

Resource Data, Inc.

# User Manual for Company Administrators

Oregon Universal Service Fund Web Application

v1.0  
7-19-2017

# Table of Contents

- Table of Contents ..... 1
- Introduction ..... 3
- Home Page ..... 3
  - Login ..... 3
  - Forgot Password ..... 4
  - Forgot Password Confirmation ..... 4
  - Password Reset Email ..... 5
  - Reset Password Page ..... 6
  - Password Reset Confirmation ..... 7
- About/Contact ..... 8
- Dashboard ..... 9
  - Company Dashboard ..... 9
- Forms ..... 10
  - OUS1 – Provider Information Form ..... 11
    - OUS1 Validation Messages ..... 11
    - Block 1: Telecommunications Service Provider Information ..... 12
    - Block 2: Contact Information ..... 13
    - Block 3: Certification ..... 14
    - OUS1 – Provider Information Form (Printable) ..... 15
  - OUS2 – Contribution Worksheet ..... 16
    - OUS2 Validation Messages ..... 16
    - OUS2 Calculated Fields ..... 16
    - Block 1: Quarterly Revenue Information ..... 17
    - Block 2: Revenue Information ..... 18
    - OUS2 Revisions and Versions ..... 21
    - OUS2 – Contribution Worksheet (Printable) ..... 22
  - OUS3 – Distribution Worksheet ..... 23
    - OUS3 – Distribution Worksheet (Printable) ..... 24
- Payments ..... 25
  - Payment Invoice Page ..... 25
  - Payment Review ..... 26
  - Payment System ..... 27

Payment Invoice (Printable)..... 28  
System User Management..... 29  
System User Management Page ..... 29

## Introduction

This manual is intended to cover the interfaces that company administrators will use to operate the app...

## Home Page

When a user follows the link from the Oregon website they will be directed to a login page, prompting for their username and password. From this page they can begin the process to reset their password if they have forgotten it or obtain additional information using the help link.

