

Receiving E-Rate Funding: Discounted Bills

E-Rate rules require all vendors to provide applicants with the choice of receiving discounted bills or paying their bills in full each month and then obtaining reimbursement. Applicants may choose a different discount/reimbursement method for each funding request (FRN), but once the choice has been made and an invoice has been submitted to USAC for payment (either a service provider invoice or an applicant BEAR invoice), that method of invoicing must be continued and cannot be changed for the FRN.

If you choose to receive discounted bills, the service provider issues discounted bills to the applicant, reflecting the E-Rate discount amount as a credit, and bills the applicant for the non-discount amount not paid by E-Rate. The service provider must submit FCC Form 474, Service Provider Invoice (SPI) Form, to USAC to receive payment of the E-Rate discount amount. Using this method, the applicant is not required to submit any reimbursement forms to USAC because E-Rate funding has been provided to the applicant via a discounted bill. It is important to remember that service providers will not begin issuing discounted bills until you have filed FCC Form 486, and USAC has approved it. FCC Form 486 can be filed only after you receive your Funding Commitment Decision Letter (FCDL). Although you have 120 days to file the FCC Form 486, it is in your best interest to file it promptly if you wish to receive E-Rate discounts on your bills.

How to Request Discounted Bills

This decision should be conveyed to your service provider as soon as you make your vendor selections for the upcoming funding year – ***even before the Form 471 application is submitted***. It is recommended that this be included in any contract between the applicant and service provider, or in an email or letter sent by the applicant to the service provider.

The applicant's choice to receive discounted bills should be confirmed with your vendor immediately after your Funding Commitment Letter is received electronically via your EPC portal. There is no formal USAC mechanism to inform your service provider which invoicing option you choose; therefore, each vendor may have its own requirement that you must follow for requesting discounted bills. Some companies just require an email message or phone call. Other companies require applicants to complete an online form or paper form specifying which account numbers should be discounted. Please note that some service providers have insisted that you meet their deadlines for requesting the discounted billing method, and if you fail to do so, you must use the BEAR reimbursement method. At the present time, there is no prohibition against the vendor's imposition of a deadline; therefore it is in your best interest to comply with their request.

Below is a short Q & A regarding the discounted billing process.

Q1. How does my service provider know how much to discount my bill?

Once the USAC receives and approves your Form 486 identifying the actual Service Start Date, an electronic approval notification letter is sent to both you and your service provider. This notification informs the service provider that they may invoice USAC for the discount funding portion of the costs of services or equipment. The service provider will use the approved discount percentage on the FRN to quantify the credit amount for the E-Rate eligible costs approved by USAC. The service provider may

have questions for you about how you calculated the E-Rate eligible prediscount costs that were approved in the FCDL.

Q2. What if the discount on my bill is not the same discount percentage for which I was approved on my Funding Commitment Decision Letter?

Your service provider is instructed by the USAC to apply the discount to eligible services used by eligible entities. In many cases eligible services are bundled with ineligible services and/or services are being received jointly by eligible and ineligible entities. Your service provider, therefore, will likely determine a "composite" or "effective" discount for the accounts upon which you were committed discounts. For this reason, the actual discount that you receive on your monthly bill may differ from the approved discount percentage on your Funding Commitment Decision Letter.

For example, let's say that your E-Rate eligible prediscount costs were \$200 per month and your E-Rate approved discount is 50%. This results in a \$100 monthly bill credit. In this example you are also billed for \$100 per month of other services that are *ineligible* for E-Rate. The monthly bill is \$300, and your E-Rate credit is \$100, which appears to be a 33.3% discount rather than the 50% approved discount. The 33.3% discount is the "composite" or "effective" discount based on the actual charges and services you receive from the service provider.

Q3. What if I have filed my Form 486 and still have not received a discounted bill from my service provider?

Contact your service provider to verify that you have provided all necessary information to the service provider and that the service provider intends to apply your percentage discount to your bill.

Q4. What if the discount appeared on previous bills but now has stopped?

- *Have you received the entire amount of your funding commitment in the form of discounts on your bills? If the answer is yes, this is why your discounts have stopped.*

To verify the amount of your funding commitment, you should refer to your electronic FCDL, and find the dollar amount of your "Funding Commitment Decision" for the Funding Request Number (FRN) associated with this service provider. If you have received more than one Funding Commitment Decision Letter relating to this FRN, refer to the most recent letter.

- *Have you submitted a Form 500 to cancel or reduce the FRN or to change the Contract Expiration Date? If the answer is yes, this may be why your discounts have stopped.*

If the answer to both questions is NO, contact your service provider to find out why you have stopped receiving discounts on your bills.

BEAR Filing Process

E-Rate rules require all vendors to provide applicants with the choice of receiving discounted bills or paying their bills in full each month and then obtaining reimbursement. Applicants may choose a different discount/reimbursement method for each funding request (FRN), but once the choice has been made and an invoice has been submitted to USAC for payment (either a service provider invoice or an applicant BEAR invoice), that method of invoicing must be continued and cannot be changed for the FRN.

If you choose to pay in full and seek E-Rate discount funding reimbursement from USAC, this is known as the BEAR (Billed Entity Applicant Reimbursement) method.

Applicants file the FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form) if they have paid the service provider in full for the products or services and want to be reimbursed for the discount amount.

USAC will review the invoice and will pay the applicant if payment is approved. Billed entities will receive payment directly to their bank account. In order to receive direct BEAR payments, the applicant must have first obtained an applicant 498 ID by certifying an FCC Form 498 (Service Provider and Billed Entity Identification Number and General Contact Information Form). USAC will request and review additional documentation before it approves the form and issues the applicant 498 ID.

BEAR Form Filing Requirements

You can file a BEAR Form after all of the following have occurred:

- You have received a Funding Commitment Decision Letter (FCDL) with a positive funding commitment;
- You have filed and USAC has successfully processed an FCC Form 486;
- Your service provider has certified an FCC Form 473 (Service Provider Annual Certification (SPAC) Form);
- You have paid for the eligible products or services in full;
- The products or services have been delivered (an exception can be made for progress payments specified in a contract); and
- You have filed an FCC Form 498 and obtained an applicant 498 ID.

Invoice Filing Deadline

You must file BEAR Forms no later than 120 days after the last day to receive service or 120 days after the FCC Form 486 Notification Letter date, whichever is later.

Applicants and service providers may request and automatically receive a one-time 120-day extension of the deadline to file an invoice. Invoice deadline extension requests must be submitted on or before the invoice deadline date in order for the request to be considered timely. Note that invoice deadline

extensions are FRN-specific, and either the applicant or the service provider can request an extension for a particular FRN.

USAC Communications

After processing your BEAR Form, USAC issues a BEAR Notification Letter via U.S. First-Class Mail with information about the processing of your form. USAC also issues a copy of this letter to your service provider(s). If you need additional information about a reduction or denial of payment, you should refer to the [invoice decision code\(s\)](#) included in your letter.

After the end of each calendar quarter, USAC issues a Quarterly Disbursement Report via U.S. First-Class Mail that details all invoicing activity, BEAR Forms and SPI Forms, processed during that quarter for all funding years. This report allows you to track all of the invoicing activity related to your Billed Entity Number (BEN).

Select an Invoicing Method in E-Rate

Applicants in the E-Rate program can choose how to receive reimbursement from USAC for the discounted portion of the cost of their approved, eligible services and/or equipment.

Choose an Invoicing Path

In the **BEAR (Billed Entity Applicant Reimbursement)** method, the applicant invoices USAC directly.

Before invoicing, the applicant must have:

- Filed an FCC Form 498 and obtained a 498 ID/SPIN
- Paid the service provider in full for approved eligible equipment and service costs
- Filed FCC Form 486 to certify service start and CIPA compliance

The service provider must have:

- Filed an FCC Form 473
- Installed all purchased equipment before the Service Delivery Deadline

Applicant

Invoice via BEAR

Applicant files the FCC Form 472

Service Provider

Invoice via SPI

Service provider files the FCC Form 474

In the **SPI (Service Provider Invoicing)** method, the service provider invoices USAC.

Before invoicing, the service provider must have:

- Filed an FCC Form 498 and obtained a 498 ID/SPIN
- Certified an FCC Form 473
- Billed the applicant for the non-discounted portion of approved eligible equipment and service costs
- Delivered all equipment/ services

The applicant must have:

- Filed an FCC Form 486 to certify service start and CIPA compliance

Regardless of method chosen, the invoice must be filed by the Invoice Delivery Deadline (the later of 120 days after the last day to receive service or 120 days after the FCC Form 486 Notification Letter date).

Invoice submitters are entitled to a one-time 120-day extension of the deadline upon request.








Before Completing FCC FORM 472/474

Requirement	Description	Location
Your Funding Request Number (FRN) is Committed	An FRN that is committed is one that has received funding.	EPC > Records tab > Funding Requests > Enter FRN into the Search bar > Select FRN > Under the section Funding Request Details, see Status (A committed FRN will have the status of Funded. The approved amount will be under the section FRN Calculation.) OR Open Data FRN Status Tool 2016+ > Open downloaded file (see top of page for download instructions) > View Funding Request Status column
FRN is for FY2016 or Later	FRNs must have been assigned in the year 2016 or later. The first two digits of your FRN is the year assigned.	Within Your Own Records
Funding Is Available	Funds that remain from the committed amount, minus any disbursed amount.	Open Data FRN Status Tool 2016+ > Open downloaded file (see top of page for download instructions) > Subtract Total Disbursement column from Funding Commitment Request column
Prevent Duplicates	Prevent duplicate invoice submissions by establishing a process to track each invoice.	Within Your Own Records
Invoicing Period is Valid	Within the funding year, invoicing must occur after the services have started or been delivered, but before the invoicing deadline.	EPC > Records tab > Funding Requests > Enter FRN into the Search bar > Select FRN > Under the section Funding Request Details, see Service Delivery Date and Invoice Deadline Date
FCC Form 486 is Approved for the FRN	A certified FCC Form 486 is required from applicants before invoicing can begin. It's used to notify USAC that services have started for the recipients and to show compliance with the Children's Internet Protection Act (CIPA) for the recipients of service for the FRN(s). For more details: https://www.usac.org/e-rate/applicant-process/starting-services/fcc-form-486-filing/ .	EPC > Records tab > FCC Form 486 (If a form has been submitted you will see the form listed under Form Number) > View Status column OR Open Data FRN Status Tool 2016+ > Open downloaded file (see top of page for download instructions) > View FCC Form 486 Status column
FCC Form 498 is Filed (BEAR or SPI)	This form is filed through EPC after certification. If the form isn't filed, invoicing can't be processed.	EPC > Records tab > FCC Forms 498 > Enter the FCC Form 498 ID in the Search bar (Only the FCC Form 498 specific to the BEN will be displayed. If a form has not been submitted no form or status will appear.)
Paid Service Provider	Applicant must have paid service provider in full before invoicing E-Rate.	Done Through Your Service Provider
Invoicing Mode is Correct	Once an invoice is submitted, the mode is set and cannot be changed without requesting a mode change, returning all funds, and re-invoicing before the deadline.	EPC > Records tab > Funding Requests > Enter FRN into the Search bar > Select FRN > Under the Section Funding Request Details, see Current Invoice Mode

While Completing FCC Form 472/474

Requirement	Description	Location
Check Service Type Matches FCC Form 471	If you're invoicing for Basic Maintenance of Internal Connections (BMIC), make sure you filed your BMIC correctly on your FCC Form 471—mistakes are often identified during invoicing. For how to fix misclassified equipment, see: https://www.usac.org/e-rate/learn/faqs/basic-maintenance-of-internal-connections-bmic/	EPC > Records tab > Funding Requests tab > Enter FRN into the Search bar > Select FRN > Under the section Funding Request Details, see Service Type (If you filed for BMIC, it will say Basic Maintenance of Internal Connections.)
Invoiced Equipment/Services Matches FCC Form 471	Remove any equipment/services on your invoice that aren't on your FCC Form 471.	EPC > Records tab > Funding Requests tab > Enter FRN into the Search bar > Select FRN > FRN Line Items tab > Select the FRN Line Item Number > View Product and Service Details section
Check Your Listed Speeds	Before invoicing USAC, ensure you are utilizing the correct FRN for the correct speed and that the speed on your internet service bill is properly listed and matches the invoiced amount.	EPC > Records tab > Funding Requests tab > Enter FRN into the Search bar > Select FRN > FRN Line Items tab > Select the FRN Line Item Number > View Bandwidth Speed section
Check Calculations	Double check your manual calculations (e.g., your prorated amounts must be accurate).	Within Your Own Records
Compare invoice total to contracted rate	The invoiced amount must be the discounted portion of actual charges (the amount billed to you by your service provider), not the amount committed through the E-Rate program.	Within Your Own Records

Applicant Invoice Notifications (FY2016+)

Notification:	Description:	Notification Generated:	Method of Delivery:
Invoice Pending Certification	Notification that an invoice requires certification by a Full Rights user	After a Partial Rights user creates an invoice and sends it to a Full Rights user to certify	 Create FCC Form 472 task in My Pending Tasks tab assigned to Full Rights users  Email alert to Full Rights user that a new task has been assigned
Information Request Received from USAC for an Invoice Line	Notification that an invoice line has an inquiry from USAC that requires a response	After a USAC reviewer sends new communication regarding an invoice line	 Email to Partial and Full Rights users with invoice permissions for the BEN  Invoice Line Number listed for Full Rights users in My Pending Inquiries tab
Deadline Extended for Response to Information Request	Notification that additional time has been granted to respond to an inquiry for an invoice line	After a USAC reviewer updates the response due date for an invoice line that was granted an extension	 Email to Partial and Full Rights users with invoice permissions for the BEN  Invoice Line Number listed for Full Rights users in My Pending Inquiries tab
BEAR Notification Letter*	A letter notifying users that an invoice line or lines submitted using the BEAR mode have been processed	After an invoice line or lines has been processed	 News post titled "Invoice Disbursement Notification" visible to all users with invoice permissions for the BEN

**For invoices with a funding year of 2015 and earlier, the BEAR Notification Letter, BEAR Remittance Statement, and Applicant QDR will be continue to be sent via mail.*

E-rate Form 472 “BEAR” Reimbursement Filing Guide

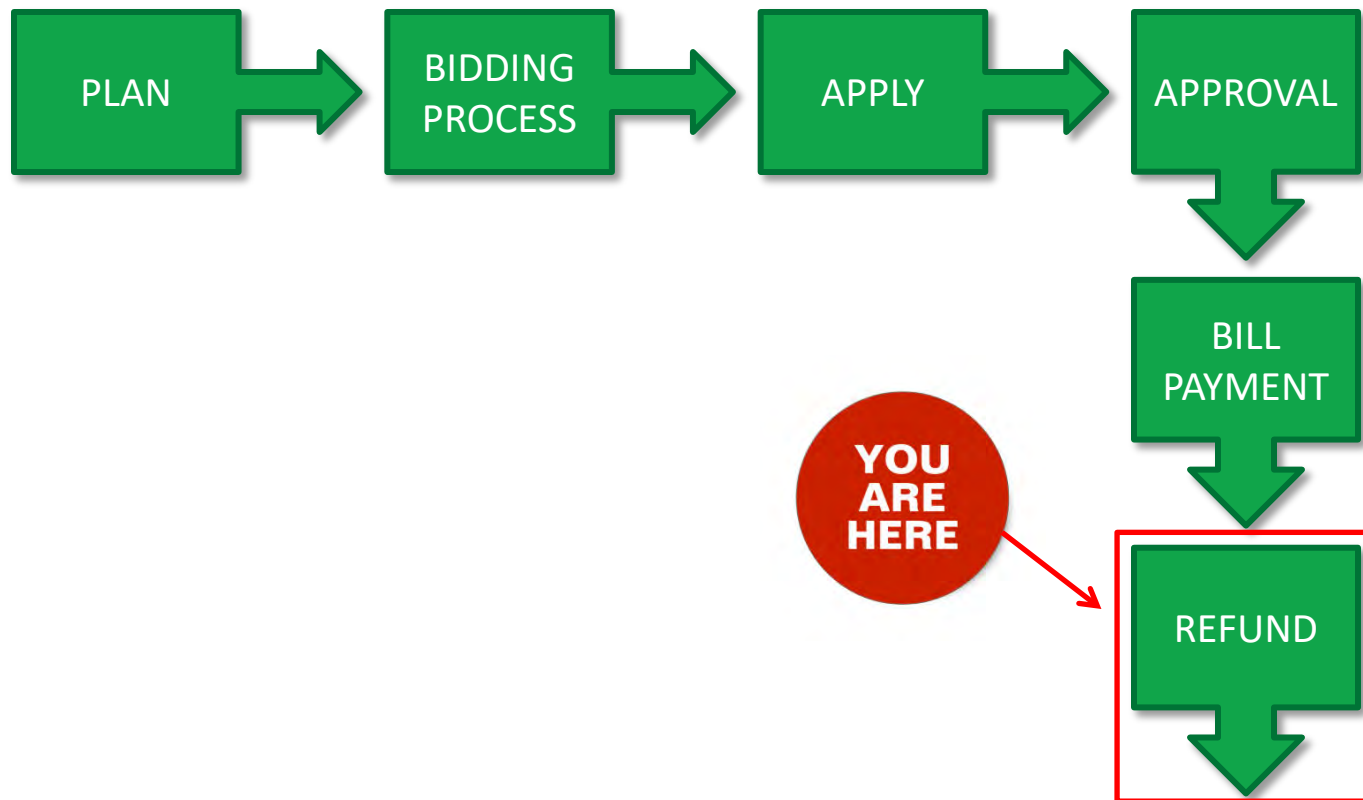


July 2025

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Where does the BEAR / Form 472
fall in the E-Rate process?



The Basics

What is the FCC Form 472 (BEAR)?

- An indication of monies paid in full for eligible products and services for which an FCDL has been awarded
- A request for reimbursement of the discount portion of the amount paid by the applicant

When can I file a BEAR?

A BEAR cannot be filed until:

- A Funding Commitment Decision Letter (FCDL) with a positive commitment has been received
- A Form 486 has been filed and processed (indicating services have started)
- The service provider has filed an FCC Form 473, Service Provider Annual Certification (SPAC) Form for the associated funding year and SPIN
- The service provider has billed the applicant for the entire cost of services for the period for which reimbursement is being sought (e.g. the monthly invoice for MRC costs or the one-time invoice for NRC costs)
- The services have been delivered
- The applicant has paid for those services in full
- A Form 498 has been filed and processed (providing direct deposit information for reimbursements)

What is the deadline for BEARs?

BEARs must be certified no later than 120 days after the last day services are received (typically this is October 28 following the end of the funding year)

or

120 days after the date of the FCC Form 486 Notification Letter, whichever is later

The exception to the above is if there are post-commitment changes, in which case the deadline is no later than 120 days after the latest of the following:

- Date of an approved post-commitment Revised Funding Commitment Decision Letter
- Date of an approved appeal Revised Funding Commitment Decision Letter on a previously denied or reduced funding request

Where do I file a BEAR?

There is no longer a separate BEAR system with a separate access point from the One Portal platform.

Instead, you will file BEARs by accessing the Billed Entity's profile within the EPC Portal just as you do for other program forms.

Invoicing permissions for applicants are based on user access rights specified in EPC by the Account Administrator.

How many separate forms do I file?

Your choice!

- You may choose to split up or combine your BEAR filings however you choose
- You can include multiple Forms 471s and FRNs on the same BEAR

Potential examples:

- file a separate BEAR form for each FRN for each service period (monthly, quarterly, etc) or the entire funding year
- include all the FRNs from the same Form 471 on one BEAR
- include all FRNs that are eligible for invoicing on the same BEAR form

Managing BEAR Permissions

→ DO THIS FIRST ←

The Account Administrator should review and assign BEAR permissions before users attempt to create a BEAR.

Once this step has initially been completed, it does not need to be repeated unless new users are added to the entity profile or the AA wishes to modify permissions.

For existing EPC users with BEAR credentials for the legacy system

These users may have automatically been assigned permissions to create and certify BEARs in the new EPC E-Rate Invoicing Dashboard.

Newly created users did not automatically receive both legacy and EPC BEAR permissions.

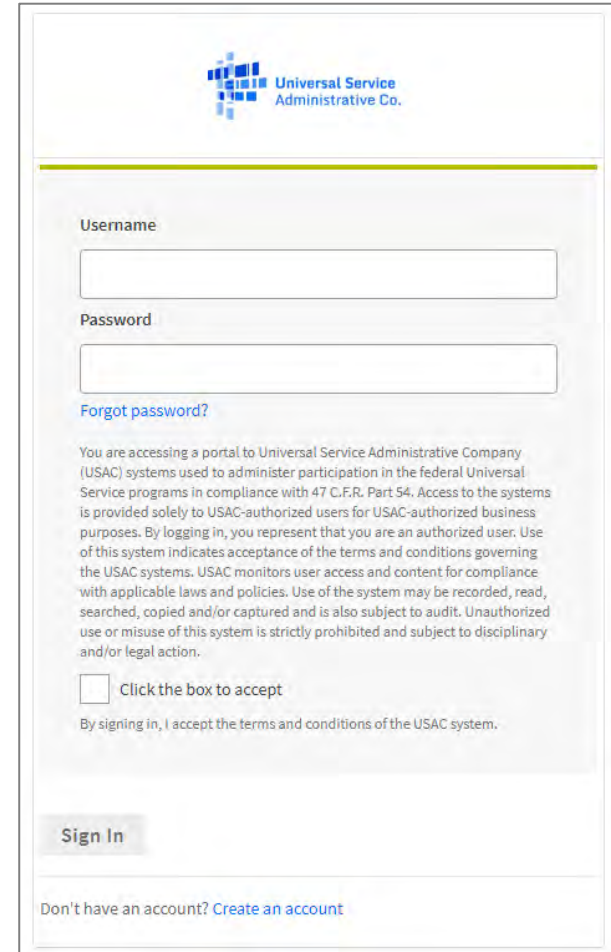
The Account Administrator should verify that these permissions are as desired before any current users attempt to create BEARs and adjust the permissions if necessary.

For those users who were not automatically assigned BEAR permissions**AND****For those users who should be assigned different permissions (partial vs full)****AND****For any new EPC users**

Permission to create and/or certify a BEAR must be explicitly selected by the Account Administrator. The Account Administrator must complete this step before a BEAR can be created by users that fall in any of the above circumstances.

The Account Administrator completes the following steps:

- ① First, navigate to <https://forms.universalservice.org/portal>
- ② Log into One Portal with your username (your full email address) and One Portal password



The screenshot shows the login page for the Universal Service Administrative Co. (USAC) portal. At the top, there is a logo for USAC and the text "Universal Service Administrative Co.". Below the logo, there is a green horizontal line. The main section of the page contains a login form with two input fields: "Username" and "Password". Below the "Password" field, there is a link that says "Forgot password?". Below the login fields, there is a paragraph of text explaining the terms and conditions of the system. At the bottom of the form, there is a checkbox labeled "Click the box to accept" and a "Sign In" button. Below the "Sign In" button, there is a link that says "Don't have an account? Create an account".

Universal Service Administrative Co.

Username

Password

[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

☐ Click the box to accept

By signing in, I accept the terms and conditions of the USAC system.

Sign In

Don't have an account? [Create an account](#)

- ③ Complete the steps as prompted to obtain and enter a one-time verification code
- ④ Once you have successfully logged into One Portal and are viewing its dashboard, access EPC by clicking on the gray block for “E-rate Productivity Center (EPC)”

Dashboard

① In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 473, and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual information, visit the [USAC Supply Chain](#) page.

Upcoming Dates

07/16
2024
Southeastern
Library
Association
(SELA) Annual
Conference July
14-16, 2024

08/01
2024
FCC Form
470/Competitive
Bidding
Webinar

Schools and Libraries


E-Rate Productivity Center (EPC) - EPC is the online system for E-Rate program participants to submit applications, manage program processes, and communicate with USAC. Applicants and service providers use EPC to prepare, submit, and certify E-Rate invoicing forms for Funding Years 2016 and later, including FCC Form 472 BEAR, FCC Form 473 SPAC, and FCC 474 SPI. For more information, please visit the applicant or service provider invoicing page at <https://www.usac.org/e-rate/> or contact the E-Rate Customer Service Center at (888) 203-8100.

Emergency Connectivity Fund (ECF) - Emergency Connectivity Fund participants use the ECF portal to submit applications and review notifications regarding program activities. Using this link, schools and libraries can also access the FCC Form 472 (BEAR) and service providers can access the FCC Form 474 (SPI) to

⑤ On the EPC Landing Page, click on the link for the organization (either in the “Welcome” line or scroll to the “My Entities” section”)

In most cases this will be the school district unless the organization is listed in EPC as an independent school

My Applicant Landing Page


Universal Service Administrative Co.

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, [School District 6!](#)

Pending Inquiries

Type:
Application/Request:

Funding Year:

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	↑	Extn.	Status
No items available									

Notifications

Notification Type:
Status: ☒ All

Funding Year:
☐ Generated

☐ Not Generated

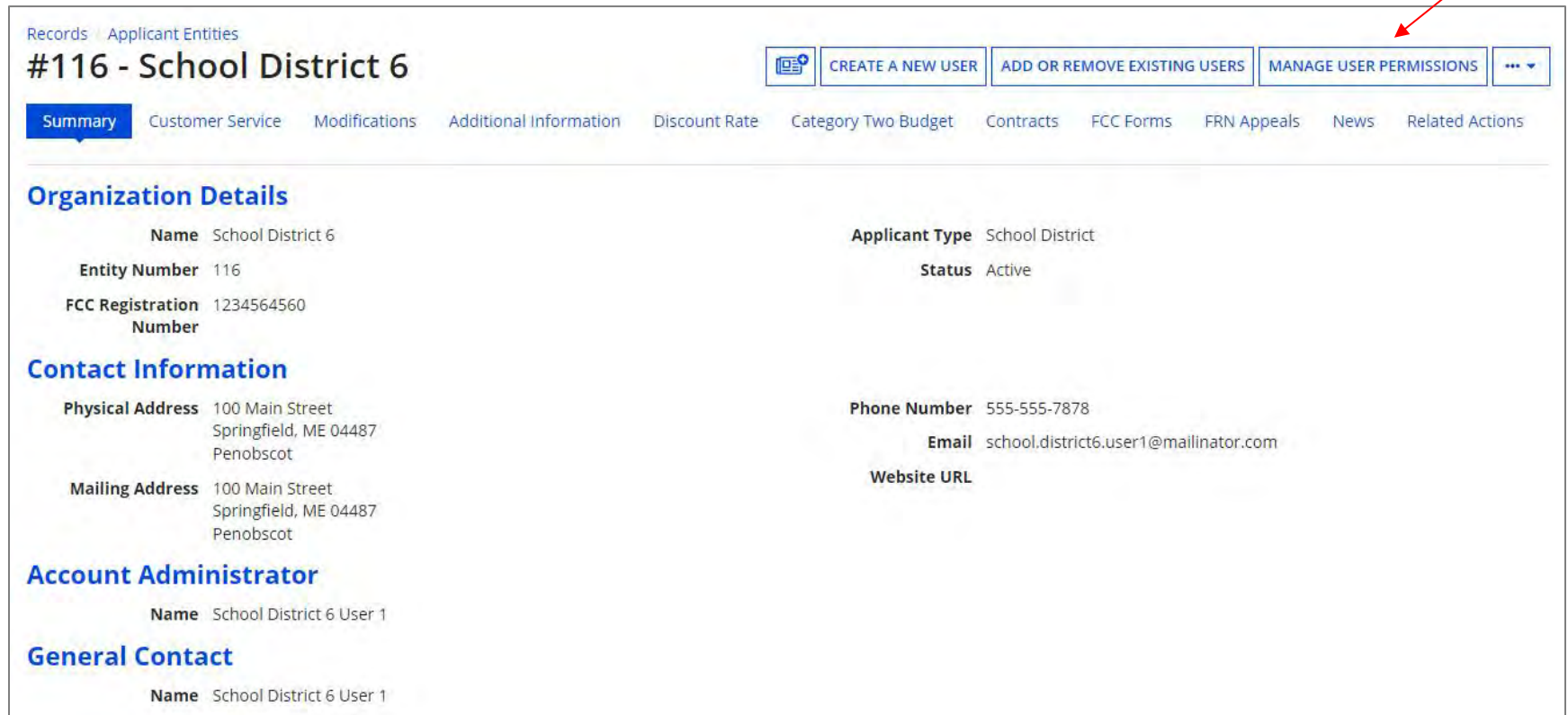
Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

The organization's summary page will display

⑥ Click on the “MANAGE USER PERMISSIONS” button



Records / Applicant Entities

#116 - School District 6

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

[CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) [...](#)

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487 Penobscot	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487 Penobscot	Email	school.district6.user1@mailinator.com
		Website URL	

Account Administrator

Name	School District 6 User 1
-------------	--------------------------

General Contact

Name	School District 6 User 1
-------------	--------------------------

Manage User Permissions

Organization Details

Name	School District 6	FCC Registration Number	0027012228
Address	100 Main Street Springfield, ME 04487 Penobscot	Organization Type	Applicant
Mailing Address	100 Main Street Springfield, ME 04487 Penobscot	Phone Number	555-555-7878
		Email	school.district6.user1@mailinator.com

User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.
- Post-Commitment Full and Partial rights user can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.

