

BPD

CNMI OFFICE OF THE GOVERNOR
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POLICY & DEVELOPMENT



BEAD PORTAL

User Manual

bpd.cnmi.gov/beadportal

INTRODUCTION

The Broadband Equity, Access, and Deployment (BEAD) Portal, developed by the Office of Broadband Policy and Development, serves as a centralized platform designed to streamline the implementation and oversight of broadband infrastructure projects across the CNMI.

Through this portal, stakeholders—including community members, service providers, and government agencies—can monitor project progress, track funding allocations, and contribute to the equitable development of high-speed internet access for all residents.

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GETTING STARTED

Logging In

1. Access the portal login page by visiting bpd.cnmi.gov/beadportal.
2. Enter your username and password to log in.
 - Check the "Remember Me" box to save your login information for future visits, ensuring a quicker and smoother login process.
3. Forgot your password? Click the "(forgot?)" link next to "Password."
 - Enter your email address, and a password reset link will be sent to your inbox.

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Login

Enter your email address and password to login.

If you encounter any issues or need assistance, please don't hesitate to reach out to our support team at support@cnmibead.com. We're here to help and will respond to your inquiry as quickly as possible.

Email Address

Password (forgot?)

Remember me

[Sign In](#)

Need an account?
[Sign Up](#)

Signing Up

1. If you don't have an account, click the "Sign Up" button.
2. Fill out the required information on the Sign Up page, then click the "Submit" button when finished.
 - You can edit this information anytime after logging into your account.

Sign Up

Reminder: If you're registering on behalf of an individual or company, you need to register with their unique information before applying.

If you encounter any issues or need assistance, please don't hesitate to reach out to our support team at support@cnmibead.com. We're here to help and will respond to your inquiry as quickly as possible.

Personal Information

Title

Phone *

Name *

First Last

Mobile

Account Information

Please enter your email associated with any of the following:

- Business / Foundation / County / City
- 501(c)3 Organization
- 501(c)6 Organization
- Tribal Nation Organization

With this selection: The Business / County / City / Foundation / Tribal Nation Organization / 501(c)3 Organization / 501(c)6 Organization will receive money from one of our programs.
Note: Other fields are not required but can be filled out with your business contact information.

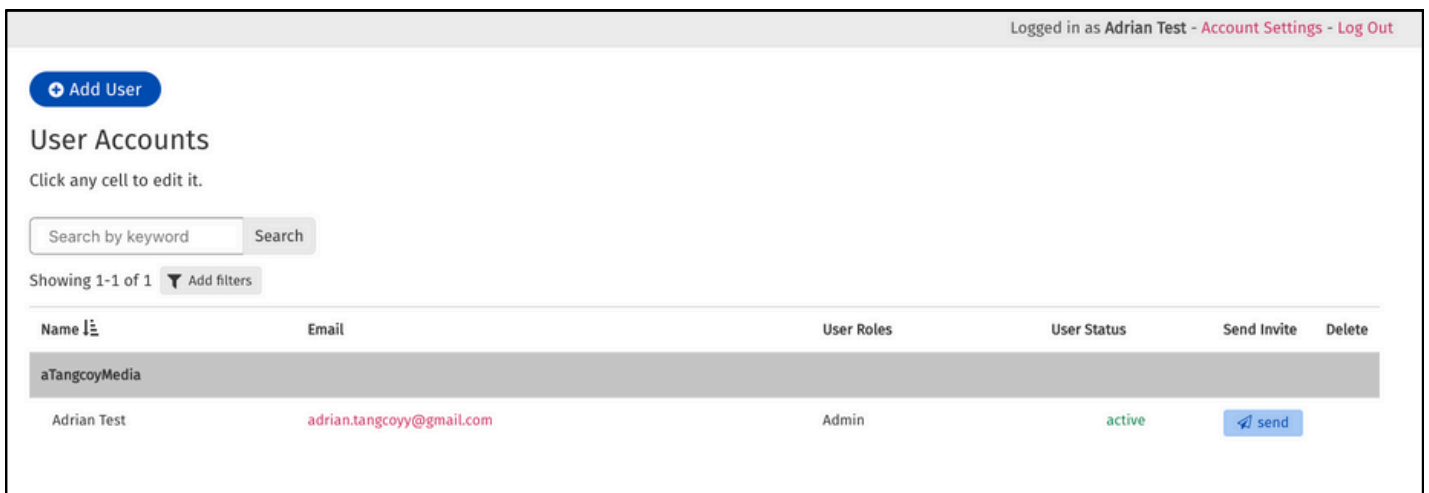
Entity Name (UEI Name) *

DBA (if any)

USER ACCOUNTS

There are two types of accounts in the BEAD Portal: Admin Accounts and Sub-Accounts. An Admin Account is automatically created when a user signs up on the portal and is typically managed by a designated administrator or manager. Admins have full access to the portal, including the ability to submit forms and create or manage Sub-Accounts.

To manage Sub-Accounts, Admins can navigate to the “User Accounts” tab. On this page, the Admin will see an overview of all existing accounts, including their own. Each listing displays key details such as the user's name, status, and role. From this interface, Admins can also resend email invitations and remove Sub-Accounts as needed.



Logged in as Adrian Test - [Account Settings](#) - [Log Out](#)

[+ Add User](#)

User Accounts

Click any cell to edit it.

