

RHC Connect

Step-by-Step Guide for Applicants with Draft FCC Forms 462 in RHC Connect: How to Save Your Work for FY2022

USAC is excited to introduce RHC Connect, the updated platform used to submit your FCC Form 462 (Funding Request Form) for Funding Year 2022. Please note that any **information from draft FCC Forms 462 saved in My Portal are not migrated to RHC Connect**. You must save any drafts created in My Portal so that you can import that information into RHC Connect.

How to Save Current Drafts (in My Portal) to Your Computer:

Step One: Log into My Portal.

Step Two: Click the hyperlink for the HCF Applicant type you wish to access; Individual or Consortia.

RURAL HEALTH CARE

Welcome to the Rural Health Care My Portal. You have the authorization to access one or more Health Care Provider (HCP) accounts in the Telecommunications and Healthcare Connect Fund programs. Select the program you wish to enter from the options below.

| Universal Service Administrative Co. accepts funding requests during filing window periods. | | |
|---|------------------------------------|---------------------------------|
| | Filing Window Period #1 | Subsequent Filing Window Period |
| FY2021 | January 04, 2021 - June 01, 2021 | TBA |
| FY2022 | December 01, 2021 - April 01, 2022 | TBA |

For more information about filing window periods, please click [here](#).

You may switch programs at any time by returning to your My Portal tab and selecting another option:

- [Telecommunications program \(Forms 465, 466, 467\)](#)
- [Individual Applicant - Healthcare Connect Fund \(Forms 460, 461, 462, 463\)](#)
- [Consortium Project Coordinator - Healthcare Connect Fund](#)

Step Three: Click the hyperlink on the relevant HCP.

RURAL HEALTH CARE Return to My Portal

The *My Consortia* tab provides a high-level overview of all consortia in the Healthcare Connect Fund which you manage or have account access to, including:


- HCP Number and HCP Name
- Street Address
- Account Holder Type (Primary, Secondary, Tertiary, Draft)

To access a specific consortium, search by HCP Number or HCP Name (or simply scroll down the list of consortia), then click on the HCP Number. Once you have selected a consortium, you will be taken to that consortium's *My Consortium* tab, and information on all other tabs will now be specific to that consortium. To access information about another HCP, go to the *My Consortia* tab and select the new consortium.

[File a Form 460 for a new Consortium](#)

My Consortia | **Account Holders**

| HCP # | HCP Name | Account Holder Type | Address | City | State | Zip |
|----------------------|----------------------|---------------------|---------|------|-------|-----|
| <input type="text"/> | <input type="text"/> | | | | | |



Step Four: Click on the “Forms” tab.

RURAL HEALTH CARE Return to My Consortia

My Consortium | **My LOAs** | **Documents** | **Account Holders** | **Forms**

California Telehealth Network Rural Percentage: **50.27%**

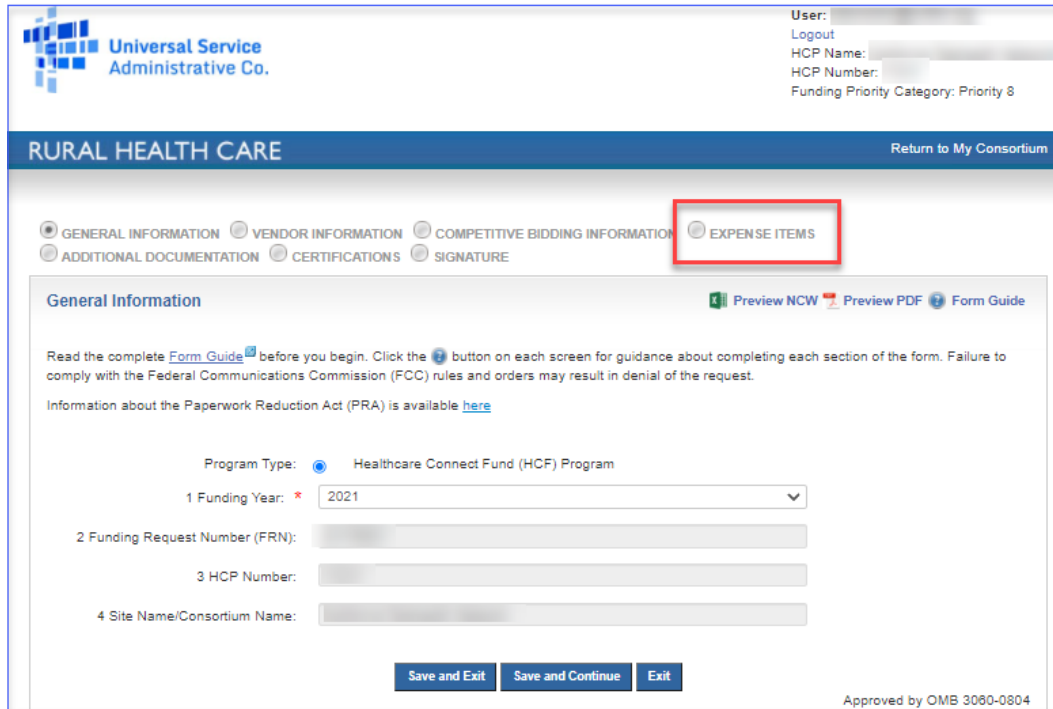
HCP Number:

