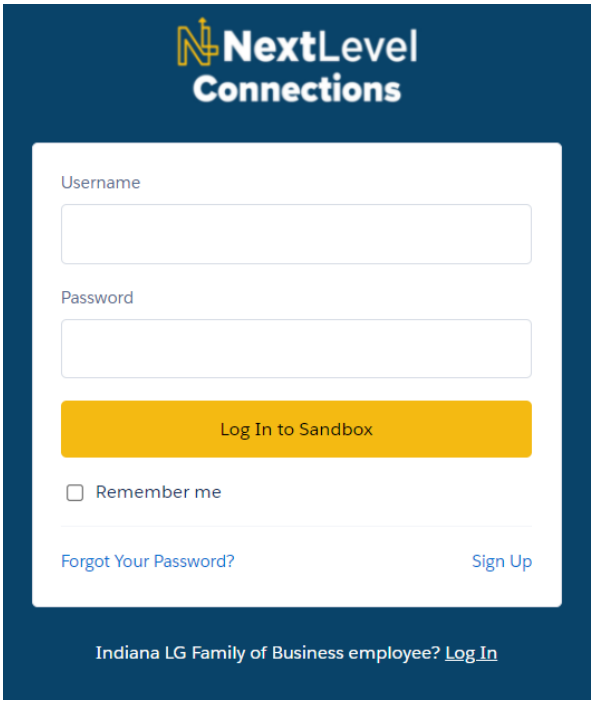
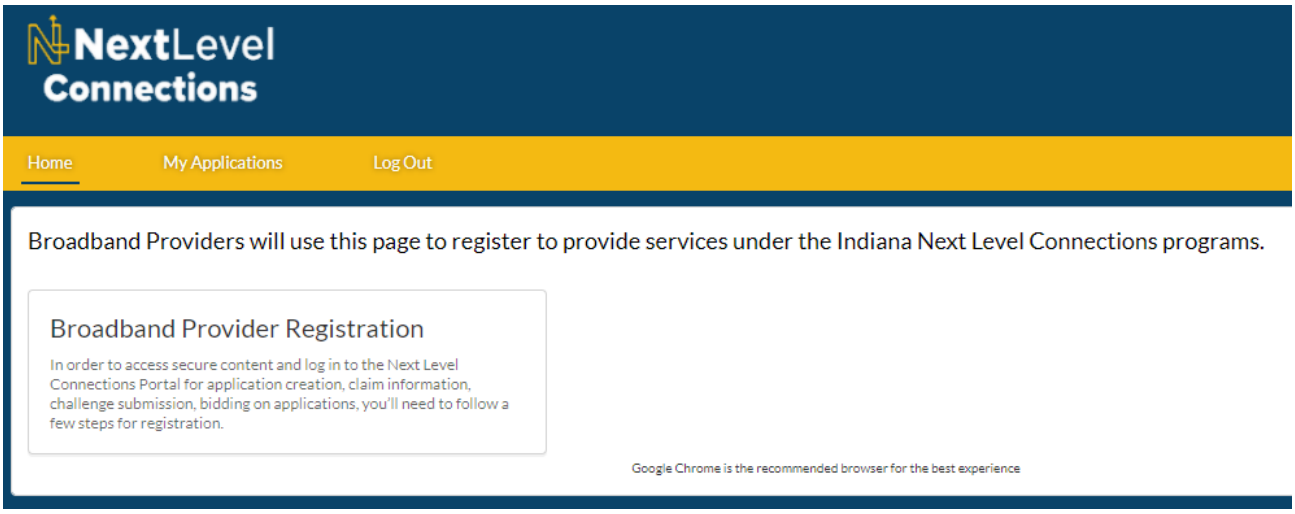
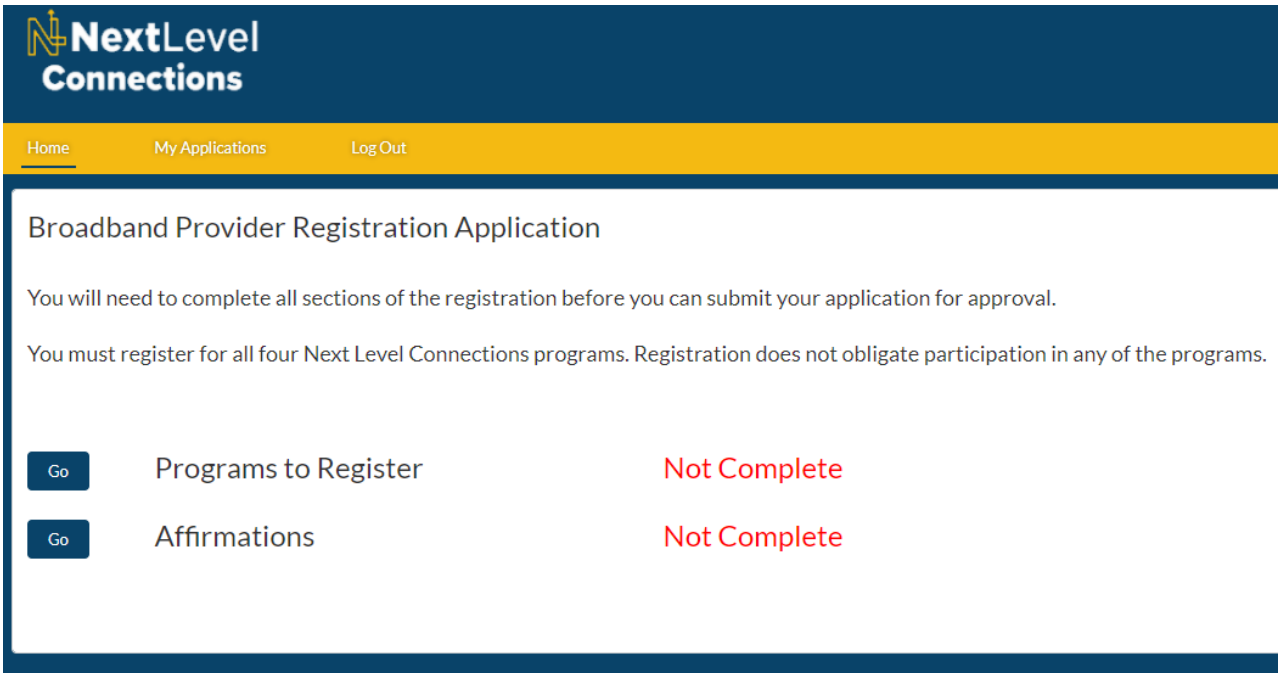
