

Eligible Locations Adjustment Process (ELAP) Module:
Stakeholder Protective Order 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">• Internet Explorer version 11• Safari version 10 and above• Edge version 14 and above• Chrome version 51 and above• Firefox version 46 and above
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.

Confirm Stakeholder Information

Registered Stakeholder users can login to the ELAP module after the opening of the Stakeholder Challenge window. When a stakeholder user logs in for the first time, it must complete the User Agreement Acknowledgment. This consists of four screens asking the stakeholder user to review and confirm certain information, including 1) the accuracy of identifying information submitted during the registration process ('Information Confirmation' screen), 2) the accuracy of the Stakeholder's geographic area of interest identified during registration ('Geographical Confirmation' screen), 3) the absence of any controlling interest in a competitor (Competitive Interest Disclosure), and the 4) receipt of the Privacy Act Notice.

Navigate to the first screen, the 'Information Confirmation' screen, and review the information including State, EIN, Physical Address, Mailing Address, Contact Name, Email, Telephone, and as applicable, the name of the Agent accepting service of process on behalf of the Stakeholder. If this information is accurate, select the confirmation box at the bottom of the screen, and select 'Next'

Information Confirmation

Geographical Confirmation

Competitive Interest Disclosure

Privacy Act Notice

State: OK

Employer ID (EIN): [redacted]

Physical Address: [redacted]

Mailing Address: Same as Physical Address

Contact Name: John Test

Email: [redacted]

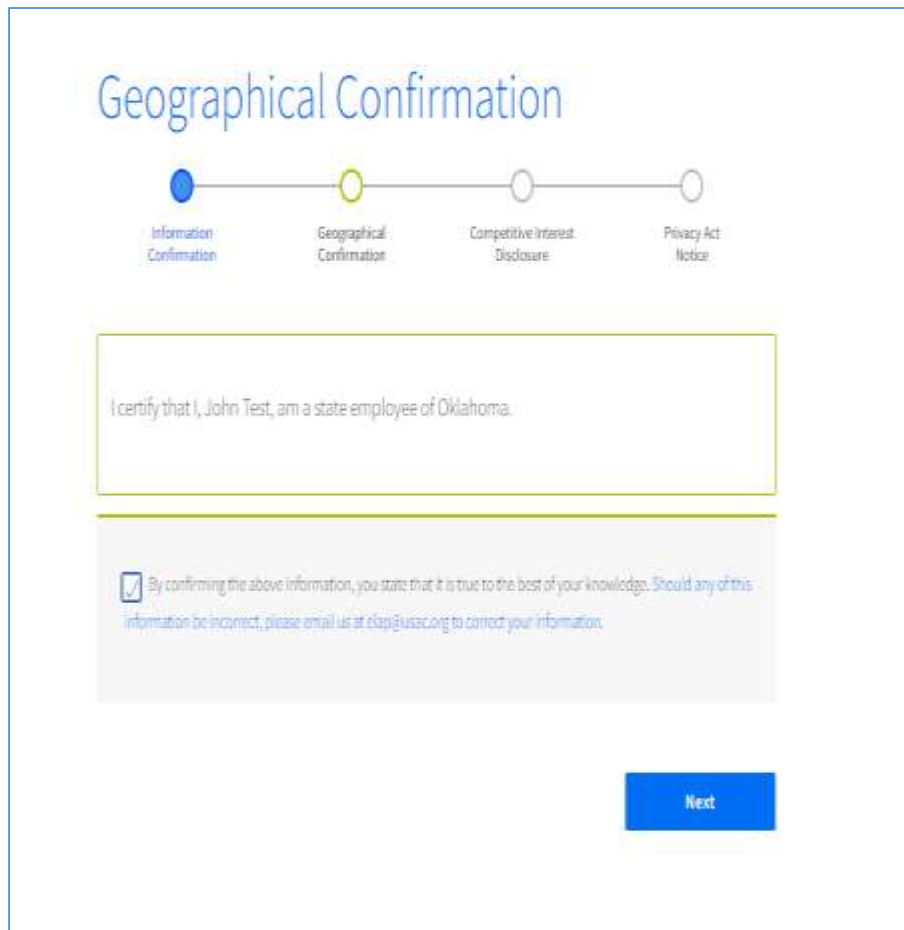
Telephone: [redacted]

Agent: -

☐ By confirming the above information, you state that it is true to the best of your knowledge. Should any of this information be incorrect, please email us at usag@usa.gov to correct your information.

