

December 2021 Monthly Webinar

FCC Form 555



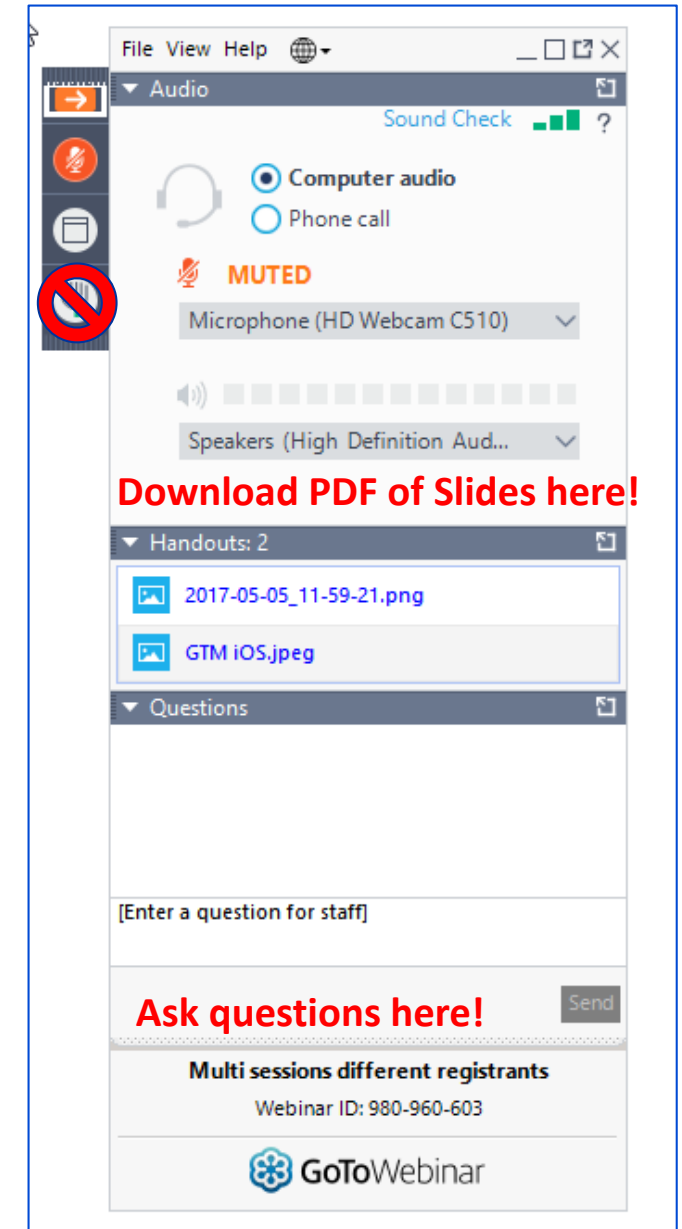
Universal Service
Administrative Co.

DISCLAIMER:

To accommodate all attendees, real-time closed captions will be present during this presentation. This is a new feature we are testing out to improve webinar accessibility for all. We understand it is a significant change and appreciate your patience. We apologize in advance for any transcription errors or distractions. Thank you for your support.

Housekeeping

- Audio is available through your computer's speakers
- The audience will remain on mute
- Enter questions at any time using the **“Questions”** box
- If your audio or slides freeze, restart the webinar
- A copy of the slide deck is in the **“Handouts”** section of webinar panel



Today's Presenters



Delante Cherry



Debby Smith



Christian Konan

Agenda

- Announcements
 - COVID-19 Waivers
 - Hurricane Ida Waivers
 - System Enhancements
- FCC Form 555
 - Overview
 - Walkthrough of Online Form
- Helpful Tips and Resources

Announcements

Waivers

Announcements

Reminder: COVID-19 Waivers Currently Expire Dec. 31, 2021

- On **September 22, 2021**, the Wireline Competition Bureau (Bureau) extended the waivers governing recertification, reverification, general de-enrollment, and income documentation through December 31, 2021
- On **September 22, 2021**, the Bureau also extended the waiver regarding documentation requirements for subscribers residing in rural areas on Tribal lands through December 31, 2021
- **Reminder:** *The waiver governing FCC's Lifeline non-usage rule ended May 1, 2021*
- USAC will continue to temporarily accept driver's licenses or state identification cards that have expired on or after March 1, 2020, when needed to complete any Lifeline applications

