

UTAH BROADBAND CENTER PORTAL

Subgrantee Step-by-Step Guide

Accessing the Portal & Submitting the NEPA Pre-Screening Compliance

Utah Broadband Center (UBC) | BEAD Program

Purpose

This guide walks BEAD subgrantees through the process of accessing the Utah Broadband Center (UBC) Portal and submitting the NEPA Pre-Screening Compliance Report for each awarded reporting project. The NEPA Pre-Screening Report is the first step in your project's environmental review workflow and must be completed before construction-related activities can begin on a NEPA Project Area.

PORTAL URL

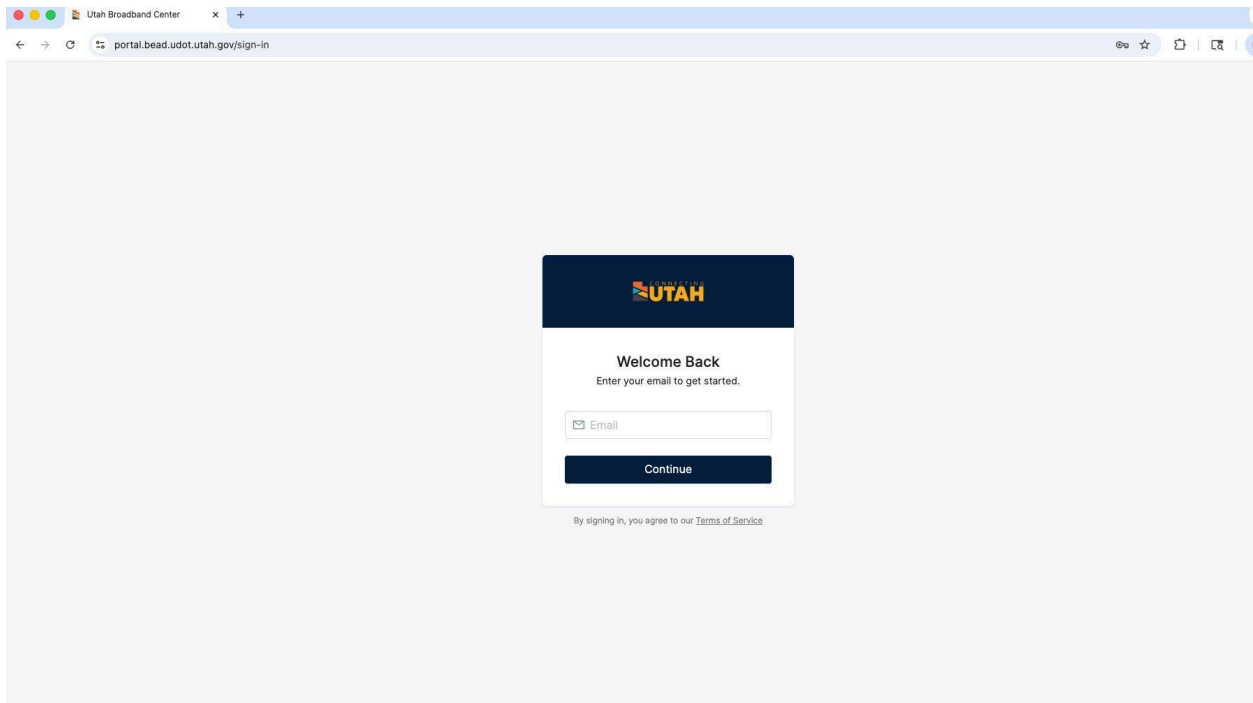
<https://portal.bead.udot.utah.gov/sign-in>

Step 1: Log In to the UBC Portal

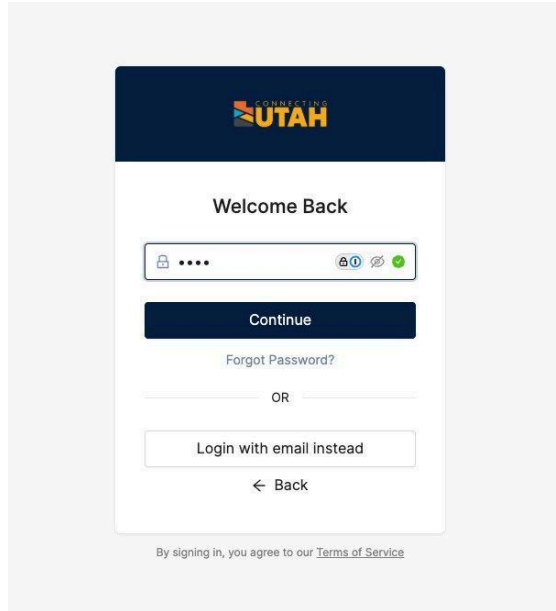
Open your browser and navigate to the portal URL. The login screen uses a two-step flow — email first, then either a password or a magic link sent to your inbox.

Option A: Password Login

1. Go to: <https://portal.bead.udot.utah.gov/sign-in>
2. Enter your email address and click **Continue**.
3. On the password screen, enter your password and click **Continue** to access the portal.



Screenshot 1a: Email entry screen — enter your email and click Continue



Screenshot 1b: Password entry screen — enter password and click Continue

Option B: Magic Link (Login with Email Instead)

If you prefer not to use a password — or have forgotten yours — you can log in via a one-time magic link sent directly to your email.

1. On the password screen, click **Login with email instead**.
2. A one-time login link will be sent to your email address. Check your inbox (and spam folder if needed).
3. Click the link in the email within a few minutes — magic links expire quickly.
4. You will be logged in automatically without needing to enter a password.

