



FCC Form 477

Local Telephone Competition and
Broadband Reporting

Filing Interface User Guide

OMB Control No. 3060-0816

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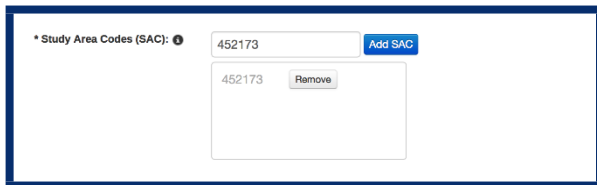
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User Guide Notations

Internal and external links to additional reference material use different underlines and colors depending on whether the link has been visited or based upon the format accessed (PDF, eBook (.mobi) or iBook (.epub)).

- At major section headers there will be a “Go to [Table of Contents](#)” link - allowing you to quickly return to the top of this User Guide.
- Links to other sections of the User Guide are seen as: [Filing Preparation](#).
- Links to other web-based references are seen as: [Report and Order](#).
- Terms in **Green** refer to text on the pages of the Form 477 filing interface.
- The graphic below gives an example of how screenshots will be displayed with blue shaded borders



The **i** indicates that additional information is available about a term. Just mouse over the word to pop up more info.

WARNING: Are provided to ensure that an error is not made in your submission.

ALERT: Indicates where — if you take the action — it MAY result in a follow-up call from the FCC to verify the entry.

NOTE: Highlight or provide additional information when you are submitting your filing.

1. Filing Preparation

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1.1 Basic Steps for Completing Form 477 Submission

1. Read the [Form 477 Instructions](#) to determine which portions of the form you will need to complete and which data to submit
2. Prepare data for interactive data entry or upload.
3. Gather the following information:
 - FRN (FCC Registration Number) — If you do not have one, request one at: [FRN Request/Update](#);
 - Your Holding Company / Common Control Name;
 - Points of contact for Form 477 submission, emergency and certification (these maybe separate) individuals;
 - **Study Areas Code(s)** — required if you are an ILEC or if you otherwise have one (You can search for your study area codes [here](#));
 - [Form 499 Files IDs](#) — Providers of telecommunications services will have had a 499A Filer ID issued to them after fulfilling the FCC’s registration requirement at [47 C.F.R. § 64.1195](#). You can search for your Form 499A Filer IDs [here](#).
4. Login on to the [Form 477 website](#).
5. Select the as-of date, and create a new ILEC or Non-ILEC filing.
6. Complete and/or update the Filer Identification section.
7. Complete the individual service sections as per “Sections To Be Completed By Each Provider” as described in the [Form 477 Instructions](#).
8. Ensure you complete the section for [Explanations and Comments](#) if needed. For example, if your submission has included:
 - The creation of a new [Holding Company /Common Control Name](#) in the **Filer Identification** section.
 - “**All Other**” for a **Technology** selection.
 - Mobile subscribership data which require an explanation of the methodology used to assign connections to a **State**.
 - Interconnected VoIP subscription data requiring an explanation of the number of subscriptions reported.
9. When you have successfully uploaded or entered data for each section of the form you are required to complete, select the **Submit as Complete** button on the **Submission Menu** page to submit the Form 477.

The system will evaluate the completeness and internal consistency of the data and return an error message if additional sections of the form must be completed or if data must be modified in order for the submission to be accepted.

1.2 Website Interface Mechanics

Using the Form 477 Filing Interface

How to ...	
Submit data over multiple sessions...	The interface allows you to enter data or upload data files, in accordance with the instructions for Completing Each Section of Form 477, over multiple work sessions. The Main Menu screen will generally show the submission's status as Original – In Progress during these sessions.
Save data entered...	To save data entered before moving to a different section of the form or to complete at a later session, select the Save and Return to Submission Menu button on the interface screen prior to logging out of a work session.
Logout of a session...	The interface should be closed between sessions by selecting Log Out in the upper right corner of the submission interface.
Return to a submission in progress...	Login to the interface and, on the Main Menu , select the View/Edit button in the View/Edit column to open the Submission Menu
Edit Filer Identification information...	Select the Filer Identification link on the Submission Menu to open the Filer Identification page
Submit a completed form...	Once you have entered or uploaded all data for a particular submission, you must officially submit the data to the FCC for that filing to be complete. To do this, either (a) select the Submit button in the Revise/Submit column on the Main Menu or (b) select the Submit as Complete button that appears at the top of the Submission Menu . Either option will ask you whether you are sure you want to submit the filing. If so, select Submit as Complete . If not, select Cancel .
Revise a Submitted Filing...	Once a submission is accepted, its Status on the Main Menu will be Original – Submitted . At this point, the submission will be locked for editing unless you reopen it for revision. You can do that by selecting the Revise button in the Revise/Submit column on the Main Menu .
Confirm a Submission...	After submitting a filing, a submission confirmation page will appear. This page will confirm your submission, provide the date and time of submission and allow you to view, save and print a detailed summary of your filing

1.3 Terminology

The following are some of the general conventions and use of terms in this User Guide:

- “Record” is used to describe one line of data in a file to be uploaded.
- “Row” is used to describe an interactive data entry line of data.
- The terms “filing” and “submission” are used interchangeably in this User Guide and should be treated as equivalent terms.

1.4 Tips for Filing Form 477

WARNING: You should navigate the Form 477 Interface using only the buttons built into the interface. Please avoid using your Internet browser back and forward buttons as this may cause unexpected results.

- The filing interface can be accessed in different web browsers, including Chrome, Firefox, Internet Explorer, and Safari. **However, filers using Internet Explorer must use version 9 or higher.**
- Remember that there are samples, templates and detailed instructions on how to format **Upload Files**.
- The interface allows you to enter some information, log-off and then return at a later time to complete additional sections or update them.
- Regardless of size, files can take a while to upload and process, especially at times of peak usage. We recommend starting an upload and then moving to another part of the form and returning at a later time. You can also log out without interrupting the upload.
- Data on broadband bandwidth/speed should be entered in **Mbps** only (not in kbps or Gbps), and up to 3 decimal places are allowed.
- The **Filing Summary** button provides a snapshot of the filing status, the sections for which data has been entered or uploaded, and the number of records/rows submitted for each section of the form.
- **New!** When you submit your filing, you'll now see the **Submission Confirmation** page, from which you can access an html filing receipt. In addition to the information available by clicking the **Filing Summary** button, the receipt also offers a comprehensive, section-by-section overview of your data. For now, this more detailed summary is only available at the time your filing is submitted.
- Remember you can obtain additional assistance by contacting the FCC at 1-877-480-3201 or 1-717-338-2824 (TTY) or you may submit requests via **e-support**.

1.5 Most Common Errors

- When logging on, you must enter the full 10 digits of the FRN (FCC Registration Number). Remember to enter any leading zeros.
- You should navigate the Form 477 Interface using only the buttons built into the interface. Please avoid using your Internet browser back and forward buttons as this may cause unexpected results.
- Duplicate records/rows will cause errors regardless of whether the data are submitted by interactive data entry, file upload, or a combination of the two.
- Interactively entering data requires all fields to be entered; therefore, you must enter a "0" (zero) where you have no other value to enter.
- Failure to provide adequate documentation in the in the Explanations and Comments section will likely result in follow-up calls from Commission staff.

1.6 Resources

On-Line Filing Resources

[Form 477 Instructions](#)

[Form 477 Submission website](#)

[FRN \(FCC Registration Number\)](#) website

[Form 477 Resources for Filers](#) website

[FAQ \(Frequently Asked Questions\)](#)

Training Videos

Contact FCC for Filing Assistance

Call FCC at 1-877-480-3201 or 1-717-338-2824 (TTY)

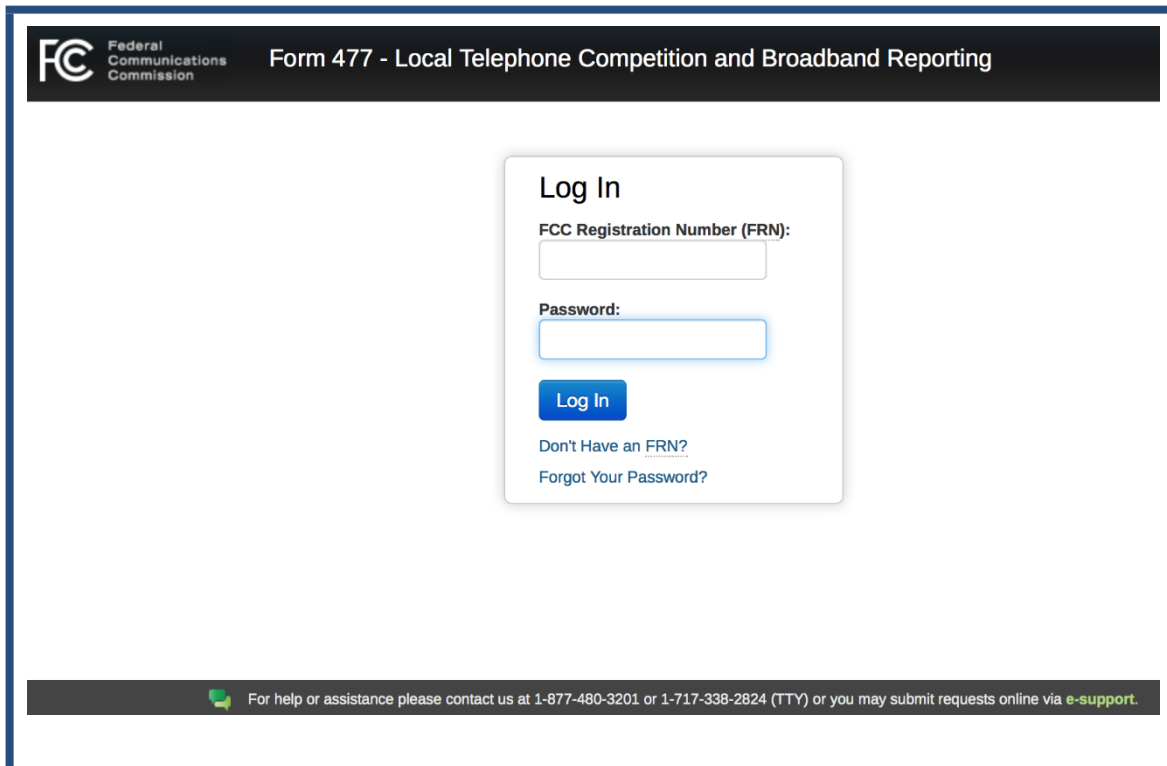
[Submit help requests via e-support](#)

2. Logging On

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2.1 Login

To login to the Form 477 filing interface, enter your FRN (FCC Registration Number) and password in the boxes shown below. If you do not have an FRN, the Don't Have an FRN? [Link](#) will take you to the [FCC's Commission Registration System \(CORES\)](#) to request an FRN. There is also a password recovery link below that.

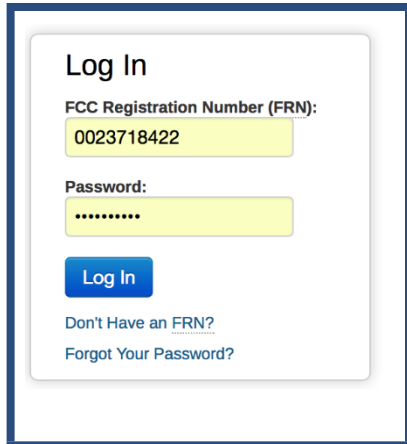


The screenshot shows the login page for the Form 477 filing interface. At the top left is the FCC logo and the text "Federal Communications Commission". To the right of the logo is the title "Form 477 - Local Telephone Competition and Broadband Reporting". In the center is a "Log In" form with two input fields: "FCC Registration Number (FRN):" and "Password:". Below the fields is a blue "Log In" button. Underneath the button are two links: "Don't Have an FRN?" and "Forgot Your Password?". At the bottom of the page is a footer with a speech bubble icon and the text: "For help or assistance please contact us at 1-877-480-3201 or 1-717-338-2824 (TTY) or you may submit requests online via [e-support](#)."

WARNING: Your FRN is ALWAYS 10 digits. A very common error made at login is to not enter any leading "0" digits. Always ensure that you enter 10 digits. If the number you have is shorter than 10 digits, it is likely best for you to add one or more leading "0"s to ensure 10 full digits.

NOTE: The bottom menu bar of all Form 477 website pages shows how to get additional assistance by contacting the FCC at 1-877-480-3201 or 1-717-338-2824(TTY) or by submitting an e-support request at <https://esupport.fcc.gov/request.htm>

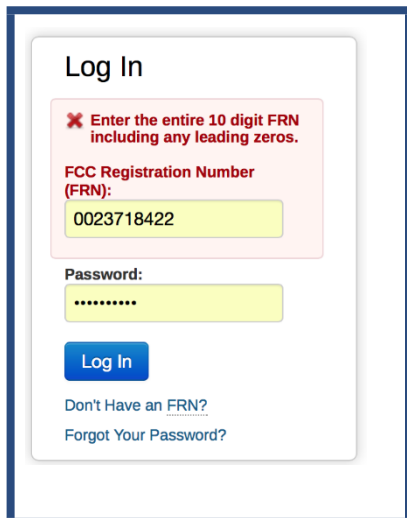
Fill in the FRN and your password, as shown below, and hit Enter or click on the Log In button.



The screenshot shows a 'Log In' form with the following elements:

- Log In** (Section Header)
- FCC Registration Number (FRN):** Input field containing '0023718422'
- Password:** Input field containing '*****'
- Log In** (Blue Button)
- [Don't Have an FRN?](#)
- [Forgot Your Password?](#)

Below is a screenshot of a password entry error. If you receive such an error, re-enter the correct password for your FRN. If you need to obtain a new password, click on the **Forgot Your Password?** link.



The screenshot shows the 'Log In' form with an error message:

- Log In** (Section Header)
- ✘ Enter the entire 10 digit FRN including any leading zeros.** (Error Message)
- FCC Registration Number (FRN):** Input field containing '0023718422'
- Password:** Input field containing '*****'
- Log In** (Blue Button)
- [Don't Have an FRN?](#)
- [Forgot Your Password?](#)

2.2 Main Menu

After successfully logging on, you will be taken to the **Main Menu** page, shown below.


The screenshot shows the 'Form 477 - Local Telephone Competition and Broadband Reporting' interface. At the top left is the FCC logo and 'Federal Communications Commission'. The title 'Form 477 - Local Telephone Competition and Broadband Reporting' is centered, and 'FRN: 0023718422 | Log Out' is on the right. Below the title bar are links for 'Main Menu' and 'Form 477 Instructions'. The main content area has a 'Main Menu' heading on the left and 'Approved by OMB 3060-0816 Form477 Version 6.0.1' on the right. Under 'Create New Form 477', there is a 'Data as of' dropdown menu set to 'Dec 31, 2014', and two buttons: 'Create New ILEC' and 'Create New Non-ILEC'. Below this is a section for 'Existing Form 477 Submissions' with a table:

Data as of	Status	Operations	View/Edit	Filing Summary	Revise/Submit
Dec 31, 2014	Original - In Progress	ILEC	<input type="button" value="View/Edit"/>	<input type="button" value="View"/>	<input type="button" value="Submit"/>

To begin a new Form 477 Submission, select the as-of date from the drop-down menu and click **Create New ILEC** or **Create New Non-ILEC**. You will then be taken to the **Filer Identification** page discussed in the next section.

WARNING: You should navigate the Form 477 Interface using only the buttons built into the interface. Please avoid using your Internet browser back and forward buttons as this may cause unexpected results.

After you have created a new Form 477 filing, subsequent logins to the interface will show a **Main Menu** similar to the following:


Form 477 - Local Telephone Competition and Broadband Reporting
FRN: 0023718398 | [Log Out](#)

[Main Menu](#) [Form 477 Instructions](#)


Main Menu Approved by OMB 3060-0816
Form477 Version 6.0.1

Create New Form 477

Data as of:
[Create New ILEC](#)
[Create New Non-ILEC](#)

Existing Form 477 Submissions

Data as of	Status	Operations	View/Edit	Filing Summary	Revise/Submit
Dec 31, 2014	Original - In Progress	ILEC	View/Edit	View	Submit
Dec 31, 2014	Original - Submitted	Non-ILEC	View	View	Revise
Jun 30, 2014	Revised - Submitted	ILEC	View	View	Revise
Jun 30, 2014	Original - In Progress	Non-ILEC	View/Edit	View	Submit

 For help or assistance please contact us at 1-877-480-3201 or 1-717-338-2824 (TTY) or you may submit requests online via [e-support](#).

Federal Communications Commission 445 12th Street SW Washington, DC 20554 Phone: 1-888-225-5322 TTY: 1-888-835-5322 Fax: 1-866-413-0232 E-mail: fccinfo@fcc.gov	RSS Privacy Policy Moderation Policy Website Policies & Notices Required Browser & Plug-ins	FOIA No Fear Act Data Open Government Directive Plain Writing Act 2009 Recovery and Reinvestment Act
--	---	--

Select **View/Edit** to proceed to the **Submission Menu**, discussed in the [Submission Menu and Navigation](#) section below.

