



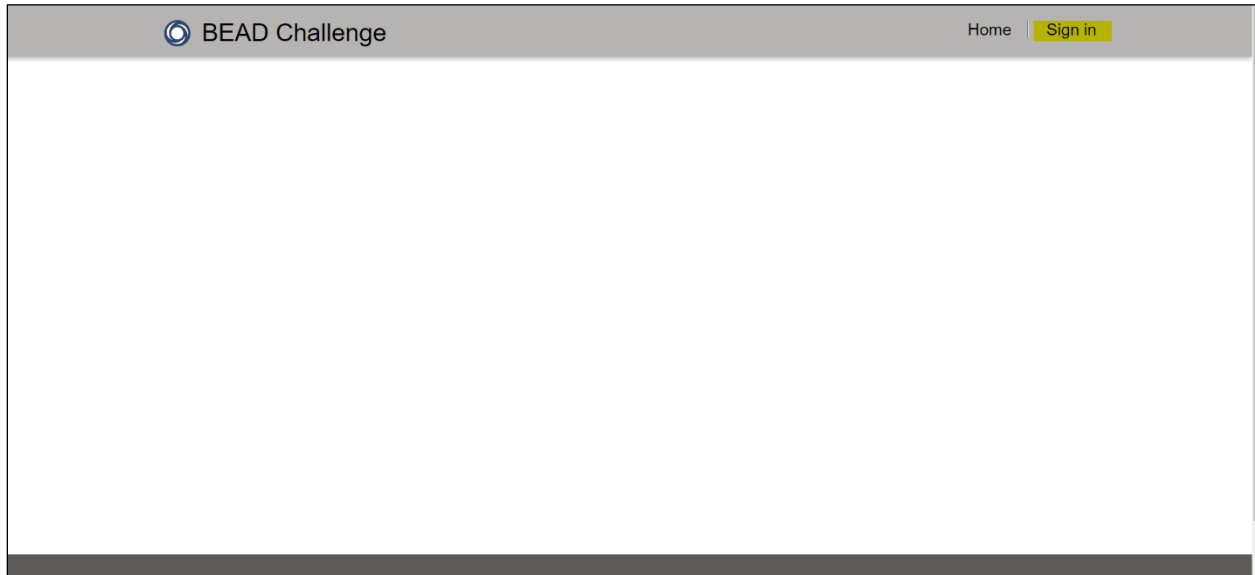
# **Broadband Equity, Access, and Deployment (BEAD) Challenge Applicant User Guide**



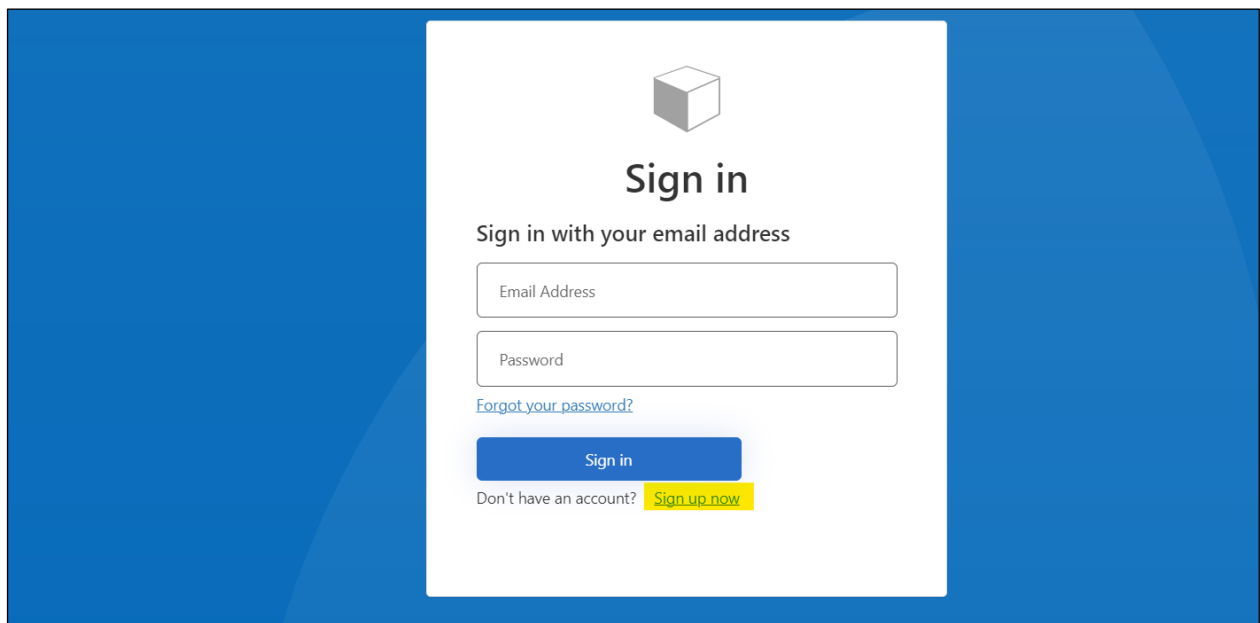
## Contents

Registration/Sign in .....	3
Sign in.....	5
Change/Forgotten Password.....	5
Add/Update User Profile .....	8
Add Application Information.....	9
Update User Profile .....	10
BEAD County Files .....	11
Download BEAD County File .....	11
File Not Downloaded .....	12
Upload File .....	13

