



FCC Form 481

Online Filing User Guide

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FCC FORM 481 ONLINE FILING USER GUIDE

Getting Started

Before you start filing, review the following:

- Ensure that your FCC Form 498 information is up to date. If it is not, contact USAC's Customer Operations team for assistance at (888)641-8722.
- Use Google Chrome or Internet Explorer (version 10 or higher) to complete FCC Form 481. Other browsers may experience compatibility issues.
- Review the [FCC Form 481 Instructions](#) for filing requirements.

Important Tips

When attaching files (PDF, Word, or Excel) to specific line items in the form, use the following naming convention --- if you do not properly name your files, you will be contacted to refile the attachment using proper naming conventions:

- **PROPER FORMAT:** [study area code][state][line number]
- **SAMPLE:** 100000pa310.pdf

Using Excel Templates

- When using our Excel templates, ensure that all fields are completed before attempting to upload it to the system.
- Be sure you are using the current versions of the templates, for the appropriate program year for which you are filing.
 - When using the templates:
 - Do not try to modify the columns.
 - The first row must remain as column headers.
 - Each row of data must be in the proper sequence matching the column titles and compliant with formats as outlined in the FCC Form481Instructions.
 - Up to 10,000 rows can be imported using a single template.
 - Do not copy data from templates from prior years. Formatting and other requirements may have changed.
 - Carriers may use unique names when saving their Excel templates as long as the template files have the .xlsm extension.

Navigating the System

- Do not use the browser back and forward arrows.
- The upload limit for files is 20MB.
- Always remember to save after completing a section of the form.
- If there is no activity after 30 minutes, the system will time out and you will need to log in again.
- To ensure all data saves correctly, do not open more than one browser window in E-File while populating the form.

Permissions in E-file

FCC Form 481 can be completed by the FCC Form 498 General Contact or Company Officer, or authorized users who have been granted FCC Form 481 access by those individuals. Those are:

- 481 Officer – can enter data and certify
- 481 Agent – can enter data and, in the agent certification section, can certify
- 481 User – can enter data

With questions about setting up permissions for filing, or editing your FCC Form 498 information, contact USAC's Customer Operations team at (888) 641-8722.

Logging in to the System

- Navigate to the One Portal log in screen: <https://forms.universalservice.org/portal/>
- Enter your user ID, password, and click the box to accept the terms and conditions.
- To start filing the form, select **481 Online Form** from the **High Cost** section of the One Portal dashboard.
- To edit entitlements or reset a password for existing users, select **Authorized Users** from the Service Providers section of the One Portal dashboard.
 - If you are the 498 Officer or 498 General Contact, you will also see the option to **add** or **remove** users.
 - Once changes are completed, click **Save**.

Starting a Filing or Searching for an Existing Form

Searching for an Existing Form

There are many ways to search for a form that has already been started in the system. You can search by:

- Carrier name
- 498 ID
- Study area code (SAC)
 - If the carrier has multiple SACs, each search result will link to the form for each SAC
- Operating state

To search, click the **Search** button. To access a particular form, click the **Form 481** button for that listing. To start your search over, click the **Reset** button.

Completing or Deleting Existing Forms

If you are coming into the system to return to a previously started form, select the “+” symbol in the far left column of the FCC Form 481 submissions table to see all forms created for the current program year. The forms will be listed with:

- Submission period (the program year for which the form was submitted)
- Submitted date
- Status
 - Saved Not Certified
 - Certified
 - Certified Not Compliant
 - Ready for Certification
- Filing period (either “open” or “closed”)
- Timeliness (either “on time” or “late”)
- Edit/Submit (buttons for the actions associated with that form’s status)
 - Update (for saved, not certified forms or ready for certification forms)
 - Revise (for certified forms or certified not compliant forms)
- View/Print (an option to view or print that form)
- Download (option to download form and attachments)
- Filing number
- Delete (option to delete a form)
 - Note that carriers will not be able to delete the most recent certified filing

Creating a New FCC Form 481

Click the **Create New Form 481** button and then, on the next screen, select the compliance reporting type:

- Section 54.313 (High Cost) for the High Cost Program
- Section 54.422 (Low Income) for the Lifeline Program
- Click both boxes if you are filing for both programs.

Once you have made your selection, click **Next**.

