

Training Handout: MPR Submission Updates – Pause, Resume, or Stop Funding/Disconnect

Overview: The following training handout reviews step-by-step instructions on how to process updates for an MPR prior to submission. Updates include pausing, resuming, or stopping funding for one or multiple circuits.

Step	Action
1.	Login: https://occ.decisions.com/
	JAN STREET
	USERNAME OR EMAIL user@provider.com
	PASSWORD (************************************
	Remember Me
2.	Provider Dashboard/Home will automatically open upon login.
	🕸 OKLAHOMA UNIVERSAL SERVICE FUND 🇘 🖲 🗄
	Manage 🛩 🛛 Ali 🛩 🖡
	Actions Special Service Provider X
	Fund Year 2023 (7/1/2022 - 6/30/2023) Cumulative Funding Of Special Service Provider
	Total Approved Funding From All Sources Current Approved Causes Current Monthly Payment Request Status Change Requests Submitted
	\$5,582.20 4 And State (15) And And And And And And And And And And
	Special Funding Primary Funding School Library Telemedicine Lifeline K Case G Case
	Total FY Funding \$2,996.40 \$92.00 \$2,493.80 \$0.00 \$0.00 \$0.00
	Current Approved Causes 2 Guitent Approved Causes 1 Current Approved Causes 1 Current Approved Causes 0 Current Approved C

Last Updated: JUNE 26th, 2023



Step	Action
MPR Su	bmission Updates Process:
• <u>Pa</u> • <u>Re</u> • <u>St</u>	ause Funding esume Funding, or op/Disconnect Funding
1.	Navigate to "Actions"
2.	Select "New Monthly Payment Request"
	Actions Choose an option: New Monthly Payment Request Technology Upgrade Set Ending Service Date Method Update Contact Info
3.	If no updates are needed, select "Generate the Submission" to complete the process.
	If updates are required, select "UPDATES TO SUBMIT".
	Updates and Attestation \Box $ imes$
	1. Select the "UPDATES TO SUBMIT" button to add necessary updates.
	2. Once all updates have been made, check the attestation box and select the "GENERATE THE SUBMISSION" button to proceed.
	I attest and certify that there are no further updates that will affect OUSF funding at this time. All updates have been submitted, and are true and accurate to the best of my knowledge.
	UPDATES TO SUBMIT GENERATE THE SUBMISSION



Step	Action		
4.	"Examples Requiring a Pause, Resume, or Stop to Funding" will appear.		
	Select "Continue"		
	Examples Requiring a Pause, Resume, or Stop to Funding \Box \times		
	Examples:		
	Pause of funding:		
	* A billing issue has identified and is being researched. OUSF reimbursement should be paused until discrepancies are resolved.		
	* A new application or change request is in process. OUSF reimbursement should be paused.		
	Resume of funding:		
	* A circuit was previously paused but is now ready to resume OUSF reimbursement.		
	Stop to funding:		
	* A circuit has been disconnected. OUSF reimbursement will no longer be applicable after the date of disconnect.		
	* OUSF reimbursement is no longer required for a circuit.		
	Continue		



 Select a Circuit ID via the dro 	pdown:
Circuit Updates	
Complete the following form for discon circuits and/or circuits placed on/	nected/stopped /off hold.
Circuit ID (use the drop down or start typing):	
Circuit ID #1 Circuit ID #2 Circuit ID #3 Circuit ID #4 Circuit ID #5 Circuit ID #6 Circuit ID #7	
Circuit ID #8	
Circuit ID #9 Circuit ID #10 Circuit ID #11 Circuit ID #12	
Select "Pause Funding"	
circuit opulites	
Complete the following form for discon circuits and/or circuits placed on	nected/stopped /off hold.
Complete the following form for discon circuits and/or circuits placed on Circuit ID (use the drop down or start typing):	inected/stopped i/off hold.
Complete the following form for discon circuits and/or circuits placed on Circuit ID (use the drop down or start typing): Circuit ID #8	inected/stopped i/off hold.
Complete the following form for discon circuits and/or circuits placed on Circuit ID (use the drop down or start typing): Circuit ID #8 Action Selection:	nnected/stopped Noff hold.
Complete the following form for discon circuits and/or circuits placed on Circuit ID (use the drop down or start typing): Circuit ID #8 Action Selection: Pause Funding Stop Funding/Disconnect	nnected/stopped i/off hold.