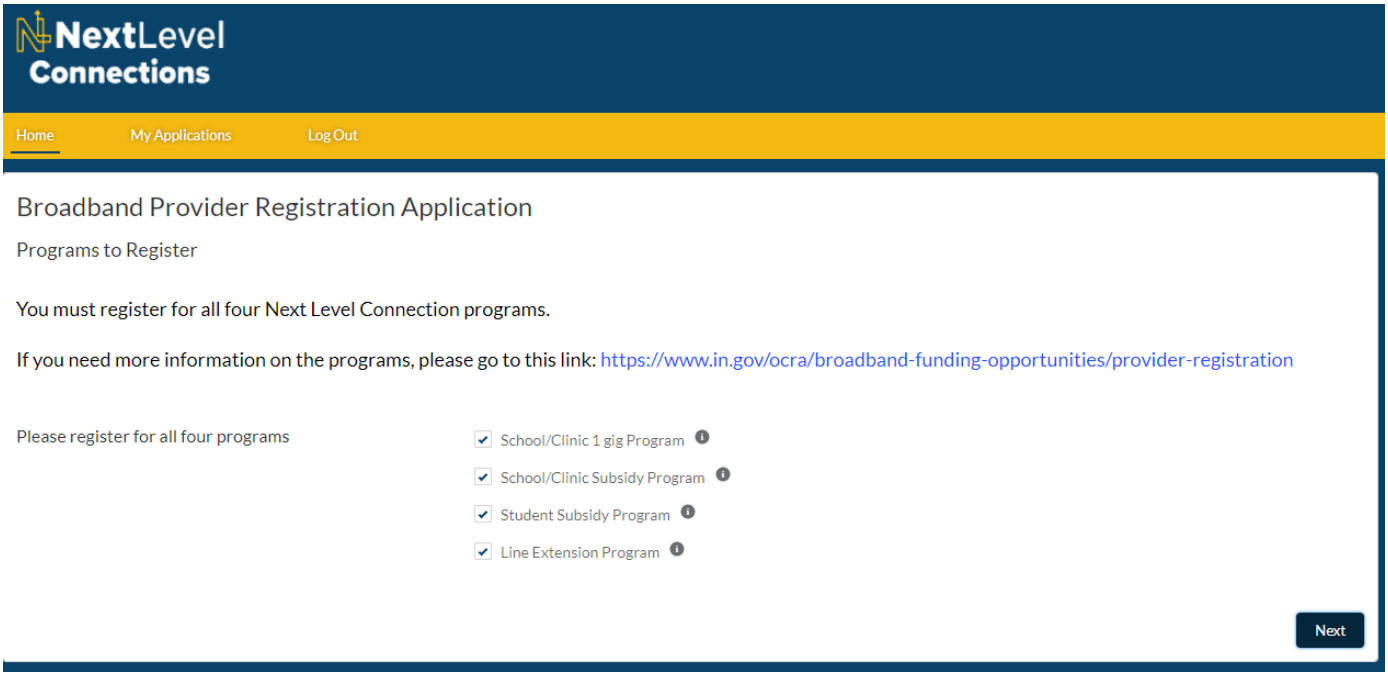
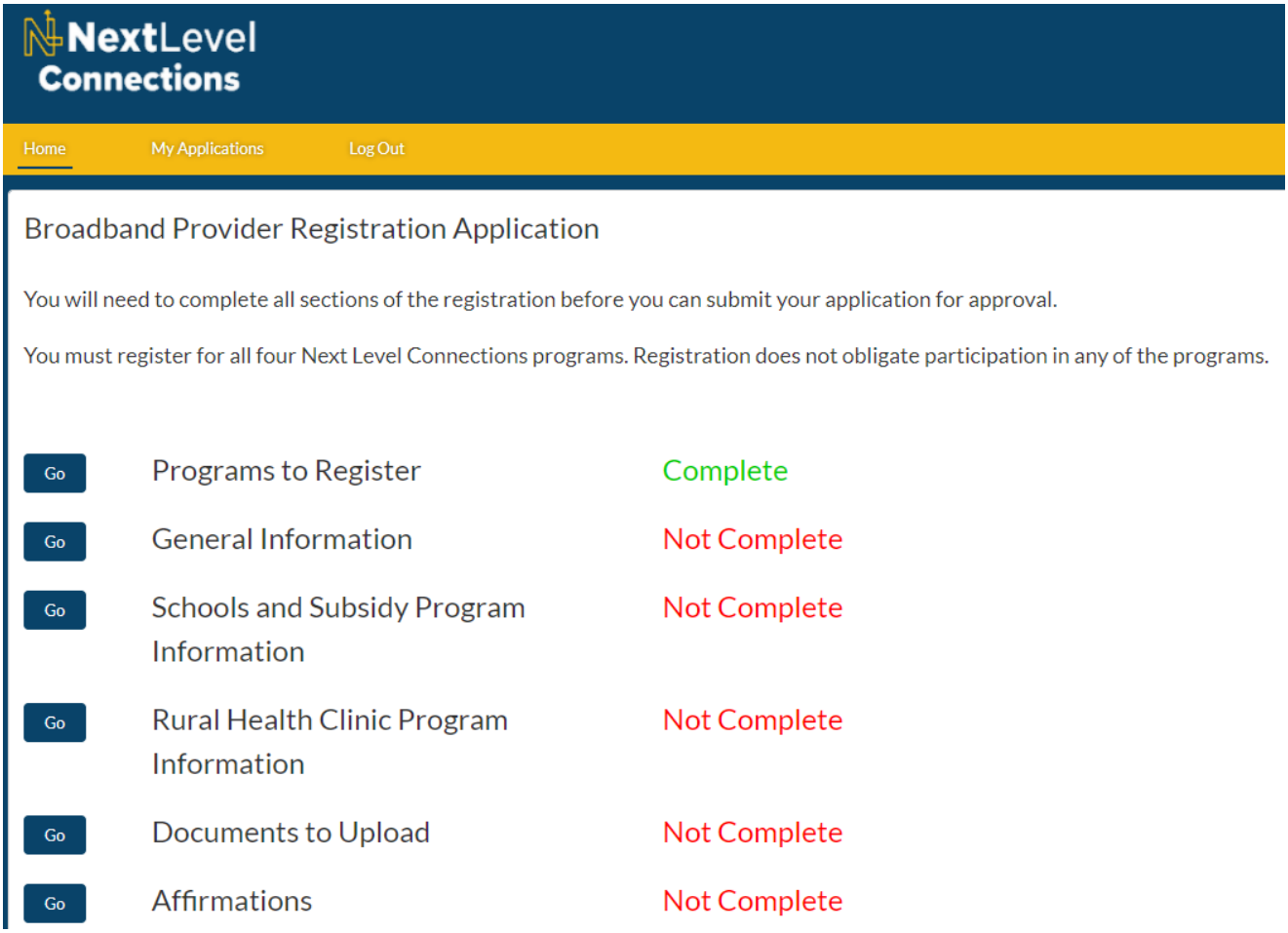
Provider Registration Application Guide

