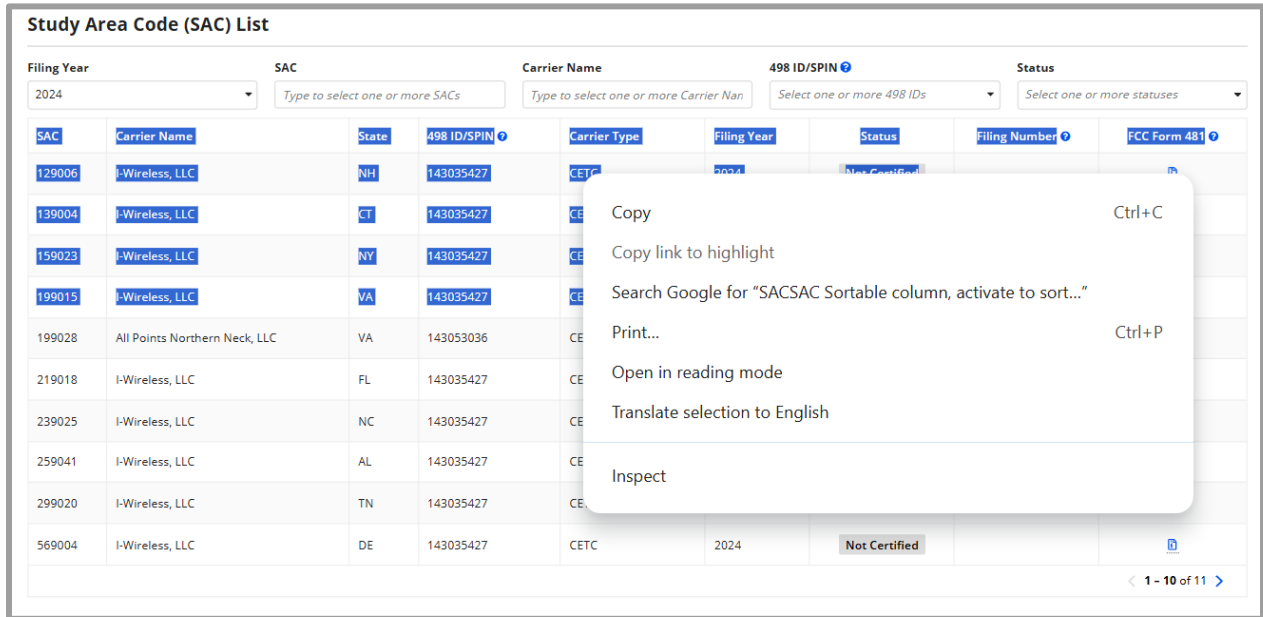
Figure 12 | Demonstration of hovering the cursor over the tool tip icon to pull up the tip

## Working with Excel

The 54.314 System allows users to copy the SACs included in their list from the Home page and paste these SACs to Excel. To do so, follow these steps:

### Copy from Home Page

On the home page, highlight the screen beginning with the SAC column and all the way to the final column of the last row you would like to highlight. The example below shows the result of selecting the first four columns. After highlighting, copy by selecting ctrl + c or right click and select **Copy**.



| SAC    | Carrier Name                  | State | 498 ID/SPIN ? | Carrier Type | Filing Year | Status        | Filing Number ? | FCC Form 481 ? |
|--------|-------------------------------|-------|---------------|--------------|-------------|---------------|-----------------|----------------|
| 129006 | I-Wireless, LLC               | NH    | 143035427     | CETC         | 2024        | Not Certified |                 |                |
| 139004 | I-Wireless, LLC               | CT    | 143035427     | CE           |             |               |                 |                |
| 159023 | I-Wireless, LLC               | NY    | 143035427     | CE           |             |               |                 |                |
| 199015 | I-Wireless, LLC               | VA    | 143035427     | CE           |             |               |                 |                |
| 199028 | All Points Northern Neck, LLC | VA    | 143053036     | CE           |             |               |                 |                |
| 219018 | I-Wireless, LLC               | FL    | 143035427     | CE           |             |               |                 |                |
| 239025 | I-Wireless, LLC               | NC    | 143035427     | CE           |             |               |                 |                |
| 259041 | I-Wireless, LLC               | AL    | 143035427     | CE           |             |               |                 |                |
| 299020 | I-Wireless, LLC               | TN    | 143035427     | CE           |             |               |                 |                |
| 569004 | I-Wireless, LLC               | DE    | 143035427     | CETC         | 2024        | Not Certified |                 |                |

Figure 13 | Highlight and right-clicking to copy text from the Study Area Code (SAC) List

Right-click into an Excel spreadsheet and click ctrl + v to paste. Use the paste options to select **Match Destination Formatting**. It is not recommended to paste with source formatting, as it may make results difficult to read. After adjusting the spacing of the columns and removing extra text (header

content), the results will appear as the example below. Experiences may vary from browser to browser. This example uses Chrome.