Announcements

Hurricane Ida Waivers

- On September 3, 2021, the Bureau issued [Order DA 21-1107](#) waiving certain Lifeline rules and deadlines to assist participants located in the areas affected by Hurricane Ida
- **On November 30, 2021, the waiver governing the FCC's Lifeline non-usage rule for subscribers residing in the Affected Disaster Areas ended**
 - Lifeline subscribers subject to the non-usage rule and residing within the impacted areas will have 30 days to use their Lifeline service
 - If the subscriber does not use their Lifeline service during the 30-day window (from December 1st through December 30th), the 15-day notice period will begin on December 31, 2021

Announcements

Minimum Service Standards Effective December 1, 2021

Effective Date	Mobile Voice	Mobile Broadband	Fixed Broadband
12/1/2020 (Current)	1000 Minutes	Speed: 3G or better; Usage Allowance: 4.5 GB	Speed: 25/3 Mbps; Usage Allowance: 1024 GB
12/1/2021	1000 Minutes	Speed: 3G or better; Usage Allowance: 4.5GB	Speed: 25/3 Mbps; Usage Allowance: 1229 GB

Announcements

Voice-Only Phase-Out Paused

- On [November 5, 2021](#), the Wireline Competition Bureau (Bureau) paused the phase-out in Lifeline support for voice-only services for one year. The reimbursement amount for Lifeline voice-only services will continue to be \$5.25 on and after December 1, 2021

FCC Form 555

Overview, Tips, & Implications for Recordkeeping

FCC Form 555

Overview

- Each year, service providers must submit the **FCC Form 555**, the “Annual Lifeline Eligible Telecommunications Carrier Certification Form”
 - Report recertification and non-usage
 - This year, the form is due to USAC, state commissioners, Tribal governments, and the FCC by **January 31**.
- The FCC Form 555 must be submitted to USAC electronically via USAC’s [E-File \(One Portal\)](#)
- Carriers must also file a copy of their FCC Form 555 in the FCC's Electronic Comment Filing System, Docket 14-171, with their state regulatory commission, and with relevant Tribal governments

FCC Form 555

Overview

- Required for all Lifeline program service providers
 - Includes providers that have a SAC assignment from USAC that has not been relinquished (even if the company did not file reimbursement claims in LCS during the year)
 - Includes all providers (including where the National Verifier has fully launched)
 - One form submission per SAC is required

FCC Form 555

Tips for Completing the FCC Form 555

- You must include information for every subscriber you de-enrolled for non-usage
 - **Reminder:** The COVID-19 waiver governing the FCC's Lifeline non-usage rule ended May 1, 2021
 - Additionally, on September 3, 2021, the FCC issued an [Order](#) temporarily waiving the Lifeline non-usage rules, through November 30, 2021, for subscribers residing in the affected disaster areas impacted by Hurricane Ida, which include all parishes and counties in Louisiana and Mississippi

FCC Form 555

Tips for Completing the FCC Form 555

- Service providers are still responsible for completing FCC Form 555 in states and territories where the National Verifier has launched
 - **Reminder:** The COVID-19 waiver governing the FCC's Lifeline recertification rule is in effect through December 31, 2021
 - If you were not responsible for conducting any recertifications (due to being part of the National Verifier), you should put "0" in blocks A – C for these subscribers
 - You must also complete blocks I – L for any recertification conducted by the state administrator in California, Oregon, and Texas
 - If you were not required to conduct recertification but you still did, you must report the results for those subscribers

FCC Form 555

National Verifier Launches

Launch	Soft Launch	Hard Launch	States and Territories
June 2018 launch	6/18/2018	11/4/2018	CO, MS, MT, NM, UT, WY
October 2018 launch	10/15/2018	1/15/2019	GU, HI, ID, ND, NH, SD
December 2018 launch	12/4/2018	3/5/2019	MO, NC, PA, TN
February 2019 launch	2/5/2019	5/7/2019	AK, AS, DC, DE, ME, MP, RI, VI
March 2019 launch	3/12/2019	6/11/2019	IN, KY, MI
June 2019 launch	6/25/2019	10/23/2019	AZ, CT, GA, IA, KS, NE, NV, NY, VA, VT, WV
October 2019 launch	10/11/2019	1/22/2020 *6/23/2020 (PR)	AL, AR, LA, MA, MD, NJ, OK, PR*, SC, WA
December 16, 2019 launch	12/16/2019	3/24/2020	FL, IL, MN, OH, WI
December 20, 2019 launch (NLAD opt-out states)	12/20/2019	11/18/2020 *12/18/2020 (CA)	CA*, OR, TX

