

Welcome to the Ohio Department of Commerce's VSA Assessment Database. The Assessment Database allows the video service provider to submit its subscriber count on line. The database is designed to allow the provider to submit its information by following these simple steps:

- 1) After you have signed onto the database, decide whether you will enter your 2010 subscriber count in one lump sum or per community.
 - a) If you choose to enter one lump select the "Submit One Lump Sum" button and enter the subscriber count information for your company's entire service area (and then skip to step 4.)
 - b) If you choose to enter your 2010 subscriber count per community then use the drop down menu to choose one of the Counties that are part of your video service area and click the "Select County" button.
- 2) The County page for your company will appear. This page will list each of the Communities in that particular County that are part of your approved video service area as of December 31 of the preceding year. On this page, you will need to insert your subscriber numbers for each Community listed. If you have no subscribers in that Community, you must insert a "0". Once you have inserted your subscriber numbers for each Community, you must click "Save" or your information will be lost.
- 3) Once you have saved your data, you can then go back to the drop down menu and select another County. Remember, you need to click the "Select County" button in order to change the County you are viewing. When a new County page appears, you need to repeat Step 2.
- 4) After you have entered all of your subscriber data, we suggest that you review the information submitted by selecting the "Review" button. You will see a page that lists all of the Communities by County in your video service area. We suggest you print this document and review it for accuracy before you continue. If you find a mistake, select "Return to Subscriber Screen" and then return to the County and Community you need to edit.
- 5) Once you are satisfied that the information on the Review page is accurate, you are ready to submit the information to the Department.

You will need to select the “Finalize and Submit” button. At this point, the information has been sent to the Video Service Authorization Section’s computer.

Please note that under R.C. §1332.24(A)(3), your subscriber data is not officially submitted to the Department until the Department receives a notarized statement attesting to the accuracy of the subscriber data. The final page of the Assessment Database provides you with the needed documentation to submit to the Department. After you select the “Finalize and Submit” button, you will view a page that is identical to the Review page except it contains the language and signature lines so that the document can be printed, signed by an authorized company officer, and notarized. Before you print this document, please enter the required information to identify the authorized company officer that will be signing the document. After you have entered the information, print, sign, and mail the original to the Department at the following address:

Ohio Department of Commerce
Video Service Authorization Section
77 South High Street 23rd Floor
Columbus, Ohio 43215

The notarized document must be received by the Department no later than January 31.

Useful Tips:

- The Assessment Database has the ability to save the information entered in case you are unable to enter all the subscriber data at one time. You must select “Save” for the system to retain the information until the next time you sign on to the database.
- Do not select the “Finalize and Submit” button until you are prepared to send all of your data to the Department.
- After February 1, you will not have access to the Assessment Database and you will need to contact the Video Service Authorization Section at 1-877-207-2225 to resolve any problems.