Name	Email	Apply All	470 Permission	471 Permission	BEAR/472 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
School District 6 User 1	school.district6.user1@mailinator.com	<input type="checkbox"/>	<input type="checkbox"/> Full	<input type="checkbox"/> Full	<input type="checkbox"/> Full	<input type="checkbox"/> School or Library Official	<input type="checkbox"/> Full	<input type="checkbox"/> Full	<input type="checkbox"/> Full

⑦ Select the BEAR/472 permissions you want to specify for each user

- Full rights users can create, edit, and certify invoices and can respond to outreach
- Partial rights users can create and edit invoices, but cannot certify them
Partial rights users can view outreach but cannot respond to it
- View Only users can see invoices and outreach, but cannot create or edit or respond

User Permissions for Invoices (BEARs):

	View Invoices	Create Invoices	Certify Invoices	View Outreach	Respond to Outreach
 Full	✓	✓	✓	✓	✓
 Partial	✓	✓		✓	
 View Only	✓			✓	

NOTE: Since only full rights users can respond to outreach, it is **STRONGLY** recommended that you set the permissions as full rights for whoever will function as the main BEAR contact– they will not be able to respond to inquiries if they are only granted partial rights

Manage User Permissions

Organization Details

Name School District 6

Address 100 Main Street
Springfield, ME 04487
Penobscot

Mailing Address 100 Main Street
Springfield, ME 04487
Penobscot

FCC Registration Number 0027012228

Organization Type Applicant

Phone Number 555-555-7878

Email school.district6.user1@mailinator.com

User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow as more functionality comes online.

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- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.
- Post-Commitment Full and Partial rights user can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.

Name	Email	Apply All	470 Permission	471 Permission	BEAR/472 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
School District 6 User 1	school.district6.user1@mailinator.com	<input type="button" value="Apply All"/>	<input type="button" value="Full"/>	<input type="button" value="Full"/>	<input type="button" value="Full"/>	School or Library Official	<input type="button" value="Full"/>	<input type="button" value="Full"/>	<input type="button" value="Full"/>

⑧ Click on the “SUBMIT” button to apply the specified permissions

Permissions

Once you have set the permissions for the users in your organization's profile, you will not need to repeat this process unless new users are added to the entity profile or you wish to modify existing permissions.

Filing a BEAR Form

Once permissions have been granted, any user assigned creation and/or certification rights can create a BEAR.

*Before you begin:***1 COLLECT
Information**

- ✓ Ensure you have the accurate FCC Form 471 and locate your:
 - ✓ FRN
 - ✓ Discount Rate
 - ✓ Approved Services/Equipment
 - ✓ Approved Cost and Quantities
- ✓ Locate the approved Recipients of Service (ROS) for the FRN

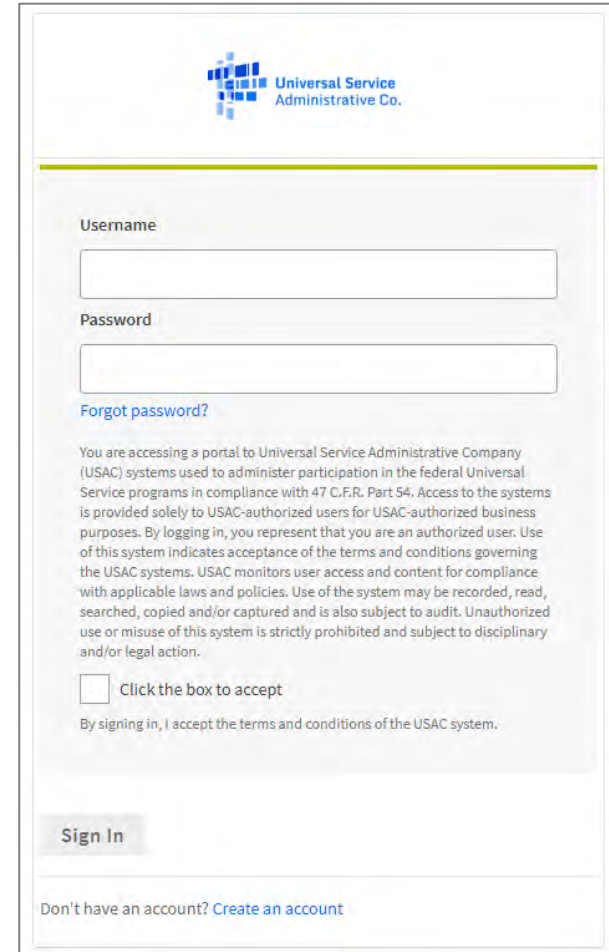
**2 CALCULATE
Invoice Amount**

- ✓ Invoiced amount must be actual charges
- ✓ Calculate total undiscounted amount for each line
- ✓ Remove ineligible items

**3 DOCUMENT
and Track Invoices**

- ✓ Establish a process to track/identify each invoice
- ✓ Retain your supporting documentation for 10 years

- ① First, navigate to <https://forms.universalservice.org/portal>
- ② Log into One Portal with your username (your full email address) and One Portal password



The screenshot shows the login page for the Universal Service Administrative Co. (USAC) portal. At the top, there is a logo for USAC and the text "Universal Service Administrative Co.". Below the logo, there is a horizontal yellow line. The main section of the page is a light gray box containing the login fields. There are two input fields: "Username" and "Password". Below the "Password" field is a link that says "Forgot password?". Below the input fields is a paragraph of text: "You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action." Below this text is a checkbox with the label "Click the box to accept". Below the checkbox is the text "By signing in, I accept the terms and conditions of the USAC system." At the bottom of the gray box is a "Sign In" button. Below the gray box is a link that says "Don't have an account? Create an account".

Universal Service Administrative Co.

Username

Password

[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

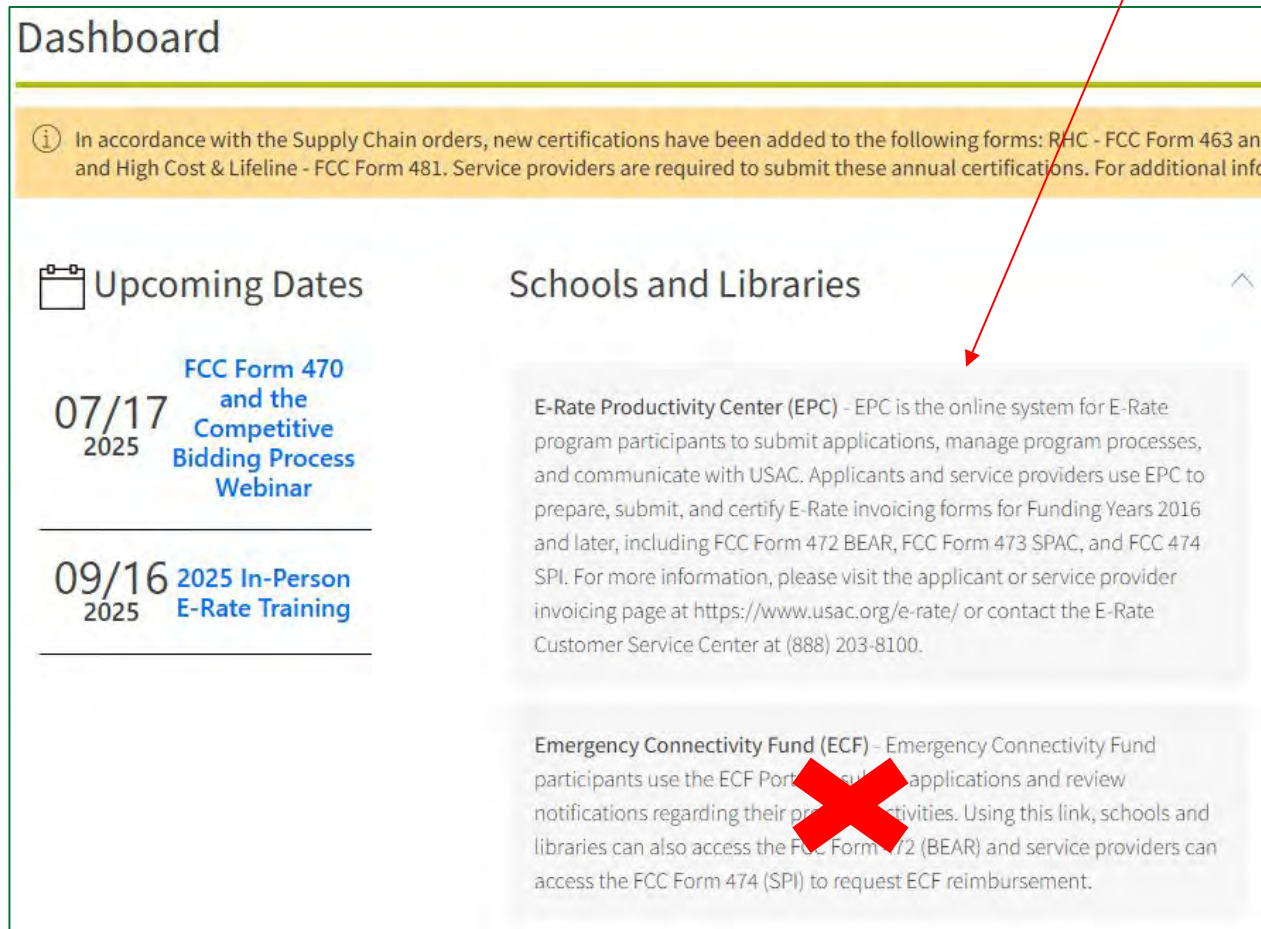
☐ Click the box to accept

By signing in, I accept the terms and conditions of the USAC system.

Sign In

Don't have an account? [Create an account](#)

- ③ Complete the steps as prompted to obtain and enter a one-time verification code
- ④ Once you have successfully logged into One Portal and are viewing its dashboard, access EPC by clicking on the gray block for “E-rate Productivity Center (EPC)”

A screenshot of the E-Rate dashboard. At the top, there's a yellow banner with an information icon and text about new certifications. Below this, the dashboard is split into two columns. The left column is titled 'Upcoming Dates' and features two date blocks: '07/17 2025 FCC Form 470 and the Competitive Bidding Process Webinar' and '09/16 2025 2025 In-Person E-Rate Training'. The right column is titled 'Schools and Libraries' and contains two gray informational blocks. The top block is for the 'E-Rate Productivity Center (EPC)' and describes its function. The bottom block is for the 'Emergency Connectivity Fund (ECF)' and is marked with a large red 'X'. A red arrow points from the text in step ④ to the EPC block.

Dashboard

① In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional info

Upcoming Dates

07/17 2025 FCC Form 470 and the Competitive Bidding Process Webinar

09/16 2025 2025 In-Person E-Rate Training

Schools and Libraries

E-Rate Productivity Center (EPC) - EPC is the online system for E-Rate program participants to submit applications, manage program processes, and communicate with USAC. Applicants and service providers use EPC to prepare, submit, and certify E-Rate invoicing forms for Funding Years 2016 and later, including FCC Form 472 BEAR, FCC Form 473 SPAC, and FCC 474 SPI. For more information, please visit the applicant or service provider invoicing page at <https://www.usac.org/e-rate/> or contact the E-Rate Customer Service Center at (888) 203-8100.

Emergency Connectivity Fund (ECF) - Emergency Connectivity Fund participants use the ECF Portal to submit applications and review notifications regarding their program activities. Using this link, schools and libraries can also access the FCC Form 472 (BEAR) and service providers can access the FCC Form 474 (SPI) to request ECF reimbursement.

Your EPC Landing Page will display

[News](#) | [Tasks \(4\)](#) | [Records](#) | [Reports](#) | [Actions](#)

  **appian**

My Applicant Landing Page

**Universal Service
Administrative Co.**

Welcome, Independent School 704!

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) |
[IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) |
[Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Pending Inquiries

Type

Funding Year

Application/Request

News Tasks (4) Records **Reports** Actions

My Applicant Landing Page

Universal Service Administrative Co.

Welcome, Independent School 704!

Pending Inquiries

Type -- Select a Type --

Funding Year -- Select a Funding Year --

Application/Request -- Enter an Application/Request ID or Nickname --

APPLY FILTERS CLEAR FILTERS

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

⑤ Select the “EPC E-Rate Invoicing” link to enter the EPC E-Rate Invoicing Dashboard (it will open in its own tab or browser window)

NOTE: You will only have access to the quick link if you have been given invoicing permissions

NOTE: You can also access the EPC E-Rate Invoicing Dashboard by clicking on the grid of squares (or “waffle”) located next to your profile picture in the righthand corner of the blue navigation bar, and then selecting “EPC Invoice” from the sub menu



News Tasks (4) Records **Reports** Actions

My Applicant Landing Page

Universal Service Administrative Co.

Welcome, Independent School 704!

Pending Inquiries

Type -- Select a Type --

Funding Year -- Select a Funding Year --

Application/Request -- Enter an Application/Request ID or Nickname --

APPLY FILTERS CLEAR FILTERS

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

The EPC E-Rate Invoicing Dashboard opens to the “My Organization” tab and provides a table listing the BENs with which you are associated

NOTE: *The “My Pending Inquiries” button will not display until the organization’s first BEAR inquiry is issued, so in your first few ventures to the dashboard you likely will not see this fourth button*

Good Morning, Welcome to E-Rate!
Independent School 1 Admin 704

My Organization My Forms and Requests My Pending Tasks My Pending Inquiries

Search SL Applicant Entities SEARCH

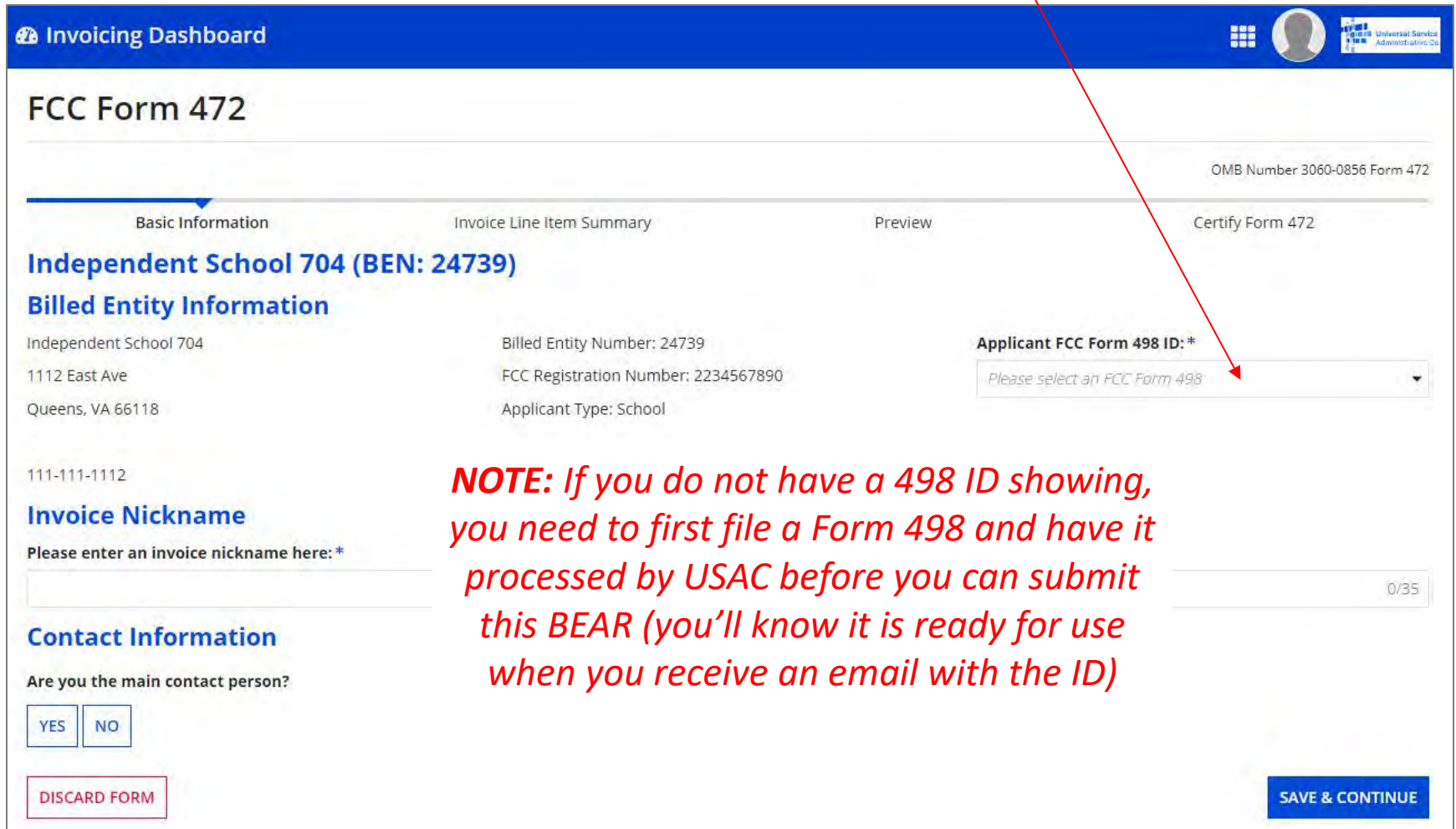
BEN	BEN Name	City	State	Entity Type	
24739	Independent School 704	Queens	VA	School	File FCC Form 472/BEAR

⑥ Click on the “File FCC Form 472 / BEAR” link in the table to begin a new BEAR

BEAR Section One: Basic Information

*First, you will enter some
general information.*

① Select your 498 ID from the “Applicant FCC Form 498 ID” dropdown menu. If you have more than one 498 ID, be sure to select the correct one for the BEAR that you are creating.



Invoicing Dashboard

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information | Invoice Line Item Summary | Preview | Certify Form 472

Independent School 704 (BEN: 24739)

Billed Entity Information

Independent School 704
1112 East Ave
Queens, VA 66118

Billed Entity Number: 24739
FCC Registration Number: 2234567890
Applicant Type: School

Applicant FCC Form 498 ID: *

Please select an FCC Form 498

111-111-1112

Invoice Nickname

Please enter an invoice nickname here: *

Contact Information

Are you the main contact person?

YES NO

DISCARD FORM

SAVE & CONTINUE

0/35

NOTE: If you do not have a 498 ID showing, you need to first file a Form 498 and have it processed by USAC before you can submit this BEAR (you'll know it is ready for use when you receive an email with the ID)

Invoicing Dashboard

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview Certify Form 472

Independent School 704 (BEN: 24739)

Billed Entity Information

Independent School 704
1112 East Ave
Queens, VA 66118

Billed Entity Number: 24739
FCC Registration Number: 2234567890
Applicant Type: School

Applicant FCC Form 498 ID: *
443000254

111-111-1112

Invoice Nickname

Please enter an invoice nickname here: *

0/35

Contact Information

Are you the main contact person?

YES NO

DISCARD FORM

SAVE & CONTINUE

② Enter an invoice nickname (35 characters or less) that will identify the requests on this BEAR. For example, you might specify the type of service, provider, and time period included.

③ Select a contact person for this BEAR

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR

Billed Entity Information

Independent School 704
1112 East Ave
Queens, VA 66118

Billed Entity Number: 24739
FCC Registration Number: 2234567890
Applicant Type: School

Applicant FCC Form 498 ID: *
443000254

111-111-1112

Invoice Nickname

Please enter an invoice nickname here: *
My BEAR 7/35

Contact Information

Are you the main contact person?

B If you are not the main contact, click on the “NO” button then skip to page 35 in this guide

A If you are the main contact for this form, click on the “YES” button then go to the next page in this guide

If you are the main contact (you chose “YES”)

A ① If you chose “YES”, your contact info will automatically display

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR

Billed Entity Information

Independent School 704
1112 East Ave
Queens, VA 66118
111-111-1112

Billed Entity Number: 24739
FCC Registration Number: 2234567890
Applicant Type: School

Applicant FCC Form 498 ID: *
443000254

Invoice Nickname
Please enter an invoice nickname here: *
My BEAR 7/35

Contact Information
Are you the main contact person?
☒ YES ☐ NO

Independent School 1 Admin 704
ind_sch_704_aa@testmail.usac.org
111-111-1111

DISCARD FORM **SAVE & CONTINUE**

A ② Click on the
“SAVE & CONTINUE”
button

skip to page 38 in this guide

If you are not the main contact (you chose “NO”)

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR

Billed Entity Information

Independent School 704
1112 East Ave
Queens, VA 66118

Billed Entity Number: 24739
FCC Registration Number: 2234567890
Applicant Type: School

Applicant FCC Form 498 ID: *
443000254

111-111-1112

Invoice Nickname

Please enter an invoice nickname here: *

My BEAR 7/35

Contact Information

Are you the main contact person?

YES NO ✓

Select Main Contact *

DISCARD FORM SAVE & CONTINUE

B ① If you chose “NO”, click in the “Select Main Contact” box that now displays on the page

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information

Invoice Line Item Summary

Preview

Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR

Billed Entity Information

Independent School 704

1112 East Ave

Queens, VA 66118

Billed Entity Number: 24739

FCC Registration Number: 2234567890

Applicant Type: School

Applicant FCC Form 498 ID: *

443000254

111-111-1112

Invoice Nickname

Please enter an invoice nickname here: *

My BEAR

7/35

Contact Information

Are you the main contact person?

YES

NO ✓

Select Main Contact *

ind

Independent School 1 Admin 704
ind_sch_704_aa@testmail.usac.org

B ② Start typing the name or email address of the contact, and then click on the blue box for that person to fill in their information

SAVE & CONTINUE

NOTE: Only those individuals who have been associated with your organization in EPC can be the contact person for the form

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information

Invoice Line Item Summary

Preview

Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR

Billed Entity Information

Independent School 704

1112 East Ave

Queens, VA 66118

Billed Entity Number: 24739

FCC Registration Number: 2234567890

Applicant Type: School

Applicant FCC Form 498 ID: *

443000254

111-111-1112

Invoice Nickname

Please enter an invoice nickname here: *

My BEAR

7/35

Contact Information

Are you the main contact person?

YES

NO ✓

Independent School 1 Admin 704

ind_sch_704_aa@testmail.usac.org

111-111-1111

Select Main Contact *



Independent School 1 Admin 704 ✕

DISCARD FORM

SAVE & CONTINUE

B ③ Click on the “SAVE & CONTINUE” button

go to the next page in this guide

BEAR Section Two: Invoice Line Item Summary

Next, you will add lines for the reimbursements you are seeking.

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information **Invoice Line Item Summary** Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300060

Invoice Line Item

<input type="checkbox"/> Invoice Line Item Number	FCC Form 471 Application Number	Funding Request Number (FRN)	Billing Frequency (FRN)
No items available			

[+ ADD LINE ITEM](#) [EDIT LINE ITEM](#) [REMOVE LINE ITEM](#)

[BACK](#) [DISCARD FORM](#) [SAVE & CONTINUE](#)

① Click on the “ADD LINE ITEM” button to add your first line to this BEAR

② Select a Funding Year from the drop down menu if necessary

NOTE: a year will be pre-selected by default - verify this is truly the year you want


FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information **Invoice Line Item Summary** Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300060

Invoice Line Item

Select Funding Year  2024

Funding Request Number (FRN)

Select FRN ⓘ

Please select a row to auto-populate the form details below.

FCC Form 471 Application Number	Funding Request Number (FRN)	Funding Request Nickname	Funding Request Amount	Service Provider Identification Number (SPIN)	Service Provider Name	Discount Rate
No items available						

A table with FRNs from that funding year that are available for invoicing will display

Select Funding Year

2024

Funding Request Number (FRN)

You can also use the “Funding Request Number (FRN)” box to search for a particular FRN

Select FRN ?

Please select a row to auto-populate the form details below.

FCC Form 471 Application Number	Funding Request Number (FRN)	Funding Request Nickname	Funding Request Amount	Service Provider Identification Number (SPIN)	Service Provider Name	Discount Rate
241025385	2499041075	PAIUnet Internet - IU 29	\$7,410.00	143035537	Treasure Lake LP	76%
241025373	2499041064	PAIUnet Internet - IU 25	\$10,200.00	143035537	Treasure Lake LP	68%
241025367	2499041056	PAIUnet Internet - IU 23	\$17,700.00	143035537	Treasure Lake LP	59%
241025358	2499041048	PAIUnet Internet - IU 20	\$11,400.00	143035537	Treasure Lake LP	76%
241025347	249904				Treasure Lake LP	66%

Any FRNs that are not ready to be invoiced, that have been canceled, or for which the invoice deadline has passed will not be listed

1 - 5 of 25

CANCEL SAVE

③ To include an FRN on the BEAR, click on its FRN row

Select FRN ?

Please select a row to auto-populate the form details below.

FCC Form 471 Application Number	Funding Request Number (FRN)	Funding Request Nickname	Funding Request Amount	Service Provider Identification Number (SPIN)	Service Provider Name	Discount Rate
241025385	2499041075	PAIUnet Internet - IU 29	\$7,410.00	143035537	Treasure Lake LP	76%
241025373	2499041064	PAIUnet Internet - IU 25	\$10,200.00	143035537	Treasure Lake LP	68%
241025367	2499041056	PAIUnet Internet - IU 23	\$17,700.00	143035537	Treasure Lake LP	59%
241025358	2499041048	PAIUnet Internet - IU 20	\$11,400.00	143035537	Treasure Lake LP	76%
241025347	2499041042	PAIUnet Internet - IU 14	\$7,920.00	143035537	Treasure Lake LP	66%

1 – 5 of 25 > >>

Once you select an FRN row, it will be highlighted blue and an “Add New Invoice Line” section with additional information fields to complete will appear below the table --- you may need to scroll down to see these additional fields

Select FRN ?

Please select a row to auto-populate the form details below.

FCC Form 471 Application Number	Funding Request Number (FRN)	Funding Request Nickname	Funding Request Amount	Service Provider Identification Number (SPIN)	Service Provider Name	Discount Rate
241025385	2499041075	PAIUnet Internet - IU 29	\$7,410.00	143035537	Treasure Lake LP	76%
241025373	2499041064	PAIUnet Internet - IU 25	\$10,200.00	143035537	Treasure Lake LP	68%
241025367	2499041056	PAIUnet Internet - IU 23	\$17,700.00	143035537	Treasure Lake LP	59%
241025358	2499041048	PAIUnet Internet - IU 20	\$11,400.00	143035537	Treasure Lake LP	76%
241025347	2499041042	PAIUnet Internet - IU 14	\$7,920.00	143035537	Treasure Lake LP	66%

« < 1 – 5 of 25 > »

Add New Invoice Line

Form 471 Application Number

241025385

Funding Request Number

2499041075

Billing Frequency*

Please select a value

Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.

