



1

New User Registration

- Click on *Need to Register?* to set up a portal account
- User Name = email address
- Applications are not shared across user accounts

Note: If you registered to apply for BAG 4.0 funding, you will use same credentials to log-in, no need to re-register.

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COMMERCE

Please Note: If you have registered on behalf of an individual or company, please login with their unique information before applying. If you have any questions, please email kdc_salesforce.admin@ks.gov.

Note: Our technical service team will never ask for your password.

Username

Password

Log in

[Forgot your password?](#) Need to Register?

[Forgot Username?](#)

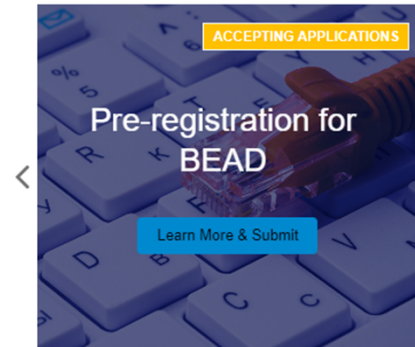
If you are having issues logging in, please [contact us](#) and provide the email address associated with your username.

2

Accessing the Application

- Log-in to the Application Portal
- On the Home screen, locate and click on the *Pre-registration for BEAD* icon

Pre-registration Programs



3

Program-Specific Details Page

Pre-registration for BEAD

Program Description

Description

Program Details

Current Program Status: [Pre-registration for BEAD](#)

Important Dates

📅 04/01/2024 - Accepting Applications

📅 09/30/2024 - Applications Due

For technical support questions/issues/errors, please include a description of your activity and any error messages received to kdc_salesforce.admin@ks.gov.

- Click on the blue *Pre-registration for BEAD* button to start an application

4

Starting an Application

The screenshot shows a 'BEAD Pre-registration' form. At the top, there is a blue progress indicator and the text 'BEAD Pre-registration'. Below this, the form title 'BEAD Pre-registration' is displayed. A required field is labeled '* 1. Lead Organization Name' with a help icon. The text 'ABC Testing Organization' is entered into the input field. At the bottom left is a 'Cancel' button, and at the bottom right is a blue 'Next' button.

- Enter the Lead Applicant's Organization Name & click *Next button*

5

Application Workspace

- Six (6) sections – named consistent with the draft pre-registration checklist distributed on the 4/3/24 Industry Roundtable
- Sections do not have to be completed in the order listed
- Once all sections are complete, a *SUBMIT* button will appear on this screen

Application Number	Application Status	Requested Amount	Applying Organization
Application Workspace Files			
<p> Complete Your BEAD Pre-Registration This is your workspace for preparing your application. Complete each section in order to submit a compliant request.</p>			
BEAD Pre-registration Administrative	SECTION STATUS: Not Started		Get Started
BEAD Pre-registration Financial Legal Disclosures	SECTION STATUS: Not Started		Get Started
BEAD Pre-registration Capability	SECTION STATUS: Not Started		Get Started
BEAD Pre-registration Labor and Workforce Information	SECTION STATUS: Not Started		Get Started
BEAD Pre-registration Compliance	SECTION STATUS: Not Started		Get Started
<p><small>Note: Before you upload your attachments, the file name must follow the format outlined in the Guide, which includes your unique pre-registration number: # 252</small></p>			
Upload Documents & Files	SECTION STATUS: Not Started		Get Started
<p><small>In this section, upload any documents and files that are required to evaluate your request.</small></p>			

6

Key Points

PLAN AHEAD

- **Review the Draft Pre-registration Checklist**
 - Link previously distributed in the Industry Roundtable Recap from 4.03.24
 - Link will be included in materials distributed from today's conference
- **Begin gathering required information and documents**
- **Watch for a pre-registration "go live" notification from KOBD**

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KANSAS BROADBAND PLANNING



Scan & Sign Up For
Broadband Newsletter

Thank You!

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