

Annual Form Training

Registration Section

March 18, 2025



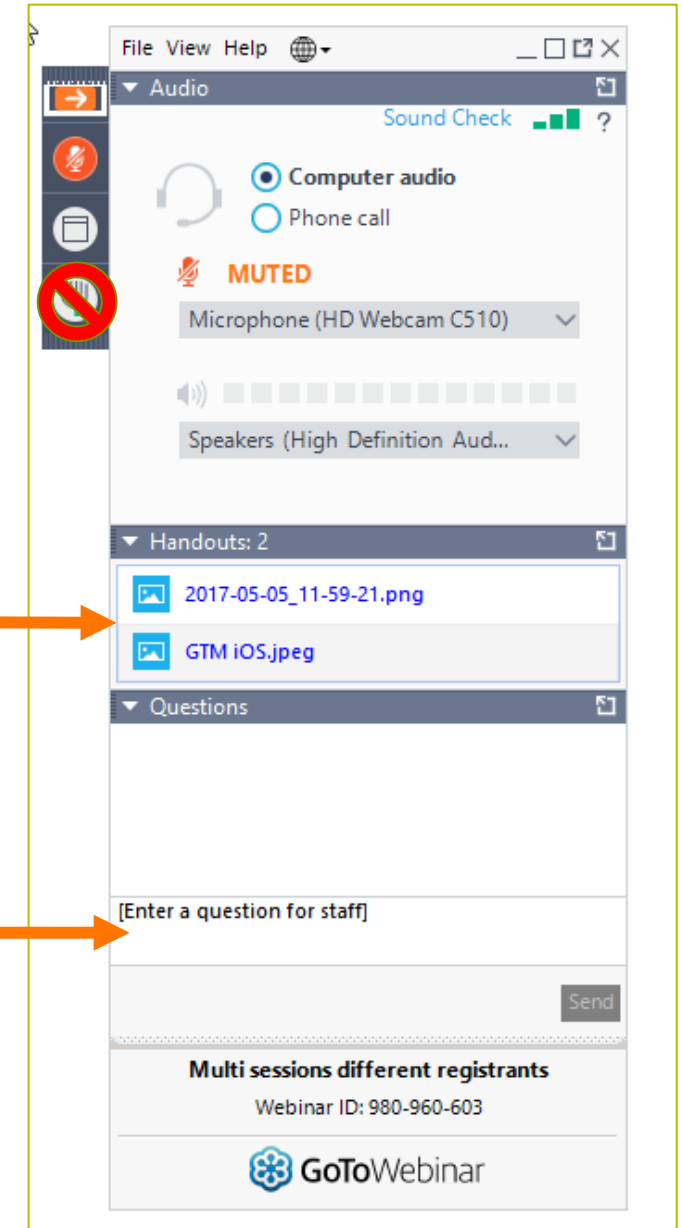
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DISCLAIMER

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.
- If your audio or slides freeze, restart the webinar.
- A copy of the presentation is in the '**Handouts**' section of webinar panel.
- Enter questions at any time using the '**Questions**' panel.



Webinar Recordings

Please be aware that this webinar is being recorded.

A copy of the recorded webinar, along with a copy of the presentation will be available on the Service Provider's '**Webinars**' [webpage](#) within two days.

Future webinars are also posted on the webpage as well as their registration link. At the beginning of each quarter, all webinars scheduled for that quarter will be posted.

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 14 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: 889993

(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


11

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

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.



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

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

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

New this year.
The Billing Contact must be
an authorized user in E-File.

Paper invoices are no longer
sent and the Billing Contact
must log in to E-File to view
invoices and make payments.

Company Name: USAC Test Amy
Filer ID: 889993

2025 FCC Form 499-A
(Reporting calendar 2024 revenues)

BILLING CONTACT INFORMATION

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

Primary Billing Contact

Company Name

Amy's company

Email Address

AmyOfficer@test.com

Don't see the user you need? Add them to your account first by following the regular process for adding new users, then they will appear here.

Name

Amy

MI

Officer

Phone Number

555-555-1212

ext

Fax Number

xxx-xxx-xxxx

Do you want to enter foreign address?

☐ Yes

☒ No

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 ?

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

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
(Reporting calendar 2023 revenues)

COMPANY OFFICERS INFORMATION

i 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

Filer Jurisdiction Information

For new filers, please make sure that you entered the date the company started providing telecommunications service and not the date the company started business.

This makes a difference in the number of past annual forms the company must complete.

If you need to change it, do so now and inform USAC of the change.