## Login

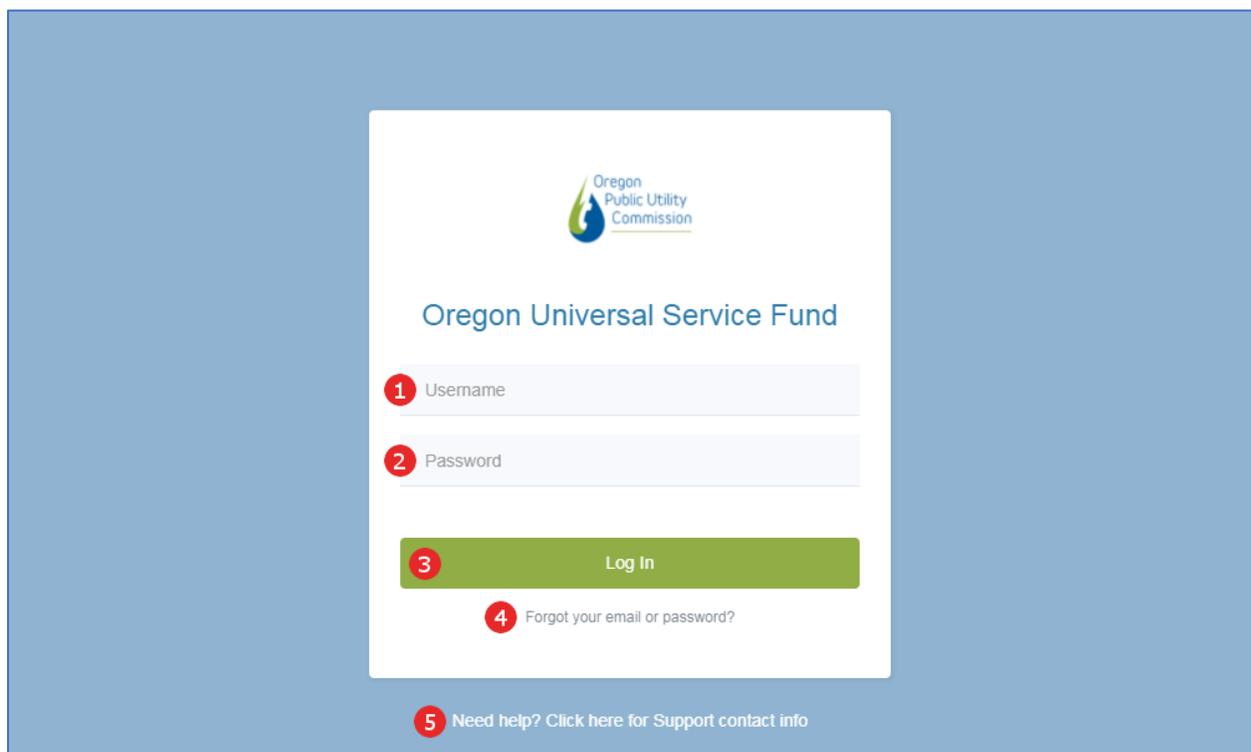


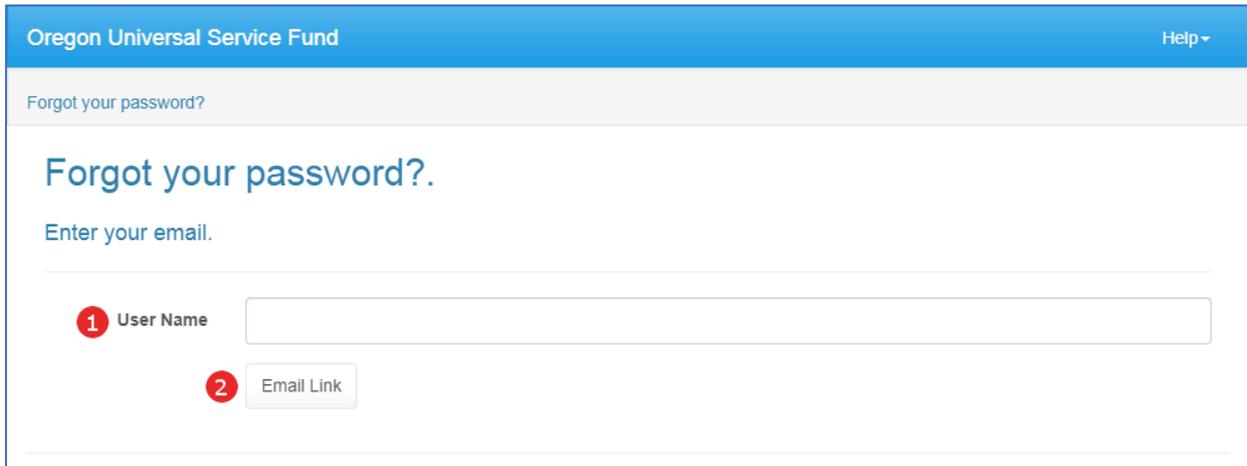
Figure 1 Login Page

### Elements:

1. Username Field
2. Password Field
3. Log in Button
4. “Forgot your email or password?” link
  - a. See [Forgot Password](#)
5. “Need help?” link
  - a. See [About/Contact](#)

## Forgot Password

When a user clicks the forgot email/password link on the home page, they will be directed to the forgot password page. On this page a user enters their username and if the username is recognized, a password reset link is sent to the email address on file for that account.



Oregon Universal Service Fund Help ▾

Forgot your password?

### Forgot your password?.

Enter your email.

1 User Name

2 Email Link

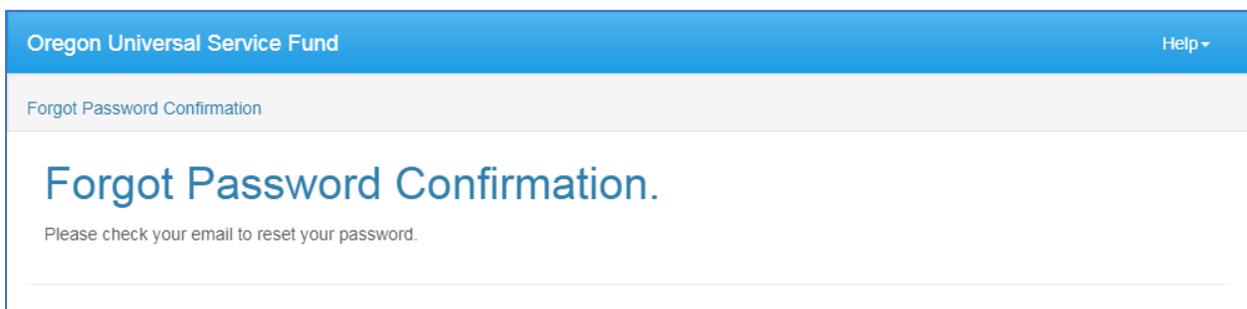
Figure 2 Forgot Password Page

### Elements:

1. User Name field
2. Email Link button

## Forgot Password Confirmation

Once a username is submitted on the forgot password page, users will be directed to a confirmation page that their request has been submitted.



Oregon Universal Service Fund Help ▾

Forgot Password Confirmation

### Forgot Password Confirmation.

Please check your email to reset your password.

Figure 3 Forgot Password Confirmation Page

## Password Reset Email

An example of the password reset email is shown here. Clicking the link directs the user to the reset password page.

The link in this email will expire after a fixed amount of time and will only work for the user who requested it.

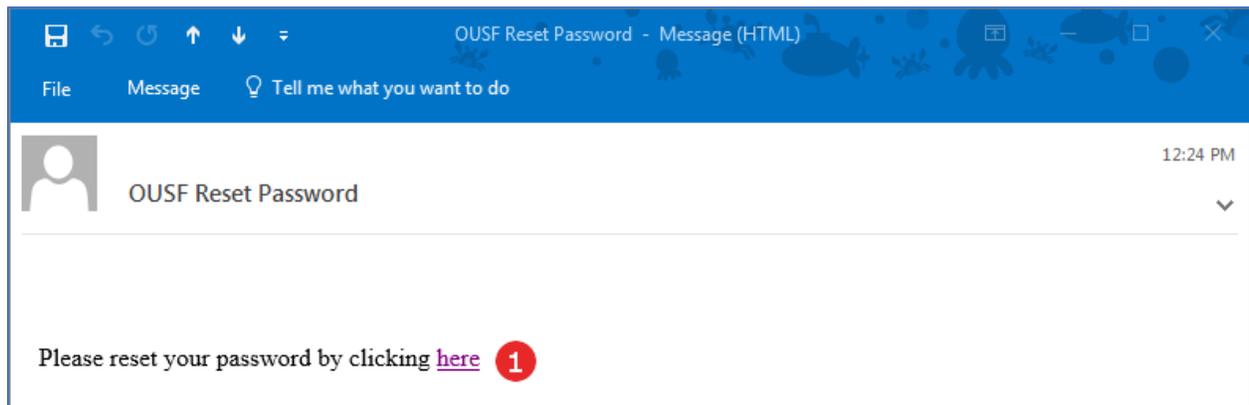


Figure 4 Password Reset Email

### Elements:

1. Unique password reset link
  - a. Links to [Reset Password Page](#)

## Reset Password Page

Clicking the link in the password reset email will direct the user to this, the Reset Password page. Here, users must enter the same username used in the Forgot Password page. As well, users must enter a new password and repeat the same password in the confirmation field. If the passwords do not match or the username is incorrect, validation messages will appear above the fields when the Reset button is clicked.