Populating the Form with Data

Carrier Contact Information

This section of the form is required for 47 CFR Section 54.313 and/or 54.422 filings.

The following lines will be pre-populated:

- Line 010
- Line 015
- Line 020

| | |
|----------|--|
| Line 030 | Enter the name of the individual to be contacted if USAC has questions about the data submitted. This should be the individual with the most knowledge of the data submitted on this form, even if it is not the individual entering the data. |
| Line 035 | Telephone number for individual identified in Line 030 |
| Line 039 | Email address for individual identified in Line 030 |

(200) Service Outage Reporting (Voice)

This section of the form is required for 47 CFR Section 54.422 filings submitted by FCC designated Lifeline recipients only.

If the carrier did not have any voice service outages that lasted at least 30 minutes, select **No** from the drop-down menu on Line 210. This will complete the section. If **Yes** is selected from the drop-down menu, then the data entry table will appear.

There are two options for entering data into the table.

- Option 1: Input all required data into the appropriate Excel template and upload the template to the system.
- Option 2: Manually enter all required data into the system directly.

Option 1: Use the Template

- Template allows for submission of up to 10,000 rows of data.
- Save the file to your computer.
- Click the **Click to Upload** button to upload the template.
- Review the data uploaded to ensure accuracy of the data transfer from your Excel template to the FCC Form 481 filing system..
- Click the **Save** button at the bottom of the screen. If the system detects any errors, they will be displayed at the bottom of the screen.

Option 2: Manually Enter Data

- Click the **Add New Row** button to add a new row to the table.
- <a>: Enter the NORS reference number associated with the outage. The format of the number will be (two digits) dash (up to six digits). If the outage was not reported to NORS, leave the field blank.
- <b1>: Enter the outage start date (MM/DD/YYYY).
- <b2>: Enter the outage start time (use military time format (00:00-23:59)).
- <b3>: Enter the outage end date (MM/DD/YYYY).
- <b4>: Enter the outage end time (use military time format (00:00-23:59)).
 - <c1>: Enter the total number of customers affected by the outage, including the total number of customers affected over the course of the entire outage (use integers only -- no commas).
 - <c2>: Enter the total number of customers, including the total number of customers (affected and unaffected) in the outage area. Total number of customers should be greater than the total number of customers affected (use integers only----no commas).
- <d>: Select **Yes** or **No** to indicate if the outage affected 911 facilities.
- <e>: Select **Yes** or **No** to indicate the type of service outage. Select all that apply or enter a service outage description under the other column (50 character limit).
- <f>: Select **Yes** or **No** to indicate whether or not the outage affected more than one study area.
- <g>: Provide a description of the service outage resolution (100 character limit).
- <h>: Provide a description of the preventative procedures (100 character limit).

All of the data collected on this screen should be consistent with the data reported on NORS.

Remember, this section is only for voice outages.

- Continue to use the **Add New Row** button to add as many rows as you need. If you are adding more than ten rows, click the arrow button(s) below the table to view rows 11 and beyond.
- To delete a row, check the box next to the row and click the **Delete Selected Row(s)** button. To delete all the rows, check the box in the subject line and it will select all the rows and then click **Delete Selected Row(s)** to delete all the rows.
 - To make edits or review certain rows within the table, you can enter a row number in the “enter the row number” search box and the table will display the page with your specified row number. To revert back to row 1, simply erase the row number in the “enter the row number” search box.

Click the **Save** button at the bottom of the screen. If the system detects any errors, they will be displayed at the bottom of the screen.

(400) Number of Complaints per 1,000 Customers

This section of the form is required for 47 CFR Section 54.422 filings submitted by FCC designated Lifeline recipients only.

| | |
|----------|---|
| Line 400 | Using the drop-down indicate the type(s) of voice services offered in the service area for any facilities you own, operate, lease, or otherwise utilize. |
| Line 410 | If you indicate on line 400 that the carrier offered fixed voice service, this line will appear. Enter the number of complaints per 1,000 customers for voice (fixed). If you have no complaints, enter a zero. |
| Line 420 | If you indicate on line 400 that the carrier offered mobile voice service, this line will appear. Enter the number of complaints per 1,000 customers for voice (mobile). If you have no complaints, enter a zero. |

Click the **Save** button at the bottom of the screen. If the system detects any errors, they will be displayed at the bottom of the screen.