1. Go to https://indianaegms.force.com/nlc/login to login. Alternatively, if you just created your password from the welcome email link and are already logged in, go to step 2.
   a. 

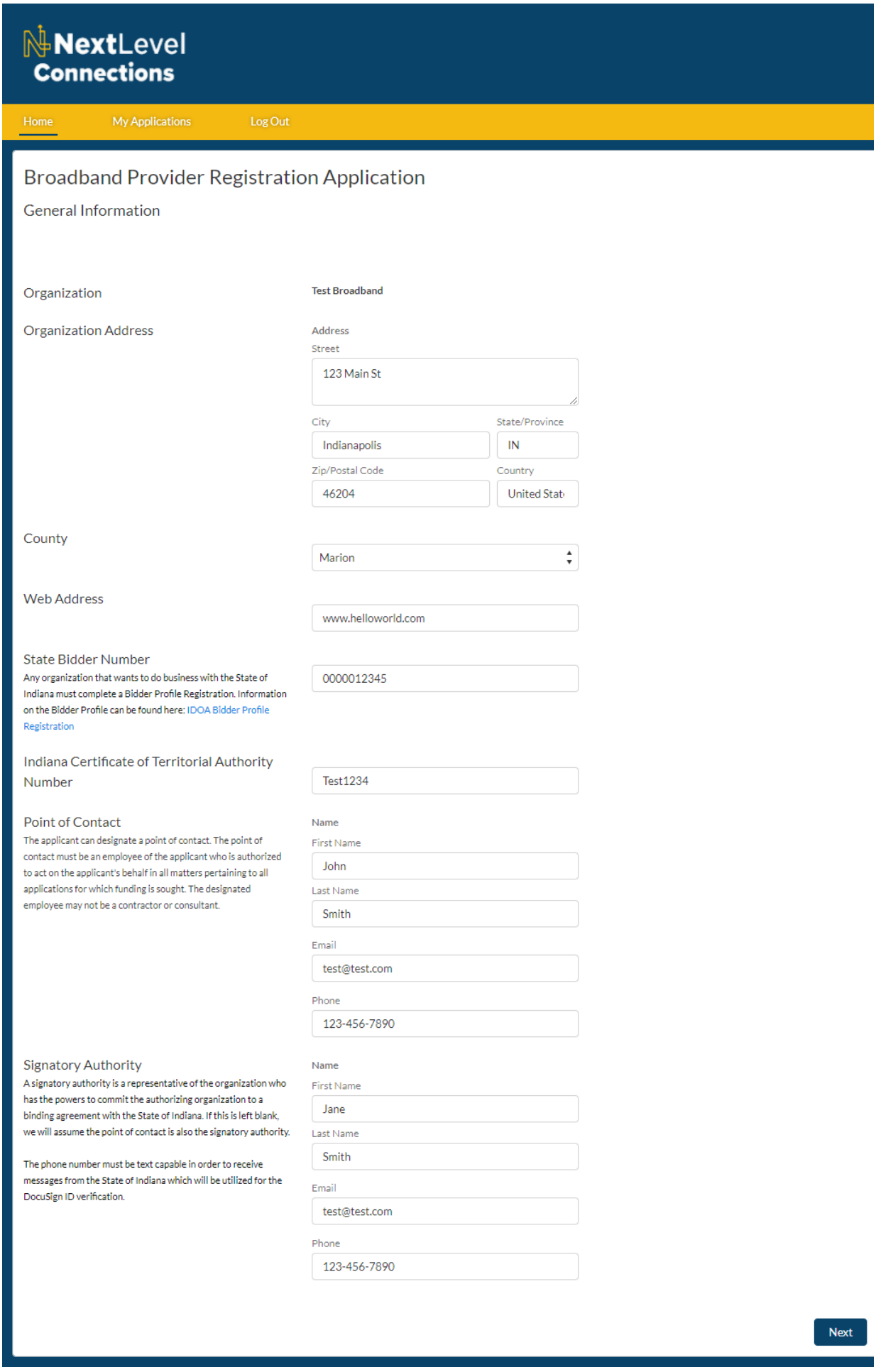
2. Once logged in, you should be at the Home screen. Click on the "Broadband Provider Registration" tile to begin the application.
   a. 

3. You should see two sections of the application, Programs to Register and Affirmations. Click “Go” to the left of Programs to Register to begin that section.
   a. 

4. Read the text and check all four boxes next to each program. If you would like to know more about a program, click the link to bring up an information page. Once all programs have been checked, click on “Next” in the lower right corner.
   a. 

5. You should now see additional sections of the application corresponding to the selected programs. Also, the Programs to Register section should now show as “Complete”. Click on “Go” next to General Information to continue with the application.
   a. 

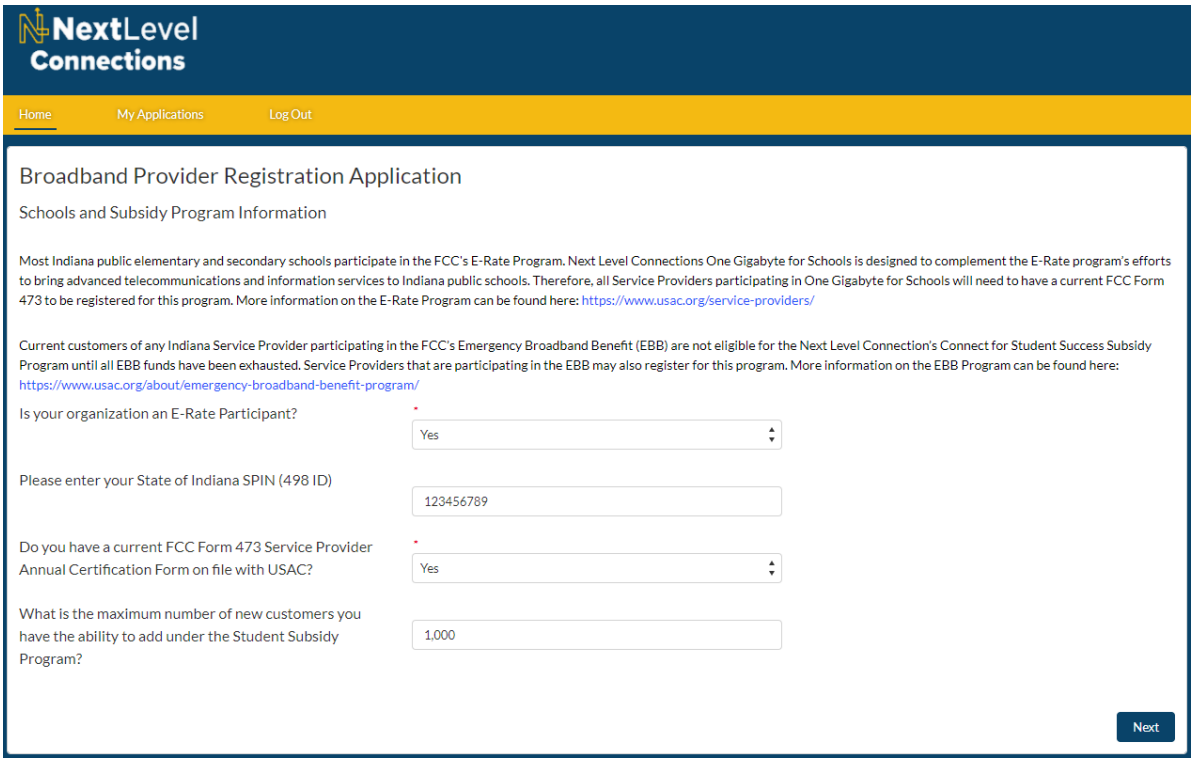
6. Review the Organization Address fields to ensure they are accurate. If not, please reach out to nlc@ocra.in.gov with the correct information so it can be updated. Complete all required fields on the page with your organization information and contact person(s) information. Click on the IDOA link if you need to register your organization as a bidder. When all your information has been entered, click “Next” in the lower right of the screen to complete the section, and go back to the application section menu.