Oregon Universal Service Fund Help ▾

Reset password

## Reset password

Reset your password.

1 User Name

2 Password

3 Confirm password

4

Figure 5 Reset Password Form

### Elements:

1. User Name field
2. Password field
3. Confirm Password field
4. Reset button

## Password Reset Confirmation

When the password reset is successful on the Reset Password page, users will be directed to a confirmation page. This page is meant to inform the user that the password reset is successful and provide a link to the login page.

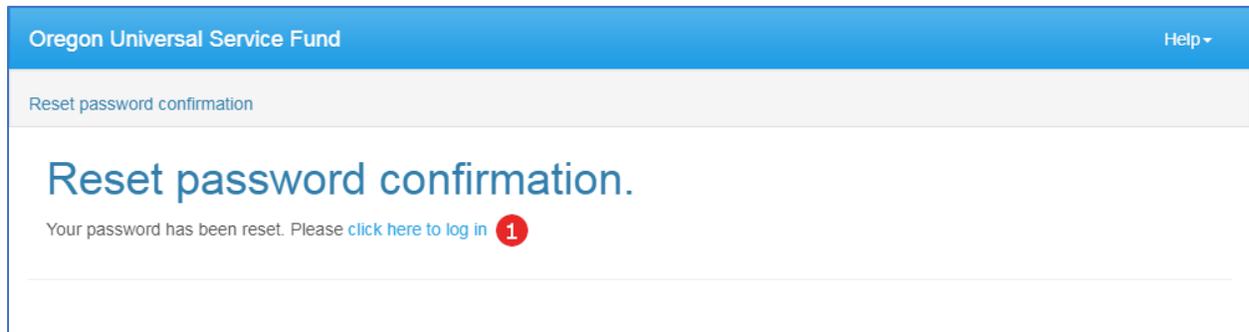


Figure 6 Password Reset Confirmation Page

### Elements:

1. Link to login page
  - a. See [Login](#)

## About/Contact

The about page can be reached either through the help link on the login page or at any time while logged in to the system by clicking the Help -> About link on the navigation bar.

**Oregon Universal Service Fund** Help ▾

About

### Welcome to the Oregon Universal Fund Web Application

ORS 759.425 requires the Public Utility Commission of Oregon (PUC) to establish and implement a competitively neutral and nondiscriminatory Oregon Universal Service Fund (USF). The purpose of the fund is to ensure that basic telephone service is available at a reasonable and affordable rate. The PUC implemented the OUS Fund in September 2000. All certified carriers in Oregon are required to report and contribute to the fund quarterly. PUC designated Eligible Telecommunications Carriers (ETCs) receive disbursements from the OUS Fund monthly. The PUC contracts with Solix, Inc. to administer the fund.

---

<p>For questions about reporting and payment schedules and other administrative questions please contact the fund administrator:</p> <p><b>Josephine Farkas</b> OUSF/Solix, Inc. 30 Lanidex Plaza West PO Box 685 Parsippany, NJ 07504-2717 Phone: (973) 581-5282 Fax: (973) 599-6571 Email: jfarkas@solixinc.com</p>	<p>For questions about updating contact information, technical questions and revenues subject to the OUSF surcharge, eligibility for payments or other related questions please contact:</p> <p><b>Imee Anderson</b> Phone: 503-373-1483 Fax: 503-373-7950 Email: imee.r.anderson@state.or.us</p>	<p>For questions about receipt of payment, ACH transfers and related questions contact:</p> <p><b>Roger White</b> Phone: (503) 378-6371 Fax: (503) 373-7752 Email: Roger.White@state.or.us</p>
---	---	--

Build Version 1.0.0.0

Figure 7 About/Help Page

## Dashboard

Once a company user is logged in, they will be taken to the Company Dashboard page. From the dashboard page, users may navigate to each of the OUS forms, payments, and disbursements.

### Company Dashboard

Accessible at any time by clicking the Dashboard link in the navigation bar.

