

**High Cost Universal
Broadband (HUBB)**
User Guide

Contents

Home Page	3
Manage Upload page	5
File Upload Details	7
The HUBB will not accept any data with errors.	9
Location Details Page	15
Milestone Certification and Reporting Page.....	19
Updating Previously Certified Records	20
Bulk Modifications	22
Bulk Deletion.....	26
Annual Certification	28

Carriers participating in modernized Connect America Fund (CAF) programs must file broadband deployment data with USAC's HUBB (High Cost Universal Broadband) portal showing where they are building out mass-market, high-speed Internet service using CAF support. This information includes latitude and longitude coordinates for every location where service is available. This user guide provides a step-by-step overview of the HUBB filing process.

Home Page

Users will land on the below screen after logging into the HUBB via the USAC E-File system.

The screenshot shows the HUBB Broadband Portal interface. At the top left is the USAC logo and 'Universal Service Administrative Co. Broadband Portal'. On the right is a 'Sign Out' button. Below the header is a navigation bar with 'Home', 'Manage Uploads', 'Location Details', 'Milestone Certification and Reporting', and 'Annual Certification'. A yellow notification banner states: 'Carriers with a 2024 deployment milestone must complete an additional milestone certification as part of the annual HUBB filing - including separate milestone certifications for separate deployment obligations by speed tier - by March 3, 2025.' Below this is a dropdown menu for 'Select Holding Company/ Carrier Name' with '4 IP TECHNOLOGY AND MEDIA, LLC dba NEXSTREAM' selected. The main heading is '4 IP TECHNOLOGY AND MEDIA, LLC dba NEXSTREAM'. Under 'Deployment Information', there are three dropdowns: 'Fund' (RDOF), 'State' (TX), and 'Year' (2024). Below this is a progress bar for 'Progress for 4 IP TECHNOLOGY AND MEDIA, LLC dba NEXSTREAM'. The progress bar shows a grey bar representing progress towards a 'Total Buildout Target' of 3273. A legend below the bar identifies three categories: 'Locations certified towards target' (blue), 'Locations saved but not certified (Not yet counted towards your Target)' (yellow), and 'Locations not saved or certified' (grey).

Locations Overview as of 2024

Locations Information

0 Total Uploaded

0 Saved But Not Certified

0 Certified 

My Study Areas

Percentage towards Milestone

SAC	Percentage
449102	0%

[See all milestones](#)

Recent Activity

November 18, 2024

1 location(s) certified by krishna@usac.org at 09:15 AM

October 28, 2024

1 location(s) certified by new@usac.org at 03:58 PM

October 24, 2024

2 location(s) certified by fabric_spo_290553@usac.org at 12:49 PM

3 location(s) certified by fabric_spo_290553@usac.org at 12:37 PM

10 location(s) saved by fabric_spo_290553@usac.org at 12:36 PM

[Download More Transactions](#)

Resources

- [Location Data CSV Template](#) 
- [Non-Fabric Detailed Instructions](#) 
- [Filing Guidance Q&A](#) 
- [Fabric CSV Template](#) 
- [Fabric \(E-ACAM\) Detailed Instructions](#) 

Users associated with multiple carriers should use the “Select Holding Company/Carrier Name” drop-down menu to view information for individual carriers.

Deployment information can be sorted by fund, state and deployment year.

The screen displays the number of locations uploaded, the number of locations that have been saved but not certified and the number of locations that have been certified.

This screen also shows progress toward deployment milestones, recent activity and HUBB resources.

Manage Upload page

Carriers upload CSV (comma separated values) files containing geolocated deployment data on the “Manage Uploads” page using the CSV template provided by USAC. This template can be found on the [HUBB resources page](#) or the HUBB [webpage](#).

To upload a CSV Template, select a Fabric or Non-Fabric template. Then select the file type from the “File Type” dropdown. If uploading a fabric file, select “Fabric CSV file.” If uploading a Non-Fabric CSV file, select “Non-Fabric CSV file.”

Note: Non-Fabric CSV template will not be accepted for Fabric funds and vice versa.

The screenshot shows the 'Broadband Portal' interface. At the top, there is a navigation bar with the USAC logo and 'Broadband Portal' text. Below the navigation bar, there is a 'Select Application' dropdown menu set to 'HUBB'. A horizontal menu contains 'Home', 'Manage Uploads' (which is highlighted), 'Location Details', 'Milestone Certification and Reporting', and 'Annual Certification'. A yellow warning banner states: 'Annual Certification will be reverted if any changes are made to a SAC, such as certifications, modifications, uploads, or deletions.' The main heading is 'Manage Uploads'. Below this, there is a paragraph: 'Use the templates below to upload, modify, and delete data. For more information, refer to the Help With Uploading Section.' To the right of this text is a 'Help with Uploading' box containing links for 'Non-Fabric Detailed Instructions', 'Fabric (E-ACAM) Detailed Instructions', and 'Filing Guidance Q&A'. Below the paragraph are two sections: 'Non-Fabric Templates' and 'Fabric (E-ACAM) Templates'. Each section contains a list of instructions with links to specific templates. At the bottom of the page is the 'Upload Files' section, which includes a form with the question 'What type of data do you want to upload?' and two radio buttons: 'Non-Fabric' and 'Fabric (E-ACAM)'. Below this is a 'File Type' dropdown menu with 'Select File Type' as the placeholder. At the bottom of the form is a blue 'Upload' button.

