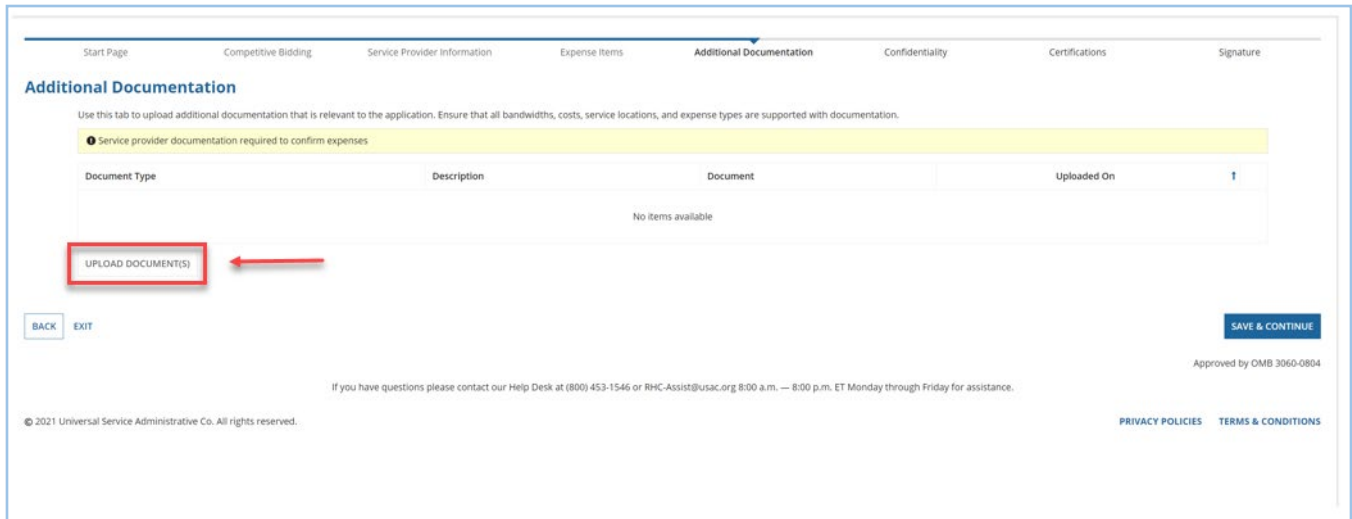


Uploading Documents in RHC Connect

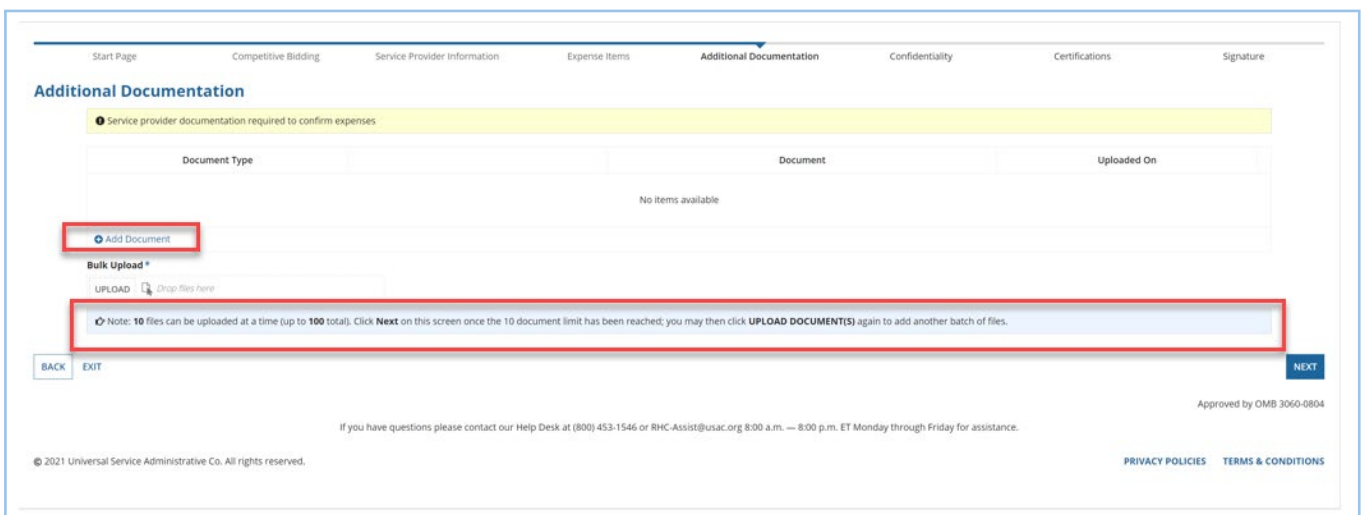
Please use the instructions below if you are uploading more than 10 documents in the “Additional Documents” section of RHC Connect for the FCC Forms 462:

