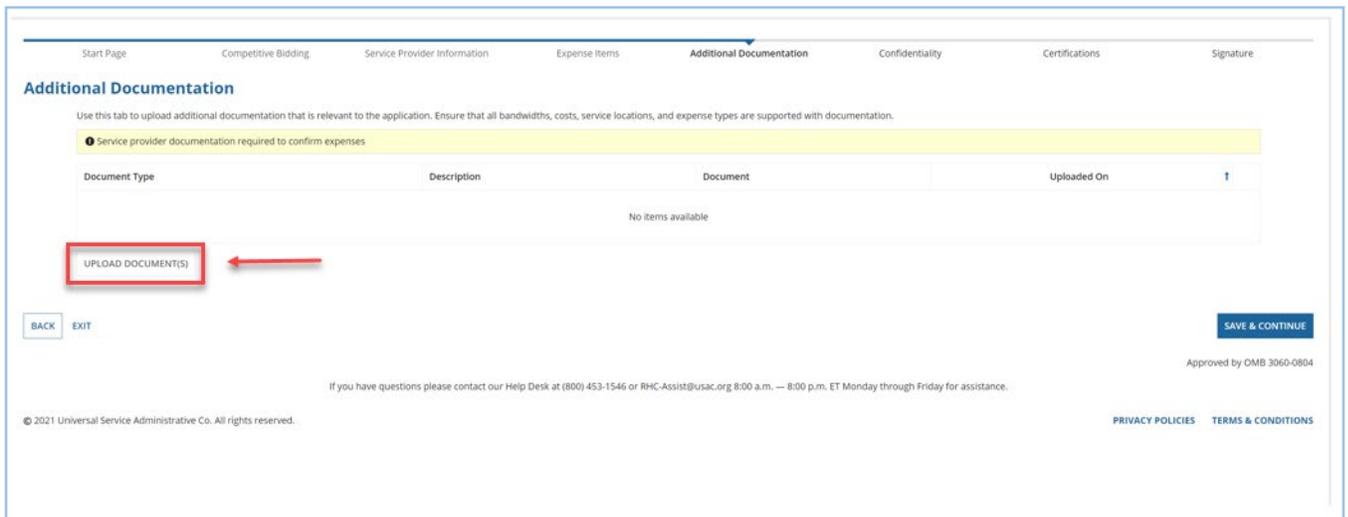


## Uploading Documents in RHC Connect

Please use the instructions below if you are uploading more than 10 documents in the “Additional Documents” section of RHC Connect for the FCC Forms 462:

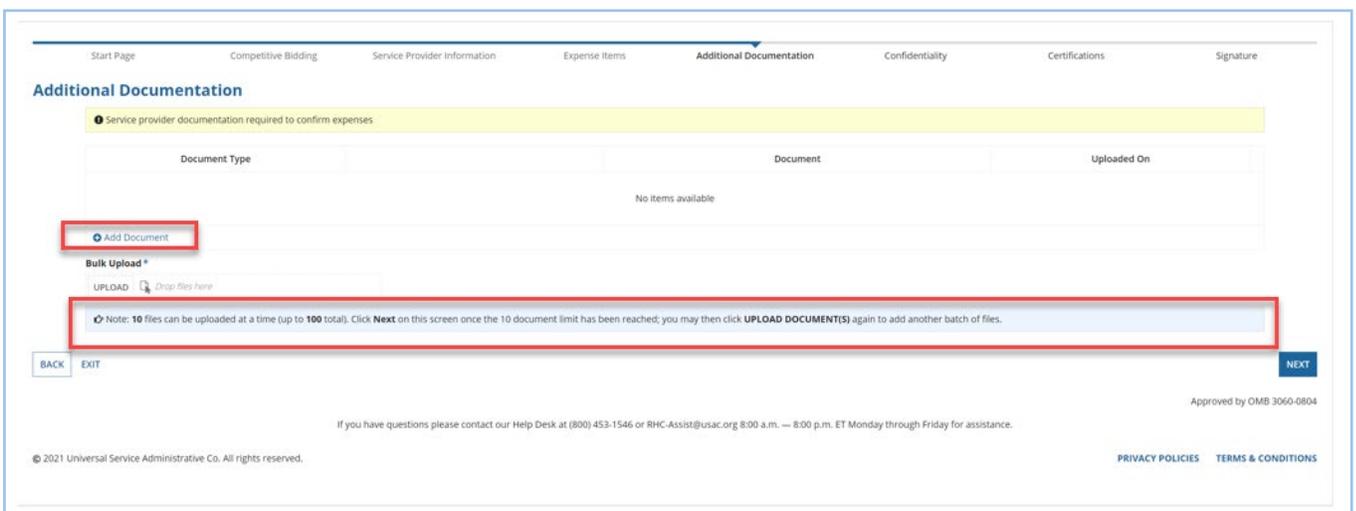
### 1. Click on the “Upload Documents” button