3. Filer Identification

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Whenever you create a new Form 477 ILEC or Non-ILEC filing for a particular as-of date from the **Main Menu**, the interface will take you to the **Filer Identification** page. You will need to complete this section before moving to the rest of the form. Below is a list of fields to be entered on the Filer Identification page.

WARNING: You should navigate the Form 477 Interface using only the buttons built into the interface. Please avoid using your Internet browser back and forward buttons as this may cause unexpected results.

FRN: Automatically populated by LOGIN step.

Provider Name: The Business Name associated with the FRN as entered in the FCC's Commission Registration System, automatically populated by the LOGIN step.

Holding Company / Common Control Name:

Click on the **Company Select List** button and select a company name from the drop-down list. If your company is affiliated with other Form 477 filers, this single name, such as a holding company name, should represent all commonly-owned or commonly-controlled entities that are filing Form 477 (see [Instructions](#) for more information). Filers that are affiliated with other filers but have no holding company should decide on a single name to use for this entry. Filers that are not affiliated with any other Form 477 filer should use the company name entered in the Provider Name field above; if that name does not appear in the drop-down list, enter it in the box to the right of the **Company Select List** button.

Filer Identification


** Indicates a required field. Please be sure you have all the required Filer Identification information before you begin. You will not be able to save your responses if required fields are incomplete.*

FRN: 0023718422

* Provider Name:


* Holding Company/Common Control Name:

Select a Holding Company/Common Control Name from the drop-down list. If not listed, enter a name in the blank field provided.

 Additional information is available by clicking on the small black bubble with an “i” inside. For example, this button for the **Holding Company/Common Control Name** field provides the information shown below:

Operations: ILEC Data as of Dec 9:

Use a single name to answer this question in the filings of all commonly-owned or commonly-controlled entities. If there is a holding company structure, the single name should be at a sufficiently high level to cover all entities. If there is no holding company structure, the commonly-controlled entities should decide among themselves on the single name to use.

* Holding Company/Common Control Name: 

Operations: ILEC or Non-ILEC, this is automatically populated based upon your selection in the **Create New Filing** step on the **Main Menu**.

WARNING: If you fail to enter a SAC, a 499ID or a website address as shown below, you will see a warning when first clicking Save & Continue. This will tell you to populate these fields if applicable. If you, the filer, click Save & Continue again (regardless of whether you populate any of these 3 fields) the submission menu is shown.

Study Area Codes: Each fixed or mobile provider that is covered by this filing and has a Study Area Code(s) must enter the codes here. (You can search for your study area codes [here](#).)

To enter a SAC, type in the code as shown below. Then click the **Add SAC** button.



A screenshot of a web form titled "* Study Area Codes (SAC):" with a help icon. It features a text input field, a blue "Add SAC" button, and a larger empty list box below.

The entry now appears in the Study Area Code list box as shown below.



A screenshot of the same web form. The text input field now contains "452173" and the "Add SAC" button is highlighted. The list box below contains the entry "452173" with a "Remove" button next to it.

Now the Study Area Code has been added to your list box. You can repeat this process as needed. Also note that you can highlight an entry in the list box and remove it if needed.

Form 499 Filer IDs: All providers of telecommunications services should have a Form 499A Filer ID (see [Instructions](#) for more information). [You can search for your Form 499A Filer IDs here.](#)

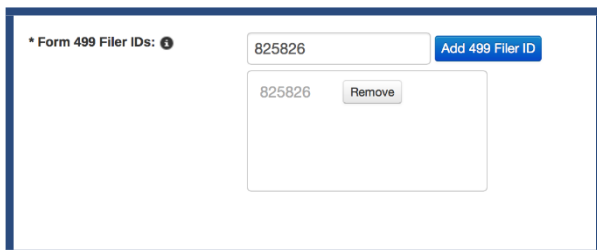
NOTE: The list of Form 499 Filer IDs used in the Form 477 filing interface is not updated in real-time, so if your 499 Filer ID was issued or updated recently, it may not be included in the list used by the interface and you'll receive an error message after entering it. If this is the case, please enter an older Form 499 Filing ID or the 499 Filer ID of an affiliate, and provide an explanation in the Explanations and Comments section of the form. If you are a Non-ILEC, you can leave this field blank and provide your current 499 Filer ID in the Explanations and Comments section.

First, type in the appropriate 6-digit Form 499 Filer ID. Then click the **Add 499 Filer ID** button.



The screenshot shows a web interface section titled "* Form 499 Filer IDs: ⓘ". It features a text input field containing the number "825826" and a blue button labeled "Add 499 Filer ID". Below the input field is a large, empty rectangular box intended for a list of added Filer IDs.

Now the 499 Filer ID is added to your list box as shown below. You can repeat this process as needed and can highlight an entry in the list box and remove it.



The screenshot shows the same web interface section as above, but now the list box contains one entry: "825826". To the right of this entry is a small grey button labeled "Remove". The "Add 499 Filer ID" button remains visible above the list box.

Provider's Website Address: Provide a website for the filing entity if there is one.

Provider's Website Address:	<input type="text"/>
------------------------------------	----------------------

Emergency Operations Contact Information: Enter the requested contact information, as shown below, for the individual who can be contacted to provide network status information in a natural disaster or other emergency.

Emergency Operations Contact Information	
* Name:	<input type="text" value="POC Doit"/>
* Phone Number:	<input type="text" value="(987) 654-3210"/>
Extension:	<input type="text"/>
* E-Mail:	<input type="text" value="poc_doit@mylittleisp.com"/>

Form 477 Contact Information: Enter the requested information, as shown below, for the person who should receive any follow-up questions about the data submitted in the filing.

Form 477 Contact Information	
* Name:	<input type="text" value="Form Doit"/>
* Phone Number:	<input type="text" value="(123) 456-7890"/>
Extension:	<input type="text"/>
* E-Mail:	<input type="text" value="form_doit@mylittleisp.com"/>

Certifying Official Contact Information: Enter the requested information, as shown below, for the person (corporate officer, managing partner or sole proprietor) whose signature certifies that he/she has examined the information contained in this Form 477 and that, to the best of his/her knowledge, information and belief, all statements of fact contained in this Form 477 are true and correct (see [Instructions](#) for more information).

Certifying Official Contact Information

* Name:

* Title:

* Phone Number:

Extension:

* E-Mail:

Non-disclosure Check Boxes: Indicate whether the non-disclosure requests shown below apply to your filing.

Non-disclosures

Indicate whether you request non-disclosure of some or all of the subscription information in this submission because you believe that this information is privileged and confidential and public disclosure of such information would likely cause substantial harm to the competitive position of the filer.

Indicate whether you request non-disclosure of some or all of the mobile deployment spectrum and speed parameters information in this submission because you believe that this information is privileged and confidential and public disclosure of such information would likely cause substantial harm to the competitive position of the filer.

After completing the **Filer Identification** information, select the **Save & Continue** button to reach the **Submission Menu**.

4. Submission Menu and Navigation

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After completing the **Filer Identification** page, you will be taken to the **Submission Menu** shown below:

The screenshot shows the 'Form 477 - Local Telephone Competition and Broadband Reporting' interface. At the top, there is a header with the Federal Communications Commission logo, the form title, and the FRN number (0023718422) with a 'Log Out' link. Below the header, there are navigation links for 'Main Menu' and 'Form 477 Instructions'. The main content area displays the FRN (0023718422), the filer name ('Our Little ISP'), and the operations (ILEC) with a data as of date (Dec 31, 2014). On the right, it shows the OMB No. (3060-0816), the submission status ('Original - In Progress'), and the last updated date (Jun 15, 2015 13:33:22). The 'Submission Menu' section contains three buttons: 'Submit as Complete' (highlighted in blue), 'Delete Submission', and 'Filing Summary'. Below these buttons is a table with two columns: 'Data Section' and 'Status'. The table lists various data sections and their current status.

Data Section	Status
Filer Identification	Data entered
Fixed Services	
Fixed Broadband Deployment	No data for this section
Fixed Broadband Subscription	No data for this section
Fixed Voice Subscription	No data for this section
Mobile Services	
Mobile Broadband Deployment	No data for this section
Mobile Broadband Service Availability	No data for this section
Mobile Broadband Subscription	No data for this section
Mobile Voice Deployment	No data for this section
Mobile Voice Subscription	No data for this section
Explanations and Comments	No data for this section

You can see an overview of your filing state by selecting the **Filing Summary** button at the upper right. The summary shows detailed information on files loaded, interactive rows added, errors and the overall status of each section of your filing.

Submission Menu

The Filing Summary page has 3 major sections:

1. Filer Identification.
2. Fixed Services
3. Mobile Services

A separate screen shot of each section of the **Filing Summary** page is shown below:

Form 477 Filing Summary
 FRN: 0023718422 | Data as of: Dec 31, 2014 | Operations: ILEC | Submission Status: Original - In Progress | Last Updated: Jun 15, 2015 13:33:22

Filer Identification Legend Error free Error included

Section	Question	Response
Filer Information	Provider Name	Our Little ISP
	Holding Company Name	Our Little HC
	SAC ID	452173
	499 ID	825826
Data Contact Information	Data Contact Name	Form Doit
	Data Contact Phone Number	(123) 456-7890
	Data Contact E-mail	form_doit@mylittleisp.com
Certifying Official Contact Information	Certifying Official Name	Boss Doit
	Certifying Official Phone Number	(123) 111-1111
	Certifying Official E-mail	boss_doit@mylittleisp.com

Fixed Services

Fixed Broadband Deployment

2 files and 36993 records accepted:

File Name	Date & Time	Number of Rows	Status
CSV_File_2.csv	Jun 16, 2015 08:20:17	25731	✓
CSV_File_1.csv	Jun 16, 2015 08:19:32	11262	✓

Fixed Broadband Subscription

2 files and 1274 records accepted:

File Name	Date & Time	Number of Rows	Status
CSV_File_2.csv	Jun 16, 2015 15:04:04	719	✓
CSV_File_1.csv	Jun 16, 2015 15:03:33	554	✓

Fixed Voice Subscription

2 files and 843 records accepted:

File Name	Date & Time	Number of Rows	Status
CSV_File_2.csv	Jun 16, 2015 14:36:17	482	✓
CSV_File_1.csv	Jun 16, 2015 14:35:45	358	✓

Mobile Services			
Mobile Broadband Deployment			
2 files accepted:			
File Name	Date & Time	Status	
Shapefile_Upload_2.zip	Jun 16, 2015 14:56:29	✓	
Shapefile_Upload_1.zip	Jun 16, 2015 14:55:47	✓	
Mobile Broadband Service Availability			
2 files and 420 records accepted:			
File Name	Date & Time	Number of Rows	Status
CSV_File_2.csv	Jun 16, 2015 16:48:08	241	✓
CSV_File_1.csv	Jun 16, 2015 16:47:34	179	✓
Mobile Broadband Subscription			
1 files and 23 records accepted:			
File Name	Date & Time	Number of Rows	Status
CSV_File_1.csv	Jun 16, 2015 16:53:27	22	✓
Mobile Voice Deployment			
2 files accepted:			
File Name	Date & Time	Status	
Shapefile_Upload_2.zip	Jun 17, 2015 08:22:47	✓	
Shapefile_Upload_1.zip	Jun 17, 2015 08:22:05	✓	
Mobile Voice Subscription			
1 records accepted.			

If you are logging in after previously creating a filing, you can get to the **Submission Menu** by clicking on the **View/Edit** button in the **Existing Form 477 Submissions** section of the **Main Menu**, as shown below.

The Submission Menu contains links to the various sections of Form 477. For information on which sections your company is required to file based on the services it provides, please see the [Instructions](#), including the “Who Must File This Form?” section.

5. Fixed Broadband Deployment


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The **Fixed Broadband Deployment** link on the **Submission Menu** will take you to the **Fixed Broadband Deployment – File Upload** page shown below, where you can upload your fixed broadband deployment data.

Fixed Broadband Deployment - File Upload

Each facilities-based provider with fixed broadband connections to end users shall provide a list – uploaded as a delimited, plain text file – of all census blocks in which broadband service is available to end users in the provider's service area, along with the associated service characteristics. [More info >](#)

[Formatting Information \(PDF\)](#)
[Download a Sample CSV File](#)
[Download an Excel 2010 Template](#)

 To replace data in a previously-uploaded file, first remove that file from the [Uploaded Files](#) page.

Step 1 - Select files one at a time

no file selected

Step 2 - Upload files

[File format is described here.](#) Links to additional information on file formatting are provided on this page, as shown below. Uploading is a 2-step operation. Let's walk through it.

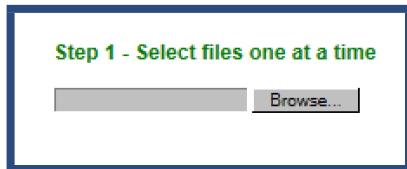
[Formatting Information \(PDF\)](#)
[Download a Sample CSV File](#)
[Download an Excel 2010 Template](#)

5.1 STEP 1 - CSV File Selection

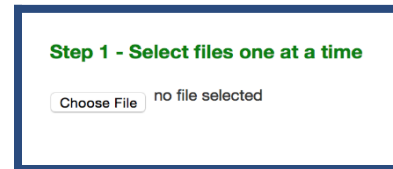
WARNING: Duplicate records in data files will cause errors. Common reasons for duplicate records and their impact and resolution are:

- You are uploading multiple files at the same time and there are duplicate records within a file or across multiple files. Delete the duplicate records and re-upload the corrected files.
- You have previously uploaded a file with similar information, e.g. duplicate records. The system will automatically append these new files to those previously uploaded and will produce a file upload error. Edit the new file off-line and re-upload the corrected new file.
- If a new file should replace a previously uploaded file, you must delete the previously-uploaded file and then upload the new file

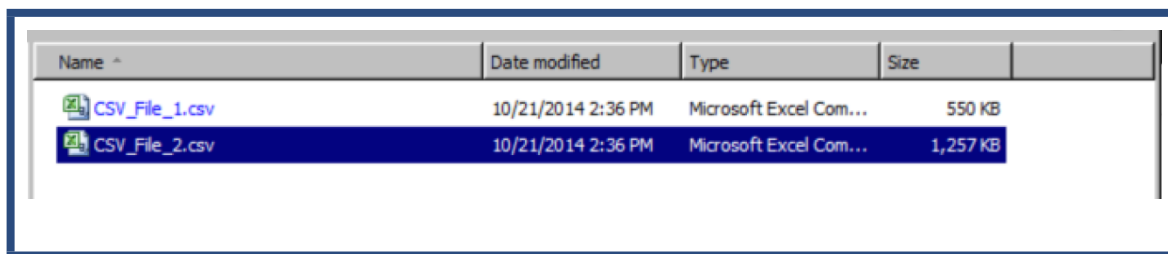
Click the **Choose File** or **Browse** button (depending on your browser/operating system), as shown below.



OR



A pop-up file finder window should appear. Navigate to the file you'd like to upload (only 1 can be selected at a time), then select it as shown below.



The file name should appear below the **Choose File** or **Browse** button depending on your browser, as shown below.

Step 1 - Select files one at a time

no file selected

File Name	File Size (kb)	Actions
CSV_File_1.csv	550	<input type="button" value="Remove"/>

You may select more than one file for uploading at the same time by clicking the **Choose File** or **Browse** button again, as shown below.

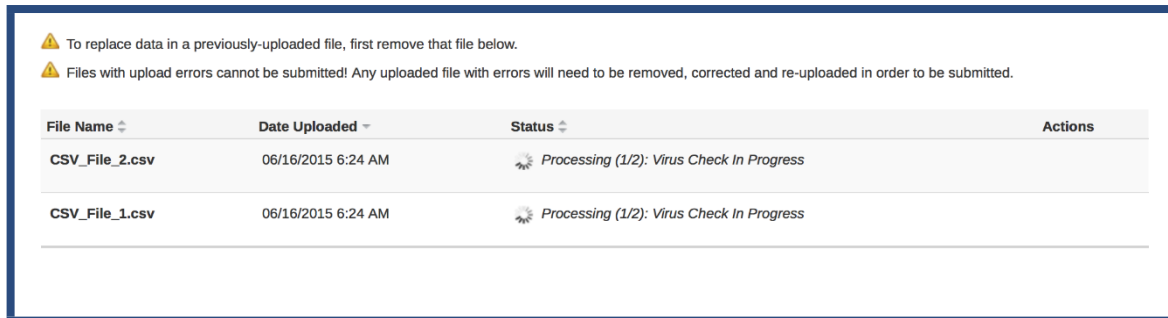
Step 1 - Select files one at a time



no file selected

File Name	File Size (kb)	Actions
CSV_File_1.csv	550	<input type="button" value="Remove"/>
CSV_File_2.csv	1256	<input type="button" value="Remove"/>

5.2 STEP 2 - CSV File Upload and Processing

After selecting all of the files for upload, click the blue **Upload Files** button. After clicking **Upload Files**, you will be taken to the **Uploaded Files** page for this section of the form, as shown below.