Company Name: USAC Test Amy
Filer ID: 889993

2025 FCC Form 499-A
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FILER JURISDICTION INFORMATION

1 Select all jurisdictions in which the company provided telecommunications or interconnected VoIP service in the past 15 months, and any additional jurisdictions in which the filer expects to provide such services in the next 12 months.2

List of Jurisdictions

Alabama
Alaska
American Samoa
Arizona
Arkansas
California
Colorado
Connecticut
Delaware
District of Columbia

+

→

←

+

Selected Jurisdictions

Illinois

Indicate the year and month the company began providing (or expects to provide) telecommunications in the U.S.2

2013 ▼ 04 ▼

☐ Check if prior to 1/1/1999

This is the last section of registration information. Clicking "Save & Continue" will return you to the Registration Information Summary.

Save & Return to Summary

Save & Continue

Save & Close

Questions?

Additional Help

Annual Form Webinar Schedule *Registration Link on Date*

- [March 20](#) – Reporting Wholesale Revenue (Block 3)
- [March 25](#) – Reporting End User Revenue (Block 4)
- [March 27](#) – Reporting Regional Percentages and Certification of Form

Contributors/Service Providers Customer Service Center (CSC)



Call us at (888) 641-8722

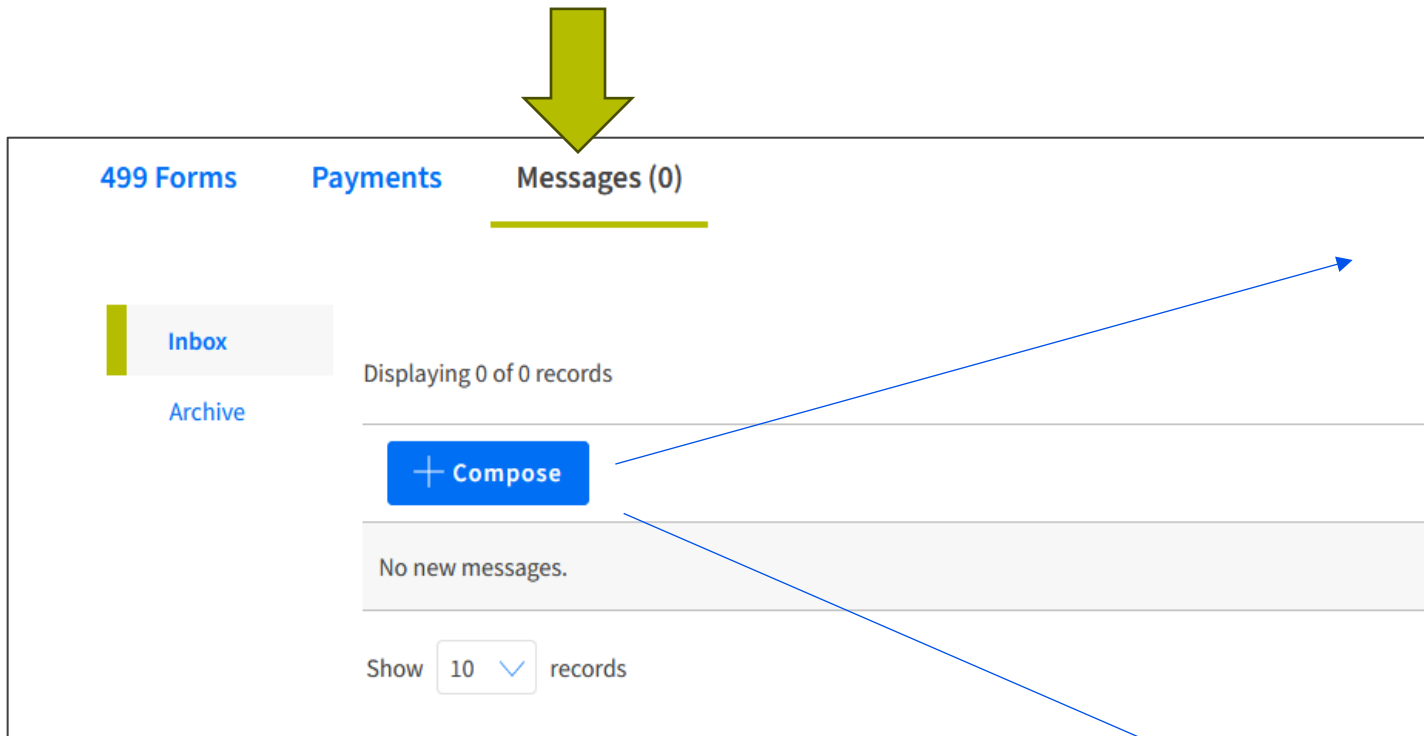
Monday – Friday 9 a.m. to 5 p.m. ET