Customer Billed Date ?

mm/dd/yyyy



Shipping Date to Customer or Last Day of Work Performed ?

mm/dd/yyyy



Total Undiscounted Amount for Service*

Please enter the amount billed to USAC

Discount Amount Billed to USAC

(Total Undiscounted Amount For Service * Discount Rate)

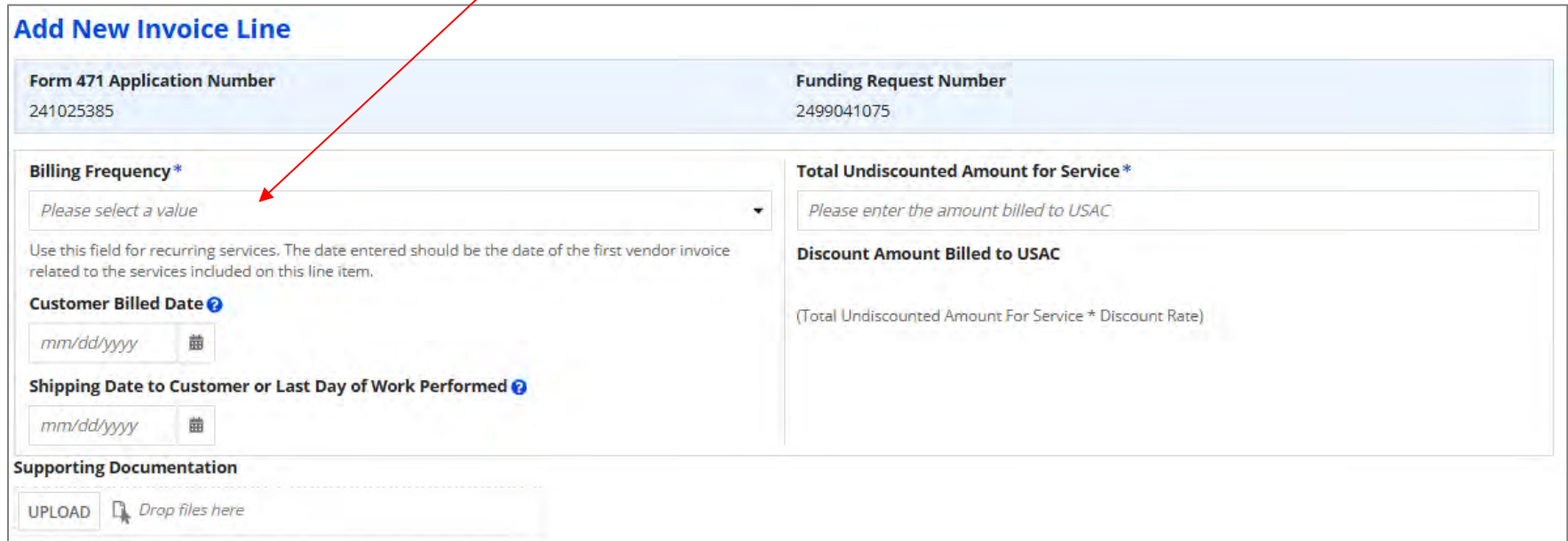
Supporting Documentation

UPLOAD



Drop files here

④ In the “Add New Invoice Line” section, select a billing frequency from the drop-down menu



Add New Invoice Line

Form 471 Application Number 241025385	Funding Request Number 2499041075
---	---

Billing Frequency*

Please select a value ▼

Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.

Customer Billed Date ?

mm/dd/yyyy

Shipping Date to Customer or Last Day of Work Performed ?

mm/dd/yyyy

Total Undiscounted Amount for Service*

Please enter the amount billed to USAC

Discount Amount Billed to USAC
(Total Undiscounted Amount For Service * Discount Rate)

Supporting Documentation

UPLOAD

Drop files here

Available Options:

Annually, Monthly, On Delivery, One-Time, Other, Quarterly, Semi-Annually, Weekly, Every Two Weeks, Every Two Months

⑤ Complete one of the date fields

DO NOT COMPLETE BOTH FIELDS! – you will get an error when you try to save the line

You must enter either a "Customer Billed Date" or a "Shipping Date to Customer or Last Day of Work Performed" date.

Add New Invoice Line

Form 471 Application Number

241025385

Funding Request Number

2499041075

Billing Frequency*

Monthly

Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.

Customer Billed Date ?

mm/dd/yyyy

Shipping Date to Customer or Last Day of Work Performed ?

mm/dd/yyyy

Total Undiscounted Amount for Service*

Please enter the amount billed to USAC

Discount Amount Billed to USAC

(Total Undiscounted Amount For Service * Discount Rate)

No BEAR can be certified earlier than July 1 regardless of the date entered in these fields

SEE THE NEXT SLIDE FOR IMPORTANT INFORMATION ABOUT THESE FIELDS >>>

	Recurring FRNs	Non-Recurring FRNs
<i>Field to Use:</i>	“Customer Billed Date”	“Shipping Date to Customer or Last Day of Work Performed”
<i>Type of services:</i>	Recurring services and multiple installments for non-recurring services	Non-recurring services billed one-time only
<i>Earliest Allowed Date:</i>	July 1	<p><u>Category 1</u></p> <ul style="list-style-type: none"> July 1 for most C1 FRNs January 1 for advanced installation of non-recurring services <p><u>Category 2</u></p> <ul style="list-style-type: none"> April 1 for advanced installation of non-recurring services
<i>Latest Allowed Date:</i>	Service Delivery Deadline (usually June 30)	Service Delivery Deadline (usually September 30)

Being allowed to enter a date earlier than July 1 in the “Shipping Date” field is a new BEAR functionality. Review your service provider invoices and program rules carefully to ensure you are entering a valid date.

⑥ Enter the total **ACTUAL ELIGIBLE UNDISCOUNTED** amount you paid for the service provider bill (be sure that you **subtract all ineligible charges**)

Add New Invoice Line

Form 471 Application Number 241025385	Funding Request Number 2499041075
---	---

Billing Frequency*
Monthly
Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.

Customer Billed Date ?
07/01/2024

Shipping Date to Customer or Last Day of Work Performed ?
mm/dd/yyyy

Total Undiscounted Amount for Service*
Please enter the amount billed to USAC

Discount Amount Billed to USAC
(Total Undiscounted Amount For Service * Discount Rate)

Supporting Documentation
UPLOAD Drop files here

After the undiscounted amount has been entered, the system will automatically calculate the discounted reimbursement amount to which you are entitled

Add New Invoice Line

Form 471 Application Number

241025385

Funding Request Number

2499041075

Billing Frequency*

Monthly

Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.

Customer Billed Date ?

07/01/2024

Shipping Date to Customer or Last Day of Work Performed ?

mm/dd/yyyy

Total Undiscounted Amount for Service*

\$9,500.00

Discount Amount Billed to USAC

\$7,220.00

(Total Undiscounted Amount For Service * Discount Rate)

Supporting Documentation

UPLOAD



Drop files here

⑦ **OPTIONAL:** If you would like to upload supporting documentation with your BEAR, you may drag any appropriate files onto the “UPLOAD” button

This is not a required action, but you may want to do so if you know you are likely to receive outreach requesting supporting information for the type of service included in this line, for example basic maintenance of internal connections (BMIC)

Add New Invoice Line

Form 471 Application Number 241025385	Funding Request Number 2499041075
---	---

Billing Frequency*
 Monthly

Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.

Customer Billed Date ?
 07/01/2024

Shipping Date to Customer or Last Day of Work Performed ?
 mm/dd/yyyy

Supporting Documentation
 UPLOAD Drop files here

Total Undiscounted Amount for Service*
 \$9,500.00

Discount Amount Billed to USAC
 \$7,220.00
 (Total Undiscounted Amount For Service * Discount Rate)

Add New Invoice Line

Form 471 Application Number 241025385	Funding Request Number 2499041075
---	---

Billing Frequency*
Monthly
Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.
Customer Billed Date?
07/01/2024
Shipping Date to Customer or Last Day of Work Performed?
mm/dd/yyyy

Total Undiscounted Amount for Service *
\$9,500.00
Discount Amount Billed to USAC
\$7,220.00
(Total Undiscounted Amount For Service * Discount Rate)

Supporting Documentation
UPLOAD Drop files here

CANCEL

SAVE

⑧ Click on the “SAVE” button

Each Line Item that has been created for this BEAR will display in a table

To create another Line Item for additional requests for this BEAR, click on the “ADD LINE ITEM” button and complete the fields as prompted

Example: If filing a BEAR for all bills paid in quarter 1, you would first complete a line item for July, then add and complete a line item for August, and finally add and complete a line item for September

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information

Invoice Line Item Summary

Preview

Certify Form 472

PAIU NET (BEN: 16044217) - FY 2024 BEAR - #BEAR202509295

Invoice Line Item

<input type="checkbox"/>	Invoice Line Item Number	FCC Form 471 Application Number	Funding Request Number (FRN)	Billing Frequency (FRN)
<input type="checkbox"/>	1	241025385	2499041075	Monthly

+ ADD LINE ITEM

✎ EDIT LINE ITEM

✕ REMOVE LINE ITEM

BACK

DISCARD FORM

SAVE & CONTINUE

To edit an existing Line Item, click the check box for it and click on the “EDIT LINE ITEM” button

To delete an existing Line Item, click the check box for it and click on the “REMOVE LINE ITEM” button

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information

Invoice Line Item Summary

Preview

Certify Form 472

PAIU NET (BEN: 16044217) - FY 2024 BEAR - #BEAR202509295

Invoice Line Item

<input type="checkbox"/>	Invoice Line Item Number	FCC Form 471 Application Number	Funding Request Number (FRN)	Billing Frequency (FRN)
<input type="checkbox"/>	1	241025385	2499041075	Monthly

+ ADD LINE ITEM

 **EDIT LINE ITEM**

× REMOVE LINE ITEM

BACK

DISCARD FORM

SAVE & CONTINUE

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information

Invoice Line Item Summary

Preview

Certify Form 472

PAIU NET (BEN: 16044217) - FY 2024 BEAR - #BEAR202509295

Invoice Line Item

<input type="checkbox"/>	Invoice Line Item Number	FCC Form 471 Application Number	Funding Request Number (FRN)	Billing Frequency (FRN)
<input type="checkbox"/>	1	241025385	2499041075	Monthly

+ ADD LINE ITEM

✎ EDIT LINE ITEM

✕ REMOVE LINE ITEM

BACK

DISCARD FORM

SAVE & CONTINUE

⑨ Click on the “SAVE & CONTINUE” button
when your Line Items for this BEAR are complete

go to the next page in this guide

Previewing the BEAR

Before certifying the form, you will have the opportunity to review it in its entirety.

You should review your form carefully before proceeding to certification

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information

Invoice Line Item Summary

Preview

Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

Please review the FCC Form 472 by clicking on the link below to ensure that all of the invoices being requested are correct before sending or going to the certification page regarding this FCC Form 472.

[FCC Form 472 Record - BEAR202300051](#)

BACK

DISCARD FORM

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

 Click on the link for the BEAR record to preview a copy of the form

NOTE: *The form will be displayed in either a new window or new tab depending on your browser settings*

The form preview opens to a summary page

 Click on the “Invoice Line Items” tab

My BEAR - #BEAR202300051

Summary Invoice Line Items Certifications Communications Related Actions

Incomplete

Application Information >

Generated Documents

Application Details

Nickname My BEAR

Invoice Number BEAR202300051

BEN 24739

Billed Entity Name Independent School 704

Total Invoice Amount \$99.00

Invoice Form Status Incomplete

Contact Information

Name Independent School 1 Admin 704

Phone 111-111-1111 ext.14

Email ind_sch_704_aa@testmail.usac.org

Audit Details

Created Date 10/10/2023 10:28 AM EDT

Created By Independent School 1 Admin 704

Last Modified Date 10/10/2023 10:28 AM EDT

Last Modified By Independent School 1 Admin 704

Certification Details

Certified Date

Certified By

The “Invoice Line Items” tab displays a table with each invoice line

My BEAR - #BEAR202300051

Summary Invoice Line Items Certifications Communications Related Actions

<

Invoice Line Items

• All Invoice Line(s)

Invoice Line Item	Funding Request Number	Discount Amount Billed to USAC	Invoice Line Status
1	2299000420	\$99.00	

 Click on a specific invoice line to show details about that line item

My BEAR - #BEAR202300051

Summary **Invoice Line Items** Certifications Communications Related Actions

Invoice Line Item

- [All Invoice Line\(s\)](#)
- Line Item # 1

FCC Form 471 Application Number 221000340	Service Provider Identification Number (SPIN) 14010001
Funding Request Number (FRN) 2299000420	Service Provider Name USAC Service Provider Organization 1
Discount Rate 90%	Customer Billed Date Jul 1, 2022
Billing Frequency Monthly	Shipping Date to Customer or Last Day of Work
Discount Amount Billed to USAC \$99.00	

Click on the “All Invoice Line(s)” link in the sidebar menu to return to the full list of line items

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information

Invoice Line Item Summary

Preview

Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

Please review the FCC Form 472 by clicking on the link below to ensure that all of the invoices being requested are correct before sending or going to the certification page regarding this FCC Form 472.

[FCC Form 472 Record - BEAR202300051](#)

BACK

DISCARD FORM

SEND FOR CERTIFICATION

CONTINUE TO CERTIFICATION

🖱️ If you discover any modifications to be made, return to the FCC Form 472 window and click on the “BACK” button to go through the form screens and make any necessary changes

Certifying the BEAR

*Finally, a user in your organization will
certify and submit the BEAR form.*

Certification of the form takes place in different manners depending on the rights assigned to users for your organization and who in your organization is responsible for certifying the form.

- A** If you are a partial rights user → *go to the next page in this guide*
- B** If you are a full rights user but not the person who will certify the form → *skip to page 63*
- C** If you are a full rights user who is responsible for certifying the form → *skip to page 64*
- D** If you are a full rights user certifying a form sent to you by another user → *skip to page 68*

A If you are a **partial rights user**:

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary **Preview** Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

Please review the FCC Form 472 by clicking on the link below to ensure that all of the invoices being requested are correct before sending or going to the certification page regarding this FCC Form 472.

[FCC Form 472 Record - BEAR202300051](#)

A ① Click on the “SEND FOR CERTIFICATION” button

A ② You will see a notice that your form will be sent to the full rights users in your organization

A ③ Click on the “YES” button to proceed

This function will send your FCC Form 472 to the full rights users in your organization for certification. Do you wish to proceed?

skip to page 74 in this guide

B If you are a **full rights user but not the person who will certify the form**:

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary **Preview** Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

Please review the FCC Form 472 by clicking on the link below to ensure that all of the invoices being requested are correct before sending or going to the certification page regarding this FCC Form 472.

[FCC Form 472 Record - BEAR202300051](#)

BACK DISCARD FORM SEND FOR CERTIFICATION CONTINUE TO CERTIFICATION

B ① Click on the “SEND FOR CERTIFICATION” button

B ② You will see a notice that your form will be sent to the full rights users in your organization

B ③ Click “YES” to send the form

This function will send your FCC Form 472 to the full rights users in your organization for certification. Do you wish to proceed?

NO YES

skip to page 74 in this guide

C If you are a **full rights user** who is responsible for certifying the form:

The screenshot shows the 'FCC Form 472' interface. At the top right, it says 'OMB Number 3060-0856 Form 472'. Below this is a navigation bar with four tabs: 'Basic Information', 'Invoice Line Item Summary', 'Preview' (which is selected and has a blue arrow pointing down), and 'Certify Form 472'. The main heading is 'Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051'. Below the heading, a paragraph states: 'Please review the FCC Form 472 by clicking on the link below to ensure that all of the invoices being requested are correct before sending or going to the certification page regarding this FCC Form 472.' Below this paragraph is a link: 'FCC Form 472 Record - BEAR202300051'. At the bottom, there are four buttons: 'BACK' (blue outline), 'DISCARD FORM' (red outline), 'SEND FOR CERTIFICATION' (blue outline), and 'CONTINUE TO CERTIFICATION' (solid blue).

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary **Preview** Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

Please review the FCC Form 472 by clicking on the link below to ensure that all of the invoices being requested are correct before sending or going to the certification page regarding this FCC Form 472.

[FCC Form 472 Record - BEAR202300051](#)

BACK DISCARD FORM SEND FOR CERTIFICATION **CONTINUE TO CERTIFICATION**

C ① Click on the “CONTINUE TO CERTIFICATION” button to proceed

- C ② Read the certification text carefully
- C ③ Check the check box for each certification statement
- C ④ Click the “CERTIFY & SUBMIT” button

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information
Invoice Line Item Summary
Preview
Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

▲ Billed Entity Certifications & Signature

Please check all boxes to certify.

I declare under penalty of perjury that the foregoing is true and correct and that I am authorized to submit this Billed Entity Applicant Reimbursement Form on behalf of the eligible schools, libraries, or consortia of those entities represented on this Form, and I certify to the best of my knowledge, information, and belief, as follows.

- ☐ The discount amounts listed in this Billed Entity Applicant Reimbursement Form represent charges for eligible services and/or equipment delivered to and used by eligible schools, libraries, or consortia of those entities for educational purposes, on or after the service start date reported on the associated FCC Form 486.
- ☐ The discount amounts listed in this Billed Entity Applicant Reimbursement Form were already billed by the Service Provider and paid for by the Billed Entity Applicant on behalf of eligible schools, libraries, and consortia of those entities.
- ☐ The discount amounts listed in this Billed Entity Applicant Reimbursement Form are for eligible services and/or equipment approved by the Fund Administrator pursuant to a Funding Commitment Decision Letter (FCDL).
- ☐ I acknowledge that I may be audited pursuant to this application and will retain for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification), after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.
- ☐ I certify that, in addition to the foregoing, this Billed Entity Applicant is in compliance with the rules and orders governing the schools and libraries universal service support program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with the rules and orders governing the schools and libraries universal service support program could result in civil or criminal prosecution by law enforcement authorities.

BACK
CERTIFY & SUBMIT

- C** ⑤ Click the “CERTIFY” button to certify the form ---
this is the equivalent to providing your electronic signature

By clicking on "Certify & Submit" button, you have electronically signed the form. An electronic signature is the same as a handwritten signature on the form.

- c ⑥ Click on the “CLOSE” button on the certifier information screen to return to the Invoicing Dashboard

FCC Form 472

OMB Number 3060-0856 Form 472

[Basic Information](#)[Invoice Line Item Summary](#)[Preview](#)[Certify Form 472](#)

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

Certification Confirmation

You have successfully filed FCC Form 472 #BEAR202300051

[FCC Form 472 Record - BEAR202300051](#)

Certifier Information

Name	Independent School 1 Admin 704	Address	1112 East Ave
Title	Tester		Queens, VA 66118
Certified Date	10/10/2023 12:59 PM EDT	Telephone	111-111-1111 ext. 14

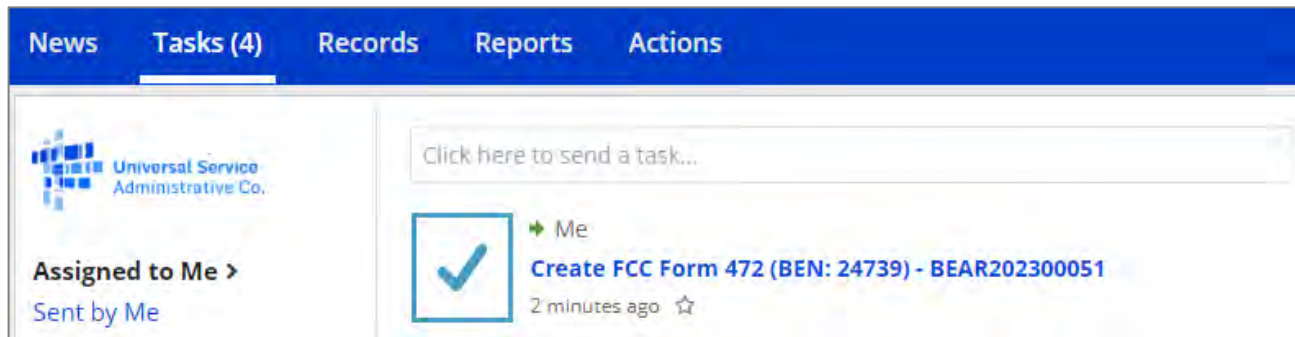
[CLOSE](#)

skip to page 74 in this guide

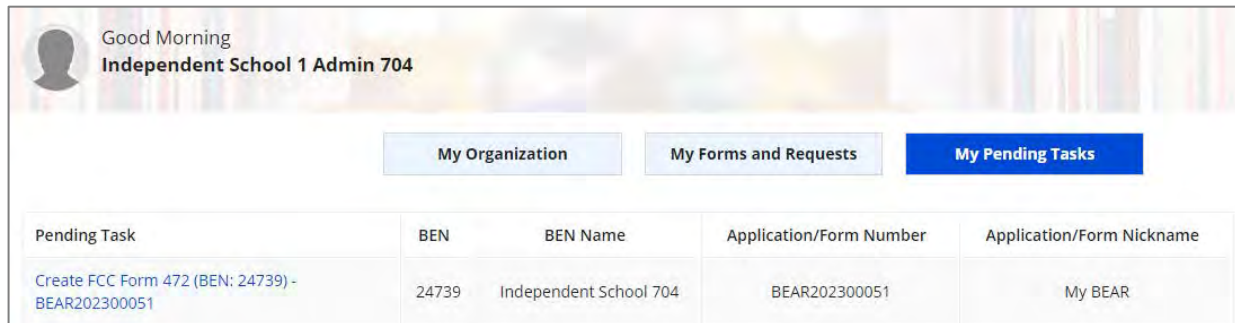
D If you are a **full rights user who is certifying a form sent to you** by another user:

D ① Once a user has sent you a BEAR to certify, you will receive the following:

1. a task in your EPC task list



2. a task in the “My Pending Tasks” tab in the EPC E-Rate Invoicing Dashboard



3. an email notification

- D ② Go to one of the Task areas, then click on the “Create” task for the BEAR that is ready for certification



CAUTION:

*The task link will read: **Create FCC Form 472 (BEN: XXX) – BEAR NUMBER***

The link will not have any reference to certifying

Users should be extremely careful they are selecting the correct BEAR as any other in process BEARs will have the same task wording, not just those that are ready for certification

- D ③ Click on the form link to preview the form

The screenshot shows the 'FCC Form 472' preview page. At the top right, it says 'OMB Number 3060-0856 Form 472'. Below this is a navigation bar with four tabs: 'Basic Information', 'Invoice Line Item Summary', 'Preview' (which is selected and highlighted with a blue arrow), and 'Certify Form 472'. The main heading is 'Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051'. Below the heading, a message states: 'Please review the FCC Form 472 by clicking on the link below to ensure that all of the invoices being requested are correct before sending or going to the certification page regarding this FCC Form 472.' A link 'FCC Form 472 Record - BEAR202300051' is provided. At the bottom, there are four buttons: 'BACK' (blue outline), 'DISCARD FORM' (red outline), 'SEND FOR CERTIFICATION' (blue outline), and 'CONTINUE TO CERTIFICATION' (solid blue).

The form will be displayed in a new window or tab depending on your browser settings. See the “Previewing the BEAR” section of this guide for further information.

- D ④ Click on the “CONTINUE TO CERTIFICATION” button to proceed

- D** ⑤ Read the certification text carefully
- D** ⑥ Check the check box for each certification statement
- D** ⑦ Click the “CERTIFY & SUBMIT” button

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information

Invoice Line Item Summary

Preview

Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

▲ Billed Entity Certifications & Signature

Please check all boxes to certify.

I declare under penalty of perjury that the foregoing is true and correct and that I am authorized to submit this Billed Entity Applicant Reimbursement Form on behalf of the eligible schools, libraries, or consortia of those entities represented on this Form, and I certify to the best of my knowledge, information, and belief, as follows.

- ☐ The discount amounts listed in this Billed Entity Applicant Reimbursement Form represent charges for eligible services and/or equipment delivered to and used by eligible schools, libraries, or consortia of those entities for educational purposes, on or after the service start date reported on the associated FCC Form 486.
- ☐ The discount amounts listed in this Billed Entity Applicant Reimbursement Form were already billed by the Service Provider and paid for by the Billed Entity Applicant on behalf of eligible schools, libraries, and consortia of those entities.
- ☐ The discount amounts listed in this Billed Entity Applicant Reimbursement Form are for eligible services and/or equipment approved by the Fund Administrator pursuant to a Funding Commitment Decision Letter (FCDL).
- ☐ I acknowledge that I may be audited pursuant to this application and will retain for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification), after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.
- ☐ I certify that, in addition to the foregoing, this Billed Entity Applicant is in compliance with the rules and orders governing the schools and libraries universal service support program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with the rules and orders governing the schools and libraries universal service support program could result in civil or criminal prosecution by law enforcement authorities.

BACK

CERTIFY & SUBMIT

- D ⑧ Click the “CERTIFY” button to certify the form ---
this is the equivalent to providing your electronic signature

By clicking on "Certify & Submit" button, you have electronically signed the form. An electronic signature is the same as a handwritten signature on the form.

- D** ⑨ Click on the “CLOSE” button on the certifier information screen to return to the Invoicing Dashboard

FCC Form 472

OMB Number 3060-0856 Form 472

[Basic Information](#)[Invoice Line Item Summary](#)[Preview](#)[Certify Form 472](#)

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

Certification Confirmation

You have successfully filed FCC Form 472 #BEAR202300051

[FCC Form 472 Record - BEAR202300051](#)


Certifier Information

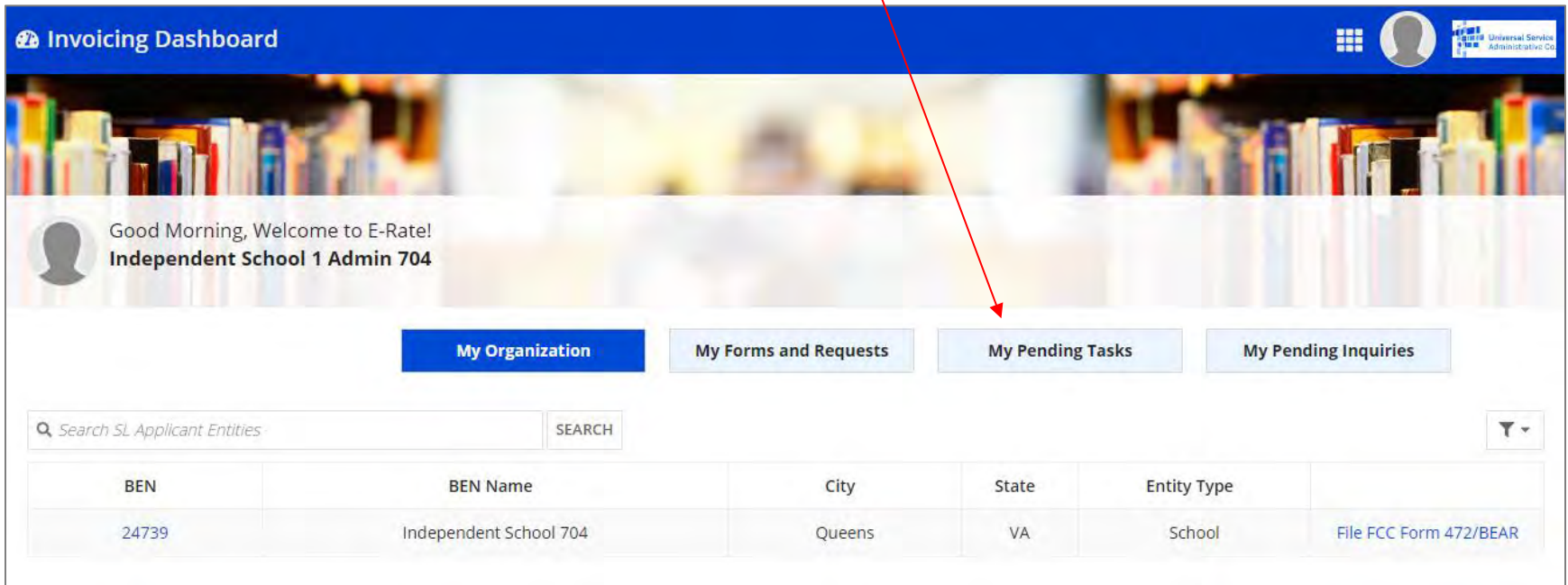
Name	Independent School 1 Admin 704	Address	1112 East Ave
Title	Tester		Queens, VA 66118
Certified Date	10/10/2023 12:59 PM EDT	Telephone	111-111-1111 ext. 14

[CLOSE](#)

go to the next page in this guide

Revisiting Incomplete BEARs

 To return to an incomplete BEAR and continue working on it, click on the “My Pending Tasks” button



The screenshot shows the 'Invoicing Dashboard' interface. At the top is a blue header bar with the text 'Invoicing Dashboard' on the left and a user profile icon on the right. Below the header is a banner image of a library. Under the banner, there is a welcome message: 'Good Morning, Welcome to E-Rate! Independent School 1 Admin 704'. Below this are four navigation buttons: 'My Organization' (dark blue), 'My Forms and Requests' (light blue), 'My Pending Tasks' (light blue, highlighted with a red arrow), and 'My Pending Inquiries' (light blue). Below the buttons is a search bar with the placeholder text 'Search SL Applicant Entities' and a 'SEARCH' button. At the bottom is a table with columns: BEN, BEN Name, City, State, Entity Type, and a link column.