1. Click on the “Upload Documents” button



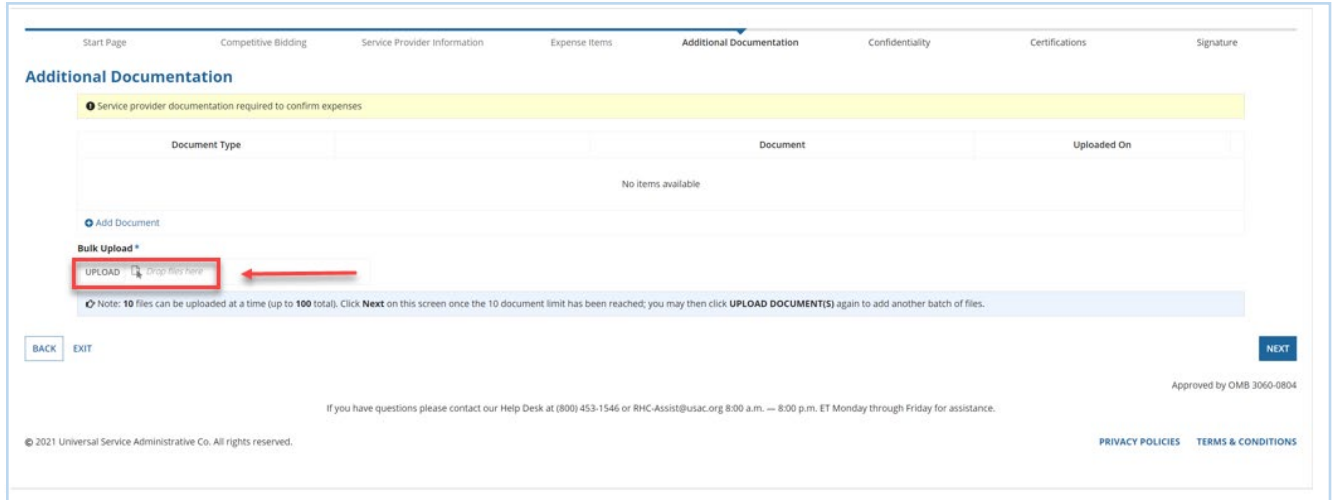
The screenshot shows the 'Additional Documentation' section of the RHC Connect application. The navigation bar at the top includes: Start Page, Competitive Bidding, Service Provider Information, Expense Items, **Additional Documentation**, Confidentiality, Certifications, and Signature. Below the navigation bar, the section title 'Additional Documentation' is followed by a note: 'Use this tab to upload additional documentation that is relevant to the application. Ensure that all bandwidths, costs, service locations, and expense types are supported with documentation.' A yellow banner states: 'Service provider documentation required to confirm expenses'. Below this is a table with columns: Document Type, Description, Document, and Uploaded On. The table currently shows 'No items available'. A red box highlights the 'UPLOAD DOCUMENT(S)' button, with a red arrow pointing to it. At the bottom left are 'BACK' and 'EXIT' buttons. At the bottom right is a 'SAVE & CONTINUE' button. Footer text includes: 'If you have questions please contact our Help Desk at (800) 453-1546 or RHC-Assist@usac.org 8:00 a.m. — 8:00 p.m. ET Monday through Friday for assistance.', '© 2021 Universal Service Administrative Co. All rights reserved.', 'Approved by OMB 3060-0804', 'PRIVACY POLICIES', and 'TERMS & CONDITIONS'.