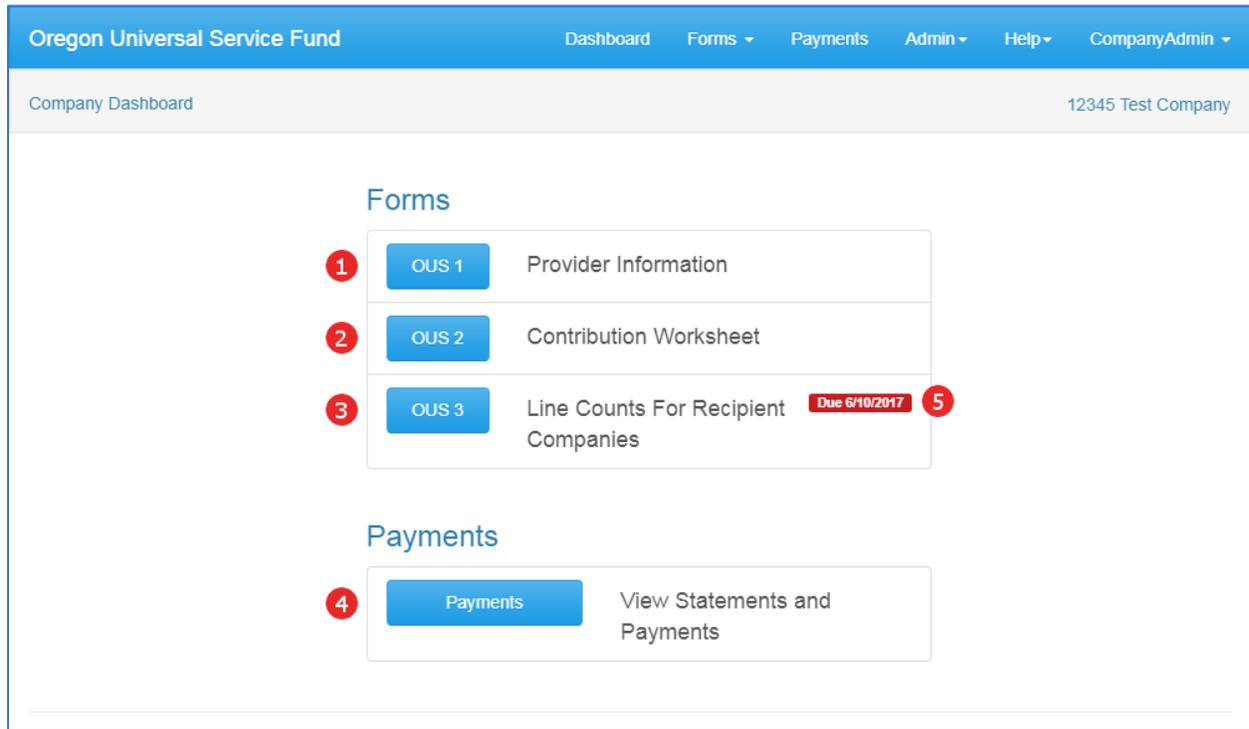


Figure 8 Company Dashboard

#### Elements:

1. OUS1 Provider Information Button
  - a. Transfers the user to the OUS1 form
2. OUS2 Contribution Worksheet Button
  - a. Transfers the user to the OUS2 form
3. OUS3 Line Counts for Recipient Companies
  - a. Transfers the user to the OUS3 form
4. Payments
  - a. Transfers the user to the Payments page
5. Due date notice
  - a. Indicates an upcoming or past due date of a form
  - b. This indicator will be Green when a form is not yet due
  - c. This indicator will be Red when a form is past due
  - d. These indicators may appear next to any of the OUS forms

## Forms

Each OUSF form available for the user's company is accessible through the Dashboard after logging in through large buttons on the page.

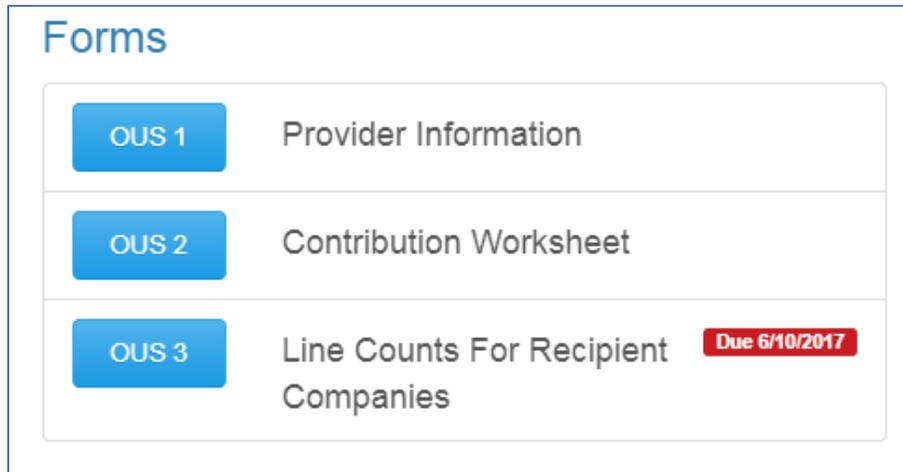


Figure 9 Dashboard Form Buttons

The forms are also accessible through the navigation bar by clicking on the Forms link and then clicking on the desired form.

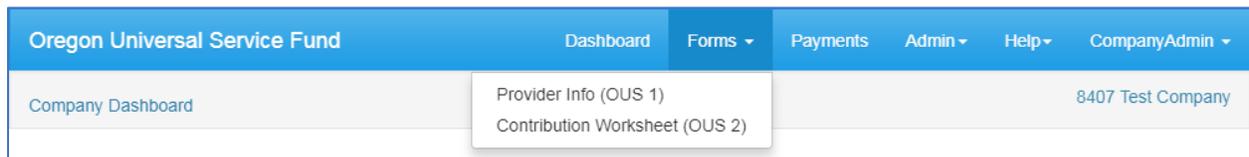


Figure 10 Navigation Bar Form Links

## OUS1 – Provider Information Form

### OUS1 Validation Messages

On the OUS1 form, when a user enters data into one field and moves to the next, validation messages will display if there is a problem with the data entered.



The image shows a portion of a web form with two input fields. The first field is labeled '14. Signature of Officer' and has a red validation message above it that reads 'Please enter the Officer Signature'. The second field is labeled '17. Date of Signature' and has a red validation message above it that reads 'Please enter the date of signature'. The date field contains the placeholder text 'mm/dd/yyyy'.

*Figure 11 Validation Messages on the OUS1 Form*

Clicking the submit button while there are validation messages on screen will not submit the form until the issues are resolved.

