

**Oklahoma Universal Service Fund
Fiscal Year 2017/2018 Remittance Worksheet Instructions**

**OUSF ONLINE CONTRIBUTING PROVIDER REMITTANCE
WORKSHEET (CRW) REPORTING INSTRUCTIONS**

General Instructions:

GWNW Consulting, Inc., the OUSF Administrator, has an online reporting feature (E-File) available on our website. The Oklahoma Corporation Commission requires that all Providers report their Oklahoma Universal Service Fund (OUSF) Contributing Provider Remittance Worksheet data directly online via the Online Worksheet Submission E-File feature.

To register, please submit the OUSF Online User Access Request (Attachment D). This form may be submitted to GWNW either via email to OUSF@gwnw.com or via fax to (217) 698-2715. Once the form has been processed, an online User I.D. and temporary password will be provided via email. ***Please note that companies are allowed one User ID and Password. If you are reporting on behalf of multiple companies, you may enter the Company name(s) and Company Code(s) in the Affiliate section of the Attachment D form.***

To begin reporting online, please visit our website at <http://www.gwnw.com/USF/OKUSF.aspx>. Please click on the “USF” tab on the upper left side of the webpage. You will then be directed to the OUSF webpage.

1. Click on Login at the top right side of the webpage. Enter your User ID and Password. You will be redirected to the OUSF home page. Under E-File on the left side of the screen, click on the “OUSF Online Carrier Remittance Worksheet Submission”.
2. You will see a drop-down menu to select your company name and company code from. If you are reporting for multiple companies, you will select the appropriate company and Submit.
3. Once this is submitted, you will see a page which resembles the OUSF worksheet template, where you will enter the OUSF data directly. Once the data is entered, enter your name and title. This will serve as your electronic signature. If you agree to the Terms and Conditions, click the “Agree to Terms” checkbox and then click Submit Your Worksheet.
4. Once your worksheet has been submitted, you will receive an email of your Worksheet Filing Confirmation, which will show a Pending status. A copy of the worksheet will be attached as a PDF file to the email, and a copy will also be included in the body of the email. This worksheet data will be reviewed, and a follow-up email will be sent from the OUSF Manager once the worksheet has either been Approved or Rejected.

If you experience any technical difficulties or need assistance with the website, please contact our staff at 217-862-1560.