

**High Cost Universal
Broadband (HUBB)**
User Guide

Carriers participating in modernized Connect America Fund (CAF) programs must file broadband deployment data with USAC's HUBB (High Cost Universal Broadband) portal showing where they are building out mass-market, high-speed Internet service using CAF support. This information includes latitude and longitude coordinates for every location where service is available. This user guide provides a step-by-step overview of the HUBB filing process.

When carriers log into the HUBB via the USAC E-File system, this is the first screen they see.

The screenshot shows the USAC HUBB portal interface. At the top left is the USAC logo and the text "Universal Service Administrative Co.". At the top right are links for "USAC En Español", "Subscribe", and "Contact USAC", along with a "Sign Out" button. Below the logo is a "Select Application" dropdown menu with "HUBB" selected. A navigation bar contains "Home", "Manage Uploads", "Location Details", and "Milestone Certification and Reporting". Below this is a "Select Holding Company/ Carrier Name" dropdown menu with "Ace Telephone Association" selected. The main heading is "Ace Telephone Association". Under "Deployment Information", there are three dropdown menus for "CAF BLS", "MI", and "2019". The "Locations Overview as of 2019" section includes a "Locations Information" box with three items: "0 Total Uploaded", "0 Saved But Not Certified", and "0 Certified". The "My Study Areas" section shows a table for "Percentage towards Milestone" with two rows of SAC and Percentage values. The "Recent Activity" section shows "Today 70 location(s) saved". The "Resources" section lists three links: "Location Data CSV Template", "Data Formatting Instructions", and "Filing Guidance Q&A".

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USAC En Español | Subscribe | Contact USAC

Sign Out

Select Application

HUBB

Home | Manage Uploads | Location Details | Milestone Certification and Reporting

Select Holding Company/ Carrier Name

Ace Telephone Association

Ace Telephone Association

Deployment Information

CAF BLS | MI | 2019

Locations Overview as of 2019

Locations Information

- 0 Total Uploaded
- 0 Saved But Not Certified
- 0 Certified

My Study Areas

Percentage towards Milestone

SAC	Percentage
310704	N/A
310777	N/A

[See all milestones](#)

Recent Activity

Today
70 location(s) saved

Resources

- Location Data CSV Template
- Data Formatting Instructions
- Filing Guidance Q&A

Users associated with multiple carriers should use the Holding Company/Carrier Name drop-down menu to view information for individual carriers.

Deployment information can be sorted by fund, state and deployment year.

The screen displays the number of locations uploaded, the number of locations that have been saved but not certified and the number of locations that have been certified.

This screen also shows progress toward deployment milestones, recent activity and HUBB resources.

Carriers upload CSV (comma separated values) files containing geolocated deployment data on the “Manage Uploads” page using the CSV template provided by USAC. This template can be found on the [HUBB resources page](#) or the HUBB Home page.

Universal Service Administrative Co.

Sign Out

Home Manage Uploads Location Details Milestone Certification and Reporting

Manage Uploads

Use the form entitled CSV Template to upload data. For more information on how to use these and how to format your data, click on Detailed Instructions and Filing Guidance Q&A. For bulk deleting data from previously uploaded file, use the form entitled Bulk Deletion Template. For bulk updating data from previously uploaded file, use the form entitled Bulk Modification Template.

The "deployment year" is derived by the system from the deployment date provided in each qualifying uploaded record that should be reported to USAC. The year associated with the deployment date is used as the "deployment year".

The HUBB permits carriers to file records for multiple deployment years at once. Timeliness is based on the due date for the deployment year associated with each record. That is, if records are filed prior to the deployment year due date, they are considered on-time. If records are filed after the deployment year due date, they are considered late. For example, on March 15, 2018, a CAF-BLS recipient files some records for the 2017 deployment year (report due March 1, 2018) and some records for the 2018 deployment year (report due March 1, 2019). The records associated with the 2017 deployment year are considered late as they were filed after the 2017 deployment year due date (March 1, 2018). The records associated with the 2018 deployment year are considered on-time as they were filed before the 2018 deployment year due date (March 1, 2019).

Help with Uploading

- Detailed Instructions
- Filing Guidance Q&A
- CSV Template
- Bulk Deletion Template
- Bulk Modification Template

Upload Location File No Locations To Upload Upload Bulk Deletion File Upload Bulk Modification File

Recently Uploaded Files

After a file is uploaded, the HUBB validates the data submitted.