## Block 1: Telecommunications Service Provider Information

1 Form 2 Review History

3 Print

### Block 1: Telecommunications Service Provider Information

1. Legal Name of Provider: Test Company Company ID: 8407

2. Name Provider Is Doing Business As: Connectico, Inc.

3. Classification: Telecommunications Utility

4a. Principal Telecommunications Business

- Cellular/PCS/CMR
- Local Exchange Non-Switched Service
- Local Exchange Switched Service
- Operator Service
- Paging/Messaging
- Shared Tenant Service (STS)
- Toll (Interexchange) Switched Service
- Toll Non-Switched Service

4b. How furnished (check one or more)

Constructed Facilities

- Interexchange Transport
- Local Switching
- Network Access (Lines)
- Operator Board
- Wireless Radio

Service Resale

- Local Service
- Operator Service
- Toll Service
- Wireless

Leased UNEs from ILEC

- Interexchange Transport
- Local Switching
- Network Access (Lines)
- Operator Board
- Wireless Radio

5. Name of Holding Company: Connecting Management LLC

6. Name of Management Company:

7. Mailing Address of Corporate Headquarters

15524 NW Contour Dr. #50  
Street Address Address Line 2

Huntington W 57803  
City State Zip

8. Telephone Number for Customer Inquiries: 499-555-0930

Figure 12 OUS1 Block 1

### Elements:

1. Form Tab
  - a. Active by default, click the link to change back from the review history tab to the form
2. Review History Tab
  - a. Click the link to change to the review history tab. See Review History
3. Print View button
  - a. Click this button to format the OUS1 for printing and open a print dialog
  - b. An example image is located at [OUS1 – Provider Information Form \(Printable\)](#)

## Block 2: Contact Information

**Block 2: Contact Information**

9. Name of Contact Person	<input style="width: 100%;" type="text" value="Jeremy Musser"/>		
10a. Telephone Number	<input style="width: 150px;" type="text" value="399-329-5502"/>	10b. Fax Number	<input style="width: 150px;" type="text" value="399-329-5555"/>
11. Email Address	<input style="width: 100%;" type="text" value="contact@company-email.com"/>		
12. Mailing Address	<input style="width: 150px;" type="text" value="5030 Vine Ave."/>	<input style="width: 150px;" type="text"/>	
	Street Address	Address 2	
	<input style="width: 100px;" type="text" value="Los Angeles"/>	<input style="width: 50px;" type="text" value="CA"/>	<input style="width: 100px;" type="text" value="44932"/>
	City	State	Zip
13. Billing Address	<input style="width: 150px;" type="text" value="5030 Vine Ave."/>	<input style="width: 150px;" type="text"/>	
	Street Address	Address 2	
	<input style="width: 100px;" type="text" value="Los Angeles"/>	<input style="width: 50px;" type="text" value="CA"/>	<input style="width: 100px;" type="text" value="44932"/>
	City	State	Zip

Figure 13 OUS1 Block 2

## Block 3: Certification

**Block 3: Certification (To be signed by an officer of the telecommunications provider.)**

I certify that: (1) I am an officer of the above-name provider; (2) I have examined this report; (3) to the best of my knowledge, information, and belief all statements contained in this worksheet are true; and (4) said worksheet is an accurate statement of the affairs of the above-named provider.

14. Signature of Officer	<input type="text"/>	17. Date of Signature	<input type="text" value="mm/dd/yyyy"/>
15. Officer Name	<input type="text" value="Kate Haltom"/>		
16. Position Held with Provider	<input type="text" value="Chief Financial Officer"/>		

**4** No Change  **5**

Figure 14 OUS1 Block 3

### Elements:

4. No change checkbox
  - a. When this box is checked, users can sign and submit the OUS1 form without making any changes (except for those in Block 3).
  - b. If this box is checked and the form is submitted, any changes to the form will be lost except for fields in Block 3.
5. Submit button
  - a. Save changes to the OUS1 form

## OUS1 – Provider Information Form (Printable)

A low graphics, printable version of the OUS1 form, accessed by clicking the Print button on the OUS1 form.

### Oregon Universal Service Identification (OUS 1)

**Block 1: Telecommunications Service Provider Information**

1. Legal Name of Provider:  Company ID:

2. Name Provider Is Doing Business As:

3. Classification:

4a. Principal Telecommunications Business

- Cellular/PCS/CMR
- Local Exchange Non-Switched Service
- Local Exchange Switched Service
- Operator Service
- Paging/Messaging
- Shared Tenant Service (STS)
- Toll (Interexchange) Switched Service
- Toll Non-Switched Service

4b. How furnished (check one or more)

Constructed Facilities

- Interexchange Transport
- Local Switching
- Network Access (Lines)
- Operator Board
- Wireless Radio

Service Resale

- Local Service
- Operator Service
- Toll Service
- Wireless

Leased UNEs from ILEC

- Interexchange Transport
- Local Switching
- Network Access (Lines)
- Operator Board
- Wireless Radio

Figure 15 OUS1 Printable Version (cropped)

## OUS2 – Contribution Worksheet

### OUS2 Validation Messages

On the OUS2 form, all numerical fields are required. When a user enters data into one field and moves to the next, validation messages will display if there is a problem with the data entered.

Local exchange, EAS, and network access services	Total OR (A)	Intrastate (B)
12. Local exchange and EAS services	<input type="text" value="\$42.00"/>	<input type="text" value="\$55000"/> Intrastate can't be larger than Total OR
13. Federal subscriber line charges and PICCs	<input type="text" value=""/> The 13. Federal subscriber line charges and PICCs field is required.	

Figure 16 Validation Messages Example

Clicking the submit button while there are validation messages on screen will not submit the form until the issues are resolved.

### OUS2 Calculated Fields

In the OUS2 form there are several calculated fields. These fields are not user editable and will automatically update when data changes on the form.