FCC Form 555

Implications for Recordkeeping

- Maintain documentation to support what is reported on the FCC Form 555
 - Subscribers eligible for recertification per month
 - De-enrollments for non-usage per month
 - Successful and failed recertifications by recertification method
- Recordkeeping Examples
 - Snapshot of anniversary dates per month
 - Results of database queries and other recertification efforts

FCC Form 555

Implications for Recordkeeping

- Reminder: Lifeline Rule Section 54.417 – Recordkeeping
 - Keep each subscriber's recertification documentation (program/income/state database queries, signed form, etc.) for as long as they receive Lifeline service from that ETC, but for no less than the three full preceding calendar years

Walkthrough of Online Form

Online Filing Tips


Walkthrough of Online Form

Online Filing Tips

- Use a recommended browser
 - Chrome
 - Firefox
 - Internet Explorer 10
- E-File credentials
 - Username = your email address
 - Permissions for the Online 555 are the same as for filing claims through LCS
 - Need help? [E-File User Guide](#) or call (888) 641-8722

Walkthrough of Online Form Logging In

- Log into [E-File \(One Portal\)](#) with your username and password
- Accept USAC's system policy



Universal Service
Administrative Co.

Username

Password

[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

☐ Click the box to accept

By signing in, I accept the terms and conditions of the USAC system.

Sign In

Don't have an account? [Create an account](#)

Walkthrough of Online Form

Select the Form

- After you are logged in, you will see the [E-File \(One Portal\)](#) Home screen
- Under the Lifeline section, choose “FCC Form 555”
 - E-File permissions for FCC Form 555 are the same as for filing claims through LCS
 - 497 Agent can complete the form
 - 497 Officer must certify the form

Upcoming Dates

01/12 2022 [January 2022 Monthly Webinar](#)

02/09 2022 [February 2022 Monthly Webinar](#)

03/09 2022 [March 2022 Monthly Webinar](#)

[see full calendar](#)

Lifeline

National Verifier - All participating service providers use the National Verifier to help prospective consumers apply and verify eligibility for the federal Lifeline benefit or the Emergency Broadband Benefit Program (EBBP).

National Lifeline Accountability Database (NLAD) - Service providers enroll Lifeline or EBBP subscribers in NLAD to identify recipients, prevent duplicate benefits, and track household usage. Service providers must register a subscriber in NLAD for a company to claim Lifeline or EBBP reimbursement.

National Lifeline Accountability Database Staging Environment - The NLAD staging environment allows Lifeline and EBBP providers to test system features.

Lifeline Claims System (LCS) - Lifeline service providers file monthly reimbursement claims using the Lifeline Claims System.

Emergency Broadband Benefit Program Claims System (EBBPCS) - Emergency Broadband Benefit Program service providers file monthly reimbursement claims using the EBBP Claims System.

EBBPCS Staging - Emergency Broadband Benefit Program service providers can test the process of filing monthly reimbursement claims using the EBBP Claims System.

FCC Form 555 - The FCC Form 555 reports company recertification results. All Lifeline service providers must complete the form annually on or before

Help?

[Send us a message](#)
[Click here](#)

Call us
(888) 641-8722

Walkthrough of Online Form

Choose Filing Method

- Single form entry
 - Select a state and SAC, then click “Search”
 - Demo of single-form entry
- Bulk Upload
 - Bulk upload and bulk certify are also available

The screenshot shows the 'LIFELINE' section of the Universal Service Administrative Co. website. It features a navigation bar with links to 'USAC Home', 'Lifeline Program', 'FCC Form 555', and 'FCC Form 555 Menu'. The main content area is titled 'FCC FORM 555 SEARCH' and includes a sidebar with links to 'FCC Form 555 Search', 'FCC Form 555 Bulk Certify', and 'FCC Form 555 Bulk Upload'. The search area contains dropdown menus for 'State' (set to 'WI') and 'SAC' (set to '-Select All-'), along with a 'Search' button. A 'RETURN TO E-FILE' section at the bottom left contains a link to the 'E-File Home Page'.

Universal Service Administrative Co.

