



INTERNET FOR ALL WISCONSIN

BEAD Challenge Process Step-by-Step Instructions for Submitting a Location Challenge

Docket 5-BCH-2024



Public Service Commission
of WISCONSIN





1. Ensure you have created an ERF account on the PSC website.

If you need to create an ERF account, navigate to the [ERF homepage](#) and click the 'account management' tile at the bottom of the page. Below the log in fields, click the link 'create new individual account' and complete the required fields.

2. Complete the BEAD Challenge Participant Eligibility and Confidentiality Form

Eligible challenger participants will complete the following required fields using the fillable PDF Eligibility and Confidentiality Form:

- (1) Entity Name
- (2) Entity d/b/a (if applicable)
- (3) Primary Contact Name
- (4) Primary Contact Email
- (5) Physical Address
- (6) Primary Contact Phone Number
- (7) Entity Website
- (8) Select Eligible Entity Type
 - a. Internet Service Provider
 - i. Must also enter FCC Registration Number (FRN)
 - b. Local Unit of Government
 - c. Tribal Government
 - d. 501 (c)(3) or 501 (c)(6) Non-Profit Organization
 - e. Community Anchor Institution

Attestation: read the attestation and sign and provide signatory details

Acceptance of Confidentiality Practices: read confidentiality practices statement, sign to agree and provide signatory details.

Note that eligible challenge participants will only complete and submit the form once, and it must be submitted before or at the same time that a challenge is submitted to the 5-BCH-2024 docket on ERF with the Challenge Submission Form.

The completed BEAD Challenge Participant Eligibility and Confidentiality Form PDF file must be saved with the following naming convention: **challengeform_[Entity Name].pdf**

3. Identify Challenges

Depending on the challenger's technical capacity as well as the anticipated number of locations that will be challenged by the participant, there are two methods participants can choose for analyzing and gathering BSLs for challenge submission.

- (1) Challengers can download the provided .CSV files of location BSL identification numbers to analyze in their own geospatial program to compile challenges. Separate spreadsheets of BSLs by county will also be available for download. The available spreadsheets will have the following data fields:

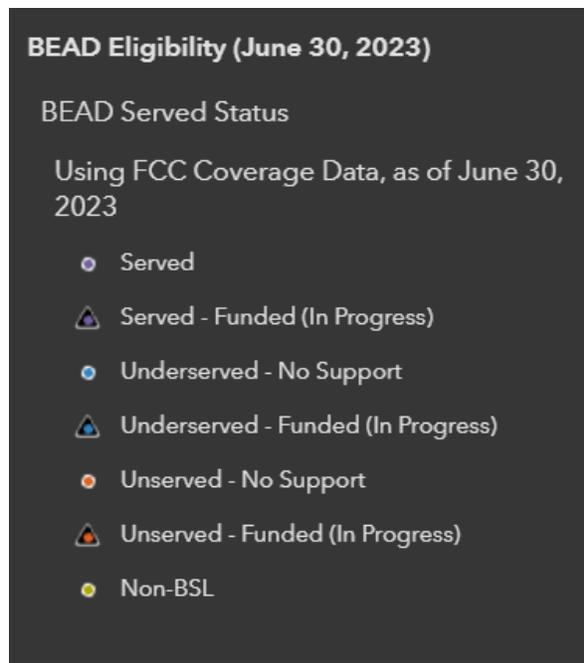
Column Name	Description
location_id	A unique ID for the Fabric location.
county_name	County name
BEAD_speed_category	Classification of BSL speed status: unserved (0), underserved (1), served (2) before any pre-challenge modifications
DSL_mod	TRUE if the BEAD classification has been modified from served (2) to underserved (1) per the Pre-Challenge DSL Modification; FALSE if not modified
measurement_mod	TRUE if the BEAD classification has been modified from served (2) to underserved (1) per the Crowdsourced Speed Test Modification; FALSE if not modified
BEAD_classification	Classification of BSL speed status: unserved (0), underserved (1), served (2) after any pre-challenge modifications
enforceable_commitment	TRUE if an enforceable commitment exists for the location; FALSE if no enforceable commitment exists
awardee	Recipient of applicable enforceable commitment(s); List if multiple
program	Program of applicable enforceable commitment(s); List if multiple
BEAD_eligibility	'Eligible' if eligible for BEAD funding; 'Ineligible' if ineligible for BEAD funding based on current data.

Entities using lists of BSL IDs will need an NTIA license from CostQuest Associates. Without a NTIA license to access the broadband serviceable location fabric (fabric), challengers will not be able to meaningfully view or analyze the BSLs in their spatial software to compile challenges. The fabric is a dataset of all locations where fixed broadband internet access service is or could be installed. Access to the fabric allows entities to join Wisconsin’s forthcoming list of BEAD-eligible unserved, underserved, and community anchor institution BSL ID numbers with other needed attributes affixed to the fabric data such as the location address, latitude and longitude, unit count, and land use code. This method may be best suited for eligible challengers with spatial analysis expertise and/or challengers that anticipate submitting a large number of challenges.

- (2) Challengers can identify broadband serviceable locations (BSLs) manually by navigating the PSC’s BEAD Challenge Map to retrieve BSL IDs they would like to challenge. This method may be best suited for participants that plan to challenge a smaller number of locations (i.e. in groups of 100 locations or less). The BEAD

Challenge Map will facilitate challengers in gathering the required location data to fill in the BEAD Challenge Submission spreadsheet.