Upload File No Locations To Upload

✔ **Upload Complete**
Your file HUBB 245194 Full.csv has been uploaded and your records are being validated. You can wait on this page for it to finish or you can leave this page and come back later to review the validation results.

Recently Uploaded Files

File Name	Uploaded	Progress	Records Uploaded	Data Errors & Warnings	Review Data
HUBB 245194 Full.csv	Dec 28, 2017 10:11:02 AM	50%	-	-	Validating
New Test.csv	Dec 22, 2017 10:30:10 AM	Complete	12	22 2 ↓	Review Data

Once the validation process is complete, users can review the data uploaded and any associated errors or warnings by clicking on the “Review Data” button, which brings up the “File Upload Details” screen.

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[Manage Uploads](#)

[Location Details](#)

[Milestone Certification and Reporting](#)

File Upload Details

Summary

These are the validation results for **HUBB New (used deleted) Locations for User Guide.csv**. To fix errors or warnings, you can either delete all the locations and upload a new file, or edit each data entry individually using the table below.

- Locations with **one or more errors** cannot be saved into the system.
- Locations with **one or more warnings** can be saved into the system.

Note: The system does not display all errors for locations in the table below. To view the errors/warning codes, select the “Edit” icon in the table or the link “Download Data Errors and Warnings” below.

Save Delete

3

Records Uploaded Successfully

3

Data Errors

0

Data Warnings

Records With Issues

The “File Upload Details” screen also displays a graph of errors and warnings:

Records With Issues

Show records

With warnings and errors in:

Latitude Longitude SAC

[See more filters](#) ▾

Search within

Latitude, Longitude or SAC

Latitude ▾ Search within [Search](#)

[Download Data Errors And Warnings](#) Displaying 3 of 3 records

SAC	Latitude	Longitude	Date of Deployment	Speed Tier	State	No. of Locations	Edit
100003	44.292568	-69.005047	1/2/2020	5	ME	1	✎
100003	44.292508	-69.005095	1/2/2020	5	ME	1	✎
100003	44.292413	-69.005205	1/2/2020	5	ME	1	✎

Show records/page

See “Data Formatting Instructions” for details on error and warning codes.

The HUBB will not accept any data with errors.

Users can click on “Download Data Errors and Warnings” to open an Excel file containing locations with errors or warnings. The Excel file looks like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Study Area	Latitude*	Longitude	Date of Deployment	Download Address*	City*	State*	Zip Code*	# of Units	Carrier Location	Error(s)/Warning(s)			
2	415214	38.79651	-94.6203	#####	3 3100 W 18	JOHNSON	KS	66085	1		LON_DECIMAL_EQ_5_DIGITS			
3	415214	39.09202	-94.8815	#####	3 115 S 130T	BONNER	KS	66012	1		LAT_DECIMAL_EQ_5_DIGITS			
4	415214	39.05803	-94.9343	#####	3 935 N 153I	BONNER	KS	66012	1		DUPLICATE_LOCATION_IN_FILE			
5	415214	39.05803	-94.9343	#####	3 935 N 153I	BONNER	KS	66012	1		DUPLICATE_LOCATION_IN_FILE			

Users can find this same information by scrolling to the bottom of the “File Upload Details” screen, which shows details for each error or warning and provides the option to edit individual locations. Users can filter by issue and edit individual records by clicking the icon in the “Edit” column to the far right.

Records With Issues

- Any record with 1 or more **errors** cannot be saved into the system. The data for record must be corrected using the 'Edit' icon below or re-uploaded.
- Any record with 1 or more **warnings** can be saved into the system, but you may wish to double check the records with warnings, correct them using the 'Edit' icon below or re-upload prior to saving.
- Tip: use the filters below to isolate records with specific categories of errors/warnings.