LIFELINE

[USAC Home](#) | [Lifeline Program](#) | [FCC Form 555](#) | [FCC Form 555 Menu](#)

FCC FORM 555 SEARCH

FCC FORM 555

- [FCC Form 555 Search](#)
- [FCC Form 555 Bulk Certify](#)
- [FCC Form 555 Bulk Upload](#)

State:

SAC:

RETURN TO E-FILE

[E-File Home Page](#)

Walkthrough of Online Form

Find your SAC

- Locate the SAC you want to file for
 - Search results at the bottom of the screen
- In the “Actions” column on the right, select “New Entry”

The screenshot shows the Universal Service Administrative Co. Lifeline FCC Form 555 Search page. The page has a blue header with the company logo and name. Below the header is a red bar with the word "LIFELINE" in white. Underneath the red bar is a navigation menu with links: "USAC Home", "Lifeline Program", "FCC Form 555", and "FCC Form 555 Menu". The main content area is divided into two sections. On the left, under the heading "FCC FORM 555", there are three links: "FCC Form 555 Search", "FCC Form 555 Bulk Certify", and "FCC Form 555 Bulk Upload". Below these links is a section titled "RETURN TO E-FILE" with a link "E-File Home Page". On the right, under the heading "FCC FORM 555 SEARCH", there are two dropdown menus: "State:" with "WI" selected, and "SAC:" with "-Select All-" selected. Below these dropdowns is a "Search" button.

To view previous year information, click on the expand (+) button

List of SACs based on Search Criteria										
	SAC	SPIN	Data Year	State	ETC Name	Updated Details	Version	Filing Status	View/Print	Action
+	████████	████████	2020	WI	Wisconsin RSA #7 Limited Partnership			Not Filed		New Entry

Walkthrough of Online Form Select Companies

- The companies included in your SAC are auto-populated based on last year's filing
 - Link to update information if needed
- Progress bar at top of screen

The screenshot shows the 'Lifeline' section of the Universal Service Administrative Co. website. At the top, there is a blue header with the company logo, the text 'Universal Service Administrative Co.', the user's email 'ckonanf@gmail.com', a 'Log Out' link, and an 'E-File' button. Below the header is a progress bar with four steps: 'Carrier Information' (highlighted with a yellow circle), 'Annual Recertification' (with a blue circle and exclamation mark), 'Summary' (with a blue circle and exclamation mark), and 'Certify' (with a blue circle and exclamation mark). A link for 'Instructions' is also present. The main content area is titled 'Form 555 Carrier Information'. It displays several fields: 'Data Year' (2020), 'State' (PS), 'SPIN' (143048290), 'SAC' (999999), 'ETC Name' (USAC Service Validation Account -NOT FOR PAYMENT OR USE), 'DBA, Marketing, or Other Branding Name' (N/A), and 'Holding Company Name' (N/A). Below these fields is a link that says 'Need to update this information?'. There are two sections with questions and radio button answers. The first question is 'Does the reporting company have affiliated ETCs?' with 'Yes' and 'No' options, where 'No' is selected. The second question is 'Is the ETC subject to the non-usage requirements?' with 'Yes' and 'No' options, where 'No' is selected.

Universal Service Administrative Co. Lifeline ckonanf@gmail.com Log Out E-File

Carrier Information Annual Recertification Summary Certify Instructions

Form 555
Carrier Information

Data Year 2020 State PS SPIN 143048290 SAC 999999
ETC Name USAC Service Validation Account -NOT FOR PAYMENT OR USE
DBA, Marketing, or Other Branding Name N/A
Holding Company Name N/A
[Need to update this information?](#)

Does the reporting company have affiliated ETCs? [?](#)
☐ Yes ☒ No

Is the ETC subject to the non-usage requirements? [?](#)
☐ Yes ☒ No


Walkthrough of Online Form

Affiliate Companies

- Select “yes” or “no” to whether the reporting company has affiliated ETCs
 - Tool tip explains affiliate criteria
- ETC names will auto-populate based on last year’s filing

Holding Company Name N/A

[Need to update this information?](#)

Does the reporting company have affiliated ETCs? 

☒ Yes ☐ No

[Previous](#) [Next](#) [New Row](#)

SAC*	ETC Name*	Actions
<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> [X] <input type="checkbox"/>

Provide a list of all ETCs that are affiliated with the reporting ETC. Affiliation will be determined in accordance with Section 3(2) of the Communications Act. That Section defines 'affiliate' as 'a person that (directly or indirectly) owns or controls, is owned or controlled by, or is under common ownership or control with, another person.' 47 U.S.C. Section 153(2). See also 47 C.F.R. Section 76.1200.