NOTE

If you have not yet received an invitation to the UBC Portal, contact your UBC point of contact to have an account provisioned. The invitation will arrive from the no-reply@utah.gov — see Section 8 for support contact information.

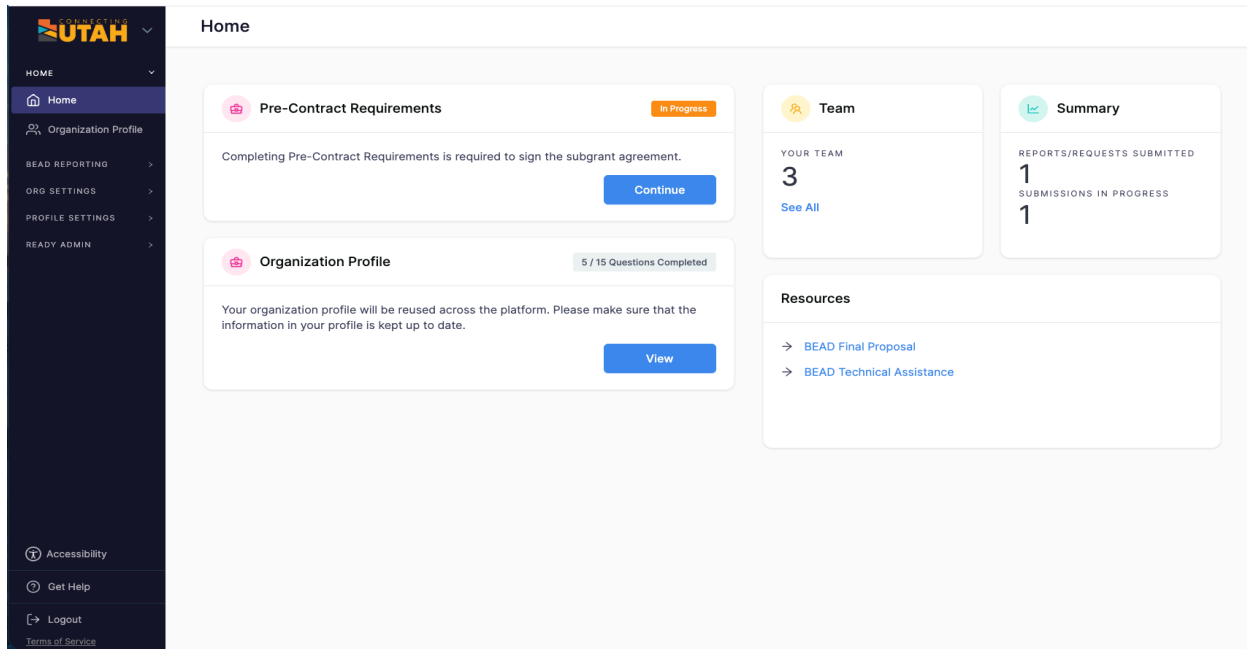
Step 2: The Home Page

After logging in, you will land on the Home Page dashboard. This is the portal's main landing page and provides shortcuts to your highest-priority tasks and an overview of your organization's activity in the portal.

What's on the Home Page

- **Pre-Contract Requirements:** This is a required onboarding step that must be completed before your subgrant agreement can be signed. Click **Continue** to resume.
- **Organization Profile:** Your organization's profile is reused across the platform. Keep it up to date.
- **Team:** The users currently in your organization. Use “See All” to view the full list.

- **Summary:** This is a snapshot of how many reports/requests you have submitted and how many submissions are still in progress.
- **Resources:** This has quick links to the BEAD Final Proposal, BEAD Technical Assistance, and other reference materials.



Screenshot 2: Home page with the left-hand navigation visible

Left-Hand Navigation

The left-hand navigation panel contains all portal modules. The table below describes each item and notes any modules that are not yet available to Utah subgrantees.

Navigation Item	Description
Home	Returns you to the Home dashboard from anywhere in the portal.
Organization Profile	Your organization's profile and onboarding information. This is used across the platform.
BEAD Reporting	Expandable section containing your post-award reporting and compliance modules. Expand this section to access the items below.
└ Projects Dashboard	Overview of your awarded BEAD reporting projects.
└ Project Plans	Not yet available to Utah subgrantees. This will be opened in a future release.

Navigation Item	Description
↳ Compliance	Compliance reports, including the NEPA Pre-Screening Report. This is your destination for this guide.
↳ Reports	Not yet available to Utah subgrantees. This will be opened in a future release.
Org Settings	Expandable section for organization-level configuration.
↳ Users	Manage users in your organization; invite colleagues, update roles, and remove access.
↳ Nodes	Manage organizational nodes (used in later deployment reporting).
Profile Settings	Your individual user account settings.
Accessibility / Get Help / Logout	Standard utility links at the bottom of the navigation panel.

NOTE	Subgrant Agreements, Project Plans, and Reports will be opened to Utah subgrantees in future releases. The NEPA Pre-Screening Report lives under Compliance, which is available now.
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Step 3: The BEAD Compliance Page

In the left navigation, expand BEAD Reporting and click Compliance. You will land on the BEAD Compliance page, which lists all compliance reports tied to your awarded projects and their current review status.

