

INSTRUCTION MANUAL FOR TELECOMMUNICATIONS SERVICE PROVIDERS DATA SUBMISSIONS

In an effort to streamline the workflow for collecting and using the Telecommunications Service Providers (TSP) required data submissions, the Kansas Local Collection Point Administrator (LCPA) and the Kansas 911 Coordinating Council have created a web portal application and a standardized Microsoft Excel spreadsheet for collection and submission of this data. This document is intended to provide step by step instructions for this process.

Spreadsheet

The standardized Microsoft Excel spreadsheet is available for download at <http://www.kansas911.org> and a copy is being provided with this instruction manual. The spreadsheet should be completed by the TSP as follows:

1. A dropdown box containing a list of the TSP’s submitting data to the LCPA. Select your TSP Name from the list
2. An auto-populating field displaying a code assigned to the TSP selected in #1. This field will automatically populate based on the TSP Name selected in #1
3. A data entry field for total fees remitted. Insert the total amount of fees being remitted for the month.
4. A dropdown box listing the months of the year. Select the month in which these fees were collected.
5. A dropdown box listing year values. Select the year if different than the default.
6. A dropdown list of the Counties and Cities having PSAPs. Select the appropriate entity for which you are reporting data. Repeat in successive rows for each entity that you need to report fee collection.
7. A data entry field for the number of subscribers being reported for the associated County or City. Enter the number of subscribers.
8. A calculated field showing the amount collected for the associated County or City based on the number of subscribers. The field will automatically calculate the product of the number of subscribers and the \$.60 fee.

A	B	C	D	E	F	G
Kansas 911 Fee Submission Data Report						
Service Provider Name	1					▼
Service Provider Code	2			Total Fees Remitted:	3	
Month Reported:	January	4	▼	Year Reported:	2017	5 ▼
County/City		Units Per			Amount Per	
6 ▼		7			\$ 8 -	
▼					\$ -	
▼					\$ -	
0 ▼					\$ -	
1 ▼					\$ -	
2 ▼					\$ -	

9. A calculated field showing total units reported. The field will automatically calculate the sum of all units reported.
10. A calculated field showing total fees reported. The field will automatically calculate the sum of all fees per County or City reported. This total is compared against the total entered in #3 above. If the totals agree a message (shown below) will appear confirming this. If the totals do not match, a message will appear stating, "Total All Jurisdictions Does NOT Match Total Remitted Above, please correct before submitting."

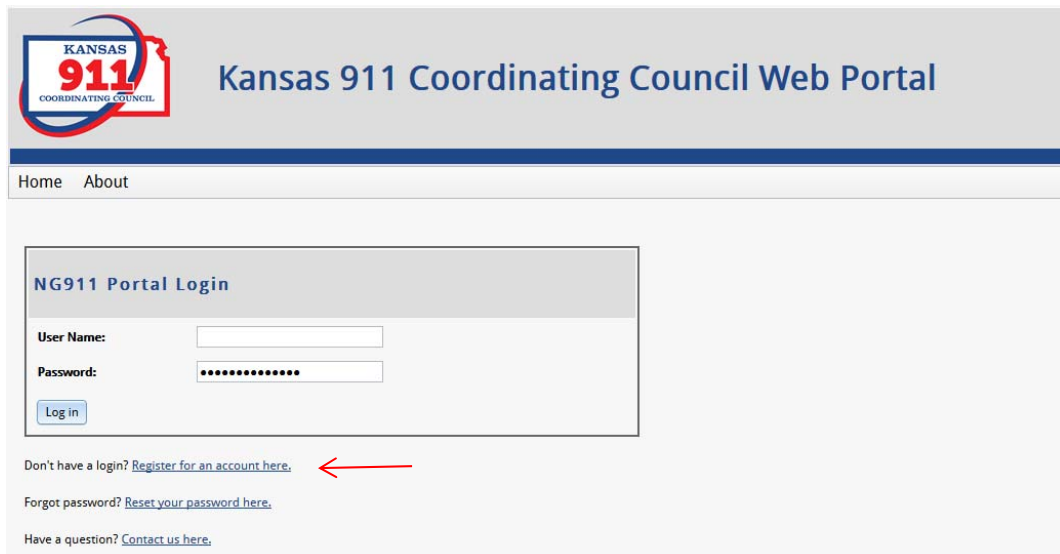
	A	B	C	D	E	F	G
112						\$ -	
113						\$ -	
114						\$ -	
115						\$ -	
116						\$ -	
117						\$ -	
118						\$ -	
119						\$ -	
120						\$ -	
121						\$ -	
122						\$ -	
123						\$ -	
124						\$ -	
125							
126	Total All Jurisdictions:		9			\$ 10	
127	Total All Jurisdictions Matches Total Remitted Above						
128	Good to Submit						

