

Rural Health Care Program

Telecom Program Account Holder Guide

The Rural Health Care (RHC) Program recommends having more than one account holder for each health care provider (HCP). This guide will show you how to add a secondary account holder to your HCP. Please note that only the Primary Account Holder (PAH) has the ability to add additional account holders in the “My Account Settings” tab.

Step 1: Log in

Log into My Portal with your Username (email address) and password.

Username

Password

Forgot password?

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

Click the box to accept

By signing in, I accept the terms and conditions of the USAC system.

Step 2: Select Telecommunications Program

Select “Telecommunications Program (Forms 465, 466, 467)”.

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
		NONE
		TBA

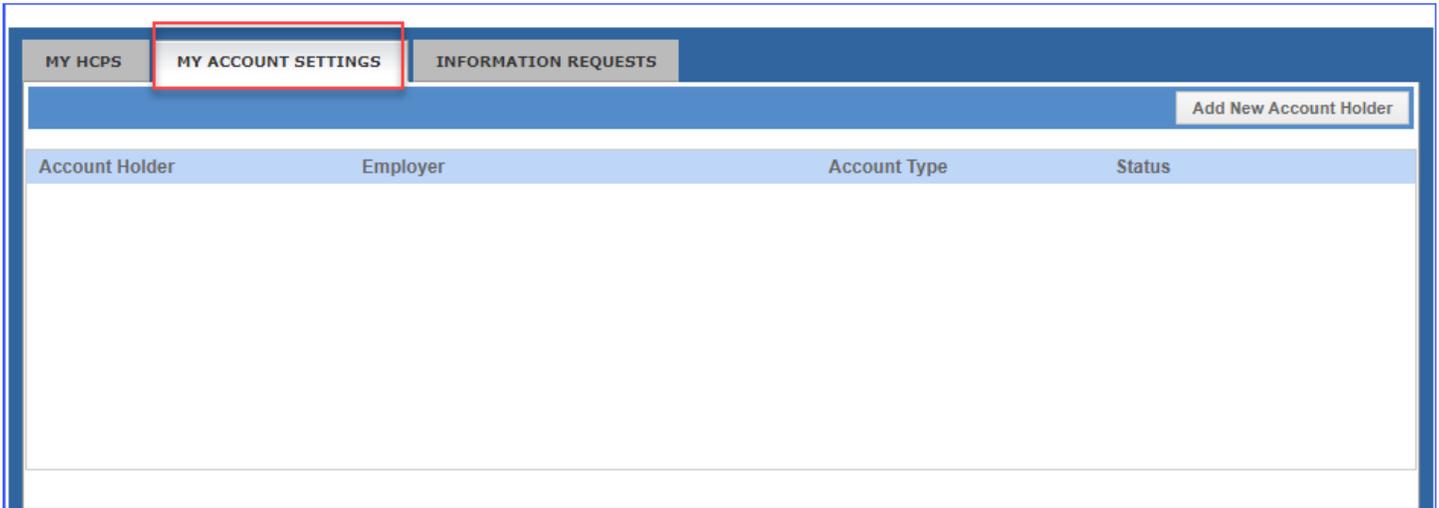
For more information about filing window periods, please click [here](#).

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 3: Select My Account Settings

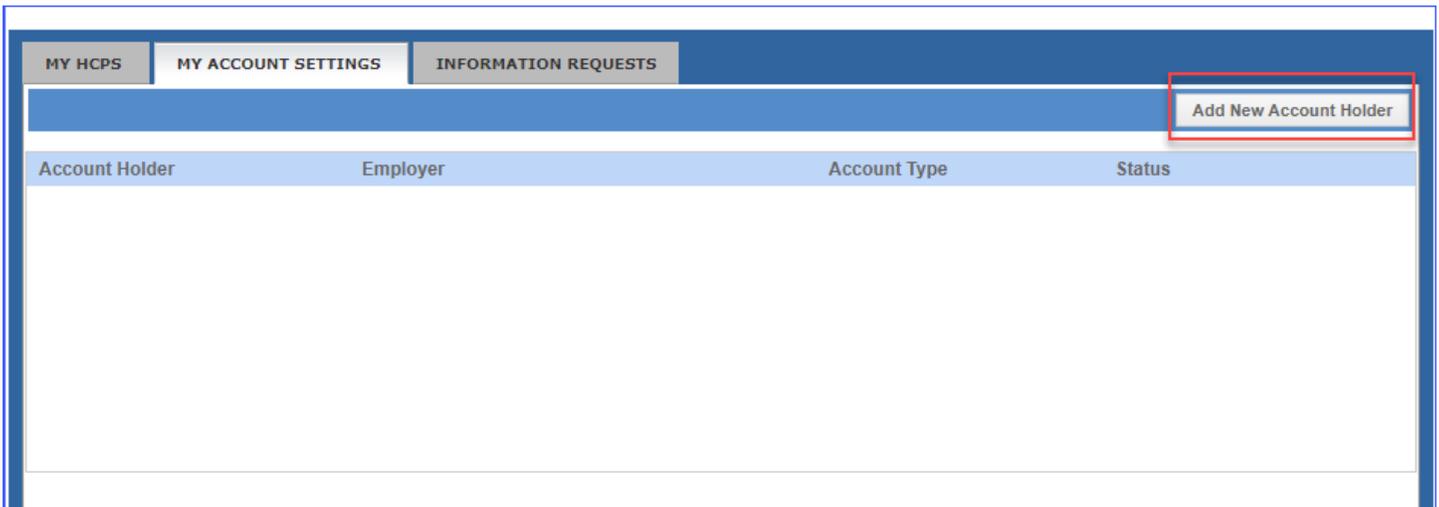
After selecting the Telecommunications Program, you will be directed to a page with three tabs. Select the “My Account Settings” tab. Please note that only the PAH has the ability to add additional account holders in the “My Account Settings” tab.



