

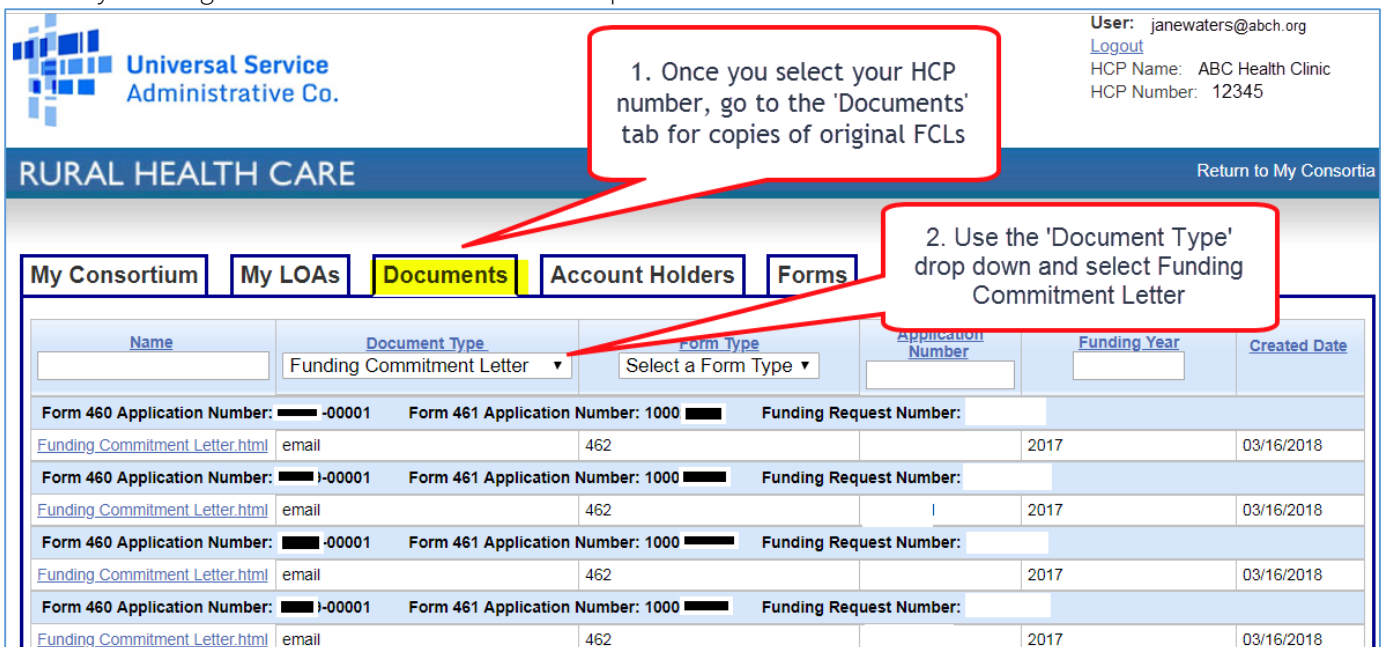
Rural Health Care (RHC) Program

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:



User: janewaters@abch.org
[Logout](#)
 HCP Name: ABC Health Clinic
 HCP Number: 12345

RURAL HEALTH CARE Return to My Consortia

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

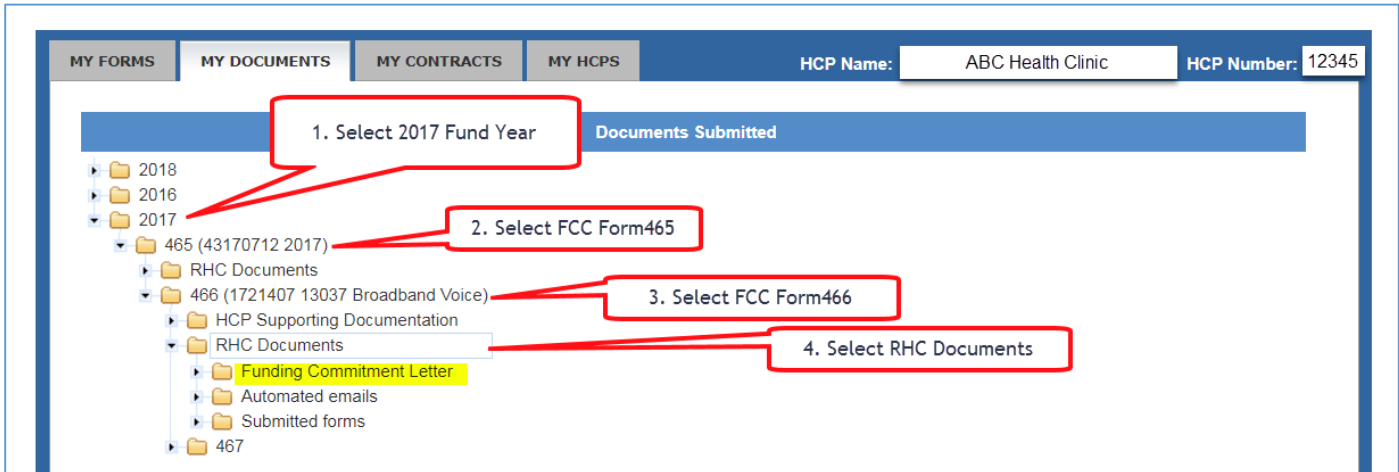
1. Once you select your HCP number, go to the 'Documents' tab for copies of original FCLs