When data entry has been completed for all County and Cities save the file to your computer. You are now ready to submit the data on the web portal.

Portal Account Registration

The first step in the submission process is to create a user account on the portal. The following steps will enable you to create your account.

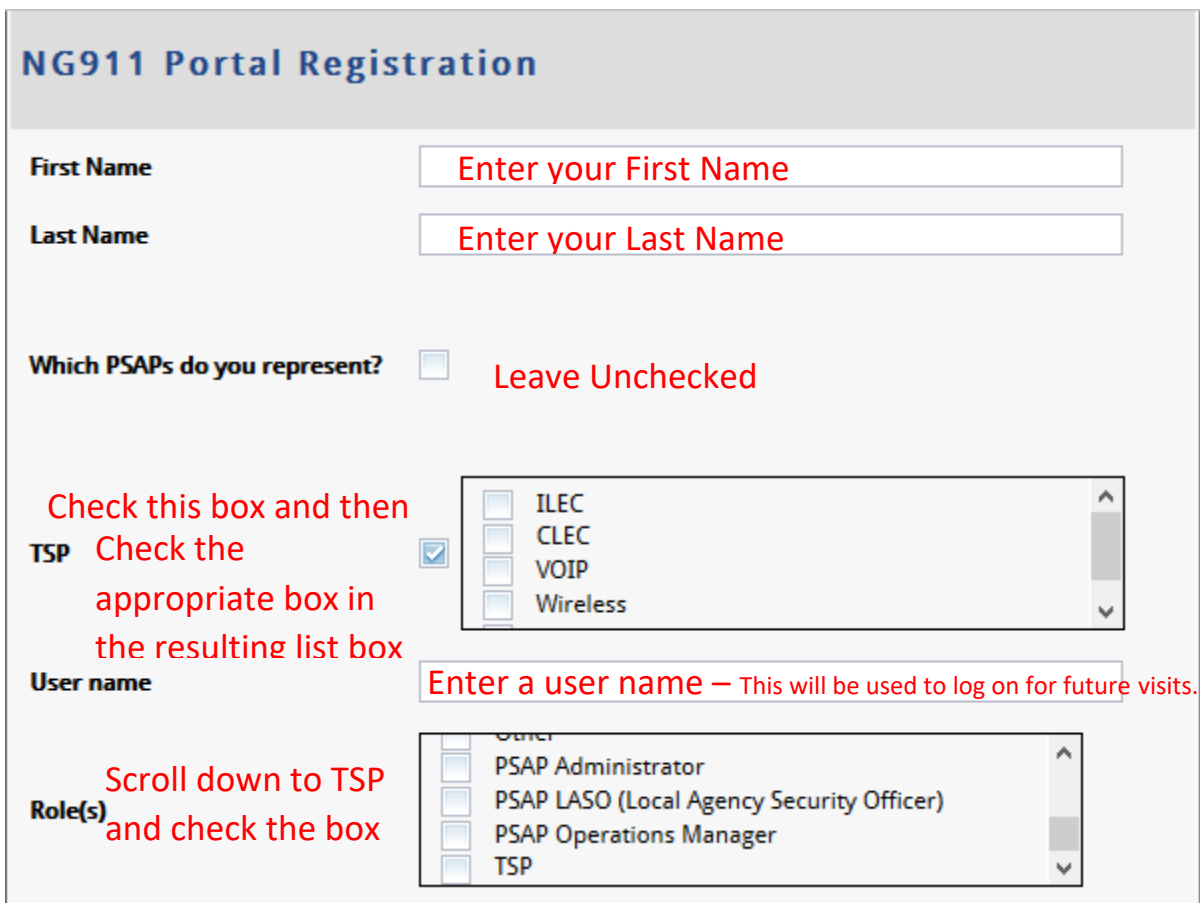
1. Navigate to <https://portal.kansas911.org/>. You should see this screen.



