

**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"> <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.

## 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'

elap@usa.gov to correct your information.' A blue 'Next' button is located at the bottom right of the screen."/>

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 [elap@usa.gov](mailto:elap@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'

Geographical Confirmation

Information Confirmation   Geographical Confirmation   Competitive Interest Disclosure   Privacy Act Notice

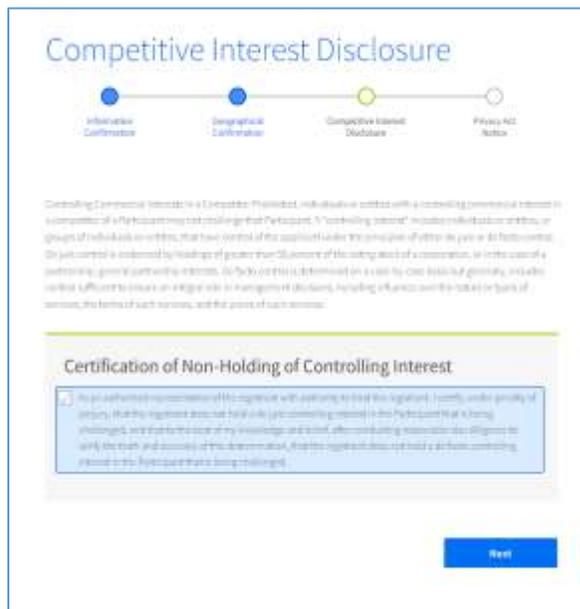
I certify that I, John Test, am a state employee of Oklahoma.

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](mailto:elap@usac.org) to correct your information.

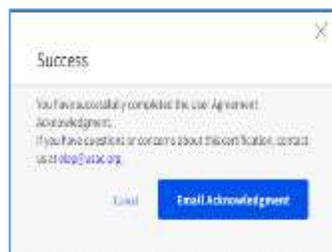
Next

The third screen, the 'Competitive Interest Disclosure' screen, requires that the Stakeholder user certify that it does not hold a controlling interest in a competitor of the Participant that the Stakeholder may challenge. To complete this screen, review the description of the competitive interest restriction, and if true as it applies to the user, certify that the user does not hold a controlling interest. Select '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](mailto:elap@usac.org).



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

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 <b>Request</b> <span>✕ Deselect All</span>						
<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

**Any Stakeholder user wishing to view confidential Participant confidential information must digitally sign and submit an Acknowledgement of Confidentiality (AoC).** This governs your access to the Participant non-public information and is necessary to allow the Participant to access Stakeholder information regarding its geographic area of interest so as to permit the removal of any information that pertains exclusively to areas outside of the Stakeholder’s area of interest. As per the terms of the Protective Order (DA 21-318), access will be determined on a person by person basis (with the exception of Counsel and support personnel). Participant access to, and use of, this information is governed by the terms and conditions of the Protective Order, DA 21-318.

To request access to Participant confidential information, navigate to the table at the bottom of the 'Request Participant Information' page. You will see a 'Participant Information' table that shows the name of the Provider with a supported area corresponding to your area of interest. Select the check box in the first column next to the Participant name.

Once you select a Participant, a pop-up screen will display the AoC. To execute this document, click the checkbox at the top of the page, and sign the document by entering the username exactly as it appears below the signature box. You may also fill in optional fields to provide the Participant with additional information, as applicable, to help facilitate communications between you and the Participant. You may also add an e-mail address to send a copy of the AoC to other individuals associated with the Stakeholder.

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 am the stakeholder seeking access to confidential information submitted by Participants, seeking GRANTING to provide confidential services in the State of New York, where I have established a website located at [www.usac.gov](http://www.usac.gov).

I hereby acknowledge that I have received and read a copy of the foregoing Protective Order in its entirety, including its terms, conditions, and limitations.

I agree that I am bound by the terms of the Protective Order and that I will not disclose or use confidential information received or obtained by the Protective Order.

I acknowledge that a violation of the Protective Order is a violation of an order of the Federal Communications Commission (FCC). I further acknowledge that the transmission, release, or disclosure of confidential information in violation of the Protective Order, including but not limited to, submission or placement of confidential information from a provider to the Commission, public use, and other use, and other of confidential information is prohibited by the Protective Order.

I acknowledge that nothing in the Protective Order limits any other rights and remedies available to a Submitting Party, or me or to equity against me if I use confidential information in a manner not authorized by Protective Order.

I certify that I am not a stakeholder in a competitive bidding process.

Without limiting the foregoing, in the event that I have any employment, affiliation, or ties with any person or entity other than a stakeholder provider, I hereby certify that I will not disclose or release confidential information received or obtained by the Protective Order to any other person or entity as a result of the Protective Order in any way, in any capacity, or through or through a consultant or a party or an employee of a provider, stakeholder, or other party, 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 disseminated or disclosed except as specifically permitted by the terms of the Protective Order and to obtain that consent in accordance with the Protective Order in my possession, in the possession of those who work for me, or in the possession of other stakeholder providers, except as provided in the Protective Order.

I certify that I have read and understand the terms and conditions of the Protective Order, including its terms, conditions, and limitations.

Confidential terms apply to my services and I will not disclose confidential information to any other stakeholder provider.

Signature:

Date:

Name (optional):

Telephone (optional):

Extension (optional):

Organization (optional):

Additional Contact Email (optional):

## 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 <sup>1</sup>	Decision Due On	Status <sup>1</sup>	Actions
████	████████████████████	40,779	04/25/2022 15:26:00 PM	Approved	<a href="#">View Files</a>

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](mailto: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**

04/19/2022 03:18 PM EDT

OK State

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).

**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

## 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  files/page




 of 1 pages