BEN	BEN Name	City	State	Entity Type	
24739	Independent School 704	Queens	VA	School	File FCC Form 472/BEAR

If you are not on a page that displays the navigation buttons, first return to the Invoicing Dashboard summary page by clicking on the “Invoicing Dashboard” link in the blue bar, then click on the button

The “My Pending Tasks” tab displays a list of tasks including a “Create FCC Form 472” task for each incomplete (not yet certified) form

Invoicing Dashboard

Good Afternoon, Welcome to E-Rate!
Independent School 1 Admin 704

My Organization My Forms and Requests **My Pending Tasks** My Pending Inquiries

Pending Task	BEN	BEN Name	Application/Form Number	Application/Form Nickname
Create FCC Form 472 (BEN: 24739) -	24739	Independent School 704	-	-
Create FCC Form 472 (BEN: 24739) - BEAR202300052	24739	Independent School 704	BEAR202300052	Another BEAR
Create FCC Form 472 (BEN: 24739) - BEAR202300060	24739	Independent School 704	BEAR202300060	My BEAR
Create FCC Form 472 (BEN: 24739) - BEAR202300091	24739	Independent School 704	BEAR202300091	A Work In Progress

NOTE: application numbers will not generate until the “Basic Information” section has been completed

Invoicing Dashboard

Good Afternoon, Welcome to E-Rate!
Independent School 1 Admin 704

My Organization My Forms and Requests **My Pending Tasks** My Pending Inquiries

Pending Task	BEN	BEN Name	Application/Form Number	Application/Form Nickname
Create FCC Form 472 (BEN: 24739) -	24739	Independent School 704	-	-
Create FCC Form 472 (BEN: 24739) - BEAR202300052	24739	Independent School 704	BEAR202300052	Another BEAR
Create FCC Form 472 (BEN: 24739) - BEAR202300060	24739	Independent School 704	BEAR202300060	My BEAR
Create FCC Form 472 (BEN: 24739) - BEAR202300091	24739	Independent School 704	BEAR202300091	A Work In Progress

Click on a “Create FCC Form 472” link in the “Pending Task” column to open the form

The in-progress form displays wherever you left off. Note however that if you happen to have stopped in the middle of adding a line item but did not save it, you may see a screen similar to the one below and you will need to click on the “CANCEL” button to return to a screen where you can continue to modify your form.

[← REASSIGN](#)

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information

Invoice Line Item Summary

Preview

Certify Form 472

Independent School 704 (BEN: 24739) - Another BEAR - #BEAR202300052

Invoice Line Item

Select Funding Year

2023

Select FRN

Please select a row to auto-populate the form details below.












FCC Form 471 Application Number	Funding Request Number	Funding Request Nickname	Funding Request Amount	SPIN	Service Provider Name	Discount Rate
No items available						

CANCEL

SAVE

Communications

Types of communications:

Notification:	Description:	Generated:	Method of Delivery:
Invoice Pending Certification	Notification that an invoice requires certification by a Full Rights user	A Partial Rights user creates an invoice and sends it to a Full Rights user to certify	 Create FCC Form 472 task in My Pending Tasks tab assigned to Full Rights users  Email alert to Full Rights user that a new task has been assigned
Information Request Received from USAC for an Invoice Line	Notification that an invoice line has an inquiry from USAC that requires a response	A USAC reviewer sends new communication regarding an invoice line	 Email to Partial and Full Rights users with invoice permissions for the BEN  Invoice Line Number listed for Full Rights users in My Pending Inquiries tab
Deadline Extended for Response to Information Request	Notification that additional time has been granted to respond to an inquiry for an invoice line	A USAC reviewer updates the response due date for an invoice line that was granted an extension	 Email to Partial and Full Rights users with invoice permissions for the BEN  Invoice Line Number listed for Full Rights users in My Pending Inquiries tab
BEAR Notification Letter*	A letter notifying users that an invoice line or lines submitted using the BEAR mode have been processed	After each payment file batch is run, typically at the end of every Monday and Thursday	 Email to all users with invoice permissions for the BEN  News post visible to all users with invoice permissions for the BEN
BEAR Remittance Statement	A letter notifying users of the amount approved for payment for a processed invoice line or lines	After each payment file batch is run, typically at the end of every Monday and Thursday	 Email from USAC's Finance Department to General Financial Contact listed on FCC Form 498
Applicant QDR*	A quarterly summary of disbursement activity for a particular BEN number for invoice lines submitted using both the BEAR and SPI mode	At the end of every quarter (Jan, Apr, Jul, and Aug) if the BEN has invoicing activity that quarter	 Email to all users with invoice permissions for the BEN  News post visible to all users with invoice permissions for the BEN
*For invoices with a funding year of 2015 and earlier, the BEAR Notification Letter and Applicant QDR will be continue to be sent via mail.			



A Full Rights user needs to certify an invoice

Notifications will be sent to full rights users by email if there is an uncertified BEAR that needs to be certified.

Notifications will also appear in the EPC E-Rate Invoicing Dashboard on the “My Pending Tasks” tab.



An invoice line has an inquiry from USAC that requires a response

Notifications will be sent both by email and in the EPC E-Rate Invoicing Dashboard on the “My Pending Inquiries” tab if there are review inquiries to be answered.

Both full and partial rights users will receive the inquiry, but only full rights users can respond.

View only users will be able to see these notifications on the “Communications” tab of the EPC E-Rate Invoicing Dashboard but will not receive a specific notification themselves.

The specific information and documentation required during review of BEARs will not change. You will log into EPC and go to the EPC E-Rate Invoicing Dashboard to submit replies to any outreach and provide any necessary documentation.

Applicants still have seven days to respond to invoicing inquiries.

You may request an extension of time, if needed. A notice will be sent if additional time has been granted to respond to an inquiry.



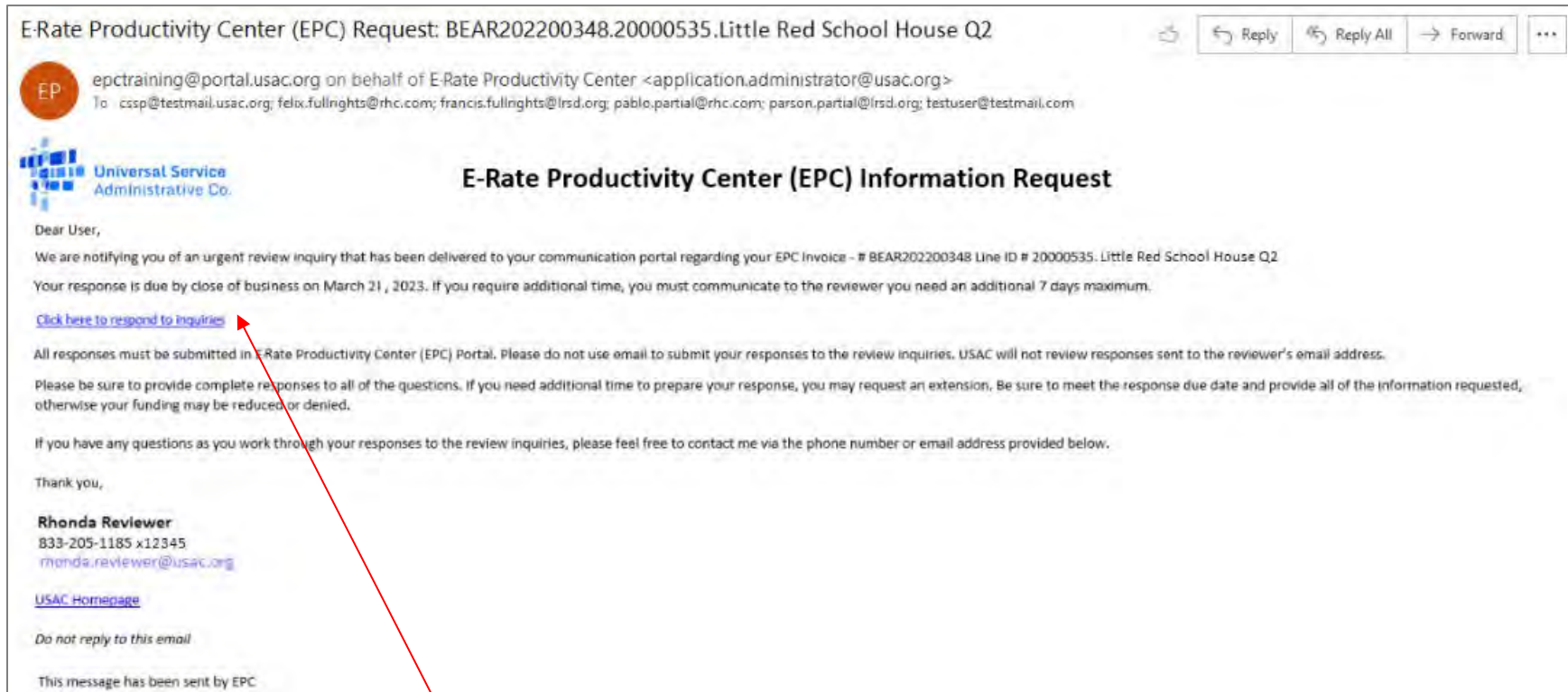
Invoice Status

Notifications about invoice submission statuses (for example that an invoice has been processed) will be delivered to users who have been assigned full and partial rights for BEARs:

- Via email
- In the EPC News Feed
- Via a Task in the EPC E-Rate Invoicing Dashboard

View only users will be able to see these notifications as a News Post in EPC but will not receive a specific notification themselves.

*If there is an inquiry on a particular invoice line item,
an email will be sent to full and partial rights users:*



① To view the communication and respond, click on the link in the email

NOTE: *if you are not already logged in, you will be
prompted to do so after clicking the link*

You will be taken to the “Communications” tab for that form

Invoice Line Number	Funding Request Number	Invoice Line Status	Has Communication?	Due Date
20001370	2299058985	Certified		
20001371	2299058985	Certified		4/13/2023
20001372	2299058985	Certified		

NOTE: You can also locate this tab by opening the EPC E-Rate Invoicing Dashboard, clicking the “My Forms and Requests” button, choosing a form, and clicking on “Communications”

The following indicators may appear on this page:

“Has Communication?” column		“Due Date” column
If a green checkmark image is displaying: a communication has been sent	>>>	<ul style="list-style-type: none"> If a date is listed: a response is still pending If it is empty: a response was submitted
If a grayed-out “X” is displaying: there is no communication	>>>	If a grayed-out “X” is displaying: there is no communication

② Click on an Invoice Line row to view the communications for that line

Little Red School House - #BEAR202200376

[Summary](#) [Invoice Line Item](#) [Certifications](#) **[Communications](#)** [Related Actions](#)

[CONTACT REVIEWER](#)

Select Invoice Line from the below grid to view the communication details.

Invoice Line Number	Funding Request Number	Invoice Line Status	Has Communication?	Due Date
20001370	2299058985	Certified		
20001371	2299058985	Certified		4/13/2023
20001372	2299058985	Certified		

You will be taken to the “Communications Details” page. It reveals all the communications related to the invoice line from newest to oldest by default. You can click the “Oldest” radio button to sort by oldest communication first. You can also click the “Show only updates with attachment(s)” checkbox to view only correspondence with attachments. Outreach requests can be long so be sure to scroll down to the bottom if you don’t see what you are looking for.

Little Red School House - #BEAR202200376

Summary Invoice Line Item Certifications **Communications** Related Actions

Communication Details for Invoice Line #20001371

Search for updates Sort By ☒ Newest ☐ Oldest ☐ Show only updates with attachment(s) Showing 1 - 3 of 3

Reviewer (USAC)
4/6/2023 9:52 AM EDT
Thank you for your response. Please note that the attached form must be completed in order to be valid documentation. Please resubmit the form to include the following:
-Date Applicant Portion Paid and Check No., or Date to be Paid; This is required.
Please provide a new form with the above information included and provide a new signature and date: by the authorized Applicant contact.

Francis Fullrights
4/6/2023 9:47 AM EDT
Good morning,
Please find a response to the request below in the following attachment:
13419827 | Service Certificate Form (Edited).docx (33.42 KB)

Reviewer (USAC)
4/6/2023 8:46 AM EDT
Please also provide the attached Service Certification form. Only an authorized representative of the Applicant (school/library) in the E-Rate Productivity Center (EPC) is permitted to complete, sign, and email this form to USAC. The form must be completed in order to be valid documentation.
13419824 | Service Certificate Form (Edited).docx (33.42 KB) # 13419825 | SAMPLE worksheet updated.xlsx (14.48 KB)

Showing 1 - 3 of 3

CONTACT REVIEWER




BACK

③ To reply to the communication, click on the “CONTACT REVIEWER” button

You will be taken to the “Contact Reviewer” page

Contact Reviewer

Select Invoice Line from below grid to contact the reviewer

Invoice Line Number	Funding Request Number	Invoice Line Status	Has Communication?	Due Date
20001370	2299058985	Certified		
20001371	2299058985	Certified		4/13/2023
20001372	2299058985	Certified		

[CANCEL](#)

As with the “Communications” page, the following indicators may appear:

“Has Communication?” column		“Due Date” column
If a green checkmark image is displaying: a communication has been sent	>>>	<ul style="list-style-type: none"> If a date is listed: a response is still pending If it is empty: a response was submitted
If a grayed-out “X” is displaying: there is no communication	>>>	If a grayed-out “X” is displaying: there is no communication

- ④ Click on an Invoice Line row ---
only lines with a due date listed can be selected on this screen

Contact Reviewer

Select Invoice Line from below grid to contact the reviewer

Invoice Line Number	Funding Request Number	Invoice Line Status	Has Communication?	Due Date
20001370	2299058985	Certified	<input type="checkbox"/>	
20001371	2299058985	Certified	<input checked="" type="checkbox"/>	4/13/2023
20001372	2299058985	Certified	<input checked="" type="checkbox"/>	


[CANCEL](#)

Contact Reviewer for Invoice Line #20001371

Invoice Number	Invoice Nickname	Line ID	Form 471	FRN	Funding Request Amount	SPIN	Service Provider Name	BEN	Billed Entity Name	Customer Billed Date	Total Undiscounted Amount	Discount Amount Billed to USAC
BEAR202200376	Little Red School House	20001371	221039437	2299058985	\$840.00	888888888	Riding Hood Communications	17032076	Little Red School District	9/22/2022	\$25.00	\$20.00

Note *

Add Attachment(s)

UPLOAD  Drop files here

BACK



Communication Details for Invoice Line #20001371

search for updates

Sort By
☒ Newest ☐ Oldest
☐ Show only updates with attachment(s)
Showing 1 - 3 of 3

Reviewer (USAC)
4/6/2023 9:52 AM EDT

Thank you for your response. Please note that the attached form must be completed in order to be valid documentation. Please resubmit the form to include the following:
-Date Applicant Portion Paid and Check No., or Date to be Paid: This is required.
Please provide a new form with the above information included and provide a new signature and date: by the authorized Applicant contact.

13419828 |  SAMPLE worksheet updated.xlsx (14.48 KB)
13419829 |  Service Certificate Form (Edited).docx (33.42 KB)

Francis Fullrights

SUBMIT **CANCEL**

⑤ Read the message(s) at the bottom of the page, download and review any attachments (**these may include the specific information your reviewer needs!**), type your response in the “Note” box, upload any required documentation to the “Add Attachments” section, and click on the “SUBMIT” button to send your response

⑥ Click on the “YES” button in the pop-up window

Please confirm that the documents you have uploaded do not contain Personal Identifiable Information (PII).
Do you still want to proceed?

You will be taken back to the “Communications” tab

Little Red School House - #BEAR202200376

CONTACT REVIEWER

Summary

Invoice Line Item

Certifications

Communications

Related Actions

Select Invoice Line from the below grid to view the communication details.

Invoice Line Number	Funding Request Number	Invoice Line Status	Has Communication?	Due Date
20001370	2299058985	Certified		
20001371	2299058985	Certified	✓	4/13/2023
20001372	2299058985	Certified	✓	

Outreach can also be found on the “My Pending Inquiries” tab

NOTE: *this tab only displays lines with a pending response from the applicant entity and is only accessible by users with full rights*

Invoicing Dashboard

Good Morning, Welcome to E-Rate!
Francis Fullrights

My Organization My Forms and Requests My Pending Tasks **My Pending Inquiries**

Select Invoice Line from the below grid to view and respond to inquiries

Invoice Line Item	Funding Request Number	FCC Form 472/474 Number	FCC Form 472/474 Nickname	Invoice Line Status	Due Date	
20000559	2299058985	BEAR202200361	Little Red School House	Certified	3/15/2023	Contact Reviewer
20000560	2299058985	BEAR202200361	Little Red School House	Certified	3/9/2023	Contact Reviewer
20000535	2299058985	BEAR202200348	Little Red School House Q2	Certified	3/21/2023	Contact Reviewer
20000582	2299058985	SPI202200321	Little Red Riding Hood2	Certified	3/30/2023	Contact Reviewer
20001371	2299058985	BEAR202200376	Little Red School House	Certified	4/13/2023	Contact Reviewer
20001372	2299058985	BEAR202200376	Little Red School House	Certified	4/13/2023	Contact Reviewer

6 items

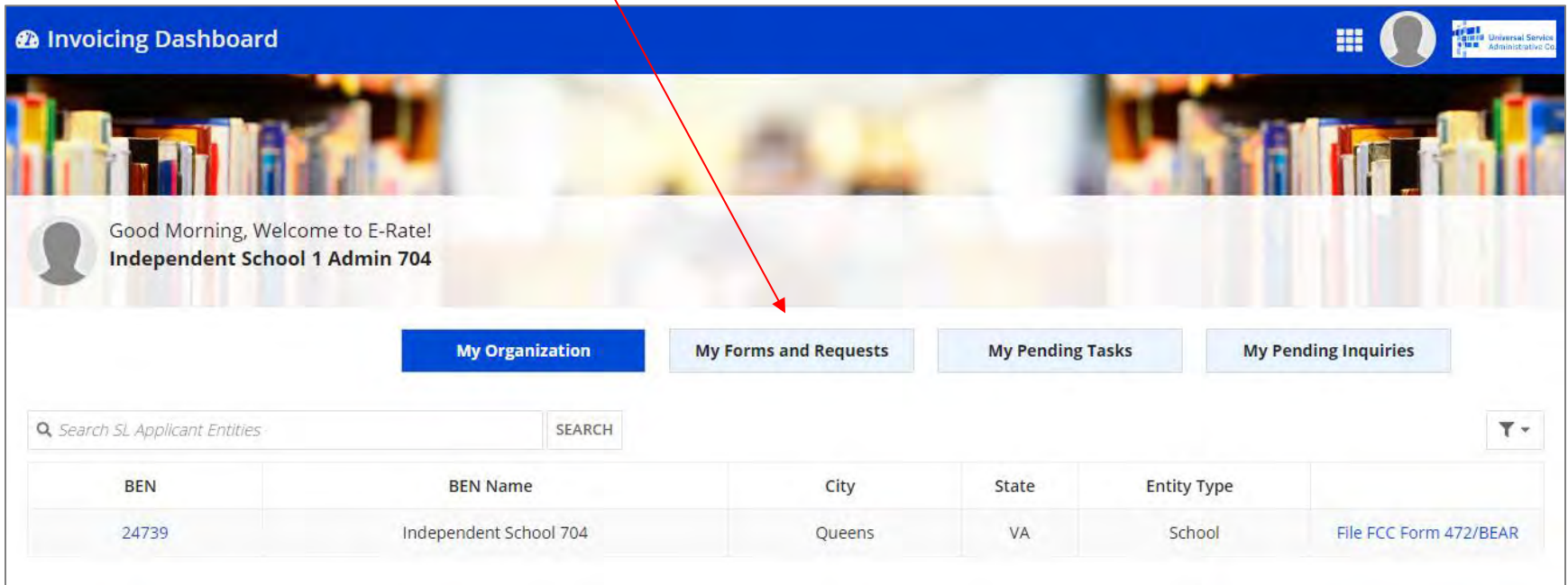
Click on a “Contact Reviewer” link to go the “Contact Reviewer” page, view communications, and respond

Outreach Reminders:

- ✓ Ensure **invoicing permissions** in EPC are up to date
- ✓ Only **Full Rights** users can respond, and have **7 days** to respond
- ✓ Full Rights users can request a **one-time 7-day extension**
- ✓ If USAC does not receive a **reply by the deadline**, the invoice line **will be denied**
- ✓ Respond to each inquiry in the **method it was received**
- ✓ Read the communication **carefully** and download any **attachments**
- ✓ Response to outreach should be **complete, accurate, and timely**
- ✓ **Applicants** and **service providers** can **receive** or be **copied on** communication

Understanding Invoice Statuses

Click on the “My Forms and Requests” button to display a list of forms



The screenshot shows the 'Invoicing Dashboard' interface. At the top, a blue header bar contains the title 'Invoicing Dashboard' on the left and a user profile icon on the right. Below the header is a banner image of a bookshelf. A white box below the banner displays a greeting: 'Good Morning, Welcome to E-Rate!' followed by the user's name 'Independent School 1 Admin 704'. Below this, there are four navigation buttons: 'My Organization' (dark blue), 'My Forms and Requests' (light blue, highlighted with a red arrow), 'My Pending Tasks' (light blue), and 'My Pending Inquiries' (light blue). Below the buttons is a search bar with the placeholder text 'Search SL Applicant Entities' and a 'SEARCH' button. To the right of the search bar is a filter icon. Below the search bar is a table with the following data:

BEN	BEN Name	City	State	Entity Type	
24739	Independent School 704	Queens	VA	School	File FCC Form 472/BEAR

If you are not on a page that displays the navigation buttons, first return to the Invoicing Dashboard summary page by clicking on the “Invoicing Dashboard” link in the blue bar, then click on the button

The “My Forms and Requests” tab displays a list of all previously created BEARs as well as the status of each form (incomplete, certified, processed, canceled)

Invoicing Dashboard

Good Morning, Welcome to E-Rate!
Independent School 1 Admin 704

My Organization

My Forms and Requests

My Pending Tasks





My Pending Inquiries

Application Type: FCC Form 472

APPLICATION STATUS: Any

BEN	BEN Name	FCC Form 472 Number	FCC Form 472 Nickname	FCC Form 472 Status	Certified By	Certified On
24739	Independent School 704	BEAR202300091	A Work in Progress	Incomplete		
24739	Independent School 704	BEAR202300080	Test 11/1	Certified	Independent School 1 Admin 704	11/1/2023 2:10 PM EDT
24739	Independent School 704	BEAR202300067	Ankit - test 2 - BEAR	Processed	Independent School 1 Admin 704	10/31/2023 3:27 PM EDT
24739	Independent School 704	BEAR202300066	Ankit - test -1 - BEAR	Processed	Independent School 1 Admin 704	10/31/2023 3:22 PM EDT
24739	Independent School 704	BEAR202300061	Test	Canceled		
24739	Independent School 704	BEAR202300060	My BEAR	Incomplete		
24739	Independent School 704	BEAR202300056	test dates	Canceled		
24739	Independent School 704	BEAR202300052	Another BEAR	Incomplete		
24739	Independent School 704	BEAR202300051	My BEAR	Certified	Independent School 1 Admin 704	10/10/2023 12:59 PM EDT
24739	Independent School 704	BEAR202300050	test	Canceled		

1 - 10 of 12 >

Invoice Status Overview	
	Incomplete An Invoice has been created but not certified
	Certified The invoice has been submitted and certified and one or more invoice lines have yet to be processed by USAC
	Processed All lines of the invoice have been processed and paid (<i>paid in full, modified, or denied</i>)
	Canceled The invoice has been discarded before submission OR has been canceled after it was submitted and certified

Click on any form link in the “FCC Form 472 Number” column to display that form’s summary information

Invoicing Dashboard

Good Morning, Welcome to E-Rate!
Independent School 1 Admin 704

My Organization | **My Forms and Requests** | My Pending Tasks | My Pending Inquiries

Application Type: FCC Form 472

Search FCC Forms 472 SEARCH APPLICATION STATUS Any

BEN	BEN Name	FCC Form 472 Number	FCC Form 472 Nickname	FCC Form 472 Status	Certified By	Certified On
24739	Independent School 704	BEAR202300091	A Work In Progress	Incomplete		
24739	Independent School 704	BEAR202300080	Test 11/1	Certified	Independent School 1 Admin 704	11/1/2023 2:10 PM EDT
24739	Independent School 704	BEAR202300067	Ankit - test 2 - BEAR	Processed	Independent School 1 Admin 704	10/31/2023 3:27 PM EDT
24739	Independent School 704	BEAR202300066	Ankit - test -1 - BEAR	Processed	Independent School 1 Admin 704	10/31/2023 3:22 PM EDT
24739	Independent School 704	BEAR202300061	Test	Canceled		
24739	Independent School 704	BEAR202300060	My BEAR	Incomplete		
24739	Independent School 704	BEAR202300056	test dates	Canceled		
24739	Independent School 704	BEAR202300052	Another BEAR	Incomplete		
24739	Independent School 704	BEAR202300051	My BEAR	Certified	Independent School 1 Admin 704	10/10/2023 12:59 PM EDT
24739	Independent School 704	BEAR202300050	test	Canceled		

1 - 10 of 12

Each BEAR will go through several statuses before being fully finalized

- A** Incomplete → *go to the next page in this guide*
- B** Certified with no lines processed → *skip to page 103*
- C** Certified with some lines processed → *skip to page 105*
- D** Certified with all lines processed → *skip to page 110*

Incomplete

A.1 If you selected an incomplete BEAR, the blue status bar will display “Incomplete”

My BEAR - #BEAR202300060

[Summary](#) [Invoice Line Item](#) [Certifications](#) [Communications](#) [Related Actions](#)

Incomplete

[Invoice Information](#) >
Generated Documents

Invoice Details

Nickname My BEAR
Invoice Number BEAR202300060
BEN 24739
Billed Entity Name Independent School 704
Total Discount
Amount Billed to
USAC
Invoice Form Status Incomplete
Applicant FCC Form 443000254
498 ID

Contact Information

Name Independent School 1 Admin 704
Phone Number 111-111-1111 ext.14
Email ind_sch_704_aa@testmail.usac.org

Audit Details

Created Date 10/27/2023 10:41 AM EDT
Created By Independent School 1 Admin 704
Last Modified Date 10/27/2023 10:41 AM EDT
Last Modified By Independent School 1 Admin 704

Certification Details

Certified Date
Certified By

Incomplete

A.2 Click on the “Invoice Line Item” tab to show a list of line items added to the BEAR

Each line item will display a status of “Incomplete”

Invoice Line Item Tab for **Incomplete** Version

Lines Listed = All lines entered so far

Invoice Line Status field = “Incomplete”

My BEAR - #BEAR202300060

Summary **Invoice Line Item** Certifications Communications Related Actions

<

Invoice Line Items

- All Invoice Line(s)

Invoice Line Item	Funding Request Number	Discount Amount Billed to USAC	Invoice Line Status
1	2299000420	\$90.00	Incomplete

Certified But No Lines Are Processed

B.1 After a BEAR has been submitted, a Certified Copy becomes available

You can tell that no lines have been disbursed yet because there is only one copy displaying on the summary page

My BEAR - #BEAR202300051

- Summary
- Invoice Line Item
- Certifications
- Communications
- Related Actions

Certified Copy

Invoice Information >

Generated Documents

Invoice Details

Nickname My BEAR

Invoice Number BEAR202300051

BEN 24739

Billed Entity Name Independent School 704

Total Discount \$99.00

Amount Billed to USAC

Invoice Form Status Certified

Applicant FCC Form 498 ID 443000254

Contact Information

Name Independent School 1 Admin 704

Phone Number 111-111-1111 ext.14

Email ind_sch_704_aa@testmail.usac.org

Audit Details

Created Date 10/10/2023 12:59 PM EDT

Created By Independent School 1 Admin 704

Last Modified Date 10/10/2023 12:59 PM EDT

Last Modified By Independent School 1 Admin 704

Certification Details

Certified Date 10/10/2023 12:59 PM EDT

Certified By Independent School 1 Admin 704

Certified But No Lines Are Processed

B.2 Click on the “Invoice Line Item” tab to show a list of line items on the invoice

This tab will list all BEAR line items, each with a “Certified” status

Invoice Line Item Tab for **Certified** Copy

Lines Listed = All lines

Invoice Line Status field = “Certified”

My BEAR - #BEAR202300051

Summary **Invoice Line Item** Certifications Communications Related Actions

Certified Copy

Invoice Line Items

• All Invoice Line(s)

Invoice Line Item	Funding Request Number	Discount Amount Billed to USAC	Invoice Line Status
1	2299000420	\$99.00	Certified

Partially Processed

C.1 After a BEAR has been submitted and one or more lines have been processed, a second copy of the form will appear – the Disbursed Copy

Little Red School House - #BEAR202200350

Summary Invoice Line Item Certifications Communications Related Actions

Certified Copy **Disbursed Copy**

Invoice Information >
Generated Documents

Invoice Details

Nickname Little Red School House
Invoice Number BEAR202200350
BEN 17032076
Billed Entity Name Little Red School District
Total Discount \$35.20
Amount Billed to USAC
Invoice Form Status Certified
Applicant FCC Form 498 ID 443029022

Contact Information

Name Francis Fullrights
Phone Number 111-111-1111
Email francis.fullrights@lrsd.org

Audit Details

Created Date 2/9/2023 1:44 PM EST
Created By Francis Fullrights
Last Modified Date 2/9/2023 1:44 PM EST
Last Modified By Francis Fullrights

Certification Details

Certified Date 2/9/2023 1:44 PM EST
Certified By Francis Fullrights

Click on the "Disbursed Copy" header to view this version

Partially Processed

- C.2** When the BEAR is partially processed, the “Summary” tab for the Disbursed Copy:
- Represents the processed and paid invoice record to date
 - Reflects any modifications made to the disbursed amount so far
 - Displays an Invoice Form Status of “Certified” (the entire BEAR is not fully processed)
 - Continues updating the “Total Amount Disbursed To Date” field as lines are processed

Little Red School House - #BEAR202200351

Summary Invoice Line Item Certifications Communications Related Actions

Certified Copy **Disbursed Copy**

Invoice Information >
Generated Documents

Invoice Details

Nickname Little Red School House

Invoice Number BEAR202200351

BEN 17032076

Billed Entity Name Little Red School District

Total Discount \$35.20

Amount Billed to USAC

Total Amount Disbursed To Date \$22.00

Invoice Form Status Certified

Applicant FCC Form 498 ID 443029022

Contact Information

Name Francis Fullrights

Phone Number 111-111-1111

Email francis.fullrights@lrshd.org

Audit Details

Created Date 2/9/2023 1:44 PM EST

Created By Francis Fullrights

Last Modified Date 2/23/2023 7:00 AM EST

Last Modified By Francis Fullrights

Certification Details

Certified Date 2/9/2023 1:44 PM EST

Certified By Francis Fullrights

Partially Processed

C.3 Click on the “Invoice Line Item” tab to view the Certified Copy and Disbursed Copy of the line items in the BEAR

Invoice Line Item Tab for Certified Copy	Invoice Line Item Tab for Disbursed Copy
Lines Listed = All lines	Lines Listed = Only lines processed so far
Invoice Line Status field = “Certified”	Invoice Line Status field = “Processed”

Little Red School House - #BEAR202200350

Summary **Invoice Line Item** Certifications Communications Related Actions

Certified Copy | Disbursed Copy

Note: This invoice has total '2' line items, and the grid below shows only the line items disbursed to date. The remaining invoice line items are in the review process.