(500) Compliance with Service Quality Standards and Consumer Protection Rules

This section of the form is required for 47 CFR Section 54.422 filings submitted by FCC designated Lifeline recipients only.

| | |
|----------|---|
| Line 515 | Choose Yes or No from the drop-down menu to indicate that the carrier is compliant with applicable minimum service requirements as stated in 54.422(b)(a). Only carriers receiving Lifeline support will be required to complete this line. |
|----------|---|

Click the **Save** button at the bottom of the screen. If the system detects any errors, they will be displayed at the bottom of the screen.

(600) Functionality in Emergency Situations

This section of the form is required for 47 CFR Section 54.313 and/or Section 54.422 filings. This section is not required for Section 54.422a (state designated) only filings.

| | |
|----------|--|
| Line 600 | Choose Yes or No from the drop-down menu to indicate that the carrier is able to function in emergency situations as set forth in 47 CFR Section 54.202(a)(2). |
|----------|--|

| | |
|----------|--|
| Line 610 | Attach a PDF that provides details of the carrier’s preparedness to ensure continued service during an emergency situation by clicking the New Attachment button. |
|----------|--|

Click the **Save** button at the bottom of the screen. If the system detects any errors, they will be displayed at the bottom of the screen.

(800) Operating Companies

This section of the form is required for 47 CFR Section 54.313 and/or Section 54.422 filings (both FCC designated and state designated Lifeline Program ETCs).

| | |
|-----------|--|
| Line 810 | Enter the name of the carrier completing this filing. |
| Line 811 | This line will automatically populate with the name of the corporate holding company associated with the study area being reported if the holding company is on file with USAC. |
| Line 811a | Check this box if the auto-populated data in Line 811 is correct. |
| Line 811b | Check this box if the auto-populated data in Line 811 is not correct. |
| Line 811c | If box 811B is checked, in this line, enter the correct name for Line 811. |
| Line 811d | Check this box if the study area does not have a holding company/affiliate name. |
| Line 812 | If applicable, enter the name of the operating company. |
| Line 813 | For this line there are two options for data entry. <ul style="list-style-type: none"> Option 1: Input all required data into the appropriate Excel template and upload the template to the system. Option 2: Manually enter all required data into the system directly. |

Option 1: Use the Template

- Template allows for submission of up to 10,000 rows of data.
- Save the file to your computer.
- Click the **Click to Upload** button to upload the template.
- Review the data uploaded to ensure accuracy of the data transfer from your Excel template to the FCC Form 481 filings system.
- Click the **Save** button at the bottom of the screen. If the system detects any errors, they will be displayed at the bottom of the screen.

Option 2: Manually Enter Data

- Click the **Add New Row** button to add a new row to the table.
- <a1>: Enter the names of affiliates associated with the study area reported.

- <a2>: Enter the SAC for the affiliate or Doing Business As Company or Brand Designation listed in columns <a1> and <a3>, respectively.
 - <a3>: Enter the names of any alternative corporate branding or legal “Doing Business As” (DBA) designations associated with the study area reported.
 - A DBA designation includes brand identifiers for any product offered in the study area reported.

Continue to use the **Add New Row** button to add as many rows as you need. If you are adding more than ten rows, click the arrow(s) button below the table to view rows 11 and beyond. To delete a row, check the box next to the row and click the **Delete Selected Row(s)** button. To delete all the rows, check the box in the subject line and it will select all the rows and then click **Delete Selected Row(s)** to delete all the rows.

To make edits or review certain rows within the table, you can enter a row number in the “enter the row number” search box and the table will display the page with your specified row number. To revert back to row 1, simply erase the row number in the “enter the row number” search box.

Click the **Save** button at the bottom of the screen. If the system detects any errors, they will be displayed at the bottom of the screen.

