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INTRODUCTION

This document serves as step-by-step guide for providers and purchasers of special access services and certain entities providing best efforts business broadband Internet access service to respond to the Federal Communications Commission’s (FCC) special access data collection using the secure web portal filing interface, Version 1.0 ("web portal"). Respondents will use the web portal to input information and upload data and narrative responses to the special access data collection.

The FCC regulates special access lines in order to promote healthy competition and ensure that those services are offered at just and reasonable rates, terms and conditions. Individual consumers, small businesses, government offices, hospitals, medical offices, schools, libraries, ATMs and credit card readers use special access services to connect to a network or an Internet service provider.

To ensure that the FCC’s special access regulations reflect the state of competition today, the FCC released an Order on December 18, 2012 requesting data, information, and documents from entities that provide and purchase special access services in areas where the incumbent local exchange carrier (ILEC), such as AT&T and Verizon, are subject to price cap regulation. Larger entities providing “best efforts” business broadband Internet access services are also required to respond to the data collection.

This collection will enable the FCC to obtain the data, information, and documents needed to conduct a comprehensive evaluation of competition in the special access market. The data, information, and documents acquired through this collection will aid the Commission in developing a replacement regulatory framework for its pricing flexibility rules to ensure just and reasonable special access rates.

For more basic information about the collection, please visit the FCC Encyclopedia “Special Access Data Collection Overview” webpage, available at: http://www.fcc.gov/encyclopedia/special-access-data-collection-overview-0.

Additionally, please visit the FCC Special Access Data Collection Frequently Asked Questions (FAQs) webpage, available at: https://apps.fcc.gov/edocs_public/attachmatch/DOC-329719A1.docx
## 2.1 ACCESSING THE WEB PORTAL

The web portal is available at:
https://specialaccessfiling.fcc.gov/spadc/login

## 2.2 FCC REGISTRATION NUMBER (FRN)

In order to log in to the web portal, users will need their FCC Registration Number (FRN) and password. Users must be registered as a business or individual with the FCC’s FRN system. Users that already have an FRN should proceed to Section 2.3 of this System Guide.

Users will need the following information to register for an FRN:

<table>
<thead>
<tr>
<th>Registering as Business</th>
<th>Registering as Individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Name</td>
<td>First and Last Name</td>
</tr>
<tr>
<td>Employer Identification Number or Taxpayer Identification Number</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>Point of Contact/Position</td>
<td>Point of Contact</td>
</tr>
<tr>
<td>Address of Business</td>
<td>Address</td>
</tr>
</tbody>
</table>

**Note:** If the user does not have an Employer Identification Number/Taxpayer Identification Number or Social Security Number, he or she can provide a reason instead, e.g. Exempted Activities.

To register for and receive an FRN, follow the steps below:

1. Access the “FCC Registration” page via the following link:
   https://apps.fcc.gov/coresWeb/publicHome.do
   - The FCC Registration page can also be accessed via the “Register for New FRN” link located on “Log In” page of the web portal.
2. Click the “Register” button and proceed to the “Register Type” page.
3. Follow the instructions in the FRN Registration site to register a new FRN and password.
2.3 LOG IN PAGE
Once a user has received an FRN and created a password for the account, the user may log in to the web portal via the login screen as shown in FIGURE 2. When logging on, the user must enter the full 10 digit FRN. Enter the FRN with no dashes or spaces, and be sure to enter any leading zeroes.

2.4 GETTING STARTED PAGE
Once logged into the web portal, users should only use buttons built into the interface. Using internet browser back and forward buttons may cause unexpected results.

After logging in with an FRN, the user will come to the “Getting Started” page, seen below in FIGURE 3. This page will provide the user with an overview of the Special
Access Data Collection web portal, the submission process, and introduce the two filing options. The user should read the Overview page in its entirety.