Next

A second screen, the 'Geographical Confirmation' screen, requires that the Stakeholder user confirm that it is directly associated with the Stakeholder and the geographic area of interest of that Stakeholder. Confirm the accuracy of this information by selecting the box at the bottom of the screen and select 'Next'



The screenshot shows the 'Geographical Confirmation' screen. At the top, the title 'Geographical Confirmation' is displayed in blue. Below the title is a progress bar with four steps: 'Information Confirmation' (blue circle), 'Geographical Confirmation' (yellow circle), 'Competitive Interest Disclosure' (grey circle), and 'Privacy Act Notice' (grey circle). The 'Geographical Confirmation' step is highlighted. Below the progress bar is a text input field with the placeholder text 'I certify that I, John Test, am a state employee of Oklahoma.' Below the input field is a checkbox with a blue checkmark. To the right of the checkbox is the text: 'By confirming the above information, you state that it is true to the best of your knowledge. Should any of this information be incorrect, please email us at elap@usac.org to correct your information.' At the bottom right of the screen is a blue button labeled 'Next'.

The fourth screen, the "Privacy Act Notice" screen, provides the user with a Privacy Act Notice. This notice provides essential information concerning the collection and use of Personally Identifying Information (PII) in the ELAP module. The user must indicate that it has received and reviewed the notice by digitally signing the notice (by entering the username exactly as it appears below the signature box) and selecting 'Submit.' If you do not wish to sign the Privacy Act Notice, please e-mail elap@usac.org.

```
graph LR; A[Information Collection] --> B[Consent or Acknowledgment]; B --> C[Consent or Acknowledgment - Disclosure]; C --> D[Privacy Act Notice]
```

The diagram illustrates the process of a Privacy Act Notice. It starts with 'Information Collection', followed by 'Consent or Acknowledgment', then 'Consent or Acknowledgment - Disclosure', and finally 'Privacy Act Notice'. The first three steps are connected by a solid line, while the last step is connected by a dashed line.

Once signed, the user will receive a notice confirming successful completion of the User Agreement Acknowledgement.

Request Participant Information

Upon successful completion of the confirmation screens, the user will see the 'Request Participant Information' screen.

From this screen, you may:

1. Request information from the Participant(s) and Grant access to your information
2. View the status of the Stakeholder user request to access Participant Information
3. Download information to which the Stakeholder has been granted access
4. Act on any Participant request to access the Stakeholder's information

Universal Service Administrative Co. Eligible Location Adjustment Process

Request Participant Information Challenge Information Upload

Request Participant Information

The ELAP Stakeholder modules allow you to request and view, pursuant to the terms and conditions of the Protective Order, DA 21-318, all files submitted by the relevant Participants, including location, methodology and evidentiary files. For detailed instructions on file types and how to request the files uploaded by the Participant for your state, please select [Stakeholder User Instructions](#) link under Help with Requests.

To begin your request, follow the steps listed below.

Select one or more Participants from the Participant Summary Table below.
Click on Request button that will appear in the action bar above the table once a selection is made.

Participant Information Status Participant Files

State: OK

1 selected Request X Deselect All

<input checked="" type="checkbox"/>	Service Area	Participant	Locations ⓘ	Certified On ⓘ	No. of Files	Actions ⓘ
<input checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	40,779	04/19/2022 10:41:12 AM	3	Grant Object

Once you have signed the AoC you may then ‘Grant’ access to your own Stakeholder Information so that the Participant can make a determination on the type of information that is relevant to share (All information or Geographically Limited information). Participant access to, and use of, this information is governed by the terms and conditions of the Protective Order, [DA 21-318].