Circuit Updates	
Complete the following form for discon circuits and/or circuits placed on	nnected/stopped n/off hold.
Circuit ID (use the drop down or start typing):	
Circuit ID #8	× •
Action Selection:	
Pause Funding	× •
Billing issue being researched Potential change request/New Cause Other/Misc	L3
Close Back	Update
onfirmation of the update will appear	r:
• To close the update confirmation	on alert, select "DISMISS."
Updated! Circuit details have been updated.	



1. The	"Circuit Updates" screen will appear:	
•	Select a Circuit ID via the dropdown:	
	Circuit Updates	
2	Complete the following form for disconnected/sto circuits and/or circuits placed on/off hold.	pped
	Circuit ID (use the drop down or start typing):	
	Circuit ID #1 Circuit ID #2 Circuit ID #3 Circuit ID #4 Circuit ID #5 Circuit ID #6 Circuit ID #7	
ł	Circuit ID #8 Circuit ID #9 Circuit ID #10 Circuit ID #11 Circuit ID #12	
u	Close Back Update	3
U		li.
NOT beer	FE: The option to "Resume Funding" will only a paused. *By following the steps above*.	ppear on a Circuit ID that has previous
•	 Select "Resume Funding" Select "Update" when complete. 	

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	Circuit Updates	
	Complete the following form for disconnected/stopped circuits and/or circuits placed on/off hold.	
	Circuit ID (use the drop down or start typing):	
	Circuit ID #8	
	Action Selection:	
	Resume Funding	
	Close Back Update	
	h.	
2.	Confirmation of the update will appear:	
	To close the update confirmation alert, select "DISMISS	5.″
	Circuit details have been updated.	
	DISMISS	
	' Circuit Updates	
	Complete the following form for disconnected/stopped	



he "	'Circuit Updates'' screen will appea	1.		
•	Select a Circuit ID via the dropdo	own:		
	Circuit Updates		□ × □	
2	Complete the following form for disco circuits and/or circuits placed o	nnected/stop n/off hold.	oed o	
	Circuit ID (use the drop down or start typing):			
	Circuit ID #1 Circuit ID #2 Circuit ID #3 Circuit ID #4 Circuit ID #5 Circuit ID #6 Circuit ID #7		5	
	Circuit ID #8			
	Circuit ID #8 Circuit ID #9	C3		
	Circuit ID #7 Circuit ID #8 Circuit ID #9 Select "Stop Funding/Disconnect Circuit Updates	₽ ″		
	Circuit ID #7 Circuit ID #8 Circuit ID #9 Select "Stop Funding/Disconnect Circuit Updates Complete the following form for discon circuits and/or circuits placed of	D nnected/stopp n/off hold.	ed p	
	Circuit ID #7 Circuit ID #8 Circuit ID #9 Select "Stop Funding/Disconnect Circuit Updates Complete the following form for discon circuits and/or circuits placed of Circuit ID (use the drop down or start typing):	nnected/stopp	ed D	
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	Circuit ID #7 Circuit ID #8 Circuit ID #9 Select "Stop Funding/Disconnect Circuit Updates Complete the following form for disconcircuits and/or circuits placed of Circuit ID (use the drop down or start typing): Circuit ID #8 Action Selection:	D nnected/stopp n/off hold.	ed D	
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	Circuit ID #7 Circuit ID #8 Circuit ID #9 Select "Stop Funding/Disconnect Circuit Updates Complete the following form for disconcircuits and/or circuits placed or Circuit ID (use the drop down or start typing): Circuit ID #8 Action Selection: Pause Funding	nnected/stopp n/off hold.	ed	



	 Enter the applicable Effective Disconnect Date for the Circuit ID selected. Enter a Comment/Description applicable to the Circuit ID selected: a. Example in screenshot: "Beneficiary stopped service." Select "Update" when complete.
	Circuit Updates 🗆 🗠 🛛
	Complete the following form for disconnected/stopped circuits and/or circuits placed on/off hold.
	Circuit ID (use the drop down or start typing):
	Circuit ID #8
	Action Selection:
	Stop Funding/Disconnect
	Effective Date of Stop Funding/Service Disconnect:
	6/1/2023
	Comments/Description: 2
	Beneficiary stopped service.
	Close Back Update
2.	Confirmation of the update will appear:
	 To close the update confirmation alert, select "DISMISS."
	Updated! Circuit details have been updated. DISMISS Circuit Updates Complete the following form for disconnected/stopped Circuit T