

Annual Form Training

Registration Section

March 8, 2024



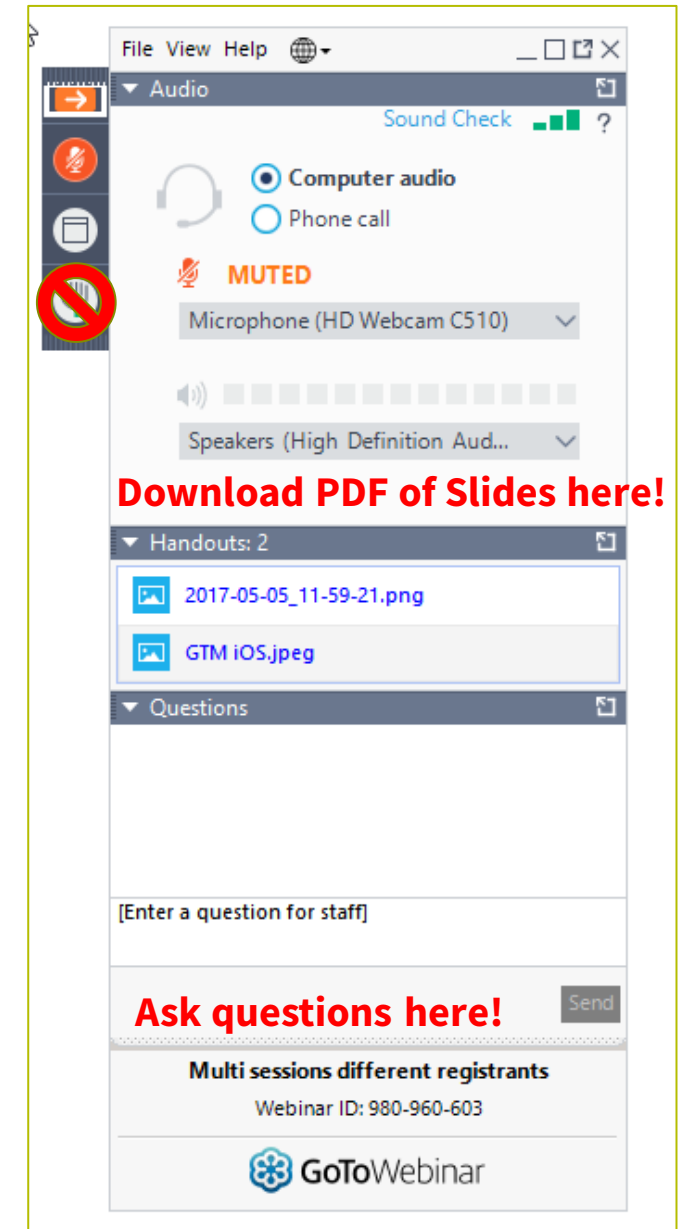
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DISCLAIMER

To accommodate all attendees, real-time closed captions will be present during this presentation. We apologize in advance for any transcription errors or distractions. Thank you for your support.

Housekeeping

- The audience will remain on mute.
- Enter questions at any time using the “**Questions**” box.
- A copy of the slide deck is in the “**Handouts**” section of webinar panel.
- This webinar is being recorded and a copy of the presentation will be on our website under Service Providers and “**Webinars**”.



Meet the Presenter

Amy Kavelman

Senior Telecom Industry Analyst | Contributor Operations

Ms Kavelman is a member of the 499 team that analyzes revenue reported on the FCC Form 499-A.

Amy also develops and delivers most of the 499 training. She has worked at USAC for 13 years.

Raised in central Illinois, she moved to the Washington DC area in 1997.

Agenda

- Introduction
- Webinar Format
- Annual Form – Registration Section
- Questions
- Assistance Resources

“Office Hours” Webinar Format

- Office Hours will be held monthly.
- Brief presentation of a common topic at the beginning
- Open the floor to questions from attendees
 - Attendees type their question in the ‘Questions’ box in the GoToWebinar panel
 - USAC staff will repeat the question so everyone can hear
 - USAC staff will answer the question, keeping identify of the asker private
 - If question contains specific company information, USAC staff will follow-up with an email, keeping the question private.

Annual Form Filing

Registration Section

Annual Form - Main Page

Main page for completing of the FCC Form 499-A in E-File. There are two areas of the annual form that require attention.

Registration Information



Revenue Reporting



E-FILE

Company Name: USAC Test Amy

Filer ID: 889993

2024 FCC Form 499-A
(Reporting calendar 2023 revenues)

MAIN PAGE: 2024 FCC FORM 499-A (REPORTING ACTUAL REVENUES FROM CALENDAR YEAR 2023)

Thank you for choosing to electronically file your FCC Form 499-A. Use this E-File system to update your registration information and to report your actual revenues from calendar year 2023. As you enter your data, be sure that you understand the requirements as indicated in the 2024 [FCC Form 499-A Instructions](#).

