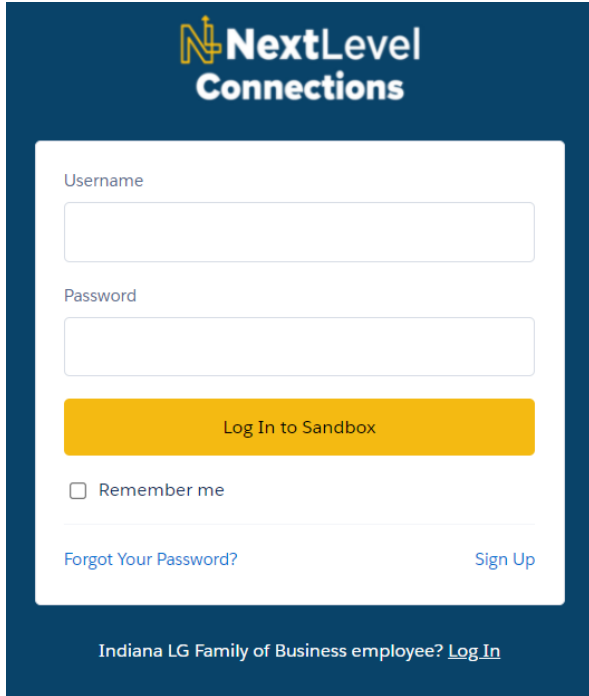


Provider Registration Application Guide

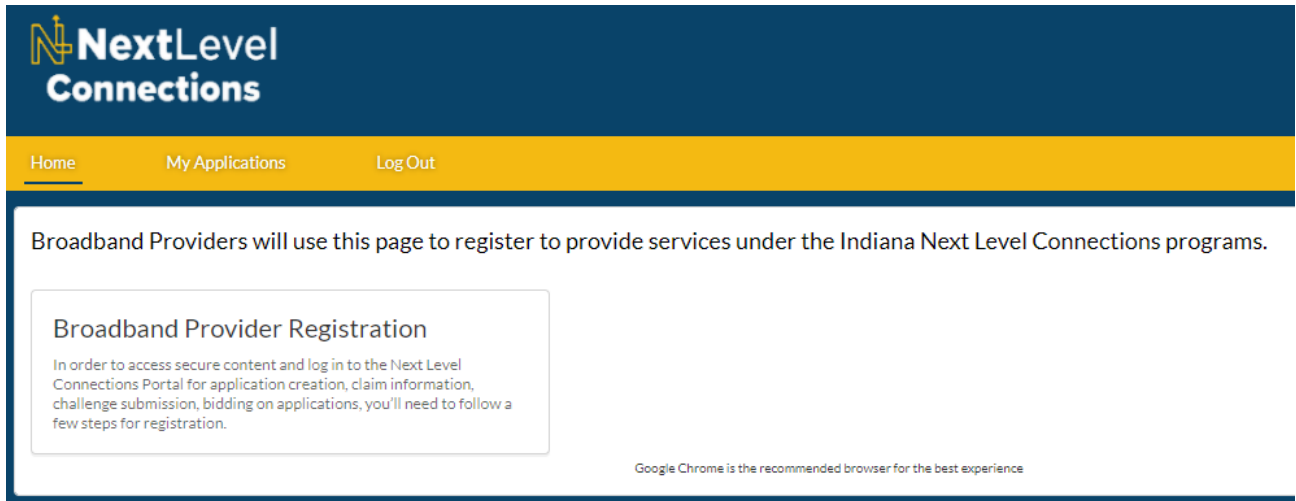
1. Go to <https://indianaegms.force.com/nlc/login> to login. Alternatively, if you just created your password from the welcome email link and are already logged in, go to step 2.



The screenshot shows the login interface for NextLevel Connections. At the top, the logo features a stylized 'N' with a location pin icon, followed by the text 'NextLevel Connections'. Below the logo is a white login form with a dark blue background. The form contains two input fields: 'Username' and 'Password'. A yellow button labeled 'Log In to Sandbox' is positioned below the password field. Underneath the button is a checkbox labeled 'Remember me'. At the bottom of the form, there are two links: 'Forgot Your Password?' on the left and 'Sign Up' on the right. Below the form, there is a link for 'Indiana LG Family of Business employee? Log In'.

a.

