ACP Annual Certification Process for Participating Providers

November 15, 2022

Participating providers in the Affordable Connectivity Program (ACP) must complete an annual certification process through the Affordable Connectivity Claims System (ACCS) to certify that they comply with all ACP rules and regulations. Beginning **November 15**, those registered as 497 Officers will be able to access and complete this certification through the ACCS.

Every calendar year, officers that oversee the business activities for the Affordable Connectivity Program must read and complete the annual officer certification to confirm the Service Provider Identification Numbers (SPINs) they oversee have policies and procedures in place to comply with all ACP rules and procedures. Once completed, the requirement will be met for the calendar year and will **not** be required again until the next calendar year.

Only officers registered as a 497 Officer will be able to access and sign the annual certification. If the officer that will be completing the certification on behalf of the participating provider is not currently registered as a 497 Officer, they must first send an email to ACProgram@usac.org. The email will need to include the First Name, Last Name, phone number, and the SPIN(s) that they would like to be registered for as the 497 Officer.

Officers that oversee ACP business activities must complete the 2022 certification by December 31, 2022. This requirement applies to all ACP participating providers. Further details on the annual certification requirement is outlined in 47 C.F.R. Section 54.1801(f) of the ACP rules.

Requirements
Who Must File:
Officers that oversee the ACP business activities for participating providers in the ACP.

Deadline for Annual Certification:
The 2022 annual certification process for all participating providers will open on **November 15, 2022**, and must be completed by December 31, 2022.

How to Certify:

1. Login to One Portal
2. Select "Affordable Connectivity Claims System (ACCS)" under the Lifeline section of the dashboard
3. Select "Affordable Connectivity Program Claims"
4. Click the link to the 2022 ACP Provider Annual Officer Certification in the yellow notification banner in the ACCS
   - Reminder: The 497 Officer will be the only user role who can complete the annual certification
5. Review and certify that the participating provider(s) comply with all ACP rules, orders, and certification procedures by entering the 497 Officer's name, title, email, and phone number
6. Click "Certify"

Need Help? Contact Us!
For questions about the Affordable Connectivity Program, service providers can visit USAC.org and consumers should

visit [AffordableConnectivity.gov](). For general program support, service providers should email [ACProgram@usac.org]()
and consumers should email [ACPSupport@usac.org](). Both providers and consumers may also call ACP Support Center
at (877) 384-2575 for assistance.