The screenshot shows the 'Additional Documentation' section of the RHC Connect interface. The page title is 'Additional Documentation' and the subtitle is 'Use this tab to upload additional documentation that is relevant to the application. Ensure that all bandwidths, costs, service locations, and expense types are supported with documentation.' A yellow banner indicates 'Service provider documentation required to confirm expenses'. Below this is a table with columns: Document Type, Description, Document, and Uploaded On. The table is currently empty with the text 'No items available'. A red box highlights the 'UPLOAD DOCUMENT(S)' button, with a red arrow pointing to it. At the bottom right, there is a 'SAVE & CONTINUE' button. The footer includes '© 2021 Universal Service Administrative Co. All rights reserved.', 'Approved by OMB 3060-0804', and links for 'PRIVACY POLICIES' and 'TERMS & CONDITIONS'.

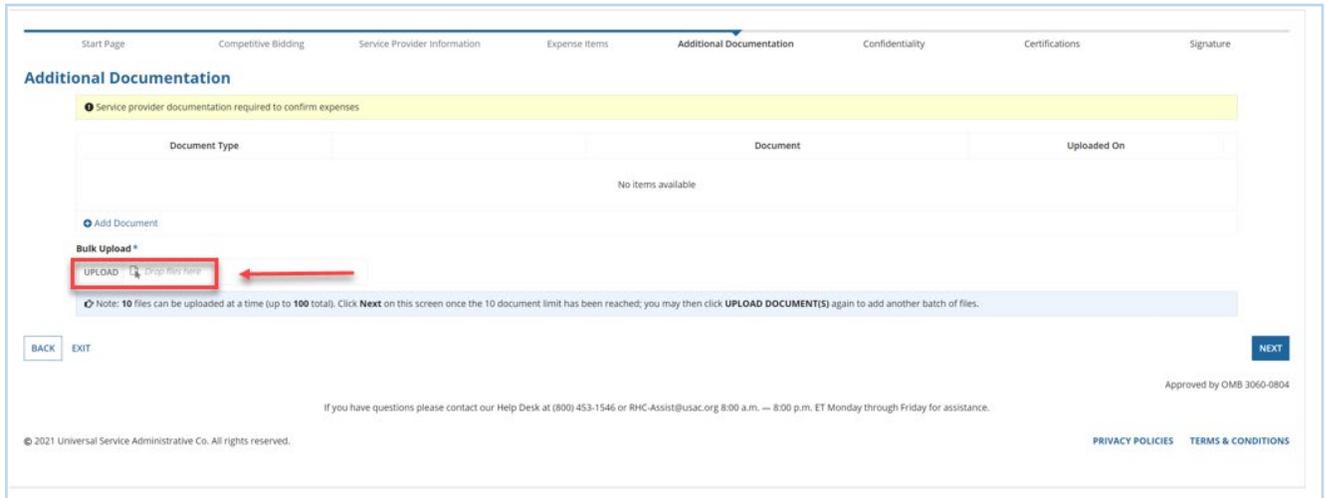
### 2. Click on “Add Document” or do a bulk upload of up to 100 documents (see screen tip in blue)