(900) Tribal Lands Reporting

This section of the form is required for 47 CFR Section 54.313 filings. Only carriers that provide service on federally recognized Tribal lands must complete this section.

| | |
|----------|--|
| Line 900 | If the carrier does have Tribal land offerings, select Yes from the drop-down menu. If not, select No . |
| Line 910 | If you selected Yes , this line will appear. Enter the Tribal land(s) on which the carrier provides service (up to 1,000 characters allowed). |
| Line 920 | Attach a PDF that outlines discussions the carrier has had with Tribal governments that, at a minimum, include the following data: Needs assessment and deployment planning with a focus on Tribal community anchor institutions; Feasibility and sustainability planning; Marketing services in a culturally sensitive manner; Rights of way processes, land use permitting, facilities siting, environmental and cultural preservation review processes; and Compliance with Tribal business and licensing requirements (Tribal business and licensing requirements include business practice licenses that Tribal and non-Tribal business entities, whether located on or off Tribal lands, must obtain upon application to the relevant Tribal government office or division to conduct any business or trade, or deliver any goods or services to the Tribes, Tribal members, or Tribal lands. |

| | |
|---------------|--|
| Lines 921-929 | If you attached a PDF, these lines are required. For each question, select Yes , No , or Not Applicable from each drop-down menu as appropriate. If you select Yes , you are confirming that you have addressed those points in your PDF attachment. |
|---------------|--|

Click the **Save** button at the bottom of the screen. If the system detects any errors, they will be displayed at the bottom of the screen.

(1000) Voice and Broadband Service Rate Comparability

This section of the form is required for 47 CFR Section 54.313 filings.

| | |
|-----------|--|
| Line 1000 | Select Yes , No , or Not Applicable from the drop-down menu as appropriate to indicate that pricing of fixed voice services is no more than two standard deviations above the applicable national average urban rate for voice services. If pricing of fixed voice services is no more than two standard deviations above the applicable national average urban rate for voice services, click Yes . If not, click No . Click Not Applicable if this does not apply to your carrier. |
| Line 1010 | If you selected Yes , attach an optional file that details how the carrier's pricing of fixed voice services is no more than two standard deviations above the applicable national average urban rate for voice service (as published annually by the Wireline Competition Bureau). To upload your PDF or Excel file, click the New Attachment button. |
| Line 1020 | Using the radio buttons, indicate whether the pricing of broadband services your carrier provides is no more than the most recent applicable benchmark announced by the Wireline Competition Bureau. |
| Line 1030 | Attach an optional PDF or Excel file that details how your carrier's broadband pricing is no more than the most recent applicable benchmark announced by the Wireline Competition Bureau or is no more than the non-promotional price charged for a comparable fixed wireline service in urban areas in the states or U.S. Territories where the eligible telecommunications carrier receives support. |

(1100) Terrestrial Backhaul Reporting

This section of the form is required for 47 CFR Section 54.313 filings.

| | |
|-----------|---|
| Line 1100 | If the carrier has access to terrestrial backhaul options, select Yes from the drop-down menu. If not, select No and Line 1130 will appear. |
| Line 1130 | Select Yes to confirm that the carrier offers broadband service of at least 1 Mbps downstream and 256 kbps upstream within the supported area pursuant to Section 54.313(G). Select No if broadband service of at least 1 Mbps downstream and 256 kbps upstream is not offered or select Not Applicable if this does not apply to the carrier. |

Click the **Save** button at the bottom of the screen. If the system detects any errors, they will be displayed at the bottom of the screen.

(1200) Lifeline Terms and Conditions

This section of the form is required for 47 CFR Section 54.422 filings (both FCC designated and state designated Lifeline program carriers).

Option 1: Upload a PDF or Word Document

| | |
|-----------|---|
| Line 1210 | <ul style="list-style-type: none"> • Attach a document that details the terms and conditions of any voice telephony service plans offered to Lifeline Program consumers including: <ul style="list-style-type: none"> ▪ Lifeline Program plans offered ▪ Number of minutes provided in each plan ▪ Additional charges, if any, for toll calls in each plan ▪ Rates for each plan • Click the New Attachment button at the top of the page to upload the template. |
| Line 1221 | Check the box to confirm that information describing the terms and conditions of any voice telephony service plans offered to Lifeline Program subscribers has been uploaded. |
| Line 1222 | Check the box to confirm that details on the number of minutes provided as part of the plan has been uploaded. |
| Line 1223 | Check the box to confirm that details about additional charges for toll calls and rates for each plan has been uploaded. |

Option 2: Provide a URL

| | |
|-----------|--|
| Line 1220 | Enter the URL for a public website outlining the terms and conditions of the carrier's Lifeline Program service plans. |
| Line 1221 | Check the box to confirm that information describing the terms and conditions of any voice telephony service plans offered to Lifeline Program subscribers can be found at this URL. |
| Line 1222 | Check the box to confirm that details on the number of minutes provided as part of the plan can be found at this URL. |
| Line 1223 | Check the box to confirm that details about additional charges for toll calls and rates for each plan can be found at this URL. |

Click the **Save** button at the bottom of the screen. If the system detects any errors, they will be displayed at the bottom of the screen.