BEAD Compliance Reports

BEAD Compliance Reports			
All Reports (6)	Awaits Review (3)	In Review (1)	Awaits Revision (1)
6 Reports			
Compliance Name & ID and Project Name & ID	Review Status	Subgrantee Name	
NEPA Pre-Screening (1163) Navajo Nation - Navajo (CM61-BEAD-UT-NN21)	Accepted	Navajo Nation	
Pre-Contract Requirements (1166) Pre-Contract Requirements (1160)	In Review	Navajo Nation	
NEPA Pre-Screening (1149) Utah SpaceX (CM61-BEAD-UT-SPX25)	Need Revision	Space Exploration Technologies Corp.	
Pre-Contract Requirements (1152) All Reporting Projects	Awaits Review	UBTA-UBET Communications, Inc dba Strata Networks	
Pre-Contract Requirements (1173) All Reporting Projects	Awaits Review	Utah Telecommunication Open Infrastructure Agency dba Utopia	
NEPA Pre-Screening (1155) Box Elder Comcast (CM61-BEAD-UT-COM7)	Awaits Review	Comcast Cable Communications Management LLC	

Screenshot 3: BEAD Compliance page — Compliance Report section with tabs and report table

Status Tabs

Use the tabs at the top of the Compliance Report Type section to filter the list by status:

Tab	Meaning
All Reports	Shows every compliance report regardless of status.
Awaits Review	Reports you have submitted that are waiting to be picked up by UBC reviewers.
In Review	Reports currently being actively reviewed by UBC.
Needs Revision	Reports returned to you with reviewer comments requesting corrections or additional information.
Completed	Reports that have been fully reviewed and accepted by UBC.

Compliance Report Table

The table below the tabs lists each compliance report. Columns include:

- **Compliance Report Type** — the type of report (e.g., Pre-Contract Requirements, NEPA Pre-Screening).
- **Report Status** — current workflow status (e.g., Awaits Review).
- **Reporting Project & ID** — the project this report is tied to. Some report types (like Pre-Contract Requirements) are organization-wide and may show no project.
- **Determination** — the reviewer determination once a decision is made (Pending until reviewed).
- **Submission Progress** — how many questions in the report have been filled (e.g., 6/6 filled).
- **Date Submitted** — when you submitted the report.
- **Last Updated** — most recent activity on the report.
- **Actions** — View the report or use the action menu (⋮) for additional options.

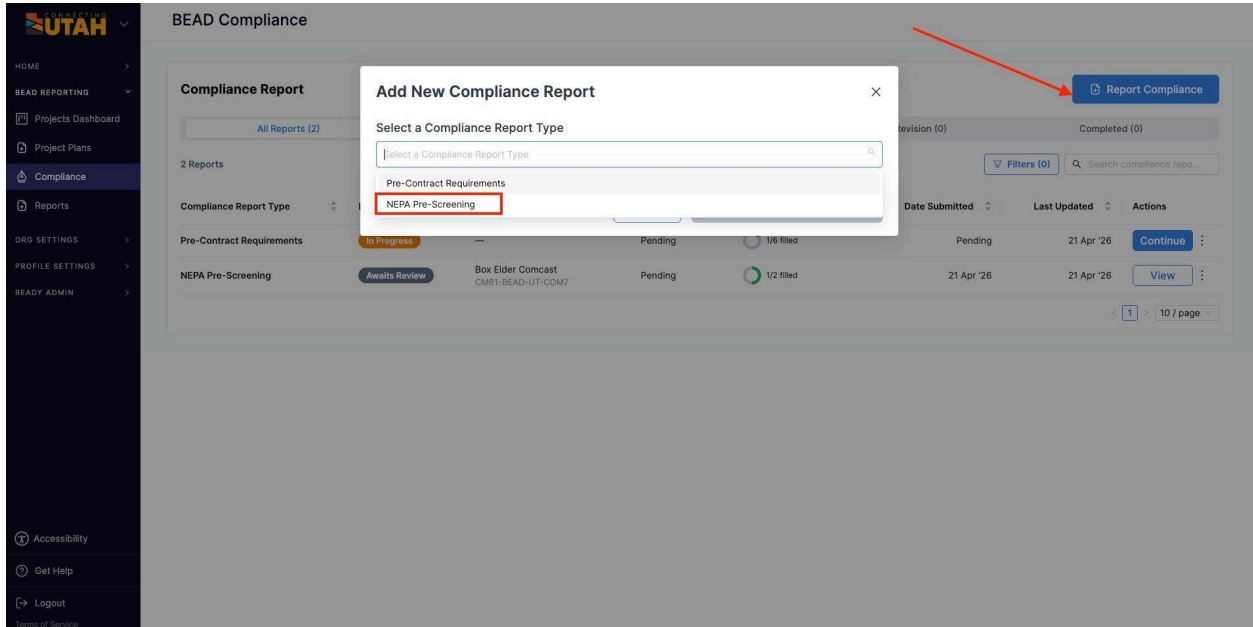
The screenshot shows the BEAD Compliance page. On the left is a dark sidebar with navigation options: HOME, BEAD REPORTING (Projects Dashboard, Project Plans, Compliance, Reports), ORG SETTINGS, PROFILE SETTINGS, and READY ADMIN. At the bottom of the sidebar are Accessibility, Get Help, and Logout. The main content area is titled 'BEAD Compliance' and features a 'Compliance Report' section. This section includes a 'Report Compliance' button, a filter for 'All Reports (2)', and tabs for 'Awaits Review (0)', 'In Review (1)', 'Needs Revision (0)', and 'Completed (1)'. Below the tabs is a table with 2 reports. The table has columns for Compliance Report Type, Report Status, Reporting Project & ID, Determination, Submission Progress, Date Submitted, Last Updated, and Actions.