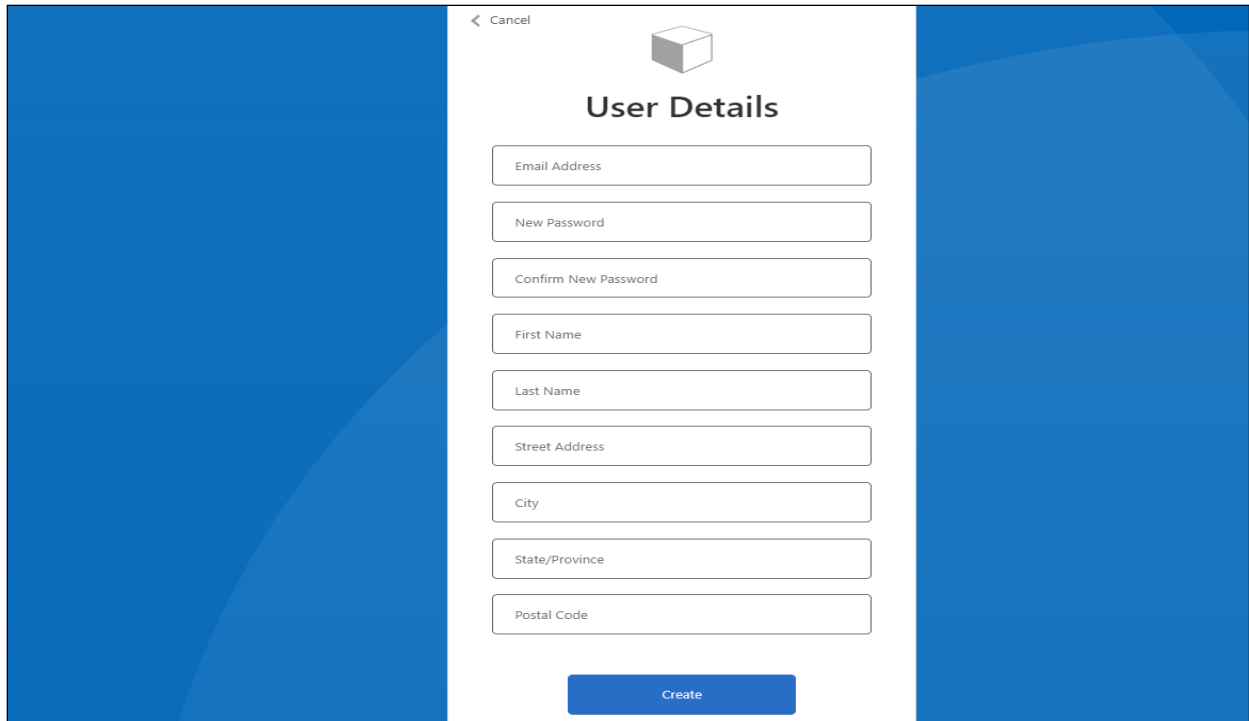
## Registration/Sign in



To register for the BEAD Challenge application, navigate to the link <https://beadchallenge.powerappsportals.us/> Applicants can register for the application process by selecting the Sign In link highlighted at the top right corner of the screen to display the Sign in screen.



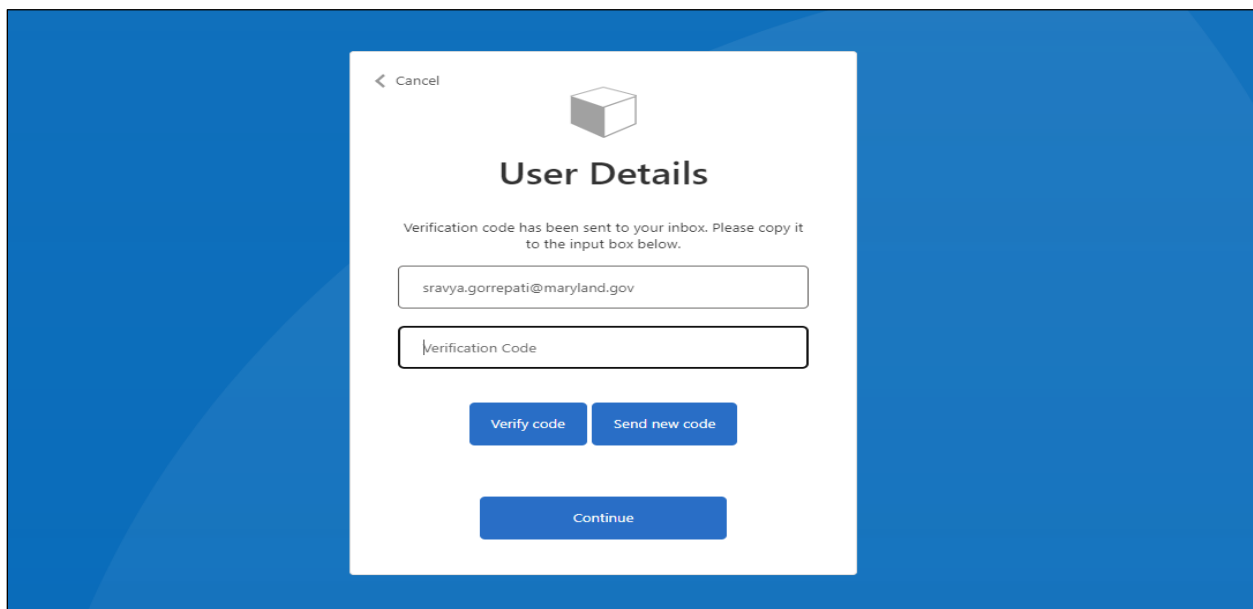
Click on the Sign up now link to Register for the first time to display the User Details screen.



The screenshot shows a mobile application interface for user registration. At the top left is a back arrow and the word "Cancel". In the center is a 3D cube icon. Below the icon is the title "User Details". The form consists of ten input fields stacked vertically: "Email Address", "New Password", "Confirm New Password", "First Name", "Last Name", "Street Address", "City", "State/Province", and "Postal Code". At the bottom of the form is a blue button labeled "Create".

Enter all the required information and create a password with 8 characters including one uppercase letter, one special character, and one numeric character, then click **Create**.

A verification code will be sent to the email provided during registration and the User Details screen displays with a space to enter the verification code.



