

This Quick Reference Guide provides a high-level overview of the RPC Coupa Account Setup. Please see the [RPC Coupa Claimant Account Setup User Guide](#) for detailed step-by-step instructions to complete the setup process.

## Step 1: Reply to Coupa Invitation

Click the “Join and Respond” button from the invitation to join Coupa received from

[do\\_not\\_reply@supplier.coupahost.com](mailto:do_not_reply@supplier.coupahost.com)

[Join and Respond \[supplier.coupahost.com\]](#)

## Step 2: Join the Coupa Portal

## Step 3: Enable Two Factor Authentication

### Two-Factor Authentication

Enter the 6-digit validation code - open your mobile device's 'Google Authenticator' app to get this. If you lost your phone or deleted the app, use a backup code to get logged in. Click Send Code to receive validation code on +12289189752.

\* Two Factor Code

Remember this computer for 30 days

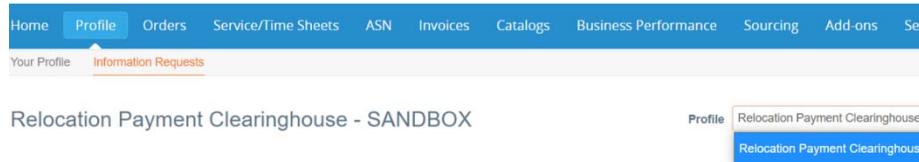
[Send Code to Mobile](#) [Log In](#) [Cancel](#)

The RPC recommends that you bookmark the Coupa Portal

<https://supplier.coupahost.com/home>

## Step 4: Navigate to the Claimant Profile(s) to Complete Your Account Setup in the Coupa Portal

- Select the blue Profile tab, then select “Information Requests” tab (highlighted in orange on the webpage).
- If you are responsible for multiple claimants, select the claimant name in the Profile dropdown menu on the right hand side.



- You may also navigate to your RPC Profile by selecting the link under the “Latest Customers” menu at the bottom right corner of your Coupa Portal home page.

## Step 5: Complete the Claimant Profile Setup

- Complete the setup of the Claimant Profile in Coupa (see Quick Reference Guide, page 2).
- At the bottom of the Profile screen, select **Save** periodically to ensure data is captured.
- Selecting **Decline** will withdraw the Claimant Profile from the account setup process and the claimant will have to start over the account setup process.
- Once completed, select **Submit for Approval** to send the Profile to the RPC for review.

[Decline](#) [Save](#) [Submit for Approval](#)

## Step 6: RPC Review of Profile, follow-up information requests


- The RPC will review the information and documents submitted with the Profile.
- If additional information or edits are needed, the primary Point of Contact (POC) and the individual who submitted the Profile (if different from the POC) will receive two emails from [do\\_not\\_reply@relocationclearinghouse.coupahost.com](mailto:do_not_reply@relocationclearinghouse.coupahost.com):
  - The first email will notify the recipient that the Coupa Profile requires updates.
  - A second email will describe the actions that need to be completed to finish setting up the Claimant Profile. The RPC also will describe these same required actions in Coupa in the **Comments** section located at the bottom of the Claimant Profile.
- From the email, select **View Profile** or **Respond** for easy access to the Claimant Profile to make the requested revisions.

[View Profile \[supplier.coupahost.com\]](#) [Respond \[supplier.coupahost.com\]](#)

- Complete the requested actions and select **Submit for Approval**.
- Once the RPC completes a review of the Profile, the primary POC and the individual who submitted the Profile (if different from the POC) will be notified via an email from [do\\_not\\_reply@relocationclearinghouse.coupahost.com](mailto:do_not_reply@relocationclearinghouse.coupahost.com)

## Next Steps: Submission of Claims

The RPC will notify claimants via [info@CbandRPC.com](mailto:info@CbandRPC.com) when claims may be submitted.

