

FCC Study Area Boundary Data Collection

Filing Instructions

Industry Analysis & Technology Division

Wireline Competition Bureau

Federal Communications Commission

May 2013

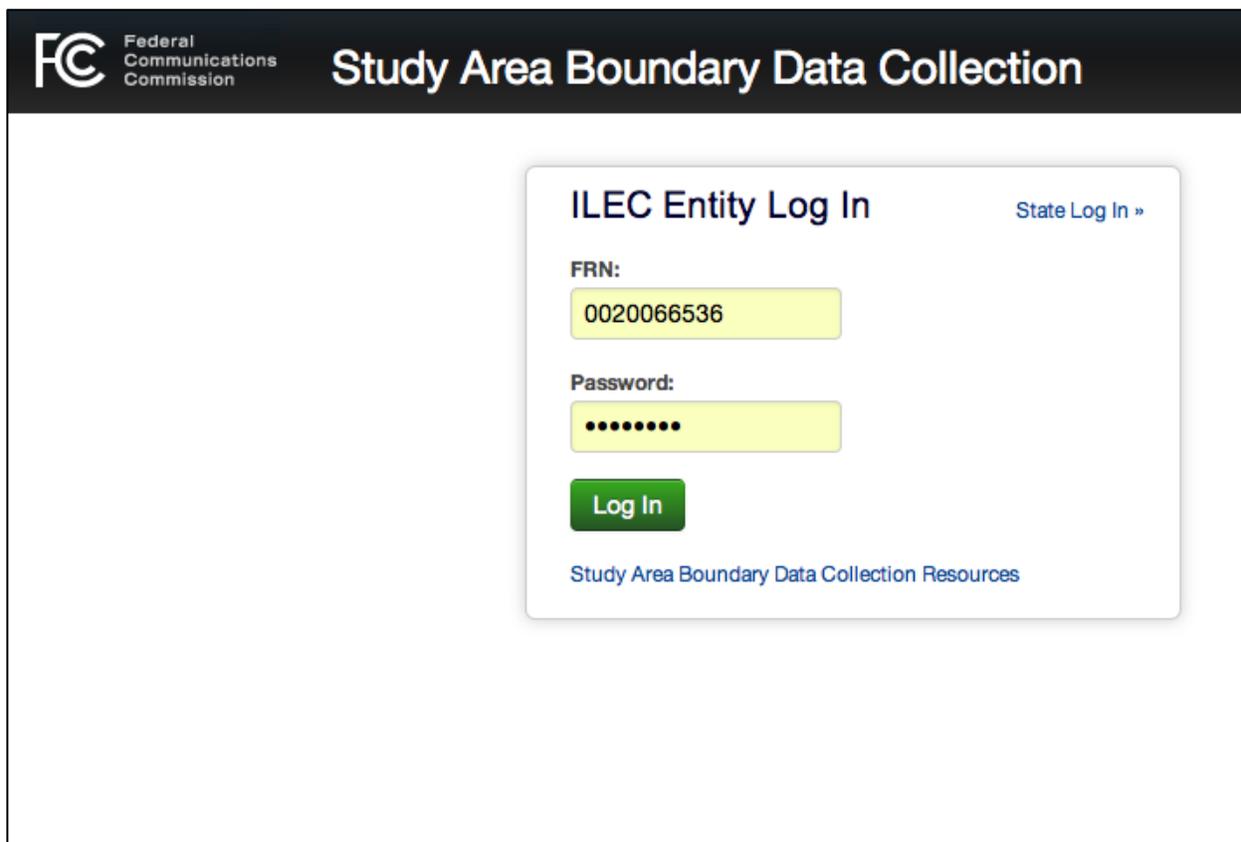
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Submissions by Incumbent Local Exchange Carriers (ILECs)

Logging In

1. Open a web browser and go to <https://sab.fcc.gov/ilec/login/>. The FCC's Study Area Boundary Data Collection ILEC Log In screen, shown below, should appear:



The screenshot shows the 'ILEC Entity Log In' interface. At the top left is the FCC logo and the text 'Federal Communications Commission'. To the right of the logo is the title 'Study Area Boundary Data Collection'. The main content area contains a white box with the following elements: the title 'ILEC Entity Log In' and a link 'State Log In »'; a label 'FRN:' followed by a text input field containing '0020066536'; a label 'Password:' followed by a password input field with eight dots; a green 'Log In' button; and a link 'Study Area Boundary Data Collection Resources' at the bottom.

2. Under **FRN**, please log in using the 10-digit FRN (FCC Registration Number) you use to file Form 477 data with the FCC.
3. Under **Password**, please log in using the password associated with the FRN you use to file Form 477 data with the FCC. If your FCC Form 477 FRN password begins with a special character (non-letter, non-number), you should reset your password so that it no longer begins with a special character. You can reset your password online at <https://apps.fcc.gov/coresWeb/enterFrnForPwdReset.do> or by calling 877-480-3201 and selecting Option 1.
4. Click the green **Log In** button or hit [Enter].

Entering Contact Information

Once you have successfully logged into the Study Area Boundary Data Collection website for the first time, you will be required to enter the **ILEC Contact Information** using the form shown below:

FC Federal Communications Commission **Study Area Boundary Data Collection** [Contact Info](#) | [Log Out](#)

ILEC Contact Information Approved by OMB 3060-1181

** indicates required field*

[» View Study Area Codes \(SACs\)](#)
[» Upload Study Area Codes \(SACs\)](#)

* First Name:

* Last Name:

Title:

* Street Address 1:

Street Address 2:

* City:

* State:

* Zip Code:

* Phone:

Phone Extension:

* E-Mail:

Methodologies Used to Create the Data:

[Save Changes](#)

Please enter the contact information for the ILEC employee who is primarily responsible for submitting the boundaries and is familiar with the data, in case any technical questions arise.

- **Note:** The contact entered here may not necessarily be the same individual who certifies the data. You will enter the certification information on a different page after you have uploaded and viewed the study area boundaries.

In **Methodologies Used to Create the Data**, please provide a brief explanation of how you generated the study area boundary data, including any use of existing map data, the process used for digitization, the software program(s) you used, or any other relevant information.

Once you have finished entering all of the ILEC Contact Information fields, click **Save Changes**.

