

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

| Start Page | Competitive Bidding | Service Provider Information | Expense Items | Additional Documentation | Confidentiality | Certifications | Signature |
|-----------------------------|--|---|-----------------------------------|---|---|----------------|------------------------|
| itional Docume | entation | | | | | | |
| Use this tab to upload | additional documentation that is relev | ant to the application. Ensure that all bandy | vidths, costs, service locations, | and expense types are supported with docu | umentation. | | |
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| Universal Service Administr | If rative Co. All rights reserved. | you have questions please contact our Helt | Desk at (800) 453-1546 or RHC | -Assist@usac.org 8:00 a.m. — 8:00 p.m. ET I | wonday through Priday for assistance. | PRIVACY PC | LICIES TERMS & CONDITI |
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- 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

| Start Page | Competitive Bidding | Service Provider Information | Expense Items | Additional Documentation | Confidentiality | Certifications | Signature |
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3. Click the "Upload" button

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

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| 3 | 2021 Universal Service Administrativ | ve Co. All rights reserved. | | | | | PRIVACY POLI | CIES TERMS & CONDITIO |



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

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6. Click "Finalize Bulk Upload"

| Service provider documentation required to confirm expenses | | |
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- 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 freetext field

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

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| Cost Allocation | Describe "Other" | DOCK - 14.41 KB | 5/16/2022 4:01 PM EDT | , |
| Cost-Effectiveness Evaluation | Describe "Other" | DOCX - 14.41 KB | 5/16/2022 4:01 PM EDT | , |
| Eligible User Calculation | Describe "Other" | DOCX - 14.41 KB | 5/16/2022 4:01 PM EDT | , |
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9. To continue to upload documents, Click "Upload Document (s)"

| onal Documentation | | | | |
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| Use this tab to upload additional documentation that Document Type | is relevant to the application. Ensure that all bandwidths, costs Description | , service locations, and expense types are supported with documentation. Document | Uploaded On | t |
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10. Once all documents are uploaded, continue with next steps.