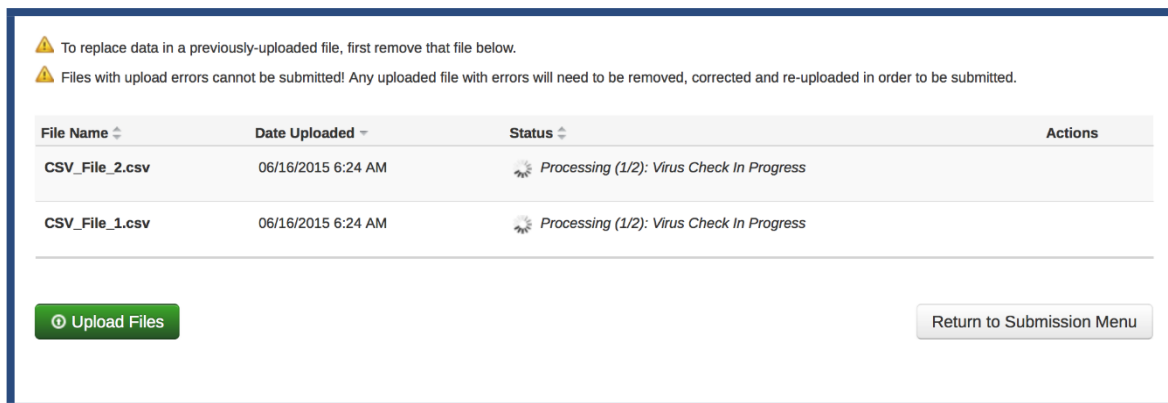




File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	
CSV_File_1.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	

This page will show a table indicating the processing status of the file(s) you uploaded. The processing of uploaded files includes the following 2 steps:

1. **Virus** check.
2. **Validations** to ensure that the block codes are valid, the formatting of the data is correct and there are no duplicate records.

These 2 steps are indicated in the **Status** column of the page, as shown in the 2 screenshots below.



File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	
CSV_File_1.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	

[Upload Files](#) [Return to Submission Menu](#)

⚠ To replace data in a previously-uploaded file, first remove that file below.

⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 8:18 AM	Processing (1/2): Virus Check In Progress	
CSV_File_1.csv	06/16/2015 8:18 AM	Processing (2/2): Validations In Progress	

[Upload Files](#) [Return to Submission Menu](#)

ALERT: Regardless of size, files can take a while to upload and process, especially at times of peak usage. We recommend starting an upload and then moving to another part of the form and returning at a later time. You can also log out without interrupting the upload.

After the file has successfully uploaded, you will see the **Status** of **Done: File Successfully Uploaded**, as shown below.

Note: Regardless of size, files can take a while to upload & process, especially at peak times. You can leave this page or even log out and return later without interrupting the upload.

⚠ To replace data in a previously-uploaded file, first remove that file below.

⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 6:24 AM	Done: File Successfully Uploaded	Remove
CSV_File_1.csv	06/16/2015 6:24 AM	Done: File Successfully Uploaded	Remove

[Upload Files](#) [Return to Submission Menu](#)

If you have finished uploading your files or otherwise wish to return to the **Submission Menu**, click on the **Return to Submission Menu** grey button shown above.

If you received an error message when attempting an upload, you must remove the file(s) by clicking the **Remove** button under **Actions**, as shown above. You will not be able to submit a filing that contains errors in any section.

6. Fixed Broadband Subscription

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The **Fixed Broadband Subscription** link on the **Submission Menu** will take you to the **Fixed Broadband Subscription** page shown below.

Fixed Broadband Subscription

Each **facilities-based provider** with **fixed broadband connections** to **end users** shall provide a list of total connections and consumer connections by **census tract**, along with the associated **service characteristics**. [More info »](#)

There are 2 ways to submit your data:

Option 1. [Interactive Data Entry](#)

Option 2. [Upload a File](#)

[« Back](#) [View Uploaded Files](#)

As you can see, there are two options for data submission: (1) **Interactive Data Entry** and (2) **Upload a File**, as shown on the page above.

You may enter data interactively one row at a time. Data for upload can include any number of records and should be formatted in accordance with the directions provided in a separate document, [How Should I Format my Fixed Broadband Subscription Data](#).

Select your method of data submission to proceed.

6.1. Fixed Broadband Subscription - Interactive Data Entry

Go to [Table of Contents](#)

When you select **Interactive Data Entry**, you will be taken to the **Fixed Broadband Subscription – Interactive Data Entry** page shown below. All fields must be completed, and each is described below. For more information, see [Fixed Broadband Subscription Terms](#).

Fixed Broadband Subscription – Interactive Data Entry

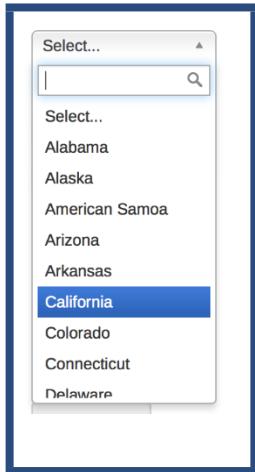
For each census tract in which you have fixed broadband subscribers in service and for each service offering you sell, enter the total number of connections and the number of connections you provide to consumers. Rows must be unique by census tract and service offering (the State, County and Tract **together** uniquely define a particular census tract and the Technology, Downstream Bandwidth and Upstream Bandwidth **together** uniquely define a service offering).

Technology categories: Report any Ethernet over fiber connections as "Optical Carrier" and any Ethernet over copper connections as "Other Wireline." Do not report these connections in the "All Other" category.

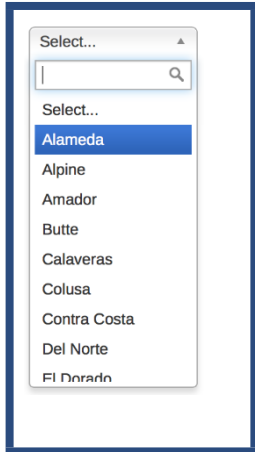
** All fields are required*

* State:	<input type="text" value="Select..."/>
* County:	<input type="text" value="Select..."/>
* Tract:	<input type="text" value="Select..."/>
* Technology:	<input type="text" value="Select..."/>
* Downstream Bandwidth (in Mbps):	<input type="text"/>
* Upstream Bandwidth (in Mbps):	<input type="text"/>
* Total Connections:	<input type="text"/>
* Consumer Connections:	<input type="text"/>
* Non Consumer Connections:	<input type="text"/>

State: Select the **State** for the row being entered. The drop-down list includes all U.S. states and territories. For example, below the **State** of “California” has been highlighted.



County: When you have selected the **State**, the list of counties for that specific state or territory will be displayed in the **County** drop-down list, as shown below. Select the correct **County** for this row.

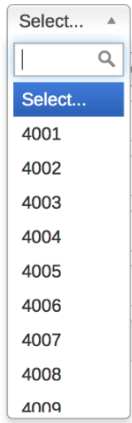


Tract: Next, the list of census tracts for the selected **County** will be displayed in the **Tract** drop-down list. The census tract(s) displayed will only be those that are appropriate to the **State** and **County** you have selected. To read more on census tracts, please go to [More About Census Tracts](#).

* **Tract:**

NOTE: Census tracts within a county are identified by a 4-digit basic code between 0001 and 9999, and may have a 2-digit suffix ranging from .01 to .98; for example, 6059.02.

You will see a list of census tracts such as the following after clicking on the drop-down button (on the down triangle “▼”):

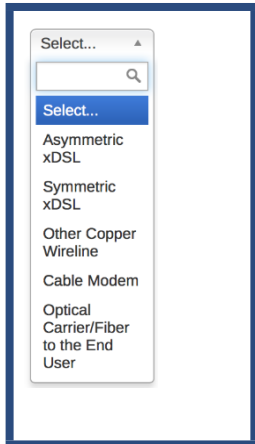


A screenshot of a web form's dropdown menu. The menu is open, showing a search bar at the top with a magnifying glass icon. Below the search bar is a list of options. The first option is "Select..." with a blue highlight. Below it are the numbers 4001, 4002, 4003, 4004, 4005, 4006, 4007, 4008, and 4009. The dropdown menu is enclosed in a blue border.

Select the correct **Tract** for this row.

Technology: Next, select the appropriate technology for this record from the drop-down list.

ALERT: If you select “All Other” for your technology, you should enter an explanation in the Explanations and Comments section. Otherwise, you may receive a call from the FCC to verify this “All Other” entry.



NOTE: While the bandwidth for the various records may vary, in all cases the required unit for entry is the same. It is ALWAYS Mbps (Mega bits per second). Do not enter bandwidth in Kbps (Kilo bits per second) or Gbps (Giga bits per second). The value must always be a number; therefore, only digits and a decimal point are allowed. Up to three digits can be added to the right of the decimal point. Therefore, 768 Kbps service would be 0.768 Mbps, and you should enter “0.768”. A 1 (one) Gbps service should be entered as “1000”

Downstream Bandwidth: Enter the **Downstream Bandwidth** - in Mbps (Mega bits per second) - of the service subscribed to in this tract. Report the advertised downstream bandwidth associated with the service. Enter the maximum if the product was marketed with a downstream bandwidth range. If no downstream bandwidth is mentioned in marketing, enter the downstream bandwidth the customer should expect to receive.

* **Downstream Bandwidth (in Mbps):**

ALERT: Substantial changes in the entries for bandwidth or number of connections from one filing to the next may result in a follow up call. Please ensure you enter accurate data and provide more information in the Explanation and Comments section.

Upstream Bandwidth: Enter the **Upstream Bandwidth** in Mbps of the product with the **Downstream Bandwidth** entered in the previous row. Report the advertised upstream bandwidth of the service subscribed to in this tract. Enter the maximum if the product was marketed with an upstream bandwidth range. If no upstream bandwidth is mentioned in marketing, enter the upstream bandwidth the customer should expect to receive.

* **Upstream Bandwidth (in Mbps):**

As with downstream bandwidth, upstream bandwidth should be entered in Mbps, and up to 3 decimal places are allowed.

Total Connections: Enter the number of connections in this [census tract](#) subscribing to this combination of **Technology**, **Downstream Bandwidth** and **Upstream Bandwidth**.

Consumer Connections: Enter the number of connections - a subset of the **Total Connections** entered in the previous row - that are provided in consumer-grade service plans. Consider connections to be “consumer” or “residential” when they deliver Internet-access services that are primarily purchased by, designed for, and/or marketed to residential end users.

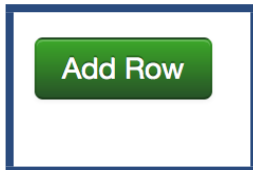
New! Enter the number of Consumer Connections as whole numbers. We are no

longer requiring lines to be allocated in percentages.

Non-Consumer Connections: This number will be automatically calculated by subtracting **Consumer Connections** from **Total Connections**. This fact is indicated by the grey box for **Non-Consumer Connections**.

* Total Connections:	<input type="text"/>
* Consumer Connections:	<input type="text"/>
* Non Consumer Connections:	<input type="text"/>

You now can enter additional records as needed by clicking the **Add Row** button shown below.



Each time you Add Row, it is automatically saved.

Sequence ID	State	County	Tract	Technology	Downstream Bandwidth (in Mbps)	Upstream Bandwidth (in Mbps)	Total Connections	Consumer Connections	Non-Consumer Connections	Actions
1	California	Alameda	4001	Cable Modem	20.000	3.000	2500	2000	500	<input type="button" value="Remove"/>

WARNING: Duplicate rows will cause errors.

When you have finished your interactive data entry for this section, click on the **Submission Menu** button shown above to return to the **Submission Menu**.

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Submission Menu

6.2. Fixed Broadband Subscription - File Upload

Go to [Table of Contents](#)


If you select **Option 2** on the **Fixed Broadband Subscription** page, you will be taken to the **Fixed Broadband Subscription – File Upload** page shown below, where you can upload your fixed broadband subscription data.

Fixed Broadband Subscription - File Upload

Each facilities-based provider with fixed broadband connections to end users shall provide a list – uploaded as a delimited, plain text file – of total connections and consumer connections by census tract, along with the associated service characteristics. [More info »](#)

Technology categories: Report any Ethernet over fiber connections as "Optical Carrier" and any Ethernet over copper connections as "Other Wireline." Do not report these connections in the "All Other" category.

[Formatting Information \(PDF\)](#)
[Download a Sample CSV File](#)
[Download an Excel 2010 Template](#)

 To replace data in a previously-uploaded file, first remove that file from the [Uploaded Files](#) page.

Step 1 - Select files one at a time

no file selected

Step 2 - Upload files

[File format is described here.](#) Links to additional information on file formatting are provided on this page, as shown below. Uploading is a 2-step operation. Let's walk through it.

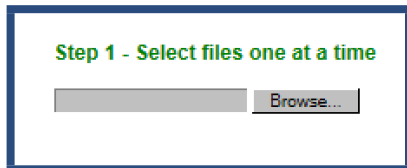
[Formatting Information \(PDF\)](#)
[Download a Sample CSV File](#)
[Download an Excel 2010 Template](#)

6.2.1 STEP 1 - CSV File Selection

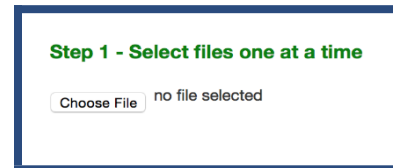
WARNING: Duplicate records in data files will cause errors. Common reasons for duplicate records and their impact and resolution are:

- You have previously entered rows using the Interactive Data Entry and attempt to upload a file containing some of the same records. Either remove the duplicates from the upload file off-line or use the Interactive Data Entry page to delete duplicates. After correcting, re-upload the file.
- You are uploading multiple files at the same time and there are duplicate records within a file or across multiple files. Delete the duplicate records and re-upload the corrected files.
- You have previously uploaded a file with similar information, e.g. duplicate records. The system will automatically append these new files to those previously uploaded and will produce a file upload error. Edit the new file off-line and re-upload the corrected new file.
- If a new file should replace a previously uploaded file, you must delete the previously uploaded file and then upload the new file.

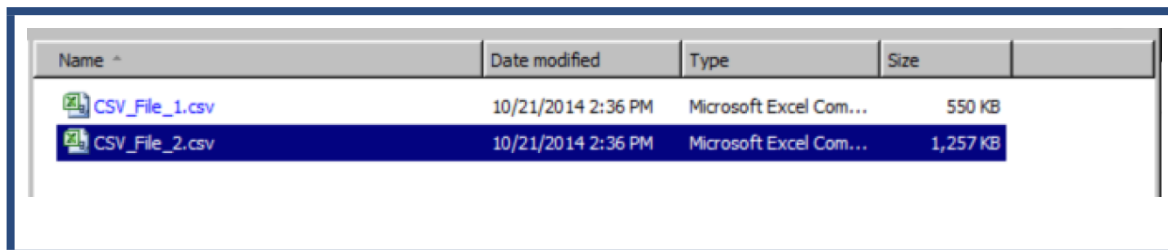
Click the **Choose File** or **Browse** button (depending on your browser/operating system), as shown below.



OR



A pop-up file finder window should appear. Navigate to the file you'd like to upload (only 1 can be selected at a time), then select it as shown below.



The file name should appear below the **Choose File** or **Browse** button depending on your browser, as shown below.

Step 1 - Select files one at a time

no file selected

File Name	File Size (kb)	Actions
CSV_File_1.csv	550	<input type="button" value="Remove"/>

You may select more than one file for uploading at the same time by clicking the **Choose File** or **Browse** button again, as shown below.

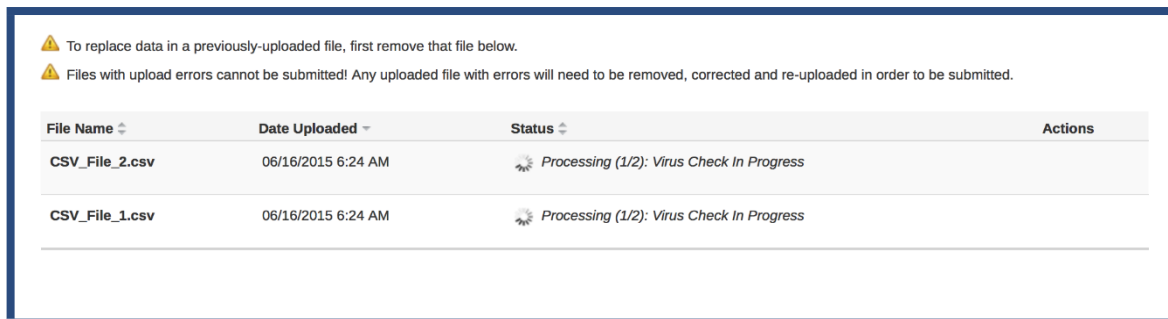
Step 1 - Select files one at a time

no file selected



File Name	File Size (kb)	Actions
CSV_File_1.csv	550	<input type="button" value="Remove"/>
CSV_File_2.csv	1256	<input type="button" value="Remove"/>

6.2.2 STEP 2 - CSV File Upload and Processing

After selecting all of the files for upload, click the blue **Upload Files** button. After clicking **Upload Files**, you will be taken to the **Uploaded Files** page for this section of the form, as shown below.



