

Training Handout: Active Circuit Details

Overview: The Active Circuit Details page is a convenient view to see all special circuits which are considered "active." An active circuit is one that is eligible for continued funding and these circuits will show up in a generated MPR unless placed on hold or stopped. A circuit's standard service cycle start date may also be adjusted from this page.

Step	Action									
1.	Login: https://occ.decisions.com/									
	No. of the second s									
	USERNAME OR EMAIL user@provider.com									
	PASSWORD									
	Remember Me									
	Register									
2.	Provider Dashboard/Home will automatically open upon login.									
	🗱 OKLAHOMA UNIVERSAL SERVICE FUND 🗘 🙁 🗄									
	Manage V 🛛 All V 🕴									
	Actions Special Service Provider X Menu									
	Fund Year 2023 (7/1/2022 - 6/30/2023) Cumulative Funding Of Special Service Provider									
	Initial Approved Funding From All Sources Current Approved Causes Current Monthly Payment Request Status Change Request Submitted Complex (10 %) Complex (10 %) Complex (10 %) Complex (10 %)									
	\$5,582.20 4 Proceeding (31%) 0 % 0 Sublicity Approved (41%) 0									
	Special Funding Primary Funding School Library Telemedicine Lifeline K Case G Case Table X Landon Table X Funding Table X Landon Table X Landon Table X Landon Table X Landon									
	\$2,996.40 \$92.00 \$2,493.80 \$0.00 \$0.00 \$0.00 Current Approved Gauges 1 Current Approved Gauges 1 Current Approved Gauges 1									
	Number Of Beneficiaries 2 Number Of Beneficiaries 1 Number Of Beneficiaries 1 Current Approved Causes 0 Current Approved Causes 0 Current Approved Causes 0									
	Number Of Active Circuits 4 Number Of Active Circuits 1 Number Of Active Circuits 3									

Last Updated: JUNE 26th, 2023



Step	Action									
3.	Navigate to "Menu"									
	Menu									
4.	Select "Active Circuit Details"									
	Available Pages									
	Active Circuit Details									
	Home My To Do List									
	Te Historic Funding									
5.	The "Active Circuit Details" page will automatically open on a separate tab.									
	Active Circuit Details for *Selected Provider Name* : 1. Select a beneficiary type and select an active circuit for review in the table below:									
	School Library Telemedicine									
	2. If needed, update the service cycle start date for the selected circuit:									
	BENEFICIL + CAUSE NUML CIRCUIT L + SERVICE CY. BANDWIDTH IS ON PROVIDER HOLD LOCATION C. LOCATION N. TOTAL INVOL. OUSF MONT. Actions:									
	2 BERRYHILL 202311111 Circuit23 1 1 GB False 705 BERRYHILLHS \$4,751.00 \$834.00 Report:									
	3 BISHOP 2023222222 Circuit2 1 1 GB False 105 BISHOP PUBL \$3,321.00 \$664.20									
	4 BISHOP 202322222 Circuit234 1 1 GB Faire 105 BISHOP PUBL. \$3.321.00 \$664.20									
6.	Select filtering options, if desired, by choosing a beneficiary type:									
	∘ School									
	 Library, or 									
	• Telemedicine									
1										
	2 2									
	Active Circuit Details for Special Service Provider:									
1. Select a beneficiary type and select an active circuit for review in the table below:										
	1. Select a beneficiary type and select an active circuit for review in the table below:									
	1. Select a beneficiary type and select an active circuit for review in the table below: School Library									

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Step	Action												
7.	 7. a. Select the Circuit ID that requires an update to the service cycle. 1. Adjust the day of the month that the billing will begin (Pick a day 1 throug 30) 2. Select "Update" when complete. • NOTE: Only one circuit's start date may be updated at a time 												
 For example, the billing cycle for Circuit #8 is currently from the 1st day of the month end of the month. However, the billing cycle is changing from the 15th day of the month the 14th of the following month. a. Select Circuit # 8 from the list of Circuits. 1. Select "15" as the new start date. 2. Select "Update" 													
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	BEN 个	CAUSE		SERVIC	BAND	IS ON P	LOCATI	LOCATI	TOTAL I	OUSF			
	3	INDEX.	Designed of	1	1 GB	False	705	-	\$845.00	\$507.00			
	4	or a series of	-	1	1 GB	False	110	China'	\$845.00	\$507.00			
	5	2049003-	Clrcuit ID #8	1	1 GB	False	140	101003	\$845.00	\$507.00			
	6	255364.	ENIDERIC IE	1	1 GB	False	999	reda.	\$845.00	\$507.00			