30. Total excluded revenues (Subtotal lines 21 through 29)	<input type="text" value="\$0.00"/>	
<b>Gross Revenue</b>	<b>Total OR (A)</b>	<b>Intrastate (B)</b>
Total Oregon Revenue (Line 11 + Line 20 + Line 30)	<input type="text" value="\$141,166.62"/>	

Figure 17 Calculated Fields Example

## Block 1: Quarterly Revenue Information

Oregon Universal Service Fund

Dashboard Forms Payments Admin Help CompanyAdmin

Contribution Worksheet - OUS 2 8407 Test Company

Period **1** 3/31/2017 - 6/30/2017

**2** Print

Block 1: Quarterly Revenue Information

Company	Test Company	Entry Date	07/06/2017
Period	3/31/2017 - 6/30/2017	Note	
Version Type	Not Submitted		

Figure 18 OUS2 Block 1

### Elements:

1. Contribution Period selector
  - a. Changing this dropdown to a previously submitted contribution period will display the submitted OUS2 form for that period.
  - b. Previously submitted OUS2 forms may be revised by clicking the Revise button when applicable. See [OUS2 Revisions and Versions](#)
2. Print button
  - a. Displays a printable version of the current form
  - b. See [OUS2 – Contribution Worksheet \(Printable\)](#)

## Block 2: Revenue Information

### A. Wholesale Revenue

Block 2: Revenue Information		
A. Wholesale Revenue		
Local exchange, EAS, and network access services	Total OR (A)	Intrastate (B)
1. Provided as unbundled network elements (UNEs)	<input type="text" value="\$0.00"/>	
2. Provided as other than UNEs (e.g., for resale)	<input type="text" value="\$0.00"/>	
3. Interconnection transport and termination usage charges	<input type="text" value="\$0.00"/>	
4. Special (dedicated) access, switched access, and PICCs	<input type="text" value="\$0.00"/>	
5. Payphone compensation from toll carriers	<input type="text" value="\$0.00"/>	
6. Other wholesale exchange service revenues	<input type="text" value="\$0.00"/>	
7. Universal service support revenues	<input type="text" value="\$0.00"/>	
Mobile and interexchange toll services		
8. Wholesale mobile (wireless) services (e.g., for resale)	<input type="text" value="\$0.00"/>	
9. Interexchange toll and private line services	<input type="text" value="\$0.00"/>	
10. All other long distance services	<input type="text" value="\$0.00"/>	
11. Total Wholesale Revenues	<input type="text" value="\$0.00"/>	

Figure 19 OUS2 Block 2A

B. Billed Revenue from Services Provided

B. Billed revenue from services provided to end users and non-OUS contributors (i.e., retail revenues)		
Local exchange, EAS, and network access services	Total OR (A)	Intrastate (B)
12. Local exchange and EAS services	\$0.00	\$0.00
13. Federal subscriber line charges and PICCs	\$0.00	
14. Local private line and special access	\$0.00	\$0.00
15. Other local service revenues	\$0.00	\$0.00
Mobile and interexchange toll services		
16. Retail mobile (wireless) services (excluding toll and CPE)	\$0.00	\$0.00
17. Interexchange toll and private line services	\$0.00	\$0.00
18. All other long distance services	\$0.00	\$0.00
19. N/A		
20. Subtotal lines 12 through 19	\$0.00	\$0.00

Figure 20 OUS2 Block 2B

C. Revenues Excluded

C. Revenues excluded from OUS Contribution Base		
Revenues Excluded from OUS Contribution Base	Total OR (A)	Intrastate (B)
21. Information and enhanced services	\$0.00	
22. Customer premises equipment (CPE)	\$0.00	
23. Payphone coin revenues	\$0.00	
24. International calls that both orig. and term. in foreign points	\$0.00	
25. Directory publishing	\$0.00	
26. Carrier billing and collection services	\$0.00	
27. Non-telecommunications revenues	\$0.00	
28. Net settlement revenues	\$0.00	
29. Out-of-period revenue adjustments	\$0.00	
30. Total excluded revenues (Subtotal lines 21 through 29)	\$0.00	
<b>Gross Revenue</b>	<b>Total OR (A)</b>	<b>Intrastate (B)</b>
Total Oregon Revenue (Line 11 + Line 20 + Line 30)	\$0.00	

Figure 21 OUS2 Block 2C

D. Amount Due

D. Amount due to the OUS Fund		
Amount due to the OUS Fund	Total OR (A)	Intrastate (B)
31. Revenues Subject to the Surcharge Rate from line 20, column B:		\$0.00
32. OUS Surcharge rate for this period		0.0850
33. Contribution amount for this period (Line 31 multiplied by line 32) Note: If the calculated amount is less than \$10, the contribution due is set to zero		\$0.00
<b>Total</b>		
Total Due		\$0.00

**3**      **4**

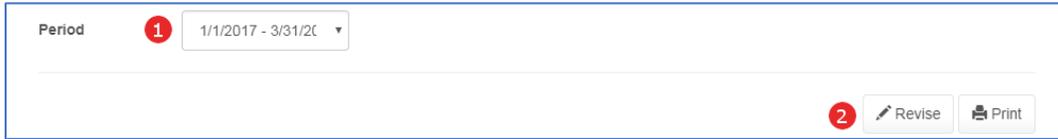
Figure 22 OUS2 Block 2D

**Elements:**

1. Cancel Button
2. Submit Button

## OUS2 Revisions and Versions

Using the contribution period selector at the top of the OUS2 form page, users may view and/or revise older OUS2 forms. To access these older forms simply select a prior contribution period from the drop-down list. If a user can revise the OUS2 form, the revise button appears next to the print button



The screenshot shows a form header with a 'Period' dropdown menu set to '1/1/2017 - 3/31/2017'. A red circle with the number '1' is next to the dropdown. To the right, there are two buttons: 'Revise' (with a pencil icon) and 'Print' (with a printer icon). A red circle with the number '2' is next to the 'Revise' button.

Figure 23 OUS2 Revision Selector/Revise Button Example

### Elements:

1. Contribution Period selector
2. Revise button

When revisions are enabled for an older form, the Revise button will be present near the top of the form (see the example below). Additionally, the Version Type indicator in Block 1 of the OUS2 form (outlined red below) displays the status of the OUS2 form being viewed, one of Revised, Original, or Not Submitted.