• All Invoice Line(s)

Invoice Line Items				
Invoice Line Item	Funding Request Number	Discount Amount Billed to USAC	Invoice Line Status	Amount Disbursed
20000542	2299058983	\$16.80	Processed	\$0.00

Click on the header links to switch between each copy

Always compare the amount requested to the amount disbursed

Partially Processed

C.4

Little Red School House - #BEAR202200350

Summary Invoice Line Item Certifications Communications Related Actions

Certified Copy | Disbursed Copy

Note: This invoice has total '2' line items, and the grid below shows only the line items disbursed to date. The remaining invoice line items are in the review process.

• All Invoice Line(s)

Invoice Line Item	Funding Request Number	Discount Amount Billed to USAC	Invoice Line Status	Amount Disbursed
20000542	2299058983	\$16.80	Processed	\$0.00

A message indicates that less than the total number of lines have been disbursed to date

Click on a specific invoice line to show details about that line item

Partially Processed

C.5

Little Red School House - #BEAR202200350

Summary **Invoice Line Item** Certifications Communications Related Actions

Certified Copy | Disbursed Copy

Note: This invoice has total 12 line items, and the grid below shows only the line items disbursed till date. The remaining invoice line items are in the review process.

Invoice Line Item

- All Invoice Line(s)
- Line Item # 20000542

FCC Form 471 Application Number 221039440	Service Provider Identification Number (SPIN) 888888888
Funding Request Number (FRN) 2299058983	Service Provider Name Riding Hood Communications
Discount Rate (%) 00	Customer Billed Date Mar 14, 2023
Billing Frequency Monthly	Shipping Date to Customer or Last Day of Work Performed
Discount Amount Billed to USAC \$16.00 (Total Undiscounted Amount * Discount Rate)	
Amount Disbursed \$0.00	
Reimbursement Request Decision Details	
Invoice Decision Code ↑	Decision Explanation
287	The commitment amount on this FRN has been fully paid.
	Modification Reason

Click on the "All Invoice Line(s)" link in the sidebar menu to return to the full list of line items

If the line was denied or partially funded, information about the decision will display at the bottom of the page

Fully Processed

D.1 When the BEAR is fully processed, the “Summary” Tab for the Disbursed Copy:

- Represents the processed and paid invoice record
- Reflects any modifications made to the disbursed amount
- Displays an Invoice Form Status of “Processed”
- Displays the final Total Amount Disbursed

Ankit - test -1 - BEAR - #BEAR202300066

Summary Invoice Line Item Certifications Communications Related Actions

Certified Copy Disbursed Copy

Invoice Information > Generated Documents

Invoice Details

Nickname Ankit - test -1 - BEAR

Invoice Number BEAR202300066

BEN 24739

Billed Entity Name Independent School 704

Total Discount \$108.00

Amount Billed to USAC

Total Amount \$108.00

Disbursed To Date

Invoice Form Status Processed

Applicant FCC Form 443000254

498 ID

Contact Information

Name Independent School 1 Admin 704

Phone Number 111-111-1111 ext.14

Email ind_sch_704_aa@testmail.usac.org

Audit Details

Created Date 10/31/2023 3:20 PM EDT

Created By Independent School 1 Admin 704

Last Modified Date 11/1/2023 9:37 AM EDT

Last Modified By USAC System

Certification Details

Certified Date 10/31/2023 3:22 PM EDT

Certified By Independent School 1 Admin 704

Click on the “Generated Documents” link to download a PDF of the form or view it in a popup window

Fully Processed

D.2 Click on the “Invoice Line Item” tab to view the Certified Copy and Disbursed Copy of the line items in the BEAR

Invoice Line Item Tab for Certified Copy	Invoice Line Item Tab for Disbursed Copy
Lines Listed = All lines	Lines Listed = All lines
Invoice Line Status field = “Certified”	Invoice Line Status field = “Processed”

Ankit - test -1 - BEAR - #BEAR202300066

Summary **Invoice Line Item** Certifications Communications Related Actions

Certified Copy | Disbursed Copy

Invoice Line Items

• All Invoice Line(s)

Invoice Line Item	Funding Request Number	Discount Amount Billed to USAC	Invoice Line Status	Amount Disbursed
20000029	2299000428	\$108.00	Processed	\$108.00

Click on the header links to switch between each copy

*Always compare the amount
requested to the amount disbursed*

Fully Processed

D.3

Ankit - test -1 - BEAR - #BEAR202300066

Summary Invoice Line Item Certifications Communications Related Actions

Certified Copy | Disbursed Copy

Invoice Line Items

• All Invoice Line(s)

Invoice Line Item	Funding Request Number	Discount Amount Billed to USAC	Invoice Line Status	Amount Disbursed
20000029	2299000428	\$108.00	Processed	\$108.00

Click on a specific invoice line to show details about that line item

Fully Processed

D.4

Ankit - test -1 - BEAR - #BEAR202300066

Summary **Invoice Line Item** Certifications Communications Related Actions

Certified Copy | Disbursed Copy

Invoice Line Item

- All Invoice Line(s)
- Line Item # 20000029

FCC Form 471 Application Number 221000340	Service Provider Identification Number (SPIN) 14010001
Funding Request Number (FRN) 2299000428	Service Provider Name USAC Service Provider Organization 1
Discount Rate (%) 90	Customer Billed Date Sep 1, 2022
Billing Frequency Monthly	Shipping Date to Customer or Last Day of Work Performed
Discount Amount Billed to USAC \$108.00 (Total Undiscounted Amount * Discount Rate)	
Amount Disbursed \$108.00	
Reimbursement Request Decision Details	
Invoice Decision Code	Decision Explanation
	Modification Reason
No items available	

If the line was denied or partially funded, information about the decision will display at the bottom of the page

Click on the "All Invoice Line(s)" link in the sidebar menu to return to the full list of line items

The “Invoice Line Summary Status” Report will help you locate lots of helpful information regarding the BEARs filed by your organization, including their current status

How to get there:

- 1) Go to your EPC Landing Page
- 2) Click on the “Reports” link in the blue navigation bar
- 3) Select the “Invoice Line Summary Status” link

Various BEAR data can be obtained here

Invoice Line Summary Status

▲ Filters

Please select at least one filter first.

Invoice Number <input type="text" value="Search By Invoice Number"/>	Invoice Nickname <input type="text" value="Search By Invoice Number"/>
BEN <input type="text" value="Search By BEN"/>	SPIN <input type="text" value="Search By SPIN or SPIN Name"/>
Invoice Line Number <input type="text" value="Search By Invoice Line Number"/>	Invoice Line Status <input type="text" value="Select Invoice Line Status"/>
Invoice Type (BEAR/SPI) <input type="text" value="Select Invoice Type"/>	Invoice Pending Customer Response <input type="radio"/> Yes <input type="radio"/> No
FCC Form 471 Application Number <input type="text" value="Search By FCC Form 471 Application Number"/>	Customer Response Pending Due Date From To <input type="text" value="mm/dd/yyyy"/> <input type="text" value="mm/dd/yyyy"/>
FRN <input type="text" value="Search By FRN"/>	Payment different from Invoice Amount <input type="radio"/> Yes <input type="radio"/> No
Invoice Status <input type="text" value="Select Invoice Type"/>	Payment Date From <input type="text" value="mm/dd/yyyy"/> <input type="text" value="mm/dd/yyyy"/>
Modification Reason <input type="text" value="Search By Modification Reason"/>	Payment Date To <input type="text" value="mm/dd/yyyy"/> <input type="text" value="mm/dd/yyyy"/>
Calendar Year <input type="text" value="Select a Calendar Year"/>	Certified Date From <input type="text" value="mm/dd/yyyy"/> <input type="text" value="mm/dd/yyyy"/>
	Certified Date To <input type="text" value="mm/dd/yyyy"/> <input type="text" value="mm/dd/yyyy"/>
	Invoice Decision Code <input type="text" value="Search By Invoice Decision Code"/>

Use the fields to select various filters and click "APPLY FILTERS" →

Invoice Line Summary Status

▲ Filters

Please select at least one filter first.

Invoice Number <input type="text" value="Search By Invoice Number"/>	Invoice Nickname <input type="text" value="Search By Invoice Nickname"/>
BEN <input type="text" value="Search By BEN"/>	SPIN <input type="text" value="Search By SPIN or SPIN Name"/>
Invoice Line Number <input type="text" value="Search By Invoice Line Number"/>	Invoice Line Status <input type="text" value="Select Invoice Line Status"/>
Invoice Type (BEAR/SPI) <input type="text" value="Select Invoice Type"/>	Invoice Pending Customer Response <input type="radio"/> Yes <input type="radio"/> No
FCC Form 471 Application Number <input type="text" value="Search By FCC Form 471 Application Number"/>	Customer Response Pending Due Date From To <input type="text" value="mm/dd/yyyy"/> <input type="text" value="mm/dd/yyyy"/>
FRN <input type="text" value="Search By FRN"/>	Payment different from Invoice Amount <input type="radio"/> Yes <input type="radio"/> No
Invoice Status <input type="text" value="Select Invoice Type"/>	Payment Date From <input type="text" value="mm/dd/yyyy"/> <input type="text" value="mm/dd/yyyy"/>
Modification Reason <input type="text" value="Search By Modification Reason"/>	Certified Date From <input type="text" value="mm/dd/yyyy"/> <input type="text" value="mm/dd/yyyy"/>
Calendar Year <input type="text" value="Select a Calendar Year"/>	Invoice Decision Code <input type="text" value="Search By Invoice Decision Code"/>

One useful trick is to filter by invoices pending a response

And another trick is to search by BEARs with payment discrepancies

Once the filters are applied, a scrollable report will display a scrollable list of the filtered results or you can use the “DOWNLOAD” button to view the data in Excel

Invoice Number	Invoice Nickname	BEN	SPIN	State	Invoice Line Number	Invoice Line Status	Certified Date	FCC Form 471 Application Number	Funding Request Number (FRN)
BEAR202300080	Test 11/1	24739	14010001	VA	20000068	Certified	11/1/2023	221000337	2299000338
BEAR202300067	Ankit - test 2 - BEAR	24739	14010001	VA	20000030	Processed	10/31/2023	221000340	2299000425
BEAR202300067	Ankit - test 2 - BEAR	24739	14010001	VA	20000031	Processed	10/31/2023	221000337	2299000334
BEAR202300066	Ankit - test -1 - BEAR	24739	14010001	VA	20000029	Processed	10/31/2023	221000340	2299000428
BEAR202300052	Another BEAR	24739	14010001	VA				221000340	2299000428
BEAR202300051	My BEAR	24739	14010001	VA	1	Certified	10/10/2023	221000340	2299000420
BEAR202300014	EPC TRAINING UAT SCENARIO #3	24739	14010001	VA	1	Certified	6/2/2023	221000340	2299000420

7 items

[DOWNLOAD](#)



Click on a BEAR number to go to that BEAR

To find the date a BEAR paid, scroll through the columns until you find the “Payment Date” column

Discount Rate (%)	Billing Frequency	Discount Amount Billed to USAC	Amount Disbursed	Payment Date	Calendar Year	Invoice Status	Invoice Pending Customer Response	Customer Pending Response Due Date	Payment different from Invoiced Amount	Invoice Decision Code	Invoicing Type
85	One-Time	\$8.50			2023	Certified	No		Yes		FCC Form 472/BEA
90	Monthly	\$90.00	\$90.00	11/1/2023	2023	Processed	No		No		FCC Form 472/BEA
85	Other	\$12.75	\$12.75	11/1/2023	2023	Processed	No		No		FCC Form 472/BEA
90	Monthly	\$108.00	\$108.00	11/1/2023	2023	Processed	No		No		FCC Form 472/BEA
0	Monthly	\$90.00			2023	Incomplete			No		FCC Form 472/BEA
0	Monthly	\$99.00			2023	Certified	No		Yes		FCC Form 472/BEA
0	Annually	\$270.00			2023	Certified	No		Yes		FCC Form 472/BEA


7 items


[DOWNLOAD](#)


Payment of the BEAR




Once an invoice line item has been processed, the BEAR Notification Letter will be emailed to full and partial rights

BEAR Notification Letter


 portal-test@portal.usac.org on behalf of E-Rate Productivity Center <application.administrator@usac.org>
 To: cssp@testmail.usac.org; felix.fullnights@rhc.com; francis.fullnights@lrsc.org; pablo.partial@rhc.com; parson.partial@lrsc.org; testuser@testmail.com


 SLR510UPR_bear_a_2023-03-30.pdf
 18 KB


 Universal Service
Administrative Co.

Reply
 Reply All
 Forward

BEAR Notification Letter

The attached is a letter notifying you that Universal Service Administrative Company (USAC) has processed invoice lines submitted by the program applicant addressed above. In the attached documents, you will find details regarding your invoice submission(s).

Next Steps

1. Review summary
2. To find details regarding other lines, please see this hyperlink to [Opendata](#)
3. If you have any questions, please open a customer service case in EPC or call our Customer Service Center at (888) 203-8100

Click individual files attached with this notification to download the files. You may also find this content in your E-Rate Productivity Center (EPC) News Feed

For more information, including how to appeal a decision, please see the attached letter.

Please keep a copy of this notification for your records.

Sincerely,
Universal Service Administrative Co.
NOTE: Please do not reply to this email.

This message has been sent by EPC

Privileged and Contains Confidential Information



Schools and Libraries Division

FCC Form 472 (BEAR) Notification Letter

November 01, 2023

Independent School 704
1112 East Ave
Queens, VA 66118

Contact Email Address: ind_sch_704_aa@testmail.usac.org

Re: Invoice Number: BEAR202300066

Applicant Form Identifier: Ankit - test -1 - BEAR

Billed Entity Number: 24739

Invoice reimbursement payment in this letter: \$108.00

Invoice reimbursement adjustments in this letter: \$0.00

Summary of reimbursement payments on this invoice to date: \$108.00

Summary of Invoice Reimbursement Pending Payments: \$0.00

The email will include an attachment with details about the BEAR

INVOICE BEAR202300066 LINE SUMMARY TABLE

Line #	FY	FRN	Dollars	Status	Decision Code(s)
20000029	2022	2299000428	\$108.00	Processed	

Invoice Number: BEAR202300066

Invoice Line Number: 20000029

Form 471 Application Number: 221000340

Funding Request Number: 2299000428

Service Provider Name: USAC Service Provider Organization 1

SPIN: 14010001

Funding Year 2022: 07/01/2022 - 06/30/2023

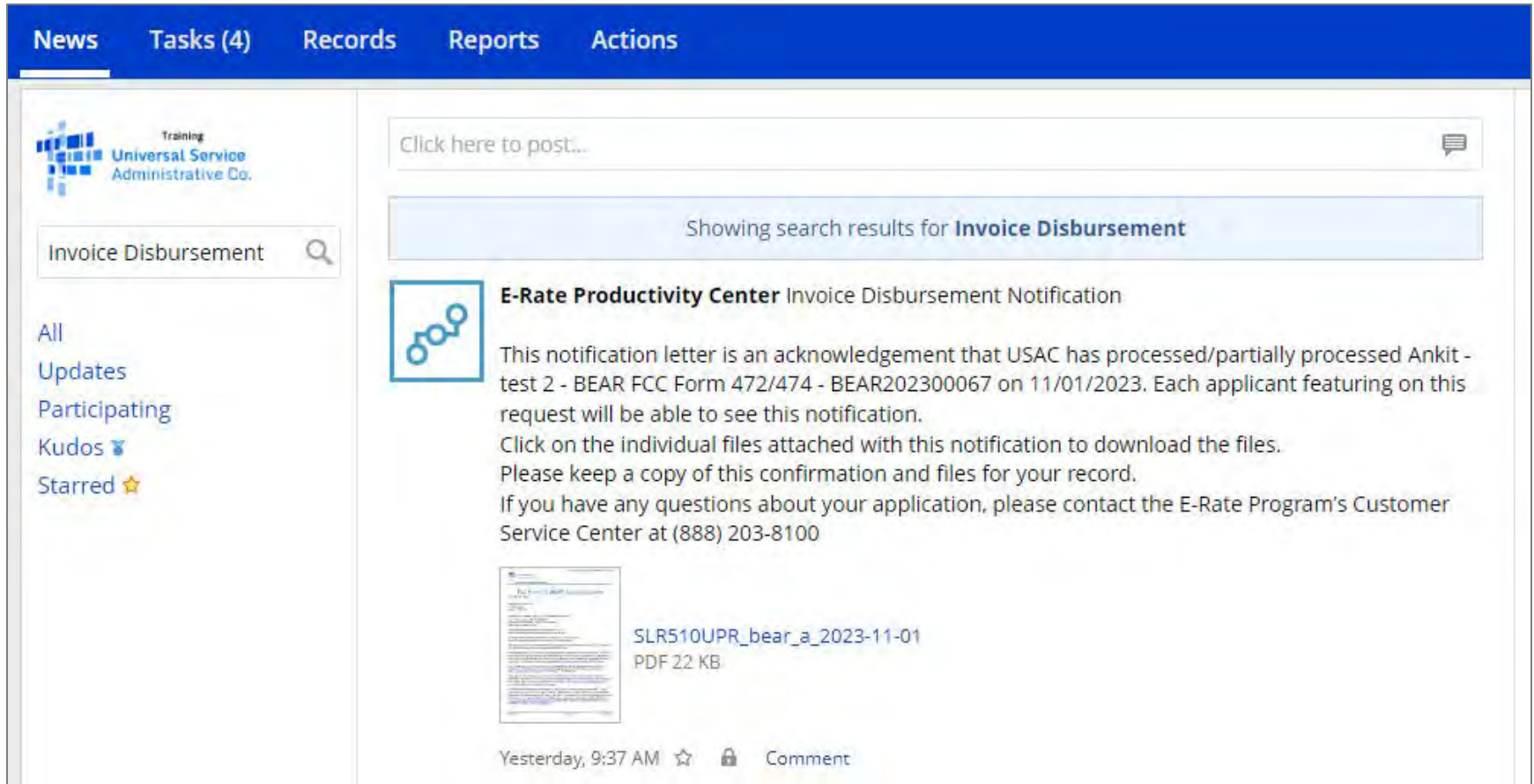
Contract Number: N/A

Funding Commitment Decision: \$1324.80

Reimbursement Request: \$108.00

Reimbursement Amount: \$108.00

The BEAR Notification Letter and its attachment can also be found in the EPC News feed



The screenshot displays a web application interface for the EPC News feed. At the top, a blue navigation bar contains the following tabs: News, Tasks (4), Records, Reports, and Actions. The 'News' tab is currently selected. On the left side, there is a sidebar with the 'Training Universal Service Administrative Co.' logo and a search bar containing the text 'Invoice Disbursement'. Below the search bar, a list of filters is visible: All, Updates, Participating, Kudos, and Starred. The main content area shows a post titled 'E-Rate Productivity Center Invoice Disbursement Notification'. The post includes a blue icon with three circles and a line. The text of the notification states: 'This notification letter is an acknowledgement that USAC has processed/partially processed Ankit - test 2 - BEAR FCC Form 472/474 - BEAR202300067 on 11/01/2023. Each applicant featuring on this request will be able to see this notification. Click on the individual files attached with this notification to download the files. Please keep a copy of this confirmation and files for your record. If you have any questions about your application, please contact the E-Rate Program's Customer Service Center at (888) 203-8100'. Below the text, there is a thumbnail image of a PDF document and a link labeled 'SLR510UPR_bear_a_2023-11-01' with a file size of 'PDF 22 KB'. At the bottom of the post, it shows the timestamp 'Yesterday, 9:37 AM' and icons for a star, a lock, and a comment button.

News Tasks (4) Records Reports Actions

Click here to post...

Showing search results for **Invoice Disbursement**

Invoice Disbursement

All
Updates
Participating
Kudos
Starred

E-Rate Productivity Center Invoice Disbursement Notification

This notification letter is an acknowledgement that USAC has processed/partially processed Ankit - test 2 - BEAR FCC Form 472/474 - BEAR202300067 on 11/01/2023. Each applicant featuring on this request will be able to see this notification. Click on the individual files attached with this notification to download the files. Please keep a copy of this confirmation and files for your record. If you have any questions about your application, please contact the E-Rate Program's Customer Service Center at (888) 203-8100

SLR510UPR_bear_a_2023-11-01
PDF 22 KB

Yesterday, 9:37 AM ☆ 🔒 Comment

In addition, the system will email a remittance statement to the person identified as the “Remittance Contact” on your organization’s FCC Form 498

Multiple BEAR forms may be disbursed as part of the same transaction and therefore appear on the same remittance statement

SCHOOLS AND LIBRARIES BEAR PROGRAM REMITTANCE STATEMENT

As Of September 22, 2023

Attn: Caroline Hammond
NETWORKMAINE

RE: FCC Form 498 ID 443000154

This notice provides an explanation of your entity's Billed Entity Applicant Reimbursement (BEAR) payment for the following invoices.

		Approved
9/21/2023	143001200 Consolidated Communications Enterprise Services, Inc. 2399023194 2023CC_DF-07 Applicant Name:NETWORKMAINE;SLD Invoice Number:3567534;BEAR Letter Date:09/21/2023;Line Item Detail Number:11046580;Amount Requested:4963.81;	\$4,963.81
Total Approved Disbursement		<u>\$4,963.81</u>
Total Actual Disbursement:		<u>\$4,963.81</u>

If you have any questions, please contact USAC Customer Operations at (888) 641-8722 or CustomerSupport@usac.org. You may also visit us at www.usac.org.

This notification provides the amount that will be paid in the next batch that is processed

It is always a good practice to verify that the amount approved (reimbursed) for each BEAR line item is the same amount that was requested

If line items are missing, it is likely that it is under review

SCHOOLS AND LIBRARIES BEAR PROGRAM REMITTANCE STATEMENT	
As Of September 22, 2023	
Attn: Caroline Hammond NETWORKMAINE	
RE: FCC Form 498 ID 443000154	
This notice provides an explanation of your entity's Billed Entity Applicant Reimbursement (BEAR) payment for the following invoices.	
	Approved
9/21/2023 143001200 Consolidated Communications Enterprise Services, Inc. 2399023194 2023CC_DF-07 Applicant Name:NETWORKMAINE;SLD Invoice Number:3567534;BEAR Letter Date:09/21/2023;Line Item Detail Number:11046580;Amount Requested:4963.81;	\$4,963.81 <i>approved amount</i>
	<i>requested amount</i>
Total Approved Disbursement	<u>\$4,963.81</u>
Total Actual Disbursement:	<u>\$4,963.81</u>
If you have any questions, please contact USAC Customer Operations at (888) 641-8722 or CustomerSupport@usac.org . You may also visit us at www.usac.org .	

Payment of the BEAR will then be delivered electronically to the bank account indicated on your organization's FCC Form 498

Requesting an Invoice Deadline Extension

If you know that you will not be able to file the BEAR Form by the invoice deadline, you can submit an invoice deadline extension request by that deadline to receive a one-time, 120 day extension.

When are BEARs due?

BEARs must be certified no later than 120 days after the last day services are received or 120 days after the date of the FCC Form 486 Notification Letter, whichever is later.

What if I need an extension?

USAC will automatically grant upon request a single, one-time, 120 day extension to an applicant's BEAR invoice deadline. However, the extension must be requested on or before the original BEAR filing deadline of October 28.

Each FRN for which you need an extension must be specifically requested - a request granted for one FRN on a Form 471 will not extend to other FRNs on that Form 471

① On the EPC Landing Page, click on the “IDD Extension” link

The screenshot shows the 'My Applicant Landing Page' for the Universal Service Administrative Co. The page has a blue header with navigation tabs: News, Tasks (4), Records, Reports, and Actions. The 'Reports' tab is selected. On the right side of the header, there is a user profile icon and the name 'appian'. Below the header, the page title 'My Applicant Landing Page' is displayed. To the left of the title is the USAC logo. Below the logo, it says 'Welcome, Independent School 704!'. To the right of the title, there is a horizontal list of links: Funding Request Report, FCC Form 470, FCC Form 471, FCC Form 486, Appeal, IDD Extension, FCC Form 500, SPIN Change, Service Substitution, Manage Users, Manage Organizations, EPC E-Rate Invoicing, USAC Website, Contact Us, and Help. A red arrow points from the instruction text to the 'IDD Extension' link. Below the links, there is a section titled 'Pending Inquiries'. This section contains two dropdown menus: 'Type' with the text '- Select a Type -' and 'Funding Year' with the text '- Select a Funding Year -'. To the right of these dropdowns is a text input field labeled 'Application/Request' with the placeholder text '- Enter an Application/Request ID or Nickname -'. At the bottom right of the page, there are two buttons: 'APPLY FILTERS' and 'CLEAR FILTERS'.

② Enter each FRN in text format, separated by a comma (the system will ignore spaces)

NOTE: Multiple FRNs from different forms and/or different funding years may be listed on the same request

Request an Extension: Invoice Deadline Date

Funding Request Number(s) for Extension

List one or more funding request numbers (FRN) below to check its eligibility for an extension to the Invoice Deadline Date.

600/600 characters remaining

Note: Each FRN must be separated by a comma.

CANCEL

CHECK ELIGIBILITY

③ Then click on the “CHECK ELIGIBILITY” button

A grid of the FRNs you have entered will appear, split into two tables.

The first table includes the FRNs that are eligible for an extension. If there are any FRNs on this table you want to remove, check the box to the left of the FRN and then click on the “Remove” button.

The second table will include the FRNs for which you cannot submit an extension request together with the reason for each (for example, the FRN does not exist in EPC or the FRN does not belong to your organization).

Request an extension: Invoice Deadline Date

Funding Request Numbers Eligible for Extension

The funding request numbers listed below are eligible for an Invoice Deadline Date extension.

The request must still be submitted and approved by USAC before an extension can be granted. To edit your list of FRNs, use the Back button at the bottom of this screen.

<input type="checkbox"/>	Funding Request Number	FRN Nickname	Current Service Delivery Deadline	Current Invoice Deadline Date	BEN	SPIN
<input type="checkbox"/>	1799006331	FY2017 DF MFC	6/30/2018	10/29/2018	16055092	143035885

REMOVE

Funding Request Numbers Ineligible for Extension

The funding request number(s) listed below are not eligible for an Invoice Deadline Date extension. For more information, please review the Reason for Ineligibility.

Funding Request Number	FRN Nickname	Reason for Ineligibility	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
1700000000	N/A	This is not a valid FRN in EPC	N/A	N/A	N/A	N/A

Note: Only eligible FRNs will be submitted for an extension. To edit your list of FRNs, use the Back button below.

CANCEL

BACK

SUBMIT

④ Look through the list to verify the FRNs

Request an extension: Invoice Deadline Date

Funding Request Numbers Eligible for Extension

The funding request numbers listed below are eligible for an Invoice Deadline Date extension.

The request must still be submitted and approved by USAC before an extension can be granted. To edit your list of FRNs, use the Back button at the bottom of this screen.

