

# BROADBAND SERVICE AREA MAPPING SYSTEM USER GUIDE

## Applicants

- [Applicants – Logging into the System](#)
- [Applicants – Create an eAuthentication ID](#)
- [Applicants – Create a New Application](#)
- [Applicants – Creating Service Area Details](#)
- [Applicants – Drawing Service Area Maps](#)
- [Applicants – Drawing Underserved Household Map](#)
- [Applicants – Adding Service Areas](#)
- [Applicants – Review Service Area Details and Maps](#)
- [Applicants – Submit Application](#)

## Public Notice Respondents

- [Respondents – Logging into the System](#)
- [Respondents – Create an eAuthentication ID](#)
- [Respondents – View Published Public Notice Filings](#)
- [Respondents – File a Response to a Public notice Filing](#)
- [Respondents – Drawing Public Notice Response Service Area Maps](#)
- [Respondents – Review and Submit Public Notice Response](#)

As part of the ARRA application process, applicants must submit their Service Area Map(s) through the web-based mapping tool. In addition, incumbent service providers must submit maps of their existing service areas through the web-based mapping tool in order to be considered when determining Service Area eligibility.

Keep in mind that a Service Area means the geographic area within which a service provider offers telecommunications service, or is proposing to offer telecommunications service. Non-contiguous areas are considered separate Service Areas and must be treated separately for the purpose of determining Service Area eligibility. Multiple service areas may be included in a single application.

## Applicant Step-by-Step Instructions

### Logging into the System

1. go to: <http://broadbandUSA.gov>

2. Select the “Mapping” menu option.
3. Sign in using your Level 1 eAuthentication User ID and password. If you do not already have an eAuthentication account with Level 1 access, follow the instructions below.

### Create an eAuthentication ID

1. go to: <http://broadbandUSA.gov>
2. Select the “Register” menu option.
3. Click the “[Click Here to register for a Level1 eAuthentication id](#)” link.
4. Click “Create an Account Page”
5. The system requires Level 1 access so click the “Level 1 access” link at the bottom of the page.
6. Input your applicable information and click the “continue” button.
7. Review your information. If everything is correct, click the “submit” button.
8. The system will now send you a confirmation email.
9. Click on the “Activate Account” link in the email to activate your USDA eAuthentication account with Level 1 access. You must click on the activation link provided in the confirmation email within 7 days or your account will be terminated and you will have to start the entire process again.
10. If you do not receive a confirmation email within 24 hours, check your personal email filter settings. For further assistance, contact the ITS Service Desk at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) or 800-457-3642.

### Create a New Application

1. Click on the “Applicants and Respondents” menu option and select “Applicant List.”
2. To create a new application, click on the “New Application” button.

### Creating Service Area Details

Note: A Service Area is a contiguous geographic area. Your application may include one or multiple Service Areas. You should create a Service Area Map and provide Service Area Details for each contiguous geographic area which your application proposes to serve.

1. Click “Add New Service Area” button.
2. Service Area Details – input the name of your Service Area, the number of unserved households and the number of underserved households that lie within your Service Area.
3. Select the appropriate state the application proposes to serve from drop down menu list and then select the appropriate county. A list of communities will then pop up.
4. Select those communities the application proposes to serve within the Service Area. Then click the “Save” button.

5. You can select additional communities from other counties or states as applicable. After saving the first county/state select another county or state and select the desired community and then click the "Save" button. or states as applicable.
6. Use the back button on your browser or the "View Application" link at the top of the page to go back to the previous screen so you can draw your Service Area map.

### Drawing Service Area Maps

1. Click on the "Action" button and choose "Edit Map" from the drop down list or click the "Map" link.
2. On the far left side of the screen there are a number of icons, click on the bottom icon which is in a pentagonal shape and then click on the top middle icon to add the points of your map. You can zoom in and out as you add the points of your map. Hit enter on your keyboard to complete drawing your Service Area Map.
3. Click on the "save" button.
4. If you want to edit a Service Area you have drawn, you can use some of the other drawing tools. You can use the "Move Anchor" function to move a point in an existing drawing. To do this, click the "Select Region" function. and then click on the polygon you want to adjust. You can then click the "Move Anchor" tool to move a point you previously drew. You can use the "Select Region" function to utilize the "Add Anchor" and "Remove Anchor" functions to add or delete points to an existing Service Area drawing. You must first use the "Select Region" function in either case. The "Cut From Existing Region" function can be used to remove a portion of a Service Area, or if you wish to delete an entire Service Area, you can use the cut function by covering the unwanted service area as if you were drawing another map on top and clicking the "Cut From Existing Region" function.
5. Click the "Save" button after making any changes necessary.
6. Use the back button on your browser or the "View Application" link at the top of the page to go back to the previous screen and add your Underserved Household Map.

### Drawing Underserved Household Map

Note: you cannot draw your Underserved Household Map until your Service Area Map has been created and successfully saved.

1. Click on the "Action" button and choose "Edit Underserved Areas" from the drop down list.
2. On the far left side of the screen there are a number of icons. Click on the bottom icon which is in a pentagonal shape and then click on the top middle icon to add the points of your Underserved Household Map. You can zoom in and out as you add the points of your map. Hit enter on your keyboard to complete drawing your Underserved Households Map.
3. Click on the "save" button.