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



The screenshot displays the Home screen of the NextLevel Connections portal. The top navigation bar is dark blue with the 'NextLevel Connections' logo. Below the logo is a yellow navigation bar with three items: 'Home' (underlined), 'My Applications', and 'Log Out'. The main content area has a white background with a dark blue border. It features a heading 'Broadband Providers will use this page to register to provide services under the Indiana Next Level Connections programs.' Below this heading is a white box with a dark blue border containing the title 'Broadband Provider Registration' and a paragraph of text: 'In order to access secure content and log in to the Next Level Connections Portal for application creation, claim information, challenge submission, bidding on applications, you'll need to follow a few steps for registration.' At the bottom right of the page, there is a small text note: 'Google Chrome is the recommended browser for the best experience'.

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.

NextLevel Connections

Home My Applications Log Out

Broadband Provider Registration Application

You will need to complete all sections of the registration before you can submit your application for approval.

You must register for all four Next Level Connections programs. Registration does not obligate participation in any of the programs.

Go	Programs to Register	Not Complete
Go	Affirmations	Not Complete

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.

NextLevel Connections

Home My Applications Log Out

Broadband Provider Registration Application

Programs to Register

You must register for all four Next Level Connection programs.

If you need more information on the programs, please go to this link: <https://www.in.gov/ocra/broadband-funding-opportunities/provider-registration>

Please register for all four programs

- School/Clinic 1 gig Program ⓘ
- School/Clinic Subsidy Program ⓘ
- Student Subsidy Program ⓘ
- Line Extension Program ⓘ

[Next](#)

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.

The screenshot shows the 'NextLevel Connections' application interface. At the top, there is a dark blue header with the logo and a yellow navigation bar with links for 'Home', 'My Applications', and 'Log Out'. The main content area is titled 'Broadband Provider Registration Application' and contains two paragraphs of instructions. Below the instructions is a table with six rows, each representing a different section of the application. Each row has a 'Go' button, a section name, and a completion status.

Section Name	Status
Programs to Register	Complete
General Information	Not Complete
Schools and Subsidy Program Information	Not Complete
Rural Health Clinic Program Information	Not Complete
Documents to Upload	Not Complete
Affirmations	Not Complete

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.

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 States

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

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”.

NextLevel Connections

Home My Applications Log Out

Broadband Provider Registration Application

Schools and Subsidy Program Information

Most Indiana public elementary and secondary schools participate in the FCC's E-Rate Program. Next Level Connections One Gigabyte for Schools is designed to complement the E-Rate program's efforts to bring advanced telecommunications and information services to Indiana public schools. Therefore, all Service Providers participating in One Gigabyte for Schools will need to have a current FCC Form 473 to be registered for this program. More information on the E-Rate Program can be found here: <https://www.usac.org/service-providers/>

Current customers of any Indiana Service Provider participating in the FCC's Emergency Broadband Benefit (EBB) are not eligible for the Next Level Connection's Connect for Student Success Subsidy Program until all EBB funds have been exhausted. Service Providers that are participating in the EBB may also register for this program. More information on the EBB Program can be found here: <https://www.usac.org/about/emergency-broadband-benefit-program/>

Is your organization an E-Rate Participant? *

Yes

Please enter your State of Indiana SPIN (498 ID)

123456789

Do you have a current FCC Form 473 Service Provider Annual Certification Form on file with USAC? *

Yes

What is the maximum number of new customers you have the ability to add under the Student Subsidy Program?

1,000

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”.

NextLevel Connections

Home My Applications Log Out

Broadband Provider Registration Application

Rural Health Clinic Program Information

Many Indiana Rural Health facilities participate in the FCC's Telecommunications and Healthcare Connect Fund Programs. Next Level Connections One Gigabyte for Rural Health is designed to complement these program's efforts to provide reduced rates for telecommunications and voice services for the use of telemedicine and telehealth to rural Indiana.

Therefore, all Service Providers participating in One Gigabyte for Rural Health should consider applying for an FCC Form 499 ID. More information on the FCC's Rural Health Programs can be found here: <https://www.usac.org/service-providers/>

Does your organization participate in the Healthcare Connect Fund program? *

Yes

Does your organization participate in the Telecommunications program? *

Yes

Does your organization have a current FCC 499 ID Number? *

Yes

Please enter your FCC 499 ID Number

123456

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”.

NextLevel Connections

Home My Applications Log Out


Broadband Provider Registration Application

Documents to Upload


Please upload the following documents:

Service areas in Indiana
All registered providers must upload their service area by zip code along with highest service provided (downstream and upstream) in each zip code.


Please download the template at <https://www.in.gov/ocra/broadband-funding-opportunities/provider-registration> and upload when completed.