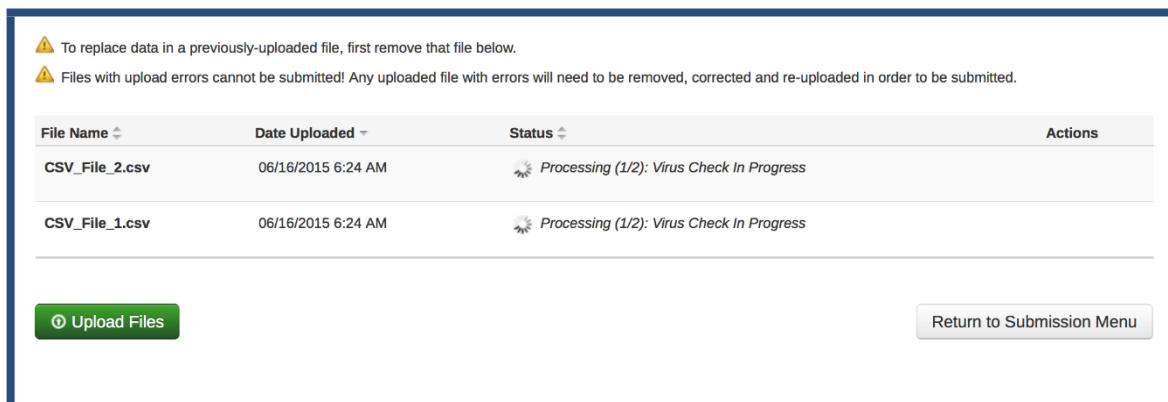
⚠ To replace data in a previously-uploaded file, first remove that file below.
⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	
CSV_File_1.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	



This page will show a table indicating the processing status of the file(s) you uploaded. The processing of uploaded files includes the following 2 steps:

1. **Virus** check.
2. **Validations** to ensure that the tract codes are valid, the formatting of the data is correct and there are no duplicate records.

These 2 steps are indicated in the **Status** column of the page, as shown in the 2 screenshots below.



⚠ To replace data in a previously-uploaded file, first remove that file below.
⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	
CSV_File_1.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	

[Upload Files](#) [Return to Submission Menu](#)

⚠ To replace data in a previously-uploaded file, first remove that file below.

⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 8:18 AM	Processing (1/2): Virus Check In Progress	
CSV_File_1.csv	06/16/2015 8:18 AM	Processing (2/2): Validations In Progress	

[Upload Files](#) [Return to Submission Menu](#)

ALERT: Regardless of size, files can take a while to upload and process, especially at times of peak usage. We recommend starting an upload and then moving to another part of the form and returning at a later time. You can also log out without interrupting the upload.

After the file has successfully uploaded, you will see the **Status** of **Done: File Successfully Uploaded**, as shown below.

Note: Regardless of size, files can take a while to upload & process, especially at peak times. You can leave this page or even log out and return later without interrupting the upload.

⚠ To replace data in a previously-uploaded file, first remove that file below.

⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 6:24 AM	Done: File Successfully Uploaded	Remove
CSV_File_1.csv	06/16/2015 6:24 AM	Done: File Successfully Uploaded	Remove

[Upload Files](#) [Return to Submission Menu](#)

If you have finished uploading your files or otherwise wish to return to the **Submission Menu**, click on the **Return to Submission Menu** grey button shown above.

If you received an error message when attempting an upload, you must remove the file(s) by clicking the **Remove** button under **Actions**, as shown above. You will not be able to submit a filing that contains errors in any section.

7. Fixed Voice Subscription (Tract Data)

Go to [Table of Contents](#)

If you click on the **Fixed Voice Subscription** link on the **Submission Menu**, you will be taken to the **Fixed Voice Subscription** page shown below.

Fixed Voice Subscription

Each provider of **local exchange telephone service** and/or **interconnected VoIP service** shall provide a list of total voice-grade equivalent (VGE) lines in service (for local exchange telephone service) and total interconnected VoIP subscriptions sold (for iVoIP service), as well as consumer VGE lines and consumer iVoIP subscriptions, by **census tract**. [More info »](#)

Step 1 - Enter Tract-Level Data

Option 1. [Interactive Data Entry](#)

Option 2. [Upload a File](#)

Step 2 - Enter State-Level Data

Enter **State-Level Breakdowns** based on tract-level data.

As you can see there are two options for data submission: (1) **Interactive Data Entry** and (2) **Upload a File**, as on page shown above.

You may enter data interactively one row at a time. Data for upload can include any number of records and should be formatted in accordance with the directions provided in a separate document, [How Should I Format my Fixed Voice Subscription Data](#)

NOTE: After completing either the interactive data entry or file upload, you will be required to enter STATE-level Fixed Voice Subscription data.

Select your method of data submission to proceed.

7.1. Fixed Voice Subscription - Interactive Data Entry

Go to [Table of Contents](#)

When you select **Interactive Data Entry**, you will be taken to the **Fixed Voice Subscription – Interactive Data Entry** page shown below. All fields must be completed, and each is described below. For more information, see [Fixed Voice Subscription Terms](#).

Fixed Voice Subscription - Interactive Data Entry

For each census tract in which you have voice-grade equivalent (VGE) lines and / or interconnected VoIP subscribers in service, enter the total number of lines/subscriptions and the number of lines/subscriptions you provide to consumers. Rows must be unique by census tract and service type (the State, County and Tract **together** uniquely define a particular census tract, and the service type must be either VGE lines or VoIP subscriptions).

** All fields are required*

* State:

* County:

* Tract:

* Service Type:

* VGE Lines or VoIP Subscriptions:

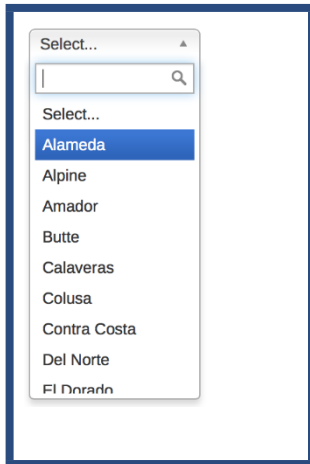
* Consumer VGE Lines or VoIP Subscriptions:

* Business / Govt VGE Lines or VoIP Subscriptions:

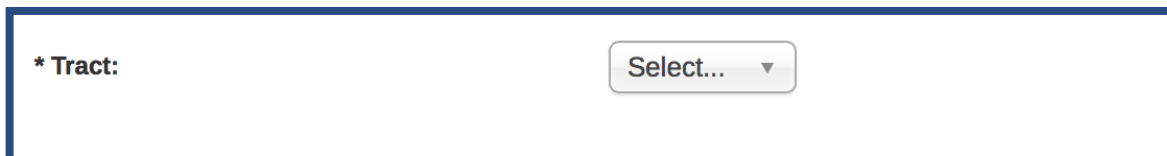
State: Select the **State** for the row being entered. The drop-down list includes all U.S. states and territories. For example, below the **State** of “California” has been highlighted.

Select...
Alabama
Alaska
American Samoa
Arizona
Arkansas
California
Colorado
Connecticut
Delaware

County: When you have selected the **State**, the list of counties for that specific state or territory will be displayed in the **County** drop-down list, as shown below. Select the correct **County** for this row.

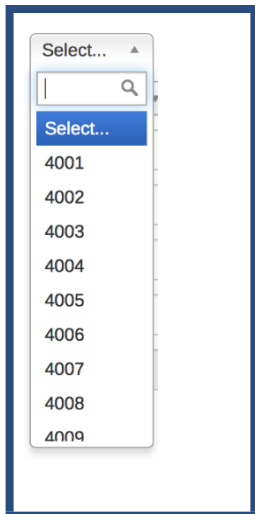


Tract: Next, the list of census tracts for the selected **County** will be displayed in the **Tract** drop-down list. The census tract(s) displayed will only be those that are appropriate to the **State** and **County** you have selected. See [More About Census Tracts](#) for additional information.



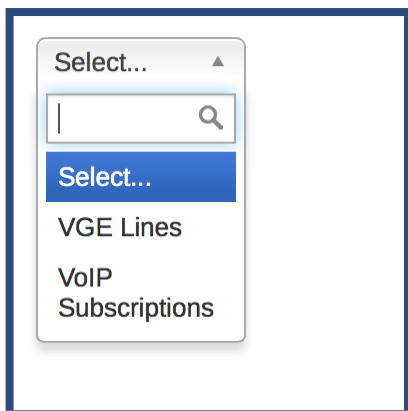
NOTE: Census tracts within a county are identified by a 4-digit basic code between 0001 and 9999, and may have a 2-digit suffix ranging from .01 to .98; for example, 6059.02.

You will see a list of census tracts such as the following after clicking on the drop-down button (on the down triangle “▼”):



Select the correct **Tract** for this row.

Service Type: This entry indicates the type of voice service counted in this row record: **VGE Lines** (for local exchange telephone services); or **VoIP Subscriptions** (for interconnected VoIP services). For more information on these two Service Types, see **Fixed Voice Subscription Terms** in the [Instructions](#).



VGE Lines or **VoIP Subscriptions:** If you selected **VGE Lines** for the **Service Type**, enter the number of voice-grade equivalent lines and voice-grade equivalent wireless channels in service in the [census tract](#). If you selected **VoIP Subscriptions** for the **Service Type**, enter the number of VoIP subscriptions provided in the [census tract](#).

Consumer VGE Lines or **VoIP Subscriptions:** If you selected **VGE Lines** for the **Service Type**, enter the number of voice-grade equivalent lines and voice-grade equivalent wireless channels

provided in consumer-grade service plans in the census tract. If you selected **VoIP Subscriptions** for the **Service Type**, enter the number of VoIP subscriptions provided in consumer-grade service plans in the census tract. A consumer service plan (or Mass market / consumer service plan) is a service plan designed for, marketed to, or purchased by primarily residential end users.

Business / Government VGE Lines or VoIP Subscriptions: This is automatically calculated as the difference between total **VGE Lines or VoIP Subscriptions** and **Consumer VGE Lines or VoIP Subscriptions**.

*** VGE Lines or VoIP Subscriptions:**

*** Consumer VGE Lines or VoIP Subscriptions:**

*** Business / Govt VGE Lines or VoIP Subscriptions:**

You now can enter additional records as needed by clicking the **Add Row** button shown below.



Each time you click **Add Row**, your data are automatically saved and displayed as shown below.

Sequence ID	State	County	Tract	Technology	Downstream Bandwidth (in Mbps)	Upstream Bandwidth (in Mbps)	Total Connections	Consumer Connections	Non-Consumer Connections	Actions
1	California	Alameda	4001	Cable Modem	20.000	3.000	2500	2000	500	<input type="button" value="Remove"/>

WARNING: Duplicate rows will cause errors.

When you have finished your interactive data entry, click on the **Continue to State** button to enter the required state-level Fixed Voice Subscription totals, as described in the **State Data** section below.



7.2. Fixed Voice Subscription - File Upload


Go to [Table of Contents](#)

If you Select **Option 2** on the **Fixed Voice Subscription** page, you will be taken to the **Fixed Voice Subscription – File Upload** page shown below, where you can upload your fixed voice subscription data.

Fixed Voice Subscription - File Upload

Each provider of **local exchange telephone service** and/or **interconnected VoIP service** shall provide a list of total voice-grade (VGE) equivalent lines in service (for local exchange telephone service) and total interconnected VoIP subscriptions sold (for iVoIP service), as well as consumer VGE lines and consumer iVoIP subscriptions, by **census tract**. This list can be uploaded as a delimited, plain text file. [More info »](#)

[Formatting Information \(PDF\)](#)
[Download a Sample CSV File](#)
[Download an Excel 2010 Template](#)

 To replace data in a previously-uploaded file, first remove that file from the **Uploaded Files** page.

Step 1 - Select files one at a time

no file selected

Step 2 - Upload files

[File format is described here](#). Links to additional information on file formatting are provided on this page, as shown below. Uploading is a 2-step operation. Let's walk through it.

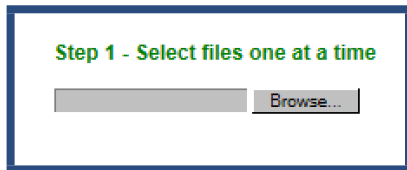
[Formatting Information \(PDF\)](#)
[Download a Sample CSV File](#)
[Download an Excel 2010 Template](#)

7.2.1 STEP 1 - CSV File Selection

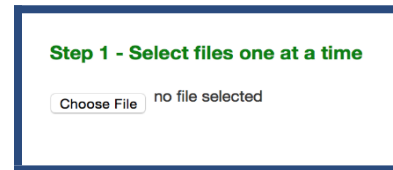
WARNING: Duplicate records in data files will cause errors. For each tract, there can be only one record for VGE lines and one record for interconnected VoIP subscriptions. Common reasons for duplicate records and their impact and resolution are:

- You have previously entered rows using the Interactive Data Entry option and attempt to upload a file containing some of the same records. Either remove the duplicates from the upload file off-line or use the Interactive Data Entry page to delete duplicates. After correcting, re-upload the file.
- You are uploading multiple files at the same time and there are duplicate records within a file or across multiple files. Delete the duplicate records and re-upload the corrected files.
- You have previously uploaded a file with similar information, e.g. duplicate records. The system will automatically append these new files to those previously uploaded and will produce a file upload error. Edit the new file off-line and re-upload the corrected new file.
- If a new file should replace a previously uploaded file, you must delete the previously-uploaded file and then upload the new file.

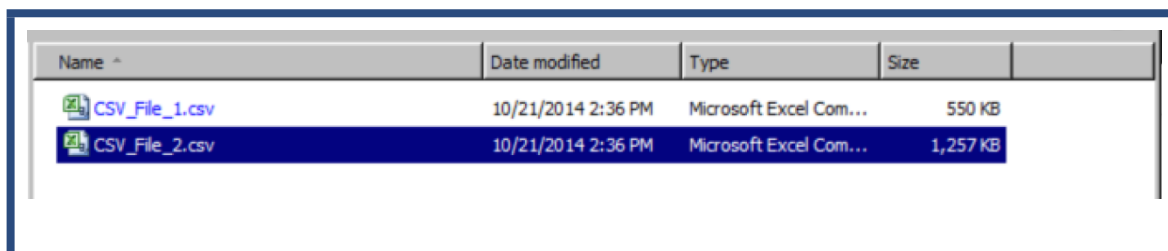
Click the **Choose File** or **Browse** button (depending on your browser/operating system), as shown below.



OR



A pop-up file finder window should appear. Navigate to the file you'd like to upload (only 1 can be selected at a time), then select it as shown below.



The file name should appear below the **Choose File** or **Browse** button depending on your browser, as shown below.

Step 1 - Select files one at a time

no file selected

File Name	File Size (kb)	Actions
CSV_File_1.csv	550	<input type="button" value="Remove"/>

You may select more than one file for uploading at the same time by clicking the **Choose File** or **Browse** button again, as shown below.

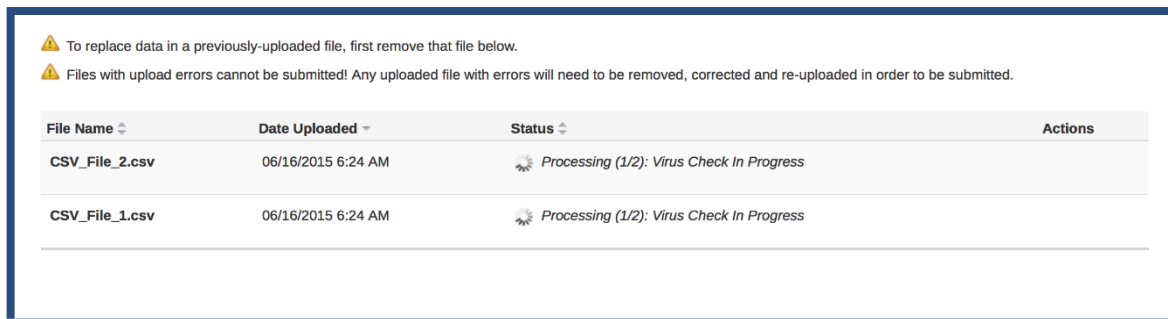
Step 1 - Select files one at a time

no file selected



File Name	File Size (kb)	Actions
CSV_File_1.csv	550	<input type="button" value="Remove"/>
CSV_File_2.csv	1256	<input type="button" value="Remove"/>

7.2.2 STEP 2 - CSV File Upload and Processing

After selecting all of the files for upload, click the blue **Upload Files** button. After clicking **Upload Files**, you will be taken to the **Uploaded Files** page for this section of the form, as shown below.



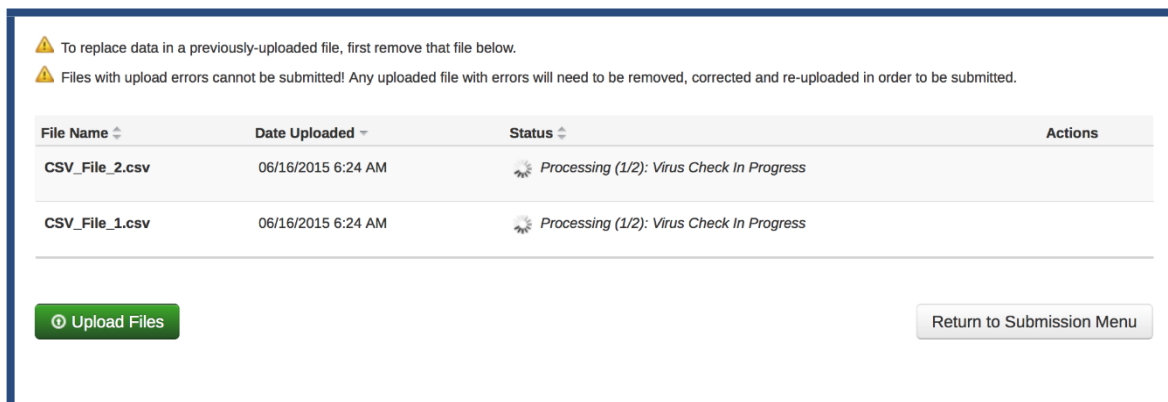
⚠ To replace data in a previously-uploaded file, first remove that file below.
⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	
CSV_File_1.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	



This page will show a table indicating the processing status of the file(s) you uploaded. The processing of uploaded files includes the following 2 steps:

1. **Virus** check.
2. **Validations** to ensure that the tract codes are valid, the formatting of the data is correct and there are no duplicate records.