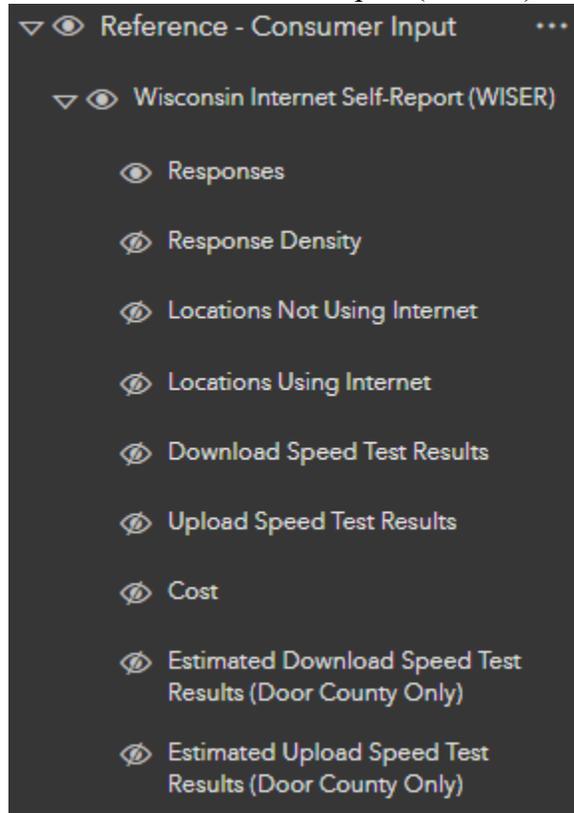
- Navigate to the BEAD Challenge Map linked to on the BEAD Challenge Process webpage and here:
<https://maps.psc.wi.gov/apps/BEADChallengeMap>
- The top left pane contains the following layers that can turned on and off by clicking the eye icon, with layers turned on displayed on the map:
 - Internet Service Offerings
 - Displays Broadband Serviceable Locations (BSL) that when clicked provide information of current service offerings. Note that these overlay the BEAD Eligibility points if both layers are on and the colors are the same (Purple – served; blue – underserved; orange – unserved).
 - Community Anchor Institutions
 - Displays community anchor institution points on the map.
 - BEAD Eligibility (June 30, 2023)
 - Displays BEAD eligibility at a generalized local level and a specific BSL level based on the current served status and the extent the map is zoomed in. Note that the lower left pane displays the legend below when this layer and any other layer is activated:



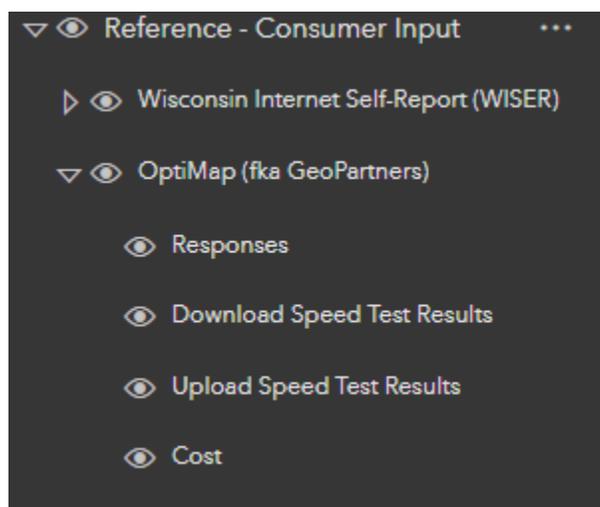
(Purple – served; blue – underserved; orange – unserved; yellow – non-BSL; any point with a triangle – funded for broadband expansion [in progress])

- Reference - Consumer Input
 - This layer provides the following 2 groups of sub-layers of consumer input data (each containing response, speed, cost data, and more):

- Wisconsin Internet Self-Report (WISER)



- Optimap (fka GeoPartners)



- Reference - Infrastructure Support
 - This layer provides sublayers displaying geographic footprints of where broadband infrastructure funding support exists (State and Federal Administered Broadband Funding can be expanded to filter by funding type).

To compile challenges for locations identified on the map, you can copy the needed data from the attribute table when a single location is selected and paste into the correct field in the Challenge Submission Spreadsheet or you can use the lasso selection tool to select multiple locations in an area from a single provider and export the locations' attribute data table to a .csv file, from which you can copy over the needed data to complete the Challenge Submission Spreadsheet.

To copy and paste a single location's data from the BEAD Challenge Map into the Challenge submission Spreadsheet, follow the steps below:

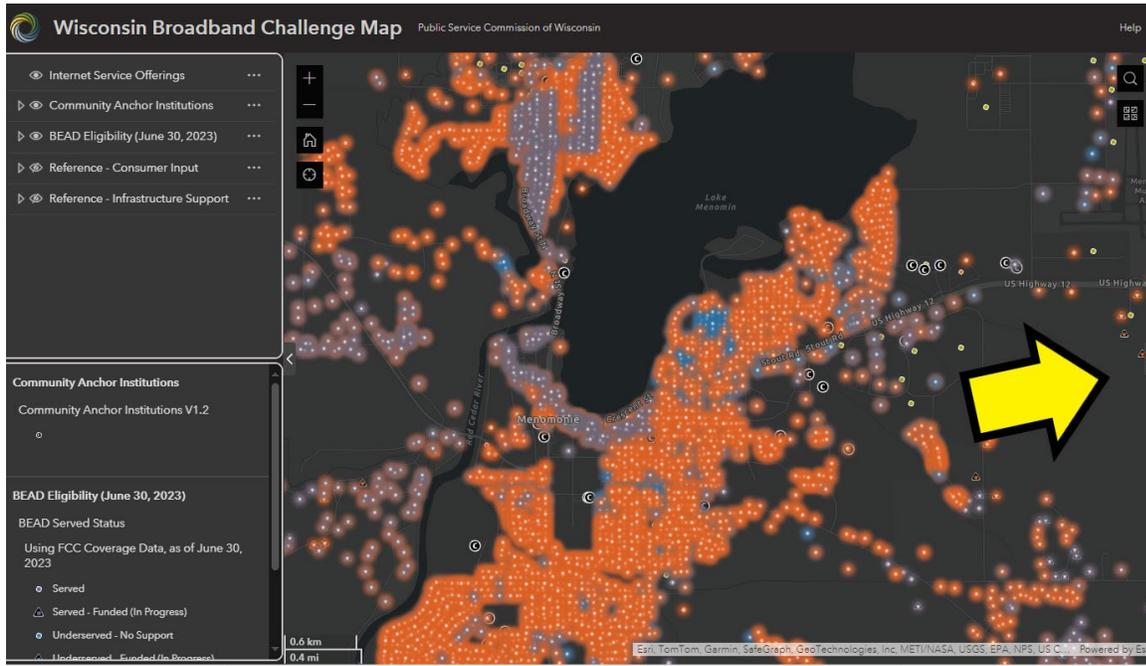
1. With the Internet Service Offerings and BEAD Eligibility layers turned on, click on the BSL on the map you want to include in the challenge. The attribute table will open in a pop-up window.
2. The attribute table will display the BEAD eligibility data on one page and each internet service offering on additional pages (the top right arrows allow you to scroll the attribute table pages). The table below displays what the attribute table will show when a location is selected when the BEAD Eligibility layer is on.