<input type="checkbox"/>	Funding Request Number	↑	FRN Nickname	Current Service Delivery Deadline	Current Invoice Deadline Date	BEN	SPIN
<input type="checkbox"/>	1799006331		FY2017 DF MFC	6/30/2018	10/29/2018	16055092	143035885

REMOVE

Funding Request Numbers Ineligible for Extension

The funding request number(s) listed below are not eligible for an Invoice Deadline Date extension. For more information, please review the Reason for Ineligibility.

Funding Request Number	↑	FRN Nickname	Reason for Ineligibility	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
------------------------	---	--------------	--------------------------	-----------------------	---------------------------	-----	------

No items available

Note: Only eligible FRNs will be submitted for an extension. To edit your list of FRNs, use the Back button below.

CANCEL

BACK

SUBMIT

⑤ Click on the “SUBMIT” button

The system will return the eligible FRNs in two tables.

The first table includes FRNs with approved extensions. The extended invoice deadline date will appear after the original invoice deadline date.

The second table includes FRNs that have not been approved for extensions, together with the reason for the denial (for example, an extension has already been granted for that FRN or if there are no undisbursed funds left on that FRN).

Note that the table of FRNs originally marked as ineligible is repeated below the first two tables for reference.

Request an extension: Invoice Deadline Date

For your records, a News Post and corresponding email will be sent to you with the details of this submitted IDD extension request #29.

Approved for an IDD extension

The funding request number(s) listed below have been approved for an extension to the Invoice Deadline Date.

Funding Request Number	FRN Nickname	Original Invoice Deadline Date	Extended Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
1799006331	FY2017 DF MFC	10/29/2018	2/26/2019	6/30/2018	16055092	143035885

Denied for an IDD extension

The funding request number(s) listed below have been denied for an extension to the Invoice Deadline Date. Please review the reason below for more information.

Funding Request Number	FRN Nickname	Reason for Denial	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN

Ineligible for an IDD extension

The funding request number(s) listed below are not eligible for an Invoice Delivery Deadline extension. Please review the reason below for more information.

Funding Request Number	FRN Nickname	Reason for Ineligibility	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
No items available						

[CLOSE](#)

*The requestor will receive an email containing the extension request information, and a **News** post will be created for both the BEN(s) and the SPIN(s) associated with the FRNs on the list.*

*Additionally, within the **Notifications** section of the Landing Page for each BEN and SPIN a notification of the decision for each FRN will be listed.*

From: EPC Application Administrator <EPC.Application.Administrator@usac.org>
 Date: Mon, Oct 1, 2018 at 11:43 AM
 Subject: USAC: Invoice Deadline Extension Request 29
 To:



The attached file lists the Invoice Deadline Date for all funding request numbers (FRN) submitted in Invoice Deadline Extension Request 29. Out of 1, 1 FRN was approved for an invoice deadline extension on 10/1/2018. 0 were denied and 0 were ineligible for an invoice deadline extension.



E-Rate Productivity Center Invoice Deadline Date Extension Request 8380

The attached file lists the Invoice Deadline Date for all funding request numbers (FRNs) submitted in Invoice Deadline Extension Request 8380. Out of 1, 1 FRN was approved for an invoice deadline extension on 10/14/2019. 0 were denied and 0 were ineligible for an invoice deadline extension. This notification serves as USAC's decision on your invoice deadline extension request. No further extensions may be granted. An invoice requesting reimbursement must be submitted to USAC by the following date in order to be considered as timely filed. Please check the attached spreadsheet for a detailed breakdown of your new approved deadlines by FRN.

HOW TO APPEAL OR REQUEST A WAIVER OF A DECISION

You can appeal or request a waiver of a decision in this letter within 60 calendar days of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

NOTE: The Federal Communications Commission (FCC) has issued a decision regarding the deadline for filing an appeal or request for a waiver of a decision. For more information, click [here](#).



[Invoice Deadline Date Extension Request 8380 Details_10-14-2019_14_00_58](#)
 XLSX 8 KB

Oct 14, 2019 ☆ Comment

Notifications

Notification Type Invoice Deadline Extension

Funding Year -- Select a Funding Year --

Status ? All

☒ Generated

☐ Not Generated

Notification	Description	Issued Date	Generated By	Generated On	
Invoice Deadline Extension	Invoice Deadline Extension - 8380 - NETWORKMAINE 16055092	10/14/2019	EPC System	10/14/2019 2:01 PM EDT	View Notification

Wrapping Up

What do I save for my files?

★ Save all records for at least 10 years from the last date of service ★

- A copy of all bills
- Proof of payment of all bills
- A copy of completed BEAR forms
- BEAR Notification Letters
- BEAR Remittance Statements
- Proof of receipt and deposit of all reimbursements

Navigation Cheat Sheets

How do I submit ... ?

Action	EPC E-Rate Invoicing Dashboard Tab	EPC Path
View/Change Access		EPC Landing Page > locate BEN > Click on MANAGE USER PERMISSIONS
Submit a BEAR	My Organization tab > locate BEN > Click File FCC Form 472/BEAR	
Certify a Pending BEAR	My Forms and Requests tab > locate BEN > Click FCC Form 472 number > Click CERTIFY or My Pending Tasks tab > locate task name > Click the task > Click CERTIFY	
Submit deadline extension request	My Organization tab > locate BEN > Click ... dropdown > Click Invoice Deadline Date Extension Request	EPC Landing Page > Click IDD Extension
Respond to Outreach	My Forms and Requests tab > locate BEN > Click FCC Form 472 number > INVOICE LINE ITEM tab	

How do I review ... ?

Action	EPC E-Rate Invoicing Dashboard Tab
See actions needed for invoice	My Forms and Requests tab > locate BEN > Click FCC Form 472 number > INVOICE LINE ITEM tab OR My Pending Tasks tab > locate BEN > Click FCC Form 472 number > INVOICE LINE ITEM tab
View status of a Line	My Forms and Requests tab > locate BEN > Click FCC Form 472 number > INVOICE LINE ITEM tab
See what has not been certified	My Forms and Requests tab > locate BEN > Click FCC Form 472 number > INVOICE LINE ITEM tab









How do I check payments ... ?

Action	EPC E-Rate Invoicing Dashboard Tab
View Amount Disbursed	My Forms and Requests tab > locate BEN > Click FCC Form 472 number > INVOICE LINE ITEM tab
View Reason for Reduction / Denial	My Forms and Requests tab > locate BEN > Click FCC Form 472 number > INVOICE LINE ITEM tab
Appeal an Invoice	My Organization tab > locate BEN > Click ... dropdown > Click Create a Customer Service Case

How do I finish ... ?

Action	EPC E-Rate Invoicing Dashboard Tab	EPC Path
View Remittance Statements		EPC Landing Page > News tab > view remittance statement
View remaining balance of funds available for C2	My Forms and Requests tab > locate BEN > Click Category Two budget > see Category Two Budget Information > remaining budget	

Applicant Invoice Notifications (FY2016+)

Notification:	Description:	Notification Generated:	Method of Delivery:
BEAR Remittance Statement*	A letter notifying users of the amount approved for payment for a processed invoice line or lines	After an invoice line or lines have been processed, within two days	 Email to General Financial Contact listed on FCC Form 498  News post visible to General Financial Contact on FCC Form 498
Applicant QDR*	A quarterly summary of disbursement activity for a particular BEN number for invoice lines submitted using both the BEAR and SPI mode	At the end of every quarter (Jan, Apr, Jul, and Aug) if the BEN has invoicing activity that quarter	 Email to all users with invoice permissions for the BEN  News post visible to all users with invoice permissions for the BEN
Invoice Mode Change Request Decision Letter	A letter notifying users if their invoicing mode change request has been approved or denied	After an applicant submitted a request to have their invoicing mode changed	 News post visible to the user that submitted the mode change request.  Email alert to the user that made the mode change request
Invoice Deadline Reminder Letter	A letter notifying users that there have been no reimbursement requests for a specific FRN	Three weeks prior to the deadline	 Email to AA, Partial and Full Rights users with invoice permissions for FCC Forms 472/474  News post visible to the AA, Partial and Full Rights users with invoice permissions for FCC Forms 472/474

*For invoices with a funding year of 2015 and earlier, the SPI Notification Letter, SPI Remittance Statement, and Applicant QDR will be continue to be sent via mail.

USAC Review of BEARs and SPIs

Review and Verification of BEAR Form 472 and SPI Form 474

After submitting the FCC Form 472 BEAR online, the form will then be reviewed by USAC. Most BEAR forms are very quickly processed, with no outreach or follow-up from USAC. After the BEAR processing is complete, the applicant will receive an email from CustomerSupport@usac.org with an E-Rate Program Remittance Statement. The email is sent to the person who is the Form 498 contact person. The statement will notify the applicant of the amount of authorized disbursement for each BEAR.

Some BEAR forms are subject to manual pre-disbursement review before the payment decision is made. These invoice reviews are initiated via an email sent from a USAC reviewer to the BEAR contact person. The email may request some or all the following information:

- Vendor bills to substantiate the charges on the BEAR
- Proof of applicant's payment of the charges, such as a cancelled check or ACH transfer information
- A completed worksheet that itemizes the eligible charges and ineligible charges from the vendor's bill and explains the derivation of the BEAR amount and a worksheet certification

The due date for submitting the requested information is usually seven calendar days from the date of the original request. This deadline is strictly enforced, and some reviewers may be unwilling to grant an extension. If you need more time, it is strongly recommended that you contact the reviewer as soon as possible and confirm whether the extension will be approved. Otherwise, the reviewer may process the BEAR as "\$0 paid" and you will need to start over and resubmit a new BEAR.

The reviewer will then examine the submitted documentation to verify that the charges are compliant with the approved FRN from your Form 471 application:

- Was the same equipment/service as listed on the Form 471 delivered and billed to the applicant?
- Did the same recipients of service as listed on the Form 471 received the service/equipment?
- Was the equipment/service properly bid on the establishing Form 470 and match the service category on the Form 471?

The specific components and items that were billed by the vendor must match the information from your approved Form 471 application. If the information does not match, the BEAR will be denied. The applicant will then need to determine whether the information can be "corrected" by submitting a post-commitment request such as:

- Service substitution to update the equipment/service that was approved for funding to match the equipment/service that was delivered and installed.
- Update the Form 471 recipients of service to reflect the correct recipient of service. Note that if the BEAR is for Category 2 funding, this may have an impact on the Category 2 budget of each school/library.

- Category of service mismatch – If the FRN on the Form 471 was incorrectly classified but was approved on the FCDL, this mismatch may be found during the BEAR invoice review. The applicant will need to submit an appeal of the BEAR denial to request that the service category be corrected on the Form 471. The applicant will need to be able to demonstrate that the establishing Form 470 requested bids in the correct service category.
 - For example, assume the applicant posted a Form 470 for internal connections and maintenance. On the Form 471, the applicant inadvertently requested maintenance service in an internal connections FRN. The FRN was approved on the FCDL but the BEAR was denied payment for the maintenance charges, and the reason given was a category mismatch. The applicant should submit an appeal of the BEAR denial to request that this category of service on the Form 471 be corrected to maintenance. Once the appeal is approved the applicant may resubmit the BEAR for the maintenance charge.
 - On the other hand, in the above example, assume that the applicant did not post for maintenance on the Form 470. An appeal to USAC will likely be denied, and the applicant must then submit an appeal to the FCC to request relief.

Pre-Disbursement Review of Service Provider Invoice Form 474

When a service provider provides discounted bills to an applicant, the service provider must submit a Form 474, Service Provider Invoice, to USAC to obtain payment of the E-Rate discount portion of the charges.

Applicant Request to Verify Service Provider Invoices

Applicants can request USAC to have the opportunity to verify each service provider Form 474 that is submitted. This is called an “invoice check” and may be requested as follows: If an applicant wants to ensure that USAC will only pay service provider invoices that are first certified by the applicant, the applicant may submit an “invoice check” to the USAC as follows:

To request an invoice check, applicants should submit a customer service case inside EPC.

- Select Form 474 as the topic.
- Select “other” as the subtopic.
- Upload a document to request the invoice check and include the following:
 - Billed Entity Number (BEN)
 - BEN name
 - Funding year (FY)
 - FCC Form 471 number
 - Funding Request Number(s) (FRN)
 - Service Provider Identification Number (SPIN)

The applicant will receive an automated response with the case number which should be saved for future reference.

Each time a Form 474 that references an FRN subject to an invoice check is submitted for payment, USAC will ask the service provider to obtain a certification from the applicant that the invoiced services

were delivered and installed. Payment will not be processed on an FRN subject to an invoice check until the applicant makes this certification.

PIA Request for Applicant Completion of Service Certification

In other circumstances when the service provider submits an invoice to USAC for E-Rate discount payment, the applicant may be requested to complete a service certification to verify to USAC that the services and/or equipment were delivered to the applicant. This certification provides an additional level of program integrity to ensure that payments are disbursed to service providers after the service or products are delivered.

There is typically a seven (7) response period that the applicant must meet to complete and submit the Service Certification to the PIA invoice reviewer. The applicant should obtain the PIA reviewer's email so that the completed service certification can be submitted directly to the reviewer (and not sent to the service provider). *Note: Beginning in November 2023 an email will be sent to the BEAR contact person to advise the inquiry has been issued in EPC. All questions and information requests will be handled inside EPC.*

It is advisable for the applicant to request the service provider to forward to the applicant a copy of the invoice on which the FCC Form 474 SPI is based. The applicant also may need to research the check number and date of the check that was issued to pay for the applicant's non-discount share of the invoice cost. The service provider may be requested to assist the applicant in providing this information; however, the applicant and not the service provider is responsible for completing and signing the service certification. If the applicant has any questions about how to complete the service certification, the applicant should contact the PIA reviewer directly and not ask these questions of the service provider.

Because the service certification is not sent directly to the applicant but instead is sent to the service provider, there could be a delay in the service provider's transmittal of the request to the applicant. If this occurs and the applicant is unable to comply with the seven (7) deadline, the applicant should contact the PIA reviewer directly and request an extension of time.

The applicant should retain a copy of the service certification for their records.

Sample Email Requesting BEAR Documentation

USAC Invoice No	SP App Invoice No	Line ID	Customer Ship Date	471	FRN	SPIN	Service Provider Name	Applicant Name

I am reviewing your request for reimbursement of the invoice line/s noted above.

BILLS:

Please submit:

- I. A copy of the summary page/s for the bill/s received from Service Provider, to show:
 - a. Bill Date/Ship Date
 - b. Service Provider Name
 - c. Bill-To Entity
 - d. Current Charges
 - e. Description of Products/Services Delivered
 - i. Please provide written description of products / services when not indicated on bill. For example, Network Equipment is an insufficient description of product delivered)
 - f. Hours work performed (for Basic Maintenance of Internal Connection)
- II. If the service provider/ listed on the bill is different from the service provider of record for the above FRN, please specify:
 - a. Has a change of service provider occurred (Yes/No)?
 - b. If No, please confirm the third party listed on the bill is an authorized third-party biller.
 - i. If the third party listed on the bill is an authorized third-party biller, please also provide the following:
 1. A signed and dated contract or documentation of the written and dated offer from the third-party biller to the service provider listed on the above FRN
 2. The service provider's written and dated acceptance of the offer authorizing the third-party biller to bill the applicants for the services provided on its behalf.
 3. A signed and dated contract or documentation of the written and dated offer from the third-party biller to the billed entity listed on the FCC Form 471 for this FRN as well
 4. The billed entity's written and dated acceptance of the offer authorizing the third-party biller to bill the applicants for the services provided on behalf of the actual service provider.
- III. If the invoice is for deposits or up-front charges for services, please include a copy of the full contract that supports those charges.

RESPONSE REQUIREMENT:

Please provide this information to me as soon as possible within the next 7 calendar days, by End of Day (Day, Date). Failure to do so may result in a reduction or rejection of the invoice, without further request. In this event, please ensure you have all necessary documents collected before resubmitting your request. If you have any questions, please contact me within this 7-day period. Thank you for your cooperation and continued support of the Universal Service Program.

Sample BEAR Calculation Worksheet

Applicant Name:						
Service Provider (SP) Name:						
Submitter Invoice Number:						
SLD Invoice Number:						
Funding Request Number (FRN):						
Description of Service for (FRN):						

Month	Billing Account #	Bill Date	Current Charges	Ineligible \$	Description of Ineligibles	Ineligible Page #
Month services received		Bill Date: Date on actual bill	Current charges: for CURRENT month only, does not include past due charges	list ineligible fees here	some examples of common fees/charges that are INELIGIBLE under program rules and may appear on your bill: 1. late payment fees 2. administrative 3. ringback tones 4. insurance 5. USF admin 6. Property tax 7. Roamer admin fee 8. non-previously approved one-time charges	
		Total	\$0.00	\$0.00		
		less ineligible	\$0.00			
		Adjusted Tot	\$0.00			
		Disc %				
		Disc Amt	\$0.00	enter approved discount ex: 85% = .85		
Discounted Amount from Above					\$0.00	
Requested Amt for FRN Modification					No Deviation	

this will change depending on whether you have ineligibles listed above that were not removed from your request for payment or the figures are different than originally sent in

this is the amount that was entered on your request for payment (bear or spi)

Sample Worksheet Certification

I certify that the information on the worksheet that I am providing is based on the actual bills for eligible services that the FCC Form 471 applicant has received from the vendor whose SPIN is associated with the approved E-Rate discounts. I also certify that the sample bill(s) provided is representative of the other items on the worksheet.

USAC Invoices #

Signature

Print Name

Company /
Organization

Title

Date

Sample Service Certification for USAC Invoices

USAC Invoice Number	
Invoice Line Number	
Service Provider Name	
Service Provider SPIN	
Service Provider Invoice #	
Undiscounted Invoice Amount	
Discounted Invoice Amount	

Applicant Name	
Representative / Contact Name	
Representative / Contact Title	
Representative / Contact Phone	
Billed Entity Number (BEN)	
471 Number	
FRN	
Date Goods/Services Delivered	
Date Goods/Services were or will be Installed	
Date Applicant Portion Paid and Check No. or Date will be Paid	

This is to certify that I am authorized to represent the above-named Applicant. This is also to certify the services described on the attached vendor invoice were delivered and/or installed as indicated by the date(s) above.

Or The charges represented by the above represented invoice are deposits or up-front charges for services, which have not been delivered, and have been agreed to based on the contract between the above referenced Applicant and Service Provider

Copy of <u>detailed</u> vendor invoice must be attached. Contract with Service Provider above is for Delivery only Yes ____ No ____ Delivery and Installation Yes ____ No ____	Copy of <u>supporting contract</u> must be attached if indicated below Supporting Contract Required YES ____ NO ____
Signed: _____	Signed: _____
Date: _____	Date: _____

FCC Form 498 Banking Information Overview

Applicants who choose the FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form) payment method must have an FCC Form 498 ID number (applicant 498 ID) on file with USAC to receive reimbursement payments. To receive or revise an applicant 498 ID, applicants must file the FCC Form 498 in the E-Rate Productivity Center (EPC).

Purpose of FCC Form 498

The FCC Form 498 collects contact, billing, and remittance information.

The applicant 498 ID is a unique number issued to each applicant by USAC to ensure that approved funds are directed to the correct applicant bank account. Once the information provided on this form has been approved, USAC issues the applicant an Applicant 498 ID.

The FCC Form 498 requires:

- Basic information about the applicant—which will mostly auto-populate based on the applicant's EPC account—such as billed entity name and address;
- A Federal Employer Identification Number (EIN) or Taxpayer Identification Number (Tax ID);
- A Unique Entity Identifier (UEI) available through SAM.gov;
- Remittance contact information;
- Financial contact information for the financial institution, such as an account and routing number; and Any other billed entities (BENs) that should be associated with the same banking account information.

NOTE: An entity that was able to file invoices before Funding Year (FY) 2016, but cannot file invoices in EPC, can have its entity number listed as an associated entity on the billed entity's FCC Form 498. For example, a school district acts as a billed entity in EPC, but before FY 2016 it used its administrative building's entity number to file BEAR Forms. The school district can list the entity number of its administrative building as an associated billed entity number on its FCC Form 498

How Applicants File FCC Form 498

An applicant's FCC Form 498 must be filed in EPC and processed by USAC before USAC can begin making direct payments to the applicant. Applicants will use their applicant 498 ID when requesting direct BEAR payments. BEAR payments will be made to the bank account associated with the applicant 498 ID.

Before you can complete and file the FCC Form 498, you must know what roles and permissions you will assign and must have all of the information outlined below.

Assign Roles and Permissions

First, the entity's Account Administrator must assign roles and permissions to the individuals that will be responsible for completing and certifying the form. These roles include:

School or Library Official:

- Someone who occupies a position of authority for the applicant (typically a superintendent, assistant superintendent, principal, assistant principal, library director, assistant library director,

county administrator, district administrator, or state education department or state library lead);

- Is not a consultant; and
- Is authorized to certify that the information provided in the FCC Form 498 is true, accurate, and complete.

General Financial Contact:

- Someone who is authorized to retrieve the FCC Form 498 information and obtain access to EPC; and
- Is able to complete but not certify updates to the FCC Form 498.

Verify Your Federal EIN

In general, schools and libraries already have a Federal Employer Identification Number (EIN) or taxpayer identification number (Tax ID). If the billed entity is not the school or library – for example, if a town, county, Tribal or federal government files program forms on behalf of a library that does not control its own finances – the EIN of the appropriate agency should be provided.

Obtain a Unique Entity Identifier (UEI)

On April 6, 2022, the FCC released a Public Notice (DA-22-371) announcing that the General Services Administration's SAM.gov would transition from the use of the Data Universal Numbering System (DUNS) number to the SAM.gov assigned Unique Entity Identifier (UEI) and that the FCC was working with USAC to make a full transition to SAM.gov for all universal service fund recipients. In the September 15, 2022 E-Rate News Brief, USAC announced that all service providers receiving funding through the universal service programs would be required to obtain and use a UEI when making changes to their existing or submitting a new FCC Form 498.

USAC now requires all E-Rate applicants that will be using the BEAR method of invoicing and receiving funding through the E-Rate program to obtain and use a UEI when making changes to their existing or submitting a new FCC Form 498. E-Rate applicants that do not currently have a 498 ID and/or will only use service provider invoicing (SPI) for reimbursement, are not required to register in SAM.gov to obtain a UEI and will not need to file for or update their 498 ID.

The FCC Form 498, available through EPC, will only accept the UEI if the following criteria are met:

- SAM.gov registration for your entity is active;
- Employer Identification Number (EIN) for the UEI matches the EIN for the FCC Registration Number; and
- EIN for the UEI matches the EIN on the FCC Form 498.

Next Steps

If you are already registered in SAM.gov, you have a UEI. To find your UEI, log into SAM.gov and select the Entity Management widget in your Workspace or log in and search Entity Information. Please ensure that your SAM.gov registration is active and the EIN for your UEI, the FCC Registration Number, and the FCC Form 498 numbers match. Once you have completed these steps, add your UEI to your FCC Form 498 ID. Entities' registrations in SAM.gov require annual renewal or the accounts are deactivated. Please ensure that your organization annually renews its SAM.gov registration prior to the expiration date

listed in your entity's record in SAM.gov in order to continue receiving direct payments through the E-Rate program.

If you are not registered in SAM.gov, you need to register and allow up to six weeks for the registration to be completed for SAM.gov. Once you register with SAM.gov, you are automatically assigned a UEI and can add your UEI to your FCC Form 498. Even if you don't need to modify your 498 ID immediately, you should go ahead and complete your SAM.gov registration as early as possible, so that you have your UEI when it is required to be used.

If you need help obtaining a UEI or have additional questions, please contact USAC's Customer Service Center, selecting the Contributors/Service Providers option, at (888) 641-8722, or visit SAM.gov for additional information on how to obtain a UEI or register your entity.

Locate or Obtain an FCC RN

An FCC Registration Number (FCC RN) is required by all entities that do business with the FCC. If you have filed an FCC Form 471 in the last several years, you already have an FCC RN, as you were required to provide it on the form.

If you do not have an FCC RN, you can apply for one on the FCC's Commission Registration System (CORES) website.

The FCC website refers to these numbers as "FRNs." This is not the same as the Funding Request Number (FRN) that USAC assigns to each funding request on an FCC Form 471.

Choose Your Banking Account

To identify the bank account into which USAC will deposit direct payments, you are asked to provide three pieces of information:

- The bank name;
- The account number – the number assigned by your bank to identify your account; and
- The routing number – a nine-digit number that identifies the specific bank.

The bank account information provided on the form cannot be for a bank account owned by a consultant.

Upload Banking Documentation Information

You must separately upload banking documentation with your FCC Form 498 so that USAC can verify your account information. The document upload fields appear on the form's Remittance Information page, which allows users to upload their banking documentation at the same time they are submitting the FCC Form 498.

You will need to upload a clear image of a voided check, or a statement from your financial institution that includes the bank name and account number.

After Filing FCC Form 498

After you submit banking documentation online, USAC verifies your account information and within two (2) business days, alerts the person who submitted the documentation via email whether the applicant 498 ID form is approved or rejected.

If you have not heard from USAC after two (2) business days, you may contact us. Alternatively, you may check your form's status in EPC, using the following steps:

- Navigate to EPC
- Click Records
- Click FCC Forms 498
- Enter your FCC Form 498 ID and click Search.

The FCC Form 498 link appears, along with its status.

E-rate Form 498 (Banking Data) Filing & Updating Guide



January 2024

Purpose of the Form 498

- Beginning July 1, 2016, *all* E-rate BEAR reimbursements are sent electronically via ACH (Automated Clearing House) directly to the school or library's bank account
 - For any BEAR filed as of 7/1/2016 regardless of the FRN funding year
- The Form 498 identifies the bank and account information where the BEAR reimbursements should be electronically deposited
- The Form 498 must be certified AND approved by USAC before any BEARs can be submitted
- Before you file the BEAR, you must have an approved Form 498 but you do not need to complete the Form 498 annually
 - If you have an approved 498 on file with USAC, the online BEAR system already has your banking data on file

How Do I Know if I Have a 498 Approved?

- **Unsure if you already have an approved Form 498?**
 - Log into EPC
 - Select 'Records' from top toolbar
 - Select 'Form 498s'
 - Click on 498 if one is showing to see the Status
 - If no 498 is showing, then there isn't one on file/approved with USAC

Who Can Submit the Form 498?

- EPC User Permission Settings dictate who can create/submit the Form 498
 - “School or Library Officials” can start, complete, submit, certify, modify, and deactivate Forms 498
 - Important: Consultants cannot be designated as “School or Library Officials”
 - “General Financial Contacts” can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498
 - Consultants CAN be designated as “General Financial Contacts” and may draft the Form, but it must be sent to a School or Library Official for submission/certification

Information You'll Need...

- Name of General Financial Contact
- Name of Remittance Contact
- Name of Bank
- School or Library's Federal EIN Number
- DUN and Bradstreet Number (DUNS)
 - Look-up tool available
 - See slide 7 for help finding your DUNS number
- **UEI Number**
 - See slide 6 for more info about UEI numbers
- Financial Institution Account Number for ACH
- ACH Financial Institution Transit Number
- Copy of Voided Check or Bank Statement
 - Uploaded during 498 completion to verify banking data

Note About UEI Numbers

- The UEI is a new field on the Form 498
- Form 498s will only be approved by USAC if:
 - The SAM.gov registration for your entity is active;
 - The Employer Identification Number (EIN) for the UEI matches the EIN for the FCC Registration Number in the **CORES** system; and
 - The EIN for the UEI matches the EIN on the Form 498.
- Without the UEI, an active SAM.gov account, and matching EIN in the FCC's CORES system, no BEARs will be processed when the requirement eventually becomes effective
- *Note: It often takes several months to obtain a UEI number from the federal government, so please begin this process early*
- <https://sam.gov/content/entity-registration>

Don't Know Your DUNS Number?

- The easiest way to look it up is at:
<https://iupdate.dnb.com/iUpdate/companylookup.htm>
 - Can also apply for a DUNS Number from this site

The screenshot displays the Dun & Bradstreet iUpdate website. At the top, the logo "dun & bradstreet" is on the left, and technical assistance contact information is on the right. The "iUpdate" logo is prominently displayed on the right side of the header. Below the header, a navigation bar includes links for "iUpdate home", "Get a D-U-N-S Number", "Business Credit Basics", and "Contact Us". A progress bar indicates the current step in the process: STEP 1 (Company Look-up), STEP 2 (Verify Identity), STEP 3 (Authentication), STEP 4 (Security Settings), and STEP 5 (Registration Complete). The "Security Settings" step is highlighted with a red box. Below the progress bar, there are two main sections: "Get Started, Locate Your Company" and "Select Your Company from the List Below". The "Get Started" section includes a note about registering for business with the US Government and a "Search Tips" section. The "Select Your Company" section features a table with columns for "Company Name", "Bus. Type", and "Company Address". Below the table, there are input fields for "Business Name" and "City", a dropdown menu for "State" (currently set to "AK"), and a "Search" button.

dun & bradstreet

Dun & Bradstreet iUpdate Technical Assistance: 866-794-1577
Speak with a Dun & Bradstreet Credit Advisor 888-814-1435

iUpdate

Home » Company Look-up

STEP 1 2 3 4 5 0% Completed

Company Look-up Verify Identity Authentication Security Settings Registration Complete

Get Started, Locate Your Company

Select Your Company from the List Below

*If you are registering to do business with the US Government or apply for a grant, [click here](#).