Search by keyword

Showing 1-1 of 1

Name	Email	User Roles	User Status	Send Invite	Delete
aTangcoyMedia					
Adrian Test	adrian.tangcoy@gmail.com	Admin	active	<input type="button" value="send"/>	

Adding a sub-account

1. Click on the “Add User” button.
2. Fill out the necessary information.
 - a. To send an email invite to the user, click on the “Send Email Invite” button.
3. Click the “submit” button.



Add User

Name *

First Last

Email *

Send Email Invite

[Back to User Accounts](#)

REGISTRATION

The registration page is where all users complete the required forms to participate in the BEAD funding process. All forms on the page must be filled out in order to access and submit information for the Public Funded Areas. The registration form is divided into several sections:

1

General Information: Users must input the general information of their organization and its members, if necessary. Users must also upload any document that is requested. For example: a cybersecurity risk management plan, Supply Chain Risk Management (SCRM) plan, etc.

2

Financial Capabilities: This section asks about the organization's financial capabilities on funding their projects. Users are to provide Ownership information and submit financial statements as proof that they are capable of funding their projects.

3

Managerial Capability: This section asks about the organization's personnel. Users are to submit organization charts and provide evidence of their operations.

4

Technical Capability: In this section, users must submit a written narrative outlining the organization's technical capabilities relevant to broadband deployment.

REGISTRATION

5

Operational Capability: This sections asks about the operational capabilities of the organization. Requiring users to provide information on how their organizations operate, any Subgrantee information, and to disclose any FCC issues.

6

Other Public Funding: Users are required to provide any information regarding other public fundings and the programs that are being funded. Users are also required to disclose any penalties on prior grants in this section.

7

Labor & Workforce: The Labor and Workforce section requires users to explain their plan of action and the necessary steps the organization needs to take. Users can disclose any staffing information and any workforce policies the organization takes.

8

Compliance: In this final section, users must review a list of compliance statements and indicate “Yes” or “No” for each. This is also where the application is formally submitted.



Please ensure that all of the information in the Pre-registration process is correct. Once the pre-registration form is fully submitted, users are unable to make any changes to the Pre-Registration form.

PUBLIC FUNDED AREAS

The Public Funded Areas section allows applicants to identify and submit information about locations that have already received public broadband funding. This helps ensure that the proposed project areas do not overlap with areas already funded. Access to this section is granted only after completing the full registration process. Applicants should review this section carefully when planning and submitting their project proposals.

Submitting a Project Funded Area

To submit a Project Funded Area, click on the “Submit a Project” button.

Submit Project Funded Area

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Project Location *
CNMI-S2

Select a project location. Only one application per project location allowed.

Municipality	Saipan 2
Project Name	CNMI_BEAD_FTTH3
Project ID	69110000200
Brief Description of Project	There is a total of 352 BSLs within this project area. This project area contains 30 funded, 322 underserved, and 0 unserved BSLs. The project will encompass 100% Climate Hardened Buried end-to-end Fiber Optic (FTTH).
Project Type	There is a total of 352 BSLs within this project area. This project area contains 30 funded, 322 underserved, and 0 unserved BSLs. The project will encompass 100% Climate Hardened Buried end-to-end Fiber Optic (FTTH).
Priority Broadband Project	FTTH

Estimated Miles of Buried Fiber Deployed *

Anticipated number of buried miles of fiber to provide service to the locations within the project.

Estimated Number of Jobs *

Once you are in the Project Funded Areas page, select the Project Location you would like to submit. The user is required to fill out all information and upload all required documents to complete the form.

Users can submit multiple projects, but are unable to submit the same Project Location.

When a project form is completed, users will see a table in the home page containing the projects they saved. Users can edit and delete saved forms; however, when the project is fully submitted, they are unable to make any further changes to their form.

9 - Project Funded Areas [Submit a Project](#)

Showing 1-1 of 1

View/Edit	Submit	Delete	Project Location	Municipality	Project Name
edit	submit	delete	CNMI-R1	Rota 1	CNMI_BEAD_FTTH1

How do I access the BEAD portal?

- You can access the BEAD portal by visiting bpd.cnmi.gov/beadportal

How can I create accounts for my employees?

- In the Home Page, click on the “User Accounts” tab and click on the “Add User” button to create Sub-Accounts.

What is the difference between Sub-Accounts and the Main Accounts?

- Both account types are able to fill out and edit the pre-registration form, but only the main account holder can submit and finalize the pre-registration form.

Why can't I make any changes to the Pre-Registration form I submitted?

- Once the Pre-Registration form is submitted by the main account user, that form will be saved, and can no longer be changed or edited.

Why can't I access the Project Funded Area section?

- Users can access the Project Funded Area section once all eight sections in the Pre-Registration phase is complete.

I forgot my password, how do I reset it?

- You can reset your password on the Login Page by clicking the “(forgot?)” link then entering your email address to receive a password reset link.
- Alternatively, you can change your password directly within your account by clicking “Account Settings”, allowing you to set a new password without needing an email link.
- If you require further assistance please contact the BEAD Support team at support@cnmibead.com for assistance.

**QUESTIONS?
Contact Us.**

(670) 233-6200

support@cnmibead.com



LINK TO BEAD DRAFTS

<https://bpd.cnmi.gov/#action-plan>

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