

**Eligible Locations Adjustment Process (ELAP) Module:**  
Participant User Guide  
Release 3.1 Protective Order and Stakeholder Challenge

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## General Information and System Requirements

Requirement	Description
Internet Browsers and Versions Supported	<ul style="list-style-type: none"> <li>• Internet Explorer version 11</li> <li>• Safari version 10 and above</li> <li>• Edge version 14 and above</li> <li>• Chrome version 51 and above</li> <li>• Firefox version 46 and above</li> </ul>
User Access	Carrier general counsels (GCs) and Support Operations Officers (SPOs) will be granted access to this system through our e-file system. Additional user access will be granted by the GC or SPO of the company.
Concurrent Accounts	Each organization may have an unlimited number of users. After six months of no usage, however, USAC will deactivate the unused user account.
Session Timeout	Sessions will timeout after 25 minutes of inactivity. You will receive a warning modal five minutes prior to the expiration of your session.

## Introduction

In this manual, we provide a detailed step-by-step guide for parties seeking access to confidential information filed in the ELAP system. Access is governed by the terms and conditions of the FCC's Protective Order ([DA 21-318](#)). Registered users of the ELAP module may sign into the ELAP module to complete the processes required by the Protective Order. If you have any questions or concerns relating to any of the steps below, please e-mail [elap@usac.org](mailto:elap@usac.org) or contact 1-844-357-0408.

## Acknowledgment of Confidentiality (AoC)

As an initial step, ELAP users interested in accessing confidential information must digitally complete an AoC. **Every individual registered user that intends to access confidential information must separately complete the AoC process. You cannot view Stakeholder information without completing the AoC process.**

Parties may only request access to confidential information relating to their own areas of interests, i.e., 1) a Participant may request access only to information relating to locations within their supported area; and 2) a Stakeholder may request access only to information relating to locations where they have established a direct interest.

### Participant Submission of the AoC

If one or more stakeholders has challenged the Participant’s submissions, the Participant user will be presented with the AoC upon signing into the ELAP module . To access the confidential information filed by one or more stakeholders, the Participant user must digitally sign his/her name exactly as it appears below the Signature box and then select the ‘Submit’ button.

The Participant user will then be taken to a Confirmation page that requires the Participant user to confirm that he/she understands that the signed AoC will be shared with the selected stakeholder. Once confirmed, USAC will send a digital copy of the AoC to the Participant user’s e-mail account and will also provide the stakeholder(s) with a copy of the AoC.

If you signed and submitted the AoC accidentally, please e-mail [elap@usac.org](mailto:elap@usac.org) or contact 1-844-357-0408.

If the Participant user selects ‘Cancel’ at the end of the AoC instead of ‘Submit’, he or she will be taken to the ‘Manage Uploads’ page which only provides access to the Participant’s own filings. Each time the Participant user signs into the ELAP module, he/she will have a new opportunity to sign and submit the AoC and must re-select ‘Cancel’ to access the ‘Manage Uploads’ page.

## Manage Access Requests

Once the Participant user has successfully signed, submitted, and confirmed the AoC, the Participant user will, upon sign-in to the ELAP module, be taken to the 'Manage Access Requests' page. From this page, the Participant user will be able to manage Stakeholder(s) request(s) for access to confidential Participant information.

**Manage Uploads**      **Manage Access Requests**

### Manage Access Requests

The Manage Access Requests page allows you to approve access requests by Stakeholders with a verified geographic interest in a portion or all of a study area (SAC). You may allow access to the relevant locations, methodology, and evidence files you have uploaded or you may upload new files that contain a subset of the information previously uploaded that excludes geographic information that exclusively pertains to areas outside the requesting Stakeholder(s) area(s) of interest (geographically limited files). The Commission will review whether the removal of geographic information is overbroad. The Stakeholder making the request may challenge the removal of geographic information, as per the terms in DA 21-318, para 6.

When a Stakeholder requests information from a Participant, your Certifying Officer will be notified via e-mail, and all authorized users associated with your organization will be able to view the requests in the ELAP system.

