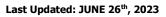


Training Handout: Technology Upgrade

Overview: This handout explains how to report a change in Circuit ID to OUSF. Please note: this would <u>not</u> include any changes to Bandwidth or Price.

Step	Action
1.	Login: https://occ.decisions.com/
	USERNAME OR EMAIL
	user@provider.com
	PASSWORD
	Remember Me
	Register
2.	Provider Dashboard/Home will automatically open upon login.
	¢ OKLAHOMA UNIVERSAL SERVICE FUND ↓ All ∨
	Actons Special Service Provider X Menu
	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
	Complete (160 %) Anality Payment (16 %)
	\$5,582.20 4 Proceeding (9%) 0 % 0
	Peedroj Subestation (Pk) Special Funding 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 Current Approved Causes 1 0 0 0 0
	Current Approved Causes 2 Current Approved Causes 0 Current Approved Causes 0 Current Approved Causes 0 Number Of Beneficiaries 2 Number Of Beneficiaries 1 Number Of Beneficiaries 1 Current Approved Causes 0 Current Approved Causes 0
	Number Of Active Circuits 4 Number Of Active Circuits 1 Number Of Active Circuits 3





Step	Action
3.	Navigate to "Actions"
	Actions
4.	Select "Technology Upgrade"
	Actions Choose an option: New Monthly Payment Request Technology Upgrade Set Ending Service Date Method Update Contact Info NOTE: Technology upgrades only change/update the circuit ID, nothing else can be updated or changed through this process.
5.	Select one of the following options:
	 <u>SINGLE SELECT</u> – Allow one Circuit ID to be updated at a time. <u>MULTI SELECT</u> – Allows multiple Circuit IDs, with a variety of effective dates, to be updated at one time.
	Technology Upgrade
	Option Description
	SINGLE SELECT Best when needing to only update one or two circuits. Each circuit will be updated one at a time.
	MULTI SELECT Best when needing to update several circuits. Any number can be updated with varying effective dates.



Last Updated: JUNE 26th, 2023

	 I active circuits will I Select "Update 		lick on the Circuit t	hat needs upo	dating.
	Technology Upgrade Si Select the appropriate circuit below		to initiate.		
	CAUSE NUMBER	FUNDING TYPE School	BENEFICIARY BIXBY	CIRCUIT ID	
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	5	School	BIXBY	Record Controls	CONTRACTORS IN CONTRACTORS
	6	School	BIXBY	a-0.00	the bracky sylan.
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	8	School	BIXBY	10.000000	(X356)****(X)
	9	School			and a second second
	Back	Cohool	HILDIV HILCY PACKAGE		Technology Upgrade
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	 Enter the new Enter the effect 	Circuit ID name tive date of the omission by sel	e on the text line b e change in Circuit	elow "New Ci	rcuit ID*" ective Date*"
	 2. Enter the new of 3. Enter the effect 4. Finalize the sub Technology Upgrade So 	Circuit ID name tive date of the omission by sel ubmission Process	e on the text line b e change in Circuit ecting "FINALIZE"	elow "New Ci ID below "Eff	rcuit ID*" ective Date*"
	 2. Enter the new 0 3. Enter the effect 4. Finalize the sub Technology Upgrade So 1 attest and certify that there 	Circuit ID name tive date of the omission by sel ubmission Process	e on the text line b e change in Circuit ecting "FINALIZE"	elow "New Ci ID below "Eff	rcuit ID*" ective Date*"
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All active c	ircuits will b	oe displa	yed.					
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& 3.								
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