- If the contact information was entered correctly, you will receive a message, **Information saved successfully**, at the top of the page. You can then click **Continue** at the bottom of the page to proceed with uploading your data file(s).
- If any required fields were left blank or entered incorrectly, you will be prompted to fill in or correct those fields, then click **Save Changes** again, before continuing.

Uploading Data

Once you have successfully entered and saved the **ILEC Contact Information** and clicked **Continue**, you will proceed to the **Uploaded Files with Study Area Boundary Data** page shown below, where you can select a state and then select the study area codes (SACs) for upload.

If you serve study areas in multiple states, select your SACs on a state-by-state basis using the drop-down menu and by clicking **Save Selections** after you select the SAC(s) you serve in each state.

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Study Area Boundary Data Collection

Contact Info | Log Out

ILEC Uploaded Files with Study Area Boundary Data

Test [0020066569]

Please select the study area codes (SACs) that you wish to upload from the list below before uploading files.
If you accidentally select an erroneous SAC ID, you will be able to deselect it once you have clicked on the Save Selections button.

Upload Files

?
1

?
4

Save Selections

SACs

Select State: Florida
?
2

?
3

SAC ID ↕	SAC Name ▾	SAC Type ↕	Actions
210336	WINDSTREAM FL	Price cap	<input type="button" value="Select"/>
210328	VERIZON FLORIDA	Price cap	<input type="button" value="Select"/>
215191	SOUTHERN BELL-FL	Price cap	<input type="button" value="Select"/>
210330	SMART CITY TEL LLC	Rate of return	<input type="button" value="Select"/>
210338	QUINCY TEL CO-FL DIV	Rate of return	<input type="button" value="Select"/>
210335	NORTHEAST FLORIDA	Rate of return	<input type="button" value="Select"/>
210331	ITS TELECOMM. SYS.	Rate of return	<input type="button" value="Select"/>
210291	GTC, INC.	Price cap	<input type="button" value="Select"/>
210329	GTC, INC.	Price cap	<input type="button" value="Select"/>
210339	GTC, INC.	Price cap	<input type="button" value="Select"/>
210318	FRONTIER COMM-SOUTH	Price cap	<input type="button" value="Select"/>
210341	EMBARQ FLORIDA INC. FKA SPRINT	Price cap	<input type="button" value="Select"/>

You will now be able to perform the following actions, labeled on the screen shown above:

1. **Upload Files** – Links to the **Upload Files** page where you may upload files once you have selected at least one SAC
2. **Select State** – Select the state/territory from the drop down menu for which you are submitting data on a particular SAC
3. **SAC Information** – Lists all of the SACs with the selected state/territory, as well as the name associated with the SAC and whether the ILEC serving the SAC is a rate of return or price cap carrier. From this list you should **Select** the SACs for which you are uploading data.
 - **Note:** If select a SAC in error, you will have the opportunity to deselect it after clicking Save Selections.
4. **Save Selections** – Saves all selected SACs and lists them on a screen similar to the one shown below.

Submissions by ILECs (continued)

You may remove SACs from this list by clicking **Deselect**. Or you may select additional SACs by first selecting a state from the **Select State** drop-down menu and then selecting the SACs within that state.

FC Federal Communications Commission **Study Area Boundary Data Collection** [Contact Info](#) | [Log Out](#)

ILEC Uploaded Files with Study Area Boundary Data

Test [0020066569]

Please select the study area codes (SACs) that you wish to upload from the list below before uploading files.
If you accidentally select an erroneous SAC ID, you will be able to deselect it once you have clicked on the **Save Selections** button.

Upload Files

SACs

Select State:

Selected SACs

SAC ID	SAC Name	SAC Type	Uploaded	Certification	Actions
210336	WINDSTREAM FL	Price cap			Deselect
575020	VERIZON WA, DC INC.	Price cap			Deselect

Once you have completed your SAC selections, you may click on the **Upload Files** button to proceed with uploading your files from the **Upload Study Area Boundary Data** page shown below:

FC Federal Communications Commission **Study Area Boundary Data Collection** [Contact Info](#) | [Log Out](#)

Upload Study Area Boundary Data

Drag & drop up to **30 ZIP files at once** anywhere on this page to upload or click the **Add Files** button to browse for a file.

The study area boundary data should be submitted as a zipped (.zip) file containing all the component files. The shapefile and encapsulating zip file names must contain the company name and the 6-digit study area code.

[Download a shapefile template \(ZIP file\).](#)

The complete specification for the study area boundary data submission can be found in the Appendix of the [Study Area Boundary Reconsideration Order](#), released February 26, 2013. Additional information on this data collection can be found on the FCC's [Study Area Boundary Data Collection webpage](#).

« View List of Uploaded Files **+ Add files...**

You may drag and drop up to 30 zip files directly onto the page. Or you can click **Add files...**, which will open an explorer window where you may browse and select a zip file(s) for upload.

The zip files should contain, at a minimum, the following file types: .dbf, .prj, .shp, .shx. Any zip file not containing these minimum files will result in an error. Any and all non-shapefiles that are part of your submission, such as .csv or .doc files, should be included in the same zip file with the shapefiles. In addition, zip files should not contain any folders.

The screenshot shows the FCC Study Area Boundary Data Collection interface for Maine. At the top, there is a header with the FCC logo and the text 'Study Area Boundary Data Collection'. Below the header, the page title is 'Upload Study Area Boundary Data' and the state is 'Maine'. The main content area contains instructions for uploading files, including a note that up to 30 ZIP files can be uploaded at once. There are several callouts (1-5) pointing to specific UI elements: 1 points to the 'View List of Uploaded Files' button, 2 points to the 'Upload All Files' button, 3 points to the 'Start Over' button, 4 points to the 'Upload File' button for the file '103313.zip', and 5 points to the 'Remove' button for the same file. The file list at the bottom shows '103313.zip' with a size of '95.45 KB' and buttons for 'Upload File' and 'Remove'.

The chosen or dropped zip file(s) will be listed at the bottom of the page (to the left of #4 above).

