

RHC Connect User Guide – Invoice Filing Deadline Extension Request – Service Providers

Updated as of October 2023

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About RHC Connect for Invoice Filing Deadline Extension Requests

RHC Connect is the web-based system that hosts the FCC forms used in the HCF Program. There are several actions that may be required outside of the regular application process. This user guide will walk you through how to submit invoice filing deadline extension requests in RHC Connect for service providers. This guide is only for service providers. For step-by-step instructions for HCF applicants, please use the <u>RHC Connect User Guide – Post Commitment Change Request</u> under the "Additional Resources" section of the <u>Post-Commitment Actions</u> webpage on the USAC website.

Please Note: The red boxes and arrows in the screenshots that follow do not actually appear in RHC Connect.



RHC Connect Walkthrough – Invoice Filing Deadline Extension Request

Universal Service Administrative Co.			Sign Out
Dashboard			\checkmark
	rders, new certifications have been added to the following forms: RH 1. Service providers are required to submit these annual certifications		
💾 Upcoming Dates	High Cost	\sim	Help?
09/14 September 2022 Monthly Webinar	Lifeline	\sim	Send us a message Click here
	Rural Health Care	\checkmark	Call us
09/21 Funding Year 2022 Update Webinar	Schools and Libraries	\sim	(888) 641-8722
09/30 CAF BLS Form 2022 Due (Ontional)	Service Providers	\checkmark	
2022 Due (Optional)	USAC Customer Service Portal	\checkmark	
see full calendar			

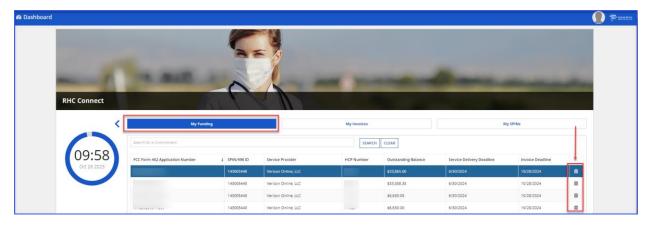
Step 1: Log in to My Portal and click Rural Health Care.



Dashboard			
	rders, new certifications have been added to the following forms: RHC - FCC Form 4 1. Service providers are required to submit these annual certifications. For addition		
💾 Upcoming Dates	High Cost	\checkmark	Help?
09/14 September 2022 Monthly Webinar	Lifeline	\checkmark	Send us a message Click here
00/21 Funding Year	Rural Health Care	^	Call us (888) 641-8722
09/21 Funding Year 2022 Update Webinar	Telecom Invoice - Service Providers must use this page to submit and manage invoices in the Telecommunications Program.		(888) 641-8722
09/30 CAF BLS Form 507 Line Counts Due (Optional)	My Portal FCC Form 463 - Service providers must use this page to submit and manage invoices (FCC Forms 463) in the Healthcare Connect Fund (HCF Program for FY2021 and earlier, and the Connected Care Pilot Program)	
see full calendar	(CCPP).		
	RHC Connect - Service providers must use this page to submit and manage invoices (FCC Forms 463) in the Healthcare Connect Fund (HCF) Program for FY2022 and later		



Step 3: Click **My Funding**, select the **FCC Form 462 Application Number**, then click on the calendar Icon at the far right of the screen.



NOTE: If the calendar icon is not visible, the following may have occurred:

- The invoice filing deadline has already passed.
- The one-time automatic invoicing deadline was already requested and granted by the HCP or the service provider.
- The FCC Form 462 was pulled back to review due to a decision from the RHC Appeals team or the FCC.

To download documents, scroll to the bottom of the screen and click the **Download** button on the right.

	My Funding			My Invoices		My	SPINs
Sea	rch for a Commitment			SEARCH CLEAR			
FCC	C Form 462 Application Number	↓ SPIN/498 ID	Service Provider	HCP Number	Outstanding Balance	Service Delivery Deadline	Invoice Deadlin
RH	C20230011292	143005440	Verizon Online, LLC	65259	\$33,865.00	6/30/2024	10/28/2024
RH	C20230011291	143005440	Verizon Online, LLC	65259	\$33,058.35	6/30/2024	10/28/2024
RH	C20230011290	143005440	Verizon Online, LLC	71629	\$6,630.00	6/30/2024	10/28/2024
RH	C20230011289	143005440	Verizon Online, LLC	71629	\$6,630.00	6/30/2024	10/28/2024
RH	C20230011282	143005440	Verizon Online, LLC	71629	\$6,630.00	6/30/2024	10/28/2024
RH	C20230011281	143005440	Verizon Online, LLC	71629	\$6,630.00	6/30/2024	10/28/2024
RH	C20230011279	143005440	Verizon Online, LLC	71629	\$6,630.00	6/30/2024	10/28/2024
RH	C20230011278	143001600	Star Telephone Company, Inc.	49327	\$0.00	6/30/2024	10/28/2024
RH	C20230011277	143005440	Verizon Online, LLC	71629	\$6,630.00	6/30/2024	10/28/2024
RH	C20230011274	143005440	Verizon Online, LLC	71629	\$37,429.16	6/30/2024	10/28/2024
							≪ < 1-1
Ap	plication Details						
۵	FCC Form 462 RHC20230011292		HCP Number		mitment \$33,865.00 Amount	Funding Start Date	7/1/2023



Select the documents you'd like to download and click the **Download** button on the bottom right of the screen.