NextLevel Connections
Home
My Applications
Log Out
Broadband Provider Registration Application
General Information
Organization
Test Broadband
Organization Address
Address
Street
123 Main St
City
Indianapolis
State/Province
IN
Zip/Postal Code
46204
Country
United Stat
County
Marion
Web Address
www.helloworld.com
State Bidder Number
Any organization that wants to do business with the State of Indiana must complete a Bidder Profile Registration. Information on the Bidder Profile can be found here: IDOA Bidder Profile Registration
0000012345
Indiana Certificate of Territorial Authority Number
Test1234
Point of Contact
The applicant can designate a point of contact. The point of contact must be an employee of the applicant who is authorized to act on the applicant's behalf in all matters pertaining to all applications for which funding is sought. The designated employee may not be a contractor or consultant.
Name
First Name
John
Last Name
Smith
Email
test@test.com
Phone
123-456-7890
Signatory Authority
A signatory authority is a representative of the organization who has the powers to commit the authorizing organization to a binding agreement with the State of Indiana. If this is left blank, we will assume the point of contact is also the signatory authority.
The phone number must be text capable in order to receive messages from the State of Indiana which will be utilized for the DocuSign ID verification.
Name
First Name
Jane
Last Name
Smith
Email
test@test.com
Phone
123-456-7890
Next

a.

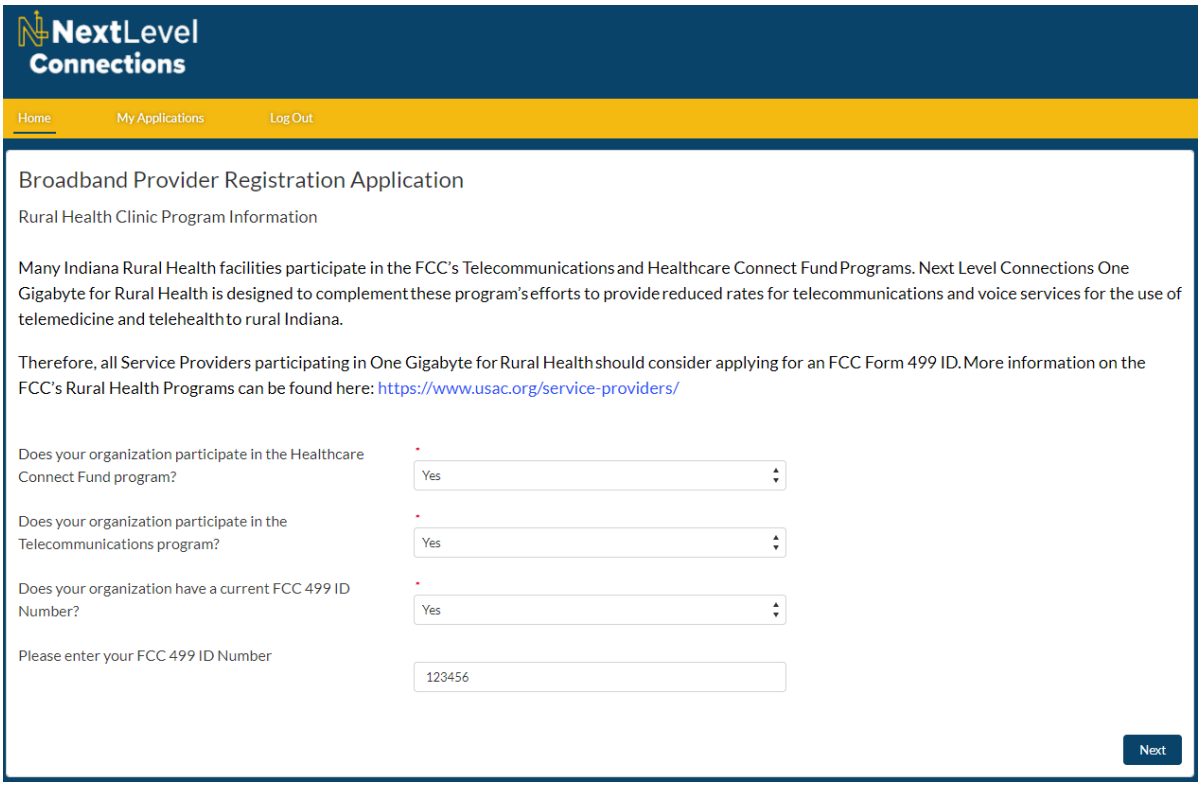
7. The General Information section should now show “Complete”. Click “Go” next to School and Subsidy Program Information. Read the text and click on the links if you would like more information on E-Rate or EBB. Select and enter the appropriate answers for each question and click “Next”.

a.