Compliance Report Type	Report Status	Reporting Project & ID	Determination	Submission Progress	Date Submitted	Last Updated	Actions
NEPA Pre-Screening	Accepted	Navajo Nation - Navajo CM61-BEAD-UT-NN21	Accepted	5/2 filled	28 Apr '26	15 May '26	View ⋮
Pre-Contract Requirements	In Review	Pre-Contract Requirements 1160	Pending	6/6 filled	24 Apr '26	24 Apr '26	View ⋮

Step 4: Start a NEPA Pre-Screening Report

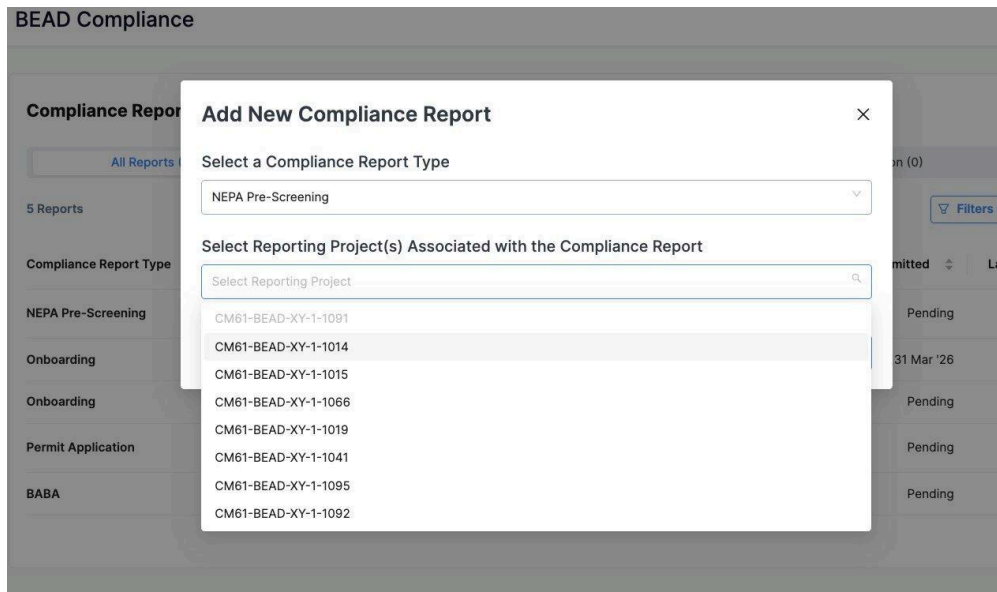
From the BEAD Compliance page, you can create a new NEPA Pre-Screening Report for any awarded reporting project that does not already have one. A separate report must be completed for each project.

1. On the BEAD Compliance page, click the blue **Report Compliance** button in the upper right of the Compliance Report section.
2. In the **Add New Compliance Report** modal that opens, click the **Select a Compliance Report Type** dropdown and choose **NEPA Pre-Screening**.



Screenshot 4a: Add New Compliance Report modal — select NEPA Pre-Screening as the report type

- After selecting the report type, a second dropdown appears: **Select Reporting Project(s) Associated with the Compliance Report**. Click it and choose the project this report applies to. Project IDs correspond to the reporting projects listed in the [Approved BEAD Awards list](#).



Screenshot 4b: Select the Reporting Project — projects with an existing NEPA Pre-Screening Report appear greyed out

- Confirm your selection to create the report. You will be taken to the report introduction screen.

IMPORTANT

Only one NEPA Pre-Screening Report can be created per reporting project. Projects that already have a NEPA Pre-Screening Report in progress or submitted will appear greyed out in the project dropdown and cannot be selected again. To continue work on an existing report, close the modal and open the report from the BEAD Compliance table instead.

Step 5: Complete the NEPA Pre-Screening Report

The report is organized as a five-section wizard. A green checkmark at the top of the page shows your progress through the sections. Each section has a Save Progress button so you can return at any time, and Back / Next buttons to move between sections — your report status will remain In Progress until you submit it.

The five sections, in order, are:

1. **NEPA Review** — eligibility gate for the rest of the report.
2. **BEAD Deployment Project** — upload your deployment plans and provide a project description.
3. **Proposed NEPA Project Areas** — upload NTIA APPEIT reports, the NEPA Project Area Review Form, and the NEPA Project ID CSV.
4. **Attestation** — certify the information you have provided.
5. **Review & Submit** — review and submit the completed report.=

Section 1: NEPA Review

This section confirms whether your BEAD project requires NEPA review and which review path applies. It opens with one question:

- **Does your BEAD project include Low Earth Orbit (LEO) satellite technology?**

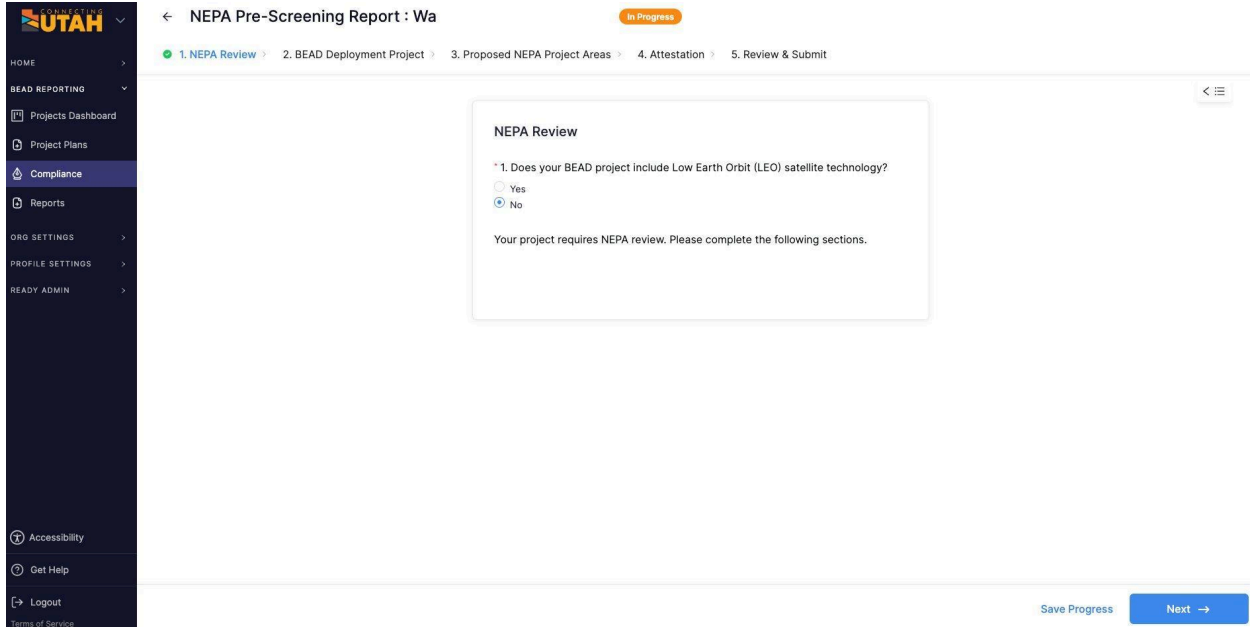
Most terrestrial BEAD projects (fiber, fixed wireless, etc.) answer No. When you select No, the portal will display the message "Your project requires NEPA review. Please complete the following sections." This will confirm that the remaining four sections will be required.

If you select Yes, additional follow-up questions appear (e.g., whether your LEO project is limited to specific activities such as satellite capacity reservation and consumer premise equipment installation, and whether the project also includes any terrestrial technology). Answer each follow-up as it appears — the portal will tailor the rest of the report based on your responses.

NOTE

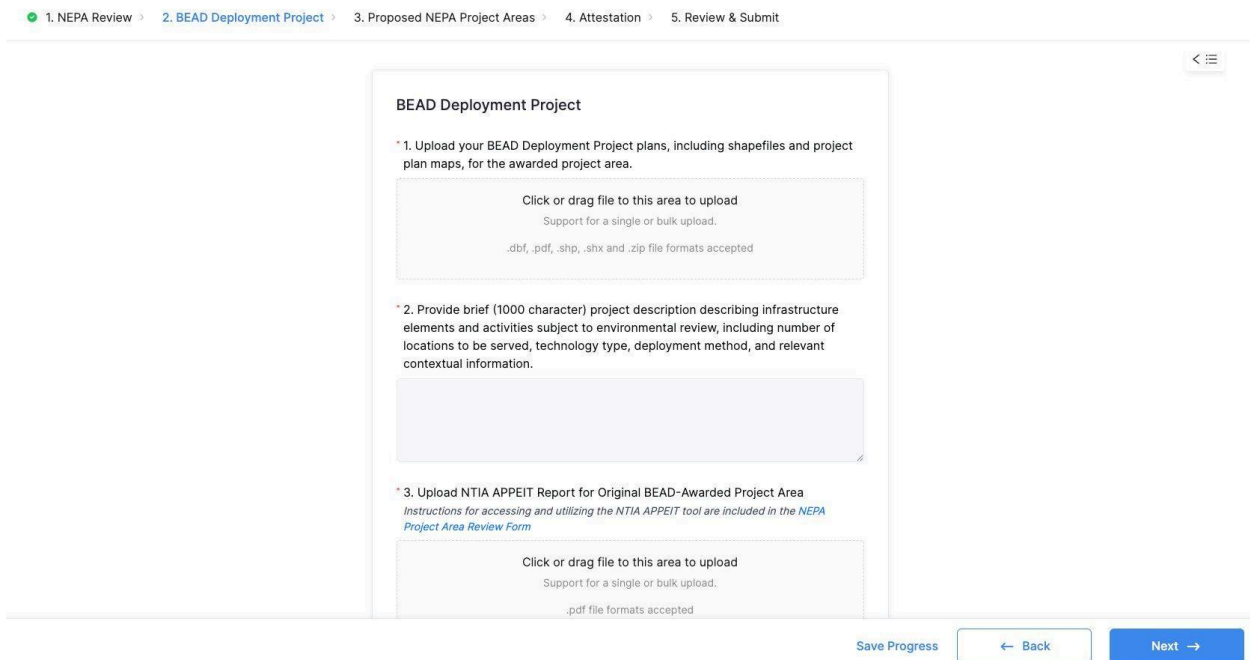
If your project includes LEO satellite technology, refer to NTIA's [BEAD Guidance on NEPA and NHPA for LEO Satellite Service](#) for the applicable review path. Contact UBC if you are unsure which path applies.

Click Next to continue.