4. If you want to edit a map you have drawn you can use some of the other drawing tools. You can use the “Move Anchor” function to move a point in an existing drawing. To do this, click the “Select Region” function and then click on the polygon you want to adjust. You can then click the “Move Anchor” tool to move a point you previously drew. You can use the “Select Region” function to utilize the “Add Anchor” and “Remove Anchor” functions to add or delete points to an existing map. You must first use the “Select Region” function in either case. The “Cut From Existing Region” function can be used to remove a portion of a map, or if you wish to delete an entire map, you can use the cut function by covering the unwanted map as if you were drawing another map on top and clicking the “Cut From Existing Region” function.
5. Click the “Save” button after making any changes necessary.
6. Use the back button on your browser or the “View Application” link at the top of the page to go back to the previous screen so you can add another Service Area Map or submit your application information.

### Adding Service Areas

1. To add an additional Service Area, click the “Add New Service Area” button.
2. Follow the steps above for Creating Service Area Details, Drawing Service Area Maps, and Drawing Underserved Household Maps

### Edit Service Area Details and Maps

1. Click on the “Action” button next to the Service Area you want to edit and choose “Edit” from the drop down list.
2. Review the Service Area Details and make any necessary changes.
3. To review or edit the communities selected, choose the applicable State and Country from the State and County drop down lists provided. Click the box next to any community you wish to add or delete.
4. Click the “Save” button once you have updated your Service Area Details.
5. Use the back button on your browser or the “View Application” link at the top of the page to go back to the previous screen so you can add another Service Area Map or submit your application information.

### Submit Application

1. Once you have created all applicable Service Area(s), click the “Submit” button.
2. Click “ok.”
3. At the top of the screen you will see that there is now a Reference Number associated with your submission. Please make note of this number and submit the Reference Number to RUS along with your application.

## Logging into the System

1. go to: <http://broadbandsearch.sc.egov.usda.gov>
2. Select the “Login” menu option.
3. Sign in using your User ID and password. If you do not already have a USDA eAuthentication account with Level 1 access, follow the instructions below.

## Create an eAuthentication ID

1. go to: <http://broadbandsearch.sc.egov.usda.gov>
2. Select the “Help” menu option.
3. The system requires that you have an eAuthentication account with Level 1 access in order to file a response through RUS' web-based mapping tool. If you do not have a USDA eAuthentication account, click the "here" link.
4. Click “Create an Account Page”
5. The system requires Level 1 access so click the “Level 1 access” link at the bottom of the page.
6. Input your applicable information and click the “continue” button.
7. Review your information. If everything is correct, click the “submit” button.
8. The system will now send you a confirmation email.
9. Click on the “Activate Account” link in the email to activate your USDA eAuthentication account with Level 1 access. You must click on the activation link provided in the confirmation email within 7 days or your account will be terminated and you will have to start the entire process again.
10. 10. If you do not receive a confirmation email within 24 hours, check your email provider filters and your personal email filter settings. For further assistance, contact the ITS Service Desk at [eAuthHelpDesk@ftc.usda.gov](mailto:eAuthHelpDesk@ftc.usda.gov) or 800-457-3642.

## View Published Public Notice Filings (PNF)

1. Go to: <http://broadbandsearch.sc.egov.usda.gov>
2. Click on the “Public Notice” menu option and select “List of Public Notice Filings.”
3. Click the “View” link next to the Public Notice Filing (PNF) you want to view.
4. Follow the instructions below to file a response.

## File a Response to a Public Notice Filing (PNF)

1. Click the “View” link next to the Public Notice Filing (PNF) you want to view.
2. Click the “File a Response” button at the bottom of the screen.
3. If you already have a USDA eAuthentication Account with Level 1 access, click the “continue” button and sign-in using your User ID and password. If you do not have an eAuthentication Account, follow the links provided and the instructions above.

4. Fill in all required sections on behalf of your company and click the “Save” button at the bottom of the screen.
5. Select the applicable Service Area from the drop down list (Note: there may be 1 Service Area or many Service Areas. You must submit a separate Public Notice Response for each individual Service Area).
6. Click the “Edit” link just below your selected Service Area.
7. You should now be able to view the applicant’s Service Area Map and Underserved Household Map.

#### Drawing Public Notice Response Service Area Maps

1. Click the “Edit” link below the applicable Service Area for which you want to file a response.
2. On the far left side of the screen there are a number of icons. Click on the bottom icon which is in a pentagonal shape and then click on the top middle icon to add the points of your map. You can zoom in and out as you add the points of your map. Hit enter on your keyboard to complete drawing your map.
3. Click on the “Save” button.
4. If you want to edit a map you have drawn you can use some of the other drawing tools. You can use the “Move Anchor” function to move a point in an existing drawing. To do this, click the “Select Region” function and then click on the polygon you want to adjust. You can then click the “Move Anchor” tool to move a point you previously drew. You can use the “Select Region” function to utilize the “Add Anchor” and “Remove Anchor” functions to add or delete points to an existing map. You must first use the “Select Region” function in either case. The “Cut From Existing Region” function can be used to remove a portion of a map, or if you wish to delete an entire map, you can use the cut function by covering the map you have drawn as if you were drawing another map on top of it and clicking the “Cut From Existing Region” function.
5. Click the “Save” button after making any changes necessary.
6. Use the back button on the browser or the “View Legal Notice Response” link at the top of the page to go back to the previous screen.

#### Review and Submit Public Notice Response

1. Review your Public Notice Response information, including your map, to confirm that the information is accurate.
2. Click the box at the bottom of the screen, certifying that the information contained in your Public Notice Response.
3. Click the “Submit” button at the bottom of the page.
4. You can now file additional Public Notice Responses for other applications and/or Service Areas. Go back and view the Public Notice Filings listed on RUS’ website to determine if you need to submit additional Public Notice Responses.