You will now be able to perform the following actions, labeled on the screen shown above:

1. **View List of Uploaded Files** – Link to the page listing all previously uploaded files
2. **Upload All Files** – Upload all files listed at the bottom of the page
3. **Start Over** – Remove all files listed
4. **Upload File** – Upload the individual file listed
5. **Remove** – Remove the individual file listed

View List of Uploaded Files

Once you have successfully uploaded your study area boundary zip file(s), you can view a list of uploaded files by clicking **View List of Uploaded Files**. This will take you to the **Uploaded Files with Study Area Boundary Data** page, shown below:

 Federal Communications Commission
Contact Info | Log Out

Study Area Boundary Data Collection

ILEC Uploaded Files with Study Area Boundary Data
 Test [0020066569]

Please select the study area codes (SACs) that you wish to upload from the list below before uploading files.
 If you accidentally select an erroneous SAC ID, you will be able to deselect it once you have clicked on the **Save Selections** button.

Upload Files ?
1

SACs

Select State:

Selected SACs

SAC ID	SAC Name	SAC Type	Uploaded	Certification	Actions
No data available in table					

Click the **Update File Status** button to view the latest status of the submitted zip file(s). Once the zip file(s) has/have been uploaded, the shapefiles contained in the zip file will be listed under the **Shapefiles** section below.

Zip Files

?
2
?
3
Update File Status

Zip File Name	Date Uploaded	Year	Status	Actions
401692_wirecenter.zip	04/24/2013 1:38 pm	2013	Processing (1/6). Virus Check in Progress	Download
401692_sac_multiple.zip	04/24/2013 1:38 pm	2013	Processing (1/6). Virus Check in Progress	Download
401692_sac_null.zip	04/24/2013 1:38 pm	2013	Processing (1/6). Virus Check in Progress	Download

On this page, you will be able to perform the following actions, labeled on the screen shown above:

1. Return to the **Upload Files** page to upload additional files.
2. View the current **Status** of uploaded zip files.
 - **Processing** means the system is in the process of extracting the shapefile(s) from the uploaded zip file. This process can take several minutes.
 - **Note:** If the system is stuck in processing for a long time, the most common reasons are that the zip file contains a folder and/or does not contain a shapefile. Please ensure that the zip file contains only files, not folders, and that any non-shapefiles, such as .csv or .doc files, are included in the same zip file as the shapefile(s).
 - **Ready for Review** means the shapefile has been successfully extracted and can be viewed below.
 - **Error messages** (listed below) indicate the uploaded zip file did not contain the necessary component files or an error occurred in the upload or extraction process.

3. Click on **Update File Status** to update or refresh the **Status** of the processing of the uploaded files.
 - **Note:** While a zip file extraction is **Processing**, you must click **Update File Status** in order to check on whether the system has completed the extraction process and the file is **Ready for Review**. **Ready for Review** will not appear automatically.

Possible Error Messages

- **Attribute Error(s): Attribute (x) as type STRING is required** – This error is generated when a required attribute field is either missing or of the wrong type. In the example, **(x)** would equal one of the attribute fields found in the shapefile template (i.e. CO_NAME, EXCHANGE, etc.).
- **Geometry Error(s): Geometry type is (Line/Point), Polygon Geometry is required** – This error is generated when the shapefile contains line or point geometry vs. polygon geometry.
- **SAC Error(s): SAC value cannot be NULL** – This error is generated when a SAC attribute field contains a null value.
- **Projection Error(s): Projection needs to be WGS84** – This error is generated when the shapefile has an incorrect or missing projection.
- **SAC Error(s): Each shapefile must reference only one SAC** – This error is generated when a shapefile references more than one SAC in the attribute table.
- **Only one shapefile is allowed per Zip file** – This error is generated when a Zip file contains more than one shapefile.

If you receive an error message after uploading a zip file, you will need to upload a new zip file containing a revised, corrected shapefile. However, it is not necessary to delete any invalid, incorrect files or files stuck in processing. The system is designed to allow you to make multiple uploads regardless of the status of earlier files. All new uploads receive a timestamp, so the FCC will know which set of files is the most recent.

Once an uploaded shapefile has been extracted, scanned for viruses, and verified, the following screen will appear:

Federal
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Study Area Boundary Data Collection

Sign Out

Uploaded Files with Study Area Boundary Data

Texas

Click the **Update File Status** button to view the latest status of the submitted zip file(s). Once the zip file(s) has/have been uploaded, the shapefiles contained in the zip file will be listed under the **Shapefiles** section below.

You may click on the **Map** button to view the polygon prior to certifying the shapefile or click on the **Certify** button to certify the shapefile.

+ Upload Files

↻ Update File Status

Zip Files

Zip Name ↕	Date Uploaded ▾	Year ↕	Status ↕	Actions
442080.zip	04/18/2013 6:31 am	2013	Ready for Review	<div style="display: flex; align-items: center; justify-content: flex-end;"> <div style="border: 1px solid #ccc; padding: 2px 10px; font-size: 10px; margin-right: 10px;">Download</div> </div>

