

# Minnesota BEAD Portal

## User Guide

*Version 1.1*



# Version Tracking

Version 1 – 1/23/2025,  
Version 1.1 – 6/13/2025

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# MN BEAD Portal User Guide

Welcome to the MN BEAD Portal User Guide. This guide is designed to help you understand and use the application for completing the BEAD Pre-Qualification process.

## Overview

The Minnesota BEAD Portal is a centralized platform designed to support the implementation and management of the state’s broadband expansion initiatives through the BEAD program. This user-friendly portal serves as a critical tool for BEAD participants (Internet Service Providers (ISPs) including incorporated businesses or partnerships; political subdivisions; Indian tribes; Minnesota nonprofits organized under Minn. Stat. 317A; cooperatives organized under Minn. Stat. 308A, 308B or 308C; or limited liability corporations organized under Minn. Stat. 322C), and the Office of Broadband Development (OBD), to collaborate efficiently and ensure that broadband access is extended to unserved and underserved locations. The portal provides robust functionalities to support the entire BEAD application process.

### First Time Log In

If you were a participant in the MN BEAD Challenge Process you have been pre-registered as a user in the BEAD Portal. The process below describes how to log in before a password has been set.

#### 1. Email Invitation

Users will receive an email invitation to sign into the BEAD Portal upon approval of their registration. Click the **Sign In** button on the email.

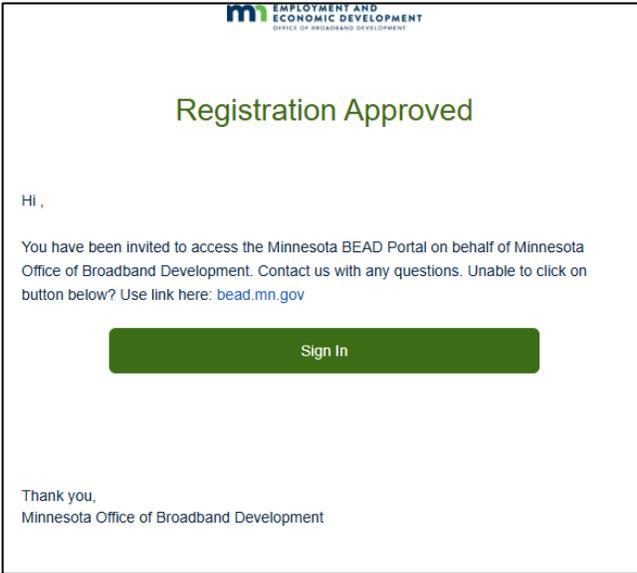


Image: Registration Approved Email

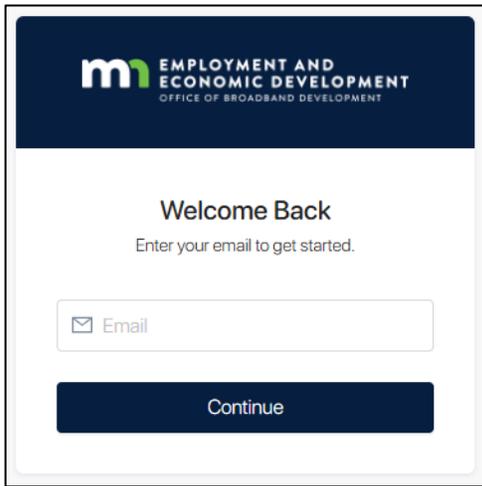


Image: Sign In - Email Prompt window

## 2. Sign In – Email Prompt

Upon clicking the Sign In button, the website will load, and the user will be prompted to enter the email address associated with the registration. Enter the email address and click **Continue**.

## 3. Sign In – Password Prompt

The Password prompt will display. Since this is the first time signing in, click the **Login with email instead** button.

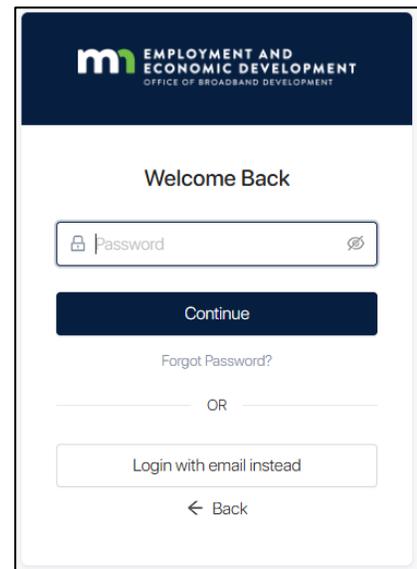


Image: Sign In – Password prompt window

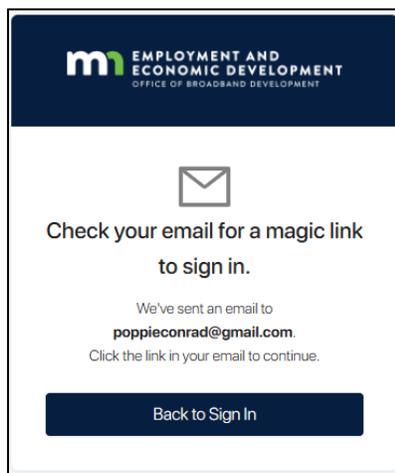


Image: Magic Link Confirmation window

## 4. Sign In with Magic Link Email

The message confirming the magic link email will be displayed. Proceed to check for the email.

## 5. Sign In with Magic Link Email

An email with a link to access the portal will be sent to the address associated with the registration. Click the **Sign In** button.