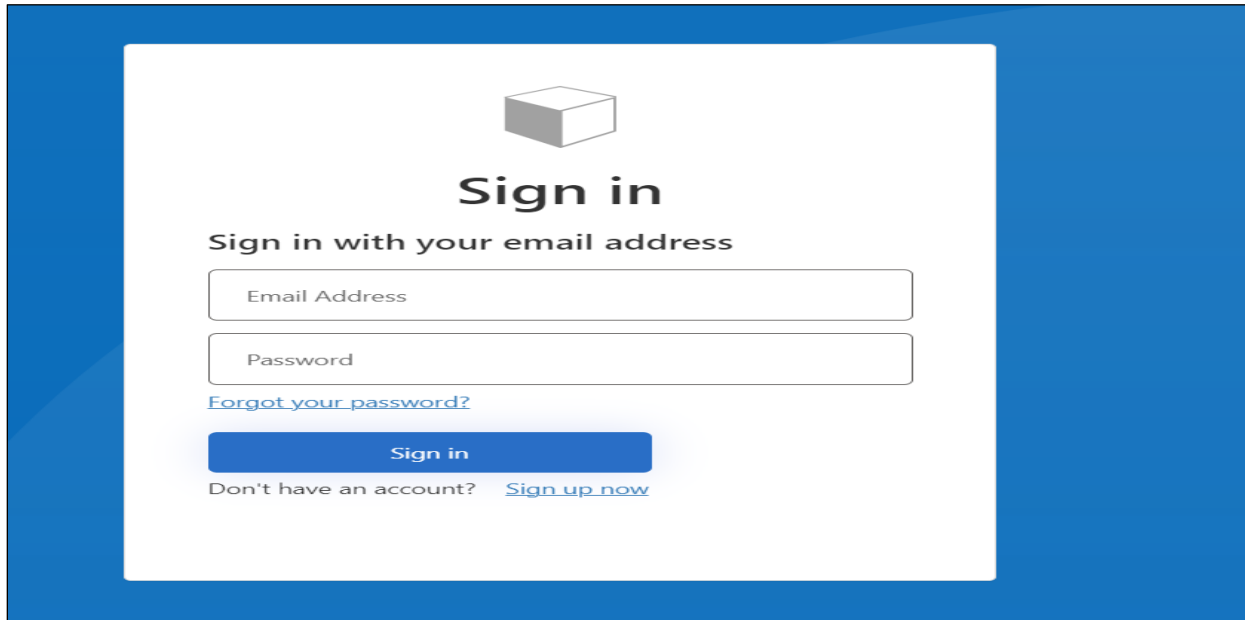
The screenshot shows the same mobile application interface, but now it is in the verification stage. The back arrow and "Cancel" text are still present. The 3D cube icon and "User Details" title remain. Below the title, a message reads: "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: the first contains the email address "sravya.gorrepati@maryland.gov" and the second is labeled "Verification Code". Below these fields are two blue buttons: "Verify code" and "Send new code". At the bottom of the screen is a larger blue button labeled "Continue".



## Broadband Equity, Access, and Deployment (BEAD) Challenge

Provide the verification code received in the email and click **Verify code** and click **Continue** to display Sign In screen.

Sign in



The image shows a sign-in screen with a white background and a blue border. At the top center is a 3D cube icon. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, the instruction "Sign in with your email address" is shown. There are two input fields: "Email Address" and "Password". Below the password field is a blue link that says "Forgot your password?". At the bottom, there is a blue button labeled "Sign in" and a link that says "Don't have an account? Sign up now".

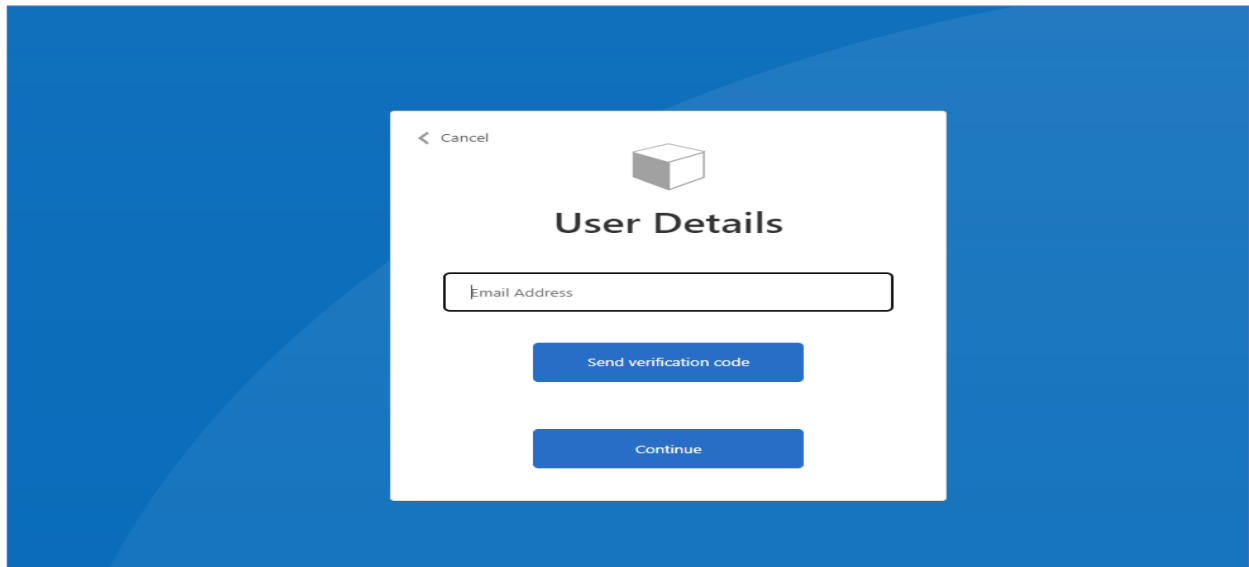
To sign in, enter email address and password selected during registration and click **Sign in** to display the BEAD Challenge application home screen.