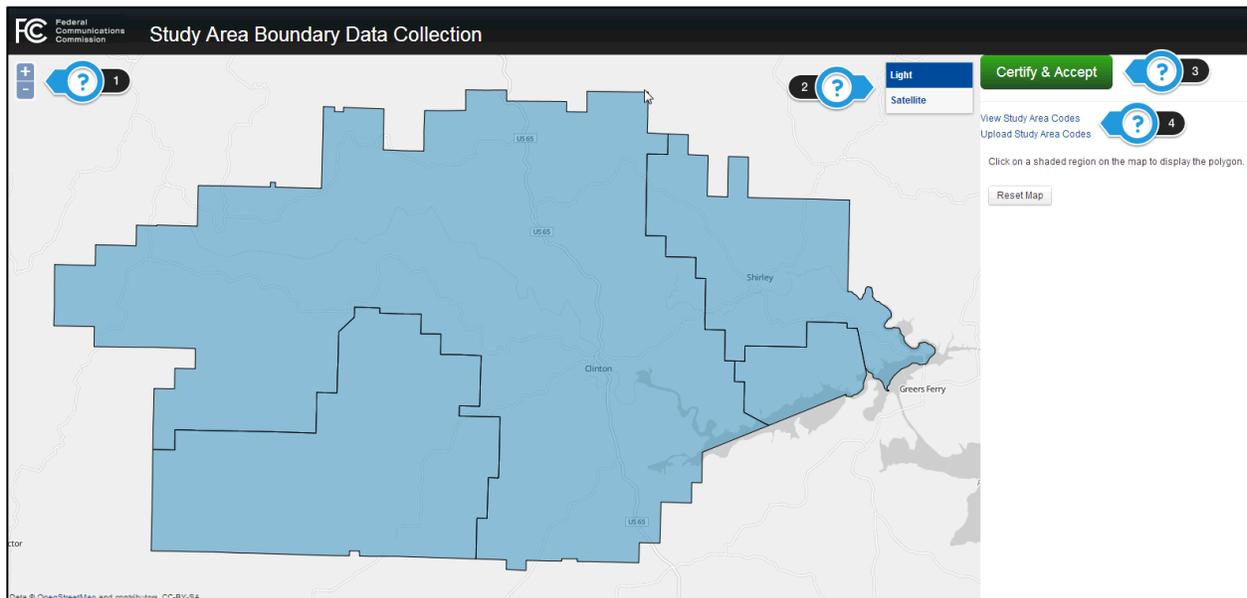
Shape Files

Shape File ↕	Zip File Name ↕	Date Uploaded ▾	Year ↕	Certified ↕	Actions
442080.shp	442080.zip	04/18/2013 6:35 am	2013	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid #ccc; padding: 2px 10px; font-size: 10px; background-color: #2196F3; color: white;">Certify</div> </div>	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid #ccc; padding: 2px 10px; font-size: 10px; background-color: #2196F3; color: white;">Map</div> </div>

You will now be able to perform the following actions, labeled on the screen shown above:

1. View the final **Status** of the uploaded zip file
2. **Download** a verified zip file onto your personal computer
3. **Certify** an uploaded shapefile
4. View a **Map** of the uploaded shapefile (see below)

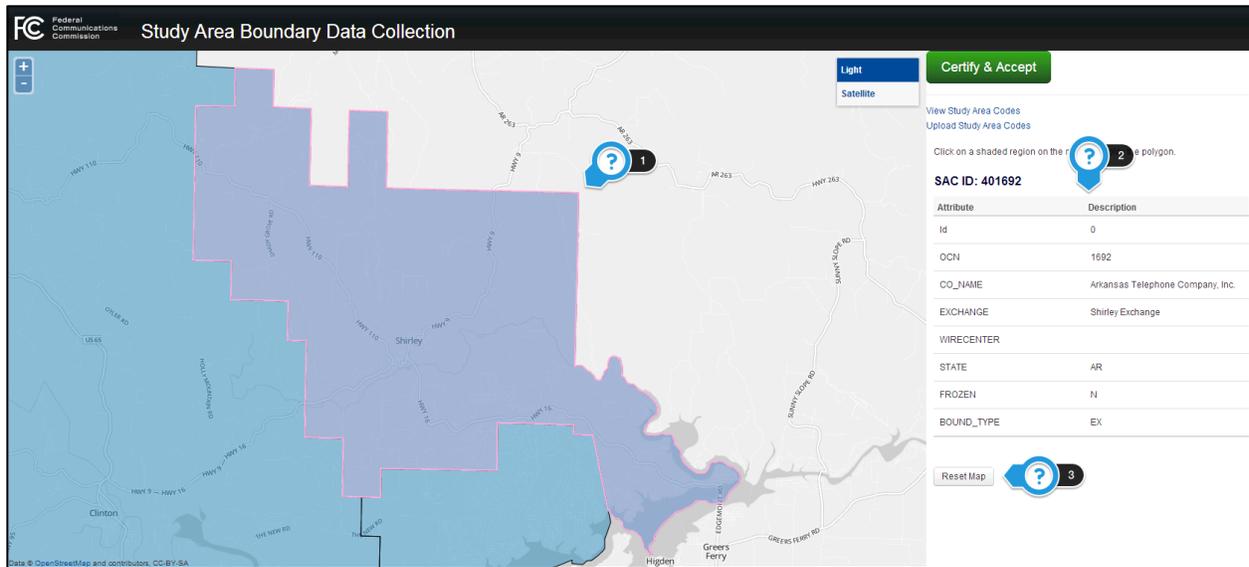
Viewing Maps of Submitted Boundaries



You can navigate on the **View Map** page using the links labeled on the screen above:

1. **Zoom** in and out
2. Switch the background map from streets (**Light** label) to satellite photography (**Satellite** label)
3. Click **Certify & Accept** to continue to the Certification Page
4. Click on **View Study Area Codes** to return to the List of Uploaded Files Page or click **Upload Study Area Codes** to upload additional data

You can also move the map around by clicking and dragging within the map window.



If you click inside the boundary of an exchange shown on the map, the map will do the following, labeled on the screen above:

1. Highlight the selected exchange and zoom to its extent
2. Display the attributes for or data associated with the selected exchange
3. If you click **Reset Map**, the map will deselect the highlighted exchange, clear the displayed attributes, and zoom to the extent of all exchanges

Certifying Submitted Data

Once you have uploaded your zip file, and your shapefile has been successfully extracted and verified, you will be able to certify your shapefile by either clicking on **Certify** from the **Uploaded Files with Study Area Boundary Data** page or **Certify & Accept** from the **View Map** page.

When you navigate to the **Certification** page, the following screen will appear:

Certifying Official Contact Information

* First Name:

* Last Name:

* Street Address 1:

Street Address 2:

* City:

* State:

* Zip Code:

* Phone: (999) 999-9999

Phone Extension:

* E-Mail:

Notes:

Please Note

Once you certify the shapefile, you will no longer be able to update the Certification Information for this shapefile.

Please enter the contact information for the official at your company responsible for certifying the accuracy of the submitted study area boundary data.

- **Note:** As stated in the Study Area Boundary Reconsideration Order (DA 13-282), the official should certify that the information provided is accurate and correct to the best of his or her

knowledge, information, and belief. Such certifications should be based on the information before the official making the certification and on a reasonable, good faith effort to confirm the accuracy of submitted boundaries. The certification from an official of an ILEC regarding the location of the boundary to the best of that individual's knowledge, information, and belief will represent just that – the individual's or company's reasonable, good faith efforts.

- In the **Certification Notes** box, please enter any additional information related to the certification.

When you have finished entering all of the information on this page, click **Certify & Accept**.