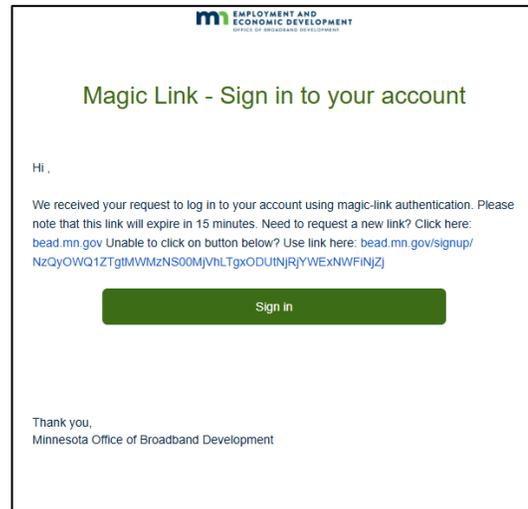


Image: Sign in with Magic Link Email

The image shows a web form titled "Complete Account Setup" with a dark blue header containing the Minnesota Office of Broadband Development logo. The form contains four input fields: "First Name", "Last Name", "Password", and "Confirm Password". Each of the last two fields has a small circular icon with a slash on the right side, likely for password strength or visibility toggles. A dark blue button labeled "Continue" is positioned at the bottom of the form.

Image: Complete Account Setup Prompt window

## 6. Complete Account Setup

Upon clicking the Sign In button from the Magic Link email, a prompt will open to set your password. Enter your name, a password, and click **Continue**. Upon clicking Continue the Portal home page will be displayed. All subsequent sign ins can be done using the password or the magic link.

## Account Registration

Users that did not participate in MN's BEAD Challenge Process and would like access to the application portal will need to create a new registration. The steps below describe this process.

### 1. Registration Landing

Navigate to <https://register.bead.mn.gov/register/bead> to access the registration landing page. And click on the **Register** button.

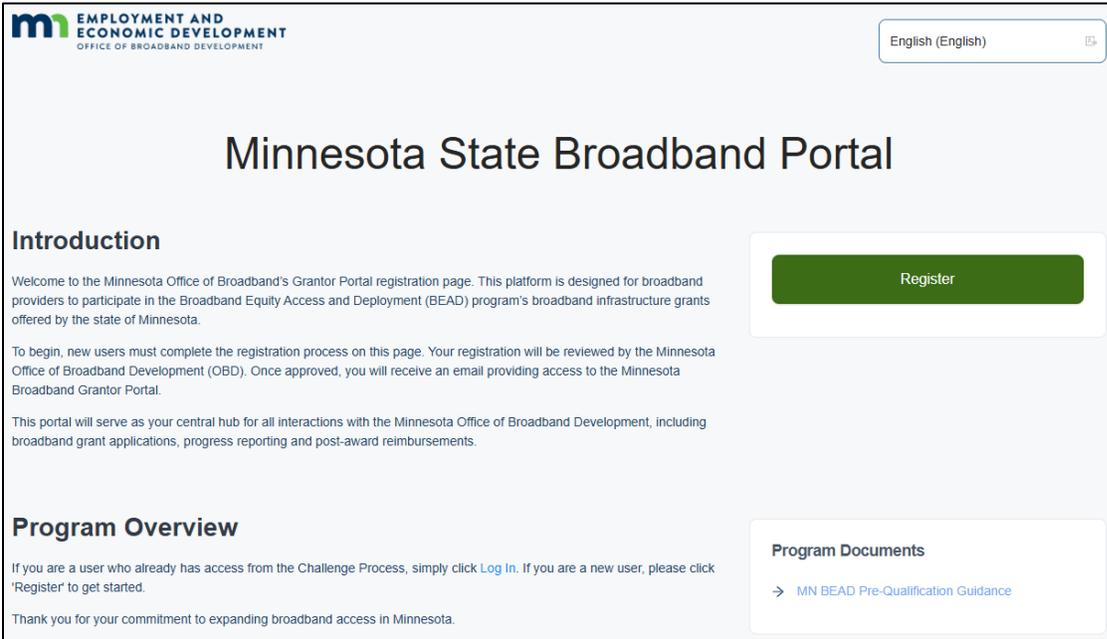


Image: Registration Landing Page

### 2. Registration Window – About You

Enter the following information about yourself and click **Next**:

- Organization Name
- Organization Website
- Primary Contact Name
- Primary Contact Email
- Primary Contact Number
- Type of Organization

The image shows a registration form titled 'Register For The BEAD Pre-Qualification Round'. The form is divided into two sections: 'SECTION 1 OF 2' and 'About You'. The 'About You' section contains several input fields: 'Organization Name', 'Organization Website' (with a 'https://' prefix), 'Primary Contact Name' (with a person icon), 'Primary Contact Email' (with an envelope icon), 'Primary Contact Number' (with a phone icon), and 'Type of Organization' (a dropdown menu). A 'Next' button is located at the bottom right of the form.

Image: About You Registration Page

**Register For The BEAD Pre-Qualification Round** ×

SECTION 2 OF 2  
**Organizational Information**

\* Please type your IRS Employee Identification Number (EIN)

\* Address Line 1

Address Line 2

\* City

\* State

\* Zip

If applicable, please share documentation of registration with the Minnesota Secretary of State's Office  
 Please compress to .zip all files over 20MB in size. Total file upload size capped at 20MB.

Click or drag file to this area to upload  
 Support for a single or bulk upload.

Please submit any additional documentation to validate your organization's identity  
 Please compress to .zip all files over 20MB in size. Total file upload size capped at 20MB.