|   | A      | B               | C     | D           | E            | F           | G             | H             | I                              | J |
|---|--------|-----------------|-------|-------------|--------------|-------------|---------------|---------------|--------------------------------|---|
| 1 |        |                 |       |             |              |             |               |               |                                |   |
| 2 | SAC    | Carrier Name    | State | 498 ID/SPIN | Carrier Type | Filing Year | Status        | Filing Number | FCC Form 481                   |   |
| 3 | 129006 | I-Wireless, LLC | NH    | 143035427   | CETC         | 2024        | Not Certified |               | Download FCC Form 481 document |   |
| 4 | 139004 | I-Wireless, LLC | CT    | 143035427   | CETC         | 2024        | Not Certified |               | Download FCC Form 481 document |   |
| 5 | 159023 | I-Wireless, LLC | NY    | 143035427   | CETC         | 2024        | Not Certified |               | Download FCC Form 481 document |   |
| 6 | 199015 | I-Wireless, LLC | VA    | 143035427   | CETC         | 2024        | Not Certified |               |                                |   |
| 7 |        |                 |       |             |              |             |               |               |                                |   |
| 8 |        |                 |       |             |              |             |               |               |                                |   |

Figure 14 | Values from the 54.314 Home Page after pasting into an Excel worksheet

If using 'Source Formatting', due to the font colors within the browser, some values under the Status column will be copied as white text and will need to be selected to change the font color back to automatic.

This process may be repeated until all desired SACs are in the Excel spreadsheet.

## Bulk Download

From the Home page, click 'Bulk Download' in the top right corner.

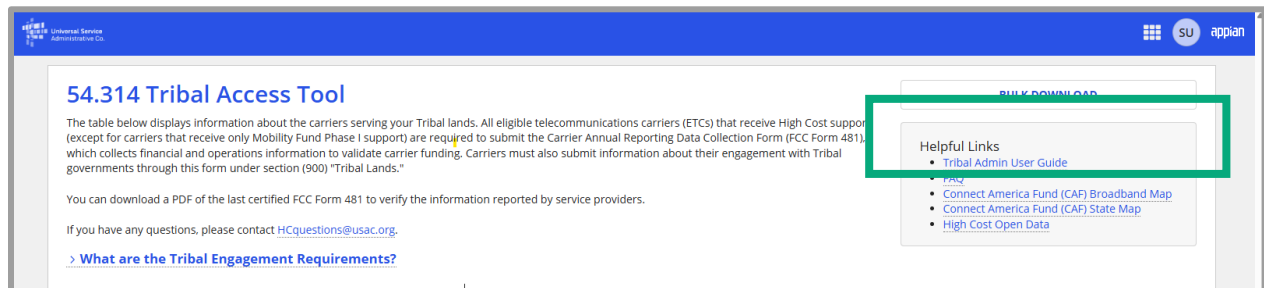


Figure 15 | Click 'Bulk Download' to be taken to the Bulk Download page

## Accessing Bulk Download Page

Once selected, the page below will load.