(2005) Price Cap Data

This section of the form is required for Price Cap carriers submitting 47 CFR Section 54.313 filings.

| | |
|------------|---|
| Line 2015 | For those receiving 2016 and future Frozen support, indicate Yes or No as to whether you are compliant with 54.313(c)(4). If you do not receive Frozen support, select Not Applicable from the drop-down menu. |
| Line 2016 | For those receiving ICC support, indicate Yes or No as to whether you are compliant with 54.313(d). If you do not receive ICC support, select Not Applicable from the drop-down menu. |
| Line 2017a | Indicate Yes or No if you are a Connect America Fund Phase II recipient. If you select Yes , Lines 2017c and 2018 will appear. If you select No , you can move on to the next section. |
| Line 2017c | Enter the total amount of Phase II support, if any, the carrier used for capital expenditures (do not enter a dollar sign in the box). |
| Line 2018 | Upload a list containing the number, names, and addresses of community anchor institutions to which the carrier newly began providing access to broadband service in the preceding calendar year. |

Click the **Save** button at the bottom of the screen. If the system detects any errors, they will be displayed at the bottom of the screen.

(3005) Rate-of-Return Data

This section of the form is required for Rate-of-Return carriers submitted 47 CFR Section 54.313 filings.

| | |
|-------------|---|
| Line 3007 | Indicate if the carrier uses a cost consultant and/or firm, or other third party, to prepare financial and operations data submitted to NECA or USAC. If the answer is Yes , fields 3007a and 3007b will appear to provide the name of the consultant and firm. |
| Line 3008a | Indicate if the carrier deployed new locations in the prior calendar year. If Yes is selected, Lines 3008b, 3008b1 and 3008b2 will appear. If No is selected Line 3008 will not be displayed and you can move on to the next line item. This line is only required of certain carriers receiving CAFBLS. |
| Line 3008b1 | Indicate the number of locations the carrier deployed in the previous calendar year with broadband speeds of at least 10/1 Mbps, but less than 25/3 Mbps. |
| Line 3008b2 | Indicate the number of locations the carrier deployed in the previous calendar year with broadband speeds of 25/3 Mbps or higher. |
| Line 3008c | Indicate the percentage of deployment across the entire study area. This line is optional. |
| Line 3010a | Indicate if the carrier is in compliance with Public Interest Obligations. If Yes – Attach Certification is selected, Line 3010b will appear to provide attachment. If No – Attach Explanation is selected Line 3010b will appear to provide attachment of an explanation. If Not Applicable --- No Attachment Required is selected, Line 3010b will not be displayed and you can move on to the next line item. |

