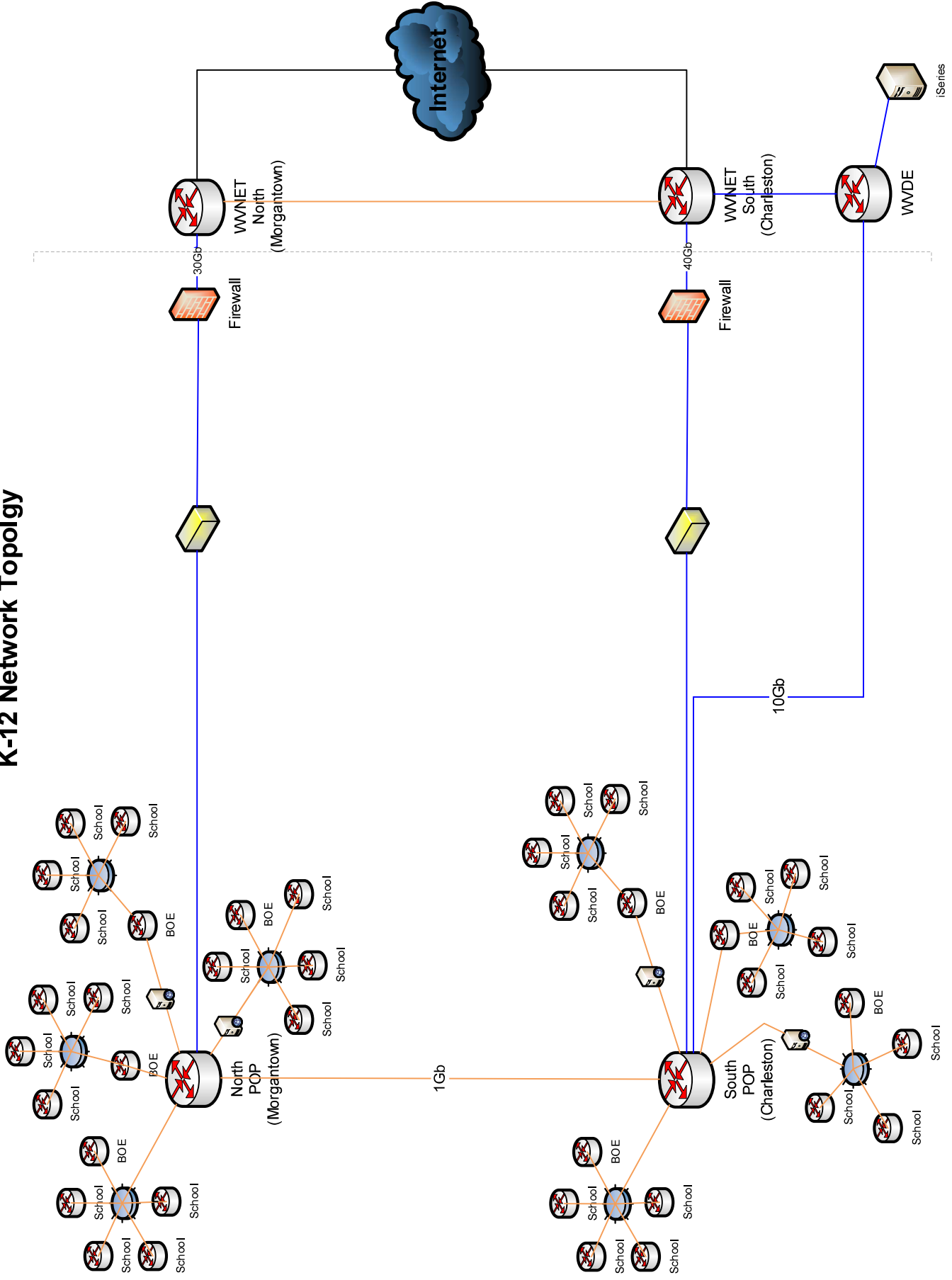


West Virginia Department of Education K-12 Network Topology



Applicant's Organization Name	Service Provider Name	Connection POP (North or South)
Barbour County School District	Frontier West Virginia Inc.	North
Berkeley Co School District	Shenandoah Cable Television, LLC	North
Boone County School District	Frontier West Virginia Inc.	South
Braxton County School District	Shenandoah Cable Television, LLC	North
Brooke County School District	Frontier West Virginia Inc.	North
Cabell County Schools	Frontier West Virginia Inc.	South
Calhoun County School District	Frontier West Virginia Inc.	South
Clay County School District	Frontier West Virginia Inc.	South
Doddridge County School Dist	Frontier West Virginia Inc.	North
Fayette County School District	Cebridge Telecom WV, LLC	South
Gilmer County School District	Frontier West Virginia Inc.	North
Grant County School District	Frontier West Virginia Inc.	North
Greenbrier County School Dist	Cebridge Telecom WV, LLC	South
Hampshire County School Dist	Frontier West Virginia Inc.	North
Hancock County School District	Frontier West Virginia Inc.	North
Hardy County School District	Hardy Telecommunications, Inc.	North
Harrison County School Dist	Frontier West Virginia Inc.	North
Jackson County School District	Frontier West Virginia Inc.	South
Jefferson County School Dist	Frontier West Virginia Inc.	North
Kanawha County School District	Cebridge Telecom WV, LLC	South
Lewis County School District	Lumos Networks of West Virginia, Inc.	North
Lincoln County School District	Armstrong Cable Services	South
Logan County School District	Frontier West Virginia Inc.	South
Marion County School District	Frontier West Virginia Inc.	North
Marshall County School Dist	Frontier West Virginia Inc.	North
Mason County School District	Frontier West Virginia Inc.	South
Mcdowell Co School District	Frontier West Virginia Inc.	South
Mercer County School District	Lumos Networks of West Virginia, Inc.	South
Mineral County School District	Frontier West Virginia Inc.	North