Change/Forgotten Password

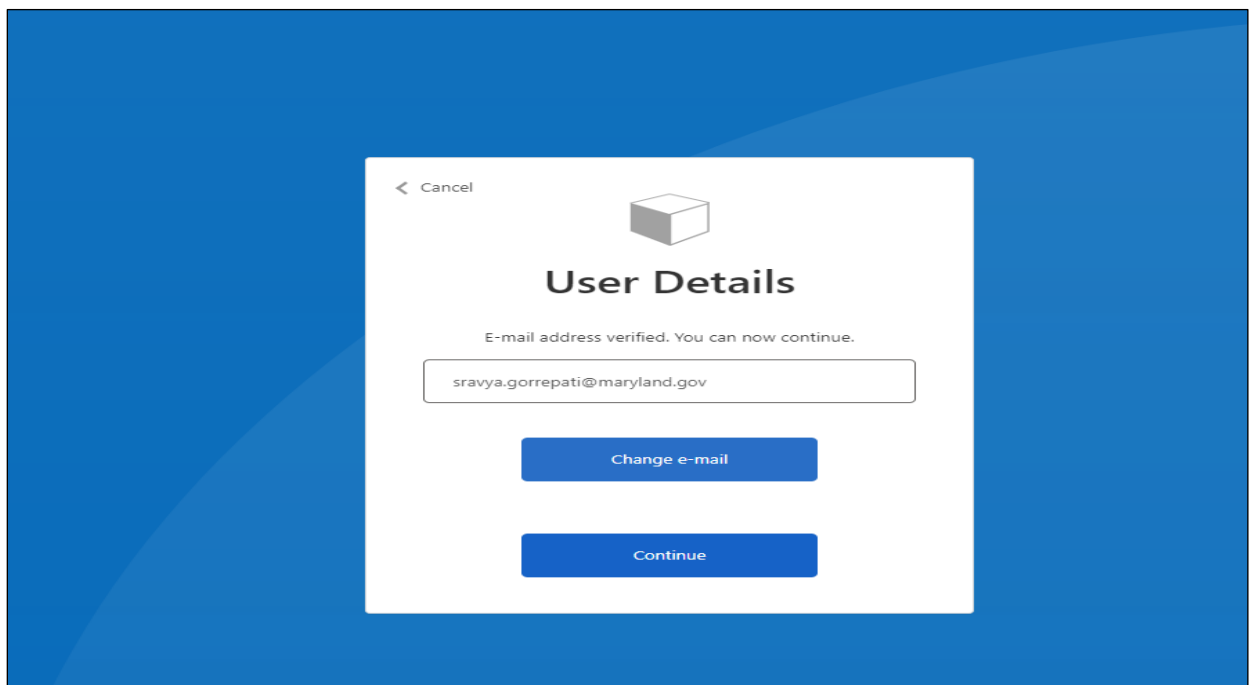


The image shows a sign-in screen with a white background and a blue border. At the top center is a 3D cube icon. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, the instruction "Sign in with your email address" is shown. There are two input fields: "Email Address" and "Password". Below the password field is a blue link that says "Forgot your password?". At the bottom, there is a blue button labeled "Sign in" and a link that says "Don't have an account? Sign up now".

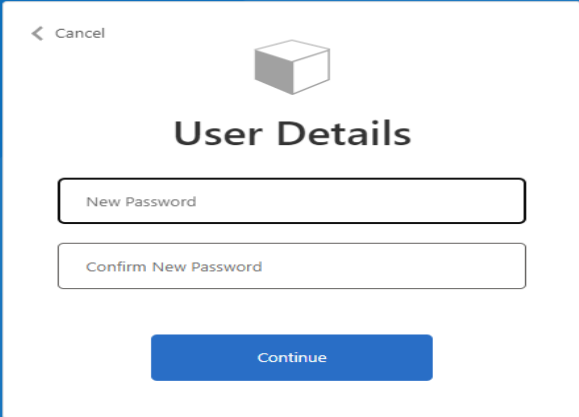
To change your password or if you forgot your password, click on Forgot your password? to display the User Details screen for email address verification.



Enter the email address provided during registration and click **Send verification code**, then click **Continue** to display the User Details screen verifying the email address.

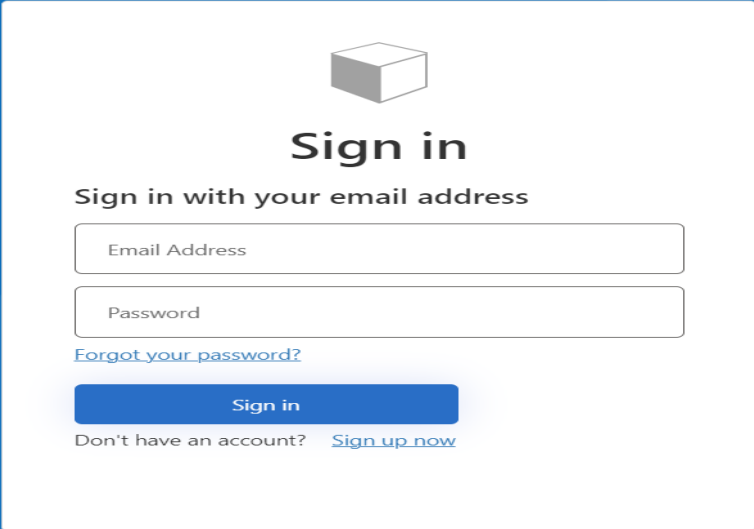


If the email address was not verified, a new email address may be entered by clicking **Change e-mail** to redisplay the User Details screen for email address verification. If the email address is verified, select **Continue** to display the User Details screen for new passwords.



The image shows a mobile application screen with a blue background. In the center is a white card titled "User Details". At the top left of the card is a back arrow and the word "Cancel". Below that is a 3D cube icon. The title "User Details" is centered. There are two text input fields: "New Password" and "Confirm New Password". At the bottom of the card is a blue button labeled "Continue".

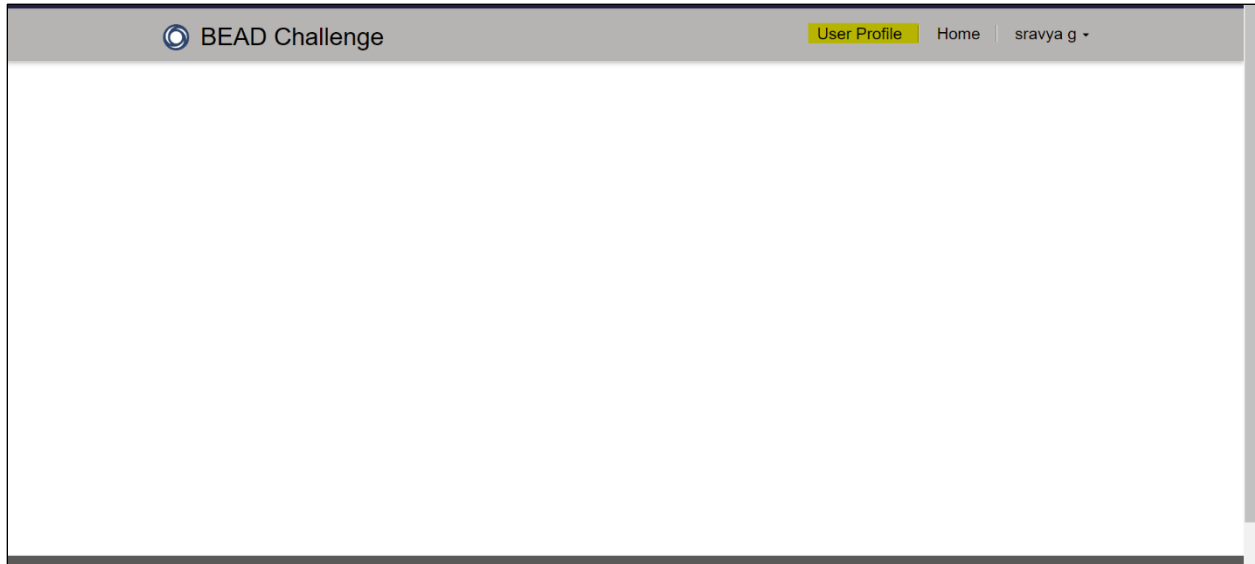
Provide a new password and click **Continue** to display the Sign in screen.



