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Performance. Stewardship. Integrity.

Pennsylvania Universal Service Fund

User Guide for Contributors

Version 1.2

Contents

Overview

The Pennsylvania Universal Service Fund (PA USF) is an E-file portal designed to allow participants to create and update filings for the Pennsylvania Universal Service Fund. Prior to registering with PA USF, participants must be registered as an authorized provider with the state of Pennsylvania and complete a paper copy of the **Calendar Year 2023 PA USF Annual Assessment Data Request.** Once participants have set up their account in the PA USF, they can access the system using their username and password. Then participants will create a filing, download the PDF, and submit the PDF to the state. This user guide describes the Contributor role for PA USF and its functions.

Profile

Profile allows registered and verified users of PA USF to edit their profile, change their password, and select a contributor.

Edit Profile

1. Select your email address in the top right-hand corner of the screen.
2. Select **Profile**.

Figure 1 Profile Select

3. Select **Open Gravatar**.
4. Set your Gravatar using the Gravatar app.
5. Enter your full name.
6. Enter your email.
7. Select **Submit.**

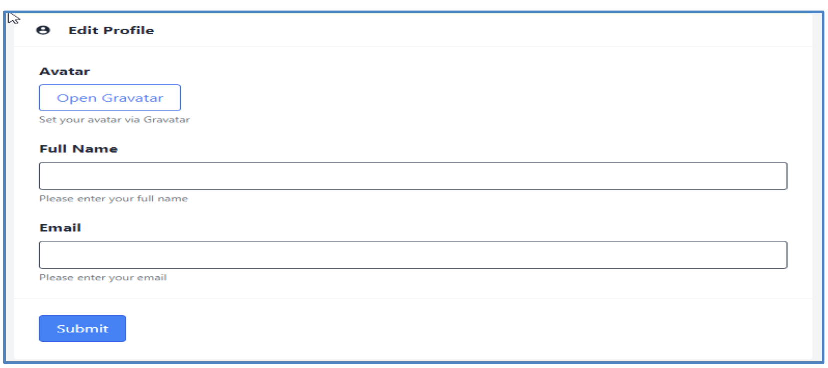

Figure 2 Edit Profile

Change Password

1. Select your email address in the top right-hand corner of the screen.
2. Select **Profile**.

Figure 3 Profile Select

3. Enter your current password.
4. Enter your new password.
5. Confirm your new password. Passwords must match.
6. Select **Submit.**

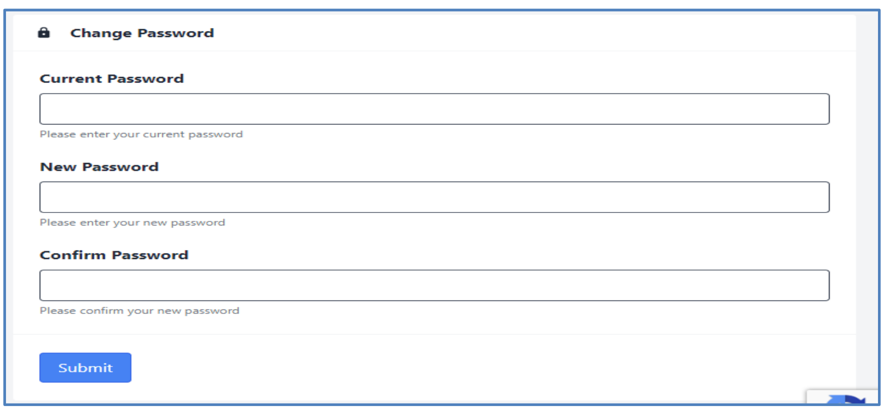

Figure 4 Change Password

Select a Contributor

1. Select your email address in the top right-hand corner of the screen.
2. Click **Select Contributor**.

Figure 5 Select Contributor

3. Click **Select** to the left of the contributor you want to select. The contributor you have selected will appear with a star to the left of it. Contributors will show in a list alphabetically and will be listed as inactive or active.