Screenshot 5a: Section 1 — NEPA Review eligibility question

Section 2: BEAD Deployment Project



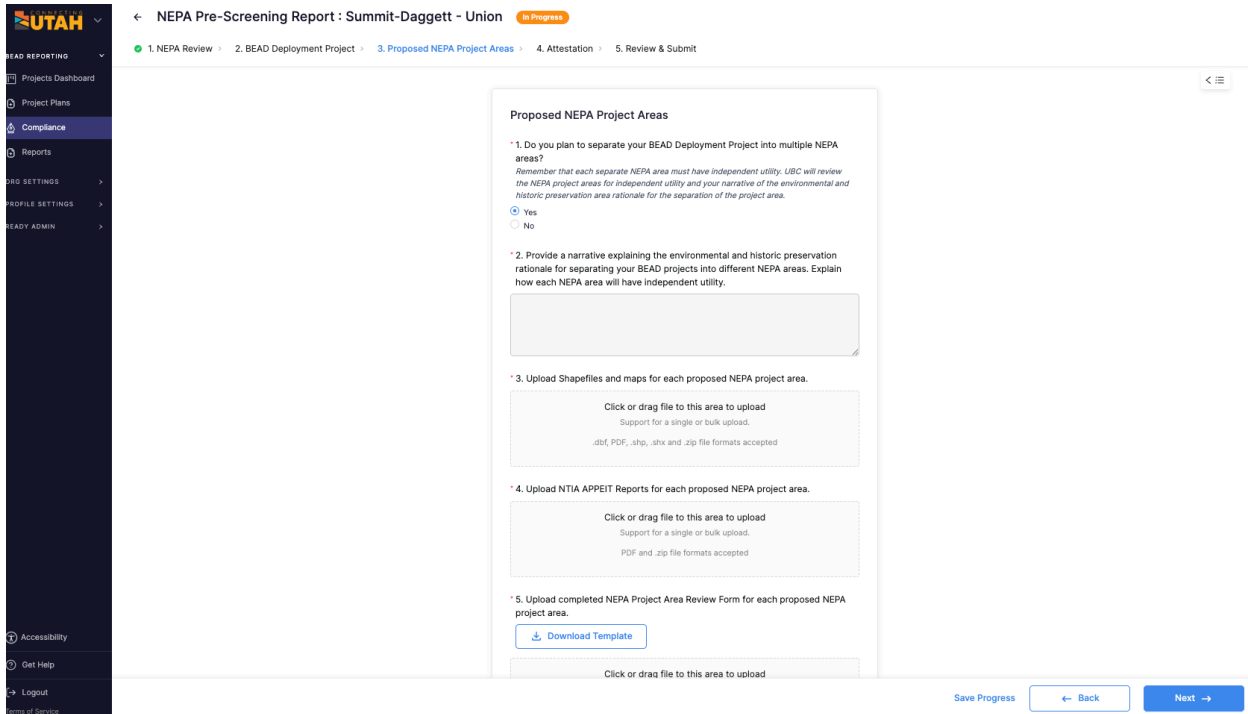
Screenshot 5b: Section 2 — BEAD Deployment Project uploads and project description

This section captures project-level information for the original BEAD-awarded project area. Complete each item in order:

Question	What to Provide
<p>1. Upload your BEAD Deployment Project plans, including shapefiles and project plan maps, for the awarded project area.</p>	<p>Upload your deployment plans. Accepted file formats: .dbf, .pdf, .shp, .shx, and .zip. Single or bulk upload is supported.</p>
<p>2. Provide a brief (1000 character) project description.</p>	<p>Describe infrastructure elements and activities subject to environmental review, including number of locations to be served, technology type, deployment method, and relevant contextual information. Limit: 1000 characters.</p>
<p>3. Upload NTIA APPEIT Report for Original BEAD-Awarded Project Area.</p>	<p>Upload the APPEIT (Automated Pre-Project Environmental Information Tool) report you generated from NTIA's tool. Accepted file format is PDF only. Instructions for accessing and using NTIA APPEIT are linked from within the section, inside the NEPA Project Area Review Form.</p>
<p>4. Additional documentation</p>	<p>Upload any additional documentation relevant to this project for purposes of NEPA Review.</p>

Click Save Progress as you work, then Next when the section is complete.

Section 3: Proposed NEPA Project Areas



Screenshot 5c: Section 3 — Proposed NEPA Project Areas, showing the Download Template buttons and upload areas

This section captures information for each proposed NEPA Project Area within your awarded project. UBC provides downloadable templates for the two required forms — make sure to use those templates.

Question	What to Provide
<p>1. Do you plan to separate your BEAD Deployment Project into multiple NEPA areas?</p>	<p>Remember that each separate NEPA area must have independent utility. UBC will review the NEPA projects areas for independent utility and your narrative of the environmental and historic preservation area rationale for the separation of the project area. If you select “Yes” to this question, additional questions regarding your proposed NEPA areas will show up. If you select “No”, those questions will not appear.</p>
<p>2. Provide a narrative explaining the environmental and historic preservation rationale for separating your BEAD projects into different NEPA areas. Explain how each NEPA area will have independent utility.</p>	<p>Enter your response to this question directly into the provided text box. You are encouraged to draft your response to this question in a word processing software and then copy/paste it into the text box.</p>

Question	What to Provide
3. Upload shapefiles and maps for each proposed NEPA project area.	Accepted file formats: .dbf, .pdf, .shp, .shx, and .zip. Single or bulk upload is supported.
4. Upload NTIA APPEIT Reports for each proposed NEPA project area.	Upload an APPEIT report for every proposed NEPA project area. Accepted file formats: .pdf and .zip. Bulk upload is supported — combining multiple PDFs into a single .zip is the simplest approach when you have multiple areas.
5. Upload completed NEPA Project Area Review Form for each proposed NEPA project area.	Click Download Template to get the UBC-supplied form. Complete one form per proposed NEPA project area, then upload the completed file(s). Accepted file formats: .docx, .pdf, and .zip.
6. Upload Completed NEPA Project ID CSV File.	Click Download Template to get the UBC-supplied CSV. Complete columns E and K as directed in the NEPA Project Area Review Form, then upload the completed file. Columns A–D and F–J are greyed out and will be completed by UBC — do not edit them.
7. Upload NEPA Milestone timelines for each proposed NEPA project area.	Download the provided milestone template and complete it for each NEPA project area. If you are not dividing your project into separate NEPA areas, you must complete the template for your entire project. Accepted file formats: .csv and .zip