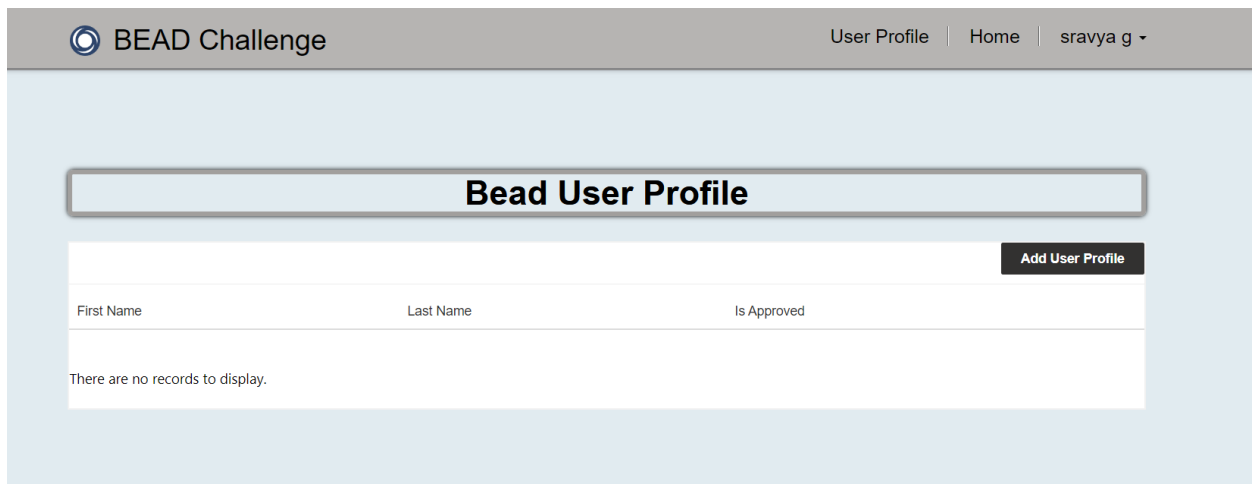
The image shows a mobile application screen with a blue background. In the center is a white card titled "Sign in". At the top is a 3D cube icon. The title "Sign in" is centered. Below the title is the text "Sign in with your email address". There are two text input fields: "Email Address" and "Password". Below the "Password" field is a blue link that says "Forgot your password?". At the bottom of the card is a blue button labeled "Sign in". Below the button is the text "Don't have an account?" followed by a blue link that says "Sign up now".

Enter the login credentials and click **Sign in** to display the main BEAD Challenge Application screen.

## Add/Update User Profile



Upon logging in, the main BEAD Application screen is displayed. Select the User Profile link highlighted on the right side of the screen to display the **BEAD User Profile** screen.



A new Application can be started in this section, as well as editing an existing Application. To start a new application, select **Add User Profile** on the right side of the screen to display the **Add Application Information** screen.





## Add Application Information

This site is private: Only specific people can view this site. [Learn more](#) Signed in as Sravya\_Gorrepati

**Organization Type \***

**County \***

Select or search options

**Organization Name \***

**First Name \***

**Last Name \***

**Email Address \***

sravya.gorrepati@maryland.gov

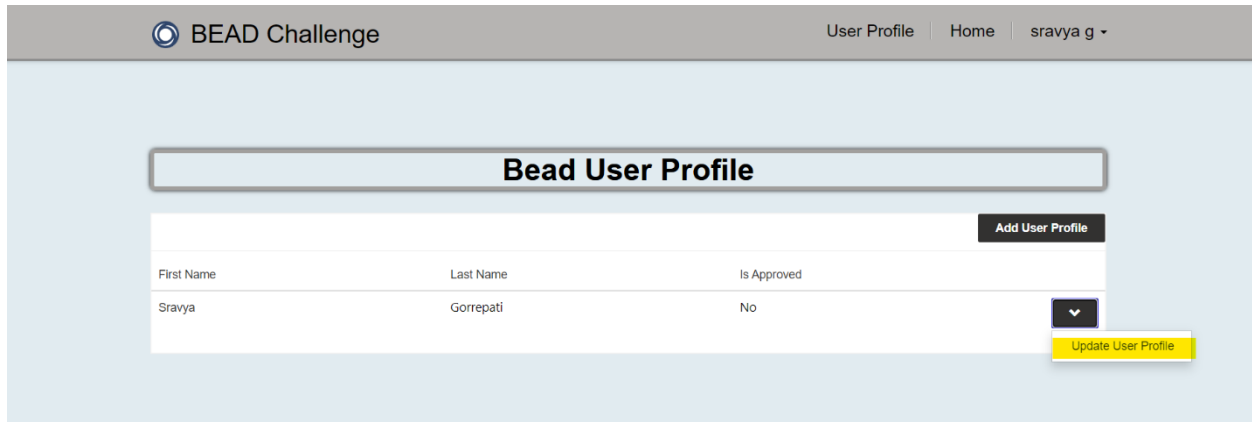
**Phone Number \***

Provide a telephone number

**Submit**

Enter the Organization Type, County, Organization Name, First Name, Last Name, and Phone Number. The Organization Type and County are selected by clicking the Down Arrow on the right side of the field to display a selection list. One or more counties may be selected by clicking on multiple counties. The Email Address field is automatically populated. All fields are required. Select **Submit** to save the information and display the **BEAD User Profile** screen.