HCP Name:

Existing HCPs on 460 (From Line 24)

| HCP Number | HCP Name | Entity Type | Eligible (Y/N) | Rural | Priority | LOA Expiry | |
|------------|----------|-------------|----------------|-------|----------|------------|---|
| | | | | | | | <input type="button" value="Revoke HCP"/> |
| | | | | | | | <input type="button" value="Revoke HCP"/> |
| | | | | | | | <input type="button" value="Revoke HCP"/> |
| | | | | | | | <input type="button" value="Revoke HCP"/> |

Step Seven: Click the radio button for “Expense Items.”



Universal Service Administrative Co. User: [redacted]
Logout
HCP Name: [redacted]
HCP Number: [redacted]
Funding Priority Category: Priority 8

RURAL HEALTH CARE Return to My Consortium

GENERAL INFORMATION
 VENDOR INFORMATION
 COMPETITIVE BIDDING INFORMATION
 EXPENSE ITEMS
 ADDITIONAL DOCUMENTATION
 CERTIFICATIONS
 SIGNATURE

General Information [Preview NCW](#) [Preview PDF](#) [Form Guide](#)

Read the complete [Form Guide](#) before you begin. Click the [?](#) button on each screen for guidance about completing each section of the form. Failure to comply with the Federal Communications Commission (FCC) rules and orders may result in denial of the request.

Information about the Paperwork Reduction Act (PRA) is available [here](#).

Program Type: Healthcare Connect Fund (HCF) Program

1 Funding Year: * 2021

2 Funding Request Number (FRN): [redacted]

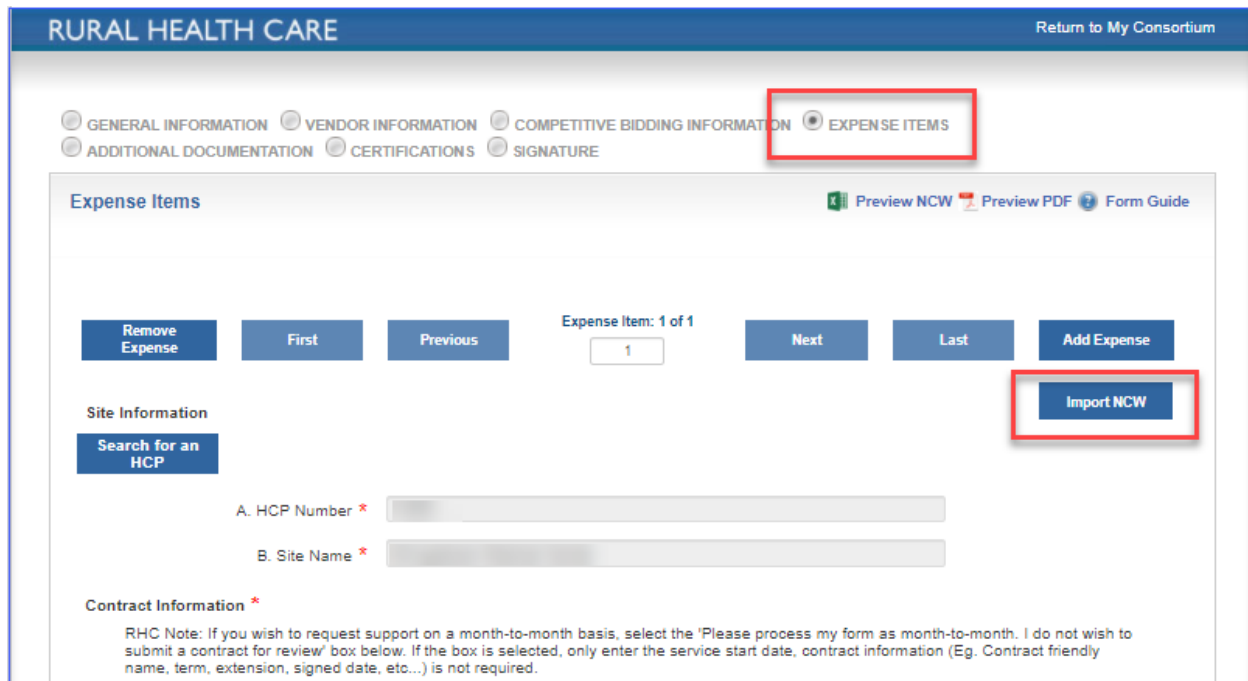
3 HCP Number: [redacted]

4 Site Name/Consortium Name: [redacted]

Save and Exit Save and Continue Exit

Approved by OMB 3080-0804

Step Eight: Click the blue button titled “Import NCW.”