2. Click on the "Register for an account here" link (Indicated by the red arrow above. The following will appear:



3. Complete the NG911 Portal Registration Form. Instructions are provided in red below.



Organization

Title

Specialty

Work Phone **Ext**

Cell Phone

Email Address

Secondary Email Address

Address

City

Zip

State ▼

Would you like to be notified of any NG911 GIS related updates? **Leave Unchecked**

Will you be submitting expenditure reports? **Leave Unchecked**

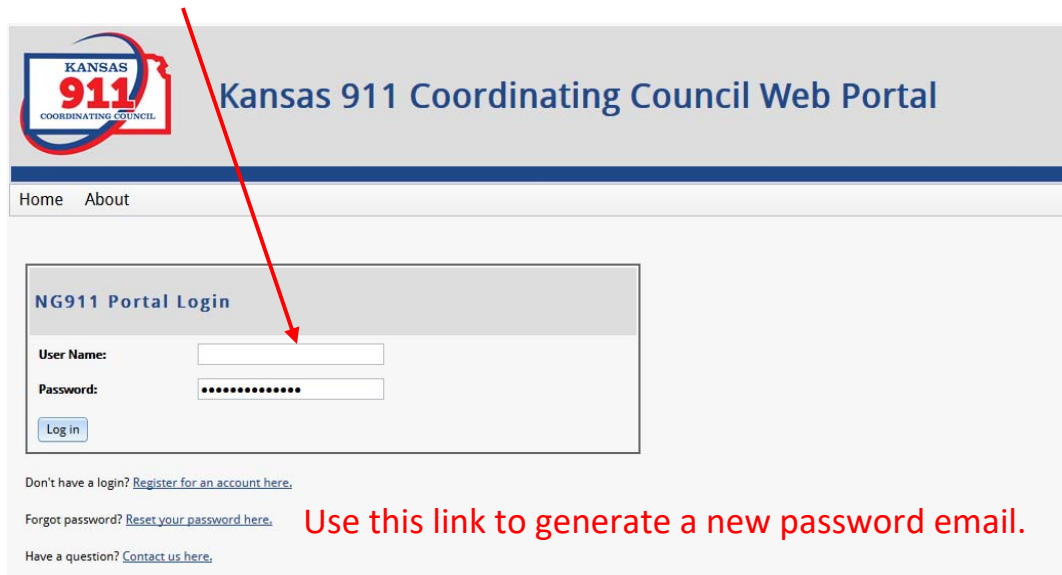
NOTE: You will receive an email with your account details and password once your account has been approved. All NG911 Portal registrations must be approved before account is activated. Once approved, you will receive an email containing your password.

← **Click when form is filled out to register for account.**

Be sure to remember your user name, you will use it to log on to the portal each time you visit.

Submitting a data file

1. After receiving your password email, return to <https://portal.kansas911.org/>. Log onto the portal using your user name and password.