FIGURE 3 – SPECIAL ACCESS OVERVIEW PAGE

2.5 FULL WEBSITE AND STREAMLINED WEBSITE FILING OPTIONS

The “Select Filing Option” section at the bottom of the “Getting Started” page, as shown in FIGURE 4, is where users will decide to continue to either the Full Website or to the Streamlined Certification Process. The criteria for either selection can be found on the “Getting Started” page. Information from the “Getting Started” page has been reproduced below:
FIGURE 4 – SELECT FILING OPTION

- **Full Website**: Providers and Purchasers of Dedicated Services and certain entities that that provide Best Efforts Business Broadband Internet Access Service in price cap areas that are required to respond to the data collection or who wish to respond to the data collection on a voluntary or optional basis should select the Full Website option, which contains the full complement of webpages and capabilities needed for uploading and submitting narrative responses and database containers to the FCC in response to the data collection questions.

- **Streamlined Certification Process**: This filing option is available for entities required to file FCC Form 477 ("Local Telephone Competition and Broadband Reporting"), on March 1, 2013, to report broadband connections to End Users as of December 31, 2012, but that are not otherwise required to submit data in response to the collection, i.e., the entity is not a Provider, a Purchaser, or an entity providing Best Efforts Business Broadband Internet Access Services to 15,000 or more customers or 1,500 or more business broadband customers in price cap areas. This is a pared-down version of the Full Website where users will only be required to provide Filer Identification information and their response to Question II.G.1, a certification that the Form 477 filer is not otherwise required to submit data in response to the collection questions.

**Note**: Once one of the filing options has been selected, the user can change to the other filing option by selecting the “Change Filing Option” button on the top right of each page throughout the process. However, once a user submits their response through one of the filing options, in order to change their filing option, they will need to contact FCC staff to reset the system.
FIGURE 5 – CHANGE FILING OPTIONS
Users can begin the Full Website submission process by selecting the “Continue to Full Website” button on the “Getting Started” page, as shown in FIGURE 6.

**Note:** The Full Website requires Internet Explorer (IE) 8 or higher. Users who have IE7 or lower should use a different web browser or upgrade to IE8 or higher in order to access the Full Website.

![Select Filing Option](image)

**FIGURE 6 – FULL WEBSITE FILING OPTION**

### 3.1 CRITERIA FOR FULL WEBSITE FILING

Users that provide data and information in response to the special access data collection questions and fall into one of the following categories:

- **Provider of Dedicated Service** in a price cap area;
- An entity that provides **Best Efforts Business Broadband Internet Access Service** to 15,000 or more customers or 1,500 or more business broadband customers in price cap areas in a price cap area;
- **Purchaser of Dedicated Service** of $5 million or more in 2013 in price cap areas;
- An entity that is not required to but is voluntarily providing data and information.
3.2 FILER IDENTIFICATION PAGE

Complete the fields on the “Filer Identification” page with the necessary information. Fields with asterisks on the left hand side are required to proceed to the “Essay Questions” page.

**Note:** If you do not have a parent company or are not filing at the holding company-level, please enter the company FRN and company name for the entity on whose behalf you are filing in the corresponding field.

![Filer Identification Page](image)

**FIGURE 7 – FILER IDENTIFICATION PAGE**

At the bottom of the “Filer Identification” page, users are asked to select at least one of the listed filer types, as shown in FIGURE 8. When selecting Filer Types, users should select *all* filer types that apply. If you select the Competitive Provider filer type, you must select at least one subcategory of filer type, e.g. competitive local exchange carrier (CLEC), etc.
Note: If the user navigates away from the “Filer Identification” page without clicking the “Save and Continue” button, the information entered will not be saved.

3.3 ESSAY QUESTIONS PAGE

The “Essay Questions” page displays essay questions that are based on the filer types selected on the previous page.

Each question has two areas for uploading documents: Confidential and Highly Confidential.

On a "Confidential" version of a document, users will indicate information deemed Confidential Information and redact Highly Confidential Information as those terms are defined in the Protective Order issued for the data collection.