Acknowledgment of Confidentiality

I hereby certify that I am:

☒ A person who is providing access to Confidential Information submitted by participants receiving OR funding to provide confidential services in the Study Area; where I have established a confidential relationship with the participant.

I hereby acknowledge that I have received and read a copy of the Research Protection Order in the appropriate proceeding, and I understand it.

I agree that I am bound by the terms of the Protection Order and that I will not disclose or use Confidential Information except as allowed by the Protection Order.

I acknowledge that a violation of the Protection Order is a violation of an order of the Federal Communications Commission (FCC), and I further acknowledge that the Commission, which has full authority to enforce appropriate sanctions for violations of the Protection Order, including but not limited to suspension or revocation of FCC licenses, has already issued the Commission's findings, conclusions, orders and/or sanctions, and consent of further access to Confidential or highly confidential information in this or any other Commission proceeding.

I acknowledge that nothing in the Protection Order limits any other rights and remedies available to a Submitting Party, all use or misuse against the RFI and Confidential Information is a violation not authorized by the Protection Order.

I hereby certify that no one is involved in the Research Protection Hearing.

I affirm, under the penalty of perjury, as the person that I am an employee, officer, or sole owner, partner or agent, either then or at any time, that I am not bound by, or subject to, or subject to any other order or agreement, or acknowledgment, or agreement not making that my name be any other order or agreement as a result of the Protection Order in the way in which the capacity as I am bound or subject to consent to a party or as an employee of Federal, State, or Local, or Tribal Entity, and I agree that I will not use such information in any other capacity.

I acknowledge that it is my obligation to ensure that Confidential Information is not disclosed in a disclosed manner as specifically permitted by the terms of the Protection Order, and I understand that I am in possession of Confidential Information in my possession or in the possession of those who work for me, or in the possession of other Submitting Parties, except as provided in the Protection Order.

I certify that I have verified that there are no prior prohibitions of my firm or office to submit substantially similar information to the Protection Order.

Capitalized terms used herein are as otherwise defined and have the meanings ascribed to them in the Protection Order.

Signature

John Doe

Date

01/01/2022 02:01 PM PST

First (optional)

Telephone (optional)

Organization (optional)

Extension (optional)

Additional Contact Email (optional)

Cancel

Submit

View Status of Information Requests

The Participant has three business days to ‘Grant’ or ‘Object’ to your information request. You can track the status of your request from the "'Request Participant Information' page by selecting the ‘Status’ tab above the table displayed at the bottom of the page. When the Status column in the table shows ‘Approved’ you will be able to select the ‘View Files’ link.

Participant Information

Status

Participant Files

State: OK

Displaying 1-1 of 1 files

Service Area	Participant	Locations 1	Decision Due On	Status 1	Actions
		40,779	04/25/2003 15:26:00 PM	Approved	View Files

Show 10 /page of 1 pages

Grant or Object to Participant Request to Access Information

You will receive notice via email when a Participant user signs an AoC requesting access to the Stakeholder Information. YOU MUST ACT on this notice by granting access or objecting WITHIN THREE BUSINESS DAYS OF RECEIVING THIS EMAIL NOTICE. If you do not act within this time frame, the information you submitted may be disclosed to the requesting Participant user. If the three days expire before you have acted on the notice, immediately contact the FCC at ELAP@fcc.gov for further information.

Granting Participant Access to Stakeholder Information

From the “Request Participant Information” page, the certifying officer of the Stakeholder with oversight responsibilities may ‘Grant’ a requesting Participant user access to the Stakeholder’s certified information.

