



# Final Reminder - ACP Data Collection Submissions Due by November 9

November 2, 2023

Service providers participating in the ACP are required to complete their data submission for the mandatory [ACP Transparency Data Collection](#) by **11:59 p.m. ET on November 9, 2023**. The 60-day submission window opened on September 8 and will close on November 9, 2023.

Service provider 497 Officers or Agents with [One Portal](#) credentials can upload, submit, access, and download data within the ACP Data Collection System, but only 497 Officers can certify submitted data in the ACP Data Collection System.

## ACP Data Collection System Updates

The ACP Data Collection System will be updated to include a “Certify All” function and performance improvements to download reports and bulk upload error files. The “Certify All” function will be available **today, November 2 at 6 p.m. ET** while the performance improvements will be available on **Friday, November 3 at 6 p.m. ET**.

## Recent Resource Updates

USAC has developed and further updated several resources to help users successfully complete the ACP Transparency Data Collection requirement.

## ACP Data Collection System Demo

Please review the [ACP Transparency Data Collection Demo](#) for a guided walkthrough of the ACP Data System. The recording explains how to accurately complete the submission and the data required to populate the blank fields in the single-entry interface and in the bulk upload templates.

The demo is divided into different segments that highlight specific submission functions and allow viewers to navigate the content. The demo can be downloaded and contains closed captions.

## Updated User Guide

The [User Guide](#) has been updated from Version 1.1 to Version 1.2. Please refer to the Change Log in the User Guide for details about the changes.

## How to Submit Data:

1. Login to [One Portal](#)
2. Select “ACP Transparency Data Collection System (ACP Data Collection System)” under the Lifeline section of the dashboard
3. Submit the data through a single data entry and/or bulk upload using the [service plan](#) and [subscriber metrics](#) templates in the ACP Data Collection System
  - Refer to the [sample template](#) to see how bulk uploads should be completed

4. Review the submitted data records and mark them as “Ready for Certification” by selecting the checkbox that appears in the “Plan Name” column

- The 497 Officer will receive an email that the data is ready to be certified

Once the data is ready to certify, the 497 Officer must:

1. Confirm the data uploaded is correct and ready to be certified
2. Select the checkboxes of the data records to be certified
3. Select “Certify”

For more information on the submission process, review:

- The [ACP Transparency Data Collection Demo](#)
- The [ACP Data Collection System User Guide](#)
- The [ACP Data Collection System FAQs](#)
- The [Annual Requirements Page](#)
- The [ACP Data Collection System Webinar](#)
- The [ACP Data Collection System Office Hours](#)

USAC encourages users to review the ACP Data Collection System FAQs and User Guide. ACP Data Collection resources are searchable, updated regularly and have detailed information on data requirements. These resources also explain best practices, important user roles, and how to resolve errors.

Service providers can also email [ACPdatacollection@fcc.gov](mailto:ACPdatacollection@fcc.gov) for program and policy questions or [ACPdatacollection@usac.org](mailto:ACPdatacollection@usac.org) for technical questions about the ACP Data Collection System.

### Need Help? Contact Us!

For questions about the Affordable Connectivity Program, service providers can visit [USAC.org](https://www.usac.org), and consumers should visit [AffordableConnectivity.gov](https://www.AffordableConnectivity.gov). Consumers can apply for the ACP at [GetInternet.gov](https://www.GetInternet.gov), and Spanish-speaking consumers can apply at [AccedealInternet.gov](https://www.AccedealInternet.gov). For general program support, service providers should email [ACProgram@usac.org](mailto:ACProgram@usac.org) and consumers should email [ACPSupport@usac.org](mailto:ACPSupport@usac.org). Both providers and consumers may also call the ACP Support Center at (877) 384-2575 for assistance.

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