The image shows two side-by-side examples of 'Block 1: Quarterly Revenue Information'. Both examples show 'Company' as 'Test Company' and 'Period' as '1/1/2017 - 3/31/2017'. The left example has a 'Version Type' indicator with a red background and the text 'Not Submitted'. The right example has a 'Version Type' indicator with a green background and the text 'Original'. Both indicators are outlined in red.

Figure 24 OUS2 Block 1 Type Examples

### Contribution Worksheet - OUS 2

Block 1: Quarterly Revenue Information

<b>Company</b>	Test Company	<b>Entry Date</b>	<input type="text" value="07/06/2017"/>
<b>Period</b>	3/31/2017 - 6/30/2017	<b>Note</b>	<input type="text" value="test6513"/>
<b>Version Type</b>	<input type="text" value="Original"/>		

Block 2: Revenue Information

A. Wholesale Revenue

Local exchange, EAS, and network access services	Total OR (A)	Intrastate (B)
1. Provided as unbundled network elements (UNEs)	<input type="text" value="\$5,000.00"/>	

Figure 25 OUS2 Printable Version (cropped)

## OUS3 – Distribution Worksheet

The OUS3 form is displayed as a table in this application. There are several calculated fields on this form that are not user editable. These fields appear in grey and are updated when information in the table changes.

Each row of the table is editable (see elements 6-9). To begin editing the values in the table, click on the value and you will be able to type your changes.

Oregon Universal Service Fund

Dashboard Forms Payments Admin Help CompanyAdmin

Distribution Worksheet (OUS 3) 12345 Test Company

Period **1** 4/2017 **2** Save **3** Cancel **4** Print

Disbursement Date: 06/30/2017  
Version Type: ORIGINAL

Total Res. Lines: 15  
Entry Date: 07/14/2017

Total Bus. Lines: 1  
Total Lines: 16

Note **5**

Show 10 entries Search:

CLLI	Name	Res Owned	Res Leased	Bus Owned	Bus Leased	Total Lines
ADAR	Adair	1		0		1
ATHN	Athena-Weston	<b>6</b> 12	<b>7</b> 2	<b>8</b> 1	<b>9</b> 0	15

Showing 1 to 2 of 2 entries Previous 1 Next

Figure 26 OUS3 Form

### Elements:

1. Distribution Period Selector
2. Save Button
3. Cancel Button
4. Print Button
5. Notes
6. Residential Service Access Line Count
7. Business Service Access Line Count
8. Owned Line Count
9. Leased UNE Line Count

### Distribution Worksheet (OUS 3)

Period: 4/2017 ▼

<b>Disbursement Date</b> 06/30/2017	<b>Total Res. Lines</b> <span style="border: 1px solid black; padding: 2px;">15</span>	<b>Total Bus. Lines</b> <span style="border: 1px solid black; padding: 2px;">1</span>	<b>Total Lines</b> <span style="border: 1px solid black; padding: 2px;">16</span>	<b>Note</b> <div style="border: 1px solid black; height: 30px; width: 100%;"></div>
<b>Version Type</b> ORIGINAL	<b>Entry Date</b> <span style="border: 1px solid black; padding: 2px;">07/14/2017</span>			

CLLI	Name	Res Owned	Res Leased	Bus Owned	Bus Leased	Total Lines
ADAR	Adair	1		0		1
ATHN	Athena-Weston	12	2	1	0	15

Figure 27 OUS3 Printable Version Example

## Payments

### Payment Invoice Page

The payment invoice page displays the current due balance for each due quarter.

Oregon Universal Service Fund

Dashboard Forms Payments Admin Help CompanyAdmin

Payment Invoice 8407 Test Company

### Oregon Universal Service Fund Payment Invoice

This invoice reflects each quarter's outstanding balance which may include prior credits.

Quarter End Date	Contribution	Late Form Fee	Late Payment Penalty	Interest	Total Due
6/30/2017	\$5,358.83	\$0.00	\$0.00	\$0.00	\$5,358.83

Total due if received by PUC's office by 5 pm PST 8/28/2017: \$5,358.83

Full Payment  Partial Payment 5358.83 Pay Online Pay By Check

**Important**

- Payments received by 5PM PT will be effective the same day.
- Payments received after 5PM PT on the Quarterly Payment due date are considered late. Late payment penalty and interest will be applied.
- **Payments will show in OUSF 2 business days after online payment.**

**ACH Block Info**  
If you have an ACH Block or Filter on your account at your financial institution, you need to make the PUC ACH ID an allowable company ID for your account. The PUC ID for ACH transactions is 9301006402.

Figure 28 Payments Form

#### Elements:

1. Full or Partial Payment selector
  - a. Selecting partial payment will enable the payment amount box to enter a specific amount to pay
  - b. Selecting full payment will disable the payment amount box and populate it with the full amount due
2. Payment Amount field
  - a. When partial payment is selected, this box is editable and controls the amount that will be paid
3. Pay Online button
  - a. Displays the [payment review](#) box
4. Pay By Check button
  - a. Displays the [payment review](#) box