- Bulk uploads can handle 10 documents at a time for a maximum of 100 documents

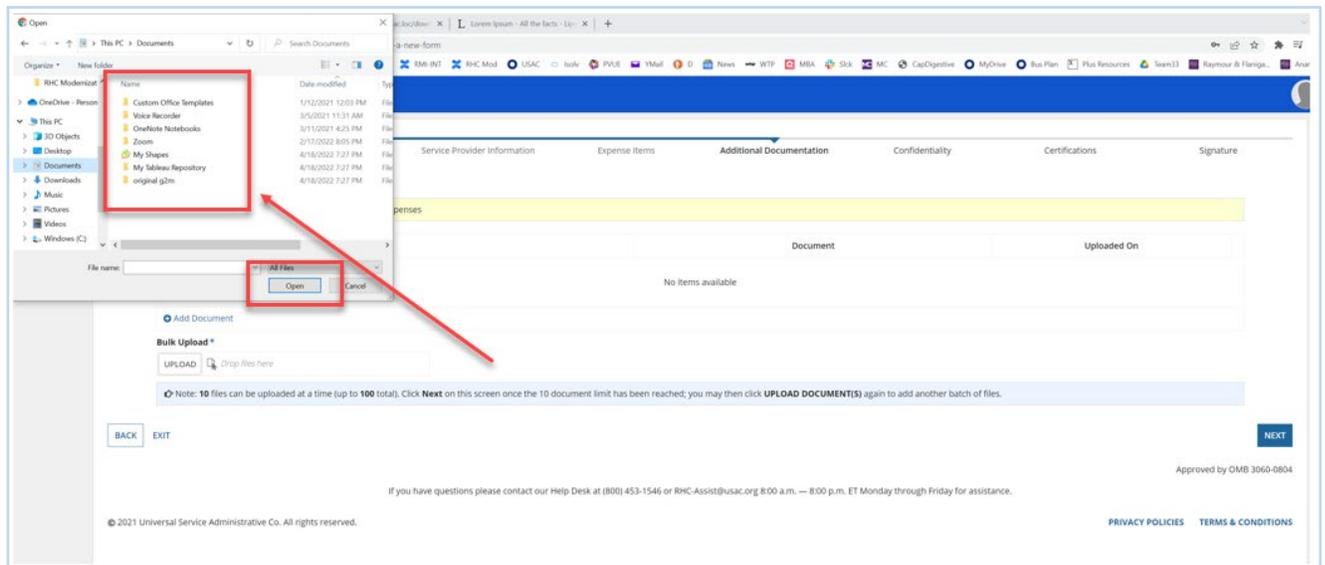


The screenshot shows the 'Additional Documentation' section of the RHC Connect interface. The page title is 'Additional Documentation' and the subtitle is 'Use this tab to upload additional documentation that is relevant to the application. Ensure that all bandwidths, costs, service locations, and expense types are supported with documentation.' A yellow banner indicates 'Service provider documentation required to confirm expenses'. Below this is a table with columns: Document Type, Description, Document, and Uploaded On. The table is currently empty with the text 'No items available'. A red box highlights the 'Add Document' button. Below the table is a 'Bulk Upload' section with an 'UPLOAD' button and a 'Drop files here' area. A blue note box contains the text: 'Note: 10 files can be uploaded at a time (up to 100 total). Click Next on this screen once the 10 document limit has been reached; you may then click UPLOAD DOCUMENT(S) again to add another batch of files.' At the bottom right, there is a 'NEXT' button. The footer includes '© 2021 Universal Service Administrative Co. All rights reserved.', 'Approved by OMB 3060-0804', and links for 'PRIVACY POLICIES' and 'TERMS & CONDITIONS'.