Profile / **Select Contributor**

	Id	Name	Active
Select	286	A & A Communications, Inc.	Inactive
Selected	12	Affinity Network Incorporated	Active
Select	125	America's Tele-Network Corp.RM	Inactive
Select	199	Advanced Telephone Systems, Inc	Active
Select	247	Adelphia Telecommunications, Inc.(Closed)	Inactive
Select	289	Adelphia Business Solu Harrisburg - CLOSED	Inactive
Select	332	Allegiance Telecom of PA- CLOSED	Inactive

Figure 6 Select Contributor Page

Dashboard

Dashboard contains the following:

- Contributor’s name
- Contributor’s type
- Address
- If the contributor is active or inactive
- Details and dates related to the contributor

From the dashboard, you can:

- Edit a contributor account
- Add a contact to a contributor account
- Edit a contact in a contributor account
- Delete a contact in a contributor account
- Invite a user to a contributor account
- Dissociate a user from a contributor account

Edit a Contributor Account

1. Select **Dashboard** below **Contributor.**
2. Select **Edit**. The **Contributor Details** pop-up appears.
3. Edit information in the fields on the **Contributor Details** pop-up.

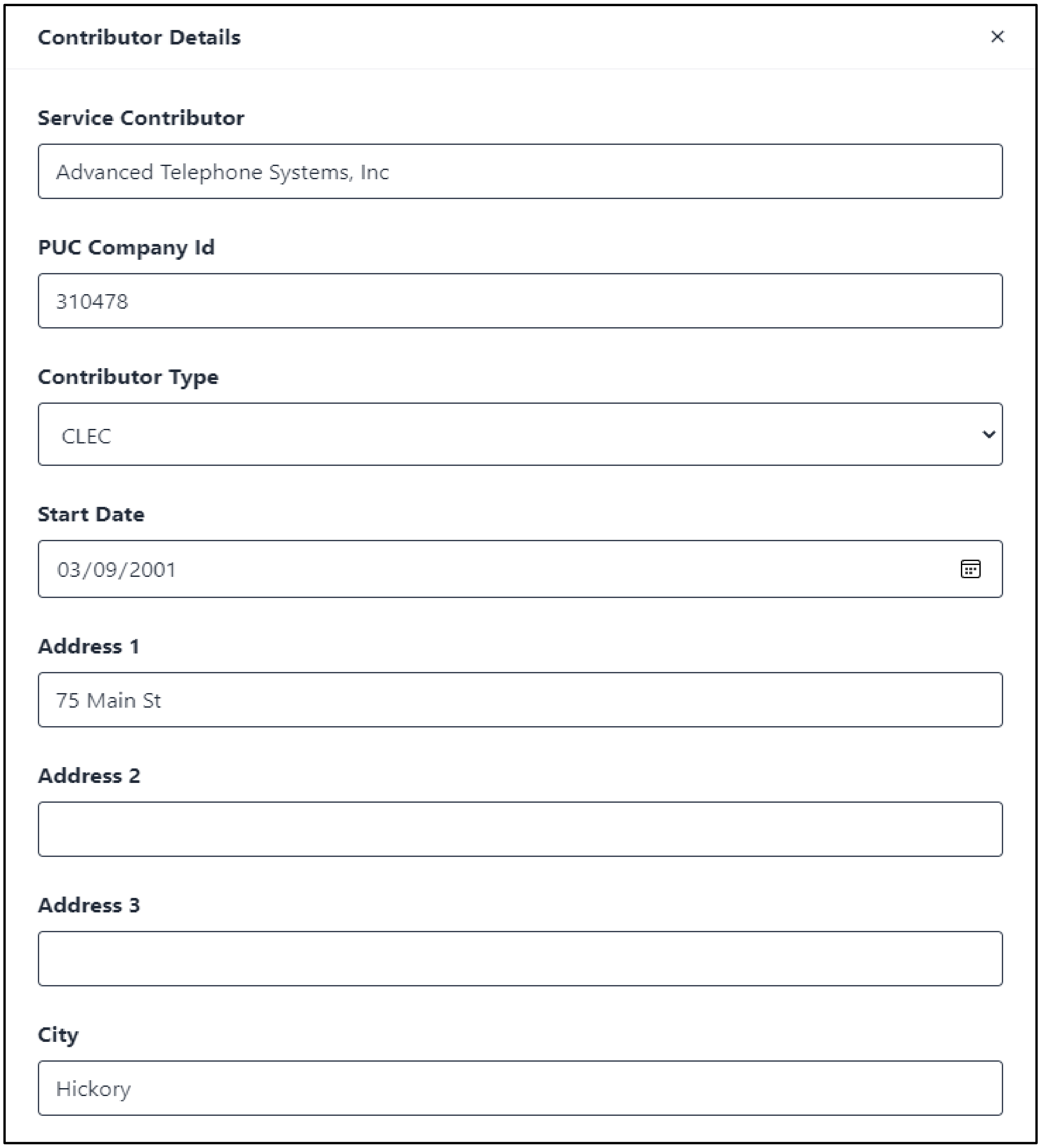

Figure 7 Contributor Details Pop-up

4. Select **Save.**

Add a Contact to a Contributor Account

1. Select **Dashboard** below **Contributor.**
2. Select **+Add Contact**. The **Add Contact** pop-up appears.
3. Enter the appropriate information into the fields on the **Add Contact** pop-up.
4. Select **Save**.

Figure 8 Add Contact Pop-up

Delete a Contact

1. Select **Dashboard** below **Contributor**.
2. Select **Delete** (trash can icon) to the right of the contact you want to delete.
3. Select **Accept** at the pop-up.

Edit a Contact

1. Select **Dashboard** below **Contributor**.
2. Select **Edit** (pencil icon) to the right of the contact you want to edit. The **Edit Contact** pop-up appears.
3. Edit the information on the **Edit Contact** pop-up as appropriate.
4. Select **Save.**