RURAL HEALTH CARE Return to My Consortium

GENERAL INFORMATION
 VENDOR INFORMATION
 COMPETITIVE BIDDING INFORMATION
 EXPENSE ITEMS
 ADDITIONAL DOCUMENTATION
 CERTIFICATIONS
 SIGNATURE

Expense Items [Preview NCW](#) [Preview PDF](#) [Form Guide](#)

Remove Expense First Previous Expense Item: 1 of 1 Next Last Add Expense

1

Site Information **Import NCW**

Search for an HCP

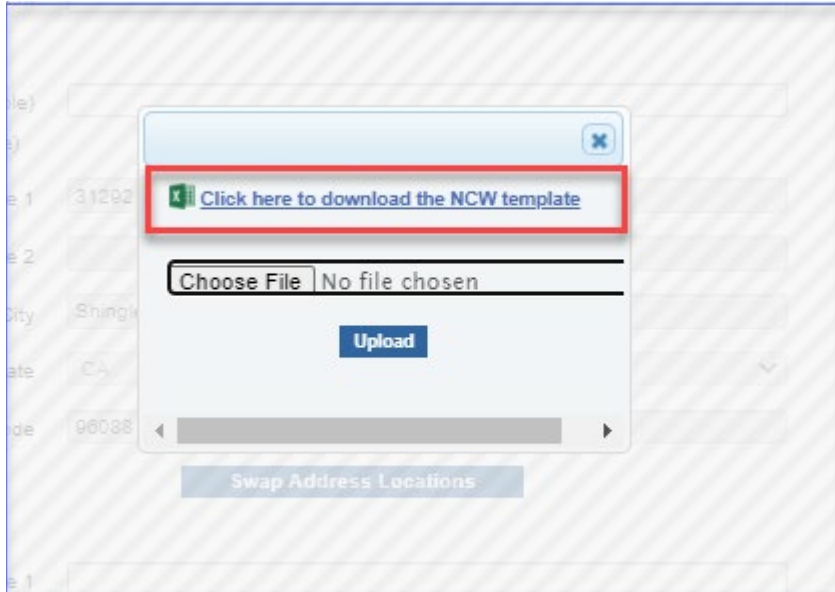
A. HCP Number * [redacted]

B. Site Name * [redacted]

Contract Information *

RHC Note: If you wish to request support on a month-to-month basis, select the 'Please process my form as month-to-month. I do not wish to submit a contract for review' box below. If the box is selected, only enter the service start date, contract information (Eg. Contract friendly name, term, extension, signed date, etc...) is not required.

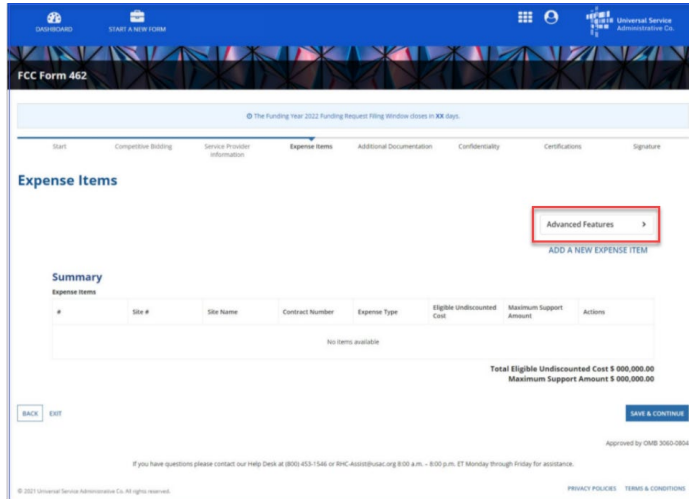
Step Nine: Click the hyperlink to download the NCW template. This will download all of the work to date on this draft.



Step Ten: Save the spreadsheet to your computer.

Scroll down for information about how to upload the saved information into RHC Connect.

Step Three: Navigate to the “Expense Items” page and click on “Advanced Features” to access the NCW Import.