Show Records with:											
<input checked="" type="checkbox"/>	Study Area Code Issues	<input checked="" type="checkbox"/>	Latitude/Longitude Issues	<input checked="" type="checkbox"/>	Longitude Issues						
<input checked="" type="checkbox"/>	Duplicate Data Issues	<input checked="" type="checkbox"/>	Date Issues	<input checked="" type="checkbox"/>	Latitude Issues						
SAC	Latitude	Longitude	Date of Deployment	Speed Tier	Address	City	State	ZIP	# of Units	Carrier Record ID	Edit
411778	39.169283	-94.859755	42369	3	4515 N 121st Ter Unit Bldg	Kansas City	KS	66109	✓	✓	
415214	37.650386	-97.451291	42369	3	9815 W Pawnee St Unit Bldg	Wichita	KS	67215	✓	✓	
415214	37.597849	-97.389468	42369	3	1122 W East Ct N Unit Bldg Flr	Haysville	KS	67060	✓	✓	

When a user clicks on the Edit icon, this screen appears:

SAC

Longitude

Duplicate data

Latitude

Duplicate data

Speed Tier

Date of Deployment

State

Address

of Units

City

Carrier Location ID

Zip

HUBB Location ID

Fields with Warnings will be updated. Fields with Errors will not be updated.

Users should make any necessary edits and click “Validate.” The system then revalidates the location to determine if there are any remaining errors or warnings. If there are no errors, the “Update Location” button will become available.

On the “File Upload Details” screen, users can save locations with no errors, or delete locations to be re-uploaded after errors are fixed, by clicking in the “Data Options” box.



Records With Issues

Selecting “Save” opens a window to confirm that locations are to be saved.

×

Confirm Save

You uploaded a total of 3 records. If you continue, 1 of those records will be saved, and 2 will not be saved.

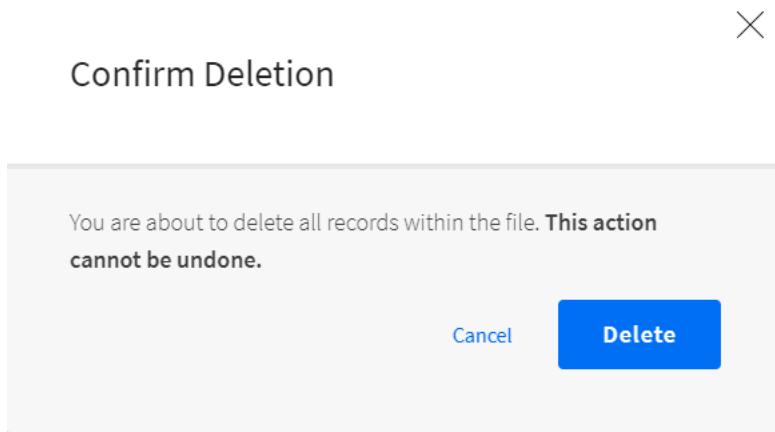
Will Be Saved?	Records	Note/Issue
Yes	1	0 data warnings
No	2	2 data errors 0 data warnings

Please note: Records with errors cannot be edited after the "Save" button is clicked. To remediate records containing errors, please upload a new .CSV file.

Cancel Save

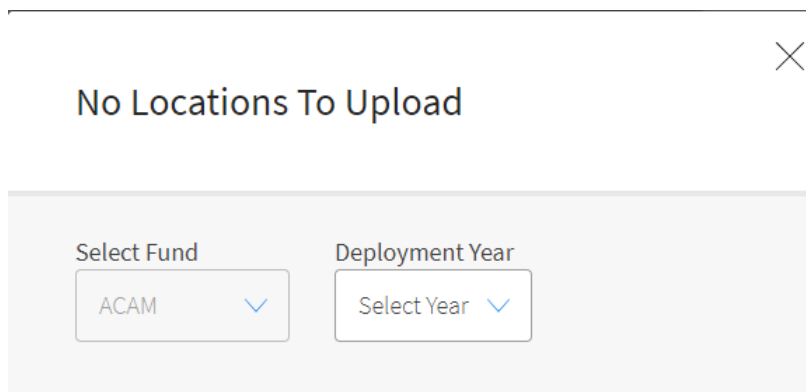
Please note that the locations will not appear on the Location Details screen for certification unless they are saved on this screen.

Selecting “Delete” opens a window to confirm that locations are to be deleted.



Carriers that did not deploy any new locations in the prior year must certify “No Locations To Upload.” Note that only certifying officers can select this certification.

Clicking on the “No Locations To Upload” button on the “Manage Uploads” screen brings up the certification window. The officer is then prompted to select a fund and deployment year.



A list of carriers participating in the selected fund will appear when these two fields have been clicked.