🕰 Dashboard		
	Download	
	Select all of the documents you would like to download	
	Funding Commitment Letter (FCL)	
	Network Cost Worksheet (NCW)	
	FCC Form 462	
	CLOSE	OWNLOAD

Step 4: The FCC Form 462 application number and post-commitment change request type are displayed on the **Signature** page. Click the required certifications and sign in the **Digital Signature** field using your full name as it appears in RHC Connect. Click **Request Change**.

Post-Commitment Change Request - RHC_PCC	R20230000572	
Start	FCC Form 462 Selection	Signature
Request Summary		
Request Number RHC_PCCR20230000572	Request Type Invoke Filing Deadline Extension	
Selected FCC Form 462 Application		
Signature		
	request, and that, to the best of my knowledge, information, and belief, all the statements of fact contained herein are true billing records for services received, must be retained for a period at least five years after the last date of service delivered	
Certifier's Full Name	chang records for services received, must be retained for a period at least rive years after the last date of service delivered in Digital Signature	in a particular funkting year pursuant to 47 CFR 5 54.631.
Date	autoria attaina a	
EXIT		
© 2022 Universal Service Administrative Company. All rights reserved.		PRIVACY POLICIES

Step 5: Once submitted, the confirmation message in green will display with a summary of the request and the new invoice filing deadline.

Sequest Number RHC_PCCR20230000572 has been successfully submitted. You can access your request from the "Post-Commitment Change Request" tab on your dashboard.						
Post-Commitment Change Request Details						
Request Number RHC_PCCR20230000572	Request Type Invoke Filing Deadline Extension	Submitted On 10/3/2023				
Selected FCC Form 462 Application RHC2C	Submitted By					
Involce Filing Deadline Extension Request						
Current Invoice Filing Deadline 10/28/2025						
New Projected Invoice Filing Deadline 2/25/2025						
			RETURN TO DASHBOARD			
2022 Universal Service Administrative Company. All rights reserved.			PRIVACY POLICI			



Step 6: Return to the Dashboard and search using the **Post-Commitment Change Request** number in the search field. The new invoice filing deadline will appear in the **Invoice Deadline** column on the right of the screen and the calendar icon will no longer be visible.



Step 7: Once processed, an updated Funding Commitment Letter (FCL) will be sent displaying the new invoice filing deadline.

Administrative Co.	ileged and Contains Confidential Information
Funding Commitment Letter (FCL) Date:	09/19/2022
Revised Funding Commitment Letter (FCL) Date:	10/03/2023
Revision Type:	Invoice Filing Deadline Extension
Funding Request Number (FRN):	175.56.5
Program:	Healthcare Connect Fund
Funding Year (FY):	2022
Service Delivery Deadline:	06/30/2025
Invoice Filing Deadline:	02/25/2026
FCC Form 461 Application Number: Health Care Provider (HCP) Name: HCP Numbor: HCP Contact Name: HCP Contact Email: HCP Contact Phone: The Rural Health Care (RHC) Division of the U	niversal Service Administrative Company (USAC) has
completed its review of the FCC Form 462 (Fur submitted by the HCP referenced above. Based funding decision for the expense items describe	Inversal Service Administrative Company (USAC) has adding Request Form) and supporting documentation d on the information provided, RHC has made a ed below. Additionally, if the HCP submitted a contract le of the contract review is included in this letter.
Total Committed Funding:	
HCP Physical Location:	
Service Provider Name:	
Service Provider Name: SPIN/498 ID:	
Billing Account Number (BAN):	



Tool Tip: To sort invoice filing deadlines for everything in your queue from earliest to latest, click **Invoice Deadline** on the right.

IC Connect	-				_	-	_		_
· ·	My Fun	ding SEARCH		My Invoice	(My SP	"INS	۲.
15:14	SPIN SPIN Name	site Name	Site Number	Application Number	Commitment Amount	Approved Invoiced Amount	Service Delivery Deadline	Invoice Deadline	
Oct 03 2023	143	Wart Ternarias Mashborea 160					6/30/2023	10/28/2023	60
	143						6/30/2023	10/28/2023	80
	143						6/30/2023	10/28/2023	60
	143						6/30/2023	12/21/2023	60

For more information, visit the <u>Post-Commitment Actions</u> webpage on the USAC website.

Frequently Asked Questions

What changes were made to RHC Connect?

RHC Connect has a new look and feel that is more intuitive and user-friendly. It is easier to navigate the form for submission, and it is easier for RHC program reviewers to review and approve forms.

Did the rules for the invoice filing deadline change?

FCC Order 19-78 authorized USAC to grant a single 120-day extension to the invoice filing deadline.

Who is impacted by this change?

RHC Connect is used for FY2022 and future funding years. Applicants who participate in the Telecom Program will begin submitting the FCC Form 466 in RHC Connect in FY2024. CCPP projects are not impacted unless they also participate in the HCF Program.

Can I still make updates or changes to my FCC Forms 460 in My Portal?

Yes, please verify in My Portal that all account holder information is accurate and up to date. USAC will import this data to pre-populate the FCC Forms 461, 462 and 463.

Resources

For more information, visit the Post-Commitment Actions webpage.

For questions about the Rural Health Care program, contact <u>RHC-Assist@usac.org</u> or the RHC Customer Service Center at (800) 453-1546 from 8 a.m. – 8 p.m. ET Monday through Friday for assistance. Use the <u>RHC Customer Service Center Tip Sheet</u> to learn about what the RHC Customer Service Center can and cannot help you with.