| | |
|------------|--|
| Line 3010b | If you answered Yes or No to Line 3010a, you will be prompted to attach a document to this line. Attach your Public Interest Obligation Certification if you answered Yes --- Attach Certification or an explanation as to why the carrier does not have a certification if you answered No --- Attach Explanation using the New Attachment button (acceptable formats include PDF, .doc, .xlsx, .xls). If you attached the wrong document, click the Delete button. |
| Line 3012a | Indicate if the carrier newly deployed service to new community anchor institutions in the previous calendar year. If Yes –Attach Community Anchors is selected, Line 3012b will appear to provide an attachment. If No –No New Community Anchors or Not Applicable –No Attachment Necessary is selected, Line 3012b will not be displayed and you can move on to the next line item. |
| Line 3012b | If you select Yes on Line 3012a you will be prompted to attach a document to this line to provide a list of the community anchor institutions that were newly served. Attach the completed Excel template provided. |
| Line 3013 | Indicate whether your carrier is a privately held Rate of Return carrier as defined in 47 CFR 54.313(f)(2). If the Yes radio button is clicked, then Line 3014 and the Financial Data Summary will appear. If the No radio button is clicked, then nothing will be displayed and you can move on to the next section. |
| Line 3014 | Indicate whether your carrier files the RUS annual report. If the Yes radio button is clicked, then Lines 3015, 3016 and 3017 will appear. If the No radio button is clicked, then Line 3018 will appear. |
| Line 3015 | Check the box to confirm that a copy of the RUS annual report is provided as part of the document uploaded to Line 3017. |
| Line 3016 | Check the box to confirm that the carrier’s balance sheet, income statement and statement of cash flows are provided as part of the document uploaded to Line 3017. |
| Line 3017 | Attach a copy of the annual RUS report. |
| Line 3018 | Indicate whether you carrier’s financial statements are audited. If the Yes radio button is clicked, Lines 3019, 3020, 3021 and 3026 will appear. If the No radio button is clicked, then Lines 3022, 3023, 3024, 3025 and 3026 will appear. |
| Line 3019 | Check the box to confirm that the carrier’s audited financial statement or a financial report in a format comparable to RUS Operating Report for Telecommunications Borrowers are provided as part of the document uploaded to Line 3026. |
| Line 3020 | Check the box to confirm that the carrier’s balance sheet, income statement and statement of cash flows are provided as part of the document uploaded to Line 3026. |
| Line 3021 | Check the box to confirm that the management letter and/or audit opinion issued by the independent certified public accountant that performed the company's financial audit are provided as part of the document uploaded to Line 3026. |
| Line 3022 | Check the box to confirm that the carrier’s financial statement which has been subject to review by an independent certified public accountant or a financial report in a format comparable to RUS Operating Report for Telecommunications Borrowers is provided as part of the document uploaded to Line 3026. |
| Line 3023 | Check the box to confirm that the information underlying the carrier’s financial statement attached to Line 3026 has been subject to review by an independent certified public accountant. |

| | |
|-----------------|--|
| Line 3024 | Check the box to confirm that the information underlying the carrier's financial statement attached to Line 3026 has been subject to review by an officer certification. |
| Line 3025 | Check the box to confirm that the carrier's balance sheet, income statement and statement of cash flows are provided as part of the document uploaded to Line 3026. |
| Line 3026 | Attach the documents that contain the items described in Lines 3019 --- 3025. Attach your document using the New Attachment button (acceptable formats include PDF, .doc, .xlsx, .xls, .doc, .docx). If you attached the wrong document, click the Delete. |
| Lines 3027-3034 | Enter the specified financial data which is located on your RUS report (Line 3017) or reviewed/audited financial statements (Line 3026). |

Click the **Save** button at the bottom of the screen. If the system detects any errors, they will be displayed at the bottom of the screen.

(4005) Rural Broadband Experiment Data

This section of the form is required for carriers receiving Rural Broadband Experiment support submitting 47 CFR Section 54.313 filings.

| | |
|------------|---|
| Line 4001 | Select Yes if the carrier is offering broadband meeting the requisite public interest obligations consistent with the category for which they were selected, including broadband speed, latency, usage capacity, and rates that are reasonably comparable to rates for comparable offerings in urban areas. Select No if the carrier is not meeting these criteria. |
| Line 4003a | Select Yes --- Attach new community anchors if the carrier has newly deployed broadband service to community anchor institutions in the preceding calendar year. Select No --- No New Anchors if there was no new deployment of broadband service to community anchor institutions in the preceding calendar year. |
| Line 4003b | This line will only appear if a carrier answers Yes to line 4003a. Attach a document to this line to provide the number, names and addresses of community anchor institutions to which the recipient newly began providing access to broadband service in the preceding calendar year. |

Click the **Save** button at the bottom of the screen. If the system detects any errors, they will be displayed at the bottom of the screen.