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: <input type="text"/>					
Funding Commitment Letter.html	email	462		2017	03/16/2018
Form 460 Application Number: █████ I-00001 Form 461 Application Number: 1000 █████ Funding Request Number: <input type="text"/>					
Funding Commitment Letter.html	email	462	I	2017	03/16/2018
Form 460 Application Number: █████ -00001 Form 461 Application Number: 1000 █████ Funding Request Number: <input type="text"/>					
Funding Commitment Letter.html	email	462		2017	03/16/2018
Form 460 Application Number: █████ I-00001 Form 461 Application Number: 1000 █████ Funding Request Number: <input type="text"/>					
Funding Commitment Letter.html	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.



The screenshot shows the 'MY DOCUMENTS' tab in a web portal. The user's HCP Name is 'ABC Health Clinic' and HCP Number is '12345'. The 'Documents Submitted' section is active. A tree view on the left shows folders for the years 2018, 2016, and 2017. Under 2017, there is a folder '465 (43170712 2017)'. Inside this folder are 'RHC Documents' and '466 (1721407 13037 Broadband Voice)'. Under '466' are 'HCP Supporting Documentation' and 'RHC Documents'. The 'RHC Documents' folder under '466' is expanded, showing 'Funding Commitment Letter' (highlighted in yellow), 'Automated emails', and 'Submitted forms'. A folder '467' is also visible at the bottom of the tree. Four red callout boxes with arrows point to the following steps:

1. Select 2017 Fund Year
2. Select FCC Form465
3. Select FCC Form466
4. Select RHC Documents

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

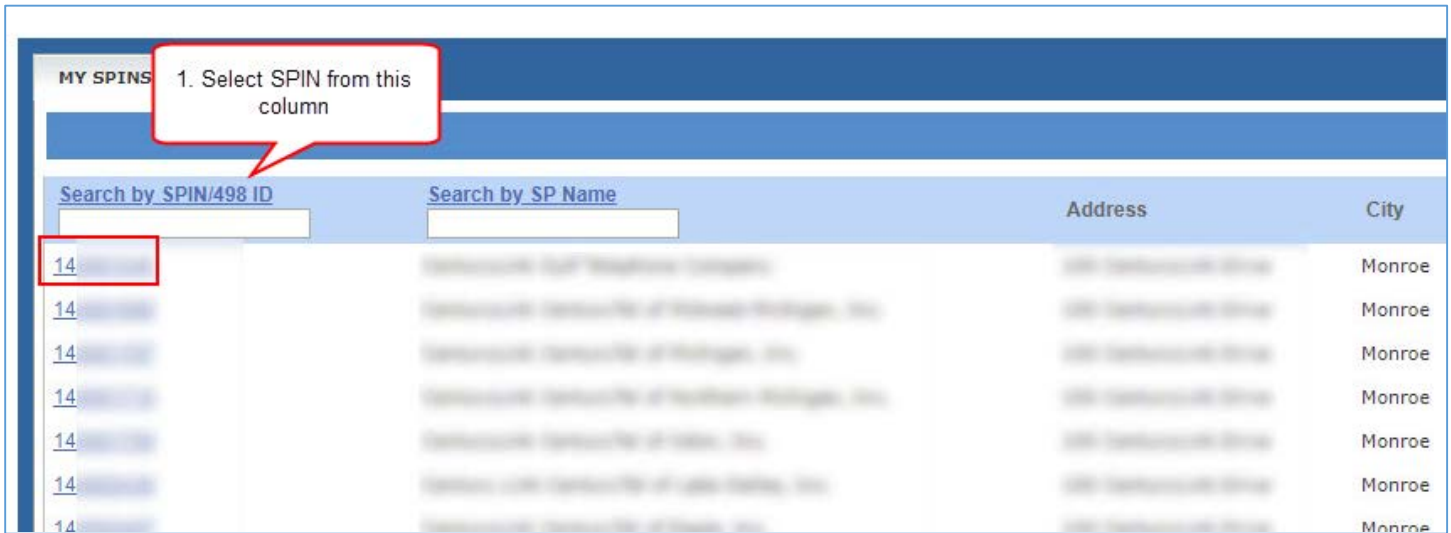
2. Identify the correct FRN

3. Click the blue document icon to download FCL

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

Telecom Program

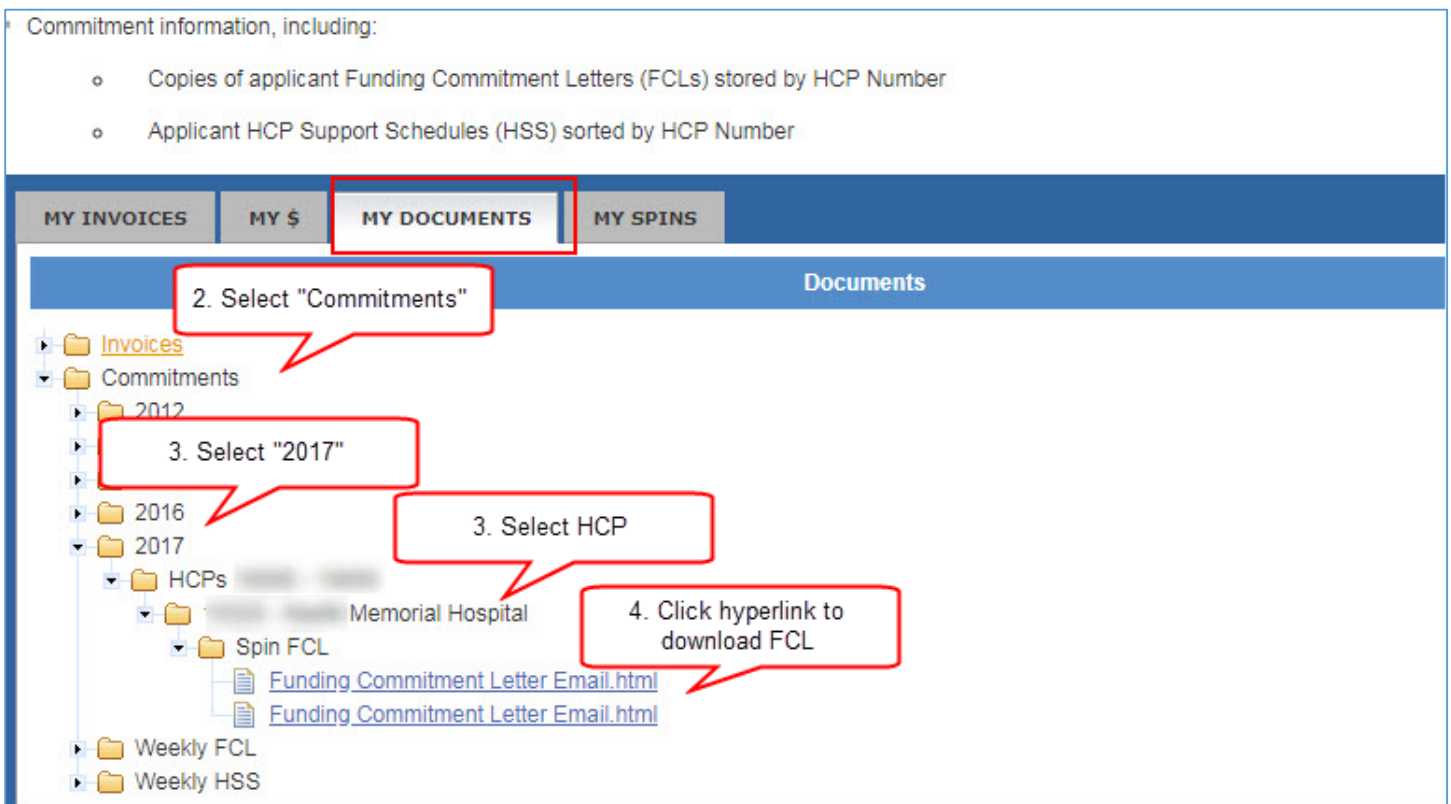
Log into your My Portal Account and select the SPIN that is used on the FCL you would like to look up. Then, under the “My Documents” tab, then click “Commitments,” then select the appropriate HCP, then download the FCL from the “SPIN FCL” folder by clicking the hyperlink.



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**

Documents

- 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 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:	<input type="text"/>	Commitment Date After:	<input type="text"/>
HCP Name:	<input type="text"/>	State:	Any ▼	SPIN/498 ID:	<input type="text"/>
HCP Number:	12345	ZIP:	<input type="text"/>	Service Provider Name:	<input type="text"/>
Funding Type:	Any ▼				

Reset
Search

Export Selected
Export All

☐	HCP Number	HCP Name	Commitment Date	Address	City	State	Zip	Service Provider Name	Estimated Support Amount
☐	12345	ABC COMPANY	1/1/2017	123 MAIN ST	ANYTOWN	CA	90210	ABC SERVICE	\$100,000
☐	67890	DEF COMPANY	2/1/2017	456 MAIN ST	ANYTOWN	CA	90210	DEF SERVICE	\$200,000
☐	11111	GHI COMPANY	3/1/2017	789 MAIN ST	ANYTOWN	CA	90210	GHI SERVICE	\$300,000