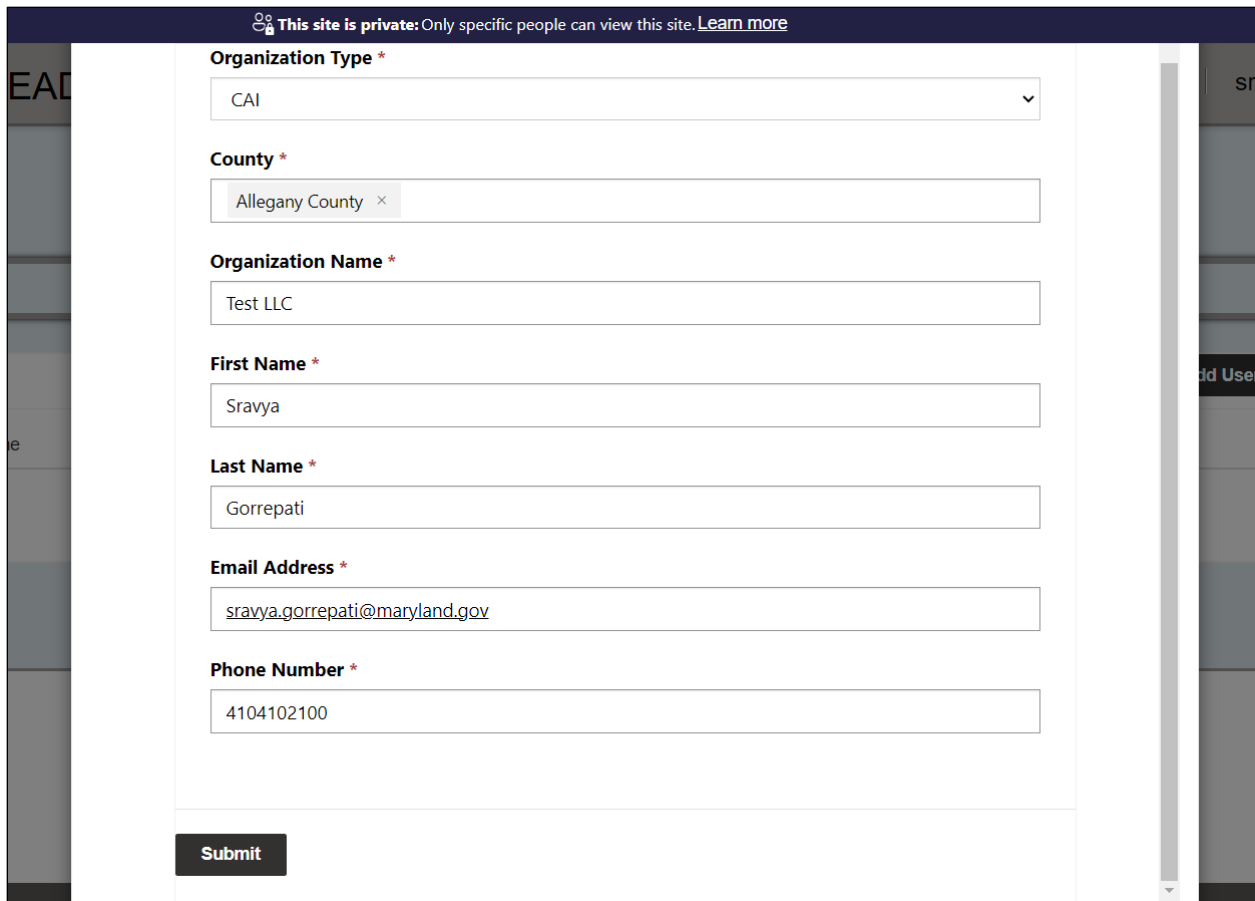
Update User Profile



First Name	Last Name	Is Approved
Sravya	Gorrepati	No

The User Profile may only be updated if the Is Approved field is set to No, once the User Profile is set to Approved by the DHCD Staff, the profile cannot be updated.

To update the User Profile, click on the Down Arrow to the right of the field, then select the Update User Profile link highlighted in the dropdown list to display the **Edit User Profile** screen.



**Organization Type \***  
CAI

**County \***  
Allegany County

**Organization Name \***  
Test LLC

**First Name \***  
Sravya

**Last Name \***  
Gorrepati

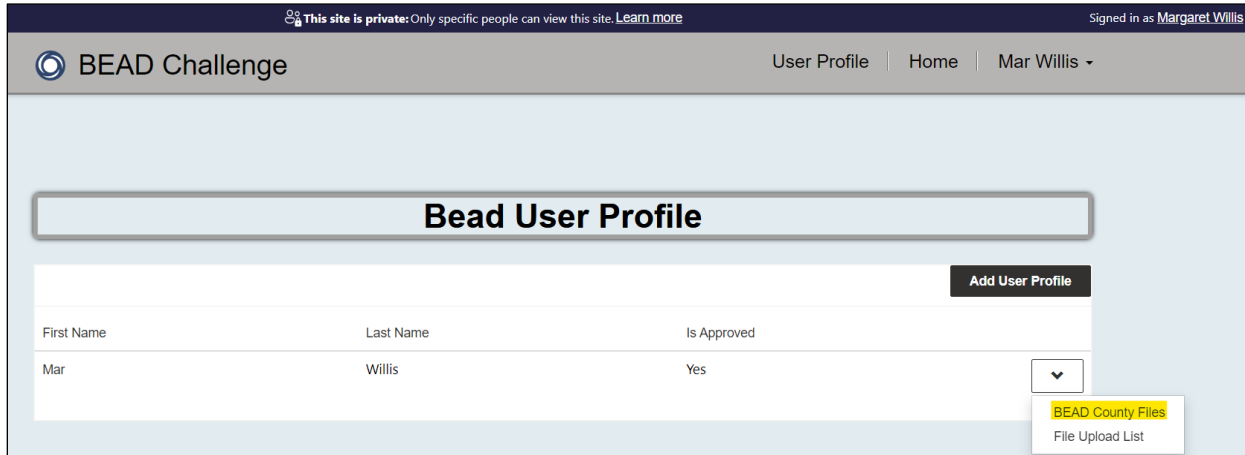
**Email Address \***  
sravya.gorrepati@maryland.gov

**Phone Number \***  
4104102100

**Submit**

Make the necessary changes to the User Profile Information, then select **Submit** to save the changes and return to the **BEAD User Profile** screen.