FCC Form 462

The Funding Year 2022 Funding Request Filing Window closes in XX days.

Start Competitive Bidding Service Provider Information Expense Items Additional Documentation Confidentiality Certifications Signature

Expense Items

Advanced Features ▾

ADD A NEW EXPENSE ITEM

Summary

Expense Items

| # | Site # | Site Name | Contract Number | Expense Type | Eligible Undiscounted Cost | Maximum Support Amount | Actions |
|--------------------|--------|-----------|-----------------|--------------|----------------------------|------------------------|---------|
| No items available | | | | | | | |

Total Eligible Undiscounted Cost \$ 000,000.00
Maximum Support Amount \$ 000,000.00

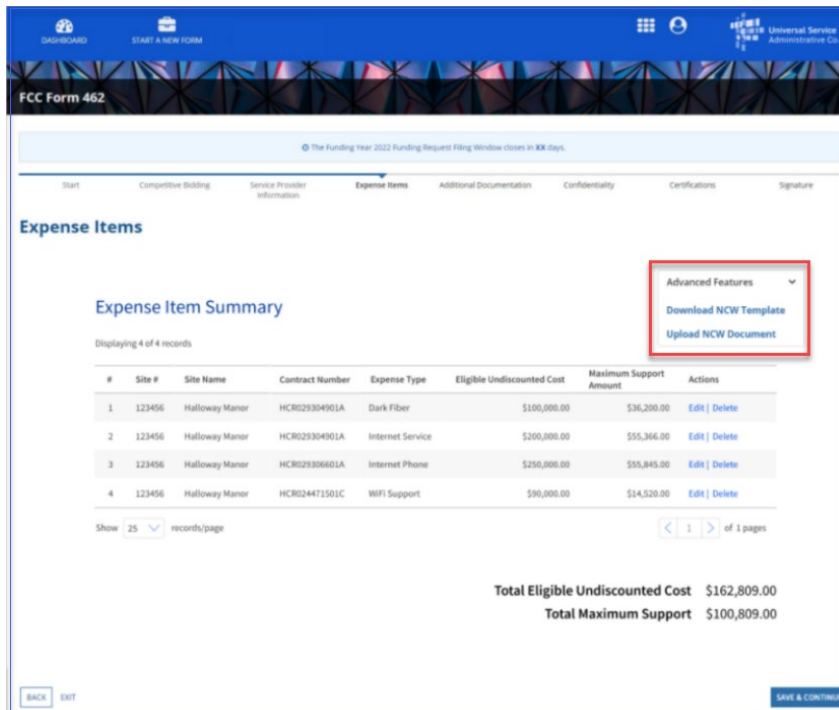
BACK EXIT SAVE & CONTINUE

Approved by OMB 3560-0804

If you have questions please contact our Help Desk at (800) 453-1546 or HNC_Access@usac.org 8:00 a.m. - 8:00 p.m. ET Monday through Friday for assistance.

© 2021 Universal Service Administrative Co. All rights reserved. PRIVACY POLICIES TERMS & CONDITIONS

Step Four: Here you can click on “Download NCW Template.” Once you enter all required information into this template, you will then save it to your computer. Then click “Upload NCW Document” and chose the template you have just saved. **When you upload the NCW, it will over-write all entered information, so please be sure to include all information manually-entered into your final NCW.**



FCC Form 462

The Funding Year 2022 Funding Request Filing Window closes in XX days.

Start Competitive Bidding Service Provider Information Expense Items Additional Documentation Confidentiality Certifications Signature

Expense Items

Expense Item Summary

Displaying 4 of 4 records

| # | Site # | Site Name | Contract Number | Expense Type | Eligible Undiscounted Cost | Maximum Support Amount | Actions |
|---|--------|----------------|-----------------|------------------|----------------------------|------------------------|---------------|
| 1 | 123456 | Halloway Manor | HCR029304001A | Dark Fiber | \$100,000.00 | \$36,200.00 | Edit Delete |
| 2 | 123456 | Halloway Manor | HCR029304001A | Internet Service | \$200,000.00 | \$55,366.00 | Edit Delete |
| 3 | 123456 | Halloway Manor | HCR029306001A | Internet Phone | \$250,000.00 | \$55,845.00 | Edit Delete |
| 4 | 123456 | Halloway Manor | HCR024471501C | WiFi Support | \$90,000.00 | \$14,520.00 | Edit Delete |

Show 25 records/page < 1 > of 1 pages

Total Eligible Undiscounted Cost \$162,809.00
Total Maximum Support \$100,809.00

BACK EXIT SAVE & CONTINUE