111222344 (BSL ID)	
BSL ID	111222344
BEAD Status	Unserved
Unit Count	2
Address	123 4 th Street, Madison, WI 53703
Building Type Code	R
EFC Status	none

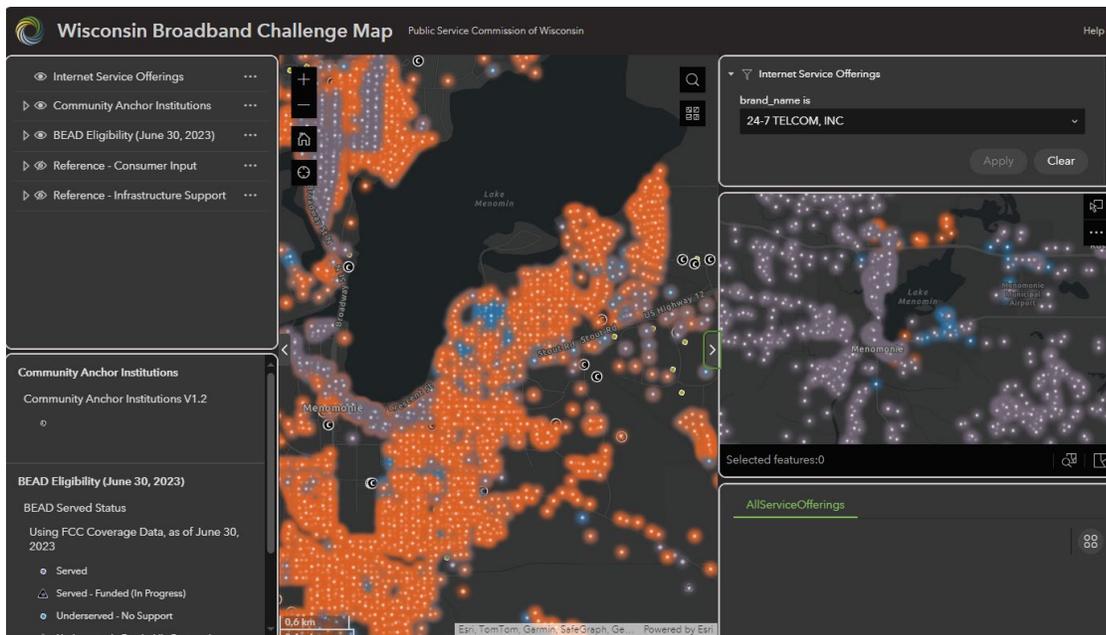
1. The BSL ID is also displayed at the top of the table.
2. Double click the BSL ID number to copy and paste into the BEAD Challenge Submission Spreadsheet (column F).
3. Clicking the arrows in the top right will display all service providers (one per attribute page) and details on the provided service for the challenge, such as technology, maximum advertised upload and download speeds, and provider ID.
4. Copy or input the name of the provider for the location being challenged into the BEAD Challenge Submission Spreadsheet (column D).
5. Copy or input the technology code of the provider being challenged at the location into the BEAD Challenge Submission Spreadsheet (column E).

To copy and paste multiple locations using the lasso tool (maximum 100) from the BEAD Challenge Map into the Challenge Spreadsheet, follow the following steps:

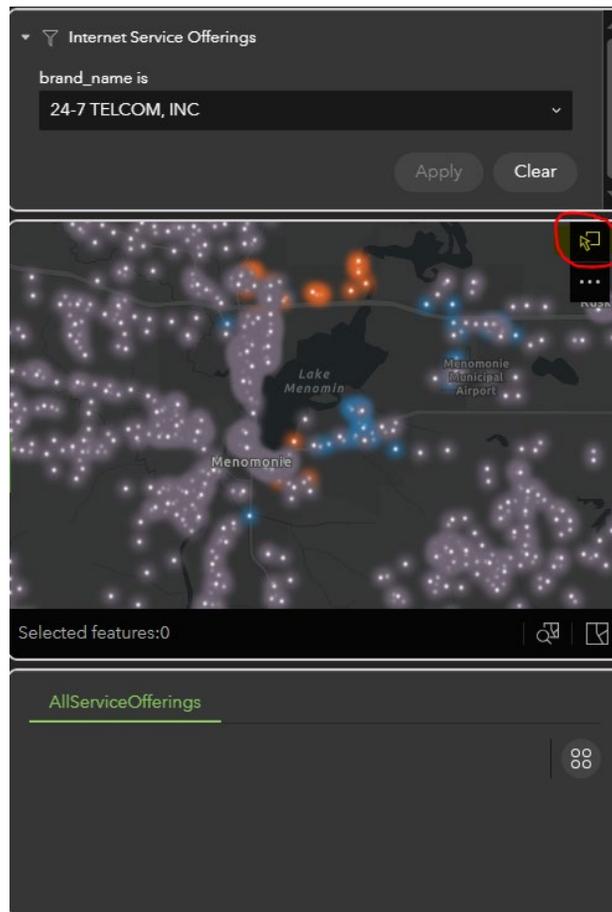
- Click the arrow (“<”) on the far right of the screen in the map viewing area to expand the tool.



