1. **Log in and Submission Start**
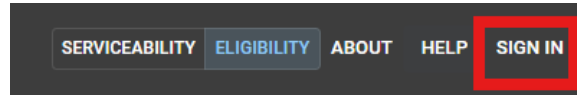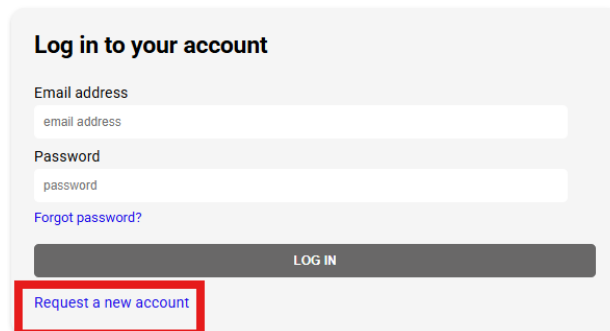
   a. Log into your [Arizona Broadband Navigator](#) user account by navigating to the "Sign In" button in the top right corner of the webpage
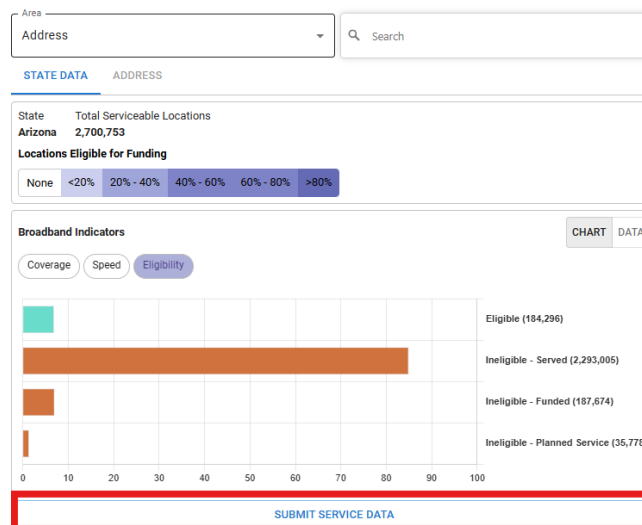

   i. If you do not have an account, please register for an account.

   b. Once logged in, you will be returned to the Arizona Broadband Map. Select the "Submit Service Data" button in the left side panel of the map:

c. After selecting, a pop-up window will appear to submit your evidence.

2. Evidence Submission

Service providers should submit all required documentation for the State Broadband Office's (SBO) review in this pop-up window. The SBO requires the following documentation to be uploaded and submitted: a brief narrative or comment, a BEAD Challenge Technology Information Workbook (dependent on technology type), a geospatial file, and a high-level network diagram.

The *BEAD Challenge Technology Information Workbook* contains detailed instructions for completing the required documentation. Please refer to the instructions detailed in the applicable workbook. Instructions for submitting each required document through the Arizona Broadband Navigator are outlined below.

All required documents must be submitted through the Arizona Broadband Navigator. Submissions separate from the portal will not be accepted.
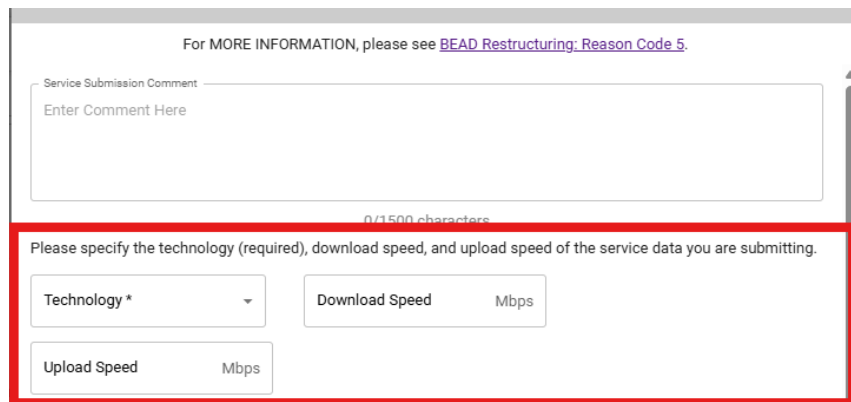
a. **Service Submission Comment**
   i. Use this comment box to leave any comments on your submission, up to 1,500 characters.

b. **Technology Type** *required
   i. Specify the technology type of your service from the drop-down list provided.

c. **Download Speed**
   i. Enter the download speed of the service data in Mbps.

d. **Upload Speed**
   i. Enter the upload speed of the service data in Mbps.

e. **BEAD Challenge Technology Information Workbook *required**
   i. Attach the required Excel workbook with populated information for your service by selecting the "Choose Files" box on the left-hand side of the pop-up. The required Excel workbook and further information can be found here: https://www.azcommerce.com/broadband/initiatives/bead/. The necessary workbook will depend on the technology type of submission.

Service Data Submission

For MORE INFORMATION, please see BEAD Restructuring: Reason Code 5.