## Payment Review

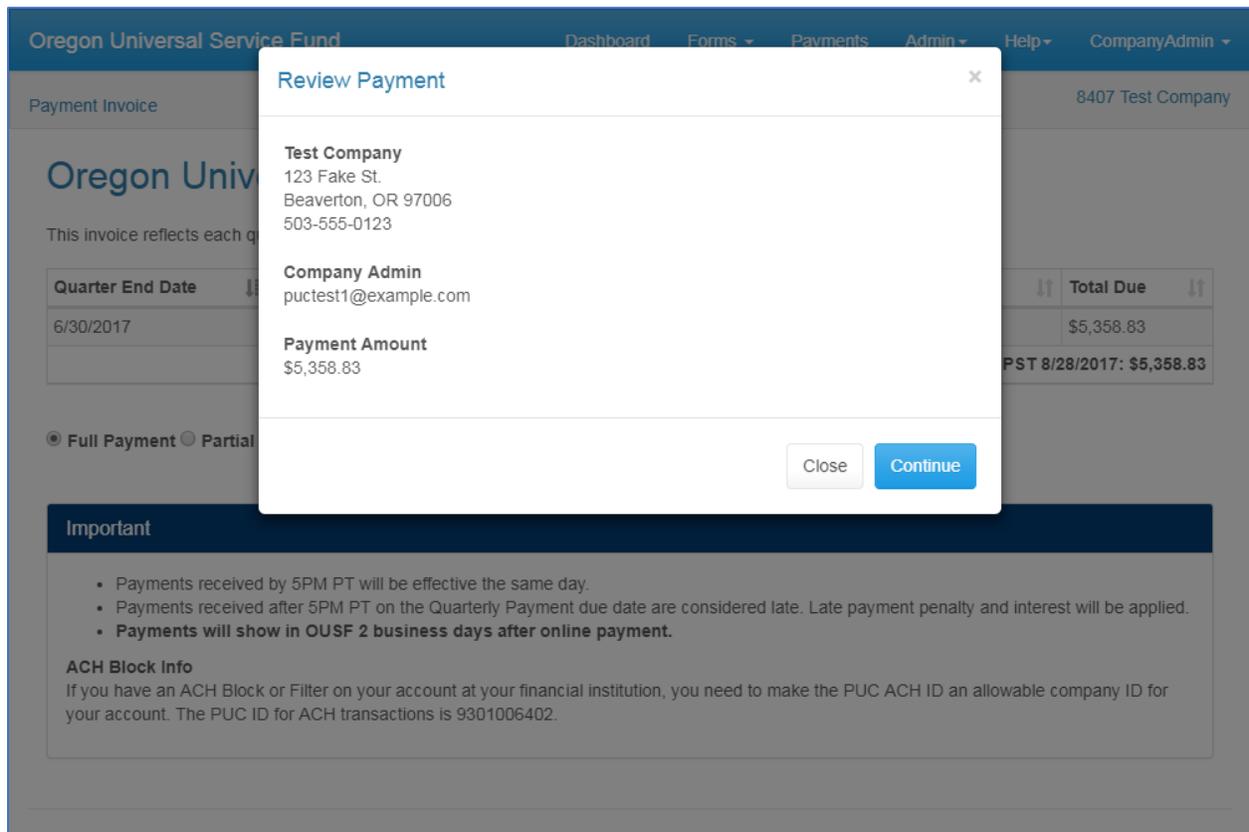


Figure 29 Payment Review

### Elements:

1. Continue button
  - a. If this is a check payment, displays a printable invoice to include. See [Payment Invoice \(Printable\)](#)
  - b. If this is an online payment, this will transfer the user to the [payment system](#)

**OREGON.gov**[Exit](#)

**Public Utility Commission**

### Make a Payment

[My Payment](#)

**Utility Payments**

**Amount Due** \$5,358.83

[Payment Information](#)

**Frequency** One Time

**Payment Amount** \$5,358.83

**Payment Date** Pay Now

[Contact Information](#)

**First Name**

**Last Name**

**Company**

**Address 1**

**Address 2**

**City**

**State**

**Zip Code**

**Phone Number**

**Email Address**

[Payment Method](#)

Sample Check 1215

123 Main St.  
Anytown, MO 12345 DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
DOLLARS

MEMO \_\_\_\_\_

123456780	055 11111111	001215
Bank Routing Number	Bank Account Number	Check Number (not required)

Personal Check | [Business Check](#)

**Bank Routing Number**

**Bank Account Number**

**Bank Account Type**  Checking  Savings  
 This is a business account

**Continue**[Cancel](#)

Figure 30 Payment System Example

## Oregon Universal Service Fund Payment Invoice



### Oregon Public Utility Commission

P.O. Box 2153  
Salem, OR 97308-2153

Please return one copy of this invoice with your payment.

**Test Company**

123 Test St.  
Beaverton, OR 97006  
503-555-0123

This invoice reflects each quarter's outstanding balance which may include prior credits.

Quarter End Date	Contribution	Late Form Fee	Late Payment Penalty	Interest	Total Due
6/30/2017	\$5,358.83	\$0.00	\$0.00	\$0.00	\$5,358.83
<b>Total due if received by PUC's office by 5 pm PST 8/28/2017: \$5,358.83</b>					

**Important**

- **Please include your Oregon ID Number (8407) on your check.**
- Estimate the date the payment will be received by PUC and add additional interest to your payment. Interest continues to accrue at a daily interest amount of 1.32 until full payment received by PUC.
- Payments received by 5PM PT will be effective the same day.
- Payments received after 5PM PT on the Quarterly Payment due date are considered late. Late payment penalty and interest will be applied.

Mail your payment to:

**OPUC / OUSF**  
P.O. Box 2153  
Salem, OR 97308-2153

Figure 31 Printable Invoice

# System User Management

## System User Management Page

Oregon Universal Service Fund Dashboard Forms Payments Admin Help CompanyAdmin

---

Manage System Users 12345 Test Company

Full Name  Email

Show  entries Search:

<a href="#">+ New</a>	Company	Username	Full Name	Email	Role	Active	Locked Out
No matching records found							

Showing 0 to 0 of 0 entries (filtered from 2 total entries) Previous Next

Figure 32 System User Management Page

Oregon Universal Service Fund    Dashboard    Forms    Payments    Admin    Help    CompanyAdmin

Manage System Users    12345 Test Company

### Create new user

**Username**

**Password**

**Confirm**

**First Name**

**Middle Name**

**Last Name**

**Email**

**Role**

**Active**

**Locked Out**

Figure 33 Company User Creation Form