Kansas 911 Coordinating Council Web Portal

Home About

NG911 Portal Login

User Name:

Password:

Don't have a login? [Register for an account here.](#)

Forgot password? [Reset your password here.](#) **Use this link to generate a new password email.**

Have a question? [Contact us here.](#)

2. After clicking “Log in” you will be directed to the home page



Kansas 911 Coordinating Council Web Portal

Home User Profile Admin Log out Help About

Welcome to the Next Gen 911 Portal

3. Click on Admin and then TSP.



Kansas 911 Coordinating Council Web Portal

Home User Profile **Admin** Log out Help About

TSP

Welcome to the Next Gen 911 Portal

4. Select the month and year for which you are reporting, then click “Select File(s)”.

The screenshot shows the Kansas 911 Coordinating Council Web Portal. At the top left is the logo with "KANSAS 911 COORDINATING COUNCIL". The main title is "Kansas 911 Coordinating Council Web Portal". Below the title is a navigation bar with "Home", "User Profile", "Admin", "Log out", "Help", and "About". The main content area has a "Month" dropdown set to "January" and a "Year" dropdown set to "2017". Below these is a checkbox with the text: "If your upload contains replacement files, and you would like them to be automatically replaced, check this box." The "Upload Files" section contains a table with columns "File Name", "Size (KB)", and "Progress". Below the table are buttons: "Select File(s)", "Upload", "Remove", and "Remove All". At the bottom of the upload section is a "Save" button. A red arrow points from the instruction to the "Select File(s)" button.

5. Navigate to the spreadsheet file you wish to upload and click “open”, then click upload. You can upload multiple files at once if you report for multiple TSPs, just be sure that the files you are selecting are all for the same month and year.

This screenshot shows the same web portal interface as above, but with a Windows File Explorer window open. The File Explorer window is titled "Open" and shows the path "911 CC Stuff > LCPA Forms". It displays a list of files and folders. The file "911 Fee Data Submission Form" is selected. The "File name" field at the bottom of the File Explorer shows "911 Fee Data Submission Form" and the file type is ".xml". The "Open" button is highlighted. A red arrow points from the instruction to the "Open" button in the File Explorer window.

6. After the file has uploaded, the progress bar will turn green and display the word "done". You can then click "Save" to finish the submission.

KANSAS 911 COORDINATING COUNCIL

Kansas 911 Coordinating Council Web Portal

Home User Profile Admin Log out Help About

Month Year

If your upload contains replacement files, and you would like them to be automatically replaced, check this box.

Upload Files

File Name	Size (KB)	Progress
911 Fee Data Submission Form.xlsx	85.67	Done

Uploaded 1 of 1 file(s)

Select files, click upload, then click Save to submit file and upload records.

7. After clicking "Save" you will see the file upload in the table below the Save button. You will see all of your submissions each time you log on in this table. You can look at the details of the submission by clicking in any cell in the row.

Month Year

If your upload contains replacement files, and you would like them to be automatically replaced, check this box.

Upload Files

File Name	Size (KB)	Progress

Select files, click upload, then click Save to submit file and upload records.

TSP Uploads

TSP ID	Upload Date	File Name	Month	Year	SP Code
49	05-24-2017	911 Fee Data Submission Form.xlsx	1	2017	T000002

8. If the file you are attempting to upload has a previous version uploaded, for example if you submitted January, 2017 last month and you came in this month and forgot to change the month to February and attempted to upload a new file with the January date, you will receive a confirmation message.

Month Year

If your upload contains replacement files, and you would like them to be automatically replaced, check this box.

File Name	Size (KB)	Progress

Select files, click upload, then click Save to submit file and upload records.

8x8, Inc. has already been uploaded for 1/2017.
If you would like to replace this file, check the REPLACE box, and upload 8x8, Inc. again. All other files were uploaded successfully.

TSP Uploads

TSP ID	Upload Date	File Name	Month	Year	SP Code	
49	05-24-2017	911 Fee Data Submission Form.xlsm	1	2017	000002	

9. In the event that previously submitted data needs to be corrected, a complete spreadsheet upload will need to be completed with all of the data for the report period. This will replace all previously entered data for that reporting period. To replace the previously uploaded file, select the appropriate month and year, check the box, select and upload the file, then click "save."

If you have any problems, feel free to reach out to Lori Alexander, PSAP Liaison (lori.alexander@kansas911.org) or Scott Ekberg, NG911 Administrator (scott.ekberg@kansas911.org) for assistance.