The Participant user has **four business days from the date the Stakeholder submits its AoC** (and the Participant user is notified via email) to submit a replacement file. The Due Date column in the View Requests table of the 'Manage Access Requests' page indicates how much time is left to select 'Replace' and upload a new file. Once this due date has passed, the Participant user may not 'Replace' a file using the system. Please be **extremely cautious** when replacing files so that you do not send the wrong file unintentionally to the requesting Stakeholder(s). If you replace the wrong file please e-mail [elap@usac.org](mailto:elap@usac.org) immediately.

**Help with Uploading**

- [Manage Requests Instructions](#)
- [Locations Data Upload Template](#)

If the Participant user would like to review the Participant filings prior to taking any action available through the 'Manage Access Requests' Page (see below), the user may select the Manage Uploads Tab. While the 'Manage Uploads' page enables the user to review the Participant filings, the user may not alter the filings.

From the 'Manage Access Requests' Page, using the table at the bottom of the page (see screen shot below) the Participant user can:

1. Grant or Object to the requests (submitted AoCs) of identified Stakeholder(s)
2. Approve Access to all Files or to Geographically Limited Files.
3. Download Stakeholder Information to which the user has been granted access

The following sections will take you through each of the three steps listed above.

## 'Grant' Stakeholder Access to Participant Information

On the 'Manage Access Requests' page, under the View Requests Tab, the Participant user can view certain information related to any registered stakeholder that has requested access to the Participant information. Pursuant to the registration process for stakeholders, any stakeholder identified here has already demonstrated a direct interest in receiving broadband service in the Participant's relevant supported areas.

From this page, the Participant user may 'Grant' each stakeholder access to Participant's confidential information from the Permissions column in the View Requests table. Each row of the table is a different stakeholder. If the Participant user selects 'Grant' access, the Participant user will be taken to the Assign View Permissions Page, discussed below.

The 'Grant' selection is only available if at least one relevant stakeholder user has completed the AoC (which copy will have

**3. Select a File to Replace**

File to Replace ▼

**4. Select a File for Upload**

Choose File

[View Requests](#) [Replacement Files](#) [View Challenges](#) [Stakeholder Files](#)

Select a SAC

All ▼

Displaying 1-4 of 4 files

SAC	Stakeholder Type	Request ID	Status	Due Date <span style="font-size: 0.8em;">⌵</span>	Permissions <span style="font-size: 0.8em;">⌵</span>
439073	Tribal Government	101013	In Progress	05/02/2022 19:13:36 PM	Grant   Object
439073	State Government	101011	In Progress	04/25/2022 15:26:00 PM	Grant   Object
439073	State Government	101012	Completed	04/25/2022 15:26:00 PM	Grant   Object
449089	State Government	101010	Pending	03/11/2022 17:00:00 PM	Grant   Object

Show 10 files/page

1 of 1 pages

been forwarded to the Participant user through its registered e-mail). By completing the AoC, the Stakeholder user agrees to treat the Participant's non-published information per the terms and conditions of the Protective Order.

Keep in mind that the Participant user will be blocked from selecting 'Grant' or 'Object' if the Participant user has not yet completed the AoC for the Stakeholder.

### Grant

Selection of the "Grant" Action allows the Stakeholder to access your certified information immediately.

We encourage this Grant because it helps facilitate the FCC's determination of whether and the extent to which the Participant's defined deployment obligation should be reduced.

We further suggest, however, that prior to selection, you review your evidence files to ensure that they do, not contain third-party Personally Identifying Information (PII).

If your files contain Personally Identifiable Information, do **NOT** select Grant; instead notify USAC at [elap@usac.org](mailto:elap@usac.org).

**Signature**

06/14/2022

**Cancel** **Submit**

### ‘Object’ to the Stakeholder Request for Access

The Participant user may also ‘Object’ to the Stakeholder request for access. When ‘Object’ is selected, a pop-up explains that the Participant user must submit an Objection in writing that describes the reason(s) the Stakeholder user should not be provided access as per the terms and conditions of the Protective Order. The Participant user must submit this Objection to USAC via [elap@usac.org](mailto:elap@usac.org).

The Participant user must, in accordance with the terms of the Protective Order, **directly serve** a copy on Counsel representing, retaining or employing such person, or serve it directly on the Stakeholder submitting the AoC if he or she does not have counsel.