The "Highly Confidential" version of the document should contain both Confidential and Highly Confidential Information without any redactions. A document must be uploaded in each area for each question or users will receive an error message during the submission process.

The maximum individual file upload size is 200 MB. If the file size exceeds 200 MB and you are unable to separate the document into files that fall within this limit, please contact FCC staff to make arrangements to deliver the file(s) using a portable electronic storage device.

A virus check will be run for each document uploaded and could take up to five minutes to be completed. If you click “Continue” or attempt to certify and submit before the virus check is complete, the system will not upload and submit your essay responses.

FIGURE 9 – ESSAY UPLOAD PAGE

Table: Essay Questions by Filer Type

<table>
<thead>
<tr>
<th>Filer Type</th>
<th>Mandatory Essay Questions</th>
<th>Voluntary Essay Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Competitive Provider</td>
<td>II.A.5, A.8, A.10, A.11 Part 1, A.18, and A.19, II.D.1-2</td>
<td>II.A.11 Part 2 Explanatory Attachment</td>
</tr>
<tr>
<td>ILEC</td>
<td>II.D.1-2</td>
<td>Explanatory Attachment</td>
</tr>
<tr>
<td>Best Efforts Entity</td>
<td>II.C.1</td>
<td>Explanatory Attachment</td>
</tr>
<tr>
<td>Purchaser – Mobile wireless service provider</td>
<td>II.E.12</td>
<td>II.E.9-11, E.13 Explanatory Attachment</td>
</tr>
<tr>
<td>Purchaser – Other</td>
<td>II.F.11</td>
<td>II.F.8-10, F.12 Explanatory Attachment</td>
</tr>
</tbody>
</table>

To upload documents to an essay question:

1. Click the “Show More” link under the question;
2. Read the Question and consult with the Instructions in their entirety;
3. Click the green button labeled “Upload Files;”
4. Click “Browse” and select a file for both “Confidential” and “Highly Confidential” options, following the guidelines above;
5. Click the green button labeled “Upload Files;”
6. Upon receiving a “Successful Upload” message, click the “Back to Essay Questions” button to navigate back to the list of essay questions;
7. Repeat process for each question.

**Note:** Users cannot delete files while the virus scan is in progress. Once the scan is complete and the file is uploaded, it can be deleted. To confirm the virus scan is complete, click on the “Check File Status” button.

![FIGURE 10 – ESSAY QUESTIONS UPLOAD PAGE](image)

Files of any type can be uploaded as responses to the essay question. Once all questions have Confidential and Highly Confidential files uploaded, click the blue button labeled “Continue” to proceed to the Database Upload page.

### 3.4 DATABASE UPLOAD PAGE

The “Log File Upload and Database Upload” page allows users to submit their log files and database containers to the FCC.

Users are required to submit a Log File to ensure their database container is properly received by the FCC. Users are required to submit a database with the necessary data in response to the collection questions applicable to the selected “Filer Type(s).”

Additional information and instructions related to the database and Log File uploads are provided within the Technical Manual.

The Technical Manual will be accessible via the following link: [www.fcc.gov/encyclopedia/database-container](http://www.fcc.gov/encyclopedia/database-container).
**Note:** The uploaded database container must be in the .zip file format and cannot exceed 2 GB in size. Uploading a new Log File will cause the previously uploaded file to be overwritten. If the container exceeds this limit, the user should contact the FCC staff to make arrangements to deliver the container using a portable storage device.

![Database Upload Form](image)

**FIGURE 11 – LOG FILE AND DATABASE UPLOAD PAGE**

FIGURE 12 – INCORRECT LOG FILE

**Note:** The information contained in the Log File must match the selected Filer Type; if the types identified do not match, the user will receive an error message when attempting to submit the responses.

### 3.5 SUBMITTING FULL WEBSITE RESPONSE

Users submit their responses on the Certification page. Fill out the required fields to indicate all information provided is true and correct. Virus checks in previous sections must be complete before completing the submission process.
Click the green button labeled “Submit” at the bottom of the page to submit the responses.

