

My Portal Platform Update

Step-by-Step Guide for Applicants with Draft FCC Forms 462 in My Portal: How to Save Your Work for FY2022

USAC is excited to update the platform used to submit your FCC Form 462 (Funding Request Form) for Funding Year 2022. No preparation for the platform change is required by you; however, **information from draft FCC Forms 462 (currently saved in My Portal) will not be migrated for applicants when the new application platform is launched.** You will have to save any drafts that you've created in My Portal so that you can import that information into the new system when it launches on December 1, 2021.

How to Save Current Drafts (in My Portal) to Your Computer:

Step One: Log into My Portal.

Step Two: Click the hyperlink for the HCF Applicant type you wish to access; Individual or Consortia.

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
FY2021	January 04, 2021 - June 01, 2021	TBA
FY2022	December 01, 2021 - April 01, 2022	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 \(Forms 465, 468, 467\)](#)
- [Individual Applicant - Healthcare Connect Fund \(Forms 460, 461, 462, 463\)](#)
- [Consortium Project Coordinator - Healthcare Connect Fund](#)

Step Three: Click the hyperlink on the relevant HCP.

RURAL HEALTH CARE Return to My Portal

The *My Consortia* tab provides a high-level overview of all consortia in the Healthcare Connect Fund which you manage or have account access to, including:


- HCP Number and HCP Name
- Street Address
- Account Holder Type (Primary, Secondary, Tertiary, Draft)

To access a specific consortium, search by HCP Number or HCP Name (or simply scroll down the list of consortia), then click on the HCP Number. Once you have selected a consortium, you will be taken to that consortium's *My Consortium* tab, and information on all other tabs will now be specific to that consortium. To access information about another HCP, go to the *My Consortia* tab and select the new consortium.

[File a Form 460 for a new Consortium](#)

My Consortia | **Account Holders**

HCP #	HCP Name	Account Holder Type	Address	City	State	Zip
<input type="text"/>	<input type="text"/>					



Step Four: Click on the “Forms” tab.

RURAL HEALTH CARE Return to My Consortia

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

California Telehealth Network Rural Percentage: 50.27%

HCP Number:

HCP Name:

Existing HCPs on 460 (From Line 24)

HCP Number	HCP Name	Entity Type	Eligible (Y/N)	Rural	Priority	LOA Expiry	
							<input type="button" value="Revoke HCP"/>
							<input type="button" value="Revoke HCP"/>
							<input type="button" value="Revoke HCP"/>
							<input type="button" value="Revoke HCP"/>

Step Five: Click on the “Form 462” tab.

RURAL HEALTH CARE Return to My Consortium

Form 460 **Form 461** **Form 462** Form 463 Documents

RHC Note: RHC applicants who are not exempt from competitive bidding may file their Form 462 by proceeding to the 'Form 461' tab any time after the Allowable Contract Selection Date (ACSD) has passed. Applicants will see all submitted Form 461s on this page and are able to click the 'Create 462' button after the ACSD period.

[Continue Form 460 Draft](#)

[New Form 460 Revision](#)

[Create Form 461](#) [Create 462 Exempt from Competitive Bidding](#)

Form 460 App.#	Last Edited	Status	Download

First < 1 of 2 > Last
(18 Records)

Step Six: Locate your Draft FCC Form 462 on the “Form 462” tab and click on the hyperlink on the FRN to resume the draft.