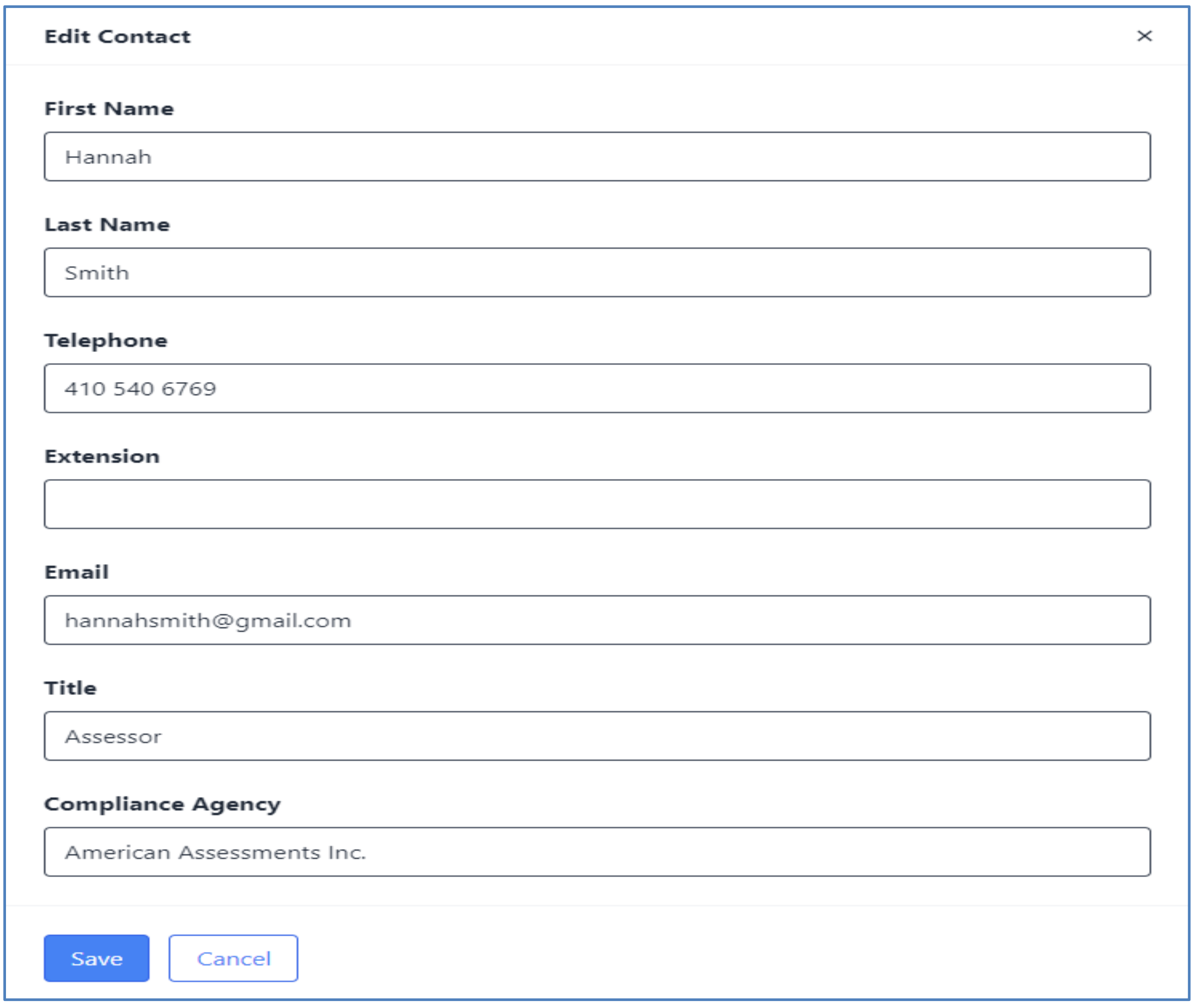

Figure 9 Edit Contact Pop-up

Invite a User to a Contributor Account

1. Select **Dashboard** below **Contributor**.
2. Select **+Invite User**. The **Invite User** pop-up appears.
3. Enter the email of the user who you want to invite.
4. Select **Add**. An invitation will be sent to the email address you entered.

Figure 10 Invite User pop-up

Remove a User from a Contributor Account

1. Select **Dashboard** below **Contributor**.
2. Select **Delete** (trash can icon) to the right of the user you want to remove.
3. Select **Accept** at the pop-up.

Filings

The contributor filings contain the annual overview which includes:

- Status
- Reporting Year
- Previous and Current Access Lines
- Voip
- Gross IOR
- Access Charges
- Toll Local Service
- Une
- Net Revenue

Functions for Filings include creating, editing, viewing, filtering, sorting, and downloading a PDF of a filing.

Create a Filing

1. Select **Filings**.
2. Select **+ Create Filing**. The **Create Filing** page opens.
3. Enter the appropriate data to create your filing. Changing the reporting year will automatically import the latest filing report.
4. Check the box to attest to the validity of your filing.
5. Select **Create Original**.

Edit a Filing

1. Select **Filings.**
2. Select **Edit** (pencil icon) to the right of the filing you want to edit.
3. Complete the appropriate edits to your data.
4. Select **Create Revision**.

OR

1. Select **Filings**.
2. Select **View** (eyeball icon) to the right of the filing you want to view. The **Add Filing** page opens.
3. Select **Revise**.
4. Complete the appropriate edits to your data.
5. Select **Create Revision**.

View a Filing

1. Select **Filings.**
2. Select **View** (eyeball icon) to the right of the filing you want to view. The **Add Filing** page opens with details about the filing's net revenue, details, dates, access lines, and contacts.

Filter a Filing

1. Select **Filings.**
2. Enter the data by which you want to filter the filing in the filter text box. A list of filtered filings will appear on the screen below.

Sort a Filing

1. Select **Filings.**
2. Select the item you would like to sort the filings by (Status, Reporting Year, Access Lines, Voip, Gross IOR, Access Charges, Toll Local Service, Une or Net Revenue) to sort in ascending order.
3. Select the item again to sort in descending order.

Download a PDF of a Filing

1. Select **Filings.**
2. Select **View** (eyeball icon) to the right of the filing for which you would like to download a PDF.
3. Select **Download PDF**.