After a file is uploaded, the HUBB validates the data submitted.

Upload Files

What type of data do you want to upload?

- Non-Fabric Fabric (E-ACAM)

File Type

Location CSV File

Upload

✔ Your file 613006_lvald.csv has been uploaded and your records are being validated. You can wait on this page for it to finish or you can leave this page and come back later to review the validation results.

Recently Uploaded Files

Displaying 1-10 of 11 files

File Name	File Type	Uploaded	Progress	Records Uploaded	Data Errors & Warnings	Actions
613006_lvald.csv	New Locations	11/19/2024, 8:53:52 AM	Completed	22	44 22	Review Error Log Delete

File Upload Details

Once the validation process is complete, users can review the data uploaded and any associated errors or warnings by clicking on the "Review" button, which brings up the "Review" screen.

File Upload Details

Summary

These are the validation results for **HUBB New (used deleted) Locations for User Guide.csv**. To fix errors or warnings, you can either delete all the locations and upload a new file, or edit each data entry individually using the table below.

- Locations with **one or more errors** cannot be saved into the system.
- Locations with **one or more warnings** can be saved into the system.

Note: The system does not display all errors for locations in the table below. To view the errors/warning codes, select the "Edit" icon in the table or the link "Download Data Errors and Warnings" below.

3 Records Uploaded Successfully	3 Data Errors
	0 Data Warnings

Records With Issues

The Non-Fabric “File Upload Details” screen also displays a graph of errors and warnings:

Records With Issues

Show records

With warnings and errors in:

Latitude Longitude SAC

[See more filters](#) ▼

Search within

Latitude, Longitude or SAC

Latitude ▼
Search within
🔍 Search

[Download Data Errors And Warnings](#) Displaying 3 of 3 records

SAC	Latitude	Longitude	Date of Deployment	Speed Tier	State	No. of Locations	Edit
100003	44.292568	-69.005047	1/2/2020	5	ME	1	✎
100003	44.292508	-69.005095	1/2/2020	5	ME	1	✎
100003	44.292413	-69.005205	1/2/2020	5	ME	1	✎

Show 10 ▼ records/page

The Fabric “File Upload Details” screen also displays a graph of errors and warnings:

Records With Issues

Show records

With warnings and errors in:

SAC Speed Tier Date of Deployment

Fabric ID Duplicate Data

Search within

Fabric ID or SAC

Fabric ID ▼
Search within
🔍 Search

[Download Data Errors And Warnings](#) Displaying 1-10 of 10 records

SAC	Fabric ID	Date of Deployment	Speed Tier	State	View/Edit
462202	1354616612	9/23/2024	9		✎
462202	1354539838	9/23/2024	9		✎
462202	1412918982	9/23/2024	9		✎

See “Data Formatting Instructions” for details on error and warning codes.

The HUBB will not accept any data with errors.

Users can click on “Download Data Errors and Warnings” to open an Excel file containing locations with errors or warnings. Non-Fabric Excel file looks like this:

1	Study Area	Latitude*	Longitude	Date of De	Download	Address*	City*	State*	Zip Code*	# of Units	Carrier Lo	Error(s)/Warning(s)
2	415214	38.79651	-94.6203	#####	3	3100 W 18	JOHNSON	KS	66085	1		LON_DECIMAL_EQ_L_5_DIGITS
3	415214	39.09202	-94.8815	#####	3	115 S 130T	BONNER	KS	66012	1		LAT_DECIMAL_EQ_L_5_DIGITS
4	415214	39.05803	-94.9343	#####	3	935 N 153I	BONNER	KS	66012	1		DUPLICATE_LOCATION_IN_FILE
5	415214	39.05803	-94.9343	#####	3	935 N 153I	BONNER	KS	66012	1		DUPLICATE_LOCATION_IN_FILE

Fabric Excel file looks like this:

Row*	Study Area	Fabric Loc	Date of De	Download	Carrier Loc	Technolog	Other Techn	Latency	Reason Co	Error(s)/W	HUBB Location ID
1	462202	1.35E+09	#####		9				2	USER_NO	1.09E+08
2	462202	1.35E+09	#####		9				2	USER_NO	1.09E+08
3	462202	1.41E+09	#####		9				2	USER_NO	1.09E+08
4	462202	1.41E+09	#####		9				2	USER_NO	1.09E+08
5	462202	1.35E+09	#####		9				2	USER_NO	1.09E+08

Users can find this same information by scrolling to the bottom of the “File Upload Details” screen, which shows details for each error or warning and provides the option to edit individual locations. Users can filter by issue and edit individual records by clicking the icon in the “View/Edit” column to the far right.