2. Click on “Add Document” or do a bulk upload of up to 100 documents (see screen tip in blue)
 - Bulk uploads can handle 10 documents at a time for a maximum of 100 documents



The screenshot shows the 'Additional Documentation' section of the RHC Connect application. The navigation bar at the top includes: Start Page, Competitive Bidding, Service Provider Information, Expense Items, **Additional Documentation**, Confidentiality, Certifications, and Signature. Below the navigation bar, the section title 'Additional Documentation' is followed by a note: 'Service provider documentation required to confirm expenses'. Below this is a table with columns: Document Type, Description, Document, and Uploaded On. The table currently shows 'No items available'. A red box highlights the 'Add Document' button. Below this is the 'Bulk Upload' section, which includes an 'UPLOAD' button and a 'Drop files here' area. A blue box contains a note: 'Note: 10 files can be uploaded at a time (up to 100 total). Click Next on this screen once the 10 document limit has been reached; you may then click UPLOAD DOCUMENT(S) again to add another batch of files.' At the bottom left are 'BACK' and 'EXIT' buttons. At the bottom right is a 'NEXT' button. Footer text includes: 'If you have questions please contact our Help Desk at (800) 453-1546 or RHC-Assist@usac.org 8:00 a.m. — 8:00 p.m. ET Monday through Friday for assistance.', '© 2021 Universal Service Administrative Co. All rights reserved.', 'Approved by OMB 3060-0804', 'PRIVACY POLICIES', and 'TERMS & CONDITIONS'.

3. Click the “Upload” button



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

Additional Documentation

Service provider documentation required to confirm expenses

Document Type	Document	Uploaded On
No items available		

Add Document

Bulk Upload *

UPLOAD Drop files here

Note: 10 files can be uploaded at a time (up to 100 total). Click **Next** on this screen once the 10 document limit has been reached; you may then click **UPLOAD DOCUMENT(S)** again to add another batch of files.

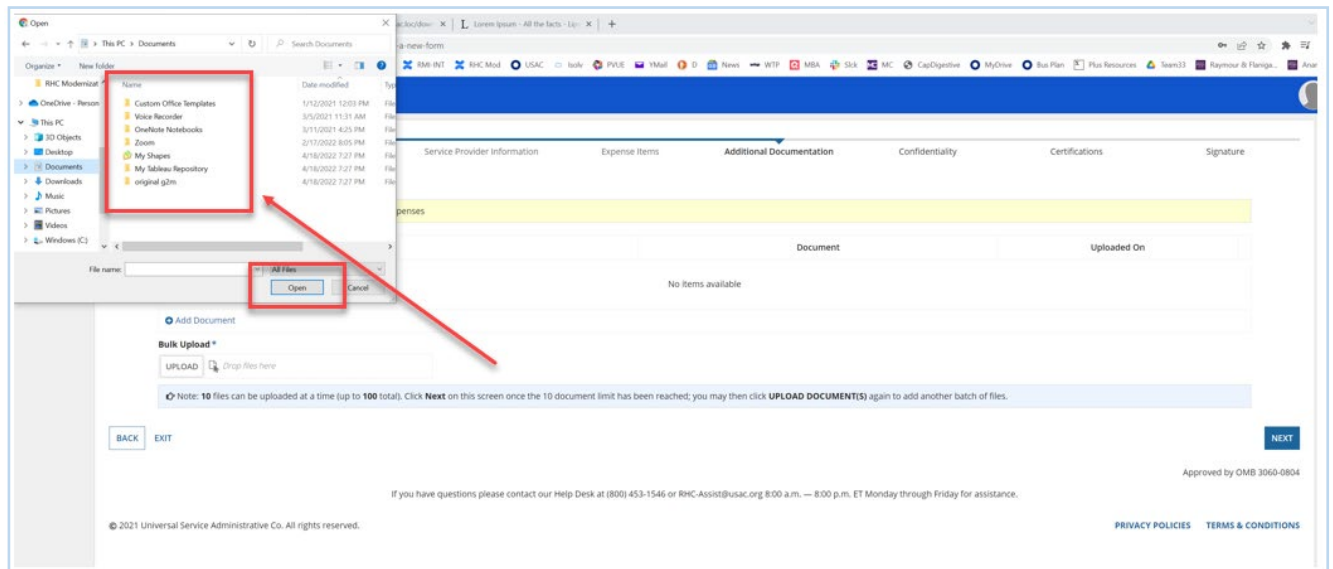
BACK EXIT NEXT

Approved by OMB 3060-0804

If you have questions please contact our Help Desk at (800) 453-1546 or RHC-Assist@usac.org 8:00 a.m. — 8:00 p.m. ET Monday through Friday for assistance.