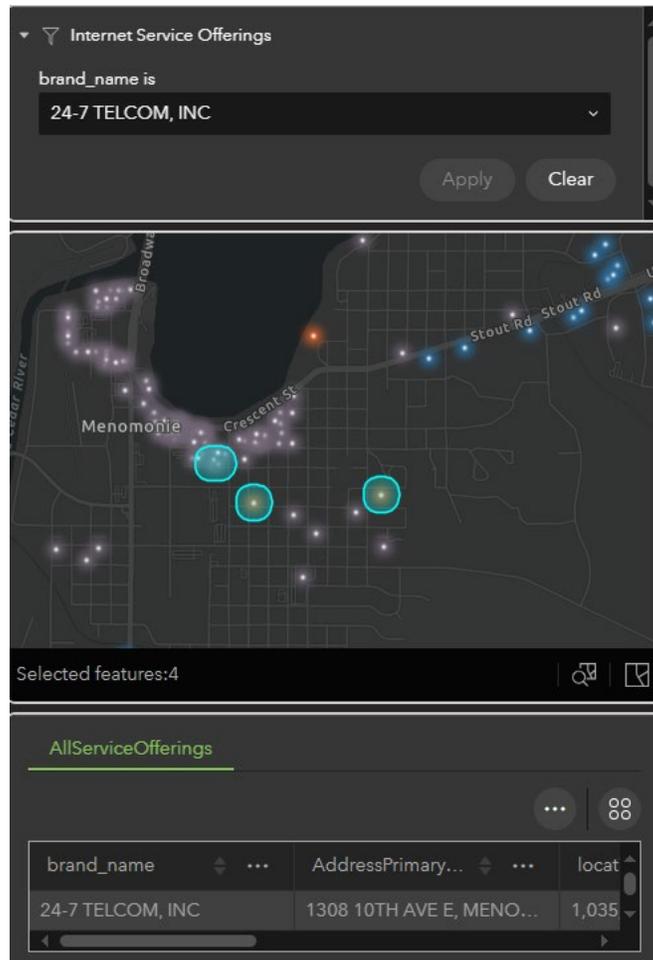
- Select the provider for the locations you would like to view from the drop-down menu at the top. Zoom on the original map to the area where you want to submit challenges.



- In the middle pane of the pop out, click the lasso selection tool in the top right.



- Using your cursor, click and drag to outline the location you want to select. Once they are selected, they will highlight in blue, and the locations attributes will be shown in the lower pane.



Internet Service Offerings

brand_name is
24-7 TELCOM, INC

Apply Clear

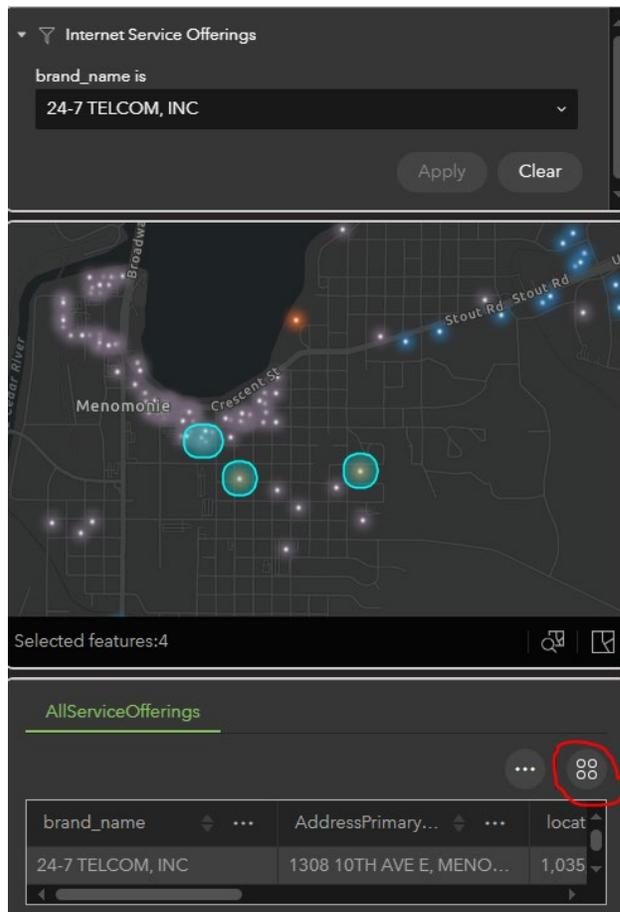
Menomonie

Selected features:4

AllServiceOfferings

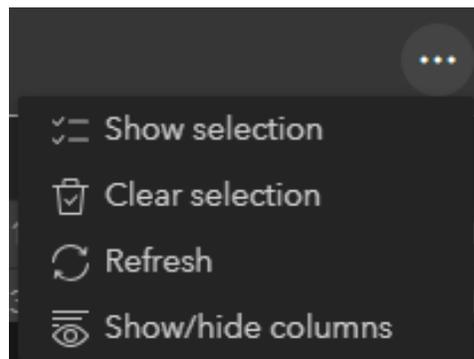
brand_name	AddressPrimary...	locat
24-7 TELCOM, INC	1308 10TH AVE E, MENO...	1,035

- To export the selected locations attributes that are show in the lower pane, click the icon with four dots in the top right of the bottom section and click “exported selected” and select the .csv file type for the export.