Service Submission Comment

Enter Comment Here

0/1500 characters

Please specify the technology (required), download speed, and upload speed of the service data you are submitting.

Technology *   Download Speed   Mbps

Upload Speed   Mbps

You must upload a single Excel workbook containing information on your submission. The workbook needed is dependent on the technology type of your submission, you can find all workbook option here.

* An attachment is required for submission. *

Allowed file types: XLS, XLSX

Maximum file size of fifteen megabytes

Choose Files No file chosen

The following are REQUIRED for submission, attached as either one or two GeoJSON files:

1. For **wireline networks** (including Fiber, HFC, DSL, etc.) provide GIS design files showing:
   - Location of access nodes and backhaul points
   - Proposed network path connecting the above distinguishing aerial vs underground sections
2. For **fixed wireless networks** provide GIS design files showing:
   - Locations of Towers/Base Stations covering

ii. Navigate to your Excel workbook. The document MUST be in an XLS or XLSX format and has ALL required information based on technology type. This file may be up to 15 megabytes in size. Larger files and non-Excel files will NOT be accepted by the portal.

iii. Once the correct document is uploaded, you will see your file loaded and approved with a green checkmark like so:

Maximum file size of fifteen megabytes

Choose Files Test Workbook.xls

Test Workbook.xls - 27.65 kB ✓ ✗

iv. To remove this Excel workbook and replace it with another Excel workbook, you can check the red "X" and then repeat the steps above to re-submit another Excel workbook. Only one Excel workbook may be added for each submission.

f. **Network Design and Network Diagram**

i. Submit information by selecting the "Choose Files" box on the right-hand side of the screen:

Service Data Submission ✕

For MORE INFORMATION, please see BEAD Restructuring: Reason Code 5.

0/1500 characters

Please specify the technology (required), download speed, and upload speed of the service data you are submitting.

Technology * ▾   Download Speed   Mbps

Upload Speed   Mbps

You must upload a single Excel workbook containing information on your submission. The workbook needed is dependent on the technology type of your submission, you can find all workbook option here.

* An attachment is required for submission. *

Allowed file types: XLS, XLSX

Maximum file size of fifteen megabytes

Choose Files No file chosen

The following are **REQUIRED** for submission, attached as either one or two GeoJSON files:

1. For **wireline networks** (including Fiber, HFC, DSL, etc.) provide GIS design files showing:
   ○ Location of access nodes and backhaul points
   ○ Proposed network path connecting the above distinguishing aerial vs underground sections
2. For **fixed wireless networks** provide GIS design files showing:
   ○ Locations of Towers/Base Stations covering the BSLs
   ○ RF Signal Coverage areas where 100/20 Mbps service can be reliably provided

The following are optional for submission

1. An additional GeoJSON to support your submission (up to two in total)
2. One PDF or DOC to support your submission.

* An attachment is required for submission. *
* Must follow the instructions laid out in the workbook *

Allowed file types: .geojson, .json, .pdf, .doc, .docx

Maximum file size of fifteen megabytes

Choose Files No file chosen

CANCEL   SUBMIT

ii. The following file is **REQUIRED** for each submission:

1. A geospatial file (or files) representing your service lines or data to support the information provided in the Excel workbook attached:
   a. For wireline networks (including Fiber, HFC, DSL, etc.) provide GIS design files showing:
      • Location of access nodes and backhaul points
      • Proposed network path connecting the above distinguishing aerial vs underground sections
   b. For fixed wireless networks provide GIS design files showing:
      • Locations of Towers/Base Stations covering the BSLs
      • RF Signal Coverage areas where 100/20 Mbps service can be reliably provided
2. You MUST attach at least one geoJSON file to support your submission, following the guidance above. You MAY attach up to 2 geoJSON files to support your submission.
3. The file(s) may not exceed 15 megabytes in size.
4. For more information on submission requirements, please visit this website: https://www.azcommerce.com/broadband/initiatives/bead/.

iii. The following file is **OPTIONAL** for each submission:

1. A PDF high-level network diagram.
2. You may attach 1 PDF to support your submission
3. Each file may not exceed 15 megabytes in size
4. When attached correctly, you will see a green checkmark next to the file name like above.
5. To remove either file and replace it with another, you can check the red "X" and then repeat the steps above to re-submit another file.

Allowed file types: .geojson, .json

Maximum file size of fifteen megabytes

Choose Files | project_areas.geojson

test document.docx - 20.36 kB ✓ ✗

project_areas.geojson - 605 B ✓ ✗

iv. To remove either file and replace it with another, you can check the red "X" and then repeat the steps above to re-submit another file.

3. **Submission**
   a. Please review the Disclaimer and Certification statement at the bottom of the pop-up window.
   b. Once you have attached the required Excel workbook and geoJSON file (s), you may submit by pressing the "Submit" button.
   c. If the button is greyed out and you are unable to click on it, confirm that you have attached ALL required documents (Excel workbook, geoJSON file).
   d. Once submitted, the Arizona Broadband Office will reach out with any additional questions or comments.