 Test Upload Excel.xlsx


W9 Form
Any organization that is awarded a grant from the State of Indiana must complete the W-9 form. Please fill out form and upload document below. Link to the form can be found here: <https://www.in.gov/ocra/broadband-funding-opportunities/provider-registration>

 Test Upload PDF.pdf


Automated Direct Deposit Authorization
Any organization that is awarded a grant from the State of Indiana must complete an Automated Direct Deposit Form. Please fill out form and upload document below. Link to the form can be found here: <https://www.in.gov/ocra/broadband-funding-opportunities/provider-registration>


 Test Upload PDF.pdf

Advertised Speed Chart
Please download and complete the chart at <https://www.in.gov/ocra/broadband-funding-opportunities/provider-registration> to submit your advertised service speeds.


 Test Upload Excel.xlsx

Advertised Speed Tier Rates and Connect Fees Marketing Materials
Please provide your advertised speed packages and connect fees that are available in your service area. You may capture a screenshot (and convert to PDF) from your website showing your available speed packages or upload a PDF of your marketing material. This information is a requirement for registration.

 Test Upload PDF.pdf

 Test Upload PDF.pdf

If available, special speed Tier Rates for low to moderate income populace
If you offer special rates to low to moderate income households in your service area, please upload here. You may capture a screenshot (and convert to PDF) from your website showing your available special packages or upload a PDF of your marketing material. This information is a requirement for registration.

 Test Upload PDF.pdf

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”.

NextLevel Connections

Home My Applications Log Out

Broadband Provider Registration Application

Affirmations

Student Subsidy Program
Agreement to provide OCRA information on any customer receiving federal subsidy assistance Please select to affirm

Student, School/Clinic Subsidy Programs
Authorization for OCRA to obtain information on eligible customer's monthly service charges to ensure accurate accounting of grant funds
The state of Indiana will require access to customer records for auditing purposes and to verify continued enrollment in the NLC subsidy programs. Please select to affirm

All Programs
Agreement to perform speed test verification
All registered providers must agree to perform verification of service tests that meet or exceed the levels stated in their awarded applications. Please select to affirm

Affidavit that all information submitted is accurate and agreement to terms of this program

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”.

NextLevel Connections

Home My Applications Log Out

Broadband Provider Registration Application

You will need to complete all sections of the registration before you can submit your application for approval.

You must register for all four Next Level Connections programs. Registration does not obligate participation in any of the programs.

<input type="button" value="Go"/>	Programs to Register	Complete
<input type="button" value="Go"/>	General Information	Complete
<input type="button" value="Go"/>	Schools and Subsidy Program Information	Complete
<input type="button" value="Go"/>	Rural Health Clinic Program Information	Complete
<input type="button" value="Go"/>	Documents to Upload	Complete
<input type="button" value="Go"/>	Affirmations	Complete

a.

12. Read the text, and click "Finish" when you are done.

The screenshot shows the NextLevel Connections website. At the top is a dark blue header with the logo and the text "NextLevel Connections". Below the header is a yellow navigation bar with three links: "Home", "My Applications", and "Log Out". The main content area is white and contains a message box with the following text: "Please email the Next Level Connections Program at NLC@OCRA.in.gov if you have any questions concerning this application or the registration process. You will receive email notification once your application has been approved or if more information is needed." Below this is another line of text: "If you want to register for any additional programs or if you registered for a program in error, please contact us at NLC@OCRA.in.gov." In the bottom right corner of the message box is a dark blue button with the text "Finish".

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"

The screenshot shows the NextLevel Connections website. At the top is a dark blue header with the logo and the text "NextLevel Connections". Below the header is a yellow navigation bar with three links: "Home", "My Applications", and "Log Out". The main content area is white and contains a message box with the following text: "There are currently no Next Level Connections programs to which you are eligible to apply." Below this is another line of text: "If you have previously applied for a program, use the My Applications link in the menu bar to check the status of your application." Below that is a third line of text: "If you think you received this message in error, please email the Next Level Connections Program at NLC@ocra.in.gov with your Provider organization name and a short explanation and we will respond as soon as possible." At the bottom of the message box is a small link: "Google Chrome is the recommended browser for the best experience."

a.

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

The screenshot shows the NextLevel Connections website. At the top is a dark blue header with the logo and the text "NextLevel Connections". Below the header is a yellow navigation bar with three links: "Home", "My Applications", and "Log Out". The main content area is white and contains a section titled "MY APPLICATIONS". Below this title is a table with the following data:

NLC Application Name	Record Type	Status	Last Modified Date
NLC-000004	NLC Provider Registration	Submitted for OCRA Review	6/30/2021 3:19 PM

Below the table is a link labeled "View All".

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.