RURAL HEALTH CARE Return to My Consortium

Form 460 **Form 461** **Form 462** Form 463 Documents

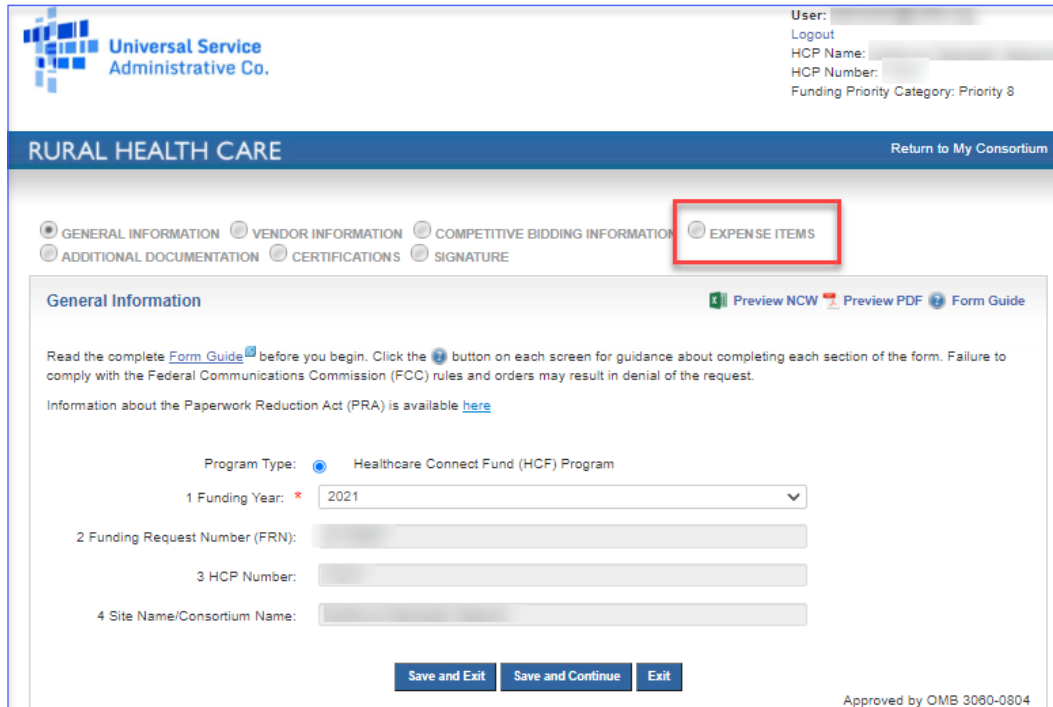
Click the 'Substitution' button to view approved 462s and submit site and service substitutions. You can select expense items to modify and create new expense items on one FRN at a time. Refer to the approved NCV by downloading the excel file as a reference to aid you during this process. Note that total funding on an FRN cannot increase above the original commitment amount. For more information, watch the site and service substitution [demonstration video](#) or review the [guide](#). Expense items included on submitted or draft 463s are not available for modification until USAC processes them, and expense items included in substitutions are not available for invoicing on the 463 until USAC processes the substitution.

Substitution

461 App.#	FRN	Split Original FRN	Last Edited	Type of Funding Request	Expense Type	Bandwidth (Download/Upload)	FCL Issuance Date	Service Delivery Deadline	Invoice Deadline	Status	Download	Actions Available
				Multiple Eligible								Create 463
				Multiple Eligible								Create 463
				Multiple Eligible								Create 463
				Multiple Eligible								Create 463
				Multiple Eligible								Create 463
				Multiple Eligible								Create 463
				Multiple Eligible								Create 463
				Multiple Eligible								Create 463
				Multiple Eligible								Create 463
				Multiple Eligible								Create 463
				Multiple Eligible								Create 463
				Multiple Eligible								Create 463
				Multiple Eligible								Create 463
				Multiple Eligible								Create 463
				Multiple Eligible								Create 463
				Multiple Eligible								Delete

21 0/01/2021 Draft

Step Seven: Click the radio button for “Expense Items.”



Universal Service Administrative Co. User: [redacted]
Logout
HCP Name: [redacted]
HCP Number: [redacted]
Funding Priority Category: Priority 8

RURAL HEALTH CARE Return to My Consortium

GENERAL INFORMATION VENDOR INFORMATION COMPETITIVE BIDDING INFORMATION **EXPENSE ITEMS**
 ADDITIONAL DOCUMENTATION CERTIFICATIONS SIGNATURE

General Information [Preview NCW](#) [Preview PDF](#) [Form Guide](#)