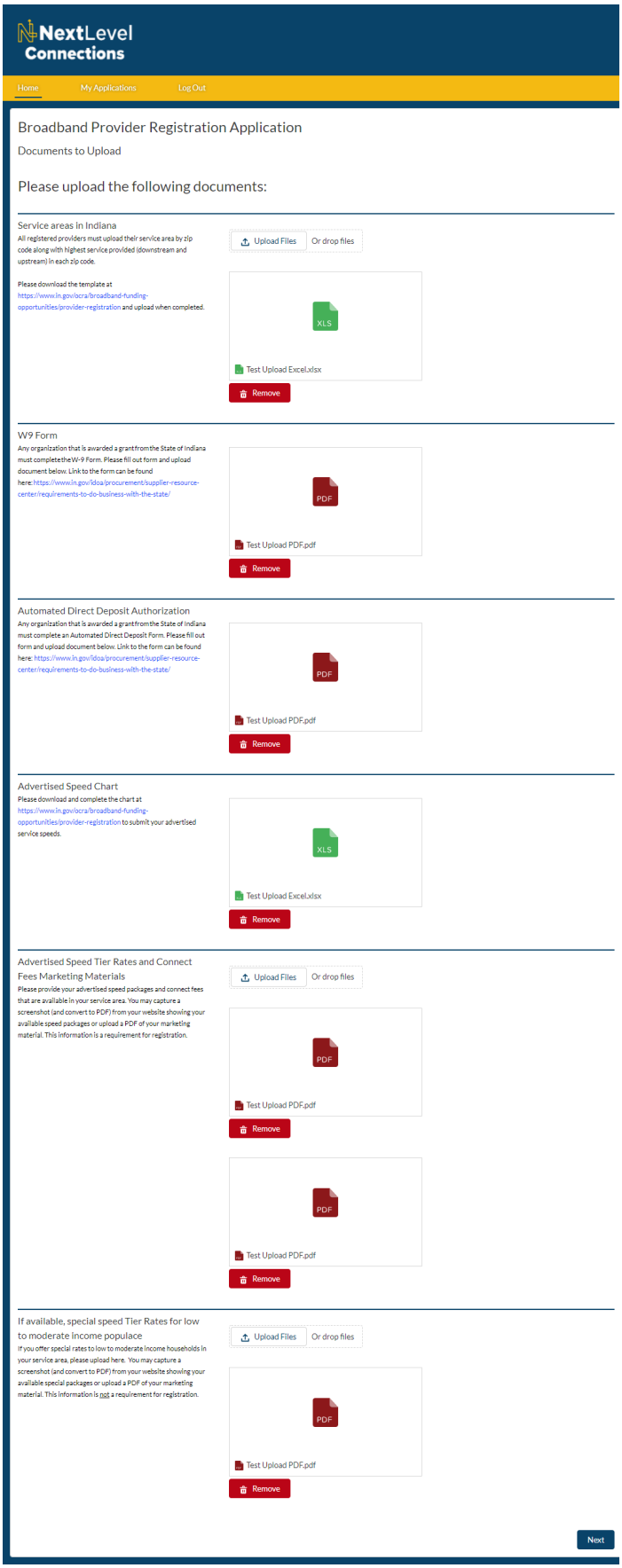
8. The School and Subsidy Program Information section should now show “Complete”. Click “Go” next to Rural Health Clinic Program Information. Read the text and click on the link if you would like more information on the FCC’s Rural Health programs. Enter the appropriate answers for each question and click “Next”.

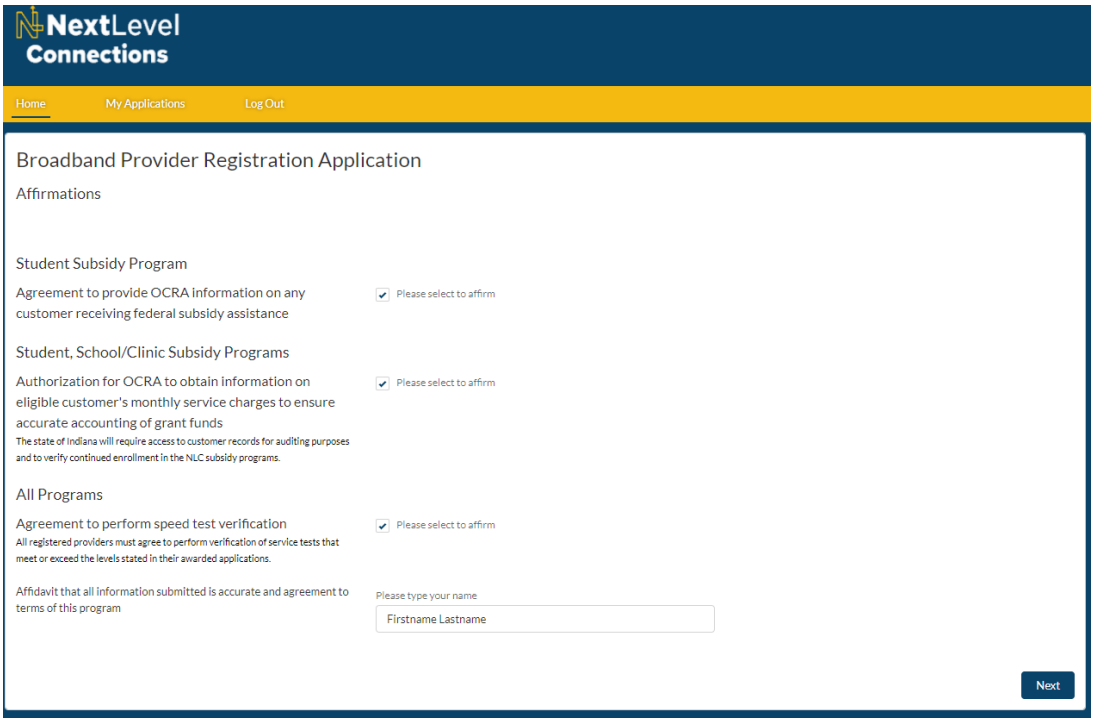
a.