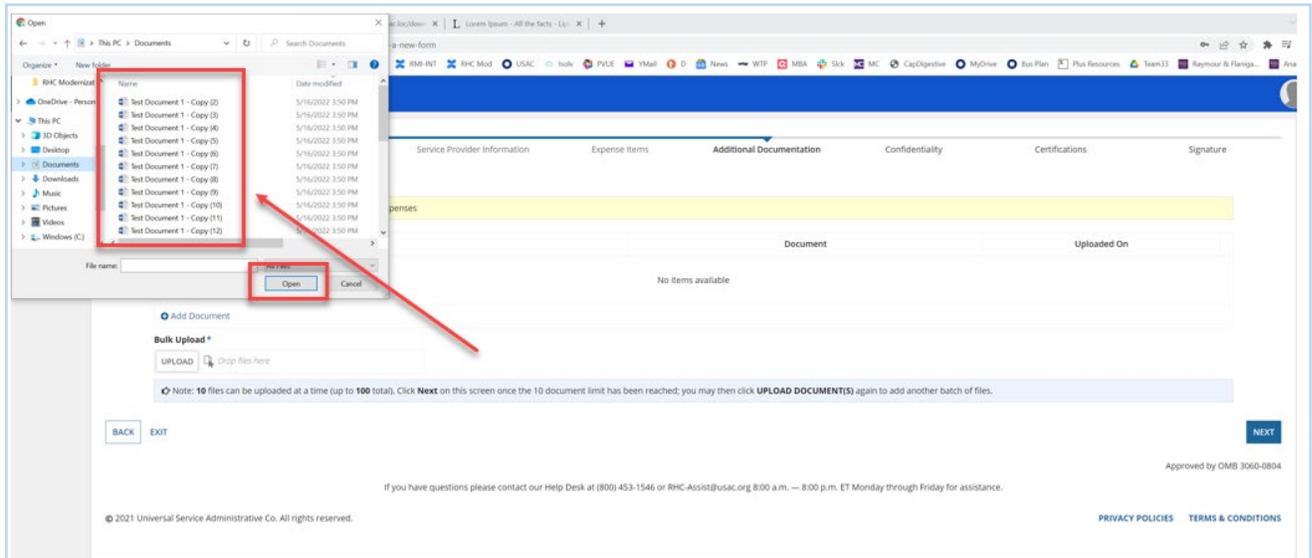
3. Click the “Upload” button



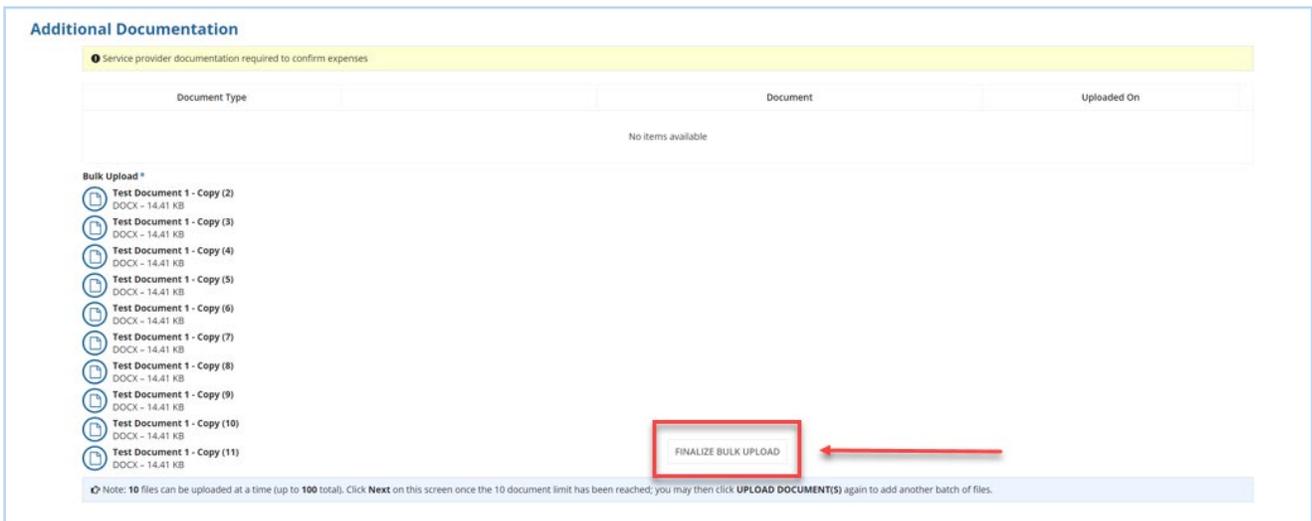
4. Select the document (s) from the dialog box for your computer



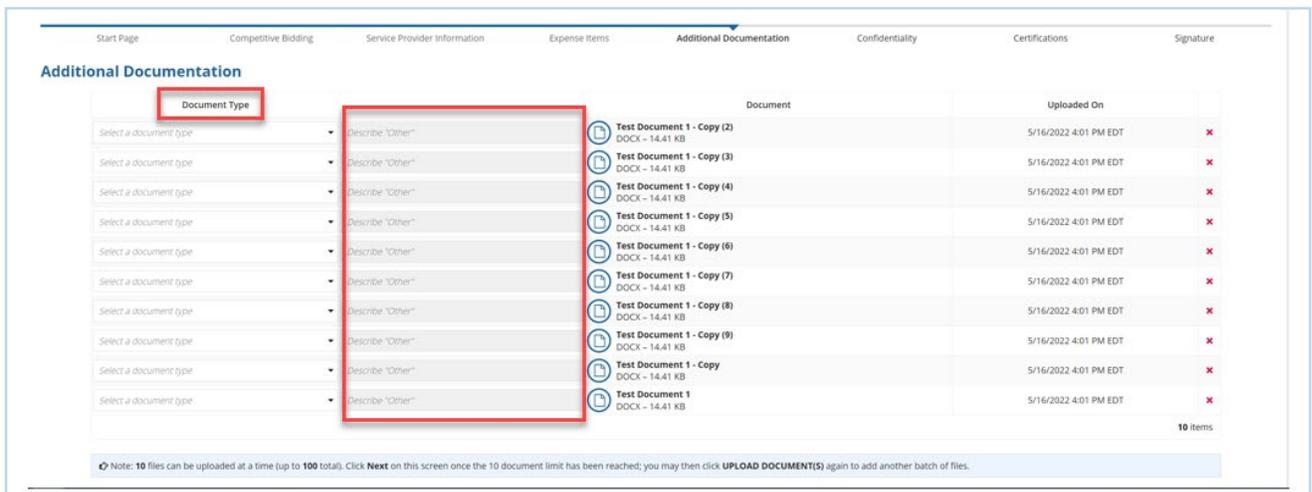
5. Use the “Shift” key on your computer to select multiple files