Upon successful submission, users will receive the following message with the appropriate date and time stamp:

“This confirmation verifies that on Wednesday, 01 Oct 2014 1:41:46 PM the Federal Communications Commission received and accepted your filing in response to the special access data collection in this proceeding, WC Docket No. 05-25, RM-10593. For additional information on the confidential or highly confidential treatment of your filing, see the Data Collection Protective Order.”
If documents or questions were unsuccessfully or insufficiently answered during the process, the user will get a notification upon clicking “Submit,” as shown in FIGURE 14 above. The user should return to the noted sections and provide the information requested.
4 STREAMLINED CERTIFICATION PROCESS

4.1 CRITERIA FOR STREAMLINED CERTIFICATION SUBMISSION

Entities required to file FCC Form 477 in 2013 but that are not listed in the “Full Website” box on the left side of the “Getting Started” page, i.e. entities that are not Providers or Purchasers or an entity that provides Best Efforts Business Broadband Internet Access Services to 15,000 or more customers or 1,500 or more business broadband customers in price cap areas, and hence are not are not providing data and information in response to the special access data collection questions can proceed to the Streamlined Certification Process. FCC Form 477 filers that were required to file in 2013 must complete the data collection Question II.G.1 certification.

![Select Filing Option](image.png)

**FIGURE 15 – STREAMLINED CERTIFICATION FILING PROCESS**

4.2 STREAMLINED FILER IDENTIFICATION PAGE

Complete the fields on the “Filer Identification” page, reproduced below, with the necessary information. Fields with asterisks on the left hand side are required to proceed.
4.3 SUBMITTING STREAMLINED RESPONSE

Users submit their responses on the “Certification” page. Check the necessary boxes and fill out the asterisked fields to indicate all information provided is true and correct.
Click the green button labeled “Submit” at the bottom of the page to submit the response.

Upon successful submission, users will receive the following message with the appropriate date and time stamp:

“This confirmation verifies that on Wednesday, 01 Oct 2014 1:41:46 PM the Federal Communications Commission received and accepted your certification in response to the special access data collection in this proceeding, WC Docket No. 05-25, RM-10593.”
5.1 SPECIAL ACCESS DATA COLLECTION OVERVIEW PAGE
The FCC Encyclopedia page provides general information on who is required to file, including links to key releases in the special access proceeding, which can be accessed via the link below:
http://www.fcc.gov/encyclopedia/special-access-data-collection-overview-0

5.2 DATA COLLECTION QUESTIONS
A copy of the Data Collection Questions is available here:

5.3 INSTRUCTIONS FOR THE DATA COLLECTION
A copy of the Instructions on how to answer the Questions is available here.
http://transition.fcc.gov/wcb/Instructions091814.pdf

5.4 SMALL ENTITY COMPLIANCE GUIDE
The Small Entity Compliance Guide provides additional guidance for small entities—small businesses, small organizations (non-profits), and small governmental jurisdictions—to comply with the data collection, which will be released and made available on the “Special Access Data Collection Overview” page.

5.5 SPECIAL ACCESS DATA COLLECTION PROTECTIVE ORDER
To protect user’s sensitive information, the Bureau adopted a Protective Order for the Special Access Data Collection. Please reference the Data Collection Protective Order, when uploading documents to the “Essay Questions” page using the Confidential and Highly Confidential buttons and database containers to the “Database Delivery” page.
As used in the web portal, Confidential, Highly Confidential and Highly Confidential Data have the same meaning as those terms are defined in the Data Collection Protective Order, available here:

5.6 FREQUENTLY ASKED QUESTIONS (FAQS) PAGE
A series of frequently asked questions (FAQs) and the appropriate answers about the Special Access Data Collection is being developed and is available via a link below:
6 HELP

For help or assistance please contact FCC Support at 1-877-480-3201 or 1-717-338-2824 or submit requests online via the FCC e-support link below:
http://esupport.fcc.gov/index.htm?job=home