(5005) Alaska Plan Data

This section of the form is required for carriers receiving Alaska Plan support submitting 47 CFR Section 54.313 filings.

| | |
|-----------|--|
| Line 5011 | <p>Indicate, Yes or No, whether any terrestrial backhaul or other satellite backhaul became commercially available in the previous calendar year in areas previously served exclusively by performance-limiting satellite backhaul.</p> <p>If the carrier indicates Yes on Line 5011, a dynamic table will appear, where carriers should provide details about the backhaul. There are two options for entering data into the table.</p> <ul style="list-style-type: none">Option 1: Input all required data into the appropriate Excel template and upload the template to the system. <p>Option 2: Manually enter all required data into the system directly.</p> |
|-----------|--|

Option 1: Use the Template

- Template allows for submission of up to 10,000 rows of data.
- Save the file to your computer.
- Click the **Click to Upload** button to upload the template.
- Review the data uploaded to ensure accuracy of the data transfer from your Excel template to the FCC Form 481 filings system
- Click the **Save** button at the bottom of the screen. If the system detects any errors, they will be displayed at the bottom of the screen.

Option 2: Manually Enter Data

- Click the **Add New Row** button to add a new row to the table.
- <a>: Enter a description of the backhaul technology deployed.
- : Enter the date the terrestrial backhaul became available.
- <c>: Enter the number of locations (RoR participants) or the number of population (CETC participants) that are newly served by the new terrestrial backhaul or other satellite backhaul.

Continue to use the **Add New Row** button to add as many rows as you need. If you are adding more than ten rows, click the arrow(s) button below the table to view rows 11 and beyond. To delete a row, check the box next to the row and click the **Delete Selected Row(s)** button. To delete all the rows, check the box in the subject line and it will select all the rows and then click **Delete Selected Row(s)** to delete all the rows.

To make edits or review certain rows within the table, you can enter a row number in the “enter the row number” search box and the table will display the page with your specified row number. To revert back to row 1, simply erase the row number in the “enter the row number” search box.

Click the **Save** button at the bottom of the screen. If the system detects any errors, they will be displayed at the bottom of the screen.

(6005) Phase II Auction Reporting

This section of the form is required for carriers receiving CAF Phase II Auction support submitting 47 CFR Section 54.313 filings.

| | |
|-----------|---|
| Line 6010 | Indicate the total amount of Phase II auction support, if any, the phase II auction recipient used for capital expenditures in the previous calendar year. |
| Line 6011 | Indicate Yes or No , whether the recipient has available funds for all project costs that will exceed the amount of support that will be received for the next calendar year. |

(7005) Phase-Down Support Reporting

This section of the form is required for carriers receiving phase-down support submitting 47 CFR Section 54.313 filings.

| | |
|-----------|--|
| Line 7010 | Indicate, Yes or No , whether all such support the company received in the previous year was used to provide voice service throughout the high-cost and extremely high-cost census blocks where they continue to have the federal high-cost eligible telecommunications carrier obligation to provide voice service pursuant to §54.201(d) at rates that are reasonably comparable to comparable offerings in urban areas. |
|-----------|--|

Validate Filing

- Click on the **Validate** button to validate your filing.
- If there are errors within the Form 481 filing, the error messages will appear at the bottom of the screen. Carriers must clear all errors before the form can be certified.
- If validation is successful, the message received will vary based on the user's role.
 - 481 Users and 481 Agents will receive a message indicating there are no errors and that an officer must log in to E-File to complete the certify process.
 - 481 Officers will receive a message indicating there are no errors and that they can proceed to the Accuracy Certification and Certify Filing screens to complete the certify process.

Accuracy Certification

- Once all elements of the FCC Form 481 have been completed, the filing in its entirety must be certified.
- To view the accuracy certification screen, you have to be logged into E-File as a "481 Officer" or "481 Agent" role.
- There are two sections. If an **Agent** has prepared the filing, they must complete the agent accuracy certification

- Enter the name of the authorized agent's firm
- Enter the name of the authorized agent employee.
- Enter the title or position of the authorized agent employee.
- Enter the telephone number of the authorized agent employee.
- Enter the telephone extension of the authorized agent employee. This field is optional.
- After the agent has completed their section, then the Officer should enter the name of the authorized agent, the officer's printed name, officer's title, and officer's telephone number.
- Before an officer can certify the FCC Form 481 as a whole, the agent must complete their accuracy certification section.
- If a 481 **User or Officer** completed the filing or following the completion of the accuracy certification by the agent, if applicable, the officer must complete this certification.
 - When an officer is signed in, a link at the top to the "Accuracy Certification" will be visible.
 - The "Printed Name of Authorized Officer" should match the name associated with the E-File user. This should be displayed in the upper right hand corner of the screen after successfully logging into E-File. Otherwise an error message will appear after the screen has been saved and the filing will not successfully certify.
- Enter the title or position of the 481 Officer.
- Enter the telephone number of the 481 Officer.
- Enter the telephone extension of the 481 Officer. This field is optional.
- Clicking "Save" after completing the accuracy certification will save the data entered within this section and will allow the carrier to confirm that they have not missed any required information. If you do not save the filing, any data entered may be lost.
- The "Signature of Authorized Officer" and "Date" fields will auto-populate following certification. They will appear on the completed certified PDF.