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4. Select the document (s) from the dialog box for your computer



Open

This PC > Documents

Organize New folder

Name	Date modified	Type
Custom Office Templates	1/12/2021 12:03 PM	Folder
Voice Recorder	3/5/2021 11:31 AM	File
OneNote Notebooks	3/11/2021 4:25 PM	Folder
Zoom	2/17/2022 8:05 PM	File
My Shapen	4/18/2022 7:27 PM	File
My Tableau Repository	4/18/2022 7:27 PM	File
original gsm	4/18/2022 7:27 PM	File

File name: All files Open Cancel

Add Document

Bulk Upload *

UPLOAD Drop files here

Note: 10 files can be uploaded at a time (up to 100 total). Click **Next** on this screen once the 10 document limit has been reached; you may then click **UPLOAD DOCUMENT(S)** again to add another batch of files.

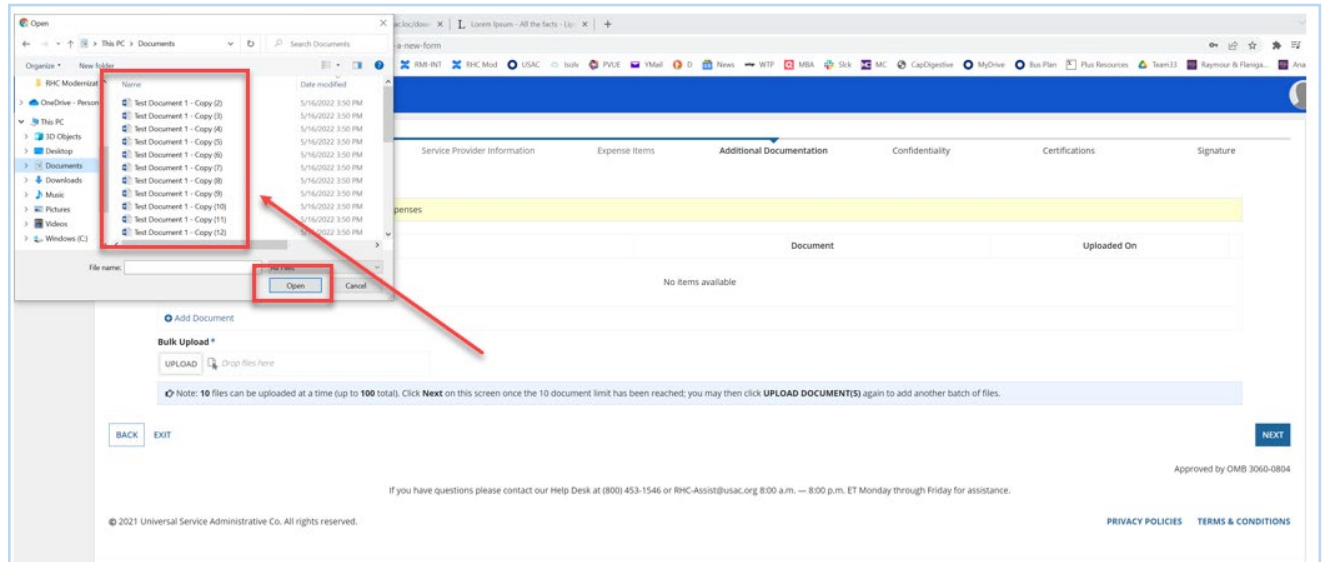
BACK EXIT NEXT

Approved by OMB 3060-0804

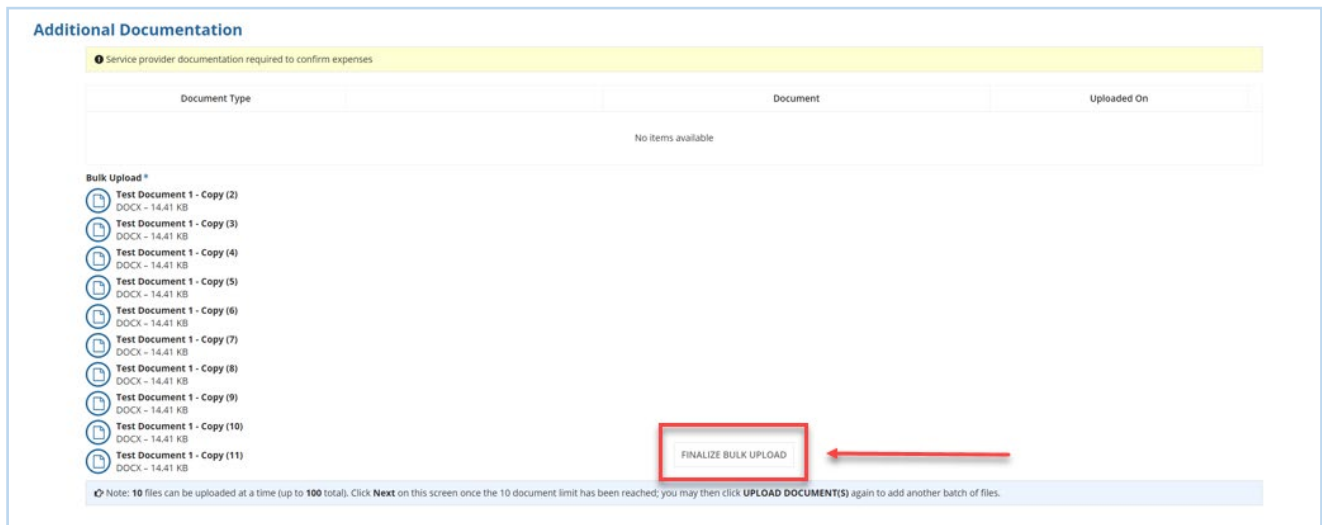
If you have questions please contact our Help Desk at (800) 453-1546 or RHC-Assist@usac.org 8:00 a.m. — 8:00 p.m. ET Monday through Friday for assistance.