- From this exported .csv you can copy over the needed data for the Challenge Submission Spreadsheet.

Note: Eligible challengers cannot submit to the docket the exported table of locations from the BEAD Challenge Map. The location data from the exported table must be copied into the Challenge Submission Spreadsheet correctly and have the required fields completed for each location being challenged. Further, to appropriately protect BSLF data, a limit of 100 locations per lasso selection is implemented. To select more locations, click these ellipses button, select the ‘Clear Selection’ button, and repeat the lasso process over a different group of offering to be challenged.



Both methods will facilitate compiling all locations and their respective challenges into the provided Challenge Submission Spreadsheet. Detailed instructions for completing the Challenge Submission Spreadsheet are in the following steps.

4. Prepare Evidence Documents

For each BSL's specific challenge type being submitted, the challenging entity needs to include evidence to substantiate its challenge claim. Appendix 1 lists examples of evidence types for each challenge type.

It's recommended that challenging entities compile and save evidence as they are filling in the Challenge Submission Spreadsheet. Each evidence file name must align to the following naming convention: [entity name]_CEvidence[#].pdf. Only .pdf files are accepted. If you are providing a screenshot or photo (.png or .jpg), paste it into a text document and save as .pdf file.

When completing the Challenge Submission spreadsheet, if a location being challenged has more than one supporting piece of evidence, enter the evidence file names separated by a comma (e.g., [entity name]_evidence1.pdf, [entity name]_evidence2.pdf). An evidence document can apply to more than one location and can thus be listed multiple times in column J for challenges in each row. Upload one evidence document and indicate that evidence file name for each challenge it applies to. Do not create copies of the same evidence files and give them different file names for each location being challenged. Challenge submissions with duplicate evidence documents submitted (i.e. the same evidence document submitted multiple times with a different file name) will be rejected.

5. Complete the Challenge Submission Spreadsheets

The Challenge Submission Spreadsheet is an excel document that will allow challengers to compile multiple BSLs and their respective challenges in a single document. Each row will contain one challenge type for one specific BSL. Row 1 of the Challenge Submission Spreadsheet contains the column headers and Column 2 below provides a description and further direction for completing each columns respective cell (see screenshots below). The Challenge Submission Spreadsheet is formatted to only allow certain inputs for each column's respective cells.

BEAD Challenge Submission Spreadsheet screenshots

	A	B	C	D	E	F
1	Challenge Type Code Enter the Challenge Code or Select the Challenge Code from the dropdown menu A - Availability D - Data Cap T - Technology B - Business Service Only P - Planned Service E - Enforceable Commitment N - Not part of Enforceable Commitment	Challenger Entity Name Enter your entities legal name. Do not use the entity's d.b.a.	Challenger entity type Select your entity type from the drop down menu in the cells below. - Internet Service Provider (provider) - 501 (c)(3) or 501 (c)(6) nonprofit (non-profit) - Local or Tribal Government -Community Anchor Institution (CAI)	Service Provider Provide the name of the service provider being challenged if applicable. i.e If a challenger is claiming they have planned service (P) or an enforceable commitment (E) a service provider is not being directly challenged.	Technology Code Enter or select from the dropdown menu the technology code of the location being challenged. 10 - Copper Wire (DSL) 40 - Coaxial Cable 50 - Fiber to the Premises/Optical Carrier 60 - Geostationary Satellite 61 - Non-Geostationary Satellite 70 - Unlicensed Terrestrial Fixed Wireless 71 - Licensed Terrestrial Fixed Wireless 72 - Licensed-by-Rule Terrestrial Fixed Wireless	Broadband Serviceable Location (BSL) Enter the 10-digit BSL ID being challenged.

G	H	I	J
Unit (apartment) If the location being challenged is a unit/apartment within a multi-dwelling unit building, provide the unit/apartment number. Leave blank if not applicable.	Availability Challenge (A) Reason Code <u>Only for Availability (A) Challenge Type</u> : select from the dropdown menu or enter the availability reason code that applies (1-9). <u>For other challenge codes, leave field blank.</u> 1 - Provider failed to schedule a service installation within 10 business days of a request. 2 – Provider did not install the service at the agreed-upon time. 3 – Provider requested more than the standard installation fee to connect the location. 4 – Provider denied the request for service. 5 – Provider does not offer the technology entered above at this location. 6 – Provider does not offer the speed(s) shown on the Broadband Map for purchase at this location. 8 – No wireless or satellite signal is available at this location. 9 – New, non-standard equipment is required to connect this location <i>*reason code 7 intentionally not included, unapplicable FCC code for purposes of availability challenges</i>	Challenge Evidence Type(s) Indicate the types of evidence being provided, separated by a comma (e.g. screenshot, email). See BEAD Challenge Instructions for specific examples of evidence for each challenge type.	Challenge Evidence File(s) For each piece of evidence being uploaded to docket 5-BCH-2024 to support a specific challenge, list the file names. Files should be saved using the following convention: <i>challenger name_CHevidence#.pdf</i> (e.g. bestprovider_evidence1.pdf) List all evidence documents for a BSL separated by a comma (e.g. bestprovider_CHevidence1.pdf,bestprovider_CHevidence2.pdf). Do not create duplicates of an evidence document. Upload one evidence document and indicate that evidence file name for each challenge it applies to. Evidence files will be uploaded to ERF. **NOTE only .pdf files are accepted. If you are providing a screenshot (.png or .jpg), paste into a text document and save as .pdf file before uploading.**

The following column fields will be completed for each location challenged:

Column A: Challenge Type Code (dropdown menu selection)

- Select the challenge code from the dropdown menu for each respective location.
 - A - availability
 - The broadband service identified is not offered at the location, including a unit of an (MDU).
 - D - data cap
 - The only service plans marketed to consumers impose an unreasonable capacity allowance (“data cap”) on the consumer.
 - T - technology
 - The technology indicated for this location is incorrect.