Certify Filing

Once all elements of the FCC Form 481 have been completed, the filing in its entirety must be certified.

- The officer should check the box to indicate they have reviewed the data contained within the PDF and that they understand that the record retention requirements for High Cost program is ten years from the receipt of funding and will maintain supporting documentation for this filing consistent with High Cost program requirements.
- Click the **Certify** button to certify the FCC Form 481.
- Following certification, a confirmation screen will offer the option to print the confirmation. USAC recommends printing the confirmation.
- A confirmation email will also be sent to the e-mail address associated with the officer's E-File account. If a confirmation e-mail is not received, please review your filing to ensure the status displays as "Certified" when viewed within the FCC Form 481 filing system. If you are still uncertain as to whether or not your filing has been certified correctly, please contact us at hccerts@usac.org.

Bulk Certification

- On the Form 481 Search screen, bulk certification is available for officers of carriers with more than one Study Area Code. Click the **Bulk Certify** button.
- Officers will see all study area codes available for certification –that is, those which have the “Ready for Certification” status.
- On the study area code selection screen, the officer can sort/filter the columns for SAC, 498 ID, and Carrier Name and can use the “View PDF” icons to view individual submissions. Check the box on the left to select a submission for certification and then click **Certify Selected SACs** at the bottom of the screen. To certify all the filings shown, you can click the checkbox in the subject header right under Select All to select all the boxes and then click **Certify Selected SACs** at the bottom of the screen.
- The next screen will indicate SACs chosen for certification.
- Officers must check the box at the top, indicating they have reviewed all data and understand the record retention requirement for the High Cost program.
- There will be one table of SACs.
 - For filings created by an agent, they will have the agent firm’s name shown under the Name of Agent column.
 - For filings that were created by a user or an officer, it will be displayed as “Not Applicable” under the Name of Agent column.
- After reviewing the SACs, enter the officer’s name, title or position, and telephone number, then click the **Certify** button.
- A confirmation screen will offer the option to print the confirmation. USAC recommends printing the confirmation.
- A confirmation e-mail will also be sent to the e-mail address associated with the officer’s E-File account. If a confirmation e-mail is not received, please review your filing to ensure the status displays as “Certified” when viewed within the FCC Form 481 filing system. If you are still uncertain as to whether or not your filing has been certified correctly, please contact us at hccerts@usac.org.

Requesting Confidentiality

- On the Form 481 Search page, find your carrier. You can search by:
 - Carrier name
 - 498 ID
 - Study area code (SAC)
 - If the carrier has multiple SACs, each search result will link to the form for each SAC
 - Operating state
- To search, click the **Search** button, and then click the **Form 481** button.
- Click “Confidentiality Request Form”.
- Use the drop-down menu at the top of the screen to select individual sections of the form. A list of the lines associated with that section will appear.
- Use the check boxes to indicate if your carrier wants a line to be treated as confidential.
- If a carrier requests to treat a line as confidential an explanation must be provided.
- Once a carrier identifies all fields to be treated as confidential and provides the necessary explanation, click “Review Explanations”

- Carriers can make any adjustments to their explanations at this time. Click “Next” to proceed to the contact information screen.
- Use the box at the top of the screen to enter any additional information that may be useful when assessing the request. This is optional.
- In the Carrier Contact Information, enter a contact name, phone number and email address.
- Click Submit. A confirmation screen will be displayed and a confirmation email will be sent to the contact email listed in the carrier contact email address field.
- To complete a previously started request for confidentiality, use the + sign to expand the list of Form 481s for the year. Click on the “Update” button in the line item that indicates “CR” in the Filing Number field.