These 2 steps are indicated in the **Status** column of the page, as shown in the 2 screenshots below.



⚠ To replace data in a previously-uploaded file, first remove that file below.
⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	
CSV_File_1.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	

[Upload Files](#) [Return to Submission Menu](#)

⚠ To replace data in a previously-uploaded file, first remove that file below.

⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 8:18 AM	Processing (1/2): Virus Check In Progress	
CSV_File_1.csv	06/16/2015 8:18 AM	Processing (2/2): Validations In Progress	

[Upload Files](#) [Return to Submission Menu](#)

ALERT: Regardless of size, files can take a while to upload and process, especially at times of peak usage. We recommend starting an upload and then moving to another part of the form and returning at a later time. You can also log out without interrupting the upload.

After the file has successfully uploaded, you will see the **Status** of **Done: File Successfully Uploaded**, as shown below.

Note: Regardless of size, files can take a while to upload & process, especially at peak times. You can leave this page or even log out and return later without interrupting the upload.

⚠ To replace data in a previously-uploaded file, first remove that file below.

⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 6:24 AM	Done: File Successfully Uploaded	Remove
CSV_File_1.csv	06/16/2015 6:24 AM	Done: File Successfully Uploaded	Remove

[Upload Files](#) [Return to Submission Menu](#)

If you have finished uploading your files or otherwise wish to return to the **Submission Menu**, click on the **Return to Submission Menu** grey button shown above.

If you received an error message when attempting an upload, you must remove the file(s) by clicking the **Remove** button under **Actions**, as shown above. You will not be able to submit a filing that contains errors in any section.

7.3. State Data

Go to [Table of Contents](#)

7.3.1 State Data Entry - Overall Steps

After clicking **Continue to State** either from the **Fixed Voice Subscription - Interactive Data Entry** or **Fixed Voice Subscription - File Upload** pages, the system will tally the tract-level data you entered to find the total numbers of **VGE Lines** or **VoIP Subscriptions** and/or **Consumer VGE Lines** or **VoIP Subscriptions**, as well as the number of **Consumer VGE Lines** and/or **Consumer VoIP Subscriptions**, in each state for which you reported tracts.

The system will then show you the aggregated data, state-by-state, starting with local exchange telephone and moving to interconnected VoIP, and ask you to allocate lines and / or subscriptions in a few different ways.

7.3.2 State Data - Local Exchange Telephone Subscriptions

If your tract data contain any VGE lines, you'll be asked to allocate those lines for each state after clicking the **Continue to State** button. The states will be presented in alphabetical order. For each **State**,

1. Allocate lines provided to unaffiliated providers between Wholesale and UNE-L;
2. Allocate lines provided to end users by (a) Services Sold, (b) Product Type, (c) Ownership and (d) Last-mile Medium; and
3. Click **Save Current State**, then go to the next state using the menu at the left or click **Finished**. When you click **Finished**, you'll move on to allocate you interconnected VoIP subscriptions, or if you didn't enter any such data, you'll return to the **Submission Menu**.

WARNING: Each cell must contain a number, even if it's zero. Blanks will cause an error.

NOTE: We recommend that you periodically Save your work as you go, for example — when you have finished entering data for each state.

Lines provided to Unaffiliated Providers...

Lines provided to Unaffiliated Providers

Wholesale: ⓘ UNE-L: ⓘ

<input type="text" value="20"/>	<input type="text" value="0"/>
---------------------------------	--------------------------------

For most sections of this page, you'll be allocating lines you entered at the tract level. In this case, since no data on these lines were entered at the tract level, you just need to report two separate numbers: (1) the number of wholesale-service lines; and (2) the number of unbundled network element loops (UNE-L) that you (including your affiliates) provided to **unaffiliated** service providers.

NOTE: In the following screenshots the red “+” and “=” signs have been added for clarification and do not actually appear on your screen.

Lines provided to End Users...

by Services Sold:

by Last-mile Medium

Total: ¹ 66 = FTTN: ¹ 0 + Coaxial Cable: ¹ 0 + Fixed Wireless: ¹ 0 + Copper: ¹ 66

The **Total** is populated based on the tract data you’ve already entered. For **Voice with Internet**, enter the number of lines for which you (including affiliates) sell voice and broadband Internet-access service to the same end-user customer. It does not matter if the two services are billed separately or if they are billed by different affiliates. The filing interface will then calculate the number of lines for **Voice without Internet**.

by Product Type:

Lines provided to End Users...

by Services Sold

Total: ¹ 66 = Voice with Internet: ¹ 6 + Voice without Internet: ¹ 60

by Product Type

Total: ¹ 66	Consumer Total ¹ 6	Business /Gov. Total ¹ 60
	Consumer & No PIC: ¹ 3	Business/Gov. & No PIC: ¹ 30
	Consumer & PIC: ¹ 3	Business/Gov. & PIC: ¹ 30

Here, the **Total**, **Consumer Total** and **Business / Gov Total** have been populated based on the tract data you've already entered. It remains for you to allocate both **Consumer Total** and **Business / Gov Total** between lines for which you are the PIC (Presubscribed Interstate long-distance Carrier) and lines for which you are not the PIC. Make sure the arithmetic, shown below, in the orange boxes above is correct:

Consumer Total must equal Consumer & No PIC + Consumer & PIC

Business/Gov Total must equal Business/Gov & No PIC + Business/Gov & PIC

by Ownership:

by Ownership				
Total: ①	Owned: ①	UNE-L: ①	Resale: ①	
66	=	66	+	0
			+	0

For this part, show how your total lines are divided between lines that terminate at the end user's premises over last-mile facilities that you (including affiliates): own (**Owned**), obtained from an unaffiliated provider as **UNE-Ls**, or resold (**Resale**). Again, the math has to work:

Total must equal Owned + UNE-L + Resale

by Last-mile Medium:

by Last-mile Medium				
Total: ①	FTTP: ①	Coaxial Cable: ①	Fixed Wireless: ①	Copper: ①
66	=	0	+	0
			+	0
			+	66

Allocate total lines by the technology in use at the termination at the *end-user's premises*. If you don't have any lines in service over a particular medium, enter 0. Everything should add up:

Total must equal FTTP + Coaxial Cable + Fixed Wireless + Copper

When you have finished your Local Telephone Exchange Service entries for a particular state, click the **Next State** button to enter the Local Telephone Exchange Service totals for the next state. Once you have finished the state-level Local Telephone Exchange Service entries for all of your states, click the **Finished** button. When you click **Finished**, you'll move on to allocate your interconnected VoIP subscriptions for each state, or if you did not previously enter any such data, you'll return to the **Submission Menu**.

7.3.3 State Data - Interconnected VoIP Subscriptions

If your tract data contain any interconnected VoIP subscriptions, you'll be asked to allocate those subscriptions for each state after clicking **Continue to State**. The states will be presented in alphabetic order. For each **State**,

1. Allocate Over-the-Top iVoIP subscriptions, where you provide service to end users without also supplying last-mile facilities, between **Consumer** and **Business / Government** subscribers;
2. Allocate All Other iVoIP subscriptions, where you provide service to end users and also supply last-mile facilities, by (a) End User Type, (b) Services Sold, and (c) Last-mile Medium; and
3. Click **Save Current State**, then go to the next state using the menu at the left or click **Finished**.

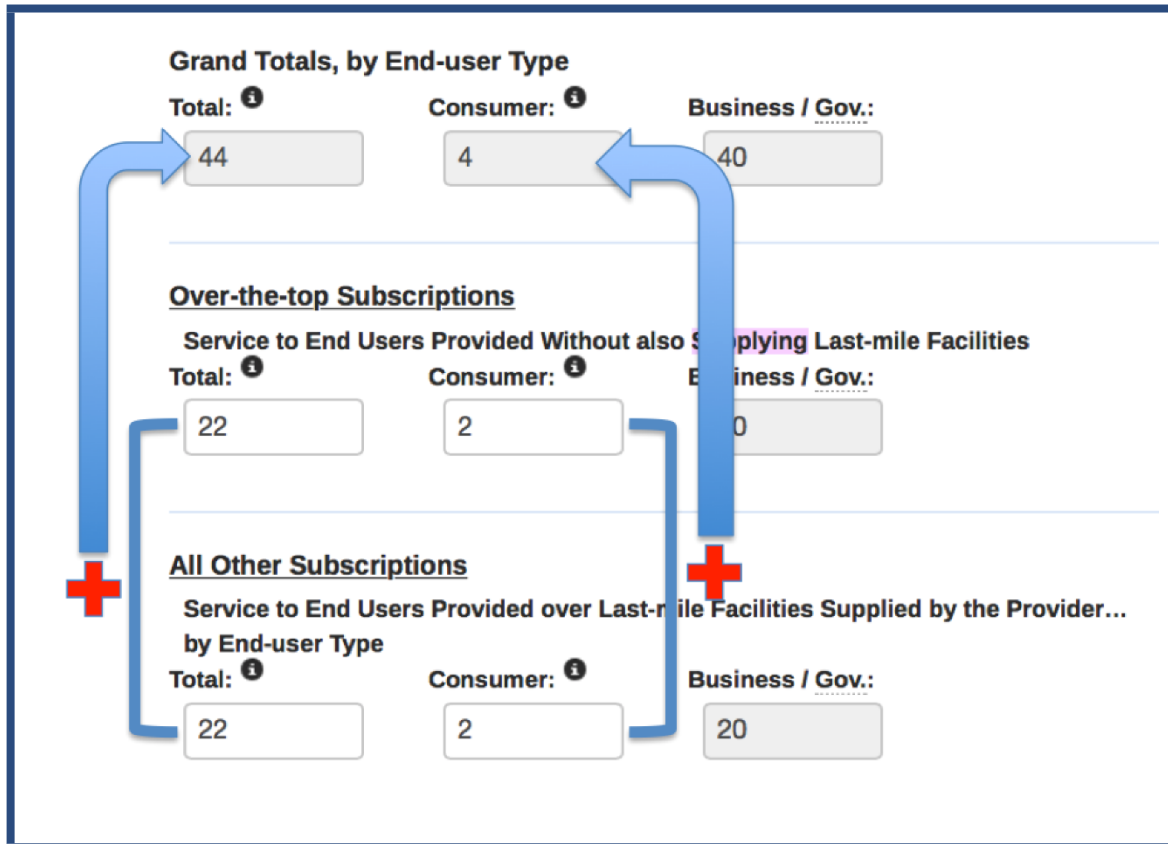
NOTE: We recommend that you periodically Save your work as you go, for example — when you have finished entered data for each state.

ALERT: Each cell must contain a number, even if it is a "0" - zero. Blanks will cause errors.

In the tract-level data, you've already grouped the total number of subscriptions by end-user type (Consumer vs. Business/Gov). At the top of the screen for each state, the system will show you the Grand Total numbers of Total, Consumer, and Business / Government subscriptions you entered in your tract-level data. If these numbers don't look correct, you should return to the Fixed Voice Subscription interactive data entry or file upload pages, and make changes to the tract data.

At the state level, you'll need to first separate the **Grand Totals** into two groups: **Over-the-top** and **All Other**. For more information about how to do this, read [How to Allocate VoIP Subscriptions](#). You then need to allocate both **Over-the-top** and **All Other** subscriptions by **End-user Type** (see the screen shot below). Note that the analogous categories of **Over-the-top** subscriptions and **All Other** subscriptions must add up to the **Grand Totals**. If all of your subscriptions are of one type, then all you need to do is repeat the **Grand Totals**.

NOTE: In the following screenshots the red “+” and “=” signs have been added for clarification and do not actually appear on your screen.



In addition to allocating **All Other** subscriptions by **End-user Type**, you also need to allocate these subscriptions by **Services Sold** and by **Last-mile Medium**.

To allocate **by Services Sold**, enter in **Voice with Internet** the number of subscriptions where you (including affiliates) sell voice and broadband Internet access service to the same end-user customer. It does not matter if the two services are billed separately or if they are billed by different affiliates. The filing interface will then calculate the number of subscriptions for **Voice without Internet**—that is, without the end user also purchasing broadband Internet access service—as a residual.

by Services Sold

Total: ¹ = **Voice with Internet:** ¹ + **Voice without Internet:** ¹

To allocate by **Last-mile Medium**, remember that **All Other Subscriptions** are subscriptions for which you (including affiliates) also supply the end user with the high-capacity connection that delivers the interconnected VoIP service. That high-capacity connection could be last-mile facilities you own or it could be last-mile facilities you lease from an unaffiliated entity. In either case, count these subscriptions according to the technology of the high-capacity connection that terminates at the end user’s location. The following identity must hold:

Total must equal FTTP + Coaxial Cable + Fixed Wireless & Satellite + Copper

by Last-mile Medium

Total: ¹ = **FTTP:** ¹ + **Coaxial Cable:** ¹ + **Fixed Wireless & Satellite:** ¹ + **Copper:** ¹

When you have finished your **Interconnected VoIP Subscription** entries for a particular state, click the **Next State** button to enter the **Interconnected VoIP Subscription** totals for the next state. Once you have finished the state-level **Interconnected VoIP Subscription** entries for all of your states, click the **Finished** button to return to the **Submission Menu**.

8. Mobile Broadband Deployment

Go to [Table of Contents](#)

If you click on the **Mobile Broadband Deployment** link on the **Submission Menu**, you will be taken to the **Mobile Broadband Deployment – Shapefile Upload** page shown below, where you can upload your mobile broadband deployment data.

Mobile Broadband Deployment - Shapefile Upload

Facilities-based providers of mobile wireless broadband service to end users are required to submit polygons – in a zipped shapefile – depicting their broadband network coverage areas. [More info »](#)

[Formatting Information \(PDF\)](#)
[Download a Shapefile Template](#)

Step 1 - Select files one at a time

no file selected

Step 2 - Upload files

For more information about who must file this section of the form and the type of data to file, see [Mobile Broadband Deployment Terms](#) and the [Instructions](#).

Coverage areas and associated data on mobile broadband deployment must be submitted in a shapefile format. The shapefile(s) must be formatted in accordance with the directions provided in a separate document, [How Should I Format My Mobile Broadband Deployment Data?](#), and uploaded as a .zip file to the Form 477 filing interface. Links to additional information on formatting are provided on this page, as shown below:

Links to additional information on file formatting are provided on this page, as shown below. Uploading is a 2-step operation. Let's walk through it.

[Formatting Information \(PDF\)](#)
[Download a Shapefile Template](#)



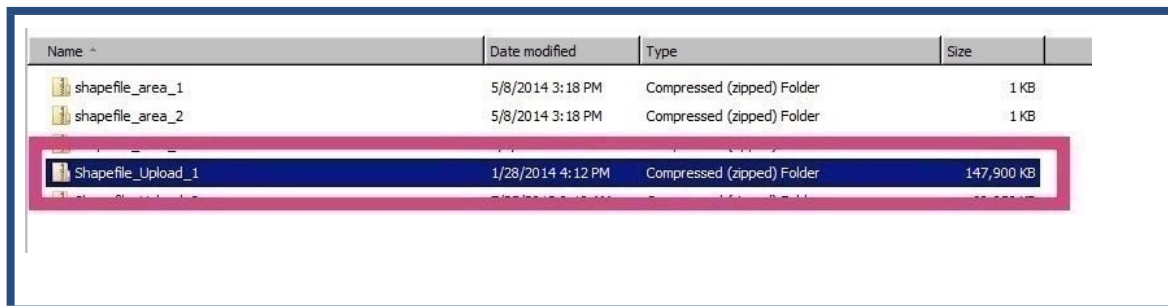
8.1 STEP 1 - Shapefile Select

NOTE: Your .zip file must include — along with the shapefile components — a .txt (plain text) “read me” file that explains the methodology used to generate the map layer, including any assumptions and an assessment of the accuracy of the finished product.

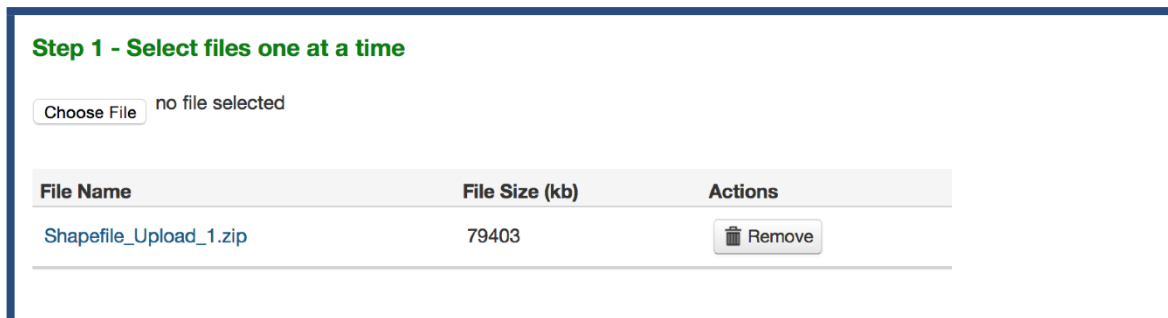
Click the **Choose File** or **Browse** button (depending on your browser/operating system), as shown below.