6. Click “Finalize Bulk Upload”



7. Choose a “Document Type” from the drop-down menu
  - If you select “Other”, you are required to enter a description of the document in the free-text field



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

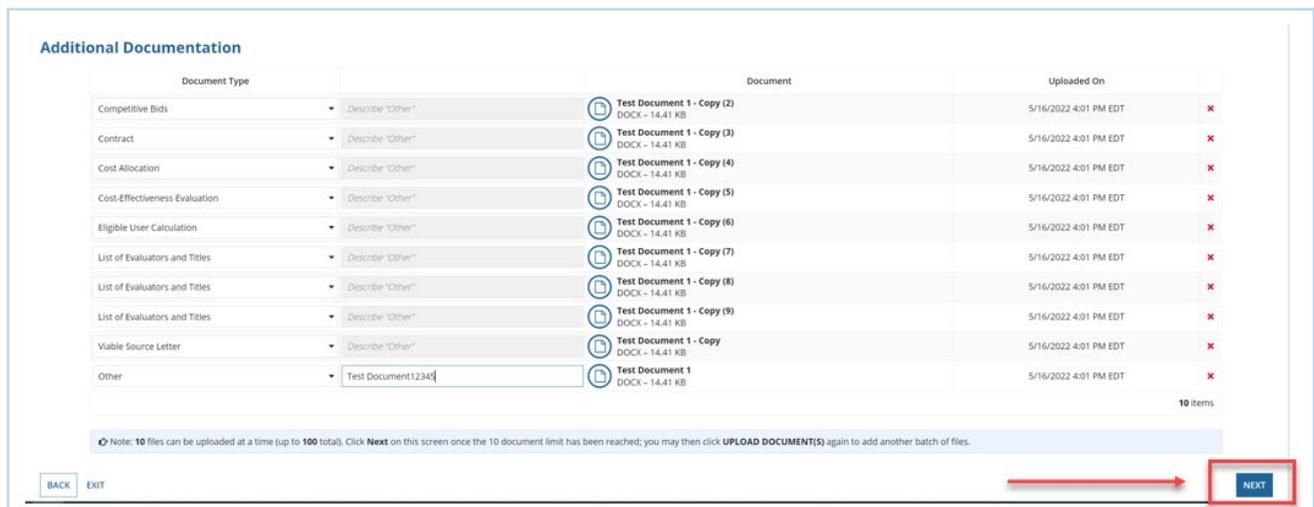
### Additional Documentation

Document Type	Document	Uploaded On
Select a document type	Test Document 1 - Copy (2) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy (3) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy (4) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy (5) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy (6) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy (7) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy (8) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy (9) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 DOCX - 14.41 KB	5/16/2022 4:01 PM EDT

10 items

Note: 10 files can be uploaded at a time (up to 100 total). Click **Next** on this screen once the 10 document limit has been reached; you may then click **UPLOAD DOCUMENT(S)** again to add another batch of files.