NextLevel Connections

Home My Applications Log Out

NLC Applications
NLC-000004 Printable View

DETAILS RELATED

NLC Application Name: NLC-000004 Status: Submitted for OCRA Review

Contact Name: [REDACTED]

Contact Title: [REDACTED]

Contact Email: [REDACTED]

Contact Phone: [REDACTED]

Program Section

Section 1 Status: Complete

Program School/Clinic IG:

Program School/Clinic Subsidy:

Program Student Subsidy:

Program Line Extension:

General Information

Section 2 Status: Complete

Organization Name: Test Broadband Organization Web Address: www.helloworld.com

Organization Street Address: 123 Main St State Bidder Number: 0000012345

Organization City: Indianapolis Territorial Authority Number: Test1234

Organization State: IN

Organization Postal Code: 46204

Organization County: Marion

Primary Contact: John Smith

Signatory Contact: Jane Smith

School and Student Subsidy Information

Section 3 Status: Complete

E-Rate Participant: Yes SPIN 499 ID: 123456789

Current FCC 473: Yes

Maximum Fiber Subsidy Customers: 1,000

Rural Health Clinic Information

Section 4 Status: Complete

Healthcare Connect Fund: Yes Current FCC 499 Number: Yes

Telecommunications: Yes FCC 499 ID Number: 123456

Uploads

Section 5 Status: Complete

Agreements, Affirmations, Declarations

Section 6 Status: Complete

Affirm Provide Federal Subsidies:

Authorization Receive Customer Charges:

Affirm Speed Test:

Affirm's Signature: Firstname Lastname

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.

The screenshot shows the 'NextLevel Connections' website. At the top, there is a navigation bar with 'Home', 'My Applications', and 'Log Out'. Below this, the user's profile is displayed as 'NLC Contact John Smith' with a 'Printable View' button. The main content area shows a form with the following fields:

Name	John Smith	NLC Application	NLC-000004
First Name	John	Role	Primary
Last Name	Smith		
Title			
Email	test@test.com		
Phone	123-456-7890		

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.

The screenshot shows a printer-friendly page for application NLC-000004. At the top right, there are links for 'Close Window', 'Print This Page', and 'Expand All | Collapse All'. The page is organized into sections:

- NLC Application Name:** NLC-000004, **Status:** Submitted for OCRA Review
- Program Section:**
 - Section 1 Status: Complete
 - Program: School/Clinic 1G:
 - Program: School/Clinic Subsidy:
 - Program: Student Subsidy:
 - Program: Line Extension:
- General Information:**
 - Section 2 Status: Complete
 - Organization Name: Test Broadband, Organization Web Address: www.helloworld.com
 - Organization Street Address: 123 Main St, State Bidder Number: 0000012345
 - Organization City: Indianapolis, Territorial Authority Number: Test1234
 - Organization State: IN
 - Organization Postal Code: 46204
 - Organization County: Marion
 - Primary Contact: John Smith
 - Signatory Contact: Jane Smith
- School and Student Subsidy Information:**
 - Section 3 Status: Complete
 - E-Rate Participant: Yes, SPIN 498 ID: 123456789
 - Current FCC 473: Yes
 - Maximum New Subsidy Customers: 1,000
- Rural Health Clinic Information:**
 - Section 4 Status: Complete
 - Healthcare Connect Fund: Yes, Current FCC 499 Number: Yes
 - Telecommunications: Yes, FCC 499 ID Number: 123456
- Uploads:**
 - Section 5 Status: Complete
- Agreements, Affirmations, Declarations:**
 - Section 6 Status: Complete
 - Affirm Provide Federal Subsidies:
 - Authorization Receive Customer Charges:
 - Affirm Speed Test:
 - Affidavit Signature: Firstname Lastname

a.

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

The screenshot shows the 'NextLevel Connections' website interface. At the top, there is a dark blue header with the logo and a yellow navigation bar containing 'Home', 'My Applications', and 'Log Out'. Below the navigation bar, a dark blue sidebar displays a user profile icon and the text 'NLC Application NLC-000004'. The main content area is white and features two tabs: 'DETAILS' (which is active) and 'RELATED'. Under the 'DETAILS' tab, there are two columns of information: 'NLC Application Name' with the value 'NLC-000004' and 'Status' with the value 'Submitted for OCRA Review'.

a.

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

The screenshot shows the 'NextLevel Connections' login page. It features a dark blue header with the logo. The main content area is white and contains a login form with the following elements: 'Username' and 'Password' labels above their respective input fields; a yellow 'Log In to Sandbox' button; a 'Remember me' checkbox; and two links, 'Forgot Your Password?' and 'Sign Up'. At the bottom of the page, there is a link for 'Indiana LG Family of Business employee? Log In'.

a.