Update Registration Information

(Pages 1-3 of FCC Form 499-A)

Review and update your registration information, including your company contact names and addresses, carrier type and activities, and jurisdiction. The E-File system has pre-populated this information from your prior FCC Form 499 submissions.

Enter/Update Revenue Information

(Pages 4-8 of FCC Form 499-A)

Enter or update your revenue information for calendar year 2023. If you are submitting a revision, the E-File system has pre-populated revenue information from your last filing.

Submitting the Form

Throughout the data entry process, the E-File system will conduct validations of your data and will advise you of any issues it detects. The "Review and Certify My Filing to USAC" button will be enabled only when any identified issues have been resolved.

Save & Close Form

Review & Certify My Filing to USAC

Registration Information Summary

Information reported in registration section

Company identification

Telecommunications services offered

Holding company/affiliates

Customer contact information

Form preparer contact information

USAC billing contact information

List of company officers

States where services are sold


Please review this information is correct when submitting the FCC Form 499-A.

While the information is pre-populated from last year's form, take a moment to review for accuracy.

Service providers can update this information at any time during the year by submitting a revision.

Registration Information Summary

Main screen for the registration section of E-Files data entry tool for the annual form.



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E-FILE

REGISTRATION INFO

Contributor Identification

Telecommunications Activities

Holding Company

Customer Inquiries

Preparer Contact

Future Filing Contact

Billing Contact

Agent for Service of Process

Company Officers

Filer Jurisdiction

Registration Summary

DOCUMENTS

Form 499-A Instructions

Company Name: USAC Test Amy

2020 FCC Form 499-A

Filer ID: 8899993

(Reporting calendar 2019 revenues)

REGISTRATION INFORMATION SUMMARY

Below please find all of the registration sections of the FCC Form 499-A, including your company contact names and addresses, carrier type and activities, and jurisdiction. The E-File system has pre-populated this information from your prior submissions. As you review and edit your data, be sure that you understand the requirements as indicated in the 2020 [FCC Form 499-A Instructions](#).

Click [here](#) for more information about how navigate through this section.

Contributor Information

Success! This section is complete.

Edit

Telecommunication Activities

Success! This section is complete.

Edit

Holding Company

Success! This section is complete.

Edit

Customer Inquiries

Success! This section is complete.

Edit

Preparer Contact

Success! This section is complete.

Edit


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Company Identification

The company's information is pre-populated in the form.

Click on the ?icon to see further explanation of the field.

Fields that are shaded cannot be updated.


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E-FILE

REGISTRATION INFO

- Contributor Identification
- Telecommunications Activities
- Holding Company
- Customer Inquiries
- Preparer Contact
- Future Filing Contact
- Billing Contact
- Agent for Service of Process
- Company Officers
- Filer Jurisdiction
- Registration Summary

Company Name: USAC Test Amy

Filer ID: 889993

2020 FCC Form 499-A
(Reporting calendar 2019 revenues)

CONTRIBUTOR IDENTIFICATION INFORMATION

i In this section, please provide the following identification information. ✕

Hide Helpful Hint

To update your company's Legal Name, IRS Employer Identification Number (EIN), or Name Filer is Doing Business as (DBA), please send an email to form499@usac.org and include your Filer ID and exact details of the updated information. For updates to Legal Name and/or EIN, please attach a copy of your W-9 in the email. USAC will notify you once the changes have been implemented.

Line 102 of 499-A Form

Legal Name	?	<input type="text" value="USAC Test Amy"/>
IRS Employer Identification Number	?	<input type="text" value="99-9999800"/>
Name Filer is Doing Business as (DBA)	?	<input type="text" value="USAC Test Amy"/>
Management Company	?	<input type="text"/>
FCC Registration Numbers	?	<input type="text" value="0006777775"/> +
Trade Names	?	<input type="text" value="Third Carrier"/> +
Corporate Headquarters Mailing Address	?	
Do you want to enter foreign address?		<input type="radio"/> Yes <input checked="" type="radio"/> No


DOCUMENTS

- Form 499-A Instructions

Preparer Contact

Identifies the person preparing the form. Email address cannot be updated, as it's the authorized username for E-File.

2020 FCC Form 499-A
(Reporting calendar 2019 revenues)



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E-FILE

REGISTRATION INFO

- Contributor Identification
- Telecommunications Activities
- Holding Company
- Customer Inquiries
- Preparer Contact
- Future Filing Contact
- Billing Contact
- Agent for Service of Process
- Company Officers
- Filer Jurisdiction
- Registration Summary

DOCUMENTS

- Form 499-A Instructions

Company Name: USAC Test Amy
Filer ID: 889993

PREPARER CONTACT INFORMATION

i The information in this section is from your 499 User Profile. Updating any information in this section will also update your 499 User Profile when the form is saved. Once the form has been submitted, this information will be locked in. For instructions on how to update your email address please save and close this form and go to "How can I update my 499 User Profile email address?" located in the General E-File FAQs section located on the left hand menu.