[Check Rows](#)

Walkthrough of Online Form Non-Usage

- Indicate whether the ETC is subject to the non-usage requirements
 - ETCs that do not assess or collect a monthly fee are subject to the non-usage requirements
- If yes:
 - Enter the number of subscribers de-enrolled for non-usage per month
- ? symbol is a **tool tip**; click/hover for more information

The screenshot shows a web form titled "Is the ETC subject to the non-usage requirements?". It features a radio button selection for "Yes" (selected) and "No". Below this is a section for recording the number of subscribers de-enrolled for non-usage, organized by month from January to December. Each month has a text input field containing the number "10". At the bottom, there is a "Total Subscribers" field with the value "120". A tooltip on the right side explains that all ETCs must complete the form, and those that do not assess a monthly fee are subject to the non-usage requirements. The form has two buttons at the bottom: "Save & Exit" and "Save & Continue".

Is the ETC subject to the non-usage requirements? ?

☒ Yes ☐ No

Record the number of subscribers de-enrolled for non-usage

January	February
10	10
March	April
10	10
May	June
10	10
July	August
10	10
September	October
10	10
November	December
10	10

Total Subscribers

120

Save & Exit Save & Continue

All ETCs must complete the appropriate check-box. ETCs that do not assess and collect a monthly fee from their Lifeline subscribers are subject to the non-usage requirements and must indicate the number of subscribers de-enrolled by month. ETCs that only assess a fee but do not collect such fees are subject to the non-usage requirements and must also indicate the number of subscribers de-enrolled by month.

Walkthrough of Online Form

Subscribers Subject to Recertification

- Provide numbers per month
- Complete lines A and B:
 - A. Subscribers eligible for recertification (by anniversary month)
 - B. Subscribers de-enrolled prior to recertification attempts (by anniversary month)
- Line C is calculated automatically
 - C. Total number of subscribers ETC is responsible for recertifying

Universal Service Administrative Co. Lifeline ckonanf@gmail.com Log Out E-File

USAC Home | Lifeline Program | FCC Form 555

Carrier Information Annual Recertification Summary Certify Instructions

Form 555 Annual Recertification

Subscribers subject to recertification ⓘ

Report the number of Lifeline subscribers due for recertification by month (January - December).

A. Subscribers eligible for recertification by anniversary month

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year Total
10	0	0	0	0	0	0	0	0	0	0	0	10

B. Subscribers de-enrolled prior to recertification attempts

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year Total
5	0	0	0	0	0	0	0	0	0	0	0	5

C. Total number of subscribers ETC is responsible for recertifying (A-B)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year Total
5	0	0	0	0	0	0	0	0	0	0	0	5

Walkthrough of Online Form

Method: Database

- If you have access to a **state or federal** database, complete lines D & E:
 - D. Subscribers who were recertified through state database access (by anniversary month)
 - E. List the data sources used to verify consumer eligibility
- **Do not** include state-administered recertification in this section
 - Examples: CA, OR, TX
 - 3rd party recertification in a later section



Recertification Methods												
State or federal database												
D. Subscribers recertified through ETC access to state or federal database by anniversary month												
Report the number of eligible subscribers verified through access to state and federal database.												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
E. Name of the data source(s) used to verify consumer eligibility:												
<input type="text"/>												

Walkthrough of Online Form

Method: Direct Contact

- Report subscribers you contacted directly
 - F. Total subscribers contacted (by anniversary month)
 - G. Subscribers who **failed** to recertify via ETC direct contact (by anniversary month)
 - H. Subscribers who **successfully** recertified via direct contact (by anniversary month)
- Include subscriber-initiated recertifications in this section



ETC Direct Contact												
F. Subscribers contacted by ETC directly to recertify (You may also use this section to report subscriber initiated recertifications.) Report the number of Lifeline subscribers the ETC contacted directly to obtain recertification of eligibility.												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
G. Subscribers who failed to recertify through ETC direct outreach attempt Report the number of Lifeline subscribers de-enrolled due to ineligibility or non-response to ETC's direct outreach attempt.												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
H. Subscribers who certified through ETC direct outreach attempt (F-G) Report the number of Lifeline subscribers certified through ETC's direct outreach attempt.												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Walkthrough of Online Form