Email: CustomerSupport@usac.org

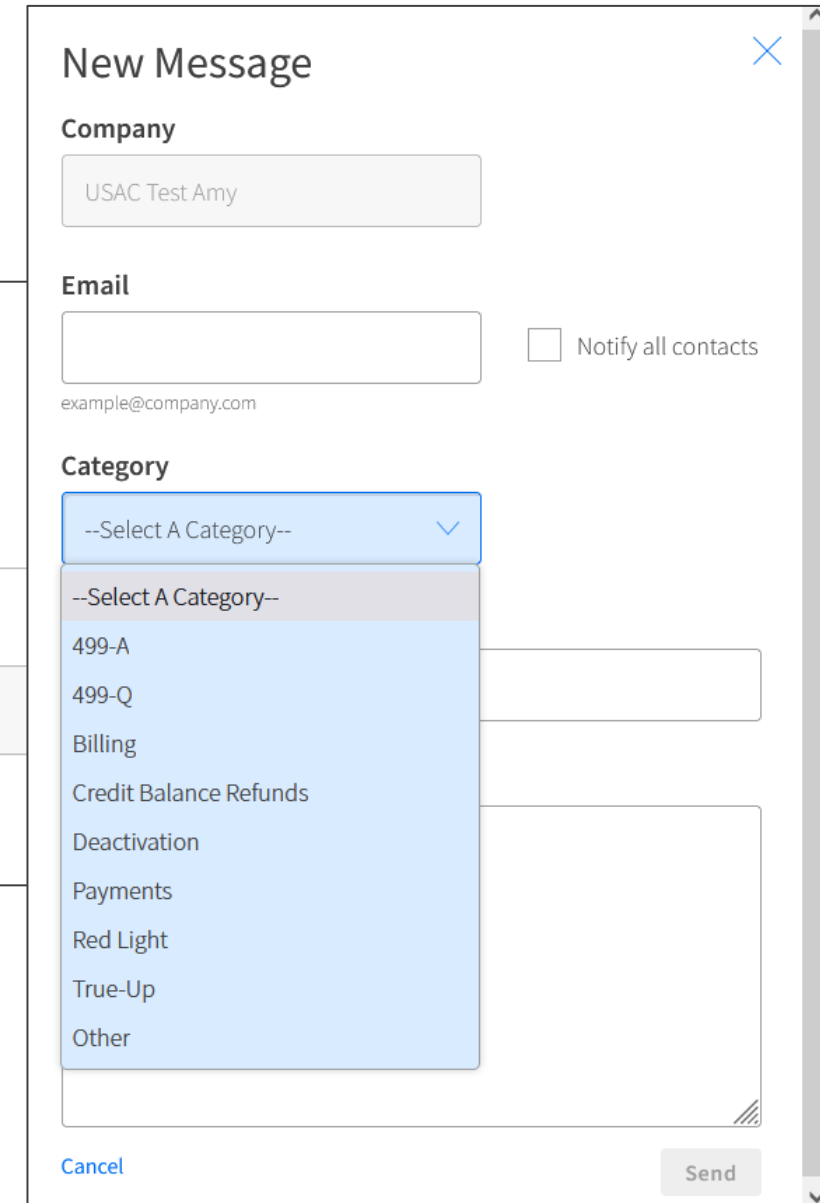
- Include in your email
 - 498 ID/Service Provider ID Number (SPIN)
 - 499 Filer ID

E-File Message Portal



The screenshot shows the E-File Message Portal interface. At the top, there are three tabs: "499 Forms", "Payments", and "Messages (0)". A large yellow arrow points down to the "Messages (0)" tab, which is underlined. Below the tabs, there is a sidebar with "Inbox" (highlighted with a yellow bar) and "Archive". The main area displays "Displaying 0 of 0 records" and a blue "+ Compose" button. Below the button, it says "No new messages." At the bottom, there is a "Show 10 records" dropdown menu.

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



The screenshot shows the "New Message" form. It includes a "Company" field with "USAC Test Amy" entered, an "Email" field with "example@company.com" entered, and a "Category" dropdown menu. The "Category" dropdown is open, showing a list of options: "--Select A Category--", "499-A", "499-Q", "Billing", "Credit Balance Refunds", "Deactivation", "Payments", "Red Light", "True-Up", and "Other". There is a checkbox for "Notify all contacts" and a "Send" button at the bottom right. A "Cancel" link is also present at the bottom left.



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