Name	?	<input type="text" value="Amy"/> <input type="text" value="MI"/> <input type="text" value="Officer"/>
Phone Number	?	<input type="text" value="202-572-5678"/> <input type="text" value="ext"/>
Fax Number	?	<input type="text" value="xxx-xxx-xxxx"/>
Email Address	?	<input type="text" value="AmyOfficer@test.com"/>

Save & Return to Summary

Save & Continue

Save & Close

Billing Contact Information

This needs to be confirmed each year, as USAC sends out detailed paper invoices in the mail.



E-FILE

REGISTRATION INFO

Contributor Identification

Telecommunications Activities

Holding Company

Customer Inquiries

Preparer Contact

Future Filing Contact

Billing Contact

Agent for Service of Process

Company Officers

Filer Jurisdiction

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Form 499-A Instructions

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Filer ID: 889993

2020 FCC Form 499-A

(Reporting calendar 2019 revenues)

BILLING CONTACT INFORMATION

Bills for USF, TRS, NANPA, and LNP contributions will be sent to this address.

Primary Billing Contact

☐ Same as future filing contact information

Company Name

Name

Manny

MI

Notes

Phone Number

678-444-5555

0

Fax Number

202-444-8888

Email Address

amyuser@test.com

Do you want to enter foreign address?

☐ Yes

☒ No

PO Box 135

room 5

1B2L

Mana

PA

20036

United States

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Alternate Billing Contacts

If needed, different contacts can be entered for each of the 3rd party administrators that use the information entered on the form to determine their contribution amounts.

Select 'Alternate Billing Arrangements' to begin.

FCC Regulatory Contact

Email Address for ITSP



Regulatory Fee Issues

amyk318@aol.com

i Please click on the Alternate Billing Arrangements button if your company requires invoices to be sent to a different contact and/or address (other than those specified in Primary Billing contact section) for any of the following funds. For any information left blank on this form, USAC will refer back to Primary Billing contact section as the default billing information.

Alternate Billing Arrangements

Save & Return to Summary

Save & Continue

Save & Close

Billing Contact Information

Example of the data entry screen for the TRS fund.

Telecommunications Relay Services (TRS)

Name

First

MI

Last

Phone Number

XXX-XXX-XXXX

ext

Fax Number

XXX-XXX-XXXX

Email Address

example@domain.com

Mailing Address

Street, P.O. Box, Company name, c/o

City

Apartment, Suite, Unit, Building, floor etc.

▼

Postal code

Street Address Line 3

United States

Company Officers Information

Please verify that the company officer information is current. Identification of these officers does not result in access to E-File.

To add a Second and Third Ranking Officer, click on the folder icon to expand the data entry fields.

Company Name: USAC Test Amy
Filer ID: 889993

2024 FCC Form 499-A
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COMPANY OFFICERS INFORMATION

In this section, please provide the names and business addresses of the Chief Executive Officer and other ranking officers.

Chief Executive Officer

Name

Janet

MI

big

Mailing Address

☒ Same as corporate headquarters address

Do you want to enter foreign address?

☐ Yes

☒ No

PO Box 135

city

Floor 2

PA

15664

Space 5

United States

Second Ranking Officer

Third Ranking Officer

Save & Return to Summary

Save & Continue

Save & Close

Questions?

Additional Help

Weekly Webinars - Questions about the Annual Form

*** New * this year. Scheduled opportunities to ask questions about completing the 2024 FCC Form 499-A**

Friday, March 8 – **Annual Form Training: Registration Questions**

- Review of information found in Block 1 and Block 2.

Friday, March 15 – **Annual Form Training: Wholesale Revenue (Block 3)**

- Review of line numbers reporting revenue in Block 3.

Friday, March 22 - **Annual Form Training: End User Revenue (Block 4)**

- Review of line numbers reporting revenue in Block 3.

Friday, March 29 – **Annual Form Training: Regional Percentages and Certification**

- Review of information reported in Block 5.

All webinars are 2 p.m. – 3 p.m ET. [Register here](#).

Webinars will be recorded and posted on the same website where you register.

E-File Message Portal

Send a message to the Service Provider team directly through the Message Portal in E-File.

499 Forms Payments **Messages (0)**

Inbox
Archive

Displaying 0 of 0 records

+ Compose

No new messages.

Show 10 records

New Message

Company
USAC Test Amy

Email
example@company.com

☐ Notify all contacts

Category
--Select A Category--

- 499-A
- 499-Q
- Billing
- Credit Balance Refunds
- Deactivation
- Payments
- Red Light
- True-Up
- Other

Cancel Send

Customer Service Center (CSC)

Contributors/Service Providers



Call us at (888) 641-8722

Monday – Friday 9 a.m. to 5 p.m. ET



Email: CustomerSupport@usac.org

- Include in your email
 - 498 ID/Service Provider ID Number (SPIN)
 - 499 Filer ID



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