

# **Submission Instructions**

During the age of COVID-19, business connections have never been more important. The Coronavirus Solutions Provider Directory is a listing of industry partners that are providing support and solutions specific to the pandemic, to keep rural broadband providers running smoothly. The following outlines how to submit a listing for the Coronavirus Solutions Provider Directory.

To submit your listing, please complete the form for consideration.

## Step 1 – Contact Information to Display

• Please provide the necessary contact information to be included in your directory listing.

### Step 2 – Description of your Company

• Provide a short summary about your company. (250-character limit)

### Step 3 – List your current Coronavirus support services

• List your current coronavirus support services. (maximum five)

### Step 4 - Upload Sell Sheet

- You may upload one pdf with more information about your services.
- Do not include pricing information. NTCA has the right to decline the use of documents that do not comply with the NTCA Antitrust Statement.

### Step 5 - Upload Your Logo

• Upload your logo to be included with your listing. Dimensions must be at least 200x200 pixels or larger in EPS, PNG or JPG format.

### Step 6 - Terms of Agreement

- Confirm that you agree to the terms and agreement
- By Submitting this information, you are giving NTCA permission to publish your information in the Coronavirus Solutions Provider Directory listing located on the NTCA website.

### Step 7 – Finishing up the Submission

- Select "DONE"
- Once you are finished, your submission will be reviewed and may take up to 3-5 business days to publish to the website.

If you have any questions or comments, contact member services at <u>membership@ntca.org</u> or (703) 351-2118.