Non-Fabric Fund example:

Records With Issues

Show records

With warnings and errors in:

Latitude Longitude SAC

[See more filters](#) v

Search within

Latitude, Longitude or SAC

Latitude v Search within

[Download Data Errors And Warnings](#)

Displaying 1-10 of 22 records

SAC	Latitude	Longitude	Date of Deployment	Speed Tier	State	No. of Locations	View/Edit
613006	61.13137139	-146.3760932	1/25/2023	1	AK	1	
613006	61.13735962	-146.3690402	1/25/2023	2	AK	1	
613006	61.1390274	-146.365471	1/25/2023	3	AK	1	
613006	61.13585373	-146.3903661	1/25/2023	4	AK	1	

Fabric Fund example:

Records With Issues

Show records

With warnings and errors in:

SAC Speed Tier Date of Deployment

Fabric ID Duplicate Data

Search within

Fabric ID or SAC

Fabric ID v Search within

[Download Data Errors And Warnings](#)

Displaying 1-10 of 10 records

SAC	Fabric ID	Date of Deployment	Speed Tier	State	View/Edit
462202	1354616612	9/23/2024	9		
462202	1354539838	9/23/2024	9		
462202	1412918982	9/23/2024	9		
462202	1412918941	9/23/2024	9		

When a user clicks on the Edit icon, the below screen appears.
Non-Fabric Fund:

Carrier Name: COPPER VALLEY TEL



This record has 2 error(s) and 1 warning(s)

[Filing Guide with Q & A](#)

Note: Fields with Warnings will be updated.
Fields with Errors will not be updated

SAC

613006

Fund

AK PLAN

Fix Latitude/Longitude and click the 'Validate' button

Longitude

-146.3760932

Duplicate data

Latitude

61.13137139

Duplicate data

Speed Tier

1

Date of Deployment

1/25/2023

Late location

State

AK

Address

0318 BIRCH CIR

Locations

1

City

VALDEZ

Carrier Location ID (Optional)

Zip

99686

Technology (Optional)

Other Technology (Optional)

Latency

Required field

HUBB Location ID

109143879

Validate

Update Location

Beginning of dialog window. Clicking outside will cancel and close the window.

Fabric Fund:

[×](#)

Carrier Name: ROGGEN TEL COOP CO

This record has **1 error(s)** and 0 warning(s) [Filing Guide with Q & A](#)

Note: Fields with Warnings will be updated.
Fields with Errors will not be updated

SAC 462202 <small>Not authorized for this SAC</small>	Fund <small>Fix SAC and click the 'Validate' button</small>	Date of Deployment 9/23/2024	
Fabric ID 1354616612	HUBB Location ID 109143747	Carrier Location ID (Optional) 	
Latitude 	Longitude 	Speed Tier 9	Units
Address 	City 	State 	Zip
Reason Code 2	Latency (Optional) 	Technology (Optional) 	Other Technology (Optional)

Validate Update Location

beginning of dialog window. Clicking outside will cancel and close the window.

Users should make any necessary edits and click “Validate.” The system then revalidates the location to determine if there are any remaining errors or warnings. If there are no errors, the “Update Location” button will become available.

On the “File Upload Details” screen, users can save locations with no errors or delete locations to be re-uploaded after errors are fixed, by clicking in the “Data Options” box.



Selecting “Save” opens a window to confirm that locations are to be saved.

Confirm Save

You uploaded a total of 3 records. If you continue, 1 of those records will be saved, and 2 will not be saved.

Will Be Saved?	Records	Note/Issue
Yes	1	0 data warnings
No	2	2 data errors 0 data warnings

Please note: Records with errors cannot be edited after the "Save" button is clicked. To remediate records containing errors, please upload a new .CSV file.

[Cancel](#) [Save](#)

Please note that the locations will not appear on the “Location Details” screen for certification unless they are saved on this screen.



Confirm Deletion

You are about to delete all records within the file. **This action cannot be undone.**

Cancel

Delete

Selecting “Delete” opens a window to confirm that locations are to be deleted.

Location Details Page

The “Location Details” page displays all saved locations.

Locations may be filtered by Fund, Deployment Year, Status (Certified, Not Certified, Bulk Modified and Bulk Deletion), Date Uploaded and State

Locations may be searched by SAC, Latitude, Longitude or Carrier Location ID using the drop-down menu and search field to the right of the “Download Locations” link.

Users may also download a report of locations that have been saved.

Users may view and edit individual location records that have been uploaded but not yet certified by clicking on the icon in the far right in the “View/Edit” column. Users can also delete locations that have not yet been certified.

Non-Fabric:

The screenshot shows the 'Location Details' page for 'Non-Fabric' locations. At the top, there is a navigation bar with links for Home, Manage Uploads, Location Details (active), Milestone Certification and Reporting, and Annual Certification. Below the navigation bar, the page title 'Location Details' is displayed, followed by tabs for 'Fabric (E-ACAM)' and 'Non-Fabric' (selected). A filter section titled 'Show locations by' includes dropdown menus for Fund (All Funds), Deployment Year (2023), Status (Not Certified), and date pickers for Uploaded From and Uploaded To (both set to MM/DD/YYYY). A 'Carrier Location ID' dropdown and a search field for 'Search Lat, Long, ID or SAC' are also present. A yellow banner indicates 'Select a record to view the available actions'. Below this, it says 'Displaying 1-10 of 3,887 records'. The main content is a table with columns: SAC, Uploaded On, Carrier Location ID, Latitude, Longitude, Date of Deployment, Speed Tier, State, Locations, and View/Edit. Three records are visible, each with a blue pencil icon in the View/Edit column.