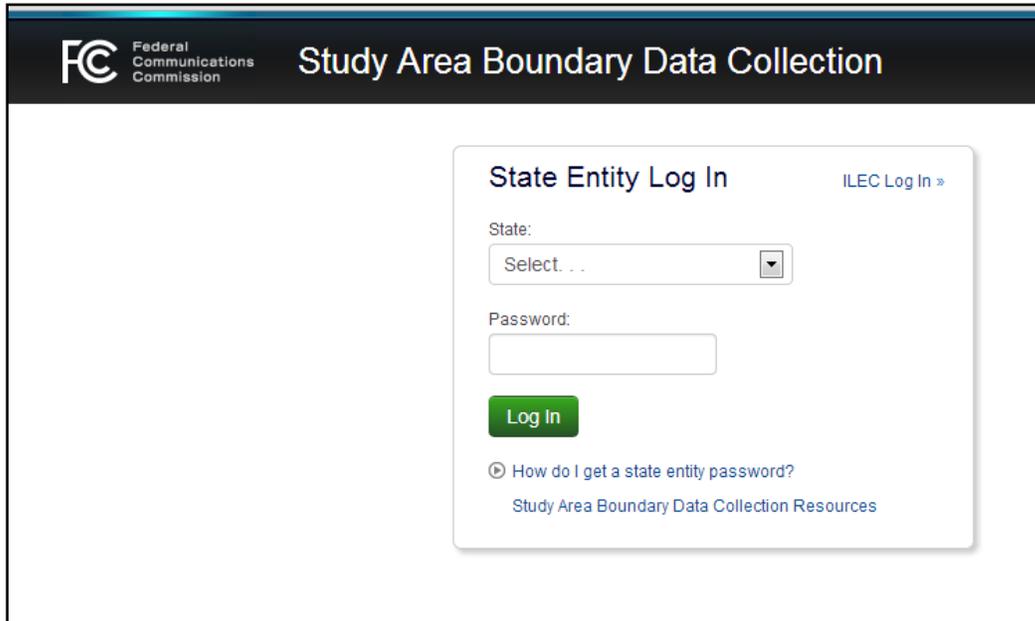
- **Note:** Once you have clicked this button, your certification will be complete and you will no longer be able to update or change the contact information for the certifying official or modify the Certification Notes entry.
- If you need to change any of this information after clicking **Certify & Accept**, you must upload and certify a new shapefile.
- If you certify a file in error, you do not need to un-certify that file (and the system is not designed to allow you to do this). Simply upload a corrected file and certify it. The FCC will accept the most recent certification.
- You can modify, at any time, the general Contact Information for the ILEC or the individual primarily responsible for submitting the data by clicking on the site's **Contact Info** link in the upper right hand corner.
- If any required fields were left blank or entered incorrectly, you will be prompted to fill in or correct those fields and then click **Certify & Accept** again.

If your certification was successful, you will be taken to the **Uploaded Files with Study Area Boundary Data** page, where you will be able to view a list of all of your uploaded files and link to maps of all of your shapefiles.

Submissions by State Commissions

Logging In

1. Open a web browser and go to <https://sab.fcc.gov/state/login/>. The FCC's Study Area Boundary Data Collection **State Entity Log In** page, shown below, should appear.



The screenshot shows the FCC Study Area Boundary Data Collection website. At the top left is the FCC logo and the text "Federal Communications Commission". To the right of the logo is the title "Study Area Boundary Data Collection". Below this is a white box containing the "State Entity Log In" form. The form has a title "State Entity Log In" and a link "ILEC Log In »". It includes a "State:" label, a dropdown menu with "Select. . ." and a downward arrow, a "Password:" label, a text input field, a green "Log In" button, a link "How do I get a state entity password?", and a link "Study Area Boundary Data Collection Resources".

2. In the drop-down menu under **State**, select the state for which you are submitting data.
3. Under **Password**, enter the case-sensitive password provided to you by the staff of the Wireline Competition Bureau's Industry Analysis and Technology Division. If you do not have a password, please email StudyAreaBoundaries@fcc.gov to request one.
4. Click the green **Log In** button or hit [Enter].

