

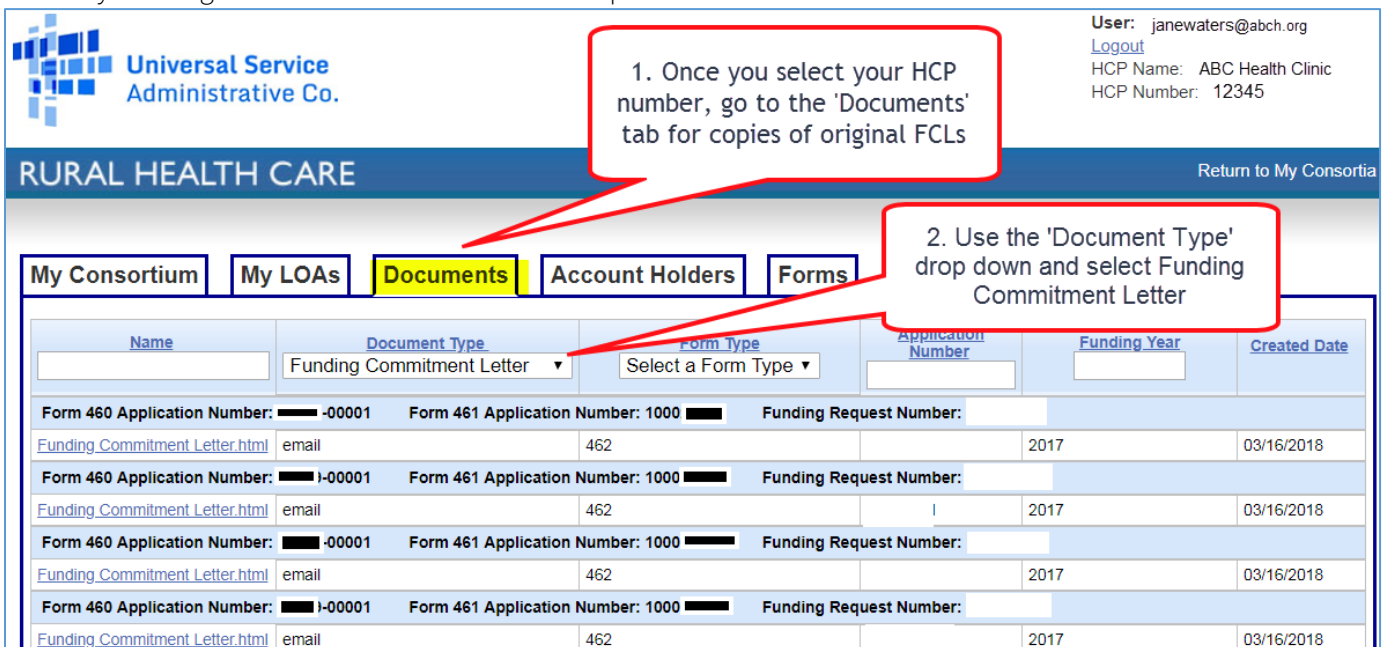
## Rural Health Care (RHC) Program

# Looking Up Commitment Information

How to look up your approved funding commitment information.

### Healthcare Connect Fund Program - Looking up FCL Information in My Portal

Log into your My Portal Account and go to the 'Documents' tab. Once in that tab, select the 'Document type' drop down and search by 'Funding Commitment Letter.' Below is a helpful screenshot:



**Universal Service Administrative Co.**

**RURAL HEALTH CARE**

User: janewaters@abch.org  
Logout  
HCP Name: ABC Health Clinic  
HCP Number: 12345

Return to My Consortia

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

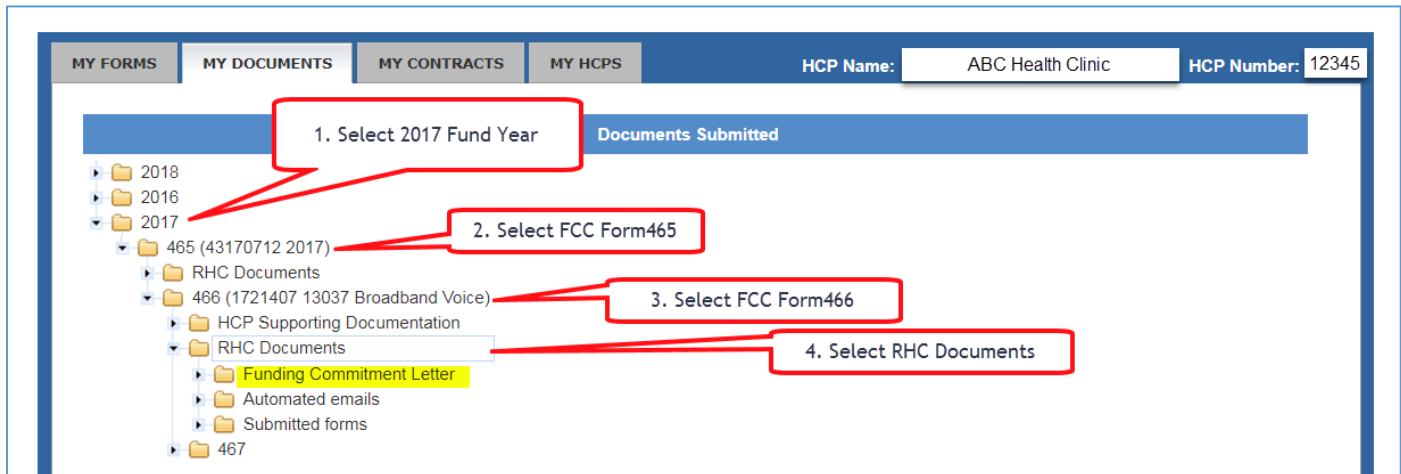
1. Once you select your HCP number, go to the 'Documents' tab for copies of original FCLs