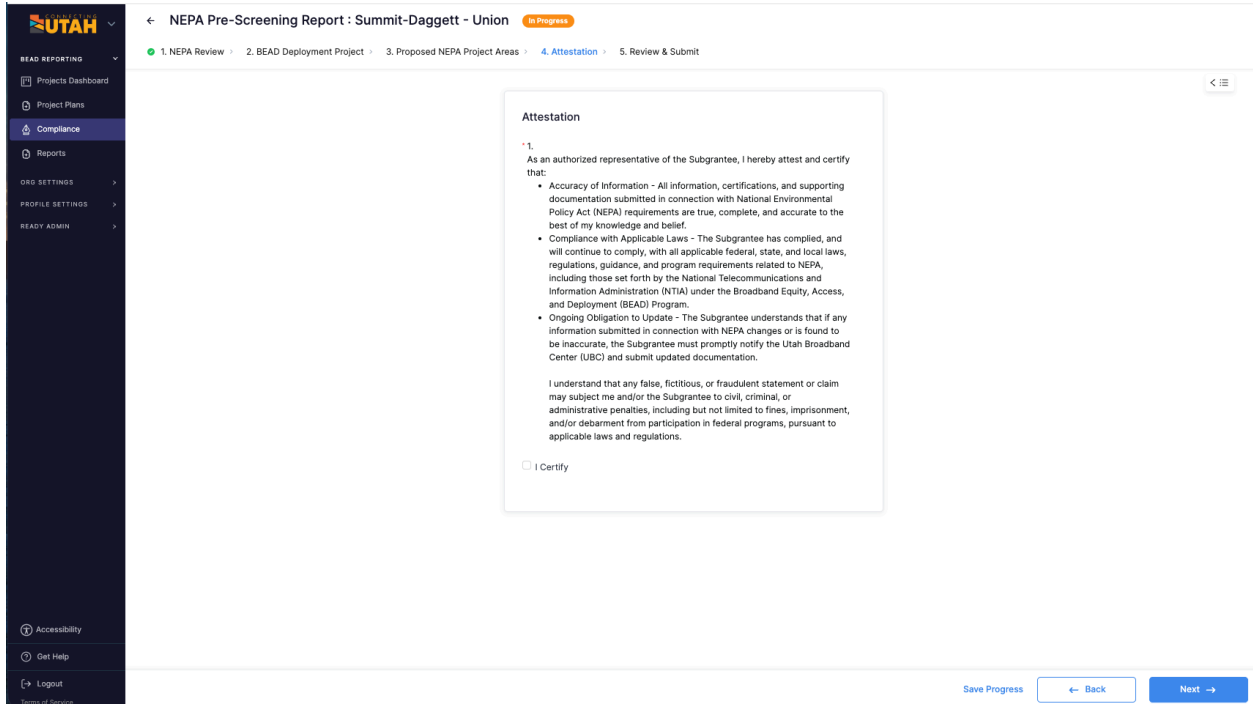
TIP	For Question 6, the Final Proposal data spreadsheets referenced in the instructions are available at https://connecting.utah.gov/grants/big/final-proposal/ and are listed as Exhibits A–E. Download the relevant exhibit before filling out columns E and K of the NEPA Project ID CSV.
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When all the questions in this section and required uploads are complete, click Save Progress, then Next.