Click or drag file to this area to upload  
 Support for a single or bulk upload.

Image: About You Registration Page

3. Registration Window – About You  
 Enter the following information about the organization and click **Finish**:

- a. Provider (Broadband Providers Only)
- b. IRS Employer Identification Number
- c. FCC Registration Number (Broadband Providers Only)
- d. Tribe's Name (Tribal Organizations only)
- e. Address Line 1
- f. Address Line 2
- g. City
- h. State
- i. Zip
- j. Minnesota Sec. of State Registration Organization's Identity Documentation

## Invite Teammates

To include additional users for your organization, click **Invite Teammates** link on the portal home page.

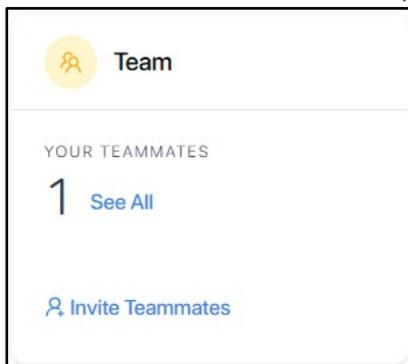


Image: Home Page Team Info Box

Enter the new user's name and email address and click the **Invite Teammate** button.

**Invite Teammate** ×

Current Users

Tester Test  
 jll.conrad@itissential.com

< 1 >

Add New User

\* First Name

\* Last Name

\* Email

Image: Home Page Team Info Box

# BEAD Portal Walkthrough

## Home

The BEAD Portal’s home page features a dashboard view of your organization’s BEAD pre-qualification and application information. The portal can be accessed at [bead.mn.gov](https://bead.mn.gov)

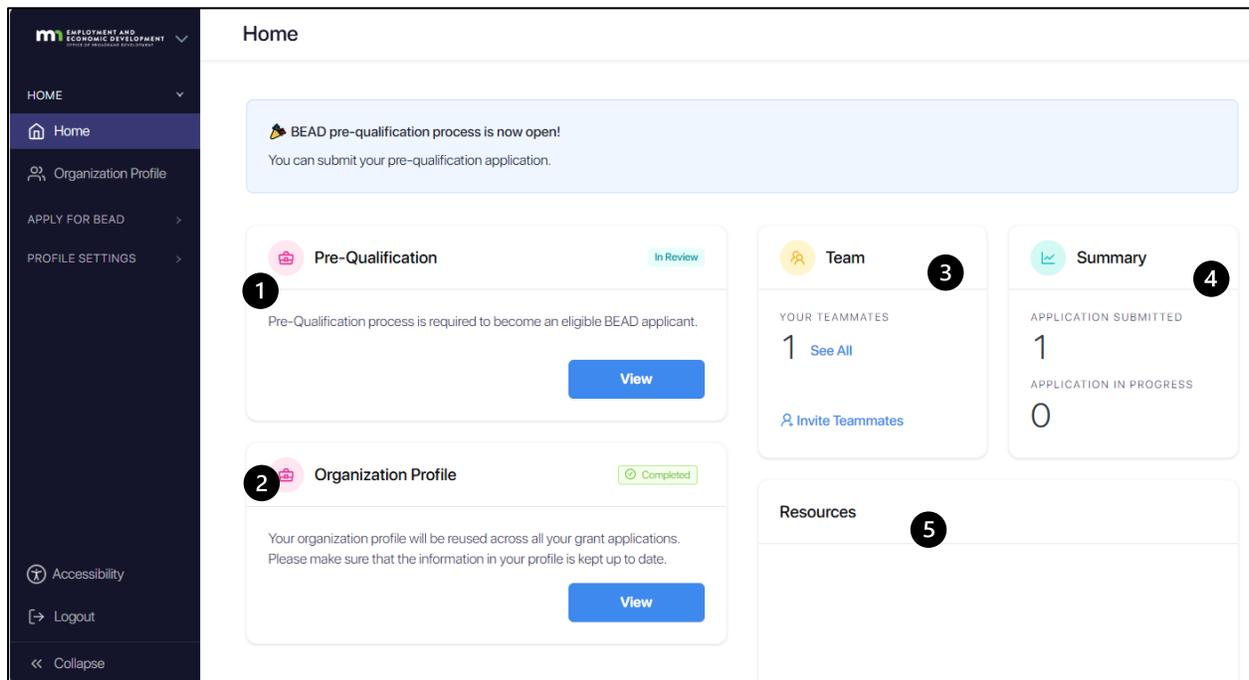


Image: Overview of the of the Portal Home page

### 1. Pre-Qualification Info Box

The Pre-Qualification Status Box displays the status of the organization’s BEAD Pre-Qualification submission. Clicking on the “View” button will take the user directly to their Pre-Qualification workflow.

### 2. Organization Profile Info Box

Users can view the status of their organization’s profile information. Clicking on the **View** button will take them directly to the profile pages to view and/or edit their information.

### 3. Team

View the registered users that are part of your organizations and invite others to join the portal. Jump to the “[Invite Teammates](#)” section of this user guider to learn how to add additional users for your organization.

### 4. Summary

Provides the count of applications submitted and in progress.

### 5. Resources

Links to additional documentation and sites to assist with the BEAD application process.

## Organization Profile

The Organization Profile will become part of the application for BEAD. Ensure that all the information is correct. Make updates as necessary and click the **Next** button or use the top navigation to proceed to **Review & Submit**. The **Save Application** link allows you to save your entries before you submit.