A pop-up screen will ask that you acknowledge that the selection of the ‘Grant’ link will provide the Participant with access to: 1) all information certified by the Stakeholder at any time during the Stakeholder filing window (including amendments or other changes), 2) information concerning the type of stakeholder you are (individual, City/County Government, State Government, Tribal Government, or Small Business), and 3) the specific census blocks in which you have established a direct interest during the registration process. You must digitally sign this acknowledgement by typing in the user signature as presented below the signature line and select ‘Submit’ to complete this process.

×

Grant

Selection of the "Grant" Action allows Participant to access your certified information immediately and throughout the filing window (to the extent that information is altered and recertified).

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

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

Your Signature

OK State

04/19/2022 03:18 PM EDT

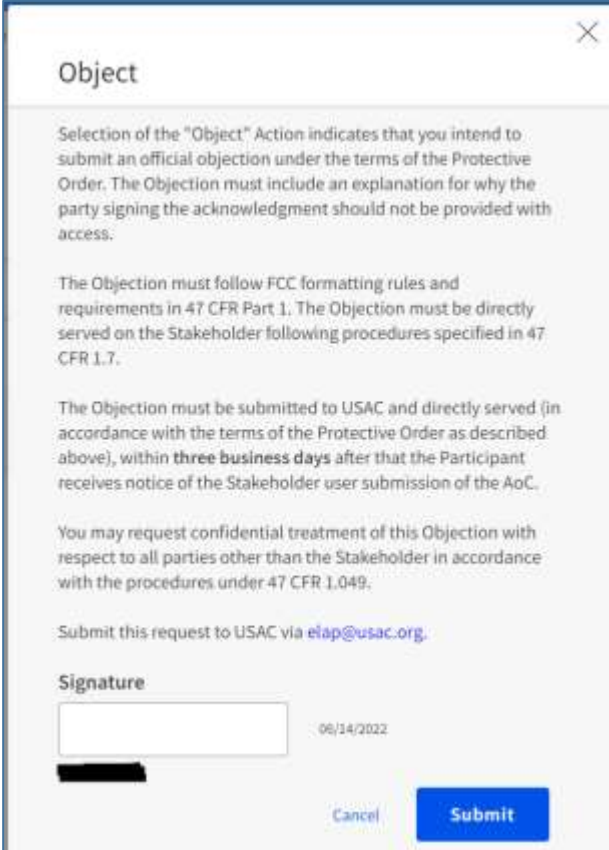
Cancel

Submit

Objecting to Participant Access

Alternatively, the Stakeholder certifying officer may 'Object' to the Participant user's access to the Stakeholder Information. To object, you must select the 'Object' link for the particular Participant user making a request. A pop-up window will instruct you on next steps that must be taken and request that you sign and submit an acknowledgement that these steps must be completed within three (3) days of the receipt of the Notice of Confidentiality.

Specifically, you must submit a written objection to USAC and serve a copy directly on the requesting Participant's Counsel or the Participant user. The Objection must conform to FCC rule requirements. A formatted and timely submitted Objection will trigger the obligation of the FCC to decide whether and the extent to which the Participant should be granted or denied access (subject to appeal).



The screenshot shows a pop-up window titled "Object" with a close button (X) in the top right corner. The window contains the following text:

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.

Signature

[Redacted Signature] 06/14/2022

Cancel Submit

View and Download Participant Information

After the 'status' (in the table at the bottom of the screen) shows 'Approved', you can select the 'View Files' link and you will be taken to the next tab in the table called 'Participant Files.' From this tab, you may select one or all of the Participant information files to which you have been granted access and download the files by selecting the Download icon (a downward arrow with an underlying bracket).

Participant Information

Status

Participant Files

Provider: AMG Technology Investment Group LLC

State: OK

Displaying 1-3 of 3 files

File Name	File Type	Download
██████ OK UAT DATA S...	Location Data	↓
DetailedRegistrationInst...	Evidentiary Support	↓
ELAP Updated ██████ ...	Methodology	↓

Show

10

files/page

<

1

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of 1 pages