No Locations To Upload

Select Fund Deployment Year

ACAM 2018

You are associated with multiple carriers.
Which Carrier(s) would you like to report for?

Select All

100024 - SOMERSET TEL CO

120045 - KEARSARGE TEL CO

150079 - CHAZY & WESTPORT

150088 - DELHI TEL CO

150095 - FISHERS ISLAND TEL

The officer should select the carriers with no new locations to upload and then certify at the bottom of the window.

552353 - MOAPA VALLEY TEL CO.

I certify that I am an officer of the reporting carrier.

To the best of my knowledge, the information submitted to USAC and certified in the filing for this deployment report is accurate and information submitted to USAC and certified in earlier filings for the broadband deployment report continues to be accurate.

In the Deployment Year selected, the reporting carrier(s) did not deploy to any locations in eligible areas in satisfaction of its (their) public interest obligations (For example, if you selected 2018 in the drop down above, you are certifying that from January 1, 2018 to December 31, 2018 the reporting carrier(s) did not deploy to any locations in eligible areas in satisfaction of its (their) public interest obligations.)

Please enter the holding company name:

*

To sign digitally, please enter your name [Elizabeth Pertsevoi]:

*

Certify

A carrier that certifies “No Locations to Upload” in error can reverse the certification up to two times.

Clicking on “No Locations to Upload” brings up the screen listing the associated carriers. An officer can reverse a certification by clicking on “Revert No Locations to Upload.”

No Locations To Upload

Select Fund: ACAM
Deployment Year: 2018

[Revert No Locations To Upload](#)

You are associated with multiple carriers.
Which Carrier(s) would you like to report for?

- Select All
- 100024 - SOMERSET TEL CO
- 120045 - KEARSARGE TEL CO
- 150079 - CHAZY & WESTPORT
- 150088 - DELHI TEL CO

In the next window, the officer must indicate the carrier and the reason for reversing the certification.

Revert No Locations To Upload

Deployment Year 2018
[Back](#)

You are indicating to USAC that you would like to **overwrite** previously certified No Locations to upload for this deployment Year.

150079 - CHAZY & WESTPORT

I certify that I am an officer of the reporting carrier.

CHAZY & WESTPORT

To the best of my knowledge, the information submitted to USAC and certified in the filing for this deployment report is accurate and information submitted to USAC and certified in earlier filings continues to be accurate.

Please enter your reason for requesting an overwrite:

Please enter the holding company name:

To sign digitally, please enter your name [Elizabeth Pertsevoi]:

The “Location Details” page displays all saved locations.

Locations may be filtered by Fund, Deployment Year, Status (Certified, Not Certified, Bulk Modified and Bulk Deletion), Date Uploaded and State

Locations may be searched by SAC, Latitude, Longitude or Carrier Location ID using the drop-down menu and search field to the right of the “Download Locations” link.

Users may also download a report of locations that have been saved.

Users may view and edit individual location records that have been uploaded but not yet certified by clicking on the icon in the far right in the View/Edit column. Users can also delete locations that have not yet been certified.

Select Application

HUBB 

[Home](#)

[Manage Uploads](#)

[Location Details](#)

[Milestone Certification and Reporting](#)

Location Details

Show locations by

Fund

All Funds 

Deployment Year

2019 

Status

Not Certified 

Uploaded From

From 

Uploaded To

To 

State

State 

[Show Less ^](#)


[Certify](#)

 [Delete](#)

 [Download Locations](#)

Carrier Location ID 



<input type="checkbox"/>	SAC	Uploaded On	Carrier Location ID	Latitude	Longitude	Date of Deployment	Speed Tier	State	# of Units	View/Edit
<input type="checkbox"/>	100024	01/30/2019	8	44.99767499	-69.5472259	01/01/2019	8	AK	10	

After the data is certified, the HUBB does allow revisions to speed tiers (to reflect network upgrades), month and day of deployment, addresses, and the last two digits of the latitude and/or longitude coordinates. If a carrier needs to revise any other portion of a certified location record before the filing deadline, the certifying officer must delete the entire record, and the carrier must then re-upload a new record incorporating any changes.

Once the data is ready for certification, the certifying officer can select individual locations to certify using the checkboxes in the far left column, or can select all locations on the current page using the checkbox in the header.