Search Tips

Enter your company information below and click Search to find out if your company is currently listed with Dun & Bradstreet.

* Business Name

* City


AK Search

Verify Who Has Permission to Create Form

- From your EPC Landing Page:

Click on District Name

My Landing Page

 Universal Service Administrative Co.

Welcome, OWEN J ROBERTS SCHOOL DISTRICT!

My Entities

Entity	Entity Number	City	State	Zip Code
OWEN J ROBERTS SCHOOL DISTRICT	126238	POTTSTOWN	PA	19465
NORTH COVENTRY ELEM SCHOOL	20977	POTTSTOWN	PA	19465
EAST COVENTRY ELEM SCHOOL	20979	POTTSTOWN	PA	19465

The screenshot shows the 'My Landing Page' of the Universal Service Administrative Co. (USAC) portal. A blue arrow points from a red-bordered box containing the text 'Click on District Name' to the 'OWEN J ROBERTS SCHOOL DISTRICT' entry in the 'My Entities' table. The table has five columns: Entity, Entity Number, City, State, and Zip Code. The first row is highlighted with a red border, indicating it is the selected entity.

Who Has Permission to Create the Form

- Select 'Related Actions' from left toolbar, then 'Manage User Permissions' from Lightning Bolt list



Summary

News

Related Actions ▶

Customer Service

Additional Information

Discount Rate

Contracts

FCC Forms

Create a New User



This function allows you to create a user for your entity.

Add or Remove Existing Users



This process allows user to add and remove users from an organization

Manage User Permissions



This function allows you manage the permissions for one or more users.

Identifying 498 Permissions

User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.

Name	Email	Apply All	470 Permission	471 Permission	498 Permission
Paul Sanfrancesco	psanfran@ojrsd.com	<input type="button" value="Apply All"/>	Full <input type="button" value="v"/>	Full <input type="button" value="v"/>	School or Library Official <input type="button" value="v"/>

All users in your EPC portal will be shown here, along with their permissions for each form.

- To draft and submit form, permission must be “School or Library Official.”
- To draft form only, permission will be set to “General Financial Contact.”

How to Update 498 Banking Data

- If you need to update your 498 Banking Data, log into EPC > Records > Form 498s > Click on the 498 > Related Actions > Modify Form 498
 - If you log into the Online BEAR System, and a Form 498 ID doesn't appear in the form, it means you don't have an approved 498 on file with USAC
- Be sure to upload a copy of the new banking information so they can validate it and approve the changes in their system
- Do NOT create a new Form 498 if your bank account information changes
 - Doing so will give you two 498 IDs which will make your BEAR filings much more challenging
 - Simply update the existing Form 498 in EPC

Let's Complete a Form 498

Finding the Form 498 in EPC

- Select Related Actions from left toolbar, then Create Form 498 from Lightning Bolt list (it's near the bottom of the list)



Summary

News

Related Actions ▶

Customer Service

Additional Information

Discount Rate

Contracts

FCC Forms



Manage Contracts

Create, edit, and remove contracts for your organization



Create FCC Form 498

This function allows you to create an FCC Form 498 for your entity.



Manage Connectivity Questions

Form for Entities to answer required Connectivity Questions.



Upload Entity Profile Data

This function allows you to bulk upload your child schools details.

General Information

Application Nickname

Please enter an application nickname here *

Owen J Roberts SD

Make up a form nickname

Organization Information

Name

OWEN J ROBERTS SCHOOL DISTRICT

Name Company is Doing Business As (DBA) or Formerly Known As (FKA)

Holding Company Name

Fields not required

Mailing Address

901 RIDGE RD
POTTSTOWN, CHESTER, PA 19465-8423

Federal EIN, or TAX ID Number of Holding Company

123456789

Federal EIN or Tax ID
Number required (9 digits,
no dashes)

Select Appropriate Business Type

Business Type (Select what type of business(es) best describes your organization. Select up to three types.) *

Please select a value

- Choose up to 3 options from dropdown menu
- Dropdown menu choices are derived from DATA Act - the Digital Accountability and Transparency Act of 2014
 - DATA Act requires federal government to transform spending information into open data
 - Government-wide data standards must be used for reporting on all expenditures
 - DATA Act requires each E-rate applicant to designate their “business type”
 - Use your best judgment. There is no right or wrong answer.
 - See next slide for suggestions

Business Types – Choose up to 3

Some Suggestions:

- **Public School Districts** - Independent School District
- **IUs, ESAs, Library Systems & most consortia** - U.S. Regional Organization
- **Private Schools, Charter Schools, and Independent Libraries** – Nonprofit with 501C3 IRS Status (Other than an Institution of Higher Education), or “Other”

There are no right or wrong answers and your funding is not at risk based on the way you answer the question.

- ✓ Public/Indian Housing Authority
- ✓ Nonprofit with 501C3 IRS Status (Other than an Institution of Higher Education)
- ✓ Nonprofit without 501C3 IRS Status (Other than an Institution of Higher Education)
- ✓ Private Institution of Higher Education
- ✓ Individual
- ✓ For-Profit Organization (Other than Small Business)
- ✓ Small Business
- ✓ Hispanic-serving Institution
- ✓ Historically Black College or University (HBCU)
- ✓ Tribally Controlled College or University (TCCU)
- ✓ Alaska Native and Native Hawaiian Serving Institutions
- ✓ Non-domestic (non-U.S.) Entity
- ✓ Other

Please select a value

General Financial Contact

- Name entered must match a “user” in EPC
- Can be any user, even a consultant

General Financial Contact of OWEN J ROBERTS SCHOOL DISTRICT

Enter General Financial Contact *

Federal ID and DUNS Numbers

Further Details

All of these key pieces of data are required.

Federal Employer Identification Number *

123456789

Dun and Bradstreet Number (DUNS) *

013664552



“Data Universal Numbering System” number (DUNS or D-U-N-S) is a proprietary system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a “DUNS number” to a single business entity.

FCC Registration Number

0003263845



Note: The FCC Registration Number should pre-populate (note: this is not the same as the Form 471 FRN number).

Unique Entity Identification Number (UEI) *

Remittance Contact

- If the Remittance Contact is the same as the General Financial Contact on the previous page, check the “Yes” box and data will be prepopulated below.

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?

☒ Yes



Contact Information

First Name

Julie

Last Name

Tritt Schell

Middle Initial

Title

Consultant

Phone Number

717-730-7133

Phone Number Extension

Email Address

jtschell@comcast.net

Remittance Contact

- The Remittance Contact will receive e-mail notifications when funds have been transferred into the applicant's bank account
- If the Remittance Contact is NOT the same as the General Financial Contact on the previous page, don't check "yes" box and enter the data below. *Note: The Remittance Contact does NOT have to be a user in EPC.*

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?

☐ Yes

Contact Information

First Name *

Phone Number *

Last Name *

Phone Number Extension

Middle Initial

Email Address *

Title *

Financial Information

Financial Information

Remittance Financial Institution*

NAME OF APPLICANT'S BANK

ACH Financial Institution Transit Number*

111111111

This is your **Bank's** Transit (routing) #.

Financial Institution Account Number for ACH*

031202084

This is your **Account** Number.

UPLOAD



Drop files here

Required: You must upload a copy of a voided check to verify the banking data

Be 100% certain that the Bank Transit Number and Your Account Number are accurate and placed in the correct fields.

The order of these fields is reversed from how these items are commonly displayed.

More Than 1 BEN Connected to the Same Bank Account?

- If your school or library has more than one Billed Entity connected to this bank account, you can list that additional BEN number here.
- Most applicants will leave this blank.
 - If you have a district and consortium Billed Entity Number, list the additional entity number here.

Block 14: Billed Entity Number/FCC Form 498 Association

If you are an entity that has chosen to receive your E-rate Program payments directly (BEAR invoicing), please enter the Billed Entity this FCC Form 498.


Billed Entity Number	Billed Entity Name
126238	OWEN J ROBERTS SCHOOL DISTRICT

Add Additional BEN Number

Add to List

Certifying

- If a School or Library Official completed the form, they can click on
- If a General Financial Contact completed the form, they must click on in order to send the Form 498 to a “School or Library Official” in EPC for their approval.

A green rectangular button with rounded corners and a thin white border. The text "Continue to Certification" is centered in white.A green rectangular button with rounded corners and a thin white border. The text "Send for Certification" is centered in white.

USAC Verification Process

- After the 498 is certified, USAC will review the banking data with the voided check to verify they match
- If you are having problems with the Form 498, call USAC at (888) 203-8100 for assistance
- After USAC has approved the 498, they will send an “Approved Form 498” email to the General Financial Contact
- After receiving this email, you may file your Form 472 BEAR and the reimbursements will be deposited directly into your bank account

E-RATE PRODUCTIVITY CENTER (EPC) APPLICANT USER GUIDE

Filing the FCC Form 498

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E-RATE PRODUCTIVITY CENTER (EPC) APPLICANT USER GUIDE

Filing the FCC Form 498

Purpose of FCC Form 498

The FCC Form 498 is used to collect contact, remittance, and payment information for service providers and applicants that receive support from the federal universal service programs. For greater flexibility, this form allows service providers to use the same information for all of the programs, different contact and remittance information for each of the four programs, or multiple contact and remittance information. You must report any changes to this information on a revised FCC Form 498 to prevent any delays in notification and the timeliness of disbursements.

To provide eligible services under this program, service providers must file an FCC form 498 to receive a Service Provider Identification Number (SPIN, also known as a 498 ID) from USAC and certify that they will comply with program rules. In addition, all Schools and Libraries (E-rate) Program applicants (billed entities) receiving payments via the Billed Entity Applicant Reimbursement (BEAR) process need to file the FCC Form 498 in the E-rate Productivity Center (EPC) to receive payment.

Assistance in Completing the FCC Form 498

You may direct any questions about completing this form to USAC via the following options:

Website: <http://www.usac.org/about/tools/contact/default.aspx>

Email: CustomerSupport@usac.org

Telephone: 888-641-8722

Fax: 888-637-6226

User Accounts

The applicant must submit a customer service case to request that USAC establish user accounts for a School or Library Official or General Financial Contact. Applicants can submit a case via the **Contact Us** link in EPC or call the Client Service Bureau (CSB) at (888) 203-8100.

User Roles and Permissions

User rights are provided on a form by form basis. The designated rights are:

- **School or Library Official - Full Rights:** The user can create, edit, and certify these forms.

- **General Financial Contact** - Partial Rights: The user can create (start) and edit these forms; however, they are not able to certify the form. Upon the completion of data entry, the system will be automatically route to full rights users in your organization to await certification.
- **No Access** - No Rights: The user cannot sign.

Note: The account administrator for your organization can modify user's permissions.

Certification Requirements

The FCC Form 498 *must* be certified by a School or Library Official for the following occurrences:

1. To create an FCC Form 498.
2. To revise an existing FCC Form 498.
3. To deactivate an existing FCC Form 498.

Form Prerequisite

Prior to accessing EPC, you must have:

- Applied for a user account by contacting the Client Service Bureau at (888) 203-8100.
- Received an email invitation from admin@portal.usac.org with the subject **USAC EPC-Account Creation**.
- Followed the instructions in the email to setup your username (your email address) and password to sign in.

Note: You will not be able to access the EPC system without a username and password OR user permissions to a designated form.

Applicant Login

1. Access the system via <https://portal.usac.org>.

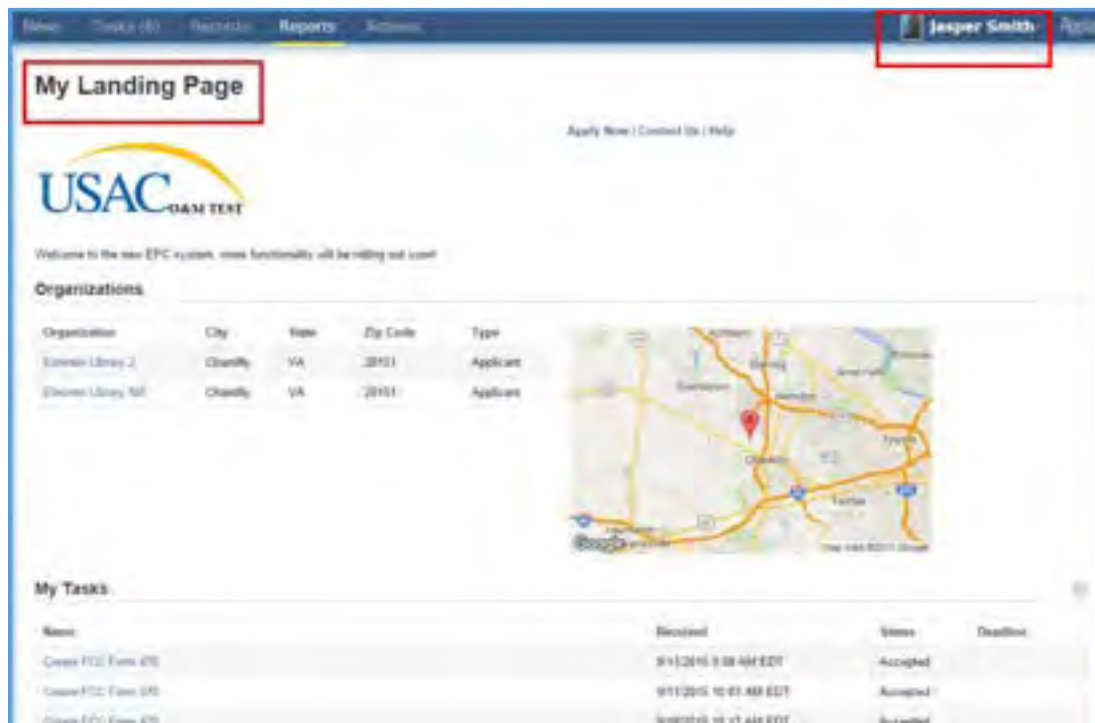


The login form features the USAC logo at the top left. It includes a 'Username' field with the text 'jaspersmith@mailinator.com', a 'Password' field with masked characters, a 'Remember me on this computer' checkbox, a 'Reset Your Password' link, and a green 'Sign In' button.

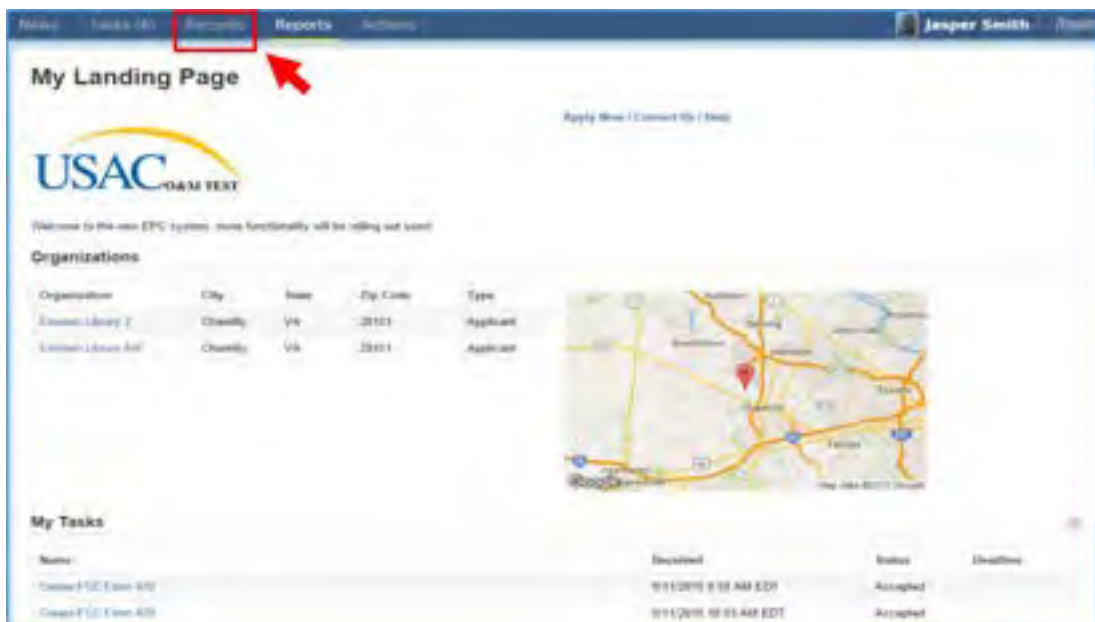


This screen displays the USAC logo and a block of text regarding system access and terms of use. It includes a green 'I Agree' button at the bottom right.

2. Enter your **Username** and **Password** and then *click* the **Sign In** button to display the system access information.
3. *Click* the **I Agree** button to display your **Landing Page**.



Create an FCC Form 498



1. *Click* the **Records** tab. The **Records** page displays a list of records.



2. Click the **Applicant Entities** link. The selected entity's page displays.

Records | Applicant Entity
#106 - Einstein Library 2

Organization Details

Name	Einstein Library 2	Applicant Type	Library
Entity Number	186	Status	Active
FCC Registration Number	2325287664		

Contact Information

Physical Address	2450 Stewart Blvd Charlottesville, VA 22904	Phone Number	703-555-1212
Mailing Address	2450 Stewart Blvd Charlottesville, VA 22904	Email	elibrary@usac.com
		Website URL	

Account Administrator

Name	Paul Pett
------	-----------

General Contact

Name	Paul Pett
------	-----------

3. Select the **Related Actions** link. The Related Actions options displays.

Records | Applicant Entity
#106 - Einstein Library 2

Related Actions

- Manage Organization
This function allows you to update information about an entity or BEN.
- Create a Customer Service Case
This function allows you to submit a question about an E-rate form or topic. You can also submit a specific request or an attachment.
- Manage Annexes
This function allows you to designate an annex for an individual school or library.
- Manage Organization Relationships
Process to relate an Organization to another Organization.
- Create FCC Form 470
This function allows you to create an FCC Form 470 for your entity.
- Create FCC Form 498**
This function allows you to create an FCC Form 498 for your entity.

4. Select the **Create FCC Form 498** link. The **Create a FCC Form 498** page displays.

Basic Information

The Basic Information page requests information regarding the **Application Nickname** and **Organization Information**.

The screenshot shows the 'Create a FCC Form 498' page in the USAC system. The user is logged in as Jasper Smith. The page title is 'Create a FCC Form 498'. Below the title is a brief description of the form. The 'Basic Information' tab is selected and highlighted with a red box. The page contains the following sections and fields:

- Application Nickname:** A text field with the placeholder 'Please enter an application nickname here'.
- Organization Information:**
 - Name:** Einstein Library 2
 - Name Company is Doing Business As (DBA) or Formerly Known As (FKA):**
 - Mailing Address:** 2450 Shenandoah Blvd, Chantilly, VA 20151
 - Federal EIN or TAX ID Number of Holding Company:**
- Holding Company Name:**

At the bottom right, there is a 'Save and Continue' button, which is highlighted with a red box and a red arrow pointing to it.

5. *Enter* information into all fields.
6. *Click* the **Save and Continue** button.

General Financial Contact

The General Financial Contact page requests information on the organization's contacts.

News | Tasks (16) | **Records** | Reports | Actions | Jasper Smith

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by assignees who assist the school district in creating a plan. This form requests information about the school district's existing services, including banking and residence information for the organization. All data requested on this form must be submitted to the USAC by the school district's assigned assignee. Submit your form to the USAC by clicking the "Save and Continue" button.

Einstein Library 2 - James Einstein - 443000022

General Financial Contact

General Financial Contact of Einstein Library 2

Enter General Financial Contact*

James Einstein
james.einstein@einsteinlibrary.org

Jasper Smith
jasper.smith@usac.gov

Save and Continue

7. Enter information into the appropriate field.

Note: This information will automatically populate the contact information when the name of an assigned contact is entered, as shown below.

News | Tasks (16) | **Records** | Reports | Actions | Jasper Smith

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by assignees who assist the school district in creating a plan. This form requests information about the school district's existing services, including banking and residence information for the organization. All data requested on this form must be submitted to the USAC by the school district's assigned assignee. Submit your form to the USAC by clicking the "Save and Continue" button.

Einstein Library 2 - James Einstein - 443000022

General Financial Contact

General Financial Contact of Einstein Library 2

Enter General Financial Contact*

James Einstein

First: James
Middle initial:
Last: Einstein
Phone Number: 202-455-5212
Phone Number Extension:
E-mail: james.einstein@einsteinlibrary.org

Street Address: 14 Park Ave
Address Line 2:
City: New York
State: NY
Zip Code: 10120
Zip Code Extension:

Save and Continue

8. Click the **Save and Continue** button.

Organization Numbers

The Organization Numbers page requests **Further Details (Federal Employee Identification Number, Dun and Bradstreet Number (DUNS), and FCC Registration Number)** information.

The screenshot shows the USAC 'Create a FCC Form 498' page. The page title is 'Create a FCC Form 498'. Below the title, there is a sub-header 'Einstein Library 2 - James Einstein - 443000022'. The page is divided into several sections: 'Summary', 'Related Actions', 'Further Details', and 'Save and Continue'. The 'Further Details' section contains three input fields: 'Federal Employee Identification Number' (with value 101221345), 'Dun and Bradstreet Number (DUNS)' (with value 076123456), and 'FCC Registration Number' (with value 2222227854). A red box highlights the 'Organization Numbers' tab, and another red box highlights the 'Save and Continue' button at the bottom right.

9. Enter the appropriate information into each field.

10. Click the **Save and Continue** button.

Remittance Information

The Remittance Information page requests your **Remittance Contact**, **Contact Information** and **Financial Information**.

The screenshot shows the USAC 'Create a FCC Form 498' page. The 'Remittance Information' tab is highlighted with a red box. The page includes sections for Remittance Contact, Contact Information, and Financial Information.

Create a FCC Form 498

Is the E-Rate Program for FCC Form 498 is used to document and record the debt obligations incurred. This form provides your debt subject to being by selecting during the remittance information for the submission. As stated associated with the program, all funding information, information should be provided to the form. Submissions require follow-up in Library/Other information.

Einstein Library 2 - James Einstein - 443000022

Summary
News
Related Actions
Customer Service Cases
Annexes
Related Entities
Consulting Firms
Consortia Organizations
Modifications
FCC Forms d70

Remittance Information

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?
☐ Yes

Contact Information

First Name* Phone Number*
Last Name* Phone Number Extension
Middle Initial Email Address*
Title*

Financial Information

Remittance Financial Institution* Financial Institution Account Number for ACH*
ACH Financial Institution Transit Number*

11. Enter information into the appropriate fields.

Note: Selecting the **Yes** check box will automatically populate the **Contact Information** fields.

News
Related Actions
Customer Service Cases
Annexes
Related Entities
Consulting Firms
Consentia Organizations
Modifications
FCC Forms 478

Einstein Library 2 - James Einstein - 443000022

Financial Information | Remittance Information | Associated ECHs | Principal Communication Types | School or Library Official Certification

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?
No Yes

Contact Information

First Name James	Phone Number 213-555-1212
Last Name Einstein	Phone Number Extension
Middle Initial	Email Address einstein@consultant2.org@mailinator.com
Title Consultant	

News | Tasks (0) | **Records** | Reports | Actions

Jasper Smith - Admin

USAC Universal Service Administrative Company

Summary
News
Related Actions
Customer Service Cases
Annexes
Related Entities
Consulting Firms
Consentia Organizations
Modifications
FCC Forms 478

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants to report the expenditures, account opening, account, and the funds received and used by the organization. All ECHs, associated with the expenditures and payments/receipts information, must be included on this form. Submissions require a School or Library Official certification.

Einstein Library 2 - James Einstein - 443000022

Financial Information | Remittance Information | Associated ECHs | Principal Communication Types | School or Library Official Certification

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?
No Yes

Contact Information

First Name James	Phone Number 213-555-1212
Last Name Einstein	Phone Number Extension
Middle Initial	Email Address einstein@consultant2.org@mailinator.com
Title Consultant	

Financial Information

Remittance Financial Institution ¹ Chase Bank NA	Financial Institution Account Number for ACH ² 101010101010
ACH Financial Institution Transit Number ³ 000100010	

Other (Name and Contact ID needed) are still to apply to create the account from being any entered (transmit) over the year. It is noted to be going over the account from the "Details" tab.

Cancel Form | Previous | **Save and Continue**

12. Click the **Save and Continue** button.

Associated BENs

The associated Billed Entity Number (BEN) page requests information regarding the current BEN, Billed Entity Name, and an option for any additional BENs who will use this bank account during the BEAR process.

The screenshot shows the USAC portal interface for creating a FCC Form 498. The top navigation bar includes links for News, Tables (0), Records, Reports, and Actions. The user is logged in as Jasper Smith. The main heading is 'Create a FCC Form 498'. Below this, there is a section for 'Einstein Library 2 - James Einstein - 443000022'. The 'Associated BENs' section is highlighted with a red box. Below this, there is a section for 'Block 14: Billed Entity Number/FCC Form 498 Association'. The 'Add Additional BEN Number' section is also highlighted with a red box, and a red arrow points to the 'Add to List' button. At the bottom right, the 'Save and Continue' button is highlighted with a red box and a red arrow.

13. Enter information into the appropriate fields.
14. Click the **Add to List** link if an additional BEN Number is necessary.
15. Click the **Save and Continue** button.

Principal Communication Types

The Principal Communication Types page displays the **Service Identification** information. For applicants this will always be prepopulated.

Note: Information shown on this page automatically populates from previous captured data.

The screenshot shows the 'Create a FCC Form 498' page in the USAC system. The page title is 'Create a FCC Form 498'. Below the title, there is a description of the form. The main content area shows the 'Service Identification' section with the 'Principal Communication Type' dropdown menu set to 'School/Library or other Eligible Entity Recipient'. The 'Delete Form' button is highlighted with a red box. The 'Continue to Certification' button is also highlighted with a red box.

16. Review **Service Identification** information.

17. Select from the following options:

- Click **Delete Form** button to end the certification process.
- Click the **Previous** button to return to the **Associated BENs** page.
- Click **Continue to Certification** button to proceed with certification. A popup message displays.

The screenshot shows the 'Create a FCC Form 498' page in the USAC system. A confirmation popup is displayed in the center of the page. The popup text reads: 'Once submitted for certification, information in this FCC Form 498 can only be edited by a School or Library Official until it is certified. Do you wish to continue?'. The 'Yes' button is highlighted with a red box.



18. Click the **No** button to exit the message and return to the **Principal Communication Types** page.

Note: Only the School or Library Official can certify the FCC Form 498. The General Financial Contact can only submit the form.

19. Click the **Yes** button to continue. Selecting this option displays the School or Library Official Certification page.

School or Library Official Certification

The School or Library Official Certification page requests that a School or Library Official review the form for accuracy and, if in agreement, to certify the information.

20. Review the information by clicking the **FCC Form 498** link. The form displays for review.

21. Close the form after reviewing information.

22. Select both **check boxes** in the Review Data section, if acceptable.

Note: Both check boxes must be selected to continue the certification process.