Method: Third Party

- Report subscribers whose eligibility was reviewed by a state administrator (including administrators in California, Texas and Oregon), **third party**, or USAC
 - I. Total subscribers contacted (by anniversary month)
 - J. Name of the third-party administrator that verified eligibility
 - K. Subscribers who **failed** as result of third-party recertification attempt for ineligibility or non-response (by anniversary month)
 - L. Subscribers **successfully** recertified by third party (by anniversary month)

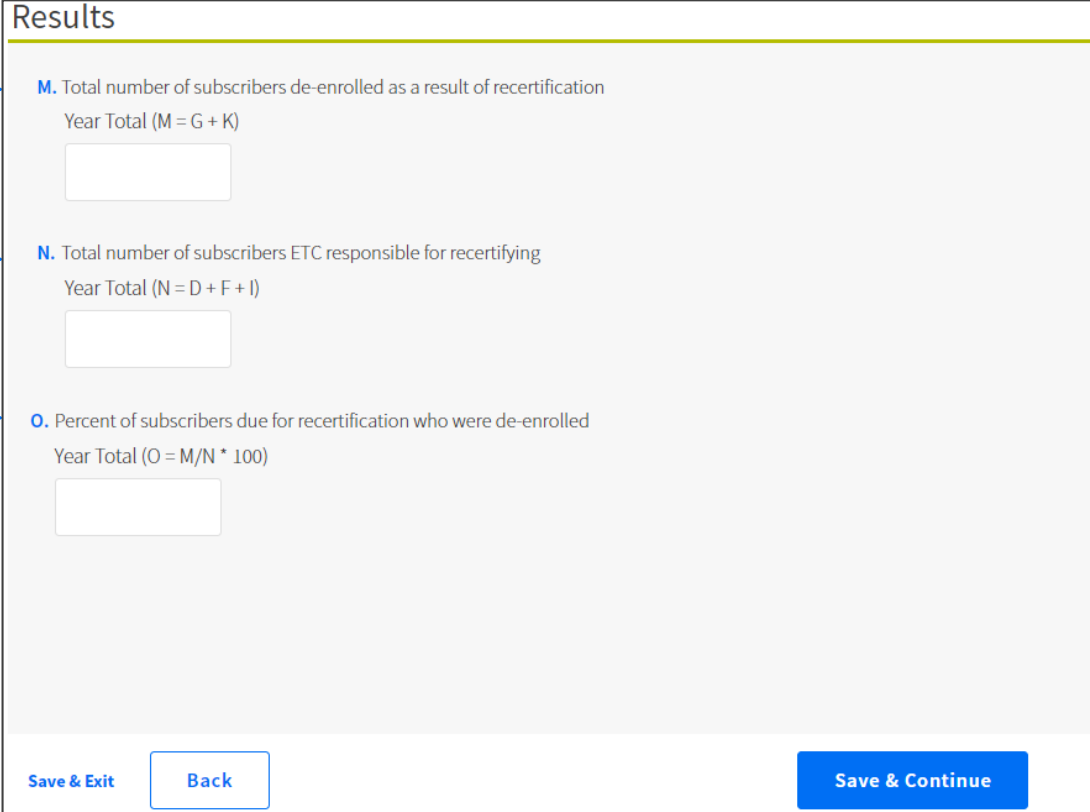


Third Party												
I. Subscribers whose eligibility was reviewed by state administrator, third party administrator, or USAC Report the number of Lifeline subscribers contacted by state administrator, third party administrator, or USAC for the purpose of recertification.												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
J. Name of the third party administrator used to verify subscriber eligibility: <input type="text"/>												
K. Subscribers de-enrolled as result of third party recertification attempt Report the number of subscribers de-enrolled as result of ineligibility or non-response to outreach from a state administrator, third party administrator, or USAC.												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
L. Subscribers who certified through a state administrator, third party administrator, or USAC's recertification effort (I-K) Report the number of subscribers that certified through a request from a state administrator, third party administrator, or USAC.												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Walkthrough of Online Form Results

- Total results are auto-populated for the year
 - Total subscribers de-enrolled
 - Total subscribers the ETC is responsible for recertifying
 - Percent of subscribers de-enrolled



The screenshot shows a web form titled "Results" with a yellow header bar. It contains three items, each with a label, a description, a formula, and an input field. Three blue arrows point from the list on the left to the input fields of items M, N, and O.