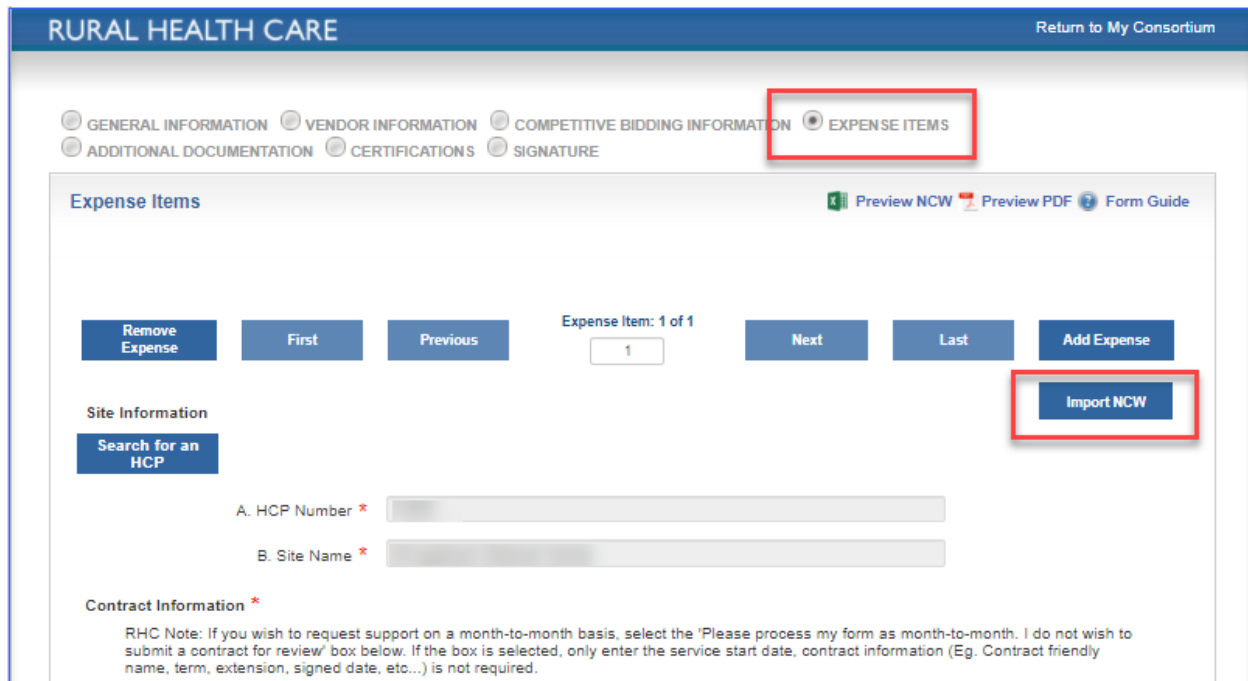
Read the complete [Form Guide](#) before you begin. Click the [?](#) button on each screen for guidance about completing each section of the form. Failure to comply with the Federal Communications Commission (FCC) rules and orders may result in denial of the request.
Information about the Paperwork Reduction Act (PRA) is available [here](#).

Program Type: Healthcare Connect Fund (HCF) Program
1 Funding Year: * 2021
2 Funding Request Number (FRN): [redacted]
3 HCP Number: [redacted]
4 Site Name/Consortium Name: [redacted]

[Save and Exit](#) [Save and Continue](#) [Exit](#)

Approved by OMB 3080-0804

Step Eight: Click the blue button titled “Import NCW.”



RURAL HEALTH CARE Return to My Consortium

GENERAL INFORMATION VENDOR INFORMATION COMPETITIVE BIDDING INFORMATION **EXPENSE ITEMS**
 ADDITIONAL DOCUMENTATION CERTIFICATIONS SIGNATURE

Expense Items [Preview NCW](#) [Preview PDF](#) [Form Guide](#)

[Remove Expense](#) [First](#) [Previous](#) Expense Item: 1 of 1 [Next](#) [Last](#) [Add Expense](#)

[Import NCW](#)

Site Information
[Search for an HCP](#)

A. HCP Number * [redacted]
B. Site Name * [redacted]

Contract Information *
RHC Note: If you wish to request support on a month-to-month basis, select the 'Please process my form as month-to-month. I do not wish to submit a contract for review' box below. If the box is selected, only enter the service start date, contract information (Eg. Contract friendly name, term, extension, signed date, etc...) is not required.

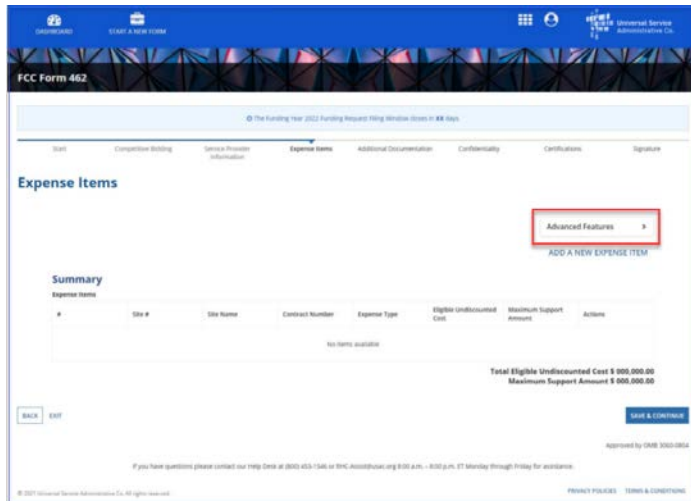
Step Nine: Click the hyperlink to download the NCW template. This will download all of the work to date on this draft.