[The Objection must be submitted to USAC and directly served on the Stakeholder, in accordance with the terms of the Protective Order as described above, within \*\*three \(3\) business days\*\* after that the Participant receives notice of the Stakeholder user submission of the AoC via e-mail.](#)

The Objection will be reviewed by the FCC and the FCC will decide, based on the merits of the Objection, whether to grant or deny access to the Participant information (subject to Participant appeal), as per the terms of the Protective Order. If the ‘Objection’ is denied, the Stakeholder may be provided with additional time to file challenge information.

When the ‘Object’ button is selected, a pop-up window provides notice that the Participant user must submit an Objection that is formatted in accordance with FCC rules and requirements.

Object

Selection of the "Object" Action indicates that you intend to submit an official objection under the terms of the Protective Order. The Objection must include an explanation for why the party signing the acknowledgment should not be provided with access.

The Objection must follow FCC formatting rules and requirements in 47 CFR Part 1. The Objection must be directly served on the Stakeholder following procedures specified in 47 CFR 1.7.

The Objection must be submitted to USAC and directly served (in accordance with the terms of the Protective Order as described above), within **three business days** after that the Participant receives notice of the Stakeholder user submission of the AoC.

You may request confidential treatment of this Objection with respect to all parties other than the Stakeholder in accordance with the procedures under 47 CFR 1.049.

Submit this request to USAC via [elap@usac.org](mailto:elap@usac.org).

Signature

06/14/2022

## Approve Access to all Files or to Geographically Limited Files

If the Participant user selects 'Grant' for a stakeholder, he/she will be taken to the 'Assign View Permissions' page.

The 'Assign View Permissions' page allows the Participant user to download a copy of the relevant Stakeholder user's executed Acknowledgement of Confidentiality. The Participant user may also download a copy of the relevant Stakeholder's geographic area of interest by SAC and census block numbers. Such information is made available so that Participant may decide whether to immediately make its information available to the requesting Stakeholder user or whether to instead submit a Geographically Limited copy (replacement file) in the system.

**Assign View Permissions**

The 'Assign View Permissions' page allows you to view details of the Stakeholder request to view your files. In the Stakeholder Documents section you will find: 1. Stakeholder Geographic Interest which defines the verifiable geographic interest of the Stakeholder, 2. Stakeholder Acknowledgement of Confidentiality showing the signed 'Acknowledgement of Confidentiality'. You can approve or replace the files listed under 'Determine File Access' table. You may view the locations data, methodology and evidence files you have uploaded or you may replace them with new data files that contain a subset of the information previously uploaded that coincides more specifically with the verified geographic interest of the requesting Stakeholder(s). If you have finished assigning view permissions, you can return to the previous screen by clicking the 'Manage Access Requests' button at the bottom of this page.

SAC	censusblock*
449089	4.8145E+14
449089	4.8245E+14
449089	4.8051E+14
449089	4.805E+14
449089	4.8334E+14
449089	4.833E+14
449089	4.8432E+14
449089	4.8338E+14
449089	4.8148E+14
449089	4.8148E+14
449089	4.8148E+14
449089	4.8097E+14

**Stakeholder Documents**

- [Geographic Interest](#)
- [Stakeholder Acknowledgement of Confidentiality](#)

**Assign View Permissions**

The 'Assign View Permissions' page allows you to view details of the Stakeholder request to view your files. In the Stakeholder Documents section you will find: 1. Stakeholder Geographic Interest which defines the verifiable geographic interest of the Stakeholder, 2. Stakeholder Acknowledgement of Confidentiality showing the signed 'Acknowledgement of Confidentiality'. You can approve or replace the files listed under 'Determine File Access' table. You may view the locations data, methodology and evidence files you have uploaded or you may replace them with new data files that contain a subset of the information previously uploaded that coincides more specifically with the verified geographic interest of the requesting Stakeholder(s). If you have finished assigning view permissions, you can return to the previous screen by clicking the 'Manage Access Requests' button at the bottom of this page.

**Stakeholder Documents**

- [Geographic Interest](#)
- [Stakeholder Acknowledgement of Confidentiality](#)

## Approve File Access for Stakeholders

If the Participant user wants to grant the requesting Stakeholder user immediate access to one or more files, the Participant user should go to the 'Determine File Access' table and select the relevant file(s) using the check box in the first column of the table. When one or more boxes are checked, a button will appear on the top left of the table to 'Approve' and 'Replace.'