Item	Description	Formula
M.	Total number of subscribers de-enrolled as a result of recertification	$M = G + K$
N.	Total number of subscribers ETC responsible for recertifying	$N = D + F + I$
O.	Percent of subscribers due for recertification who were de-enrolled	$O = M/N * 100$

At the bottom of the form are three buttons: "Save & Exit", "Back", and "Save & Continue".

Walkthrough of Online Form Summary Page

- Review your entries
- Press “Continue” button
 - E-File permissions: 497 Officer can certify FCC Form 555

Carrier Information Annual Recertification **Summary** Certify

Form 555
Summary

A	Subscriber eligible for recertification by anniversary month	0
B	Subscriber de-enrolled prior to recertification attempts	0
C	Total number of subscribers ETC is responsible for recertifying	0
D	Total number of subscribers ETC access to state or federal database by anniversary month	0
E	Name of the data source(s) used to verify subscribers eligibility	
F	Subscribers contacted by ETC directly to recertify	0
G	Subscribers who failed to recertify through ETC direct outreach attempt	0
H	Subscribers who recertified through ETC direct outreach attempt	0
I	Subscribers whose eligibility was reviewed by state administrator, third party administrator or, USAC	0
J	Name of the third party administrator used to verify subscribers eligibility	
K	Subscribers de-enrolled as result of third party recertification attempt	0
L	Subscriber who recertified through state administrator, third party administrator or, USAC's recertification effort	0
M	Total number of subscribers de-enrolled as result of recertification	
N	Total number of subscribers ETC is responsible for recertifying	
O	Percent of subscribers due for recertification who were de-enrolled	

Save & Exit Back Continue

Walkthrough of Online Form Certification

- A 497 officer of the company must initial and certify the form to complete the submission

The screenshot displays the 'Universal Service Administrative Co. Lifeline' E-File interface. At the top, a blue header contains the logo, 'test@usac.org', and a 'Log Out' link. Below the header, a progress bar shows four steps: 'Carrier Information', 'Annual Recertification', 'Summary', and 'Certify' (the current step, highlighted in green). The main content area is titled 'Initial Certification' and includes an informational box with a note about the definition of an officer. Below this, there is a section for the officer's signature and date, followed by fields for 'Name and Title of Officer', 'Email Address of Officer', 'Person Completing this Form', and 'Contact Phone Number'. At the bottom, there are buttons for 'Exit', 'Return to Summary', and 'Certify'.

Universal Service Administrative Co. Lifeline test@usac.org Log Out E-File

USAC Home | Lifeline Program | FCC Form 555

Carrier Information Annual Recertification Summary **Certify**

Initial Certification

i For purposes of this filing, an officer is an occupant of a similar legal document. An officer is a person who (by agreement), and would typically be president, vice president, or comparable position. If the filer is a sole proprietor, the filer is the officer.

I certify that the company listed above has certified that, to the best of my knowledge, the company was present and eligible based on eligibility prior to his or her enrollment in Lifeline.

A. Review income and program-based eligibility documentation. If, to the best of my knowledge, the company was present and eligible based on eligibility prior to his or her enrollment in Lifeline.

B. Confirm consumer eligibility by relying upon access to the Lifeline program prior to enrolling a consumer in the Lifeline program.

I am an officer of the company named above. I am authorized to make this certification for the SAC listed above.

Signed, _____

Date _____

Name and Title of Officer _____

Email Address of Officer _____

Person Completing this Form _____

Contact Phone Number _____

Initial _____

Exit Return to Summary Certify

Helpful Tips and Resources

Helpful Tips and Resources

USAC is available to help you submit a successful FCC Form 555 filing

- Use the [supplemental information](#) for details about how to complete the form
- Read the tool tips inside the online form
- For help, contact Form555@usac.org

Helpful Tips and Resources

Bulk Upload

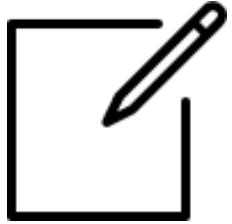
- Bulk upload is designed to make filing easier for users who are preparing FCC Forms 555 for multiple SACs
 - [Excel template](#)
 - Saves time if filing for multiple SACs
 - Available on the [Lifeline Forms](#) page of our website

Questions?

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