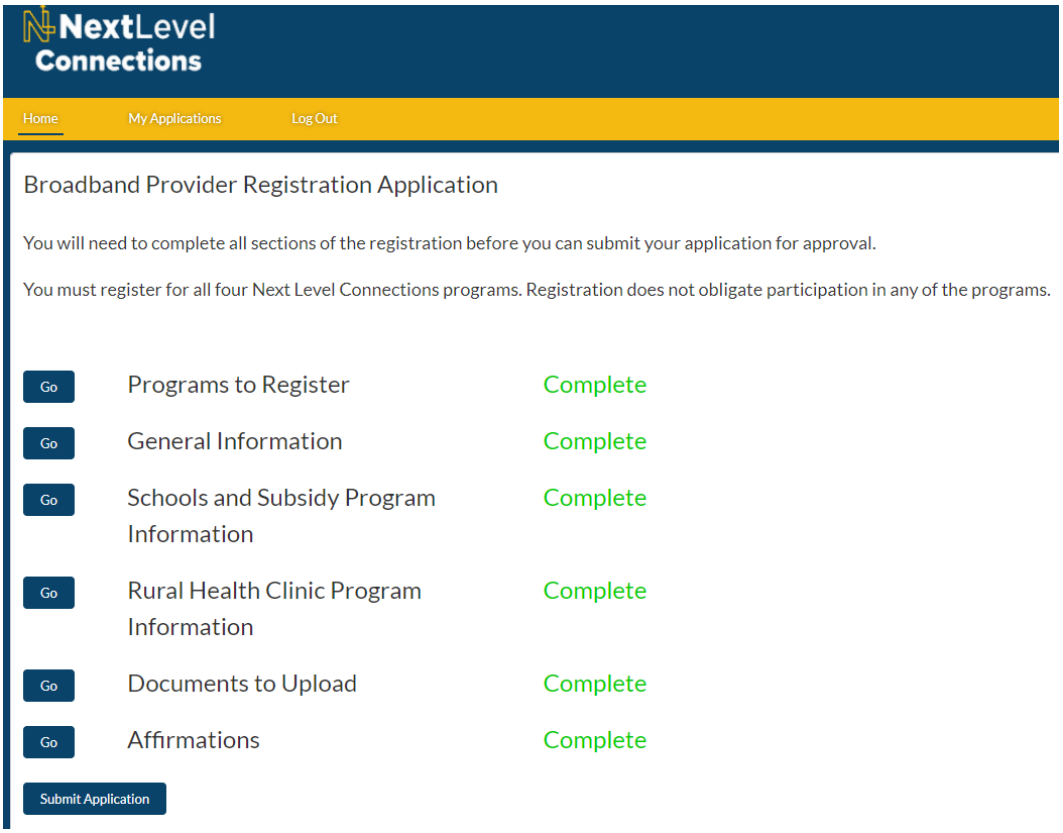


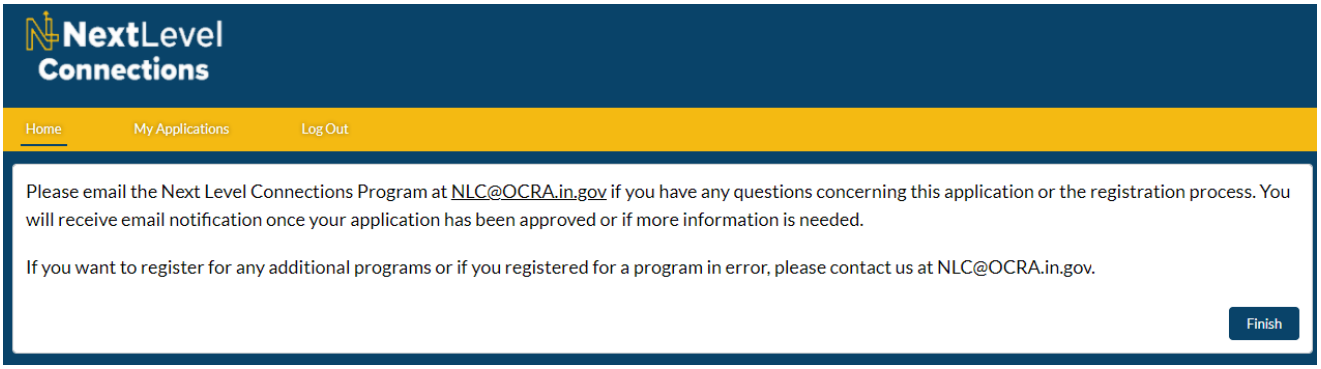
9. The Rural Health Clinic Program Information section should now show “Complete”. Click “Go” next to Documents to Upload. Read the text by each document and click the links for specific templates to fill out and upload. Once all files are uploaded, click “Next”.

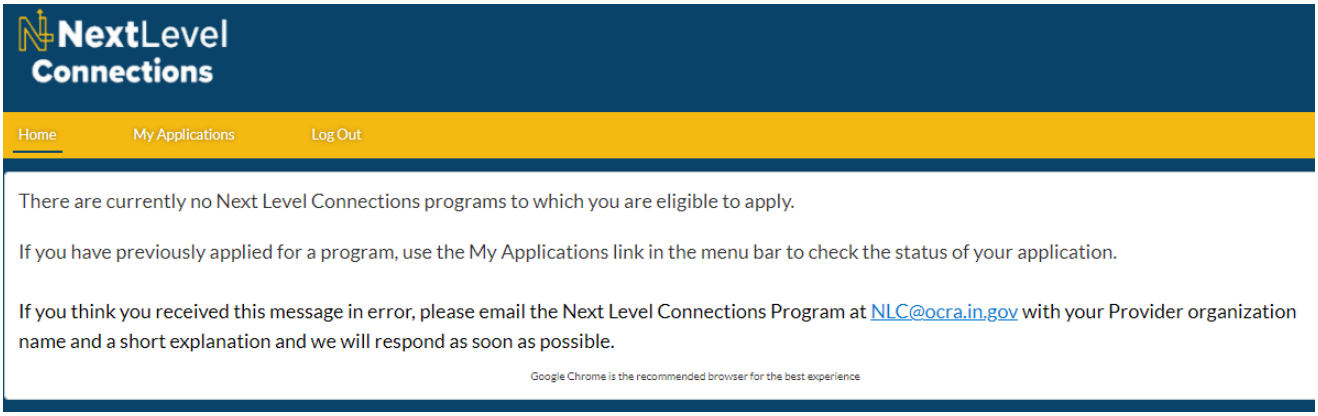
a.