- B - business service only
 - The location is residential, but the service offered is marketed or available only to businesses.
- P - planned service
 - The challenger has knowledge that broadband will be deployed at this location by June 30, 2024, without an enforceable commitment or a provider is building out broadband offering performance beyond the requirements of an enforceable commitment.
- E - enforceable commitment
 - The challenger has knowledge that broadband will be deployed at this location by the date established in the deployment obligation.
- N - not part of enforceable commitment
 - This location is in an area that is subject to an enforceable commitment to less than 100% of locations and the location is not covered by that commitment. (See BEAD NOFO at 36, n. 52.)

Column B: Challenger Entity Name (text input)

Column C: Challenge Entity Type (dropdown menu selection)

- Select your entity type – provider, local/Tribal Government, nonprofit, or Community Anchor Institution.

Tip: enter entity type once and expand to all rows with an entered challenge

Column D: Service Provider (text fill)

- Enter the name of the internet service provider being challenged at the specific BSL.

Column E: Technology Code – the broadband fixed technology code¹ being challenged (dropdown menu selection)

- Select the Technology code from the dropdown menu for the location being challenged.

Technology Code	Technology Name
10	Copper wire (DSL)
40	Coaxial Cable
50	Fiber to the Premises/Optical Carrier
60	Geostationary Satellite
61	Non-Geostationary Satellite

¹ <https://help.bdc.fcc.gov/hc/en-us/articles/5290793888795-Fixed-Technology-Codes->

70	Unlicensed Terrestrial Fixed Wireless
71	Licensed Terrestrial Fixed Wireless
72	Licensed-by-Rule Terrestrial Fixed Wireless

Column F: BSL – the broadband serviceable location identification number (10-digit numerical fill)

- Enter the 10-digit BSL identification number. The cell will only accept numerical entries and will not allow you to input more than 10 digits.

Column G: Unit (text fill)

- If the location being challenged is a unit/apartment within an MDU building, provide the unit/apartment number. Leave blank if not applicable.

Column H: Availability Challenge (A) Reason Code (dropdown menu selection)

- Only required for availability (A) challenge type. Select from the dropdown menu or enter the availability reason code that applies:
 - 1 - Provider failed to schedule a service installation within 10 business days of a request.
 - 2 – Provider did not install the service at the agreed-upon time.
 - 3 – Provider requested more than the standard installation fee to connect the location.
 - 4 – Provider denied the request for service.
 - 5 – Provider does not offer the technology entered above at this location.
 - 6 – Provider does not offer the speed(s) shown on the Broadband Map for purchase at this location.
 - 8 – No wireless or satellite signal is available at this location.
 - 9 – New, non-standard equipment is required to connect this location

** Reason code 7 intentionally not included – unapplicable FCC code for the purposes of the availability challenge type.*
- For all other challenge codes, leave this field blank.

Column I: Evidence Type (text input)

- Indicate the types of evidence being provided for each location being challenged, separated by a comma (e.g. screenshot, email).
- See section 8 below for the examples of evidence types.

Column J: Evidence Files (text input)

- For each challenged location, enter the name of the evidence documentation that supports the challenge of the location.
- The evidence file name must align to the following naming convention: **[entity name]_CEvidence[#].pdf**
- **NOTE:** only .pdf files are accepted. If you are providing a screenshot or photo (.png or .jpg), paste it into a text document and save as .pdf file before uploading.
- If the location being challenged has more than one supporting piece of evidence, enter the evidence file names separated by a comma (e.g., *Entityname_CEvidence1.pdf, Entityname_CEvidence2.pdf*)
- An evidence document can apply to more than one location, and can thus be listed multiple times in column J.

6. Finalize challenge documents

Ensure the BEAD Challenge Participant Eligibility and Confidentiality Form is complete and saved using the following convention: **[entity name]_challengeform.pdf**

Ensure all rows of the Challenge Submission Spreadsheet are complete. Particularly ensure that each challenge row has the correct corresponding evidence file listed. The spreadsheet must be saved using the following convention: **[entity name]_challenge.xlsx**

Ensure that all evidence documentation that is saved using the following naming convention and that the file name matches what is listed in the Challenge submission spreadsheet: **[entity name]_CEvidence[#].pdf** (Evidence documentation must be saved and submitted as a .pdf file)

7. Submit by uploading to docket 5-BCH-2024

- a. Navigate to ERF and select the “Upload Document” option at the bottom of the page (see screenshot below).

Welcome!
 The Electronic Records Filing (ERF) System provides for the electronic submission of filed documents and online access of these documents including those submitted in formal cases before the Commission. With ERF Commission staff receive, circulate, process and publish thousands of electronically filed documents. ERF reduces the time necessary to make decisions on proposed actions, increases public access to formal case information, and provides an easy, convenient way for utilities, applicants, and other parties to participate in the Commission's formal case process.

Quick Single Docket Search

Case Information

Documents

[Don't know the utility ID?](#)

[View Documents Filed in the Last 2 Days](#)

PSC REF#:

ERF - EZ Subscriptions

To receive e-mail notifications when new documents are filed in a docket, simply enter the docket (case) number, your e-mail address and click the Subscribe button. You can unsubscribe any time by clicking the link in the e-mail notification.

Docket ID:

Email Address:

One-Time Code: [Send Code Now](#)

Advance Search

Upload Document

Subscription

Account Management

Confidential Determination

Help

- b. Log in to your ERF account. If you do not have an ERF account, below the log in fields, click the link “create new individual account” and complete the required fields.