The system does allow for bulk certification. Clicking on the box next to “Fund” in the header brings up a small link that asks if the carrier wants to select all records for certification at once (rather than just the ones that appear on the current page).

Once locations have been selected, the Certify and Delete buttons become available.

Note that the Certify button is only available to certifying officers.

[Download Locations](#)

(i) You Have Selected All 1 Location(s) On This Page.

<input checked="" type="checkbox"/>	SAC	Uploaded On	Carrier Location ID	Latitude	Longitude	Date of Deployment	Speed Tier	State	# of Units	View/Edit
<input checked="" type="checkbox"/>	482257	01/04/2019		45.9703505	-109.2238348	5/26/2018	3	MT	100	View/Edit

Clicking “Certify” brings up a pop-up window for certification. The name entered in the signature box must match the name in the brackets. The “Certify” button will become available once the certifying officer enters the holding company and name in the appropriate boxes.

Locations To Be Certified

Deployment Year: 2017

Location(s): 1

- I certify that I am an officer of the reporting carrier; my responsibilities include ensuring the accuracy of certifications which are required to be reported pursuant to 47 CFR § 54.316; and, to the best of my knowledge, the information submitted to USAC and certified in this filing for this 2017 broadband deployment report is accurate and any information submitted to USAC and certified in earlier filings for this 2017 broadband deployment report continues to be accurate.

Please enter the holding company name

*

To sign your certification digitally, please enter your name [Elizabeth Pertsevoi]:

*

[Cancel](#) [Certify](#)

Following certification, a confirmation screen appears.

[Home](#) [Manage Uploads](#) [Location Details](#) [Milestone Certific](#)

Locations Certified

Deployment Year: 2019
Locations: 2
Holding Company Name: ABC

Confirmation No.: CERT000000000002071
Certified on : January, 31 2019 at 11:25:48 AM

The above referenced locations have been successfully certified. Please save the confirmation number above. If you have questions or concerns about this certification, referencing this number will help when you [contact us](#).

[Print Confirmation](#)

The “Milestone Certification and Reporting” page allows users to track deployment and reporting obligations, including a carrier’s total build-out requirement, the number of locations submitted to the HUBB and progress toward meeting build-out milestones.

Milestone Certification and Reporting

Fund selected: ACAM ▼
 State selected: GA ▼
 SAC selected: 220344 ▼

Fields may automatically populate based on your uploaded file. You may edit your fields at any time.

In the table below, click a deployment year to view your uploaded locations by speed tier.

Disclaimer: This report provides feedback as data is added or removed from the HUBB. The information contained within this report is intended for informational purposes only to assist in compliance efforts and does not constitute a final determination of your compliance with the required performance obligations.

Build-out requirement (locations): 2972

Deployment Year	Locations Ready For Certification	Certified Locations	% of Certified Locations	Milestone Obligation %	Milestone on Target?	Certified On	Milestone Certification Status	View History
2016	0	0	-		-	-		
2017	0	0	-		-	-		
2018	0	0	-		-	-		
2019	0	0	-		-	-		
2020	0	0	-	40%	-	-		

Updating Previously Certified Records

Officers can make revisions to location records in closed deployment years on a per-record basis or in bulk.

Updating a Single Location

To make a revision to a single record, the officer must login to the HUBB and locate the record using the drop-down menus and search fields on the “Location Details” screen.

Select Application

HUBB

- Home
- Manage Uploads
- Location Details
- Milestone Certification and Reporting

Location Details

Show locations by

Fund: All Funds
Deployment Year: 2019
Status: Not Certified
Uploaded From: From
Uploaded To: To
State: State

Show Less

Certify

Delete

Download Locations

Carrier Location ID

Search Lat, Long, ID or SAC

<input type="checkbox"/>	SAC	Uploaded On	Carrier Location ID	Latitude	Longitude	Date of Deployment	Speed Tier	State	# of Units	View/Edit
<input type="checkbox"/>	100024	01/30/2019	8	44.99767499	-69.5472259	01/01/2019	8	AK	10	

Click the icon in the “View/Edit” column of the record that needs to be updated. A window will appear where the updates can be made.

SAC: 100002
Longitude: -70.904409
Latitude: 44.744379
Speed Tier: 8
Date of Deployment: 12/19/2018
State: ME
Address: 185 S ARM RD
Locations: 1
City: ANDOVER
Carrier Location ID:
Zip: 04216
HUBB Location ID: 26260455

Fields with Warnings will be updated. Fields with Errors will not be updated.