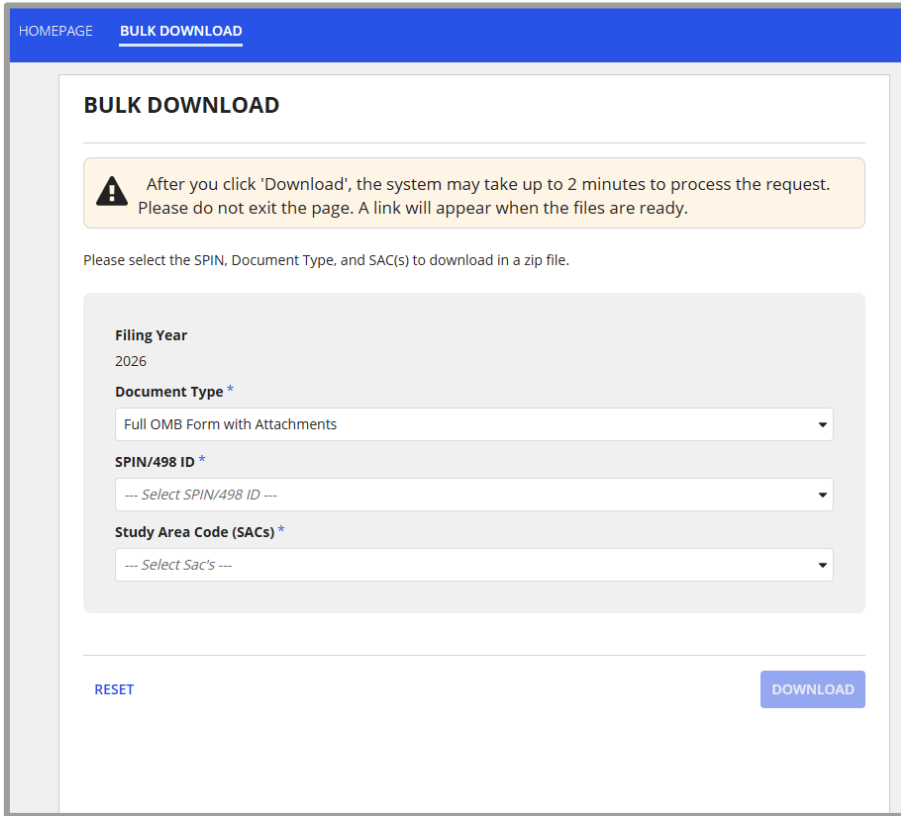


Figure 16 | Bulk Download page

The Bulk Download page has the following fields with those that are required denoted with an asterisk:

1. Filing Year: This is disabled and defaults to the active year
2. Document Type\*: One of the following options must be selected. Full OMB Form with Attachment is selected by default.
  - a. Full OMB Form: Form contains all available screens and lines in the system
  - b. Form with Data Only: Form contains only screens and lines applicable to the study area
  - c. Full OMB Form with Attachment or Form with Data Only with Attachments: Contains the Form plus attachments uploaded by carrier in the FCC Form 481 certification
3. SPIN/498 ID\*: User must select max 1 SPIN for download
4. Study Area Code (SACs)\*: Study Area Codes are displayed once a SPIN is selected. System display SACs associated with the SPIN. Users can select 1 or more SACs to download.

Once all fields are selected, the Download button will be enabled.

**BULK DOWNLOAD**

 After you click 'Download', the system may take up to 2 minutes to process the request. Please do not exit the page. A link will appear when the files are ready.

Please select the SPIN, Document Type, and SAC(s) to download in a zip file.

Filing Year

2026

Document Type \*

Full OMB Form with Attachments

SPIN/498 ID \*

143018886

Study Area Code (SACs) \*

100002, 100019

RESET

DOWNLOAD

Figure 17 | Download button is enabled once all fields are selected

As indicated on the Bulk Download page, after clicking **Download**, the system may take up to two minutes to process the request. Please do not exit the page. A link will appear to download the file.

**BULK DOWNLOAD**

Please select the SPIN, Document Type, and SAC(s) to download in a zip file.

Filing Year

2026

Document Type \*

Full OMB Form with Attachments

SPIN/498 ID \*

143001269

Study Area Code (SACs) \*

100003

RESET

DOWNLOAD

[Click this link to download your files: 143001269\\_2026.zip](#)

Figure 18 | Once the download is ready, the system will display the link to download the zip file.

Clicking the link will download a zip file to your computer.

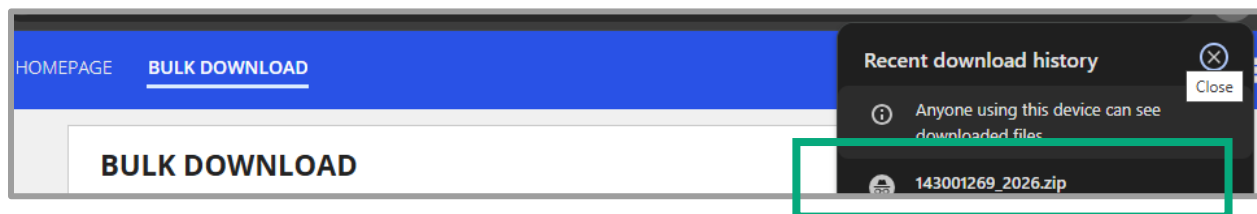


Figure 19 | Download the zip file to your computer

## Error Messages

### Errors on the Home Page

If an issue arises, the 54.314 Certification System will provide error messages for commonly encountered problems. Below are common errors and corresponding screenshots:

- **No 481 Document Found** – This occurs if the FCC Form 481 documents do not exist or cannot be found in the  Form 481 system. If you expect 481 documents to be available, contact [hcquestions@usac.org](mailto:hcquestions@usac.org) for support.



Figure 20 | Error displayed when no FCC Form 481 documents can be found, or if download attempted for a Mobility Fund SAC

## Errors on the Bulk Download Page

If you select **Download** and there are no FCC Form 481's available for one or more selected SACs, the system will display the following error. Contact [hcquestions@usac.org](mailto:hcquestions@usac.org) to determine which SACs do not have an FCC Form 481 available to download.

### BULK DOWNLOAD

Please select the SPIN, Document Type, and SAC(s) to download in a zip file.

**Filing Year**  
2026

**Document Type \***  
Full OMB Form with Attachments

**SPIN/498 ID \***  
143001275

**Study Area Code (SACs) \***  
100015

RESET

DOWNLOAD

There are 1 or more SACs that do not have a Form 481 available to download. Please reach out to [HCQuestions@usac.org](mailto:HCQuestions@usac.org)

Figure 21 | Error displayed when no FCC Form 481 documents can be found for one or more SACs