[WISCONSIN.GOV](#) Agency Directory Online Services
 Public Service Commission of WISCONSIN ERF Electronic Records Filing System
 STATE OF WISCONSIN OCR

Welcome to the Public Service Commission of Wisconsin's Electronic Records Filing System (ERF).
 ERF allows users to submit and access documents via the web. Unless otherwise directed by the PSC, all documents must be converted to a Portable Document Format (PDF) that is text searchable. When a document is submitted it is routed to our Records Management Unit staff for processing. RMU staff will review your document and notify you via email when the document is accepted. Accepted documents can be viewed at <https://apps.psc.wi.gov/pages/ERFHome.htm>.
 For any questions regarding ERF logon IDs or passwords, please email our Records Management Unit at PSCRecordsMail@wisconsin.gov or call 608-261-8524.

Warning: Your session will close if it remains inactive for an extended period of time.

NOTE: Telecommunications providers must use this new [filing interface](#) to upload tariffs to ERF.

Note: If your password is not in compliance with the new rules, we will redirect you to the change password page.

Logon ID:
 Password:
 Are you a robot? Check the box to prove you are human.
 I'm not a robot reCAPTCHA Privacy - Terms

[Change/Forget Password?](#) [Retrieve Logon ID](#)
[Create New Individual Account](#)

- c. Once on the ERF upload page after logging in, from the left menu pane, select “public” for uploading the BEAD Challenge Participation Form, BEAD Challenge Submission Spreadsheet, and any evidence documents that are not confidential. (see screenshot below). For information regarding submitting confidential evidence documents, see section 9.

ERF Upload Welcome Matthew Marcus... You are logged on with your PSC staff user ID: MARCUM Thursday, January 04, 2024 1:13:29 PM

UPLOAD DOCUMENTS

Public

Confidential & Public Redacted

GIS Files (Public)

CHECK UPLOADED STATUS

Pending

Accepted

Rejected

USER MAINTENANCE

Change Password

Update Profile

SUBSCRIPTION

Subscription Profile

UPLOAD NOTES:

- User may upload up to 10 files. The maximum file size per file is 20mb (20,000kb).
- The system will **only** accept PDF and certain Excel formats (.PDF and .XLSX).
- No use of attachments!** Multiple short documents can be submitted as one PDF by combining pages.
- Combine multiple PDF's into one file with bookmarks for individual sections.
- Excel spreadsheets should **not** be converted to PDF, but rather filed as separate individual uploads.
- No PDF files embedded in Excel spreadsheets! **Only** exception to this is in case of confidential spreadsheets, a PDF affidavit may be embedded.
- When uploading a confidential document, the redacted copy must be uploaded at the same time.
- If filing as a party to a contested case the document to be uploaded and entries in the ERF upload screen must conform to the requirements contained in the Facilitating Matters Ordered in Contested Cases attachment to the Prehearing Conference Memorandum/Scheduling Order issued in the docket.
- Disable any security restrictions in the document properties.** See reminder below!

[ERF Help Files](#)

REMINDER:
The PSC electronically timestamps all PDFs submitted in ERF. We are seeing an increase in the number of documents that cannot be stamped. Before you upload PDF files, please make sure your documents are not password protected, read only, or secured. If the document contains digital signatures, please print to PDF after signing the document to remove the protection associated with the signatures.

Document Activity Status My Subscription List: 0

- d. On the “Upload Public Document” page, for Step 1 choose “existing docket” option, enter the docket number 5-BCH-2024, and click the “Check Docket” button.

WISCONSIN.GOV Agency Directory Online Services

Public Service Commission of WISCONSIN ERF Electronic Records Filing System STATE OF WISCONSIN OOCR

ERF Upload **Upload Public Document**

Step 1: Specify the Docket or Utility

- If you select option 1, you must enter the docket and click the **Check Docket** button.
- If you select option 2, you must enter the utility id and click the **Check Utility ID** button.
- Once the docket or utility id is verified you will be allowed to select files to upload.