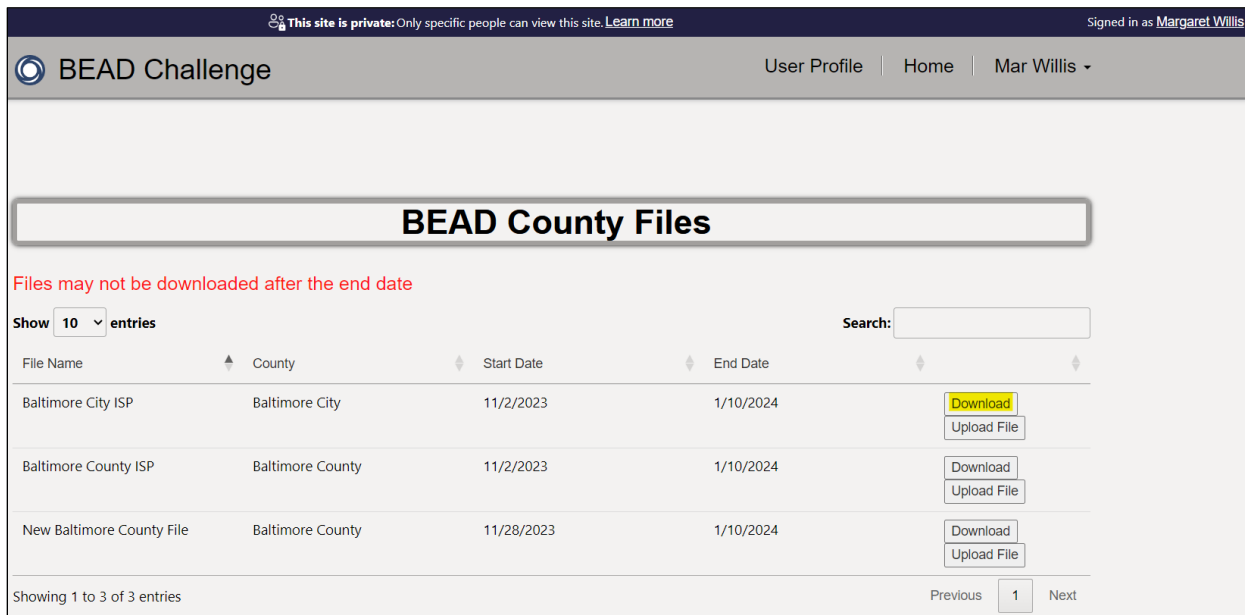
## BEAD County Files



This screenshot shows the 'Bead User Profile' interface. At the top, there's a navigation bar with 'User Profile', 'Home', and 'Mar Willis'. Below that, a header reads 'Bead User Profile'. A table lists user profiles with columns for 'First Name', 'Last Name', and 'Is Approved'. The first entry is 'Mar Willis' with 'Yes' for approval. To the right of the table is a dropdown menu where 'BEAD County Files' is highlighted in yellow. An 'Add User Profile' button is located above the table.

To display County Files, select the Down Arrow to the right of the Profile Information field, then select the BEAD County Files link highlighted in the dropdown list. The **BEAD County Files** screen is displayed.

## Download BEAD County File

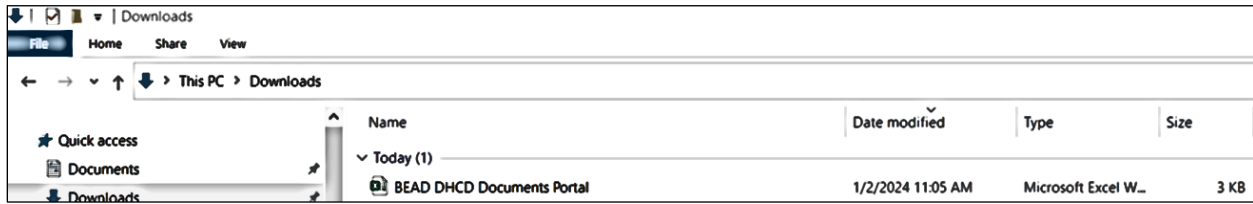


This screenshot shows the 'BEAD County Files' interface. At the top, there's a navigation bar with 'User Profile', 'Home', and 'Mar Willis'. Below that, a header reads 'BEAD County Files'. A red warning message states 'Files may not be downloaded after the end date'. Below the warning is a search bar and a 'Show 10 entries' dropdown. A table lists three files with columns for 'File Name', 'County', 'Start Date', and 'End Date'. Each row has 'Download' and 'Upload File' buttons. The 'Download' button for the first row is highlighted in yellow.

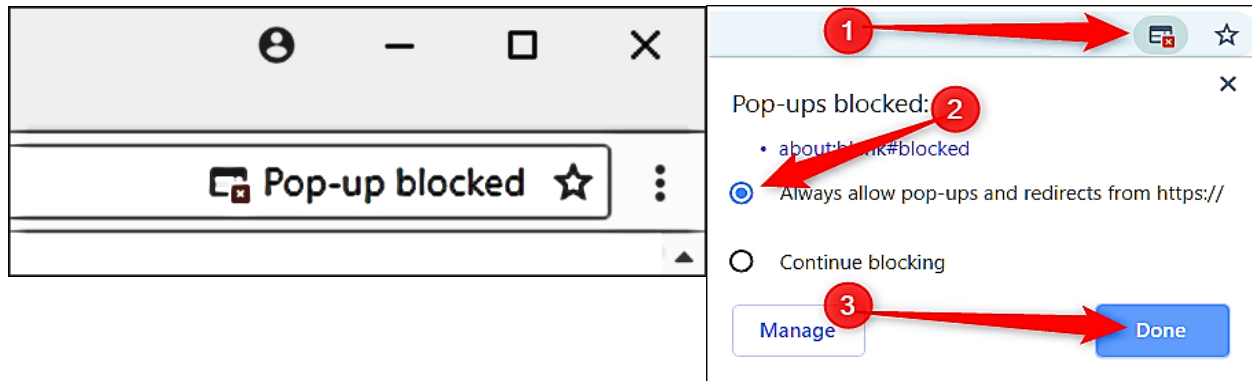
File Name	County	Start Date	End Date
Baltimore City ISP	Baltimore City	11/2/2023	1/10/2024
Baltimore County ISP	Baltimore County	11/2/2023	1/10/2024
New Baltimore County File	Baltimore County	11/28/2023	1/10/2024

To download a County File, select the Download button highlighted to the right of the county file to be selected.

The file will be downloaded into the Downloads folder on the device being used. The downloaded file may be edited to add/change the information.