**Organization Profile**

1. Basic Information > 2. Contact Information > 3. Organization Information > 4. Review & Submit

**What is an Organization Profile?**  
Your Organization Profile allows you to answer simple questions that are needed across all grant applications, such as your organization name or POC, just once.

**Please Provide Your Basic Details.**

\*1. Company Name  
Test Organization

\*2. Address Line 1  
111 Main Street

3. Address Line 2

\*4. City  
Minneapolis

\*5. State  
MN

\*6. Zip code / Mail code  
55422

\*7. Company Website  
www.test.org

Save Application Next ->

Image: Organization Profile – Basic Information page

### 1. Basic Information

Allows the user to view and/or update the following information about the Organization:

- a. Company Name
- b. Address Line 1
- c. Address Line 2
- d. City
- e. State
- f. Zip Code
- g. Company Website

## 2. Contact Information

Allows the user to view and/or update the following information about the Organization:

- a. Primary Contact Name
- b. Primary Contact Email
- c. Primary Contact Email

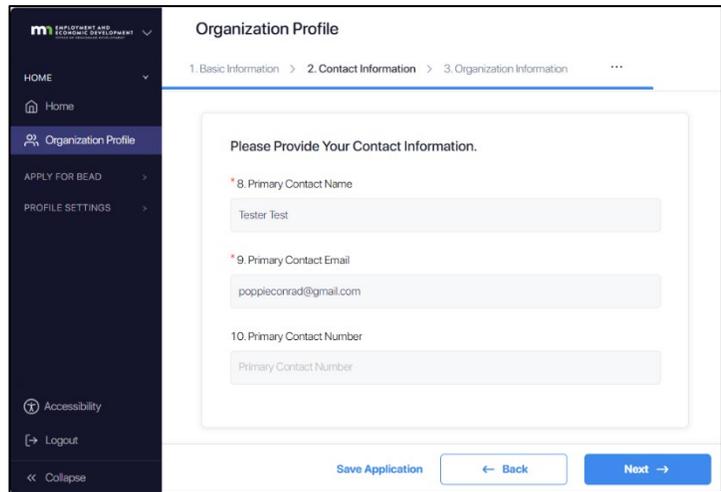


Image: Organization Profile – Contact Information page

## 3. Organization Information

Allows the user to view and/or update the following information about the Organization:

- a. FCC Issued Provider ID
- b. FCC Registration Number
- c. SAM.gov Unique ID
- d. Taxpayer Identification Number

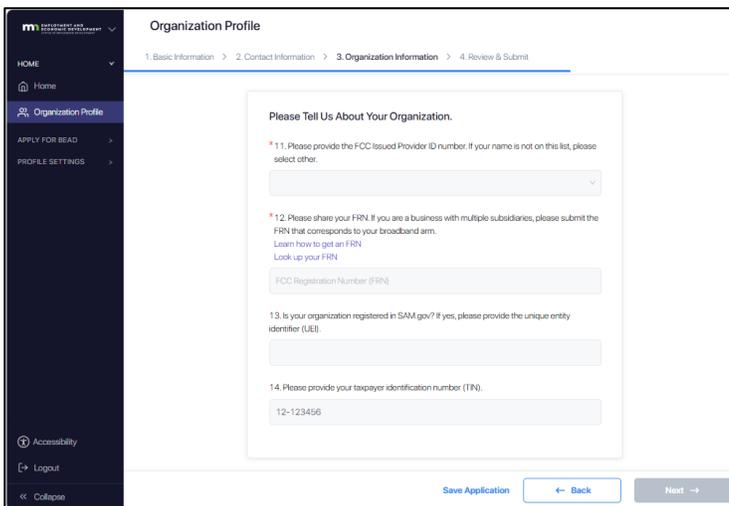


Image: Organization Profile – Organization Information page

## 4. Review & Submit

Allows the user to review all the previously entered information and save their profile:

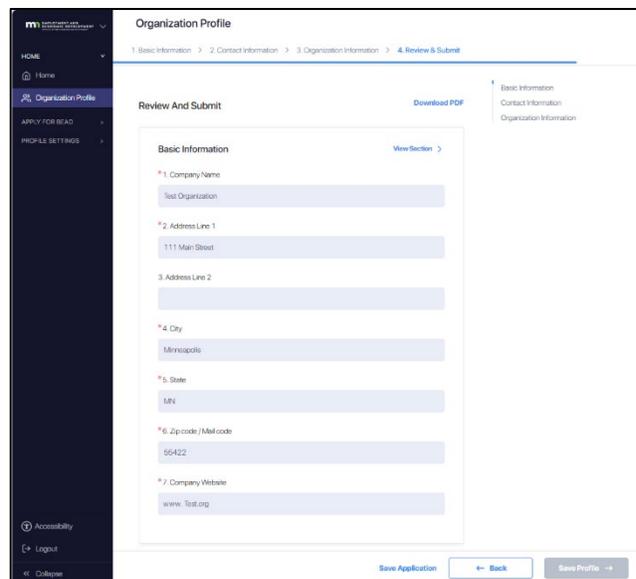
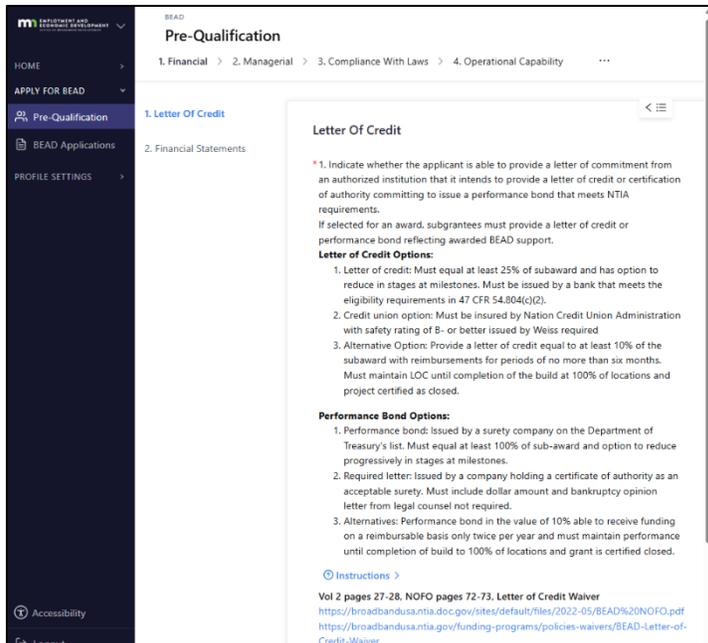