To approve the sharing of the complete file, select the 'Approve' button. Once selected, an Approve window will pop-up confirming that the Participant user intends to share this file. If the Participant user does not want to share this file at this time, select 'Cancel'. Otherwise, select 'Submit.'

The status column on the 'Determine File Access' table will indicate that the file has been 'Assigned.' At this point, the Stakeholder user will be able to access the file.

**Determine File Access**

1 selected **Approve** **Replace** ✕ Deselect All

<input type="checkbox"/>	File Name	File Type	Status ⓘ	Action
<input type="checkbox"/>	██████████ UAT DATA S...	Location Data	Not Assigned	<a href="#">Download</a>
<input checked="" type="checkbox"/>	ELAP ██████████.png	Evidentiary Support	To Be Replaced	<a href="#">Download</a>
<input type="checkbox"/>	ELAP Updated ██████████	Methodology	Not Assigned	<a href="#">Download</a>

**Manage Requests**

**Approve** ✕

You have chosen to approve 1 selected file(s) for the stakeholder view.

To continue with this action, click 'Submit'.  
To cancel this action, click 'Cancel'.

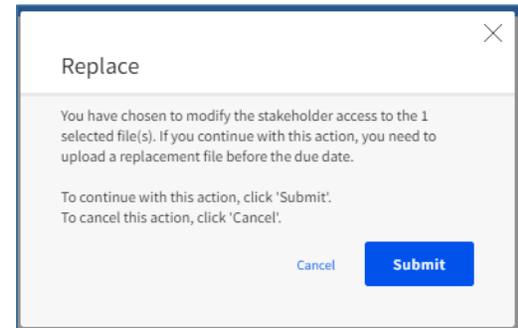
[Cancel](#) **Submit**

### Submit Geographic Limited Files (Subject to FCC Review).

The Participant user may remove geographic information from one or more of its filings per the terms of the Protective Order. As per the terms of that Order, the Participant user may remove ELAP confidential information that clearly and exclusively relates to locations and areas outside of a) the relevant census blocks where the specific Stakeholder has demonstrated a verifiable interest in ensuring service and b) those census blocks bordering the relevant census blocks. Note that state governmental entities will have an interest in the entire Participant’s supported areas within the state and therefore, in these cases, the Participant may not make geographic limitations for this stakeholder user.

The Participant user has **four (4) business days from the date the Stakeholder submits its AoC** (the Participant user is notified via email at this time) to submit a replacement file. The Due Date column in the View Requests table of the ‘Manage Access Requests’ page indicates how much time is left to select ‘Replace’ and upload a new file. Once this due date has passed, the Participant user may not ‘Replace’ a file using the system.

To submit one or more Geographically Limited Replacement Files, select the file(s) to be replaced using the check box in the first column of the ‘Determine File Access’ table. Select ‘Replace’ at the top left corner of the table. Once selected, a ‘Replace’ confirmation notice will pop-up. Select ‘Submit’. The Participant user does not have to upload a Replacement file at the time it makes this selection (see below process for uploading). If the Participant user no longer wants to replace the file, however, it should select ‘Cancel’ when reentering the system



Once the user has submitted the replacement request, the 'Determine File Access' table status column will indicate that the specific file is in 'To Be Replaced' status. Return to the 'Manage Access Requests' Page to submit a replacement file. From this page, complete the following steps 1-4:

1. Select a SAC from the available dropdown list
2. Select the relevant Request ID from the available dropdown list (shown in the 'View Requests' table at the bottom of the page)
3. Select the file to be replaced with a Geographically Limited File from the available dropdown list.
4. Select 'Choose File' to upload the Geographically Limited File from the Participant user's computer (double click file name from pop-up).

The screenshot shows a form with four numbered steps, each with a dropdown menu:

1. Select a SAC: A dropdown menu with 'SAC' selected.
2. Select a Request ID: A dropdown menu with 'Request ID' selected.
3. Select a File to Replace: A dropdown menu with 'File to Replace' selected.
4. Select a File for Upload: A blue button labeled 'Choose File'.