A pop-up file finder window should appear, as shown below. Navigate to the file you'd like to upload (only 1 can be selected at a time), then select it as shown below.



The file name should appear below the **Choose File** or **Browse** button depending on your browser, as shown below.



You may select more than one file for uploading at the same time by clicking on the **Choose File** or **Browse** button again, as shown below.

Step 1 - Select files one at a time


no file selected



File Name	File Size (kb)	Actions
Shapefile_Upload_1.zip	79403	<input type="button" value="Remove"/>
Shapefile_Upload_2.zip	5360	<input type="button" value="Remove"/>

Step 2 - Upload files

8.2 STEP 2 - Shapefile Upload and Processing

After selecting all of the files for upload, click the blue **Upload Files** button. After clicking **Upload Files**, you will be taken to the **Uploaded Files** page for this section of the form, as shown below.

 Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.


DBA	Spectrum Code	Technology Code	File Size	File Name	Date Uploaded	Status	Actions
-	-	-	5488970	Shapefile_Upload_2.zip	06/16/2015 2:54 PM	 Processing (1/2): Virus Check In Progress	
-	-	-	81309080	Shapefile_Upload_1.zip	06/16/2015 2:54 PM	 Processing (1/2): Virus Check In Progress	



[Upload Files](#) [Return to Submission Menu](#)

This page will show a table indicating the processing status of the file(s) you uploaded. The processing of uploaded files includes the following 2 steps:

1. **Virus** check.
2. **Validations** to ensure that the formatting of the shapefile is correct.

These 2 steps are indicated in the **Status** column of the page, as shown below.

 Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.


DBA	Spectrum Code	Technology Code	File Size	File Name	Date Uploaded	Status	Actions
-	-	-	5488970	Shapefile_Upload_2.zip	06/16/2015 2:54 PM	 Processing (1/2): Virus Check In Progress	
-	-	-	81309080	Shapefile_Upload_1.zip	06/16/2015 2:54 PM	 Processing (2/2): Validations In Progress	



ALERT: Regardless of size, files can take a while to upload and process, especially at times of peak usage. We recommend starting an upload and then moving to another part of the form and returning at a later time. You can also log out without interrupting

the upload.

After the file has successfully uploaded, you will see the following **Status** of **Done: File Successfully Uploaded** as shown below.

Mobile Broadband Deployment - Uploaded Shapefiles

 Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

DBA	Spectrum Code	Technology Code	File Size	File Name	Date Uploaded	Status	Actions
Verizon Wireless	92 - Specialized Mobile Radio (SMR) Band	86 - Terrestrial Mobile Wireless - GSM	5488970	Shapefile_Upload_2.zip	06/16/2015 2:54 PM	Done: File Successfully Uploaded	 Remove
Verizon Wireless	94 - Broadband Personal Communications Service (PCS) Band	83 - Terrestrial Mobile Wireless - LTE	81309080	Shapefile_Upload_1.zip	06/16/2015 2:54 PM	Done: File Successfully Uploaded	 Remove

[Upload Files](#) [Return to Submission Menu](#)

If you have finished uploading your files or otherwise wish to return to the **Submission Menu**, click on the **Return to Submission Menu** grey button shown above.

If you received an error message when attempting an upload, you must remove the file(s) by clicking the **Remove** button under **Actions**, as shown above. You will not be able to submit a filing that contains errors in any section.

9. Mobile Broadband Service Availability


Go to [Table of Contents](#)

If you click on the **Mobile Broadband Service Availability** link on the **Submission Menu**, you will be taken to the **Mobile Broadband Service Availability – File Upload** page shown below, where you can upload your mobile broadband service availability data.

Mobile Broadband Service Availability - File Upload

Each facilities-based provider with mobile wireless broadband connections to end users shall provide a list – uploaded as a delimited, plain text file – of all census tracts in which broadband service is advertised and available to actual and potential subscribers. [More info »](#)

[Formatting Information \(PDF\)](#)
[Download a Sample CSV File](#)
[Download an Excel 2010 Template](#)

 To replace data in a previously-uploaded file, first remove that file from the **Uploaded Files** page.

Step 1 - Select files one at a time

no file selected

Step 2 - Upload files

[File format is described here.](#) Links to additional information on file formatting are provided on this page, as shown below. Uploading is a 2-step operation. Let's walk through it.

[Formatting Information \(PDF\)](#)
[Download a Sample CSV File](#)
[Download an Excel 2010 Template](#)

9.1 STEP 1 - CSV File Selection

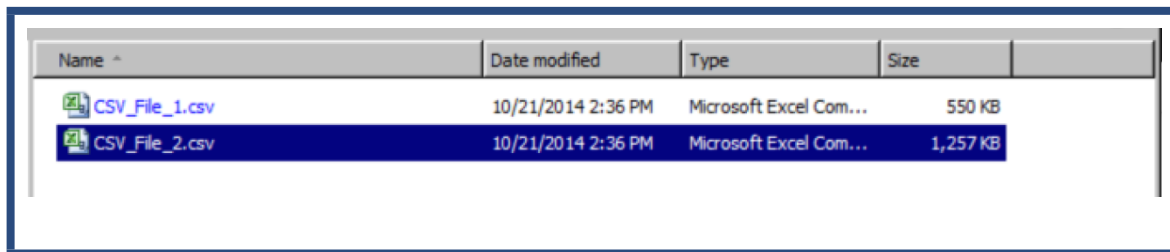
WARNING: Duplicate records in data files will cause errors. Common reasons for duplicate records and their impact and resolution are:

- You are uploading multiple files at the same time and there are duplicate records within a file or across multiple files. Delete the duplicate records and re-upload the corrected files.
- You have previously uploaded a file with similar information, e.g. duplicate records. The system will automatically append these new files to those previously uploaded and will produce a file upload error. Edit the new file off-line and re-upload the corrected new file.
- If a new file should replace a previously uploaded file, you must delete the previously-uploaded file and then upload the new file

Click the **Choose File** or **Browse** button (depending on your browser/operating system), as shown below.



A pop-up file finder window should appear. Navigate to the file you'd like to upload (only 1 can be selected at a time), then select it as shown below.



The file name should appear below the **Choose File** or **Browse** button depending on your browser, as shown below.

Step 1 - Select files one at a time

no file selected

File Name	File Size (kb)	Actions
CSV_File_1.csv	550	<input type="button" value="Remove"/>

You may select more than one file for uploading at the same time, as shown below.

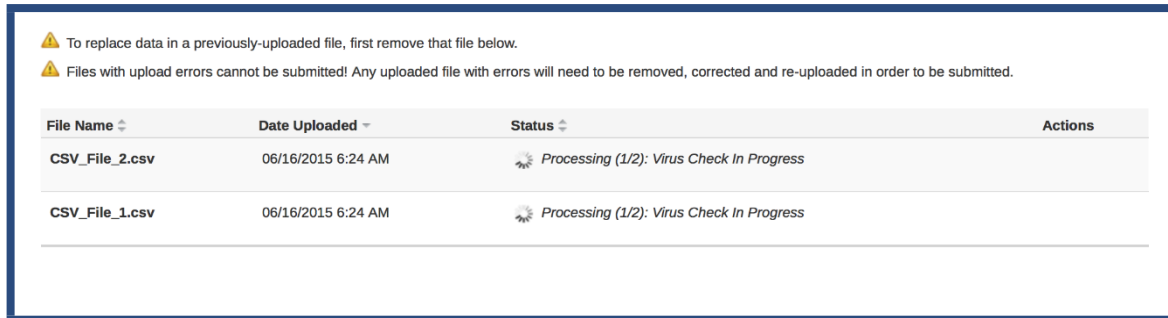
Step 1 - Select files one at a time

no file selected

File Name	File Size (kb)	Actions
CSV_File_1.csv	550	<input type="button" value="Remove"/>
CSV_File_2.csv	1256	<input type="button" value="Remove"/>



9.2 STEP 2 - CSV File Upload and Processing

After selecting all of the files for upload, click the blue **Upload Files** button. After clicking **Upload Files**, you will be taken to the appropriate **Uploaded Files** page for this section of the form, as shown below.



⚠ To replace data in a previously-uploaded file, first remove that file below.

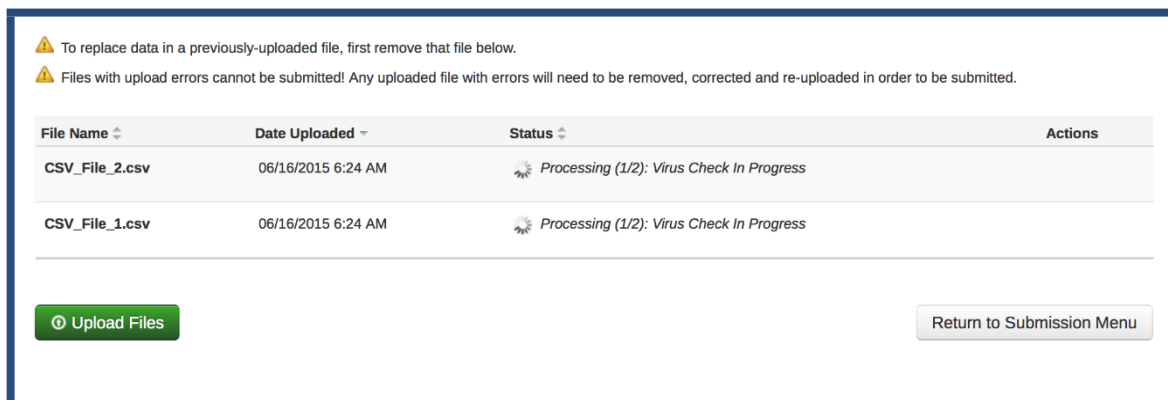
⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	
CSV_File_1.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	

This page will show a table indicating the processing status of the file(s) you uploaded. The processing of uploaded files includes the following 2 steps:



1. **Virus** check.
2. **Validations** to ensure that the block codes are valid, the formatting of the data is correct and there are no duplicate records.

These 2 steps are indicated in the **Status** column of the page, as shown in the 2 screenshots below.



⚠ To replace data in a previously-uploaded file, first remove that file below.

⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	
CSV_File_1.csv	06/16/2015 6:24 AM	 Processing (1/2): Virus Check In Progress	

[Upload Files](#) [Return to Submission Menu](#)

⚠ To replace data in a previously-uploaded file, first remove that file below.

⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 8:18 AM	Processing (1/2): Virus Check In Progress	
CSV_File_1.csv	06/16/2015 8:18 AM	Processing (2/2): Validations In Progress	

[Upload Files](#) [Return to Submission Menu](#)

ALERT: Regardless of size, files can take a while to upload and process, especially at times of peak usage. We recommend starting an upload and then moving to another part of the form and returning at a later time. You can also log out without interrupting the upload.

After the file has successfully uploaded, you will see the **Status** of **Done: File Successfully Uploaded**, as shown below.

Note: Regardless of size, files can take a while to upload & process, especially at peak times. You can leave this page or even log out and return later without interrupting the upload.

⚠ To replace data in a previously-uploaded file, first remove that file below.

⚠ Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

File Name	Date Uploaded	Status	Actions
CSV_File_2.csv	06/16/2015 6:24 AM	Done: File Successfully Uploaded	Remove
CSV_File_1.csv	06/16/2015 6:24 AM	Done: File Successfully Uploaded	Remove

[Upload Files](#) [Return to Submission Menu](#)

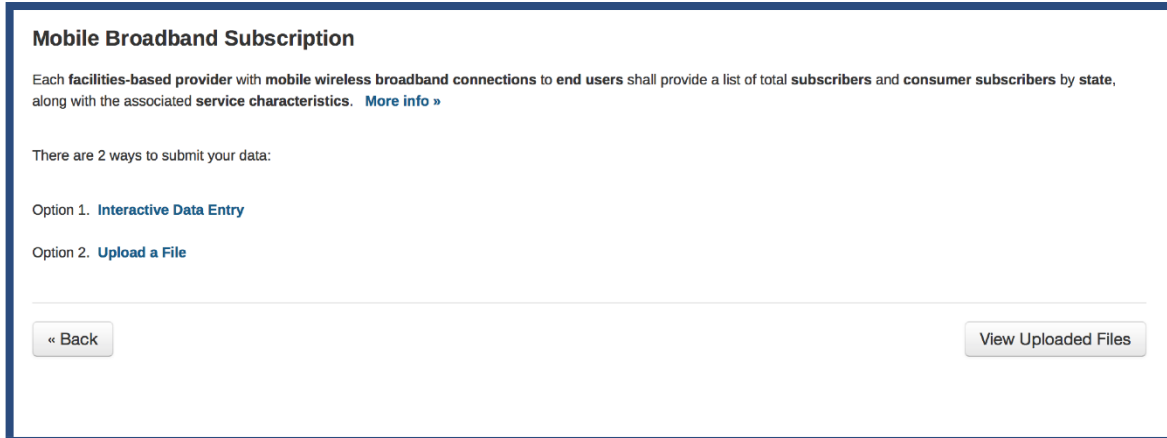
If you have finished uploading your files or otherwise wish to return to the **Submission Menu**, click on the **Return to Submission Menu** grey button shown above.

If you received an error message when attempting an upload, you must remove the file(s) by clicking the **Remove** button under **Actions**, as shown above. You will not be able to submit a filing that contains errors in any section.

10. Mobile Broadband Subscription

Go to [Table of Contents](#)

If you click on the [Mobile Broadband Subscription](#) link on the [Submission Menu](#), you will be taken to the [Mobile Broadband Subscription](#) page shown below.



Mobile Broadband Subscription

Each facilities-based provider with mobile wireless broadband connections to end users shall provide a list of total subscribers and consumer subscribers by state, along with the associated service characteristics. [More info »](#)

There are 2 ways to submit your data:

Option 1. [Interactive Data Entry](#)

Option 2. [Upload a File](#)

[« Back](#) [View Uploaded Files](#)

As you can see there are two options for data submission: (1) [Interactive Data Entry](#) and (2) [Upload a File](#), as on page shown above.

You may enter data interactively one row at a time. Data for upload can include any number of records and should be formatted in accordance with the directions provided in a separate document, [How Should I Format my Mobile Broadband Subscription Data?](#)

Select your method of data submission to proceed.

10.1. Mobile Broadband Subscription - Interactive Data Entry

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If you Select **Option 1** on the **Mobile Broadband Subscription** page, you will be taken to the **Mobile Broadband Subscription – Interactive Data Entry** page shown below, where you can enter your mobile broadband subscription data. All fields are required to be completed and each is described below.

Mobile Broadband Subscription - Interactive Data Entry

For each state in which you have mobile broadband subscribers in service and for each service offering you sell, enter the total number of connections and the number of connections you provide to consumers. Rows must be unique by state and service offering (the Minimum Downstream Bandwidth and Minimum Upstream Bandwidth **together** uniquely define a service offering).

- **Include** connections where the device and subscription permit the subscriber to access the lawful Internet content of his/her choice at information transfer rates exceeding 200 kbps in at least one direction.
- **Include** directly-billed subscribers, prepaid subscribers, and subscribers served via resellers.
- **Exclude** connections where the subscriber's choice of content is restricted to only customized-for-mobile content.
- **Exclude** connections where the subscription does not include, either in a bundle or as a feature added to a voice subscription, a data plan providing the ability to transfer, on a monthly basis, either a specified or an unlimited amount of data to and from the Internet.

** All fields are required*

* State:

* Downstream Bandwidth (in Mbps)

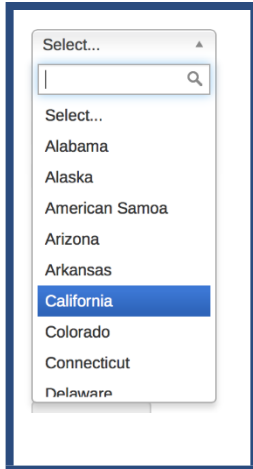
* Upstream Bandwidth (in Mbps)

* Total Subscribers

* Consumer Subscribers

* Non-consumer Subscribers

State: Select the **State** for the row being entered. The drop-down list includes all U.S. states and territories. For example, below the **State** of “California” has been highlighted.



Downstream Bandwidth: Enter the **Downstream Bandwidth** - in Mbps (Mega bits per second) - of the service subscribed to in this tract. Report the advertised downstream bandwidth associated with the service. Enter the maximum if the product was marketed with a downstream bandwidth range. If no downstream bandwidth is mentioned in marketing, enter the downstream bandwidth the customer should expect to receive.