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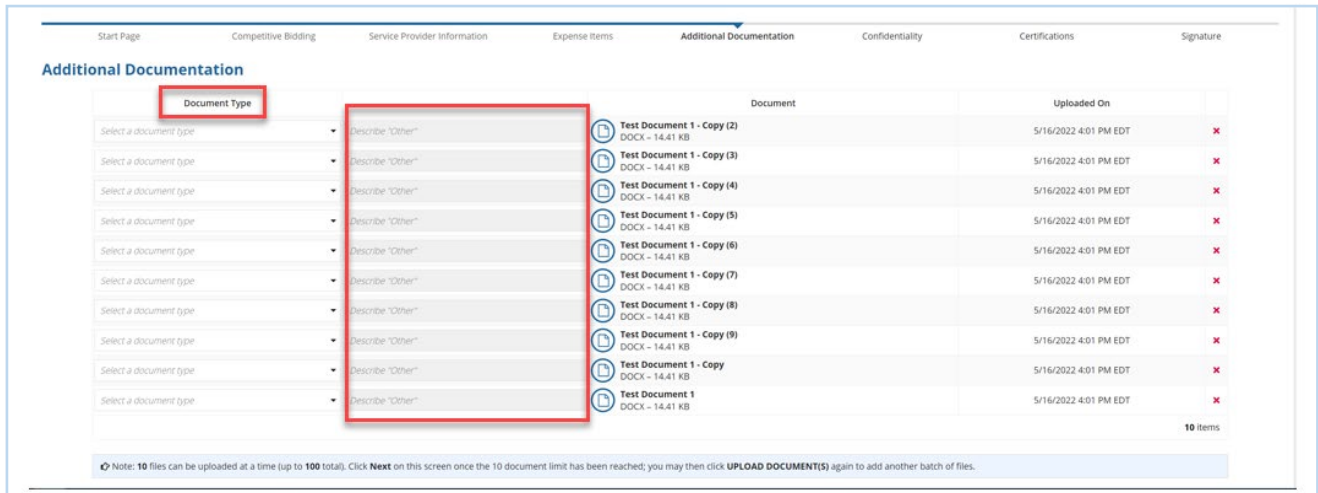
- Use the “Shift” key on your computer to select multiple files



- Click “Finalize Bulk Upload”



7. Choose a “Document Type” from the drop-down menu
 - If you select “Other”, you are required to enter a description of the document in the free-text field