After completing these steps, select 'Replacement Files' Table at the bottom on the page to view and download the Replacement File. Any ELAP user with access to the Participant user account may download this 'Replacement File' for review.

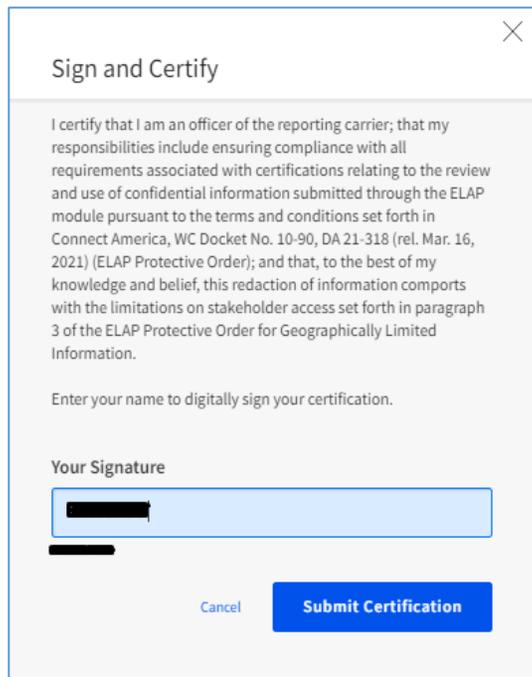
The screenshot shows a table with the following data:

View Requests	Replacement Files	View Challenges	Stakeholder Files					
1 selected <b>Certify</b> <span style="float: right;">X Deselect All</span>								
<input checked="" type="checkbox"/>	SAC	File Name	File Type	Stakeholder Type	Request ID	Filing Status	Certified	Actions <span style="font-size: small;">(i)</span>
<input checked="" type="checkbox"/>	439073	DetailedRegistrationInst...	Evidentiary Support	State Government	101012	Certified	04/19/2022 16:15:49 PM	Download

To complete the Replacement process, an officer of the Participant with the requisite responsibilities must certify the Replacement File and confirm the certification.

To Certify and Confirm, select the Replacement File from the Replacement File Table using the checkbox. Select the 'Certify' button that will appear at the top left of the Table.

Once you select 'Certify,' a 'Sign and Certify' pop-up window will appear to be signed and submitted. The Certifying Officer may cancel this certification instead of signing. If the Certification and Confirmation is not completed within the four day time frame indicated above, however, the Participant loses any right to submit a Geographically Limited File in lieu of the complete file. After 'Submit Certification,' is selected, a pop-up 'Certification Confirmation' page must be completed by the Certifying Officer by selecting 'Okay.' This completes the Replacement process



**Sign and Certify**

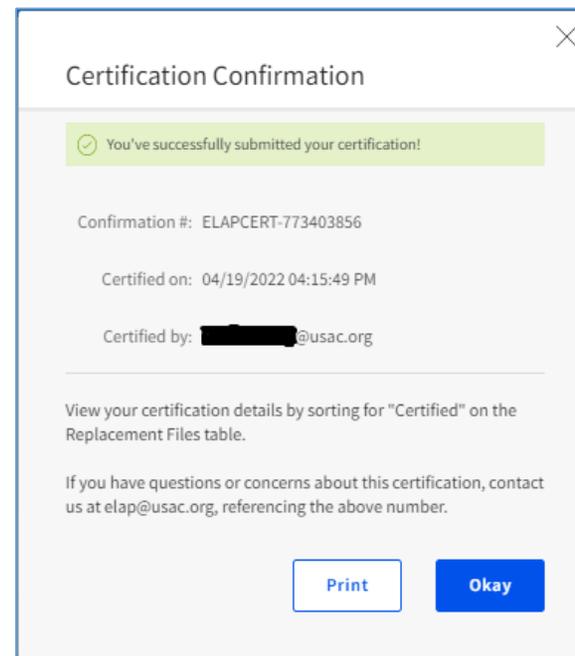
I certify that I am an officer of the reporting carrier; that my responsibilities include ensuring compliance with all requirements associated with certifications relating to the review and use of confidential information submitted through the ELAP module pursuant to the terms and conditions set forth in Connect America, WC Docket No. 10-90, DA 21-318 (rel. Mar. 16, 2021) (ELAP Protective Order); and that, to the best of my knowledge and belief, this redaction of information comports with the limitations on stakeholder access set forth in paragraph 3 of the ELAP Protective Order for Geographically Limited Information.