<input type="checkbox"/>	SAC	Uploaded On	Carrier Location ID	Latitude	Longitude	Date of Deployment	Speed Tier	State	Locations	View/Edit
<input type="checkbox"/>	290571	11/28/2023	372189	35.431302	-89.353423	1/1/2023	2	TN	1	
<input type="checkbox"/>	290571	11/28/2023	378303	35.459477	-89.768422	1/1/2023	2	TN	1	
<input type="checkbox"/>	290571	11/28/2023	4662	35.387871	-89.753086	1/1/2023	2	TN	1	

Fabric:

Home Manage Uploads **Location Details** Milestone Certification and Reporting Annual Certification

Location Details

Fabric (E-ACAM) Non-Fabric

Show locations by

Fund: EACAM Deployment Year: 2024 Status: Not Certified Uploaded From: MM/DD/YYYY Uploaded To: MM/DD/YYYY

Show More

Fabric ID Search Fabric ID or SAC

Select a record to view the available actions

Displaying 1-3 of 3 records

<input type="checkbox"/>	SAC	Fabric ID	Date of Deployment	Speed Tier	State	Locations	View/Edit
<input type="checkbox"/>	290553	1023992203	10/24/2024	9	TN	1	View/Edit
<input type="checkbox"/>	290553	1082203698	10/24/2024	9	TN	1	View/Edit
<input type="checkbox"/>	290553	1403723600	10/24/2024	9	TN	1	View/Edit

After the data is certified, the HUBB does allow revisions to speed tiers (to reflect network upgrades), month and day of deployment, addresses, and the last two digits of the latitude and/or longitude coordinates. If a carrier needs to revise any other portion of a certified location record before the filing deadline, the certifying officer must delete the entire record, and the carrier must then re-upload a new record incorporating any changes.

Once the data is ready for certification, the certifying officer can select individual locations to certify using the checkboxes in the far-left column or can select all locations on the current page using the checkbox in the header.

The system does allow for bulk certification. Clicking on the box next to “Fund” in the header brings up a small link that asks if the carrier wants to select all records for certification at once (rather than just the ones that appear on the current page).

Once locations have been selected, the Certify and Delete buttons become available.

Note that the Certify button is only available to certifying officers.

Displaying 1-4 of 4 records

4 selected

<input checked="" type="checkbox"/>	SAC	Fabric ID	Date of Deployment	Speed Tier	State	Locations	View/Edit
<input checked="" type="checkbox"/>	290553	1414574077	10/24/2024	9	TN	1	<input type="button" value="View/Edit"/>
<input checked="" type="checkbox"/>	290553	1023992203	10/24/2024	9	TN	1	<input type="button" value="View/Edit"/>
<input checked="" type="checkbox"/>	290553	1082203698	10/24/2024	9	TN	1	<input type="button" value="View/Edit"/>
<input checked="" type="checkbox"/>	290553	1403723600	10/24/2024	9	TN	1	<input type="button" value="View/Edit"/>

Clicking “Certify” brings up a pop-up window for certification. The name entered in the signature box must match the name in the brackets. The “Certify” button will become available once the certifying officer enters the holding company and name in the appropriate boxes.

Locations To Be Certified

Deployment Year: 2017

Location(s): 1

- I certify that I am an officer of the reporting carrier; my responsibilities include ensuring the accuracy of certifications which are required to be reported pursuant to 47 CFR § 54.316; and, to the best of my knowledge, the information submitted to USAC and certified in this filing for this 2017 broadband deployment report is accurate and any information submitted to USAC and certified in earlier filings for this 2017 broadband deployment report continues to be accurate.

Please enter the holding company name

*

To sign your certification digitally, please enter your name [Elizabeth Pertsevoi]:

*

Following certification, a confirmation screen appears.

[Home](#)

[Manage Uploads](#)

[Location Details](#)

[Milestone Certific](#)

Locations Certified

Deployment Year: 2019

Locations: 2

Holding Company Name: ABC

Confirmation No.: CERT000000000002071

Certified on : January, 31 2019 at 11:25:48 AM

The above referenced locations have been successfully certified. Please save the confirmation number above. If you have questions or concerns about this certification, referencing this number will help when you contact us .

[Print Confirmation](#)

Location Details tabs are only available to the user with both Fabric and Non-Fabric fund entitlements. If the user only has entitlements to one type of fund, they will only see that tab.

Location Details

[Fabric \(E-ACAM\)](#)

[Non-Fabric](#)

Milestone Certification and Reporting Page

The “Milestone Certification and Reporting” page allows users to track deployment and reporting obligations, including a carrier’s total build-out requirement, the number of locations submitted to the HUBB and progress toward meeting build-out milestones.

Select Application

Milestone Certification and Reporting

- ✓ Fund selected: **ACAM**
- ✓ State selected: **GA**
- ✓ SAC selected: **220351**
- ✓ Obligation type selected: **Original 10 Mbps/1 Mbps**

Fields may automatically populate based on your uploaded file. You may edit your fields at any time.

In the table below, select a deployment year by clicking a radio button in the Select column. Click the Actions dropdown button above the table to select an action for the milestone related to the selected deployment year: **View Speed Tier Report, Certify, View History.**

Disclaimer: This report provides feedback as data is added or removed from the HUBB. The information contained within this report is intended for informational purposes only to assist in compliance efforts and does not constitute a final determination of your compliance with the required performance obligations.