Image: Organization Profile – Review & Submit Page

## Apply For BEAD -> Pre-Qualification

### 1. Financial

Answer the questions presented for the **Letter of Credit** and **Financial Statements** sections. Click **Next** to continue (this also saves the application).

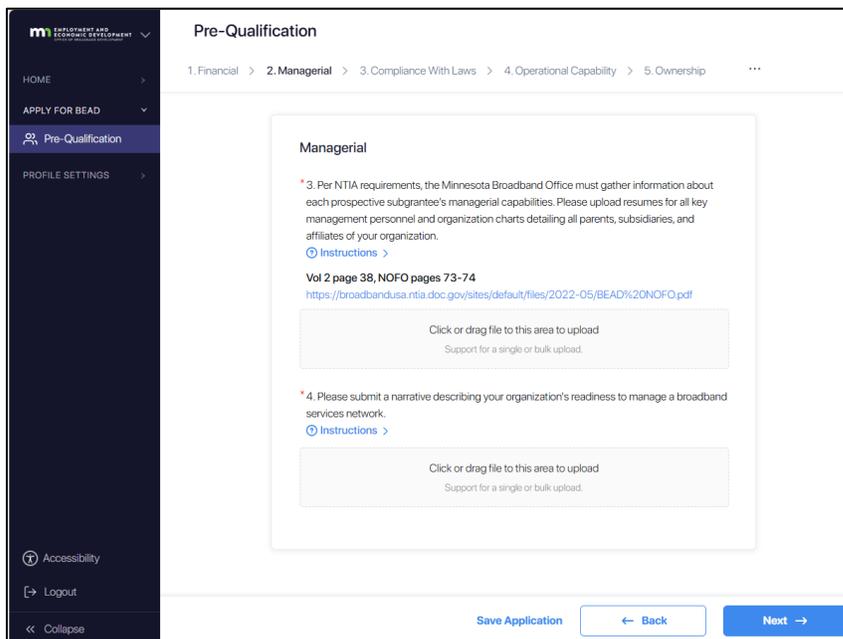


The screenshot shows the 'Pre-Qualification' page in the BEAD portal. The breadcrumb trail is: 1. Financial > 2. Managerial > 3. Compliance With Laws > 4. Operational Capability. The page is titled 'Pre-Qualification' and has a sub-header '1. Letter Of Credit'. Below this, there is a section for 'Letter of Credit' with instructions: '\*1. Indicate whether the applicant is able to provide a letter of commitment from an authorized institution that it intends to provide a letter of credit or certification of authority committing to issue a performance bond that meets NTIA requirements. If selected for an award, subgrantees must provide a letter of credit or performance bond reflecting awarded BEAD support.' It lists 'Letter of Credit Options' and 'Performance Bond Options'. At the bottom, there are links for 'Instructions' and 'Vol 2 pages 27-28, NOFO pages 72-73, Letter of Credit Waiver' with URLs.

Image: Pre-Qualification - Financial page

### 2. Managerial

Answer the questions presented for the **Managerial** section. Click **Next** to continue (this also saves the application).



The screenshot shows the 'Pre-Qualification' page in the BEAD portal. The breadcrumb trail is: 1. Financial > 2. Managerial > 3. Compliance With Laws > 4. Operational Capability > 5. Ownership. The page is titled 'Pre-Qualification' and has a sub-header '2. Managerial'. Below this, there is a section for 'Managerial' with instructions: '\*3. Per NTIA requirements, the Minnesota Broadband Office must gather information about each prospective subgrantee's managerial capabilities. Please upload resumes for all key management personnel and organization charts detailing all parents, subsidiaries, and affiliates of your organization.' It includes a link for 'Instructions' and 'Vol 2 page 38, NOFO pages 73-74' with a URL. There are two upload boxes with the text 'Click or drag file to this area to upload' and 'Support for a single or bulk upload.' At the bottom, there are buttons for 'Save Application', 'Back', and 'Next'.

Image: Pre-Qualification - Managerial page

### 3. Compliance with Laws

Answer the questions presented for the **Compliance with Laws** section. Click **Next** to continue (this also saves the application).