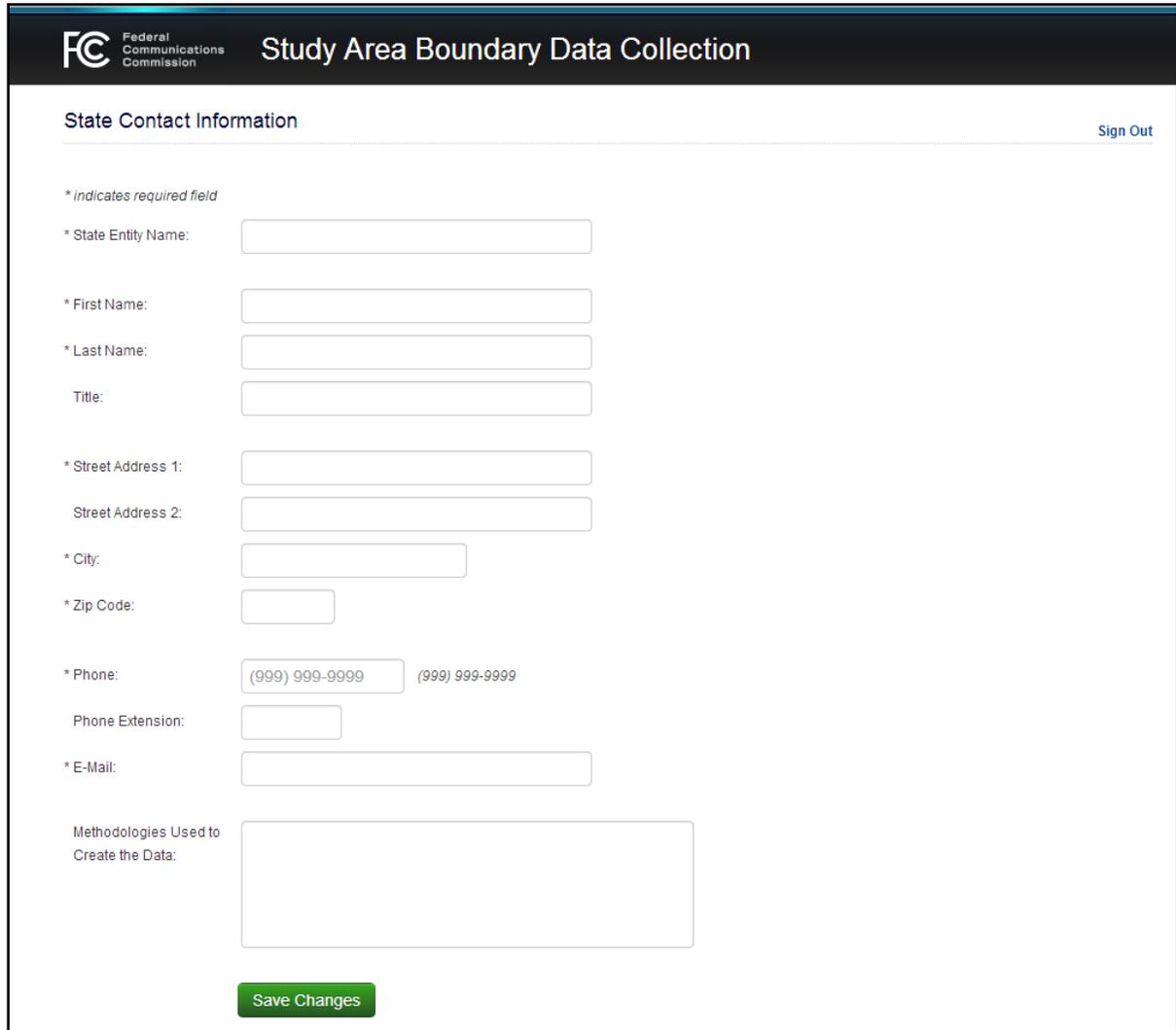
Entering Contact Information

Once you have successfully logged into the Study Area Boundary Data Collection website for the first time, you will be required to enter the **State Contact Information** using the form shown on the following page.

Submissions by States (continued)

Please enter the contact information for the employee of the state commission who is primarily responsible for submitting the boundaries and is familiar with the data, in case any technical questions arise.

- **Note:** The contact entered here may not necessarily be the same individual who certifies the data. You will enter the certification information on a different page after you have uploaded and viewed the study area boundaries.



The screenshot shows a web form titled "Study Area Boundary Data Collection" from the Federal Communications Commission. The form is for "State Contact Information" and includes a "Sign Out" link in the top right. A note indicates that an asterisk (*) denotes a required field. The form contains the following fields:

- * State Entity Name:
- * First Name:
- * Last Name:
- Title:
- * Street Address 1:
- Street Address 2:
- * City:
- * Zip Code:
- * Phone:
- Phone Extension:
- * E-Mail:
- Methodologies Used to Create the Data:

A green "Save Changes" button is located at the bottom of the form.

In **Methodologies Used to Create the Data**, please provide a brief explanation of how you generated the study area boundary data, including any use of existing map data, the process used for digitization, the software program(s) you used, or any other relevant information.

Once you have finished entering all of the State Contact Information, click **Save Changes**.

- If the contact information was entered correctly, you will receive a message,

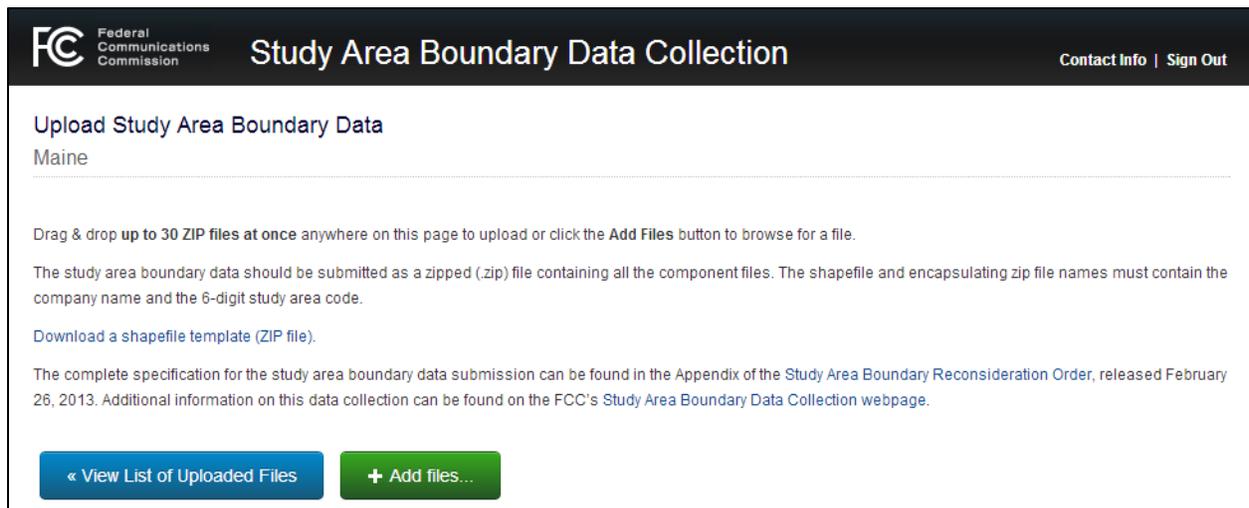
Submissions by States (continued)

Information saved successfully, at the top of the page. You can then click **Continue** at the bottom of the page to proceed with uploading your data.

- If any required fields were left blank or entered incorrectly, you will be prompted to fill in or correct those fields, then click **Save Changes** again, before continuing.

Uploading Data

Once you have successfully entered and saved the **State Contact Information** and clicked **Continue**, you will proceed to the **Upload Study Area Boundary Data** page shown below, where you can upload your study area boundary data.



The screenshot shows the FCC Study Area Boundary Data Collection interface. At the top, the FCC logo and 'Federal Communications Commission' are on the left, and 'Study Area Boundary Data Collection' is in the center. On the right, there are links for 'Contact Info' and 'Sign Out'. Below the header, the page title is 'Upload Study Area Boundary Data' with 'Maine' listed underneath. A dotted line separates the header from the main content area. The main content area contains instructions: 'Drag & drop up to 30 ZIP files at once anywhere on this page to upload or click the Add Files button to browse for a file.' It also states: 'The study area boundary data should be submitted as a zipped (.zip) file containing all the component files. The shapefile and encapsulating zip file names must contain the company name and the 6-digit study area code.' There is a link to 'Download a shapefile template (ZIP file)'. Below that, it says: 'The complete specification for the study area boundary data submission can be found in the Appendix of the Study Area Boundary Reconsideration Order, released February 26, 2013. Additional information on this data collection can be found on the FCC's Study Area Boundary Data Collection webpage.' At the bottom of the main content area, there are two buttons: a blue button with a left arrow and the text 'View List of Uploaded Files', and a green button with a plus sign and the text 'Add files...'.