Build-out requirement (locations): 5309

▼ **Actions**

Displaying 1-10 of 12 records

Select	Deployment Year	Certified	Cumulative Certified	Yearly Target Locations	Milestone Obligation %	Milestone on Target?	Certified On	Milestone Certification Status
<input type="radio"/>	2016	390	390	-	-	-	-	-
<input type="radio"/>	2017	243	633	-	-	-	-	-
<input type="radio"/>	----	---	---					

Updating Previously Certified Records

Officers can make revisions to location records in closed deployment years on a per-record basis or in bulk.

Updating a Single Location

To make a revision to a single record, the officer must login to the HUBB and locate the record using the drop-down menus and search fields on the “Location Details” screen.

Select Application

[Home](#) [Manage Uploads](#) [Location Details](#) [Milestone Certification and Reporting](#) [Annual Certification](#)

Location Details

[Fabric \(E-ACAM\)](#) [Non-Fabric](#)

Show locations by

Fund: Deployment Year: Status: Uploaded From: Uploaded To:

[Show More](#)

Select a record to view the available actions

Displaying 1-10 of 3,887 records

<input type="checkbox"/>	SAC	Uploaded On	Carrier Location ID	Latitude	Longitude	Date of Deployment	Speed Tier	State	Locations	View/Edit
<input type="checkbox"/>	290571	11/28/2023	372189	35.431302	-89.353423	1/1/2023	2	TN	1	
<input type="checkbox"/>	290571	11/28/2023	378303	35.459477	-89.768422	1/1/2023	2	TN	1	
<input type="checkbox"/>	290571	11/28/2023	4662	35.387871	-89.753086	1/1/2023	2	TN	1	

Click the icon in the “View/Edit” column of the record that needs to be updated. A window will appear in which the updates can be made.

✕

Carrier Name: COPPER VALLEY TEL

This record has 2 error(s) and 1 warning(s) [Filing Guide with Q&A](#)

Note: Fields with Warnings will be updated.
Fields with Errors will not be updated

SAC <input type="text" value="613006"/>	Fund <input type="text" value="AK PLAN"/>
Longitude <input type="text" value="-146.3760932"/> <small>Duplicate data</small>	Latitude <input type="text" value="61.13137139"/> <small>Duplicate data</small>
Speed Tier <input type="text" value="1"/>	Date of Deployment <input type="text" value="1/25/2023"/> <small>Late location</small>
State <input type="text" value="AK"/>	Address <input type="text" value="0318 BIRCH CIR"/>
Locations <input type="text" value="1"/>	City <input type="text" value="VALDEZ"/>
Carrier Location ID (Optional) <input type="text"/>	Zip <input type="text" value="99686"/>
Technology (Optional) <input type="text"/>	Other Technology (Optional) <input type="text"/>
Latency <input type="text"/> <small>Required field</small>	HUBB Location ID <input type="text" value="109143879"/>

Warning of modal window: Clicking outside will cancel and close the window

Officers should make the necessary updates and provide details of what has been updated in the text field provided.

Click the “Validate” button. When the validation is successful, the “Certify” button will become available. Officers must certify the record at this point, or the changes made will be lost.

Bulk Modifications

Carriers must use the “Bulk Modification Template,” which can be found on the “Manage Uploads” screen.

Non-Fabric Templates

- Use the [Non-Fabric CSV Template](#) to upload Non-Fabric data
- ▶ Use the [Non-Fabric Bulk Modification Template](#) to modify previously uploaded data
- Use the [Non-Fabric Bulk Deletion Template](#) to delete previously uploaded data

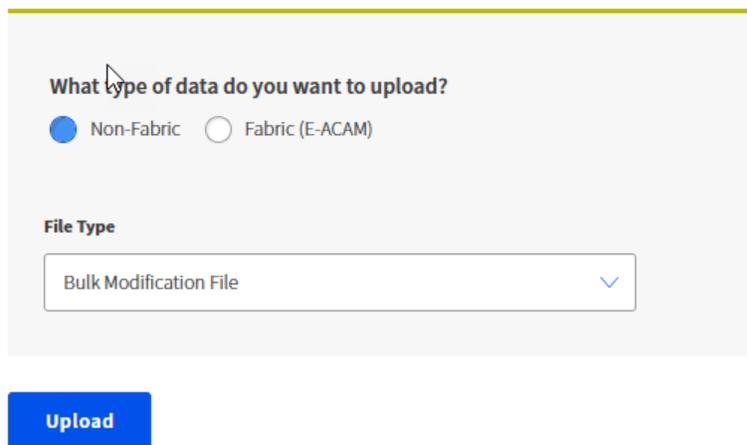
Fabric (E-ACAM) Templates

- Use the [Fabric CSV Template](#) to upload Fabric data
- ▶ Use the [Fabric Bulk Modification Template](#) to modify previously uploaded data
- Use the [Fabric Bulk Deletion Template](#) to delete previously uploaded data

Complete the template to reflect the modifications that are being made to the records. Please note that fields marked with an asterisk (*) are required. Carriers can download records from the “Location Details” screen if any of the required fields are missing.