**Pre-Qualification**

1. Financial > 2. Managerial > **3. Compliance With Laws** > 4. Operational Capability > 5. Ownership

#### Compliance With Laws

\* 5. I understand that all prospective subgrantees must demonstrate their planned compliance with applicable Federal, State, and local laws. Please certify your capability to carry out any BEAD Program deployments competently and in compliance with all applicable laws.  
[Instructions >](#)

**Vol 2 page 50, NOFO page 74**  
<https://broadbandusa.ntia.doc.gov/sites/default/files/2022-05/BEAD%20NOFO.pdf>

Yes  No

\* 6. Please upload a legal opinion and any other relevant documentation that shows your capability to carry out BEAD deployment competently and in compliance with all applicable laws.  
[Instructions >](#)

Click or drag file to this area to upload  
Support for a single or bulk upload.

\* 7. Do you agree to comply with occupational safety and health requirements, including allowing workers to create work-led health and safety committees and ensuring management will meet with any health and safety committees periodically and upon reasonable request?  
 Yes  No

[Save Application](#) [← Back](#) [Next →](#)

Image: Pre-Qualification – Compliance with Laws page

### 4. Operational Capability

Answer the questions presented for the **Operational Capability** section. Click **Next** to continue (this also saves the application).

**Pre-Qualification**

1. Financial > 2. Managerial > 3. Compliance With Laws > **4. Operational Capability** > 5. Ownership > 6. Labor Laws And Protection

#### Operational Capability

\* 8. How many consecutive years has your organization provided internet service?  
**Vol 2 pages 45-46, NOFO pages 74-75**  
<https://broadbandusa.ntia.doc.gov/sites/default/files/2022-05/BEAD%20NOFO.pdf>

\* 9. How many consecutive years has your organization provided internet service in Minnesota?

\* 10. What is your current number of internet subscribers in Minnesota?

\* 11. Do you certify that your answers above accurately reflect your number of years in service?  
 Yes  No

\* 12. Please select the option that most closely aligns with your organization:  
1. Has provided voice or broadband service for at least two consecutive years.  
2. Subsidiary of a parent company that has provided voice or broadband service for at least two consecutive years.  
3. Has only provided electronic transmission/distribution services previously.  
4. New entrant to the market with less than 2 years providing voice or broadband service.  
[Instructions >](#)

Has provided voice or broadband service for at least two consecutive years.  
 Subsidiary of a parent company that has provided voice or broadband service for at least two consecutive years.  
 Has only provided electronic transmission/distribution services previously.  
 New entrant to the market with less than 2 years providing voice or broadband service.

[Save Application](#) [← Back](#) [Next →](#)

Image: Pre-Qualification – Operational Capability page

## 5. Ownership

Answer the questions presented for the **Ownership** section. Click **Next** to continue (this also saves the application).

The screenshot shows the 'Pre-Qualification' page for the 'Ownership' section. The page title is 'Pre-Qualification' and the breadcrumb trail is '1. Financial > 2. Managerial > 3. Compliance With Laws > 4. Operational Capability'. The main content area is titled 'Ownership' and contains a question: '\* 13. As required by and set forth in the Code of Federal Regulations Title 47 § 1.2112(a)(1)-(7), please provide a detailed disclosure of ownership and related companies. The disclosure shall include a detailed ownership chart showcasing direct and indirect stakeholders, a list of associated FCC-regulated entities, and clear explanations of relationships between entities.' Below the question is a link to 'Instructions' and two URLs: 'https://www.ecfr.gov/current/title-47/chapter-I/subchapter-A/part-1/subpart-Q/subject-group-ECFR7e6f5a3219dc9cd/section-1.2112' and 'https://broadbandusa.ntia.doc.gov/sites/default/files/2022-05/BEAD%20NOFO.pdf'. There is a file upload area with the text 'Click or drag file to this area to upload' and 'Support for a single or bulk upload.' At the bottom of the page are three buttons: 'Save Application', '← Back', and 'Next →'.

Image: Pre-Qualification – Ownership page

## 6. Labor Laws & Protection

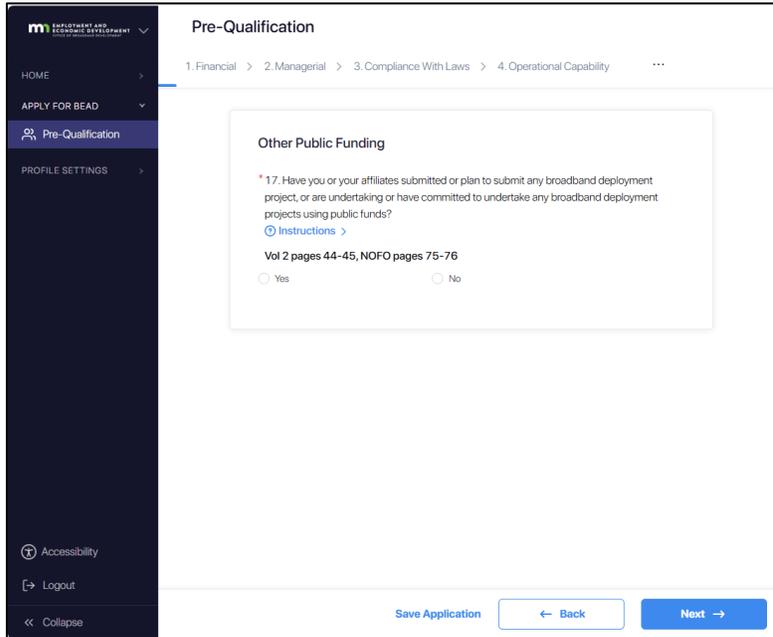
Answer the questions presented for the **Labor Laws & Protection** section. Click **Next** to continue (this also saves the application).