*** Downstream Bandwidth (in Mbps):**

NOTE: While the bandwidth for the various records may vary, in all cases the required unit for entry is the same. It is ALWAYS Mbps (Mega bits per second). Do not enter bandwidth in Kbps (Kilo bits per second) or Gbps (Giga bits per second). The value must always be a number; therefore, only digits and a decimal point are allowed. Up to three digits can be added to the right of the decimal point. Therefore, 768 Kbps service would be 0.768 Mbps, and you should enter "0.768". A 1 (one) Gbps service should be entered as "1000".

ALERT: Substantial changes in the entries for bandwidth or number of connections from one filing to the next may result in a follow up call. Please ensure you enter accurate

data and provide more information in the Explanation and Comments section.

Upstream Bandwidth: Enter the **Upstream Bandwidth** in Mbps of the product with the **Downstream Bandwidth** entered in the previous row. Report the advertised upstream bandwidth of the service subscribed to in this tract. Enter the maximum if the product was marketed with an upstream bandwidth range. If no upstream bandwidth is mentioned in marketing, enter the upstream bandwidth the customer should expect to receive.

* **Upstream Bandwidth (in Mbps):**

As with downstream bandwidth, upstream bandwidth should be entered in Mbps, and up to 3 decimal places are allowed.

Total Subscribers: Enter the number of mobile broadband subscribers in service, including subscribers that you (including affiliates) bill directly (including through agents), pre-paid subscribers, and subscribers served via unaffiliated mobile voice service resellers in the **Total Subscribers** box shown below. For more information, see [Mobile Broadband Subscription Terms](#).

Remember to describe in the **Explanations and Comments** section of the form the method used to assign subscribers to a state (e.g., area code of the device's phone number, billing address, place of primary use address).

Consumer Subscribers: Of the total number of subscribers, the number that are **not** billed to a corporate, non-corporate business, government or institutional customer account. For more information, see [Mobile Broadband Subscription Terms](#).

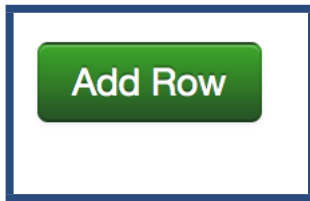
Non-Consumer Subscribers: This will be automatically calculated by subtracting the **Consumer Subscribers** from **Total Subscribers**.

* Total Subscribers ⓘ

* Consumer Subscribers ⓘ

* Non-consumer Subscribers ⓘ

You now can enter additional rows as needed by clicking the **Add Row** button shown below.



Each time you click **Add Row**, your data are automatically saved and added to the list as shown below.

Sequence ID	State	Downstream Bandwidth (in Mbps)	Upstream Bandwidth (in Mbps)	Total Subscribers	Consumer Subscribers	Non-consumer Subscribers	Actions
1	California	20.000	3.000	2500	2000	500	<input type="button" value="Remove"/>

Showing 1 to 1 of 1

< Prev 1 Next >

WARNING: Duplicate rows will cause errors.

When you have finished your interactive data entry for this section, click on the **Submission Menu** button shown above to return to the **Submission Menu**.



10.2. Mobile Broadband Subscription - File Upload

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If you Select **Option 2** on the **Mobile Broadband Subscription** page, you will be taken to the **Mobile Broadband Subscription – File Upload** page shown below, where you can upload your mobile broadband subscription data.

Mobile Broadband Subscription - File Upload

Each facilities-based provider with mobile wireless broadband connections to end users shall provide a list – uploaded as a delimited, plain text file – of total subscribers and consumer subscribers by state, along with the associated service characteristics. [More info »](#)

[Formatting Information \(PDF\)](#)
[Download a Sample CSV File](#)
[Download an Excel 2010 Template](#)

Step 1 - Select files one at a time

no file selected

Step 2 - Upload files

[File format is described here.](#) Links to additional information on file formatting are provided on this page, as shown below. Uploading is a 2-step operation. Let's walk through it.

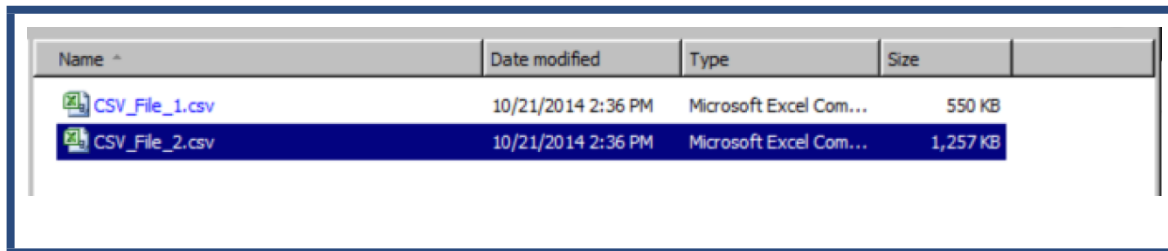
[Formatting Information \(PDF\)](#)
[Download a Sample CSV File](#)
[Download an Excel 2010 Template](#)

10.2.1 STEP 1 - CSV File Selection

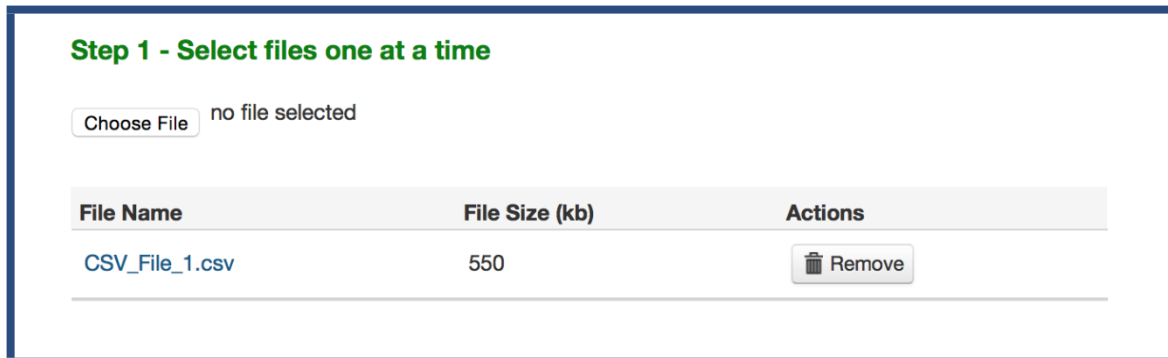
Click the **Choose File** or **Browse** button (depending on your browser/operating system), as shown below.



A pop-up file finder window should appear, as shown below. Navigate to the file you'd like to upload (only 1 can be selected at a time), then select it as shown below.



The file name should appear below the **Choose File** or **Browse** button depending on your browser, as shown below.



You can only select one file for uploading for this section.

10.2.2 STEP 2 - CSV File Upload and Processing


After selecting the file for upload, click the blue **Upload Files** button. After clicking **Upload Files**, you will be taken to the **Uploaded Files** page for this section of the form, as shown below.





File Name	File Size (kb)	Actions
CSV_File_1.csv	5648	 Remove

This page will show a table indicating the processing status of the file(s) you uploaded. The processing of uploaded file includes the following 2 steps:

1. **Virus** check.
2. **Validations** to ensure that the tract codes are valid, the formatting of the data is correct and there are no duplicate records.


These 2 steps are indicated in the **Status** column of the page, as shown in the 2 screenshots below.

File Name	Date Uploaded	Status	Actions
CSV_File_1.csv	08/02/2014 8:17 AM	 Processing (1/2): Virus Check In Progress	

File Name 	Date Uploaded 	Status 	Actions
CSV_File_1.csv	07/01/2015 1:20 PM	 Processing (2/2): Validations In Progress	

ALERT: Regardless of size, files can take a while to upload and process, especially at times of peak usage. We recommend starting an upload and then moving to another part of the form and returning at a later time. You can also log out without interrupting the upload.

After the file has successfully uploaded, you will see the **Status** of **Done: File Successfully Uploaded**, as shown below.

File Name	Date Uploaded	Status	Actions
CSV_File_1.csv	08/04/2014 5:31 PM	<i>Done: File Successfully Uploaded</i>	 Remove

If you have finished uploading your file or otherwise wish to return to the **Submission Menu**, click on the **Return to Submission Menu** grey button shown above.

If you received an error message when attempting an upload, you must remove the file by clicking the **Remove** button under **Actions**, as shown above. You will not be able to submit a filing that contains errors in any section.

11. Mobile Voice Deployment

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If you click on the **Mobile Voice Deployment** link on the **Submission Menu**, you will be taken to the **Mobile Voice Deployment – Shapefile Upload** page shown below, where you can upload your mobile voice deployment data.

Mobile Voice Deployment - Shapefile Upload

Facilities-based providers of mobile wireless voice service to end users are required to provide polygons – in a zipped shapefile – depicting their network coverage areas representing commercially-available mobile voice service. [More info >](#)

[Formatting Information \(PDF\)](#)
[Download a Shapefile Template](#)

Step 1 - Select files one at a time

no file selected

Step 2 - Upload files

For more information about who must file this section of the form and the type of data to file, see [Mobile Voice Deployment Terms](#) and the [Instructions](#).

Coverage areas and associated data on mobile broadband deployment must be submitted in a shapefile format. The shapefile(s) must be formatted in accordance with the directions provided in a separate document, [How Should I Format My Mobile Voice Deployment Data?](#), and uploaded as a .zip file to the Form 477 filing interface.

Links to additional information on file formatting are provided on this page, as shown below. Uploading is a 2-step operation. Let's walk through it.

[Formatting Information \(PDF\)](#)
[Download a Shapefile Template](#)

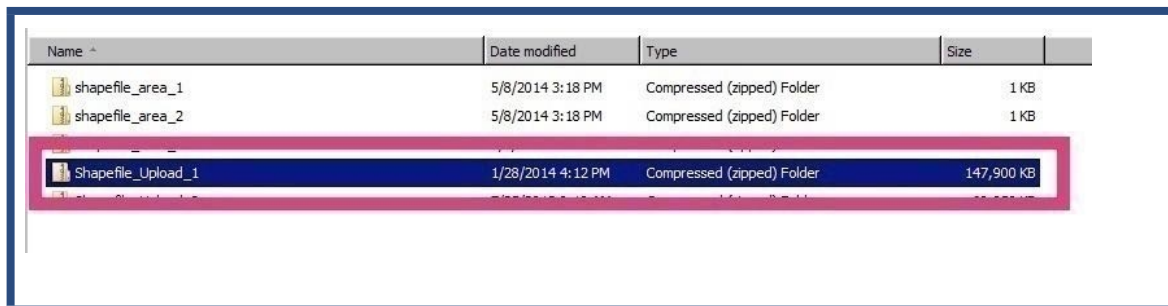
11.1 STEP 1 - Shapefile Select

NOTE: Your .zip file must include — along with the shapefile components — a .txt (plain text) “read me” file that explains the methodology used to generate the map layer, including any assumptions and an assessment of the accuracy of the finished product.

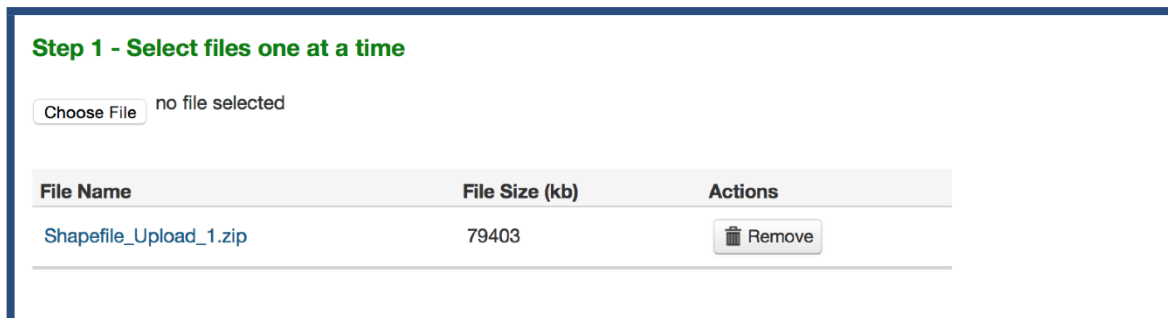
Click the **Choose File** or **Browse** button (depending on your browser/operating system), as shown below.



A pop-up file finder window should appear, as shown below. Navigate to the file you'd like to upload (only 1 can be selected at a time), then select it as shown below.



The file name should appear below the **Choose File** or **Browse** button depending on your browser, as shown below.



You may select more than one file for uploading at the same time by clicking on the **Choose File** or **Browse** button again, as shown below.

Step 1 - Select files one at a time


no file selected



File Name	File Size (kb)	Actions
Shapefile_Upload_1.zip	79403	<input type="button" value="Remove"/>
Shapefile_Upload_2.zip	5360	<input type="button" value="Remove"/>

Step 2 - Upload files

11.2 STEP 2 - Shapefile Upload and Processing

After selecting all of the files for upload, click the blue **Upload Files** button. After clicking **Upload Files**, you will be taken to the **Uploaded Files** page for this section of the form, as shown below.

 Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.


DBA	Spectrum Code	Technology Code	File Size	File Name	Date Uploaded	Status	Actions
-	-	-	5488970	Shapefile_Upload_2.zip	06/16/2015 2:54 PM	 Processing (1/2): Virus Check In Progress	
-	-	-	81309080	Shapefile_Upload_1.zip	06/16/2015 2:54 PM	 Processing (1/2): Virus Check In Progress	



[Upload Files](#) [Return to Submission Menu](#)

This page will show a table indicating the processing status of the file(s) you uploaded. The processing of uploaded files includes the following 2 steps:

1. **Virus** check.
2. **Validations** to ensure that the formatting of the shapefile is correct.

These 2 steps are indicated in the **Status** column of the page, as shown below.


 Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.



DBA	Spectrum Code	Technology Code	File Size	File Name	Date Uploaded	Status	Actions
-	-	-	5488970	Shapefile_Upload_2.zip	06/16/2015 2:54 PM	 Processing (1/2): Virus Check In Progress	
-	-	-	81309080	Shapefile_Upload_1.zip	06/16/2015 2:54 PM	 Processing (2/2): Validations In Progress	

ALERT: Regardless of size, files can take a while to upload and process, especially at times of peak usage. We recommend starting an upload and then moving to another part of the form and returning at a later time. You can also log out without interrupting the upload.

After the file has successfully uploaded, you will see the following status of **Done: File Successfully Uploaded** as shown below.

Mobile Broadband Deployment - Uploaded Shapefiles

 Files with upload errors cannot be submitted! Any uploaded file with errors will need to be removed, corrected and re-uploaded in order to be submitted.

DBA	Spectrum Code	Technology Code	File Size	File Name	Date Uploaded	Status	Actions
Verizon Wireless	92 - Specialized Mobile Radio (SMR) Band	86 - Terrestrial Mobile Wireless - GSM	5488970	Shapefile_Upload_2.zip	06/16/2015 2:54 PM	Done: File Successfully Uploaded	
Verizon Wireless	94 - Broadband Personal Communications Service (PCS) Band	83 - Terrestrial Mobile Wireless - LTE	81309080	Shapefile_Upload_1.zip	06/16/2015 2:54 PM	Done: File Successfully Uploaded	

[Upload Files](#) [Return to Submission Menu](#)

If you have finished uploading your files or otherwise wish to return to the **Submission Menu**, click on the **Return to Submission Menu** grey button shown above.

If you received an error message when attempting an upload, you must remove the file(s) by clicking the **Remove** button under **Actions**, as shown above. You will not be able to submit a filing that contains errors in any section.

12. Mobile Voice Subscription

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If you select **Mobile Voice Subscription** from the **Submission Menu**, you will be taken to the **Mobile Voice Subscription** page shown below. Information in this section must be entered interactively. For more information about who must file this section of the form and the type of data to file, see [Mobile Voice Subscription Terms](#) and the [Instructions](#).

Mobile Voice Subscription

For each **state** in which you serve **mobile voice subscribers** over your **own facilities**, enter the total number of subscribers and the number of subscribers directly billed by you or prepaid. [More info »](#)

- **Include** directly-billed subscribers, prepaid subscribers, and subscribers served via resellers.

** All fields are required*

* **State:**

* **Subscribers:**

* **Directly-billed or Prepaid Subscribers:**

Subscribers that are **NOT** directly-billed or prepaid:

State: Select the **State** for the row being entered. The drop-down list includes all U.S. states and territories. For example, below the **State** of “California” has been highlighted.

Select...
Alabama
Alaska
American Samoa
Arizona
Arkansas
California
Colorado
Connecticut
Delaware

ALERT: You must fill in each box for each record with either a positive whole number or zero.

Subscribers: Enter the number of mobile telephony (mobile voice) subscribers in service, including subscribers that you (including affiliates) bill directly (including through agents), prepaid subscribers, and subscribers served via unaffiliated mobile voice service resellers in the **Subscribers** box shown below. For more information, see [Mobile Voice Subscription Terms](#).

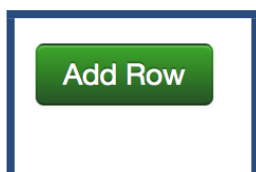
* Subscribers: ⓘ	<input type="text"/>
* Directly-billed or Prepaid Subscribers: ⓘ	<input type="text"/>
Subscribers that are <u>NOT</u> directly-billed or prepaid:	<input type="text"/>

Remember to describe in the **Explanations and Comments** section of the form the method used to assign subscribers to a state (e.g., area code of the device's phone number, billing address, place of primary use address).