Step Ten: Save the spreadsheet to your computer.

Scroll down for information about how to upload the saved information into the new platform when it launches on December 1, 2021.

Step Three: Navigate to the “Expense Items” page and click on “Advanced Features” to access the NCW Import.



FCC Form 462

The Funding Year 2022 Funding Request Filing Window closes in XX days.

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

Expense Items

Advanced Features ▼
ADD A NEW EXPENSE ITEM

Summary

Expense Item #	Site #	Site Name	Contract Number	Expense Type	Eligible Undiscounted Cost	Maximum Support Amount	Actions
No items available							

Total Eligible Undiscounted Cost \$ 900,000.00
Maximum Support Amount \$ 900,000.00

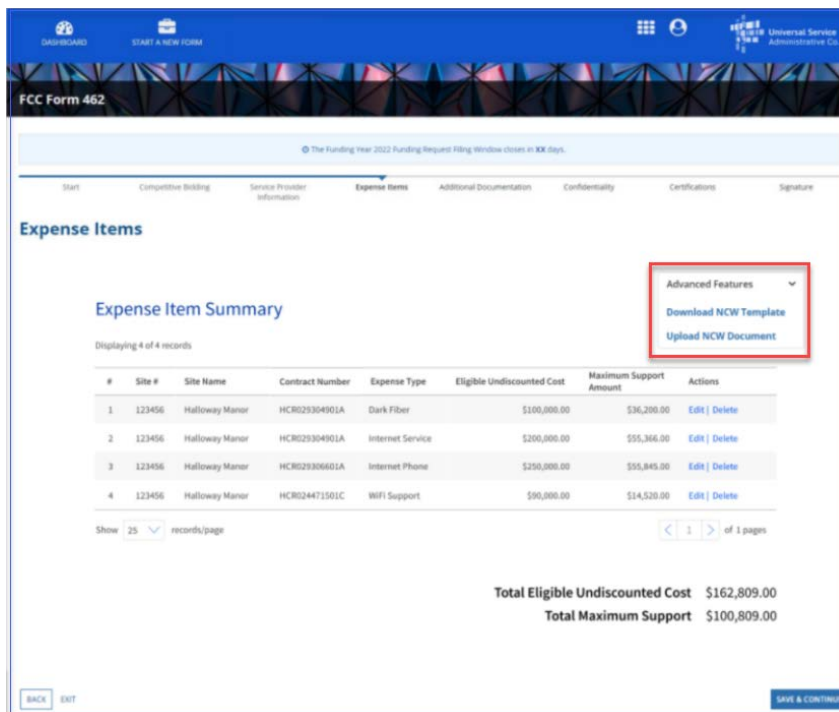
BACK EXIT SAVE & CONTINUE

Approved by USAC 10/01/2024

If you have questions please contact our help desk at (800) 453-7348 or SVC.Accounts@usac.org 9:00 a.m. - 5:00 p.m. ET Monday through Friday for assistance.

© 2021 Universal Service Administrative Co. All rights reserved. PRIVACY POLICIES TERMS & CONDITIONS

Step Four: Here you can click on “Download NCW Template.” Once you enter all required information into this template, you will then save it to your computer. Then click “Upload NCW Document” and chose the template you have just saved. **When you upload the NCW, it will over-write all entered information, so please be sure to include all information manually-entered into your final NCW.**



FCC Form 462

The Funding Year 2022 Funding Request Filing Window closes in XX days.

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

Expense Items

Expense Item Summary

Displaying 4 of 4 records

#	Site #	Site Name	Contract Number	Expense Type	Eligible Undiscounted Cost	Maximum Support Amount	Actions
1	123456	Halloway Manor	HCR029304001A	Dark Fiber	\$100,000.00	\$36,200.00	Edit Delete
2	123456	Halloway Manor	HCR029304001A	Internet Service	\$200,000.00	\$55,366.00	Edit Delete
3	123456	Halloway Manor	HCR029304001A	Internet Phone	\$200,000.00	\$55,845.00	Edit Delete
4	123456	Halloway Manor	HCR024471501C	WiFi Support	\$90,000.00	\$14,520.00	Edit Delete

Show 25 records/page < 1 > of 1 pages

Total Eligible Undiscounted Cost \$162,809.00
Total Maximum Support \$100,809.00

BACK EXIT SAVE & CONTINUE