Enter your name to digitally sign your certification.

Your Signature

[Redacted Signature]

Cancel Submit Certification



**Certification Confirmation**

✔ You've successfully submitted your certification!

Confirmation #: ELAPCERT-773403856

Certified on: 04/19/2022 04:15:49 PM

Certified by: [Redacted]@usac.org

View your certification details by sorting for "Certified" on the Replacement Files table.

If you have questions or concerns about this certification, contact us at [elap@usac.org](mailto:elap@usac.org), referencing the above number.

Print Okay

## Download Stakeholder Information

When a Stakeholder in your SAC has certified their information and the terms of the Protective Order have been met by both parties, you will receive a notification that certified Stakeholder data is available for download through the ELAP system. At this time you may also request a Map View Report (MVR) from USAC by sending a request to [elap@usac.org](mailto:elap@usac.org). The request must include An MVR will display the certified Stakeholder locations in relation to the certified Participant locations in a PDF map view of your SAC.

On the 'Manage Access Requests' page you can select the 'View Challenges' tab at the bottom of the page.

## ELAP Challenge Notification

A stakeholder has challenged your ELAP information as published on the ELAP Map, <https://data.usac.org/publicreports/elap-map/> and the Commission's website, <https://www.fcc.gov/auction/903>, by submitting its own location information. You may seek access to the stakeholder's certified challenge information pursuant to the terms and conditions of the FCC's Protective Order (DA 21-318). As stated in that Order, you must sign an acknowledgement that access to this Stakeholder information is subject to the Protective Order at least five days prior to receiving access. You must submit this acknowledgement through the ELAP module at <https://forms.universalservice.org/portal/login>.

The stakeholder has three days from the date you submit your acknowledgement to challenge your access, and you will have two days to submit a reply to that challenge. If challenged, the Commission will decide your access rights and notify you of the decision. The stakeholder may also choose to waive the five-day period and will so indicate this choice in the ELAP system. Subsequent to access, the stakeholder may update, amend or otherwise change this information and recertify it. When this occurs, the stakeholder's previously certified data will be deleted. If this occurs, you will receive this notification again and you will not have access to the deleted information through the system.

Once you complete the proscribed Protective Order process for the relevant Study Area being challenged, you may view the Stakeholder Challenge Information. There may be a processing period between the Stakeholder certification and the release of any information.

SAC:  
439073

For more information about or assistance with the Manage Access Requests module, please contact USAC at [elap@usac.org](mailto:elap@usac.org).

Note: If you believe you have received this Data Request notification in error, please notify USAC immediately at (888) 641-8772 or [elap@usac.org](mailto:elap@usac.org).

Sincerely,  
The ELAP Team  
Universal Service Administrative Company

View Requests
Replacement Files
View Challenges
Stakeholder Files

Select a SAC

All
▼

Displaying 1-1 of 1 records

Challenge ID	SAC	Stakeholder Type	Locations <span style="font-size: 12px;">i</span>	Certified On	Number of Files	Status <span style="font-size: 12px;">i</span>	Action
2	439073	State Government	40779	05/03/2022 11:23:14 AM	3	Approved	<span style="border: 2px solid #0070C0; border-radius: 50%; padding: 5px 15px; color: #0070C0;">View Files</span>

Show 10 records/page

< 1 > of 1 pages

In the 'Actions' column of the table you can access the files by selecting the 'View Files' link. This will take you to the 'Stakeholder Files' tab where you can choose which certified Stakeholder files you wish to download.

The screenshot shows the 'Stakeholder Files' tab for Challenge ID: 2. It displays a table with three files. The 'Download' column header and the first download icon are circled in blue.

File Name	File Type	Download
ELAP CB DATA.csv	Evidentiary Support	
Stk_OK_stategov Location...	Location Data	
USAC Information Methodo...	Methodology	

At the bottom, there is a pagination control: 'Show 10 files/page' and '1 of 1 pages'.