Select “Bulk Modifications File” from the “File Type” Dropdown on the “Manage Uploads” screen to upload the completed bulk modifications file. Use the same process for Fabric and Non-Fabric.

Upload Files



The screenshot shows a form titled "Upload Files" with a light gray background. At the top, there is a question: "What type of data do you want to upload?". Below this question are two radio button options: "Non-Fabric" (which is selected with a blue dot) and "Fabric (E-ACAM)". Below the radio buttons is a section titled "File Type" containing a dropdown menu. The dropdown menu is currently set to "Bulk Modification File" and has a blue downward arrow on the right side. At the bottom of the form is a blue button with the text "Upload" in white.

The bulk modifications file will appear in the list of Recently Uploaded Files.

Recently Uploaded Files

File Name	File Type	Uploaded	Progress	Records Uploaded	Data Errors & Warnings	Data Details
HUBB Modification For User Guide.csv	Bulk Modification	Jan 4, 2021 1:24:59 PM	Complete	4	3 0	Error Log Review & Certify Data

If there are any errors or warnings in the file, click “Error Log” to view the details.

Click on “Review & Certify Data” in the “Data Details” column, or go to the “Location Details” screen, to certify.

Select Application HUBB

[Home](#) [Manage Uploads](#) [Location Details](#) [Milestone Certification and Reporting](#) [Annual Certification](#)

Location Details

[Fabric \(E-ACAM\)](#) [Non-Fabric](#)

Show locations by

Fund: All Funds Deployment Year: 2023 Status: Not Certified Uploaded From: MM/DD/YYYY Uploaded To: MM/DD/YYYY

[Show More](#)

Carrier Location ID: Search Lat, Long, ID or SAC:

Select a record to view the available actions

Displaying 1-10 of 3,887 records

<input type="checkbox"/>	SAC	Uploaded On	Carrier Location ID	Latitude	Longitude	Date of Deployment	Speed Tier	State	Locations	View/Edit
<input type="checkbox"/>	290571	11/28/2023	372189	35.431302	-89.353423	1/1/2023	2	TN	1	View/Edit
<input type="checkbox"/>	290571	11/28/2023	378303	35.459477	-89.768422	1/1/2023	2	TN	1	View/Edit
<input type="checkbox"/>	290571	11/28/2023	4662	35.387871	-89.753086	1/1/2023	2	TN	1	View/Edit

Use the “Bulk Modified” option in the “Status” field to display the locations that have been modified.

Individual records can be modified using the icon in the “View/Edit” column.

Select the locations to be certified using the check boxes next to each record or the check box in the header to select all. Select the “Certify” Button.

Displaying 1-4 of 4 records

4 selected

<input checked="" type="checkbox"/>	SAC	Fabric ID	Date of Deployment	Speed Tier	State	Locations	View/Edit
<input checked="" type="checkbox"/>	290553	1414574077	10/24/2024	9	TN	1	
<input checked="" type="checkbox"/>	290553	1023992203	10/24/2024	9	TN	1	
<input checked="" type="checkbox"/>	290553	1082203698	10/24/2024	9	TN	1	
<input checked="" type="checkbox"/>	290553	1403723500	10/24/2024	9	TN	1	

Clicking “Certify” brings up a pop-up window for certification. The name entered in the signature box must match the name in the brackets. The “Certify” button will become available once the certifying officer enters the holding company and name in the appropriate boxes.

×

Locations To Be Certified

Deployment Year: 2019

Record(s): 1

Location(s): 100

- I certify that I am an officer of the reporting carrier; my responsibilities include ensuring the accuracy of certifications which are required to be reported pursuant to 47 CFR § 54.316; and, to the best of my knowledge, the information submitted to USAC and certified in this filing for this 2019 broadband deployment report is accurate and any information submitted to USAC and certified in earlier filings for this 2019 broadband deployment report continues to be accurate.

Please enter the holding company name

*

To sign your certification digitally, please enter your name [Elizabeth Pertsevoi]:

*

Following certification, a confirmation screen appears.

Home Manage Uploads **Location Details**

Locations Certified
Deployment Year: 2019
Record(s): 1
Locations: 100
Holding Company Name: ABC

Confirmation No.: CERT000000000008514
Certified on : November, 13 2019 at 02:51:32 PM

The above referenced locations have been successfully certified. Please save the confirmation number above. If you have questions or concerns about this certification, referencing this number will help when you [contact us](#).

[Print Confirmation](#)

Carriers have the option to revert the modified records prior to certifying. If this option is selected, a window will ask for confirmation.

✕

Revert Confirmation

You are about to revert 8 records. This action cannot be undone.
Are you sure you want to proceed?

[Cancel](#) [Revert](#)

Bulk Deletion

Carriers must use the “Bulk Deletion Template,” which can be found on the Manage Uploads screen in the file type dropdown.