The screenshot shows the 'Pre-Qualification' page for the 'Labor Laws and Protection' section. The page title is 'Pre-Qualification' and the breadcrumb trail is '1. Financial > 2. Managerial > 3. Compliance With Laws > 4. Operational Capability'. The main content area is titled 'Labor Laws And Protection' and contains a question: '\* 14. Please submit documentation showing your organization's record of past compliance with federal labor and employment laws. This documentation must include: 1. Information about the entities' compliance with federal labor and employment laws on broadband deployment projects in the last three years; 2. A certification from an Officer/Director-level employee (or equivalent) showing evidence consistent with past compliance with federal labor and employment laws, as well as all contractors and subcontractors; 3. Written confirmation disclosing any instances in which you or your contractors or subcontractors have been found to have violated laws such as the Occupational Safety and Health Act, the Fair Labor Standards Act, or any other applicable labor and employment laws for the preceding three years.' Below the question is a link to 'Instructions' and the text 'Vol 2, page 48'. There is a file upload area with the text 'Click or drag file to this area to upload' and 'Support for a single or bulk upload.' Below this is another question: '\* 15. Please submit documentation detailing your plans for ensuring ongoing compliance with federal labor and employment laws, including how you will ensure compliance in your labor and employment practices, as well as that of your contractors and subcontractors. This documentation must include: 1. How your organizations will ensure compliance across itself, contractors, and subcontractors:'. At the bottom of the page are three buttons: 'Save Application', '← Back', and 'Next →'.

Image: Pre-Qualification – Labor Laws and Protection page

## 7. Other Public Funding

Answer the questions presented for the **Other Public Funding** section. Click **Next** to continue (this also saves the application).

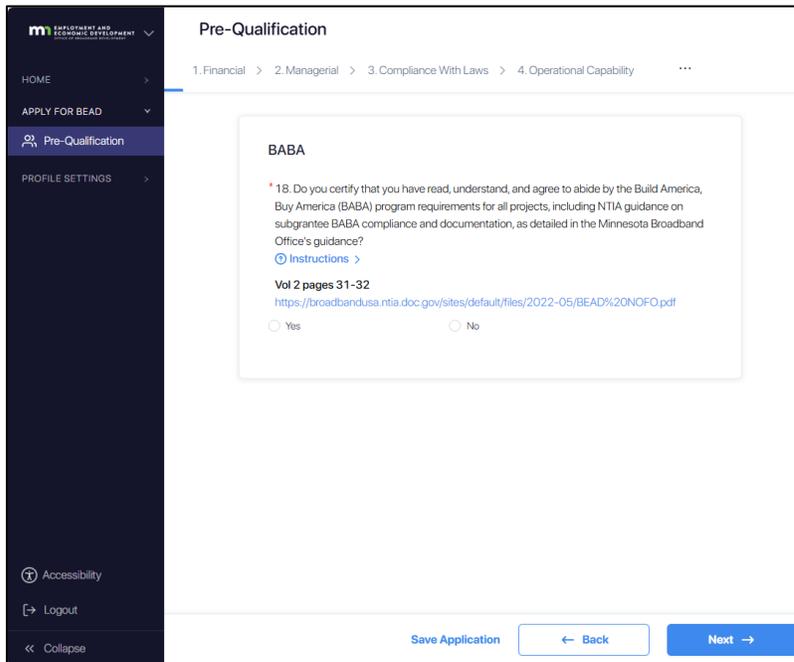


The screenshot shows a web application interface for a pre-qualification process. On the left is a dark sidebar with navigation options: HOME, APPLY FOR BEAD, Pre-Qualification (highlighted), PROFILE SETTINGS, Accessibility, Logout, and Collapse. The main content area is titled "Pre-Qualification" and shows a breadcrumb trail: 1. Financial > 2. Managerial > 3. Compliance With Laws > 4. Operational Capability > ... The central question is titled "Other Public Funding" and asks: "17. Have you or your affiliates submitted or plan to submit any broadband deployment project, or are undertaking or have committed to undertake any broadband deployment projects using public funds?" Below the question is a link for "Instructions" and a reference to "Vol 2 pages 44-45, NOFO pages 75-76". There are two radio button options: "Yes" and "No". At the bottom of the form are three buttons: "Save Application", "Back", and "Next".

Image: Pre-Qualification – Other Public Funding page

## 8. BABA

Answer the questions presented for the **BABA** section. Click **Next** to continue (this also saves the application).



The screenshot shows a web application interface for a pre-qualification process. On the left is a dark sidebar with navigation options: HOME, APPLY FOR BEAD, Pre-Qualification (highlighted), PROFILE SETTINGS, Accessibility, Logout, and Collapse. The main content area is titled "Pre-Qualification" and shows a breadcrumb trail: 1. Financial > 2. Managerial > 3. Compliance With Laws > 4. Operational Capability > ... The central question is titled "BABA" and asks: "18. Do you certify that you have read, understand, and agree to abide by the Build America, Buy America (BABA) program requirements for all projects, including NTIA guidance on subgrantee BABA compliance and documentation, as detailed in the Minnesota Broadband Office's guidance?" Below the question is a link for "Instructions" and a reference to "Vol 2 pages 31-32" with a URL: "https://broadbandusa.ntia.doc.gov/sites/default/files/2022-05/BEAD%20NOFO.pdf". There are two radio button options: "Yes" and "No". At the bottom of the form are three buttons: "Save Application", "Back", and "Next".

Image: Pre-Qualification – BABA page

## 9. EHP

Answer the questions presented for the **EHP (Environmental & Historic Preservation)** section. Click **Next** to continue (this also saves the application).