Account Holder	Employer	Account Type	Status
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Step 4: Add New Account Holder

Click on the “Add New Account Holder” button to assign additional account holders.



Account Holder	Employer	Account Type	Status
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Step 5: Assign Additional Account Holder to HCP

Manually enter the new account holder's contact information in the required fields.

MY HCPS
MY ACCOUNT SETTINGS
INFORMATION REQUESTS

Add Secondary Account Holder

[Back to My Account Settings](#)

First Name:	<input type="text"/>	Address 1:	<input type="text"/> !
Middle Initial:	<input type="text"/>	Address 2:	<input type="text"/> (optional)
Last Name:	<input type="text"/>	City:	<input type="text"/> !
Title:	<input type="text"/> !	State:	AK ▾
Employer:	<input type="text"/> !	Zip:	<input type="text"/> !
Phone:	<input type="text"/> !	Ext:	<input type="text"/> (optional)
Email (Username):	<input type="text"/>	Fax:	<input type="text"/> (optional)
Retype Email (Username):	<input type="text"/>		
Role:	<input type="text" value="Select role..."/> ▾ ! Role required		
Employer FCCRN:	<input type="text"/> !		

Unassigned HCPs

Search by HCP # ▾	Search by HCP Name ▾	Address	Rights
<input type="text"/>	<input type="text"/>		<input type="checkbox"/> Full Access <input type="checkbox"/> Partial Access

To add the additional account holder to an HCP, select the correct rights in the "Rights" column of the HCP number. You can add the additional account holder to one or multiple HCPs at the same time.

- Full Access: Account holder will be able to take any action on behalf of the HCP.
- Partial Access: Account holder will be able to draft forms, but not certify and submit forms on behalf of the HCP.

Please note, all additional account holders that are not the PAH are considered Secondary Account Holders in the Telecom Program.

MY HCPS
MY ACCOUNT SETTINGS
INFORMATION REQUESTS

Unassigned HCPs

Search by HCP # ▾	Search by HCP Name ▾	Address	Rights
<input type="text"/>	<input type="text"/>		<input type="checkbox"/> Full Access <input type="checkbox"/> Partial Access

01111	HH Hospital	1 Main Street, Washington, DC 20005	<input type="checkbox"/> Full Access <input type="checkbox"/> Partial Access
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Once the correct rights are assigned, click the “Submit Request” button to add the additional account holder to the HCP(s).

Unassigned HCPs

Search by HCP # ▾	Search by HCP Name ▾	Address	Rights
01111	HH Hospital	1 Main Street, Washington, DC 20005	<input type="checkbox"/> Full Access <input type="checkbox"/> Partial Access

«« « » »»

Submit Request

Once you have added the additional account holder to the HCP, the person will have the ability to access and make changes to the HCP by logging into their personal My Portal account.

Step 6: Confirm Successful Addition

Select the “My Account Settings” tab, as mentioned in Step 3. The additional account holder will appear in the list of account holders. Any new account holders will receive an automatically generated email notification with information on accessing their personal My Portal account.

MY HCPs
 MY ACCOUNT SETTINGS
 INFORMATION REQUESTS

Add New Account Holder

Account Holder	Employer	Account Type	Status	
J.Doe@HHHospital.com	HH Hospital	Secondary	Active	Modify
				Modify