23. Select from the following options:

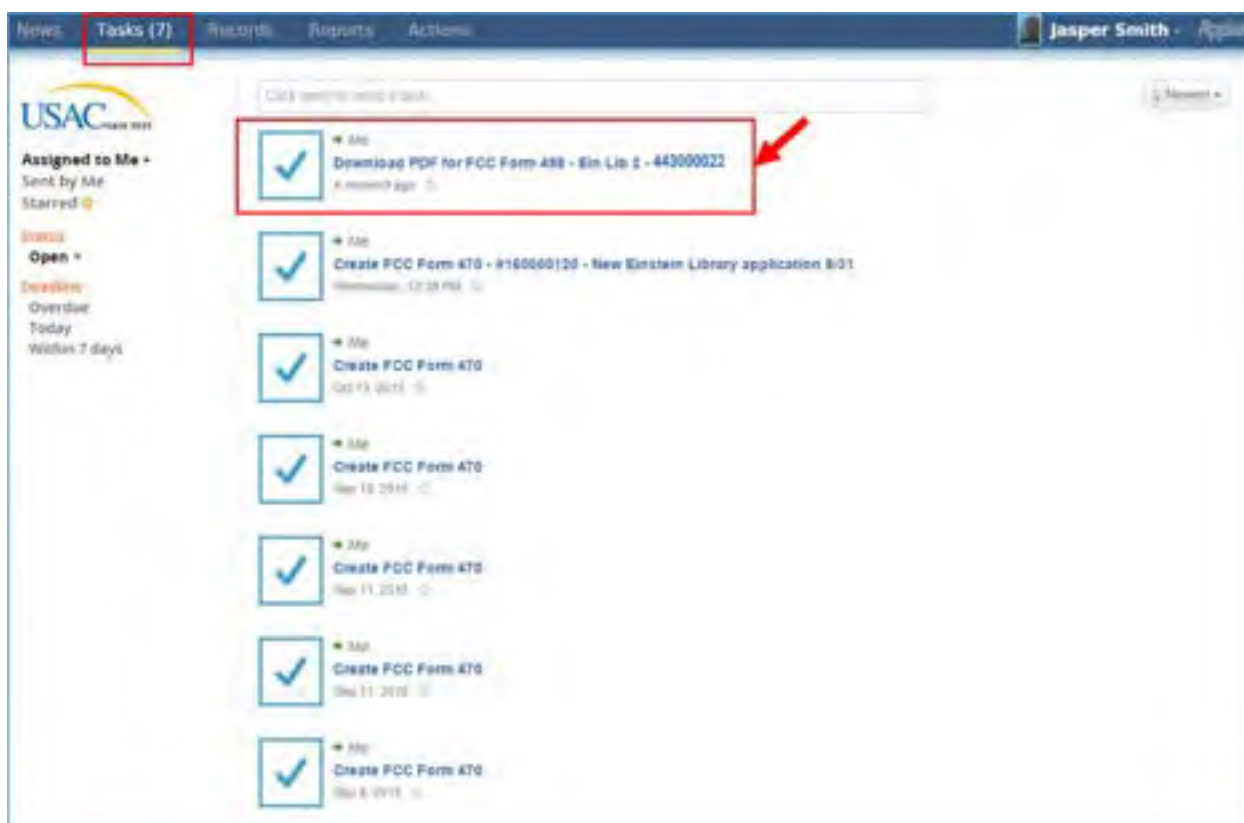
- Click the **Reject and Delete Form** button to discontinue the Create a FCC Form 498 process. All of the information entered will be deleted.

- b. Click the **Previous** button to return to the **Principal Communication Types** page.
- c. Click the **Certify** button to complete the Create a Form 498 process. Selecting this option displays the **Tasks** tab.

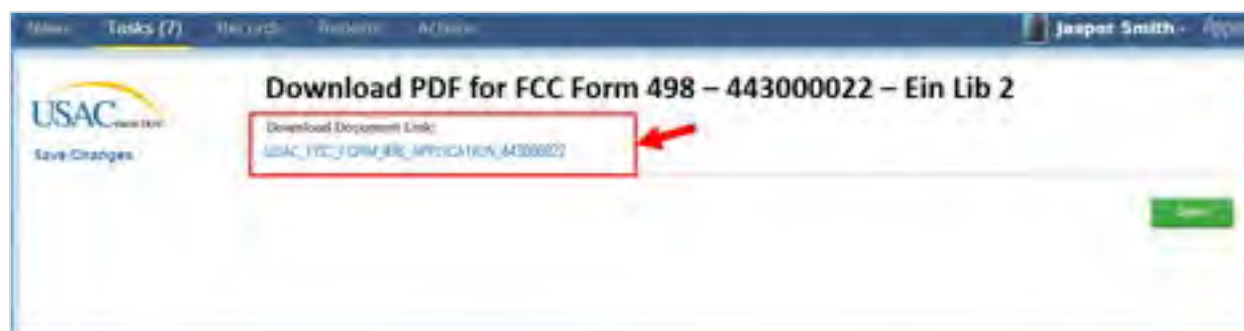
Note: If the Certify button is selected, a download link will appear under the **Tasks** tab when the PDF version of the certified form is ready to be downloaded.

View Form

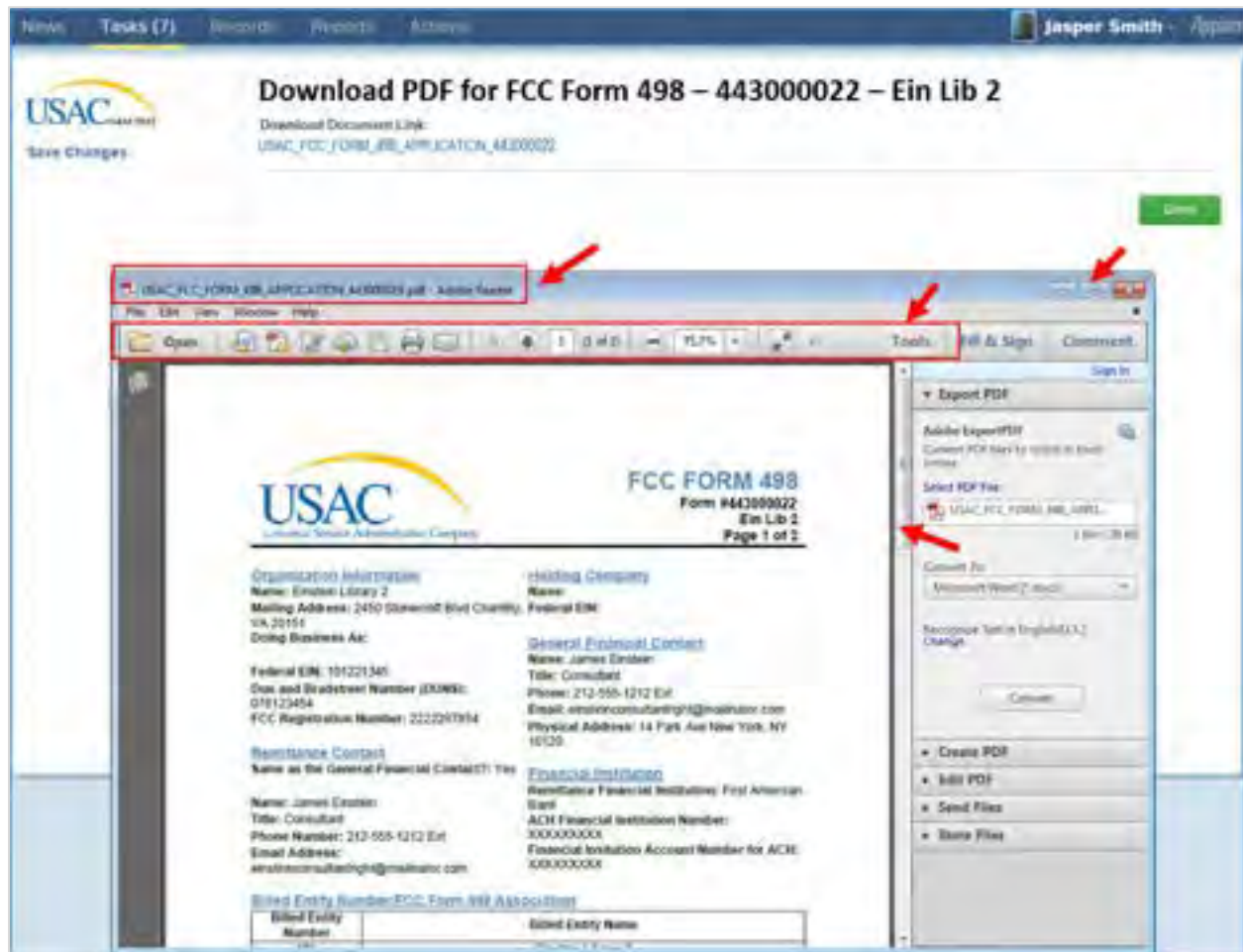
The **Tasks** tab displays the user's tasks categorized by **Assigned to Me**, **Status**, and **Deadline**.



24. Click the **Download PDF for FCC Form 498** link. The **Download PDF for FCC Form 498** page displays.



25. Click the **Download Document Link**. Your **USAC FCC Form 498 Application** displays in PDF format.



26. Use the **Scroll** bar to view document OR click the **Maximize** button to enlarge the document.

Note: Select options on the PDF toolbar to **Open**, **Save**, or **Print** the document, if preferred.

USAC
Universal Service Administrative Company

FCC FORM 498
Form #44060022
E-Rate Lib 2
Page 1 of 2

Organization Information
Name: Union Library 2
Mailing Address: 2450 Woodcroft Blvd. Chantilly, VA 20151
Doing Business As:
Federal EIN: 011221140
Dun and Bradstreet Number (DUNS): 078121404
FCC Registration Number: 202227614

General Contact
Name: James Eason
Title: Consultant
Phone Number: 212-555-1212 Ext.
Email Address: james.eason@unionlib.com

Financial Institution
Name: James Eason
Title: Consultant
Phone Number: 212-555-1212 Ext.
Email Address: james.eason@unionlib.com

Billing Entity Name and Billing Entity Address

Billing Entity Name	Billing Entity Address
Union Library 2	Union Library 2

Service Information
Principal Communication Type: School/Library or other Eligible Recipient

Certifications
I certify that I am a School or Library Official of the above-named entity, and that I am authorized to submit this FCC Form 498 data on behalf of the above-named entity.

Certifying Official
Name: James Eason

1-800-555-4848

27. Select the following options from the page toolbar, if applicable:
- Click the **Save** button to save a copy of the document for your records.
 - Click **Print** button to print the document.
 - Click the **Minus (-)** button to minimize the view.
 - Click the **Plus (+)** button to enlarge view.
 - Click the **Home** button to return to the Home page view.



28. Complete your selected options and then exit **Download PDF for FCC Form 498** page.

29. Click the **Done** button. The **Records** tab will display.



Modify FCC Form 498

The information in the FCC Form 498 document can be modified. The **Records** tab will display your records and the status of each record.



1. Click the **drop-down** arrow next to the **ALL** topic OR click the **FCC Forms 498** link. The three Status options and records display.



The **Nickname** and **Form Number** assigned to the form will display under the **Forms 498** topic.



2. Click the **Nickname** (Example: *Ein Lib 2 – 443000022*) link. The form information displays.

Note: The **Search** field can also be used to retrieve records when multiple records exist.



Note: A **Follow** button displays. Click the **Follow** button to see news related to this record in your news feed (optional).

3. Click the **Collapse (-)/Expand (+)** button to adjust the view.

Note: Do not select the **Deactivate FCC Form 498** button to modify the form.

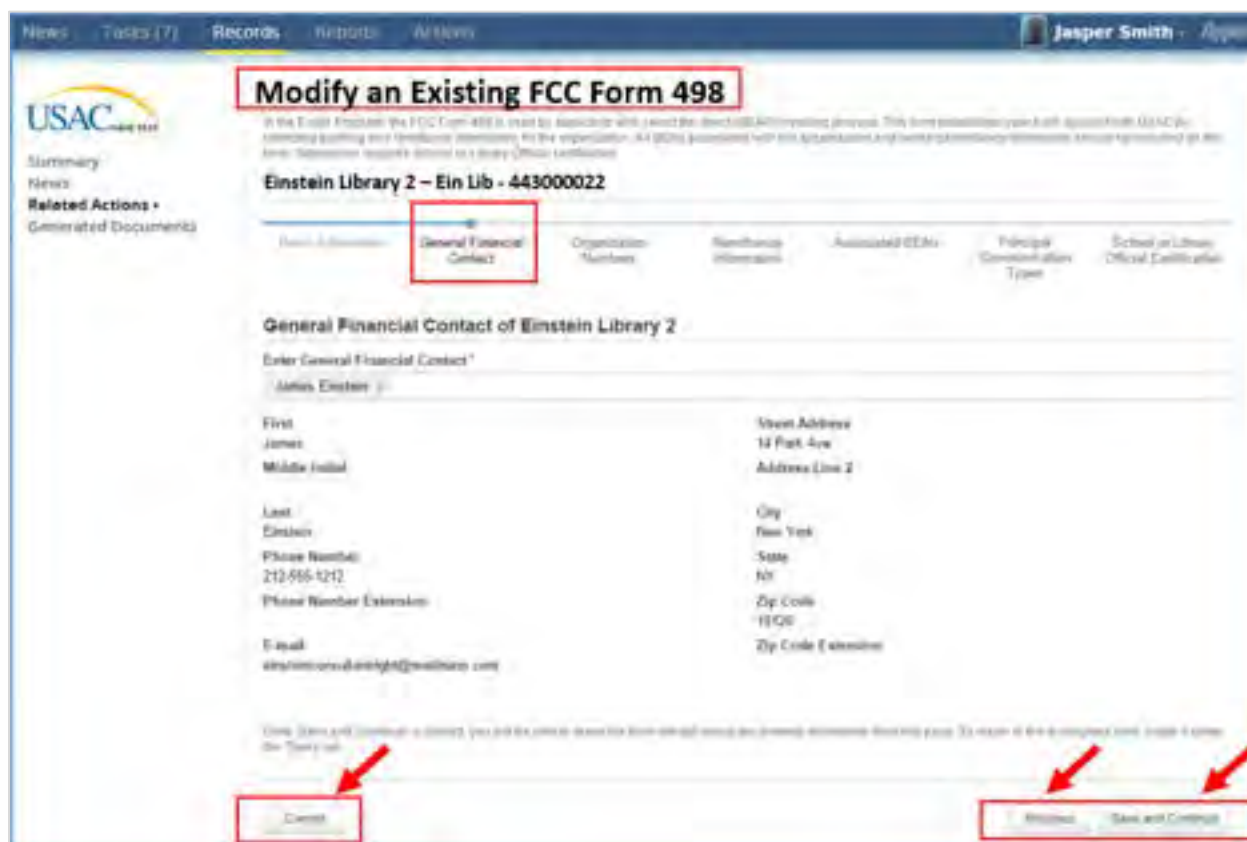
4. Click the **Modify FCC Form 498** button to update existing information.

The screenshot shows the USAC Records page for 'Ein Lib 2 - #443000022'. The page has a navigation bar with 'Home', 'Tasks (1)', 'Records', 'Reports', and 'Admin'. The user 'Jasper Smith' is logged in. The main content area shows 'Records | FCC Forms 498' and 'Ein Lib 2 - #443000022' with a 'Follow' button. Below this is 'Application Information' with fields for Nickname, Form Number, Status, Created Date, Created By, Certified Date, Certified By, Last Modified Date, and Last Modified By. A red box highlights the 'Modify FCC Form 498' button in the top right corner, with a red arrow pointing to it.

When you select the **Modify FCC Form 498** button, the **Modify an Existing Form 498** page displays. The modification process will take you through the original steps (Basic Information, General Financial Contact, Organization Numbers, Remittance, Associated BENs, Principal Communication Types, and School or Library Official Certification pages).

The screenshot shows the 'Modify an Existing FCC Form 498' page. The title 'Modify an Existing FCC Form 498' is highlighted with a red box. Below the title is a description of the form. The 'Basic Information' tab is selected and highlighted with a red box. The page contains fields for 'Application Nickname', 'Organization Information', and 'Holding Company Name'. At the bottom, there are two buttons: 'Cancel' and 'Save and Continue', both highlighted with red boxes and red arrows.

5. Review or update information displayed in the **Basic Information** page.
6. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
7. Click the **Save and Continue** button. Selecting this button will display the **General Financial Contact** page.



Modify an Existing FCC Form 498

Einstein Library 2 – Ein Lib - 443000022

General Financial Contact

General Financial Contact of Einstein Library 2

Enter General Financial Contact*

James Einstein

First: James
Middle Initial:
Last: Einstein
Phone Number: 212-455-1212
Phone Number Extension:
E-mail: einstein@einsteinlibrary.com

Street Address: 14 Park Ave
Address Line 2:
City: New York
State: NY
Zip Code: 10003
Zip Code Extension:

Cancel **Previous** **Save and Continue**

8. Review or update information displayed on the **General Financial Contact** page.
9. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
10. Click the **Previous** button to return to the **Basic Information** page.
11. Click the **Save and Continue** button. Selecting this button will display the **Organization Numbers** page.

The screenshot displays the 'Modify an Existing FCC Form 498' interface for 'Einstein Library 2 - Ein Lib - 443000022'. The page includes a sidebar with 'Summary', 'News', and 'Related Actions - Generated Documents'. The main content area has a tabbed interface with 'Organization Numbers' selected. Below this, the 'Further Details' section contains input fields for 'Federal Employer Identification Number' (101221345), 'Dun and Bradstreet Number (DUNS)' (876123454), and 'FCC Registration Number' (2022057654). At the bottom, there are three buttons: 'Cancel', 'Previous', and 'Save and Continue'. Red arrows point to each of these buttons.

12. Review or update information displayed on the **Organization Numbers** page.
13. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
14. Click the **Previous** button to return to the **General Financial Contact** page.
15. Click the **Save and Continue** button. Selecting this button will display the **Remittance Information** page.

The screenshot shows the USAC web interface for modifying an existing FCC Form 498. The title is "Modify an Existing FCC Form 498". Below the title is a summary of the form. The form is for "Einstein Library 2 - Ein Lib - 443000022". The "Remittance Information" tab is selected and highlighted with a red box. The form contains sections for "Remittance Contact", "Contact Information", and "Financial Information". The "Remittance Contact" section asks if the contact is the same as the General Financial Contact, with a "Yes" response. The "Contact Information" section includes fields for First Name (James), Last Name (Einstein), Middle Initial, Title (Consultant), Phone Number (212-465-1212), Phone Number Extension, and Email Address (james.einstein@usac.com). The "Financial Information" section includes fields for Remitting Financial Institution (First American Bank), Financial Institution Account Number for ACH (123456789), and ACH Financial Institution Transit Number (12300987). At the bottom, there are three buttons: "Cancel", "Previous", and "Save and Continue". Red arrows point to the "Cancel" button and the "Previous" and "Save and Continue" buttons.

16. Review or update information displayed on the **Remittance Information** page.
17. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
18. Click the **Previous** button to return to the **Organization Numbers** page.
19. Click the **Save and Continue** button. Selecting this button will display the **Associated BENs** page.

News Tasks (7) Records Reports Actions Jasper Smith - Admin

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who intend to receive E-rate funding. This form establishes your entity's relationship with USAC. By collecting billing and remittance information for the organization, all BENs associated with this organization and a communication type must be included in this form. Submission requires School or Library Official Certification.

Einstein Library 2 – Ein Lib - 443000022

Summary News Related Actions + Generated Documents

Block 14: Billed Entity Number/FCC Form 498 Association

If you are an entity that has chosen to receive your E-rate Program payments directly (BEN Association), please enter the Billed Entity Number below to its associated with the FCC Form 498.

Billed Entity Number: 136 Billed Entity Name: Einstein Library 2

Add Additional BEN Number: Add to List

Click Save and Continue to return to the BEN page to view the BEN record and the BEN Association Form (443). To return to the BEN Association Form, click the Cancel button.

Buttons: Cancel, Previous, Save and Continue

20. Review or update information displayed on the **Associated BENs** page.
21. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
22. Click the **Previous** button to return to the **Remittance Information** page.
23. Click the **Save and Continue** button. Selecting this button will display the **Principal Communication Types** page.

News Tasks (7) Records Reports Actions Jasper Smith - Admin

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who intend to receive E-rate funding. This form establishes your entity's relationship with USAC. By collecting billing and remittance information for the organization, all BENs associated with this organization and a communication type must be included in this form. Submission requires School or Library Official Certification.

Einstein Library 2 – Ein Lib - 443000022

Summary News Related Actions + Generated Documents

Service Identification

Principal Communication Type: School/Library or other Billed Entity Recipient

Buttons: Cancel, Previous, Continue or Confirm

24. Review information displayed on the **Principal Communication Types** page.
25. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
26. Click the **Previous** button to return to the **Associated BENs** page.

27. Click the **Continue to Certification** button. Selecting this button will display a **Submittal warning message**.

USAC
Universal Service Administrative Company®

Summary
News
Related Actions +
Generated Documents

Modify an Existing FCC Form 498

Einstein Library 2 - Ein Lib - 443000022

Principal Communication Types

Service Identification

Principal: School/Library or other Eligible Entity Recipient
Communication Type

Once submitted for certification, information in this FCC Form 498 can only be edited by a School or Library Official until it is certified. Do you wish to continue?

No Yes

Principal Communication Types

School or Library Official Certification

Continue to Certification

28. Click the **No** button to exit the modification submittal process. Selecting this option returns the user to the **Principal Communication Types** page.

USAC
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Summary
News
Related Actions +
Generated Documents

Modify an Existing FCC Form 498

Einstein Library 2 - Ein Lib - 443000022

Principal Communication Types

Service Identification

Principal: School/Library or other Eligible Entity Recipient
Communication Type

No

Principal Communication Types

School or Library Official Certification

Continue to Certification

29. Click the **Yes** button to Continue to Certification. Selecting the **Yes** button displays the **School or Library Official Certification** page.

Modify an Existing FCC Form 498

Einstein Library 2 - Ein Lib - 443000022

School or Library Official Certification

Review Data

Please carefully review the data entered on the form for accuracy.
[FCC Form 498 #443000022](#)

I have reviewed this form and have determined the information to be accurate.
I certify that I am a School or Library Official of the above-named entity, and that I am authorized to submit this FCC Form 498 data on behalf of the above named entity.
Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, as amended: 47 U.S.C. Sec. 201(a), 302, 303(b), or fine or imprisonment under Title 18 of the United States Code: 18 U.S.C. Sec. 1001.

I hereby certify:
that the information on this FCC Form 498 is true and correct.

A download link will appear under Tasks when the PDF version of the certified form is ready to be downloaded.

30. Review information displayed on the **School or Library Official Certification** page.

31. Click the **FCC Form 498 #** link to display the modified form.

FCC Form 498

Ein Lib 2 - #443000022

This FCC Form 498 is currently in the creation or modification process. All sections will be populated after the form has been certified.

Application Information

Business: Ein Lib 2	Created Date: 11/4/2015 9:52 AM EST
Form Number: 443000022	Created By: jasper@usac.com
Status: In Progress	Entered Date: 11/4/2015 7:12 PM EST
	Certified By: jasper@usac.com
	Last Modified Date: 11/4/2015 7:30 PM EST
	Last Modified By: jasper@usac.com

General Information

Form Number: Ein Lib 2	DBA or FFA Name: Einstein Library 2
Organization Name: Einstein Library 2	Holding Company Name: Einstein-Finding
Mailing Address: 2452 Stewart Blvd, Chertsey, VA 20011	Federal EIN: 000000000
	FCC Registration Number: 000000000

General Financial Contact Information

First Name: James	Address: 18 Park Ave, New York, NY 10128
Mobile Number:	Phone Number: 212-555-1212
Last Name: Einstein	Email Address: jasper@usac.com
Job Title: Director	

32. Review the modified form for accuracy, and then close the form to return to the **School or Library Official Certification** page.

33. Select both **check boxes** in the **Review Data** section, if acceptable.

Note: Both check boxes must be selected to continue the certification process.

34. Select from the following options:

- d. Click the **Reject Changes** button to discontinue the Modify an Existing FCC Form 498 process and discard the updated information entered.
- e. Click the **Previous** button to return to the **Principal Communication Types** page.
- f. Click the **Certify** button to complete the **Modify an Existing Form 498** process. Selecting this option displays the **Tasks** tab.

Note: If the **Certify** button is selected, a download link will appear under the **Tasks** tab when the PDF version of the certified form is ready to be downloaded.

35. See **View Form** section to view the user's tasks categorized by **Assigned to Me**, **Status** and **Deadline**.

Note: You can download the modified FCC Form 498 by following the steps in the **View Form** section.

Deactivate FCC Form 498

The information in the FCC Form 498 document can be deactivated. The **Records** tab will display your records and the status of each record.



1. Click the **drop-down** arrow next to the **ALL** topic OR click the **FCC Forms 498** link. The three Status options and records displays.



The **Nickname** and **Form Number** assigned to the form will display under the Forms 498 topic.



2. Click the **Nickname** (Example: *Ein Lib 2 – 443000022*) link. The form information displays.

Note: The **Search** field can also be used to retrieve records when multiple records exist.

The screenshot shows the USAC portal interface. At the top, there are tabs for 'Home', 'Tasks (0)', 'Records', 'Accounts', and 'Admins'. The user 'Jasper Smith' is logged in. The main content area displays the record 'Ein Lib 2 - #443000022' with a green 'Follow' button. To the right of the record title, there are two buttons: 'Deactivate FCC Form 498' and 'Modify FCC Form 498'. Red arrows point to these buttons. The record details are organized into sections: 'Application Information', 'General Information', 'General Financial Contact Information', and 'Further Details'.

Application Information		Created Date: 11/6/2015 6:52 PM EST	
Nickname: Ein Lib 2	Created By: jasper.smith123@gmail.com	Certified Date: 11/6/2015 7:12 PM EST	Certified By: jasper.smith123@gmail.com
Form Number: 443000022	Last Modified Date: 11/6/2015 7:08 PM EST	Last Modified By: jasper.smith123@gmail.com	
Status: Certified			

General Information		DGA or FKA Name	
Form Nickname: Ein Lib 2	Building Company: Netus	Federal EIN	FCC Registration Number: 2222287854
Organization: Einstein Library 2			
Mailing Address: 2400 Connecticut Blvd, Chantilly, VA 20151			

General Financial Contact Information		Address: 14 Park Ave, New York, NY 10123	
First Name: James	Phone Number: 212-555-1212	Email Address: jasper.smith123@gmail.com	
Middle Initial:			
Last Name: Einstein			
Job Title: Consultant			

Further Details		DGA and Deactivation Number (DGA#)	
Federal Employer Identification Number: 99121385	Dis and Deactivation Number (DGA#): 076125458		

Note: A **Follow** button displays. Select the **Follow** button to view news related to this record in your news feed (Optional).

- Click the **Collapse (-)/Expand (+)** button to adjust the view.

Note: Do not select the **Modify FCC Form 498** button to modify the form if you are deactivating this form.

- Click the **Deactivate FCC Form 498** button to disable the form. The **Deactivate FCC Form 498: (Nickname)** page displays.

This screenshot is similar to the previous one, but the 'Deactivate FCC Form 498' button is highlighted with a red box and a red arrow points to it. The 'Follow' button is also visible. The record details are the same as in the previous screenshot.

Home | Tools (8) | Records | Reports | Actions | Jasper Smith - Admin

Deactivate FCC Form 498: Ein Lib 2

Deactivation Reason

Why is this FCC Form 498 being deactivated? *

This company is in business but no longer participates in universal service programs

Cancel Submit

5. Click the **drop-down** arrow to select the **Deactivation Reason**. The selected Deactivation Reason displays.

Home | Tools (8) | Records | Reports | Actions | Jasper Smith - Admin

Deactivate FCC Form 498: Ein Lib 2

Deactivation Reason

Why is this FCC Form 498 being deactivated? *

This company is in business but no longer participates in universal service programs

Cancel Submit

--- Select a Reason ---

- This company is going out of business
- This company is in business but no longer participates in universal service programs
- This company is being sold
- This company has merged with another company
- This company has consolidated with another company

Home | Tools (8) | Records | Reports | Actions | Jasper Smith - Admin

Deactivate FCC Form 498: Ein Lib 2

Deactivation Reason

Why is this FCC Form 498 being deactivated? *

This company is in business but no longer participates in universal service programs

Cancel Submit

6. Select from the following options:

- Click the **Cancel** button to discontinue the Deactivation process and keep the form in its current status.
- Click the **Submit** button to deactivate the form. The form displays a Deactivated status.

Ein Lib 2 - #443000022

Application Information

Nicknames: Ein Lib 2
 FIPS Number: 44300022
Status: Deactivated
 Deactivation Reason: This company is in business but did not participate in Universal Service program

Created Date: 11/6/2015 6:52 PM EST
 Created By: jasper.smith@usac.com
 Certified Date: 11/6/2015 7:37 PM EST
 Certified By: jasper.smith@usac.com
 Last Modified Date: 11/6/2015 7:42 PM EST
 Last Modified By: jasper.smith@usac.com

General Information

Inner Nicknames: Ein Lib 2
 Organization Name: Einstein Library 2
 Mailing Address: 3450 Skowhegan Blvd
 Chatham, NY 12014
 DBA or FRA Name: Einstein Library Inc.
 Holding Company Name: Einstein Holding
 Federal EIN: 00222222
 EIN Registration Number: 202288054

General Financial Contact Information

First Name: John
 Middle Initial
 Last Name: Einstein
 Job Title: Consultant
 Address: 34 Park Ave
 New York, NY 10128
 Phone Number: 212-695-1212
 Email Address: einsteinconsulting@einstein.com

Further Details

Federal Employer Identification Number: 00222222
 District and Street Number (DUNS): 00222222

Remittance Contact Information

Remittance Contact Information is the same as General Financial Contact Information

Financial Institution Information

Remittance Financial Institution: First American Bank
 ACH Financial Institution Transit Number: 12345678
 ACH Financial Institution Account Number: 12345678

Service Identification

Principal Communication Type: School/Library or other Educational Program