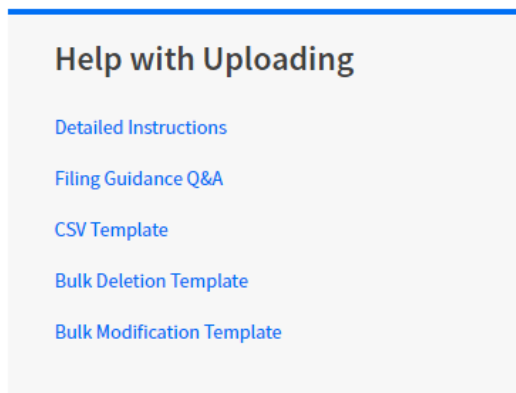
Validate Certify

Officers should make the necessary updates and provide details of what has been updated in the text field provided.

Click the “Validate” button. When the validation is successful, the “Certify” button will become available. Officers must certify the record at this point or the changes made will be lost.

Bulk Modifications

Carriers must use the “Bulk Modification Template”, which can be found on the Manage Uploads screen.



Complete the template to reflect the modifications that are being made to the records. Please note that fields marked with an asterisk (*) are required. Carriers can download records from the “Location Details” screen if they are missing any of the required fields.

Click on “Upload Bulk Modifications File” on the Manage Uploads screen to upload the completed bulk modifications file.



The bulk modifications file will appear in the list of Recently Uploaded Files.

Recently Uploaded Files

File Name	File Type	Uploaded	Progress	Records Uploaded	Data Errors & Warnings	Data Details
HUBB Modification For User Guide.csv	Bulk Modification	Jan 4, 2021 1:24:59 PM	Complete	4	3 0	Error Log Review & Certify Data

If there are any errors or warnings in the file, click “Error Log” to view the details.

Click on “Review & Certify Data” in the Data Details column, or go to the Location Details screen, to certify.

Location Details

Show locations by

Fund: CAF II | Deployment Year: 2019 | Status: Bulk Modified | Uploaded From: From | Uploaded To: To

Show More

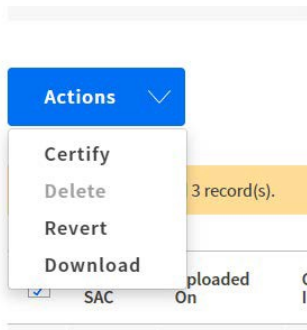
Actions | Carrier Location ID | Search Lat, Long, ID or SAC

<input type="checkbox"/>	SAC	Uploaded On	Carrier Location ID	Latitude	Longitude	Date of Deployment	Speed Tier	State	Locations	View/Edit
<input type="checkbox"/>	259789	11/13/2019	2	31.8725433	-86.4592589	1/6/2019	5	VA	100	

Use the “Bulk Modified” option in the Status field to display the locations that have been modified.

Individual records can be modified using the icon in the View/Edit column.

Select the locations to be certified using the check boxes next to each record or the check box in the header to select all. Select “Certify” from the Actions drop-down menu.



Clicking “Certify” brings up a pop-up window for certification. The name entered in the signature box must match the name in the brackets. The “Certify” button will become available once the certifying officer enters the holding company and name in the appropriate boxes.

×

Locations To Be Certified

Deployment Year: 2019

Record(s): 1

Location(s): 100

- I certify that I am an officer of the reporting carrier; my responsibilities include ensuring the accuracy of certifications which are required to be reported pursuant to 47 CFR § 54.316; and, to the best of my knowledge, the information submitted to USAC and certified in this filing for this 2019 broadband deployment report is accurate and any information submitted to USAC and certified in earlier filings for this 2019 broadband deployment report continues to be accurate.

Please enter the holding company name

*

To sign your certification digitally, please enter your name [Elizabeth Pertsevoi]:

*

[Cancel](#)

Following certification, a confirmation screen appears.