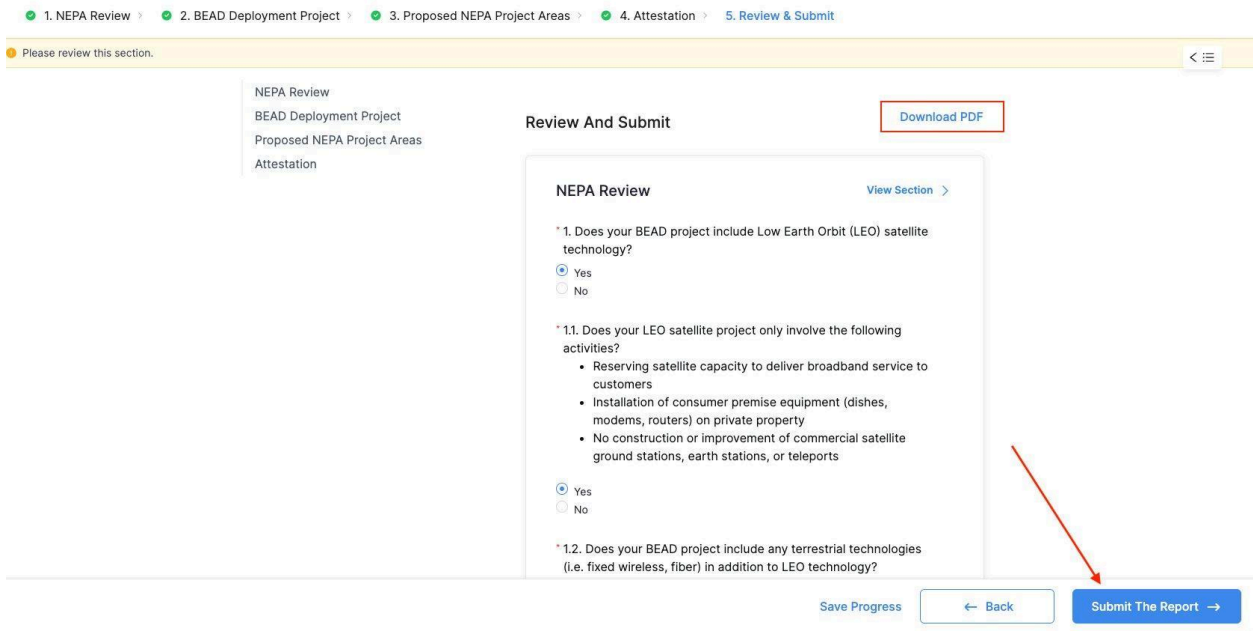
Section 4: Attestation

In this section, you certify that the information you provided in Sections 1–3 is accurate and complete to the best of your knowledge. Read the attestation language carefully before signing.

Click Save Progress, then Next.



Section 5: Review & Submit



Screenshot 5e: Section 5 — Review & Submit, with the section navigator, Download PDF button, and Submit The Report button

The final section presents a read-only summary of every answer and upload you have entered, organized by section. A yellow banner at the top reminds you to review the section before submitting.

- **Section navigator (left)** — a list of every section in the report. Click any section name to jump to it.
- **Review summary (center)** — read-only display of your answers, with a View Section link beside each section header to jump back if you need to make edits.
- **Download PDF (top right)** — generates a PDF copy of your completed report for your records.

TIP

Click Download PDF to save a copy of your report before submitting. The PDF is a useful record for your files and can also be shared with colleagues or environmental consultants who don't have portal access. You can also download it again after submission.

To submit your report:

1. Carefully review every section using the section navigator on the left and the View Section links in the review summary.
2. If you find an error, click **View Section** or use the section navigator to jump back, correct the response, and return to the Review & Submit page.
3. (Optional) Click **Download PDF** to save a PDF copy of your completed report.
4. When everything is correct, click **Submit The Report** in the bottom right.
5. The report status on the BEAD Compliance page will change to Awaits Review.

IMPORTANT

The Submit The Report button is disabled until every required field and upload across all sections is complete. If the button is greyed out, use the section navigator on the left to find any section that does not show a green checkmark in the top breadcrumb, then complete the missing items.

Step 6: After You Submit — Acceptance vs. Revision

After clicking Submit The Report, UBC's environmental review team is automatically notified. The outcome will be one of the two scenarios below.

Scenario A: Accepted

If UBC accepts the report as submitted:

- The report status on the BEAD Compliance page changes to Completed.
- You will receive an automated email notification confirming acceptance.

- UBC will use the information to create or update your project record in NTIA's ESAPTT system and to scope the next compliance report (CatEx Screening / NEPA Project Report) for each NEPA Project Area.

Scenario B: Returned for Revision

If UBC returns the report with revision requests:

1. You will receive an email notification. The report status on the BEAD Compliance page will change to Needs Revision.
2. Open the report. Reviewer comments will appear inline next to the specific questions requiring updates.
3. Update your responses, save, and re-submit using the same **Submit The Report** flow described in Step 5.

NOTE

The portal will email you when: a report is assigned to your organization, a report is returned for revision, a report is accepted, or a new compliance report (such as CatEx Screening) is unlocked for one of your NEPA Project Areas. Use Org Settings → Users to manage who in your organization receives these notifications.

Step 7: Troubleshooting

Problem	What to Try
I can't log in.	Confirm the email address matches the one used during onboarding. Use 'Forgot Password?' or the magic link option to reset. If still blocked, contact the Ready helpdesk (see Section 8).
I don't see a Reporting Project I expect.	The project list comes from NTIA approved Final Proposal Files. If a project is missing, contact UBC — the subgrant data may not yet be fully loaded into the portal.
A project I expect is greyed out in the Reporting Project dropdown.	A NEPA Pre-Screening Report has already been started or submitted for that project. Close the modal and find the existing report on the BEAD Compliance table — open it from there instead of creating a new one.
A Download Template button (NEPA Project Area Review Form or NEPA Project ID CSV) doesn't open.	Refresh the page. If it still does not work, check whether your browser is blocking the download (look for a download notification in the address bar). If still blocked, contact the Ready helpdesk (see Section 8).
I can't submit — the Submit The Report button is greyed out.	Use the section navigator on the left of the Review & Submit page to confirm every section shows a green checkmark in the top breadcrumb. Open any section

Problem	What to Try
	that is incomplete and answer every required question or finish every required upload.
I need another person in my organization to complete the report.	Use Org Settings → Users to invite the colleague. Once they accept the invitation, they will see the same reports under your organization.

Step 8: Getting Help

If you encounter an issue this guide does not resolve, use the contact below that best matches your question:

Portal technical issues

For technical problems with the UBC Portal — login trouble, errors, broken links, file upload failures, missing data, or other system behavior issues:

- Email the Ready helpdesk at ut@readybossplatform.atlassian.net.
- Include your organization name, the affected reporting project, the page or button where the issue occurred, and a screenshot if applicable.

BEAD program and policy questions

For questions about BEAD program requirements, NEPA policy, environmental review, or other non-technical program matters:

- Email the Utah Broadband Center at connectingutah@utah.gov.
- For NEPA policy or environmental review questions specifically, you can also contact Lindsey Thurgood at connectingutah@utah.gov at UBC