Choose an Option

Existing Docket

Existing Service Provider/ New Docket Application

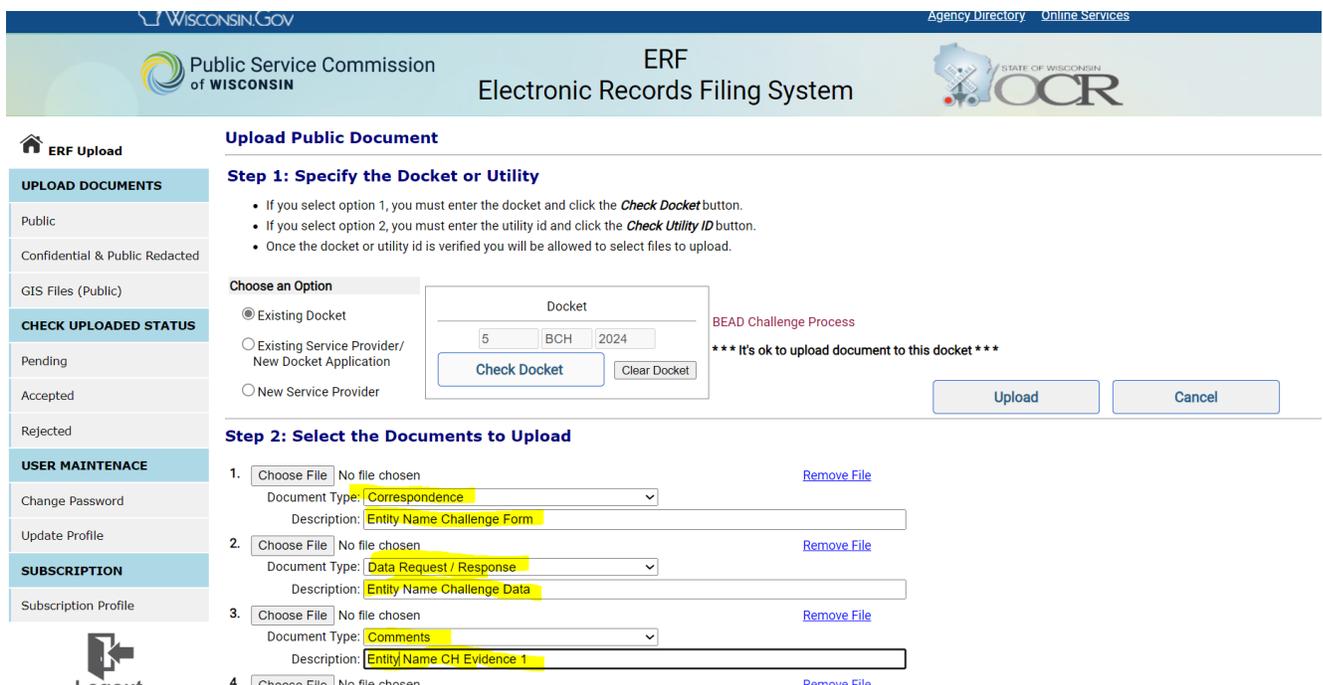
New Service Provider

Docket

5 BCH 2024

- e. For Step 2 you will choose the files to be uploaded and their respective document type and provide a description. The table below shows the file naming convention, document type, and description that should be used for uploads. A screenshot following the table provides an example.

Document	Completed saved file naming convention	Document type selection for upload	Description for upload
BEAD Challenge Participant Eligibility and Confidentiality Form	[entity name]_challengeform.pdf	Correspondence	Entity Name Challenge Form
BEAD Challenge Submission Spreadsheet	[entity name] challenge.xlsx	Data Request/Response	Entity Name Challenge Data
BEAD Challenge Evidence Documents	[entity name] CEvidence[#].pdf	Comments	Entity Name CH Evidence[#]



Step 1: Specify the Docket or Utility

- If you select option 1, you must enter the docket and click the **Check Docket** button.
- If you select option 2, you must enter the utility id and click the **Check Utility ID** button.
- Once the docket or utility id is verified you will be allowed to select files to upload.

Choose an Option

Existing Docket

Existing Service Provider/ New Docket Application

New Service Provider

Docket

5 BCH 2024

Check Docket **Clear Docket**

BEAD Challenge Process

*** It's ok to upload document to this docket ***

Step 2: Select the Documents to Upload

- Choose File No file chosen [Remove File](#)
Document Type: Correspondence
Description: Entity Name Challenge Form
- Choose File No file chosen [Remove File](#)
Document Type: Data Request / Response
Description: Entity Name Challenge Data
- Choose File No file chosen [Remove File](#)
Document Type: Comments
Description: Entity Name CH Evidence 1
- Choose File No file chosen [Remove File](#)

- f. When you have completed entering the information for all documents to be uploaded (maximum of 10), click the 'Upload' button. If you need to upload more evidence documents, follow the upload process again to upload remaining evidence documents.

ERF Upload

Upload Public Document

Step 1: Specify the Docket or Utility

- If you select option 1, you must enter the docket and click the **Check Docket** button.
- If you select option 2, you must enter the utility id and click the **Check Utility ID** button.
- Once the docket or utility id is verified you will be allowed to select files to upload.

Choose an Option

Existing Docket

Existing Service Provider/
New Docket Application

New Service Provider

Docket

5 BCH 2024

Check Docket **Clear Docket**

BEAD Challenge Process

*** It's ok to upload document to this docket ***

Upload **Cancel**

Step 2: Select the Documents to Upload

- Choose File** No file chosen [Remove File](#)

Document Type: Correspondence

Description: Entity Name Challenge Form
- Choose File** No file chosen [Remove File](#)

Document Type: Data Request / Response

Description: Entity Name Challenge Data
- Choose File** No file chosen [Remove File](#)

Document Type: Comments

Description: Entity Name CH Evidence 1
- Choose File** No file chosen [Remove File](#)

- g. Once the documents are submitted, the documents activity status on the upload main page will be changed to pending (see screenshot example below). Pending means that the document has been received by the PSC and awaits processing. When uploads are processed, the submitter will be notified via email. The email will include the document name, type, description, received date, etc. If the filing was rejected from being posted on ERF, the rejection reason will be included in the email. This rejection is not a rejection after a substantive review of a submission, but rather a rejection related to ERF submission guidelines. Clicking one of the hyperlinks will produce a list of document details for each status type. If a document has been rejected for posting, the reason for rejection is also listed among the details.

- UPLOAD DOCUMENTS**
- Public
- Confidential
- CHECK UPLOADED STATUS**
- Pending
- Accepted
- Rejected
- USER MAINTENANCE**
- Change Password
- Update Profile
- SUBSCRIPTION**
- Subscription Profile



UPLOAD NOTES:

- User may upload up to 10 files. The MAXIMUM file size per file is 20mb (20,000kb).
- Click the **Browse** button to select the document you would like to upload.
- If the document type is not specified, the document will not upload.
- If the document name or description is empty, the document will not upload.
- **(NEW)** If filing as a party to a contested case the document to be uploaded and entries in the ERF upload screen must conform to the n Facilitating Matters Ordered in Contested Cases attachment to the Prehearing Conference Memorandum/Scheduling Order issued in the i
- When uploading a confidential document, the redacted copy must be uploaded at the same time.
- The system will only accept PDF and certain Excel file formats (.PDF, .XLS, and .XLSX).

[Additional Policies for Filing ERF document](#)

REMINDER:
The PSC electronically timestamps all PDFs submitted in ERF and we are seeing an increase in the number of documents that cannot be stamp please make sure your documents are not password protected, read only, or secured. If the document contains digital signatures, please print to remove the protection associated with the signatures.

Document Activity Status

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Pending	1
Accepted	457
Rejected	6