[Home](#)[Manage Uploads](#)[Location Details](#)

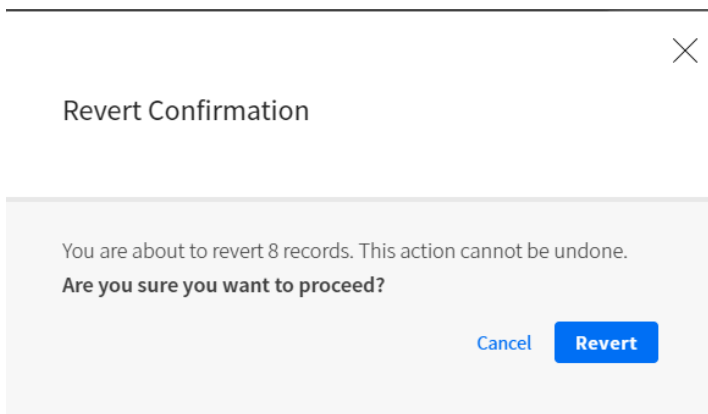
Locations Certified

Deployment Year: 2019
Record(s): 1
Locations: 100
Holding Company Name: ABC

Confirmation No.: CERT000000000008514
Certified on : November, 13 2019 at 02:51:32 PM

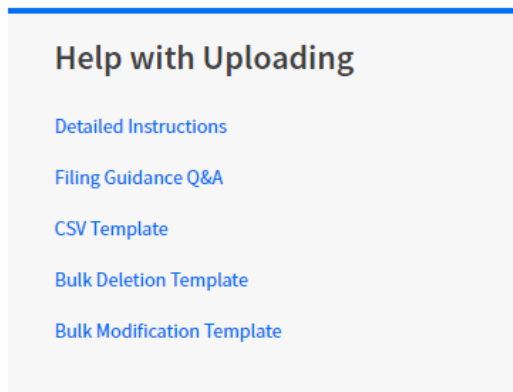
The above referenced locations have been successfully certified. Please save the confirmation number above. If you have questions or concerns about this certification, referencing this number will help when you contact us .

Carriers have the option to revert the modified records prior to certifying. If this option is selected, a window will ask for confirmation.



Bulk Deletion

Carriers must use the “Bulk Deletion Template”, which can be found on the Manage Uploads screen.



Complete the template to include the records that should be deleted. Each record must include a Reason Code. The “Reason Explanation” is a field that can be used for providing further details. The explanation is required when the “Other” reason code is used. See the Detailed Instructions for a list of Reason Codes.

Click on “Upload Bulk Deletion File” on the Manage Uploads screen to upload the completed bulk deletion file.



The bulk deletion file will appear in the list of Recently Uploaded Files.

Recently Uploaded Files

File Name	File Type	Uploaded	Progress	Records Uploaded	Data Errors & Warnings	Data Details
HUBB Deletion For User Guide.csv	Bulk Delete	Jan 4, 2021 12:36:57 PM	Complete	3	0 0	Review & Delete Data

Show files/page

< 1 > of 1 page

Click on “Review & Delete Data” in the Data Details column, or go to the Location Details screen, to certify. Please note that the locations will not be deleted from the HUBB until the officer has certified.

[Home](#)

[Manage Uploads](#)

[Location Details](#)

[Milestone Certification and Reporting](#)

Location Details

Show locations by

Fund

ACAMII

Deployment Year

2019

Status

Bulk Deletion

Uploaded From

From

Uploaded To

To

[Show More](#)

[Actions](#)

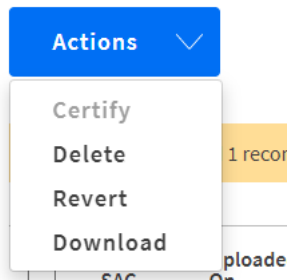
Carrier Location ID

Search Lat, Long, ID or SAC

<input type="checkbox"/>	SAC	Uploaded On	Carrier Location ID	Latitude	Longitude	Date of Deployment	Speed Tier	State	Locations	View/Edit
<input type="checkbox"/>	100003	02/24/2020		44.292413	-69.005205	1/2/2019	5	ME	1	View/Edit
<input type="checkbox"/>	100003	02/24/2020		44.292508	-69.005095	1/2/2019	5	ME	1	View/Edit

Use the “Bulk Deleted” option in the Status field to display the locations that were included in the bulk deletion template.

Select the locations to be certified using the check boxes next to each record or the check box in the header to select all. Select “Delete” from the Actions drop-down menu.



The system will provide a warning that the deletions cannot be undone. Click Delete to complete the location deletions.