You may drag and drop up to 30 zip files directly onto the page. Or you can click **Add files...**, which will open an explorer window where you may browse and select a zip file(s) for upload.

The zip files should contain, at a minimum, the following file types: .dbf, .prj, .shp, .shx. Any zip file not containing these minimum files will result in an error. Any and all non-shapefiles that are part of your submission, such as .csv or .doc files, should be included in the same zip file with the shapefiles. In addition, zip files should not contain any folders.

Once you select or drag and drop the file(s), the following screen will appear:

The chosen or dropped zip file(s) will be listed at the bottom of the page (to the left of #4 above).

You will now be able to perform the following actions, labeled on the screen shown above:

1. **View List of Uploaded Files** – Link to the page listing all previously-uploaded files
2. **Upload All Files** – Upload all files listed at the bottom of the page
3. **Start Over** – Remove all files listed
4. **Upload File** – Upload the individual file listed
5. **Remove** – Remove the individual file listed

Once you have uploaded the file(s) successfully, the following screen will appear:

The screenshot shows the FCC Study Area Boundary Data Collection interface. At the top left is the FCC logo and the text 'Federal Communications Commission'. The main title is 'Study Area Boundary Data Collection'. On the top right, there are links for 'Contact Info' and 'Sign Out'. The page content includes a heading 'Upload Study Area Boundary Data' and a sub-heading 'Maine'. Below this, there is a message: 'Drag & drop up to 30 ZIP files at once anywhere on this page to upload or click the Add Files button to browse for a file.' This is followed by instructions: 'The study area boundary data should be submitted as a zipped (.zip) file containing all the component files. The shapefile and encapsulating zip file names must contain the company name and the 6-digit study area code.' A link is provided: 'Download a shapefile template (ZIP file)'. Another instruction states: 'The complete specification for the study area boundary data submission can be found in the Appendix of the Study Area Boundary Reconsideration Order, released February 26, 2013. Additional information on this data collection can be found on the FCC's Study Area Boundary Data Collection webpage.' A green success message reads: '1 file(s) uploaded successfully.' Below this are two buttons: '« View List of Uploaded Files' and 'Start Over'. At the bottom, a file entry is shown: '103313.zip 95.45 KB'.

Clicking on << **View List of Uploaded Files** will take you the **Uploaded Files with Study Area Boundary Data** page, described below. You may also delete the uploaded files by clicking **Start Over**.

Viewing a List of Uploaded Files

Once you have successfully uploaded your study area boundary zip file(s), you can view a list of uploaded files by clicking **View List of Uploaded Files**. This will take you to the **Uploaded Files with Study Area Boundary Data** page shown below:

FC
Federal Communications Commission
Study Area Boundary Data Collection
Sign Out

Uploaded Files with Study Area Boundary Data

Texas

Click the **Update File Status** button to view the latest status of the submitted zip file(s). Once the zip file(s) has/have been uploaded, the shapefiles contained in the zip file will be listed under the **Shapefiles** section below.

You may click on the **Map** button to view the polygon prior to certifying the shapefile or click on the **Certify** button to certify the shapefile.

Upload Files

?
1

?
2

?
3

↻
Update File Status

Zip Files

Zip Name	Date Uploaded	Year	Status	Actions
442080.zip	04/18/2013 6:31 am	2013	Processing (1/6). Virus Check in Progress	n/a

Shape Files

Shape File	Zip File Name	Date Uploaded	Year	Certified	Actions
No data available in table					

On this page, you will be able to perform the following actions, labeled on the screen shown above:

1. Return to the **Upload Files** page to upload additional files.
2. View the current **Status** of uploaded zip files.
 - **Processing** means the system is in the process of extracting the shapefile(s) from the uploaded zip file. This process can take up to several minutes.
 - **Note:** If the system is stuck in processing for a long time, the most common reasons are that the zip file contains a folder and/or does not contain a shapefile. Please ensure that the zip file contains only files, not folders, and that any non-shapefiles, such as .csv or .doc files, are included in the same zip file as the shapefile(s).
 - **Ready for Review** means the shapefile has been successfully extracted and can be viewed below.
 - **Error messages** (listed below) indicate the uploaded zip file did not contain the necessary component files or an error occurred in the upload or extraction process.
3. Click on **Update File Status** to update or refresh the **Status** of the processing of the uploaded files.

Submissions by States (continued)

- **Note:** While a zip file extraction is **Processing**, you must click **Update File Status** in order to check on whether the system has completed the extraction process and the file is **Ready for Review**. **Ready for Review** will not appear automatically.

Possible Error Messages:

- **Attribute Error(s): Attribute (x) as type STRING is required** – This error is generated when a required attribute field is either missing or of the wrong type. In the example, **(x)** would equal one of the attribute fields found in the shapefile template (i.e. CO_NAME, EXCHANGE, etc.).
- **Geometry Error(s): Geometry type is (Line/Point), Polygon Geometry is required** – This error is generated when the shapefile contains line or point geometry instead of the required polygon geometry.
- **SAC Error(s): SAC value cannot be NULL** – This error is generated when a SAC attribute field contains a null value.
- **Projection Error(s): Projection needs to be WGS84** – This error is generated when the shapefile has an incorrect or missing projection.

If you receive an error message after uploading a zip file, you will need to upload a new zip file containing a revised, corrected shapefile. However, it is not necessary to delete any invalid, incorrect files or files stuck in processing. The system is designed to allow you to make multiple uploads regardless of the status of earlier files. All new uploads receive a timestamp, so the FCC will know which set of files is the most recent.

Once an uploaded shapefile has been extracted, scanned for viruses, and verified, the following screen will appear:

Submissions by States (continued)

FC Federal Communications Commission Study Area Boundary Data Collection Sign Out

Uploaded Files with Study Area Boundary Data

Texas

Click the **Update File Status** button to view the latest status of the submitted zip file(s). Once the zip file(s) has/have been uploaded, the shapefiles contained in the zip file will be listed under the **Shapefiles** section below.