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

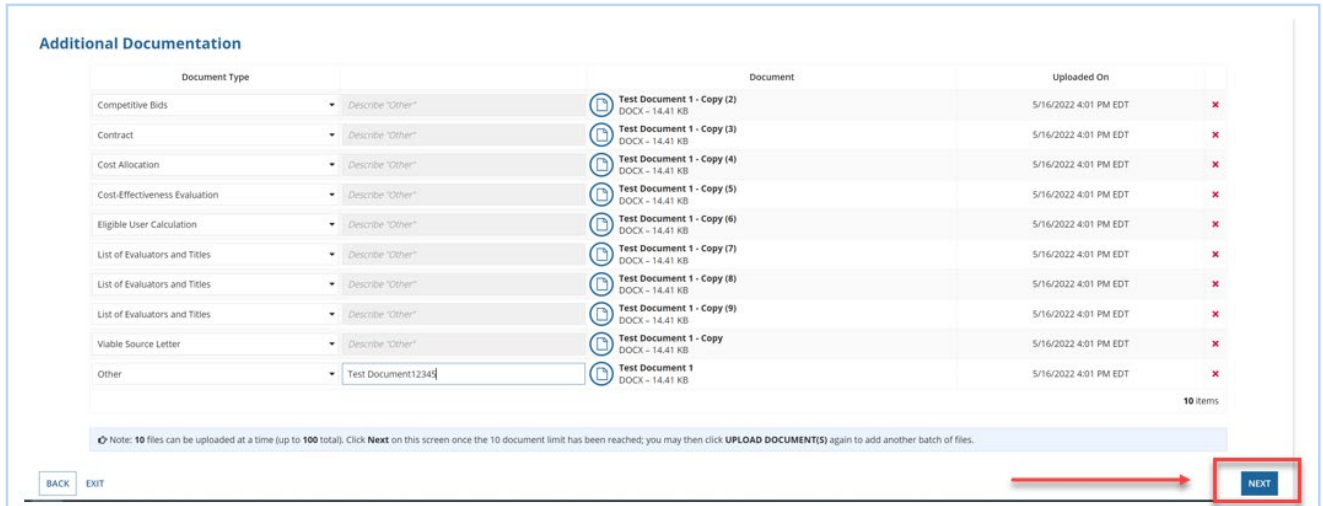
Additional Documentation

Document Type	Document	Uploaded On
Select a document type	Test Document 1 - Copy (2) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy (3) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy (4) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy (5) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy (6) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy (7) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy (8) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy (9) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 - Copy DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
Select a document type	Test Document 1 DOCK - 14.41 KB	5/16/2022 4:01 PM EDT

10 items

Note: 10 files can be uploaded at a time (up to 100 total). Click Next on this screen once the 10 document limit has been reached; you may then click **UPLOAD DOCUMENT(S)** again to add another batch of files.

8. Once you have uploaded the first 10 documents, click “Next”



Additional Documentation

Document Type	Document	Uploaded On
Competitive Bids	Test Document 1 - Copy (2) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
Contract	Test Document 1 - Copy (3) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
Cost Allocation	Test Document 1 - Copy (4) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
Cost Effectiveness Evaluation	Test Document 1 - Copy (5) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
Eligible User Calculation	Test Document 1 - Copy (6) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
List of Evaluators and Titles	Test Document 1 - Copy (7) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
List of Evaluators and Titles	Test Document 1 - Copy (8) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
List of Evaluators and Titles	Test Document 1 - Copy (9) DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
Viable Source Letter	Test Document 1 - Copy DOCK - 14.41 KB	5/16/2022 4:01 PM EDT
Other	Test Document 12345 DOCK - 14.41 KB	5/16/2022 4:01 PM EDT

10 items

Note: 10 files can be uploaded at a time (up to 100 total). Click Next on this screen once the 10 document limit has been reached; you may then click **UPLOAD DOCUMENT(S)** again to add another batch of files.

[BACK](#) [EXIT](#) [NEXT](#)

9. To continue to upload documents, Click “Upload Document (s)”

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

Additional Documentation

Use this tab to upload additional documentation that is relevant to the application. Ensure that all bandwidths, costs, service locations, and expense types are supported with documentation.

Document Type	Description	Document	Uploaded On	
List of Evaluators and Titles		Test Document 1 - Copy (7)	5/16/2022 4:01 PM EDT	✖
Eligible User Calculation		Test Document 1 - Copy (6)	5/16/2022 4:01 PM EDT	✖
Cost-Effectiveness Evaluation		Test Document 1 - Copy (5)	5/16/2022 4:01 PM EDT	✖
Cost Allocation		Test Document 1 - Copy (4)	5/16/2022 4:01 PM EDT	✖
Other	Test Document12345	Test Document 1	5/16/2022 4:01 PM EDT	✖
Contract		Test Document 1 - Copy (3)	5/16/2022 4:01 PM EDT	✖
Viable Source Letter		Test Document 1 - Copy	5/16/2022 4:01 PM EDT	✖
Competitive Bids		Test Document 1 - Copy (2)	5/16/2022 4:01 PM EDT	✖
List of Evaluators and Titles		Test Document 1 - Copy (9)	5/16/2022 4:01 PM EDT	✖
List of Evaluators and Titles		Test Document 1 - Copy (8)	5/16/2022 4:01 PM EDT	✖

10 items

UPLOAD DOCUMENT(S)

10. Once all documents are uploaded, continue with next steps.