Non-Fabric Templates

- Use the [Non-Fabric CSV Template](#) to upload Non-Fabric data
- Use the [Non-Fabric Bulk Modification Template](#) to modify previously uploaded data
- ▶ Use the [Non-Fabric Bulk Deletion Template](#) to delete previously uploaded data

Fabric (E-ACAM) Templates

- Use the [Fabric CSV Template](#) to upload Fabric data
- Use the [Fabric Bulk Modification Template](#) to modify previously uploaded data
- ▶ Use the [Fabric Bulk Deletion Template](#) to delete previously uploaded data

Complete the template to include the records that should be deleted. Each record must include a Reason Code. The “Reason Explanation” is a field that can be used for providing further details. The explanation is required when the “Other” reason code is used. See the Detailed Instructions for a list of Reason Codes.

Select “Upload Bulk Deletion File” from the ‘File Type’ Dropdown Manage Uploads screen to upload the completed bulk deletion file. Same process for Fabric and Non-Fabric.

Upload Files

The screenshot shows a form titled "Upload Files" with a light gray background. At the top, there is a question: "What type of data do you want to upload?". Below this question are two radio button options: "Non-Fabric" (which is selected with a blue dot) and "Fabric (E-ACAM)". Below the radio buttons is a section titled "File Type" containing a dropdown menu. The dropdown menu is currently set to "Bulk Deletion File" and has a downward arrow on the right side. At the bottom of the form is a blue button with the text "Upload" in white.

The bulk deletion file will appear in the list of Recently Uploaded Files.

Recently Uploaded Files

File Name	File Type	Uploaded	Progress	Records Uploaded	Data Errors & Warnings	Data Details
HUBB Deletion For User Guide.csv	Bulk Delete	Jan 4, 2021 12:36:57 PM	Complete	3	0 0	Review & Delete Data

Show files/page

< 1 > of 1 page

Click on “Review & Delete Data” in the Data Details column, or go to the Location Details screen, to certify. Please note that the locations will not be deleted from the HUBB until the officer has certified.

Select Application

[Home](#)
[Manage Uploads](#)
[Location Details](#)
[Milestone Certification and Reporting](#)
[Annual Certification](#)

Location Details

[Fabric \(E-ACAM\)](#)
[Non-Fabric](#)

Show locations by

Fund:
 Deployment Year:
 Status:
 Uploaded From:
 Uploaded To:

[Show More](#)

ⓘ Select a record to view the available actions

Displaying 1-10 of 3,887 records

<input type="checkbox"/>	SAC	Uploaded On	Carrier Location ID	Latitude	Longitude	Date of Deployment	Speed Tier	State	Locations	View/Edit
<input type="checkbox"/>	290571	11/28/2023	372189	35.431302	-89.353423	1/1/2023	2	TN	1	View/Edit
<input type="checkbox"/>	290571	11/28/2023	378303	35.459477	-89.768422	1/1/2023	2	TN	1	View/Edit
<input type="checkbox"/>	290571	11/28/2023	4662	35.387871	-89.753086	1/1/2023	2	TN	1	View/Edit

Use the “Bulk Deleted” option in the Status field to display the locations that were included in the bulk deletion template.

Select the locations to be deleted using the check boxes next to each record or the check box in the header to select all. Select “Delete.”

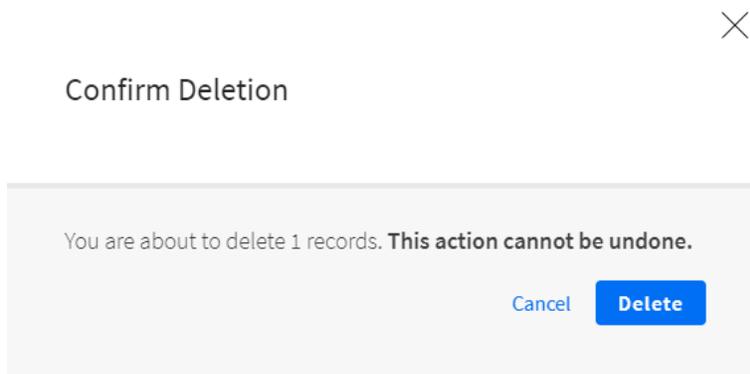


Displaying 1-9 of 9 records

9 selected [Select All](#) [Certify](#) [Delete](#) [Revert](#) [Download](#) [Deselect All](#)

<input checked="" type="checkbox"/>	SAC	Uploaded On	Carrier Location ID	Latitude	Longitude	Date of Deployment	Speed Tier	State	Locations	View/Edit
<input checked="" type="checkbox"/>	100019	11/21/2024		44.266191	-70.314276	11/1/2021	8	ME	1	
<input checked="" type="checkbox"/>	100019	11/21/2024		44.306956	-70.331282	12/3/2021	8	ME	1	
<input checked="" type="checkbox"/>	100019	11/21/2024		44.309037	-70.330746	12/3/2021	8	ME	1	
<input checked="" type="checkbox"/>	100019	11/21/2024		44.307789	-70.330998	12/3/2021	8	ME	2	

The system will provide a warning that the deletions cannot be undone. Click “Delete” to complete the location deletions.



Confirm Deletion

You are about to delete 1 records. **This action cannot be undone.**

[Cancel](#) [Delete](#)

Annual Certification

The implementation of the Annual Certification feature in HUBB serves to streamline the process of certifying the completion of all filing activities within the designated filing year. This functionality is restricted to access only by the Service Provider Officer (SPO) during the specified timeframe, from January 1 to March 1. It is mandatory for all carriers utilizing HUBB for filings to undergo certification within the filing year. Annual certification should be completed after all deployments have been submitted in the HUBB.