The screenshot shows a web application interface for a Pre-Qualification process. On the left is a dark sidebar with navigation options: HOME, APPLY FOR BEAD, Pre-Qualification (selected), PROFILE SETTINGS, Accessibility, Logout, and Collapse. The main content area is titled 'Pre-Qualification' and shows a progress bar with four steps: 1. Financial, 2. Managerial, 3. Compliance With Laws, and 4. Operational Capability. The current step is 'EHP'. The question asks for certification of understanding and agreement to abide by Environmental Planning and Historic Preservation requirements, with a link to 'Vol 2 pages 31-32' of a guidance document. There are radio buttons for 'Yes' and 'No'. At the bottom are buttons for 'Save Application', 'Back', and 'Next'.

Image: Pre-Qualification – EHP page

## 10. Cybersecurity

Answer the questions presented for the **Cybersecurity** section. Click **Next** to continue (this also saves the application).

The screenshot shows the 'Cybersecurity' section of the Pre-Qualification process. The sidebar and progress bar are identical to the previous page. The question asks for attestation of having a cybersecurity risk management plan that meets specific criteria: operationalized, based on NIST standards, reevaluated, and submitted to the Minnesota Broadband Office. It includes a link to 'Vol 2 page 76, NOFO pages 70-71' and radio buttons for 'Yes' and 'No'. Below the question is a file upload area with the text 'Click or drag file to this area to upload' and 'Support for a single or bulk upload.' At the bottom are buttons for 'Save Application', 'Back', and 'Next'.

Image: Pre-Qualification – Cybersecurity page

## 11. Supply Chain Risk Management

Answer the questions presented for the **Supply Chain Risk Management** section. Click **Next** to continue (this also saves the application).

The screenshot shows a web application interface for a pre-qualification process. On the left is a dark sidebar with navigation options: HOME, APPLY FOR BEAD, Pre-Qualification (highlighted), PROFILE SETTINGS, Accessibility, Logout, and Collapse. The main content area is titled "Pre-Qualification" and shows a breadcrumb trail: 1. Financial > 2. Managerial > 3. Compliance With Laws > 4. Operational Capability. The central section is titled "Supply Chain Risk Management" and contains a question: "\*22. Do you attest that you:" followed by four numbered requirements. Below the requirements are radio buttons for "Yes" and "No". A link for "Instructions" and a PDF link for "Vol 2 pages 76-77, NOFO pages 70-71" are also visible. At the bottom of the form are buttons for "Save Application", "Back", and "Next".

Image: Pre-Qualification – Supply Chain Risk Management page

## 12. Low Cost Plan Certification

Answer the questions presented for the **Low Cost Plan Certification** section. Click **Next** to continue (this also saves the application).

The screenshot shows the same web application interface as the previous image, but for a different section. The breadcrumb trail is: 1. Financial > 2. Managerial > 3. Compliance With Laws. The central section is titled "Low Cost Plan Certification" and contains a question: "\*24. Do you attest that you will:" followed by a requirement to offer a low-cost broadband service option. Below the requirement are radio buttons for "Yes" and "No". A quote from 7 U.S.C. §1702(h)(4)(B) is provided. At the top right of the content area is a close button (X icon).

Image: Pre-Qualification – Low Cost Plan Certification page

## 13. Review & Submit

Review the entered information from the previous sections and submit for review.

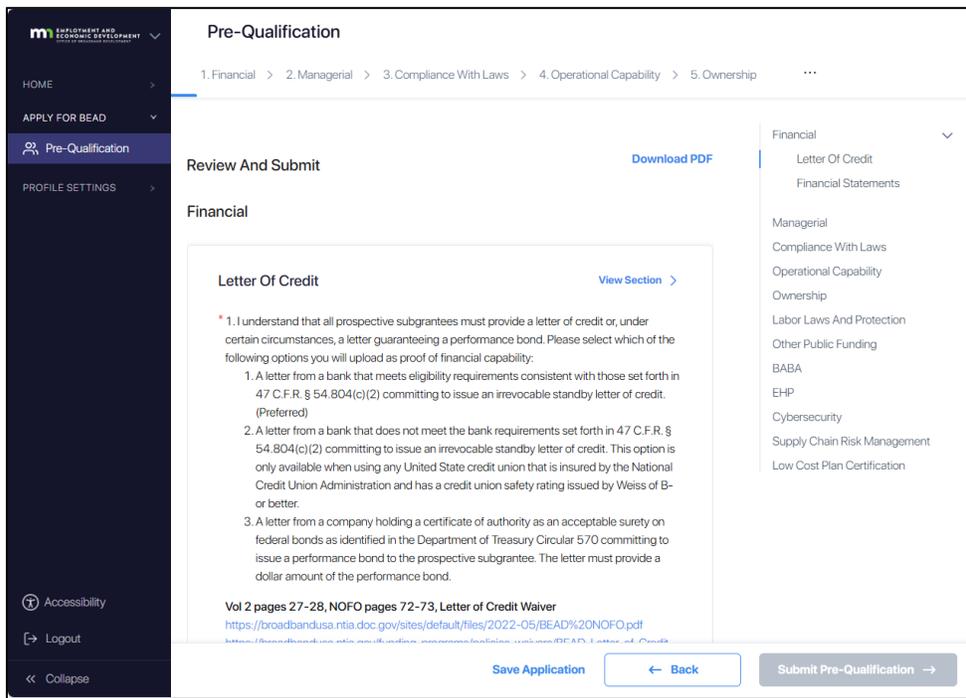


Image: Pre-Qualification – Review and Submit page