You may click on the **Map** button to view the polygon prior to certifying the shapefile or click on the **Certify** button to certify the shapefile.

[Upload Files](#)

Zip Files

Zip Name	Date Uploaded	Year	Status	Actions
442080.zip	04/18/2013 6:31 am	2013	Ready for Review	Download

Shape Files

Shape File	Zip File Name	Date Uploaded	Year	Certified	Actions
442080.shp	442080.zip	04/18/2013 6:35 am	2013	Certify	Map

You will now be able to perform the following actions, labeled on the screen shown above:

1. View the final **Status** of the uploaded zip file
2. **Download** a verified zip file onto your personal computer
3. **Certify** an uploaded shapefile
4. View a **Map** of the uploaded shapefile (see below)

Viewing Maps of Submitted Boundaries

FC Federal Communications Commission Study Area Boundary Data Collection Sign Out

1 ?

2 ? Light Satellite

3 ? Certify & Accept

4 ? View Study Area Codes Upload Study Area Codes

Click on a shaded region on the map to display the polygon.

[Reset Map](#)

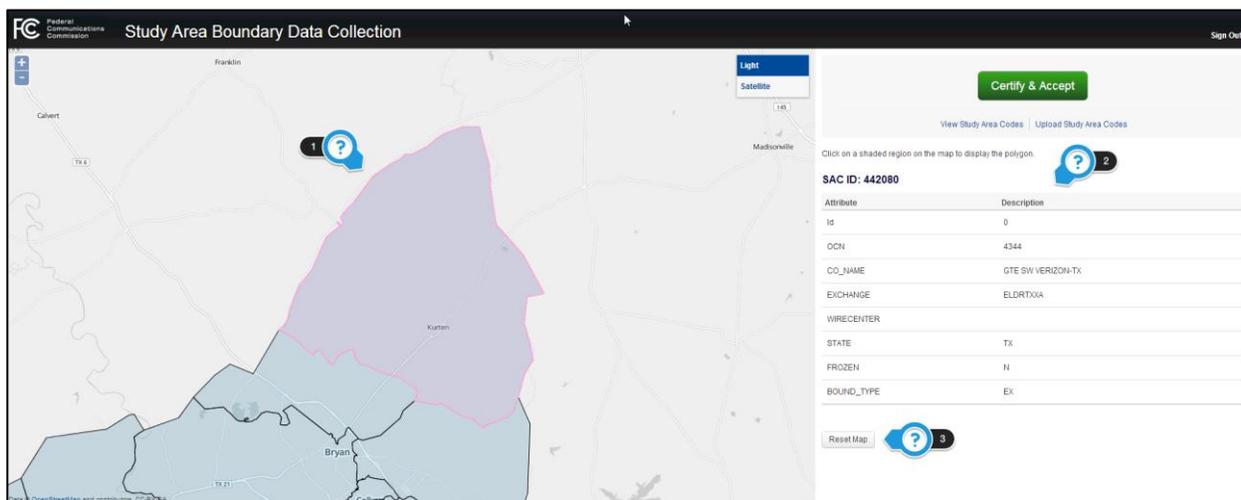
Data © OpenStreetMap and contributors, CC-BY-SA

Submissions by States (continued)

You can navigate on the **View Map** page using the links labeled on the screen above:

1. **Zoom** in and out
2. Switch the background map from streets (**Light** label) to satellite photography (**Satellite** label)
3. Click **Certify & Accept** to continue to the Certification Page
4. Click on **View Study Area Codes** to return to the List of Uploaded Files Page or click **Upload Study Area Codes** to upload additional data

You can also move the map around by clicking and dragging within the map window.



If you click inside the boundary of an exchange shown on the map, the map will do the following, labeled on the screen above:

1. Highlight the selected exchange and zoom to its extent
2. Display the attributes for or data associated with the selected exchange
3. If you click **Reset Map**, the map will deselect the highlighted exchange, clear the displayed attributes, and zoom to the extent of all exchanges.

Certifying Submitted Data

Once you have uploaded your zip file, and your shapefile has been successfully extracted and verified, you will be able to certify your shapefile by either clicking on **Certify** from the **Uploaded Files with Study Area Boundary Data** page or **Certify & Accept** from the **View Map** page.

Submissions by States (continued)

When you navigate to the **Certification** page, the following screen will appear:

Certifying Official Contact Information

* First Name:

* Last Name:

* Street Address 1:

Street Address 2:

* City:

* State: ▼

* Zip Code:

* Phone:

Phone Extension:

* E-Mail:

Certification Notes:

Please Note

Once you certify the shapefile, you will no longer be able to update the Certification Information for this shapefile.

Please enter the contact information for the official at the state commission responsible for certifying the accuracy of the submitted study area boundary data.

- **Note:** As stated in the Study Area Boundary Reconsideration Order (DA 13-282), the official should certify that the information provided is accurate and correct to the best of his or her knowledge, information, and belief. Such certifications should be based on the information

Submissions by States (continued)

before the official making the certification and on a reasonable, good faith effort to confirm the accuracy of submitted boundaries.

- In the **Certification Notes** box, please enter any additional information about the certification. For instance, if you submitted data for study areas that cross state lines but are not certifying to the accuracy of the boundaries in the adjacent state, please indicate that here.

When you have finished entering all of the information on this page, click **Certify & Accept**.

- **Note:** Once you have clicked this button, your certification will be complete and you will no longer be able to update or change the contact information for the certifying official or modify the Certification Notes entry.
- If you need to change any of this information after clicking **Certify & Accept**, you must upload and certify a new shapefile.
- If you certify a file in error, you do not need to un-certify that file (and the system is not designed to allow you to do this). Simple upload a corrected file and certify it. The FCC will accept the most recent certification.
- You can modify, at any time, the general Contact Information for the state commission or the individual primarily responsible for submitting the data by clicking on the site's **Contact Info** link in the upper right hand corner.
- If any required fields were left blank or entered incorrectly, you will be prompted to fill in or correct those fields and then click **Certify & Accept** again.

If your certification was successful, you will be taken to the **Uploaded Files with Study Area Boundary Data** page, where you will be able to view a list of all of your uploaded files and link to maps of all of your shapefiles.