Profile Section	Description
Input Claimant Information	<p><b>Supplier Information and Claimant Name:</b> These fields will be pre-populated. <b>Please review the entity name listed in the Supplier Information field at the top of the Profile screen.</b></p> <p>The RPC will review the information and documentation submitted in the Coupa Portal based the entity named in the Supplier Information field. If the information listed in the Claimant Name field does not match the information listed in the Supplier Information field, the RPC will correct the information during its review process.</p> <ul style="list-style-type: none"> <li>For lump sum election filers, this field is pre-populated with the “Lump Sum Filer Name” from the FCC’s “Table of Lump Sum Elections”<sup>1</sup> dated November 30, 2020.</li> <li>For Earth Station Operators (ESOs) that did not file a lump sum election, this field is pre-populated with the “Applicant Name” from the FCC’s Updated Incumbent C-Band Earth Station List.<sup>2</sup></li> <li>For Space Station Operators (SSOs), Fixed Service Licensees (FSLs), and Surrogates, this field is pre-populated with the information submitted by the claimant to set up the Coupa account.</li> </ul>
	<p><b>Select or Confirm the Claimant Type and Class:</b></p> <ul style="list-style-type: none"> <li><b>ESO:</b> An entity that sends and/or receives a signal in the 3.7 GHz Service via antenna.                             <ul style="list-style-type: none"> <li>Claimant Class: Select “Lump Sum” if a lump sum election was filed and accepted,<sup>3</sup> otherwise, select “Non-Lump Sum.”</li> </ul> </li> <li><b>FSL:</b> An entity that provides point-to-point microwave services within the C-band.                             <ul style="list-style-type: none"> <li>Claimant Class: Select “Permanent Fixed Point to Point” or “Temporary Fixed/Mobile.”</li> </ul> </li> <li><b>Surrogate:</b> A third party that is directly involved in transition activities and employed by, or under contract to, an incumbent SSO and/or an incumbent ESO. The Surrogate Claimant Type also includes programmers, networks, and broadcasters that are not ESOs.                             <ul style="list-style-type: none"> <li>Claimant Class: Select “Programmer,” “Broadcaster,” “Network,” or “Other.”</li> </ul> </li> <li><i>Corporate Vendor should not be selected for entities seeking reimbursement of relocation costs.</i></li> <li><i>Only space station operators should select “SSO.”</i></li> </ul> <p><b>Select the SSO-Association.</b> This is the affiliated SSO from which an ESO receives a satellite signal.</p> <ul style="list-style-type: none"> <li>Please select from Embratel (previously known as Claro S.A. or Star One S.A.), Eutelsat S.A., Intelsat License LLC, SES Americom, Inc., or Telesat Canada.</li> <li>If you receive satellite signal from a different space station operator, then select “Other”.</li> </ul> <p>Use the Ctrl or Shift key to select multiple SSOs, if applicable.</p>
Input Primary Contact Information	Confirm or update name, email address, and phone number for the primary POC responsible for submitting claims on behalf of the claimant.
Input Claimant Address	Provide the claimant’s business address, as indicated on the W-9. If the claimant is not a business entity (i.e., an individual), enter the residential address.
Add Technical Contact (Optional)	<b>It is recommended that a Technical Contact for the claimant be provided during setup</b> to discuss questions specific to technical matters associated with a claim, such as feeders, antennas, or engineering. If you would like to provide a technical contact, provide their name, email address, and phone number.
Add Banking Information (Remit-To Address Section)	Provide banking information for the RPC to send payment via wire transfer. <b>Please note: The RPC only allows one bank account per Claimant Profile.</b>  <b>If banking information is changed, the previous bank account must be removed from the Profile. Profiles with more than one bank account will be rejected during the RPC’s review process.</b>
Input W-9 Information	Provide TIN/EIN and attach the claimant’s W-9, then select the claimant’s business entity type. If the claimant is not a business entity (i.e., an individual), contact the RPC for guidance.
Input Tax Exemption Information, if applicable	If tax exempt, attach sales and use tax exemption certificate issued by the Comptroller of the State where the entity is licensed.
Add Business License Information	The RPC requires a business license, articles of incorporation filed with the Secretary of State, a certificate of good standing, or a similar document that recognizes the claimant as a business entity, to be uploaded to the Profile. If the claimant is not a business entity, contact the RPC for guidance.
Add Official FCC License/ Registration	If you are a Surrogate, the FCC license/registration field and attachment do not need to be filled. Otherwise, one of the following documents should be uploaded to the Profile: <ul style="list-style-type: none"> <li>Official Copy or Unofficial Copy of FCC license/registration</li> <li>License/registration renewal authorization</li> <li>License/registration modification authorization</li> <li>Receipt from renewal of FCC license/registration</li> </ul> <p><b>If a lump sum filer holds licenses for multiple earth stations, the RPC requires the referenced documentation for only one of the earth stations.</b></p>
Identify Person(s) Authorized to Submit Claims	The <b>Authorization to Submit Claims</b> form will identify the person(s) authorized to submit claims on the claimant’s behalf in Coupa. This form must be signed by a person with authority to make binding financial decisions on behalf of the claimant. <ul style="list-style-type: none"> <li>A signed version of this form must be attached to the Claimant Profile. The name(s) and email address(es) contained on this form must match the name(s) and email address(es) in the Claimant Profile.</li> <li>This form can be found on the left-hand side of RPC’s website at <a href="http://www.CbandRPC.com/setup">www.CbandRPC.com/setup</a>.</li> </ul>

<sup>1</sup> <https://cbandrpc.com/guidance/PublicNotices/DA-20-1421A2.pdf>.

<sup>2</sup> <https://www.fcc.gov/document/ib-issues-updated-37-ghz-incumbent-earth-station-list>.