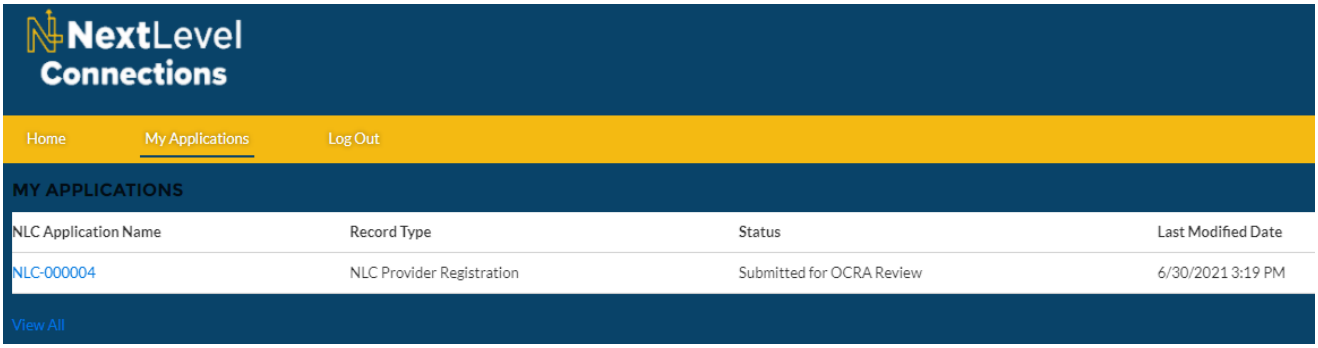


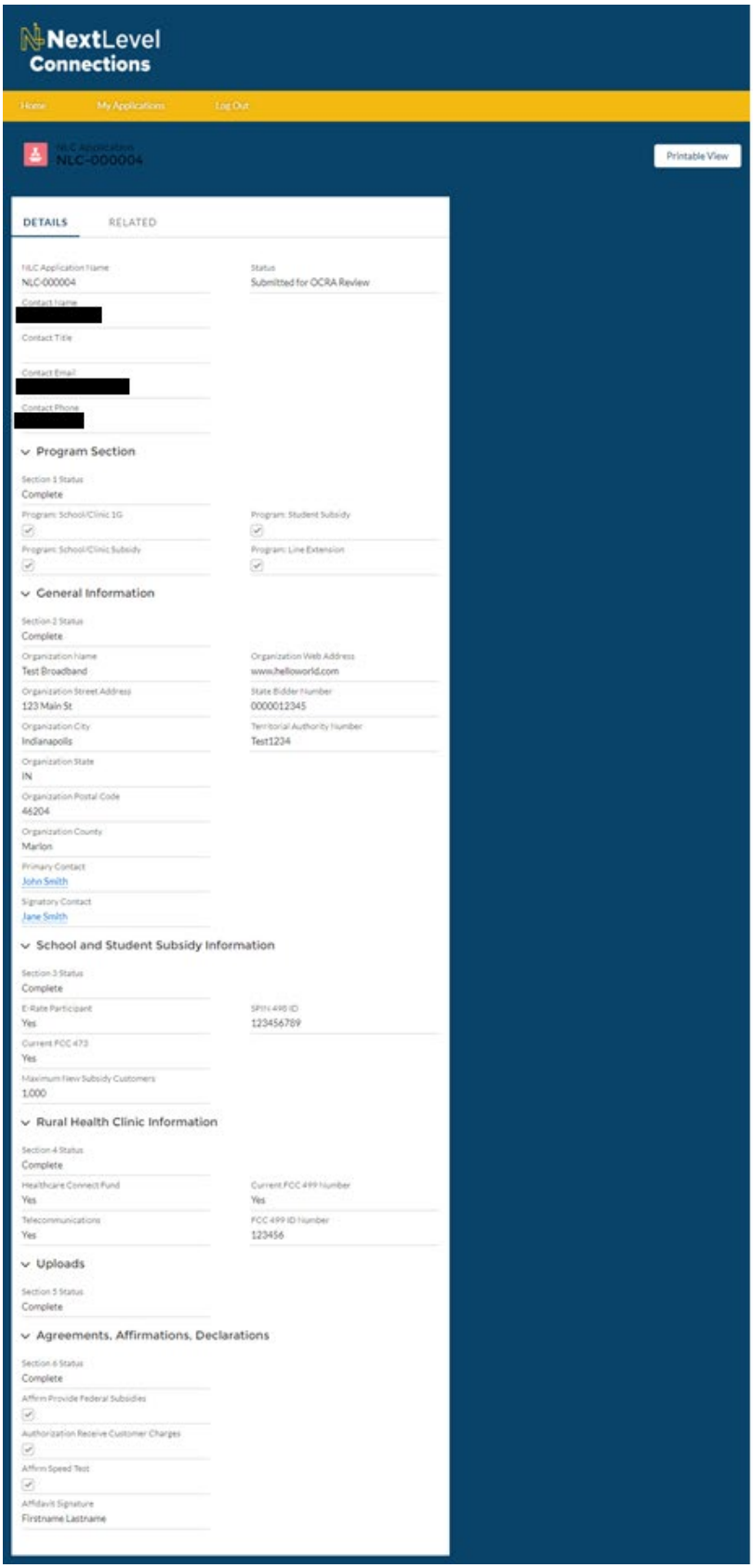
10. The Documents to Upload section should now show “Complete”. Click “Go” next to Affirmations. Read the affirmations and check the box for each one. Then type your name at the bottom and click “Next”.
    a. 

11. All sections should now show as “Complete” and you should see a “Submit Application” button in the lower left of the screen. Before you click “Submit Application” ensure all the information is correct, all documents are uploaded, and there are no further changes you would like to make to the application. Once everything is complete and ready, click on “Submit Application”.
    a. 

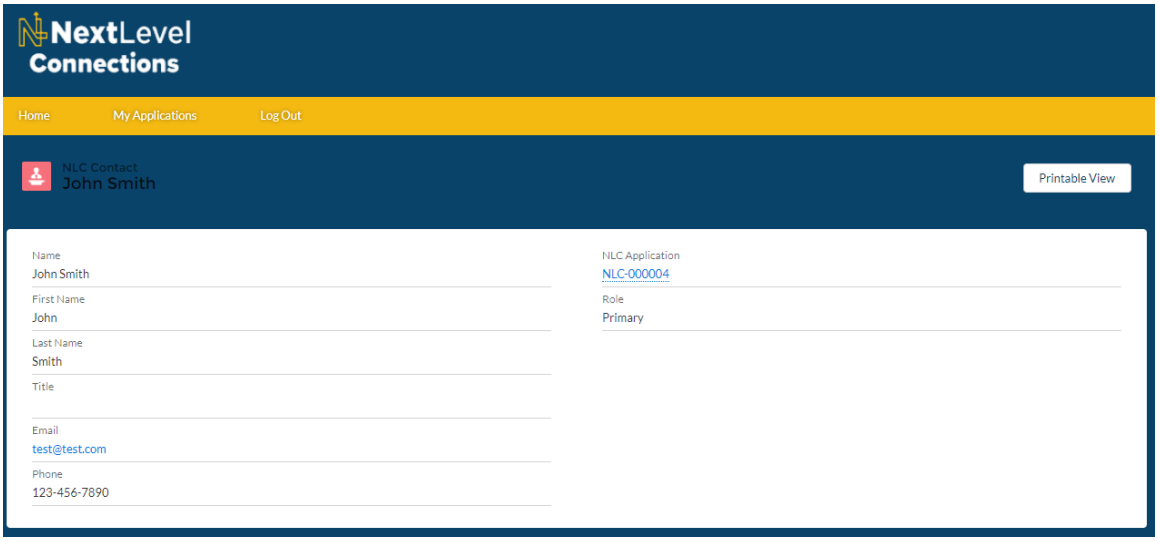
12. Read the text, and click “Finish” when you are done.
    a. 

13. You will be brought back to the Home screen and no other application tiles will be available. You can view the application you submitted by clicking on the “My Applications"
    a. 

