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2017 PA-USF Data Collection

Dear Pennsylvania Telecom Carrier,

The Solix State Program Management group is pleased to announce that the data collection website, specifically designed for the PA-USF, **is now open**. This site allows one or more company employees to securely login and enter access lines and intrastate retail revenues from the fiscal year 2016, fulfilling the annual development of assessment requirement.

Through this site, you can:

- Enter the access line and revenue data for your company any day of the week, any time of the day.
- Come back to the site any time during the data collection period and modify your previously entered data **until March 31, 2017**.
- Print off a confirmation page of the data you have entered for the current reporting period.
- Maintain current contact information for rate, voucher, and data collection mailings under the **My Profile** tab.

Under Docket No. M-00001337 on November 9, 2016 the Pennsylvania Public Utility Commission ordered **"That all carriers file their annual reports, due on March 31, 2017, with Solix electronically using Solix's Universal Solutions Platform, and file a paper copy with the Commissioner's Secretary's Bureau."**

Before you can access the PA-USF Data Collection website, we require a one-time setup of profile information from you. This profile information identifies you, or a staffer you designate, as the Solix Member Company Administrator. The Administrator can enter PA-USF data. Additionally the Administrator has the option of creating subordinate User accounts on our site if you have the need for other employees to have access. There is no limit to the number of subordinate accounts that can be assigned under the Administrator account. Subordinate accounts can also enter or update PA-USF data on our site; however, these accounts cannot create additional subordinate accounts. Only the Company Administrator can create or delete subordinate accounts on our site. Both Company Administrator and Subordinate User accounts require profile information, which includes name, address, phone, and email address. Once the account profile is "activated," the account holder will be able to access the PA-USF data collection website.

For this year's data collection, you will use the following link to access our website:
<https://www.solixsolutions.com/Login/Login.aspx?Fund=PAUSF>

The PA-USF Data collection website will be open from Tuesday, February 1, 2017 through Friday, March 31, 2017. We request that all submissions be completed by that time.

PLEASE NOTE:

Before filing a data collection worksheet for 2016 Pennsylvania revenues, please update your contact information My Profile tab. You may also change your password through this location.

The website has a required field for the company's Utility Code. Please enter the Utility Code that appears at the top of this letter, listed beside the company name.

Vouchers for 2018 will be mailed to the address taken from the Data Collection website. Vouchers will NOT be mailed, per se, to filing consultant companies. Please make sure that company employees who file, or consultants, receive copies of the 2018 vouchers.

ENTERING WORKSHEET INFORMATION:

After updating your profile, select and then Worksheet Type: Carrier Revenue Report

Select Revenue Year: Jan 2016 – Dec 2016

Select Period Type: Annual

You must complete all fields. If you have no Access Lines to report enter 0 (zero).

Make sure to submit your worksheet to complete the online filing process.

Please note the following additional language that has been added to the Data Collection form. It appears on the attached form as well as through the online filing system:

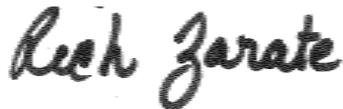
Reported unadjusted intrastate end-user telecommunications retail revenue is **final** upon Commission approval of the PA USF assessment rate.

When filing online there is no requirement to send a copy to Solix. However, a **signed copy** of the attached form must be completed and mailed to the Pennsylvania Public Utility Commission.

We are confident that you will find the PA-USF Data Collection website easy to use. If you have a question, all of our data entry screens have a link to a help page—"Help Me with This Page". If you have additional questions beyond what is covered in our help page, you may forward any technical website questions to sitehelp@solixinc.com. If you have any questions regarding the PA-USF Data Collection, please forward them to me at Richard.Zarate@solixinc.com.

Note carefully that Gross Interstate Operating Revenue you file online and with the signed form to the Commission Secretary must be the same as that filed on the Annual Report filed with file the Commission.

Thank you,



Attachment