File Not Downloaded



If the file does not download, the Pop-up Blocker may be on. To turn off the Pop-up Blocker, for Windows, click the Pop-up blocker Icon labeled **1** then select **2** Always allow pop-ups and redirects from BEAD..., then **3** select done. For Other Browsers, go to the security settings and select allow pop-ups for the BEAD website.



## Upload File

This site is private: Only specific people can view this site. [Learn more](#) Signed in as Margaret Willis

BEAD Challenge User Profile | Home | Mar Willis ▾

### BEAD County Files

Files may not be downloaded after the end date

Show **10** entries Search:

File Name	County	Start Date	End Date	
Baltimore City ISP	Baltimore City	11/2/2023	1/10/2024	<a href="#">Download</a> <a href="#">Upload File</a>
Baltimore County ISP	Baltimore County	11/2/2023	1/10/2024	<a href="#">Download</a> <a href="#">Upload File</a>
New Baltimore County File	Baltimore County	11/28/2023	1/10/2024	<a href="#">Download</a> <a href="#">Upload File</a>

Showing 1 to 3 of 3 entries Previous **1** Next

To upload a file, select the [Upload File](#) button highlighted to the right of the county file to be selected, the **User Document** screen is displayed.

This site is private: Only specific people can view this site. [Learn more](#) Signed in as Margaret Willis

BEAD Challenge User Profile | Home | Mar Willis ▾

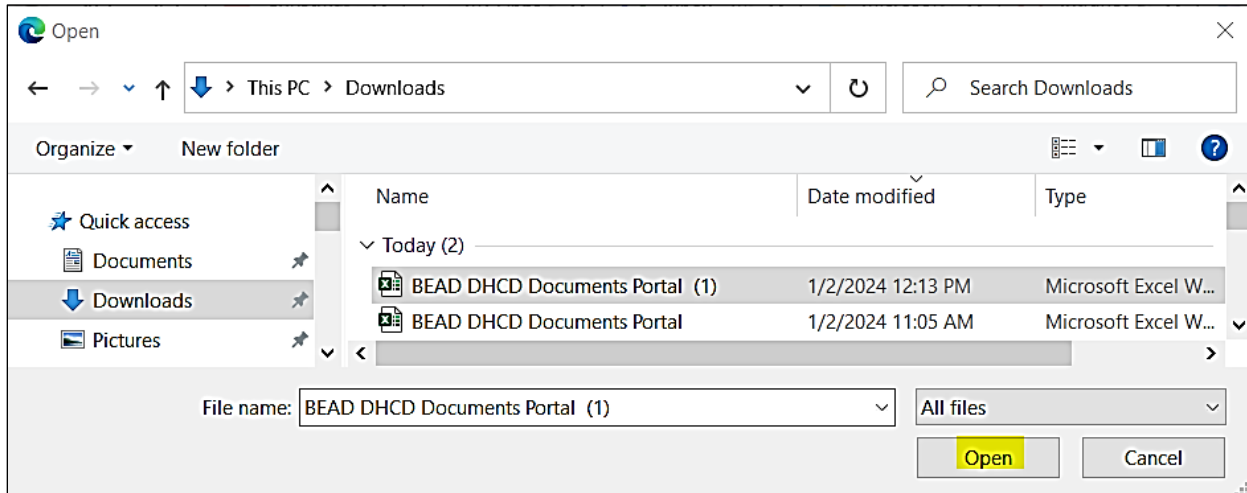
## User Documents

**Document Name \***

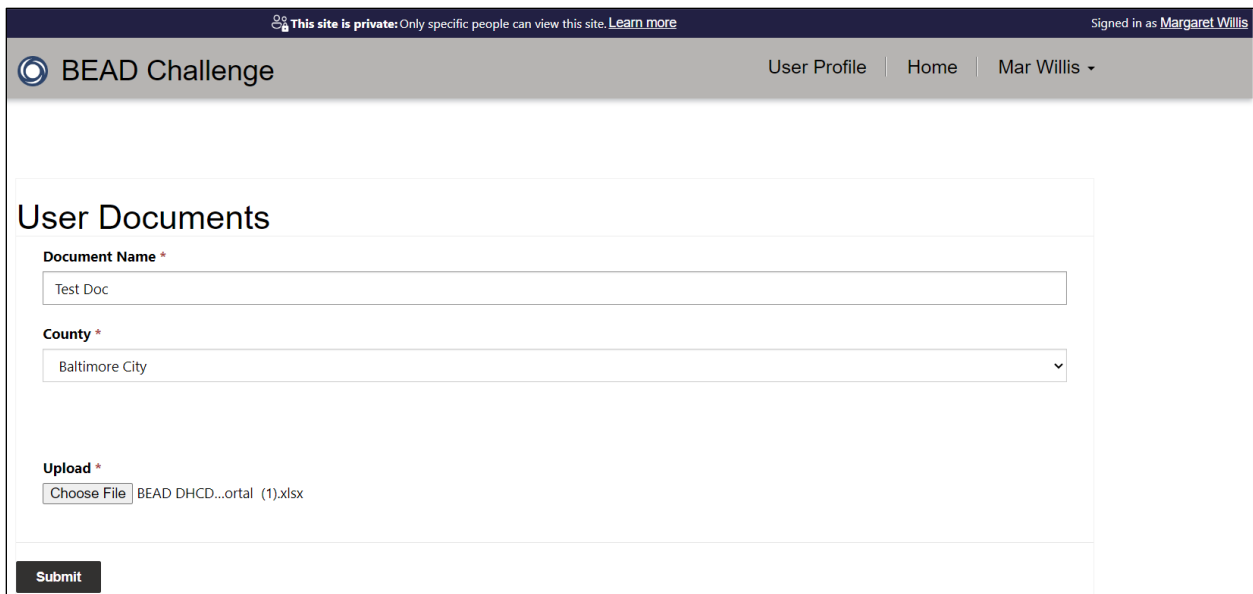
**County \***

**Upload \***  
[Choose File](#) No file chosen

Add the Document Name and select [Down Arrow](#) to display the County selection list. Select the County, then select the highlighted [Choose File](#) button, then the file selection box will pop-up.



Select the file to be Uploaded then select the highlighted Open button to display the **User Documents** screen.



To save the Uploaded File to the BEAD application, click the **Submit** button.