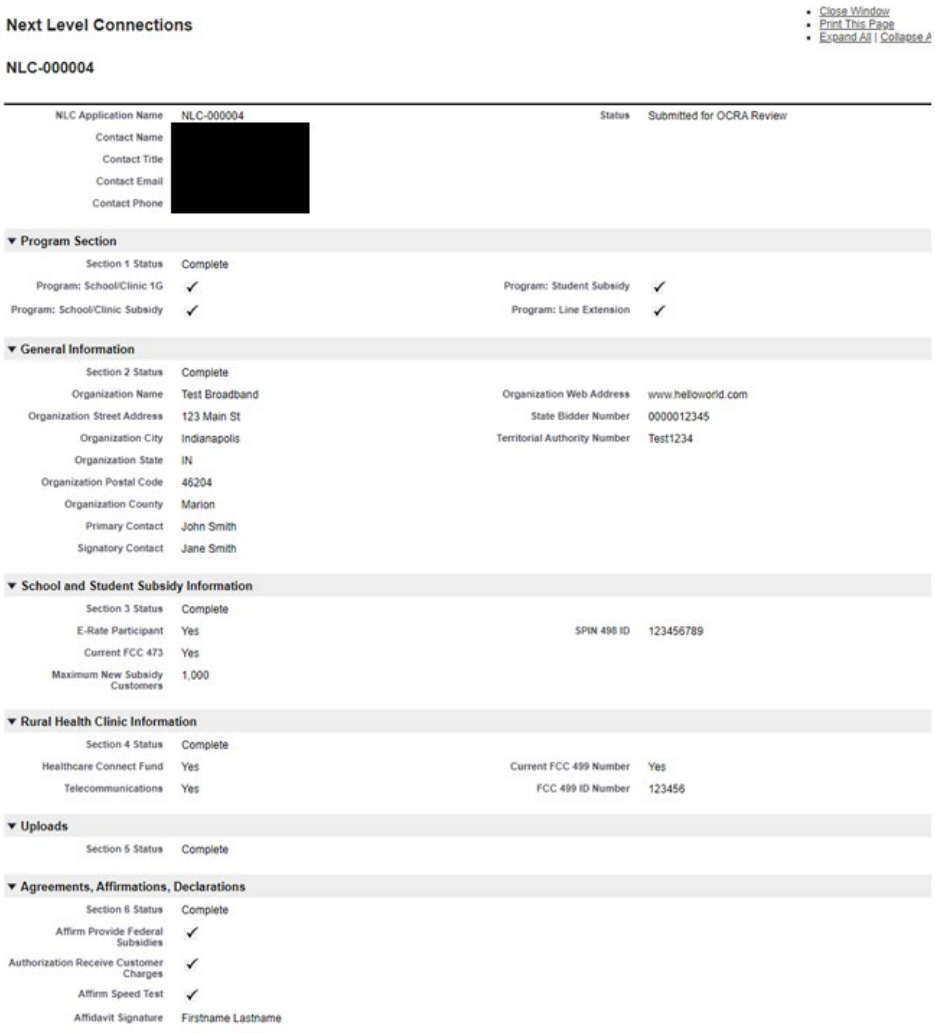
14. Click on the blue NLC-000000 number to open the application you submitted.
    a. 

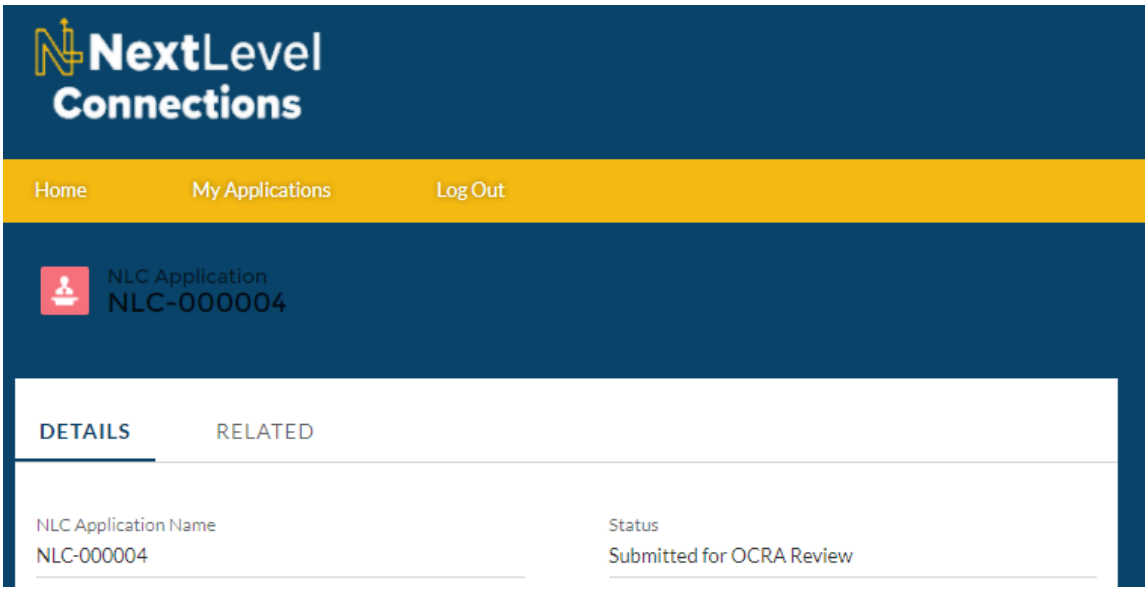
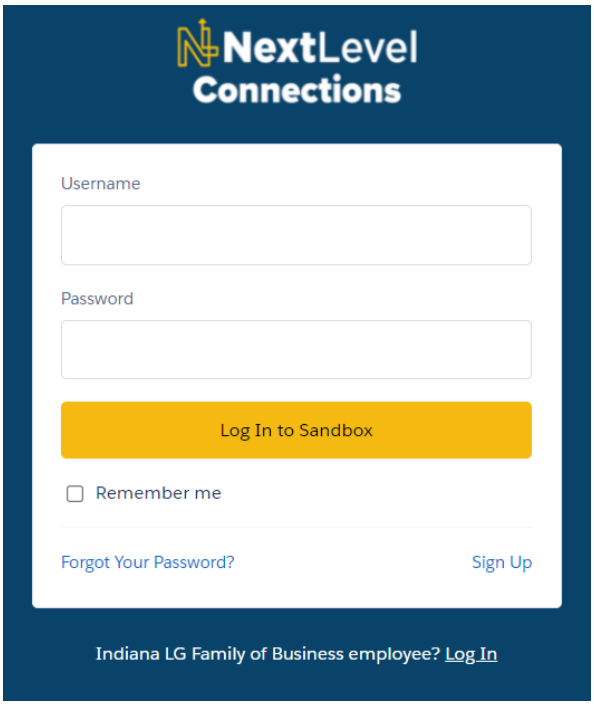
15. You will be brought to the “Details” tab and a list the application fields will be below. Review the fields to make sure the values match what you entered. If you notice any information does not match what you entered, please email nlc@ocra.in.gov. Include the application number (NLC-000000) and any values that are incorrect in your email.
    a. 

16. Click on the contact(s) you listed to ensure their information is correct. Once you finished reviewing the contact information, hit the back button on your browser or the blue NLC Application number.

a. 

17. If you would like a paper copy of the application, click on “Printable View” in the upper right of the screen. You should now see a printer friendly page of the application information. Print the document using the “Print This Page” link in the upper right of the screen.

a. 

18. You can close the printer friendly page after printing. Click “Log Out” to end your session.
    a. 

19. You will be brought back to the login page. Thank you for registering for the NLC Broadband programs!
    a.