Directly-billed or Prepaid Subscribers: Of the total number of mobile telephony (mobile voice) subscribers entered in the previous **Subscribers** column, enter the number that you bill directly or are prepaid. For more information, see [Mobile Voice Subscription Terms](#).

Subscribers that are NOT directly-billed or prepaid: This will be automatically calculated by subtracting the **Directly-billed or Prepaid Subscribers** from **Subscribers**.

You now can enter additional records as needed by clicking the **Add Row** button shown below.



Each time you Add Row, it is automatically saved as shown below.

Sequence ID	State	Subscribers	Directly-billed or Prepaid Subscribers	Subscribers that are NOT directly-billed or prepaid	Actions
1	Alabama	100	65	35	Remove

Showing 1 to 1 of 1

« Prev 1 Next »

WARNING: Duplicate rows will cause errors. Therefore, avoid including duplicates.

When you have finished your interactive data entry for this section, click on the **Submission Menu** button shown above to return to the **Submission Menu**.

« Back Submission Menu

13. Explanations and Comments

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Brief explanations and comments to explain the data to be submitted may be entered interactively as text in this section of the form.

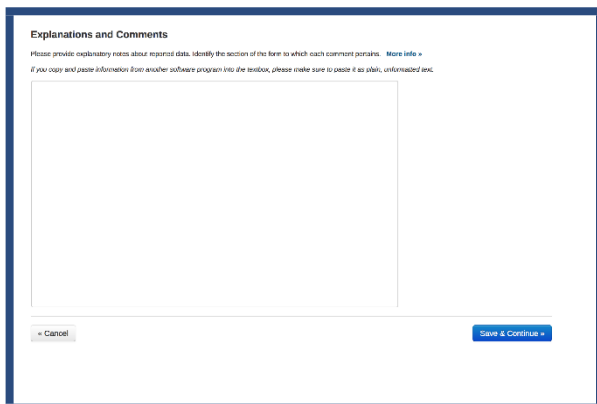
Required entries:

- **Satellite Providers Filing Abbreviated Fixed Broadband Deployment Data.** Satellite providers that filed abbreviated fixed broadband deployment data must provide an explanation in this section. Specifically, satellite providers that filed a single block record of fixed broadband deployment data for a state or group of state in which provider's deployment can be represented by identical records for every block in that state or group of state, must indicate that is was their intent. For more information, see [How Should I Format My Fixed Broadband Deployment Data?](#), section 4.
- **Use of "All Other" or "Other" Technology or Spectrum Codes.** If you used the technology code "All Other" or "0" (see [Codes to Use in Data Upload Files](#)) in your fixed broadband deployment or fixed broadband subscription data, please provide an explanation of the technology here. However, please consider that we expect that each widely-deployed fixed broadband technology will fit into one of the specified technology categories. If you used the "Terrestrial Mobile Wireless – Other" or "88" code, or if you used the spectrum code "Other" or "103," in your mobile broadband deployment or mobile voice deployment shapefiles, please provide an explanation of the technology and/or spectrum band here.
- **Method for Determining the Number of Interconnected VoIP Subscriptions.** Please explain the methodology used to determine the number of interconnected VoIP subscriptions reported in the [Fixed Voice Subscription](#) section. This number must be based on the maximum number of interconnected VoIP calls that customers may have active – at the same time – between their physical location and the public switched telephone network. The maximum number of such calls may be set out under the terms of service agreements with business, institutional, or government customers, or it may be determined by some other method that best reflects customer needs and requirements. For example, providers that market against traditional business telephone systems should be able to estimate reliably what their customers' requirements would be for trunks between a traditional PBX and the telephone company.
- **Method for Assigning Mobile Subscriptions to States.** Mobile broadband and mobile voice subscribers can be assigned to a state based on the area code or the device's

phone number of by using some other method that best reflects the subscriber’s locations, such as billing address or place of primary use address. Please explain the methodology used to assign mobile broadband and mobile voice subscribers to a state in the [Mobile Broadband Subscription](#) and [Mobile Voice Subscription](#) sections of the form, respectively.

Recommend entries, if your submission includes:

- **Holding Company / Common Control Name.** If you enter a new Holding Company / Common Control Name on the [Filer Identification](#) page, please provide any additional information about this new entry.
- **Form 499 Filer ID.** If your company’s Form 499 Filer ID did not appear when you tried to enter in on the [Filer Identification](#) page, please provide the correct Form 499 Filer ID in this section. The list of Form 499 Filer IDs used in the Form 477 filing interface is not updated in real-time, so if your Filer ID was issued or updated recently, it may not be included in the list used by the interface.
- **Emergency Contact Information.** If you wish to provide additional information about your emergency contact, beyond what is included on the [Filer Identification](#) page, please enter in this section. This could include, for example, additional phone numbers or a back-up contact person.
- **Substantial Changes.** If your subscriber counts or bandwidth entries have changed substantially from your previous submission, please provide an explanation of those changes on this page.



When complete — click the **Save & Continue** button shown above.

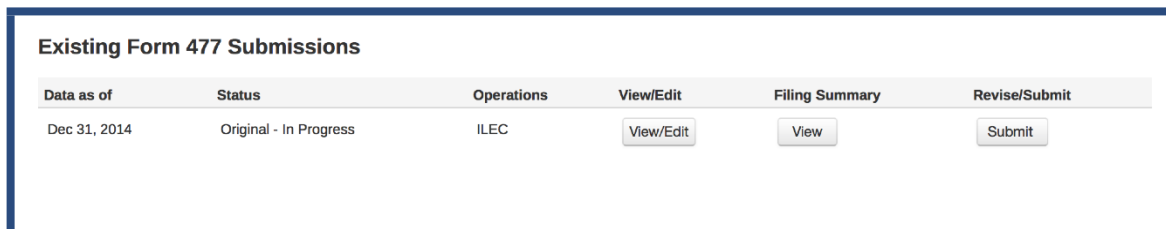
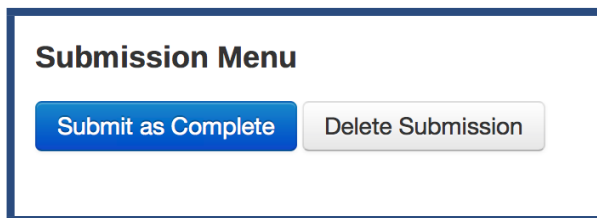
14. Filing Submission

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To submit your filing it must be true that:

- No errors are present, either in uploaded files or in data entered interactively
- The appropriate data sections are successfully populated. Specifically:
 - ILECs must complete Fixed Voice Subscription.
 - Filers required to complete Fixed Broadband Subscription must also complete Fixed Broadband Deployment.
 - Filers required to complete Mobile Broadband Subscription must also complete Mobile Broadband Deployment and Mobile Broadband Service Availability.
 - Filers required to complete Mobile Voice Subscription must also complete Mobile Voice Deployment.

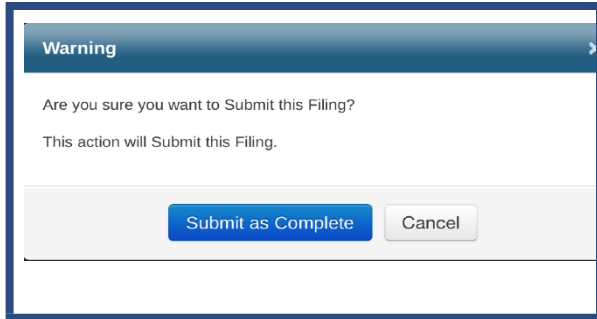
You can **Submit** your filing from the **Submission Menu** or the **Main Menu**, as shown in the two screenshots below. Select the **Submit as Complete** or the **Submit** button as desired.



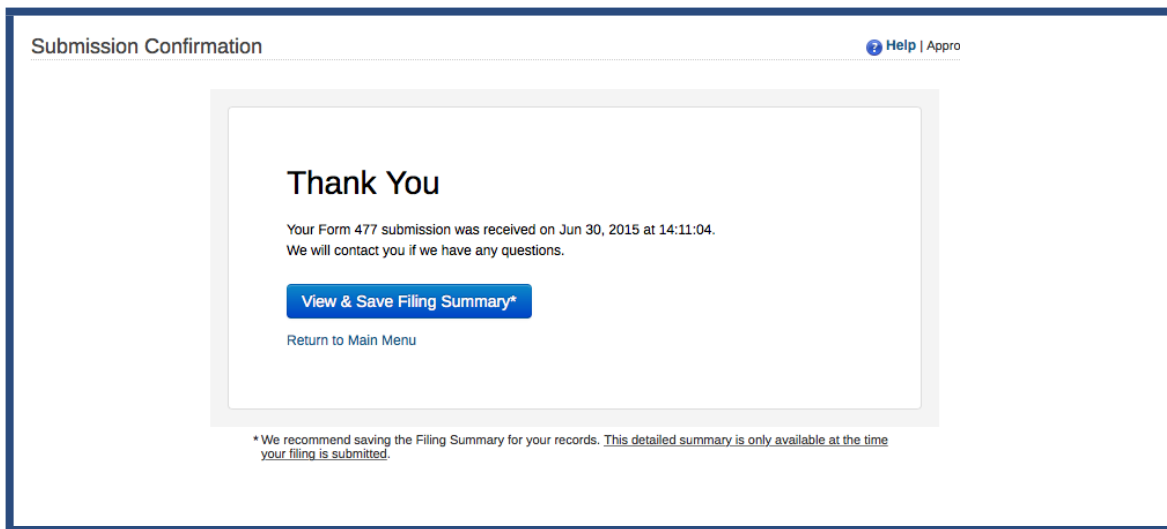
The screenshot shows a table titled "Existing Form 477 Submissions". The table has six columns: "Data as of", "Status", "Operations", "View/Edit", "Filing Summary", and "Revise/Submit". There is one row of data.

Data as of	Status	Operations	View/Edit	Filing Summary	Revise/Submit
Dec 31, 2014	Original - In Progress	ILEC	<input type="button" value="View/Edit"/>	<input type="button" value="View"/>	<input type="button" value="Submit"/>

After selecting a **Submit** button, a pop-up **Warning** window, as shown below, will display. Select the **Submit as Complete** button to proceed.



Upon completion of submission of your filing, a Thank You message on the **Submission Confirmation page** will appear, as shown below.



Clicking on the blue **View & Save Filing Summary** button will open an html filing receipt in a new window. This filing receipt and summary provides a detailed, section-by-section summary of your submitted data that you can view, print, and save for your records.

NOTE: This detailed summary is only available after submitting a filing.

The following is an example of the start of the Form 477 Filing Summary that you should retain for your records.



(RETAIN FOR YOUR RECORDS)
Form 477 Filing Summary

FRN: 0023718422 | Operations: ILEC | Submission Status: Original - Submitted | Last Updated: Jun 30, 2015 14:11:04

**Filer
Identification**

Section	Question	Response
Filer Information	Provider Name	Our Little ISP
	Holding Company Name	Our Little HC
	SAC ID	452173
	499 ID	825826
Data Contact Information	Data Contact Name	Form Doit
	Data Contact Phone Number	(123) 456-7890
	Data Contact E-mail	form_doit@mylittlesp.com
Emergency Operations Contact Information	Emergency Operations Name	POC Doit
	Emergency Operations Phone Number	(987) 654-3210
	Emergency Operations E-mail	poc_doit@mylittlesp.com
Certifying Official Contact Information	Certifying Official Name	Boss Doit
	Certifying Official Phone Number	(123) 111-1111
	Certifying Official E-mail	boss_doit@mylittlesp.com

From the **Submission Confirmation** page, you can **Return to the Main Menu** after viewing your filing summary. Once a filing is submitted, its status will change to Original – Submitted. Filings with this status are read only and cannot be edited. For information on how to revise a filing, see the following section.

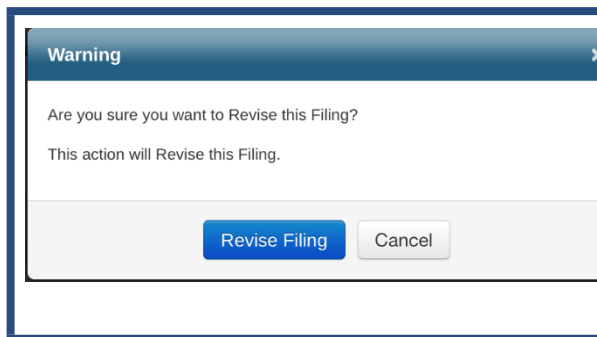
15. Filing Revision

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If you find you need to make a change to a submitted filing, you'll need to change the status to **Revised – In Progress** by clicking **Revise** from the Main Menu.

Existing Form 477 Submissions				
Status	Operations	View/Edit	Filing Summary	Revise/Submit
Original - In Progress	ILEC	<input type="button" value="View/Edit"/>	<input type="button" value="View"/>	<input type="button" value="Submit"/>
Original - Submitted	Non-ILEC	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="Revise"/>

The **Warning** pop-up window, as shown below, will appear. To continue to the **Main Menu** click on the **Revise Filing** button.



Next, you will see the **Archived - In Progress** status in the **Main Menu** page. As the previous filing is prepared for revision.

Existing Form 477 Submissions		
Status	Operations	View/Edit
Archived - In Progress	ILEC	 <i>Processing – Please wait</i>

Reopening a large filing for editing can take a while. Be prepared to wait when changing the filing status of a large filing from **Original – Submitted** or **Revised – Submitted** to **Revised – In Progress**. Logging out will not interrupt the process.

Status	Operations	View/Edit	Filing Summary	Revise/Submit
Revised - In Progress	ILEC	<input type="button" value="View/Edit"/>	<input type="button" value="View"/>	<input type="button" value="Submit"/>

Finally, the previous submission is ready for editing and the status is shown as **Revised - In Progress**. To go to the Submission Menu - select the **View/Edit** button.

You can then make whatever changes are necessary and resubmit.

After you have edited the submission and re-submitted the filing, the status will be changed to **Revised - Submitted** as shown below.

Status	Operations	View/Edit	Filing Summary	Revise/Submit
Revised - Submitted	ILEC	<input type="button" value="View"/>	<input type="button" value="View"/>	<input type="button" value="Revise"/>

16. Disclosure, Privacy Act, Paperwork Reduction Act Notice

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The Privacy Act of 1974 and the Paperwork Reduction Act of 1995 require that, when we ask you for information, we must first tell you our legal right to ask for the information, why we are asking for it, and how it will be used. We must also tell you what could happen if we do not receive it and whether your response is voluntary, required to obtain a benefit, or mandatory under the law. See Privacy Act of 1974, P.L. 93-579, December 31, 1974, 5 U.S.C. § 552a (e)(3), and the Paperwork Reduction Act of 1995, P.L. No. 104-13, 44 U.S.C. § 3501, et seq.

Our legal right to ask for this information is sections 1.7000-1.7002, 20.15, 43.01, 43.11 of the Federal Communications Commission's rules. 47 C.F.R. §§ 1.7000-1.7002, 20.15, 43.01, 43.11. Your response is mandatory.

This collection of information stems from the Commission's authority under sections 1-5, 11, 201-205, 211, 215, 218-220, 251-271, 303(r), 332, 403, 502, and 503 of the Communications Act of 1934, as amended, 47 U.S.C. §§ 151-155, 161, 201-205, 211, 215, 218-220, 251-271, 303(r), 332, 403, 502, and 503, and section 706 of the Telecommunications Act of 1996, as amended, 47 U.S.C. § 157nt. The data in the Form 477 will be used to monitor the deployment of broadband services and the development of local telephone service competition. Summary information derived from the form will be made available to the public in a manner consistent with the Commission's rules and orders.

The time needed to complete and file Form 477 will vary depending on individual circumstances. Each semi-annual response to this information collection will consist of one or more sections. There is significant variation among respondents in the number of sections and in the amount of information in a section. The annual reporting burdens for this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data and completing and reviewing the collection of information, are estimated to be: 2,002 respondents, 387 hours per response, 2 responses per year, for a total annual burden of 1,549,548; there are no annual costs. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to Leslie F. Smith, Federal Communications Commission, Room 1-C216, 445 12th Street, SW, Washington, DC, 20554. Please include the OMB Control Number: 3060-0816, in your correspondence. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to leslie.smith@fcc.gov or call (202)418-0217. You may also e-mail your comments to: PRA@fcc.gov. DO NOT SEND COMPLETED FCC FORM 477 TO THIS ADDRESS.

Remember -- You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it

displays a currently valid Office of Management and Budget (OMB) control number. This collection has been assigned an OMB control number of 3060-0816.

The Commission is authorized under the Communications Act of 1934, as amended, to collect the personal information we request in this form. If we believe there may be a violation or potential violation of a statute or a Commission regulation, rule, or order, your filing may be referred to the Federal, state, or local agency responsible for investigating, prosecuting, enforcing, or implementing the statute, rule, regulation, or order. In certain cases, the information in your filing may be disclosed to the Department of Justice, court, or other adjudicative body when (a) the Commission; or (b) any employee of the Commission; or (c) the United States government, is a party to a proceeding before the body or has an interest in the proceeding.

Reporting entities failing to file Form 477 in a timely fashion may be subject to penalties under the Communications Act, including sections 502 and 503(b).