8. Once you have uploaded the first 10 documents, click “Next”



### Additional Documentation

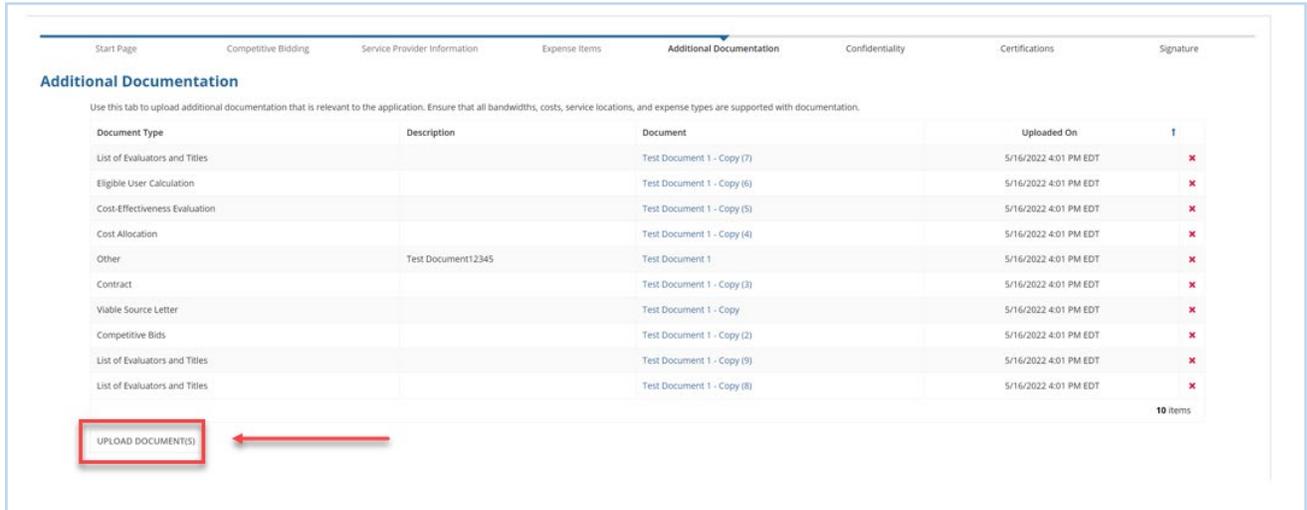
Document Type	Document	Uploaded On
Competitive Bids	Test Document 1 - Copy (2) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
Contract	Test Document 1 - Copy (3) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
Cost Allocation	Test Document 1 - Copy (4) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
Cost-Effectiveness Evaluation	Test Document 1 - Copy (5) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
Eligible User Calculation	Test Document 1 - Copy (6) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
List of Evaluators and Titles	Test Document 1 - Copy (7) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
List of Evaluators and Titles	Test Document 1 - Copy (8) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
List of Evaluators and Titles	Test Document 1 - Copy (9) DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
Viable Source Letter	Test Document 1 - Copy DOCX - 14.41 KB	5/16/2022 4:01 PM EDT
Other	Test Document 12345 DOCX - 14.41 KB	5/16/2022 4:01 PM EDT

10 items

Note: 10 files can be uploaded at a time (up to 100 total). Click **Next** on this screen once the 10 document limit has been reached; you may then click **UPLOAD DOCUMENT(S)** again to add another batch of files.

BACK EXIT NEXT

9. To continue to upload documents, Click “Upload Document (s)”



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

### Additional Documentation

Use this tab to upload additional documentation that is relevant to the application. Ensure that all bandwidths, costs, service locations, and expense types are supported with documentation.

Document Type	Description	Document	Uploaded On	
List of Evaluators and Titles		Test Document 1 - Copy (7)	5/16/2022 4:01 PM EDT	✘
Eligible User Calculation		Test Document 1 - Copy (6)	5/16/2022 4:01 PM EDT	✘
Cost-Effectiveness Evaluation		Test Document 1 - Copy (5)	5/16/2022 4:01 PM EDT	✘
Cost Allocation		Test Document 1 - Copy (4)	5/16/2022 4:01 PM EDT	✘
Other	Test Document12345	Test Document 1	5/16/2022 4:01 PM EDT	✘
Contract		Test Document 1 - Copy (3)	5/16/2022 4:01 PM EDT	✘
Viable Source Letter		Test Document 1 - Copy	5/16/2022 4:01 PM EDT	✘
Competitive Bids		Test Document 1 - Copy (2)	5/16/2022 4:01 PM EDT	✘
List of Evaluators and Titles		Test Document 1 - Copy (9)	5/16/2022 4:01 PM EDT	✘
List of Evaluators and Titles		Test Document 1 - Copy (8)	5/16/2022 4:01 PM EDT	✘

10 items

**UPLOAD DOCUMENT(S)** ←

10. Once all documents are uploaded, continue with next steps.