2. Use the 'Document Type' drop down and select Funding Commitment Letter

Name	Document Type	Form Type	Application Number	Funding Year	Created Date
	Funding Commitment Letter	Select a Form Type			
Form 460 Application Number: -00001	Form 461 Application Number: 1000	Funding Request Number:			
<a href="#">Funding Commitment Letter.html</a>	email	462		2017	03/16/2018
Form 460 Application Number: -00001	Form 461 Application Number: 1000	Funding Request Number:			
<a href="#">Funding Commitment Letter.html</a>	email	462	I	2017	03/16/2018
Form 460 Application Number: -00001	Form 461 Application Number: 1000	Funding Request Number:			
<a href="#">Funding Commitment Letter.html</a>	email	462		2017	03/16/2018
Form 460 Application Number: -00001	Form 461 Application Number: 1000	Funding Request Number:			
<a href="#">Funding Commitment Letter.html</a>	email	462		2017	03/16/2018

## Telecommunications Program: Looking up FCL Information in My Portal

Log into your My Portal Account and go to the 'My Documents' tab. Once there, please select the applicable Fund Year, and follow the below steps to view your FCL.



## Service Provider: Looking Up FCL Information in My Portal

### Healthcare Connect Fund

Log into your My Portal Account and select the SPIN that is used on the FCL you would like to look up. Then, under the “Service Provider Review” tab, identify the FRN for which you’d like to view the FCL, then click the blue document icon in the “Download” column.

#### HEALTHCARE CONNECT FUND

1. Select SPIN from this column

Search By SPIN/498 ID	Search By SP Name	Address Line 1	Address Line 2	City	State	Zip
14				Monroe	LA	71203
14				Monroe	LA	71203
14				Monroe	LA	71203
14				Monroe	LA	71203
14				Monroe	LA	71203
14				Monroe	LA	71203
14				Monroe	LA	71203
14				Monroe	LA	71203
14				Monroe	LA	71203

Service Provider Review









USAC Review

HCP Review

My SPINs/498 IDs

Note: All Forms in this section have been submitted for Service Provider Review.

Invoices in Service Provider Review: 22

RHC Invoice Number	FRN	Fund Year	Vendor/Applicant Invoice Number	HCP Name	Updated	Download
	17	2017			07/19/2018	
	17	2017			07/20/2018	
	17	2017			07/21/2018	
	17	2017			07/21/2018	
	17	2017			07/21/2018	
	17	2017			07/21/2018	
	17	2017			07/21/2018	
	17	2017			07/21/2018	

3. Click the blue document icon to download FCL

## Telecom Program

Log into your My Portal Account and select the SPIN that is used on the FCL you would like to look up. Then, under the “My Documents” tab, then click “Commitments,” then select the appropriate HCP, then download the FCL from the “SPIN FCL” folder by clicking the hyperlink.

MY SPINS				
1. Select SPIN from this column				
Search by SPIN/498 ID	Search by SP Name	Address	City	
14			Monroe	
14			Monroe	
14			Monroe	
14			Monroe	
14			Monroe	
14			Monroe	
14			Monroe	

### Commitment information, including:

- Copies of applicant Funding Commitment Letters (FCLs) stored by HCP Number
- Applicant HCP Support Schedules (HSS) sorted by HCP Number

MY INVOICES
MY \$
**MY DOCUMENTS**
MY SPINS

2. Select "Commitments"

3. Select "2017"

3. Select HCP

4. Click hyperlink to download FCL

Invoices
Commitments
2012
2016
2017
HCPs
Memorial Hospital
Spin FCL
Funding Commitment Letter Email.html
Funding Commitment Letter Email.html
Weekly FCL
Weekly HSS

## Looking up HCP Information Commitment Search Page

You can also use publicly available tools on our website, [www.usac.org/rhc](http://www.usac.org/rhc) in order to look up approved funding commitments. For HCF Program information, use the [HCF Commitment Search Page](#). For the Telecom Program, please use the [Telecom Commitments Search Page](#). Please note: only HCP name, HCP number, HCP address, and service provider name will be included.

### Commitment Search

To search, type the full or partial criteria in the appropriate box below.

Funding Year:

2017 ▼

City:

Commitment Date After:

HCP Name:

State:

Any ▼

SPIN/498 ID:

HCP Number:

12345

ZIP:

Service Provider Name:

Funding Type:

Any ▼

Reset

Search

Export Selected

Export All

<input type="checkbox"/>	<u>HCP Number</u>	<u>HCP Name</u>	<u>Commitment Date</u>	<u>Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>	<u>Service Provider Name</u>	<u>Estimated Support Amount</u>
<input type="checkbox"/>									
<input type="checkbox"/>									
<input type="checkbox"/>									