Annual certification is mandatory for each SAC in all funds within the filing year. In the event that locations have not been uploaded during the filing year for a specific SAC, the Annual Certification process will denote that no locations were deployed during that particular filing year.

Annual certification will be reverted in the event of any alterations to a SAC Certified for Annual certification, including certifications, modifications, uploads, or deletions, as initiated by the SPO.

An uploaded location will not be deemed eligible for annual certification unless it has successfully completed regular certification.

Annual certification page:

Select Application

HUBB ▼

Home
Manage Uploads
Location Details
Milestone Certification and Reporting
Annual Certification

Annual Certification

Carriers are required to certify each SAC for the current filing year. You can find more information on the certification process in the 'Help with Certifying' section on the right.

Status
Fund
SAC
Year

Not Certified ▼

All Funds ▼

All SACs ▼

2024 ▼

ⓘ Please select a specific Fund and Year from the dropdowns and filter the results when ready to Certify

ⓘ Select a record below to view the available action

Displaying 1-10 of 478 records

<input type="checkbox"/>	SAC	Year	Fund	Obligation Type	Yearly Target Obligations	Certified Locations	Cumulative Certified	Milestone on Target
<input type="checkbox"/>	105111	2024	CAFII	10 Mbps/1 Mbps	-	0	35708	-
<input type="checkbox"/>	105111	2024	RDOF	interim Final 1 Gbps/500 Mbps	4605 -	0 0	2590 2590	No -
<input type="checkbox"/>	109021	2024	CAFII AUC	interim Final 25 Mbps/3 Mbps	3278 -	0 0	2643 2643	No -

Help with Certifying

- [Fabric Detailed Instructions](#) 🔗
- [Non-Fabric Detailed Instructions](#) 🔗
- [Annual Certification FAQ](#) 🔗

Certify for annual certification

Select the SAC to be certified using the check boxes next to each record or the check box in the header to select all. Select “Certify” button.

Displaying 1-10 of 477 records

<input type="checkbox"/>	SAC	Year	Fund	Obligation Type	Yearly Target Obligations	Certified Locations	Cumulative Certified	Milestone on Target
<input checked="" type="checkbox"/>	105111	2024	CAFII	10 Mbps/1 Mbps	-	0	35708	-
<input type="checkbox"/>	105111	2024	RDOF	interim	4605	0	2590	No
<input type="checkbox"/>	105111	2024	RDOF	Final 1 Gbps/500 Mbps	-	0	2590	-

Complete the Certify modal by adding the signature and holding company.

Certify SACs

I certify that I am an officer of the reporting carrier; my responsibilities include ensuring the accuracy of the data reported in the HUBB; and, to the best of my knowledge, the reporting carrier submitted and certified the total deployments the reporting carrier completed in 2024. If none have been submitted and certified, I certify that there were no new deployments.

You have selected the following SAC(s) to certify:

170183

Please enter the holding company name

To sign your certification digitally, please enter your name (new one)

Cancel **Certify**

Beginning of dialog window. Clicking outside will cancel and close the window.

Once completed, review the confirmation message.

Annual Certification Confirmation

Deployment Year: 2024

Fund: ACAM; SAC: 170183

Confirmation No. : NL00000000039058

Certified on : November, 20 2024 at 10:38:05 AM

The above referenced SACs have been successfully certified. Please save the confirmation number above.
If you have questions or concerns about this certification, referencing this number will help when you [contact us](#).

Print Confirmation

Reverting Annual certification

Select the certified SAC using the check boxes next to each record or the check box in the header to select all. Select “Revert” button.

Select a record below to view the available action

Displaying 1-7 of 7 records

1 selected **Select All** **Revert** ✕ Deselect All

<input type="checkbox"/>	SAC	Year	Fund	Obligation Type	Yearly Target Obligations	Certified Locations	Cumulative Certified	Milestone on Target
<input checked="" type="checkbox"/>	100024	2024	ACAM	25 Mbps/3 Mbps	3511	0	5183	Yes
				Original 10 Mbps/1 Mbps	5327	0	5819	Yes
				Final 10 Mbps/1 Mbps	-	0	636	-
				Final 4 Mbps/1 Mbps	-	0	56	-
				25 Mbps/3 Mbps	957	0	1595	Yes
				Final 10 Mbps/1 Mbps	-	0	196	-

Complete the Revert modal by adding the signature and holding company.

Are you sure you want to revert? ✕

As an officer of the reporting carrier, I am reverting Annual Certification.

You have selected the following SAC(s) to revert:
100024

Please enter the holding company name

To sign your certification digitally, please enter your name (new one)

Cancel Revert

Signing of dialog window. Clicking outside will cancel and close the window.

Once completed review the confirmation message.

Annual Certification Revert Confirmation

Deployment Year: 2024

Fund: ACAM; SAC: 100024

Confirmation No. : RAL000000000039059

Certified on : November, 20 2024 at 10:42:38 AM

The above referenced SACs have been successfully reverted. Please save the confirmation number above.

If you have questions or concerns about this revert certification, referencing this number will help when you [contact us](#).

Print Confirmation