Mingo County School District	Frontier West Virginia Inc.	South
Monongalia County Schools	Frontier West Virginia Inc.	North
Monroe County School District	Cebridge Telecom TX, LP	South

Morgan County School District	Frontier West Virginia Inc.	North
Nicholas County School Dist	Frontier West Virginia Inc.	South
Ohio County School District	Frontier West Virginia Inc.	North
Pendleton Co School District	Hardy Telecommunications, Inc.	North
Pleasants County School Dist	Cebridge Telecom WV, LLC	South
Pocahontas Co School District	Frontier West Virginia Inc.	South
Preston County School District	DIGITAL CONNECTIONS INC	North
Putnam County School District	Frontier West Virginia Inc.	South
Raleigh County Schools	Cebridge Telecom WV, LLC	South
Randolph County School Dist	Frontier West Virginia Inc.	South
Ritchie County School District	Armstrong Telephone Company (North Division)	South
Roane County School District	Frontier West Virginia Inc.	South
Summers County School District	Cebridge Telecom WV, LLC	South
Taylor County School District	Frontier West Virginia Inc.	North
Tucker County School District	Frontier West Virginia Inc.	North
Tyler County School District	Frontier West Virginia Inc.	North
Upshur County School District	Frontier West Virginia Inc.	North
Wayne County School District	Frontier West Virginia Inc.	South
Webster County School District	Frontier West Virginia Inc.	North
WV Schools For The Deaf And Blind	Frontier West Virginia Inc.	North
Wetzel County School District	Frontier West Virginia Inc.	North
Wirt County School District	Cebridge Telecom LA, LLC	South
Wood County School District	Frontier West Virginia Inc.	South
WV Schools Of Diversion And Transition	Frontier West Virginia Inc.	North and South
Wyoming County School District	Shenandoah Cable Television, LLC	North

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.

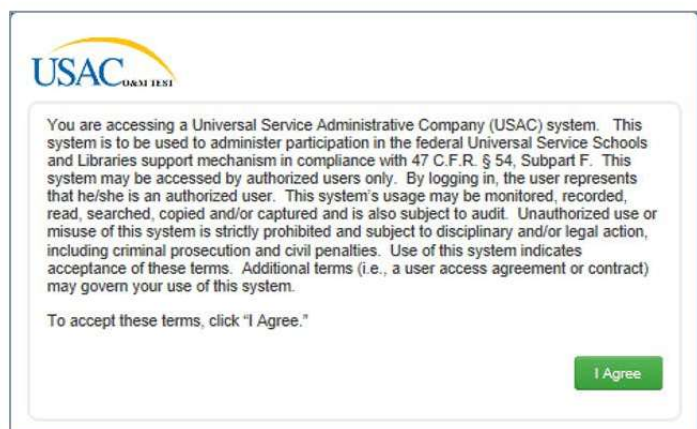
Note: You will not be able to access the EPC system without a username and password OR user permissions to a designated form.

Applicant Login

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

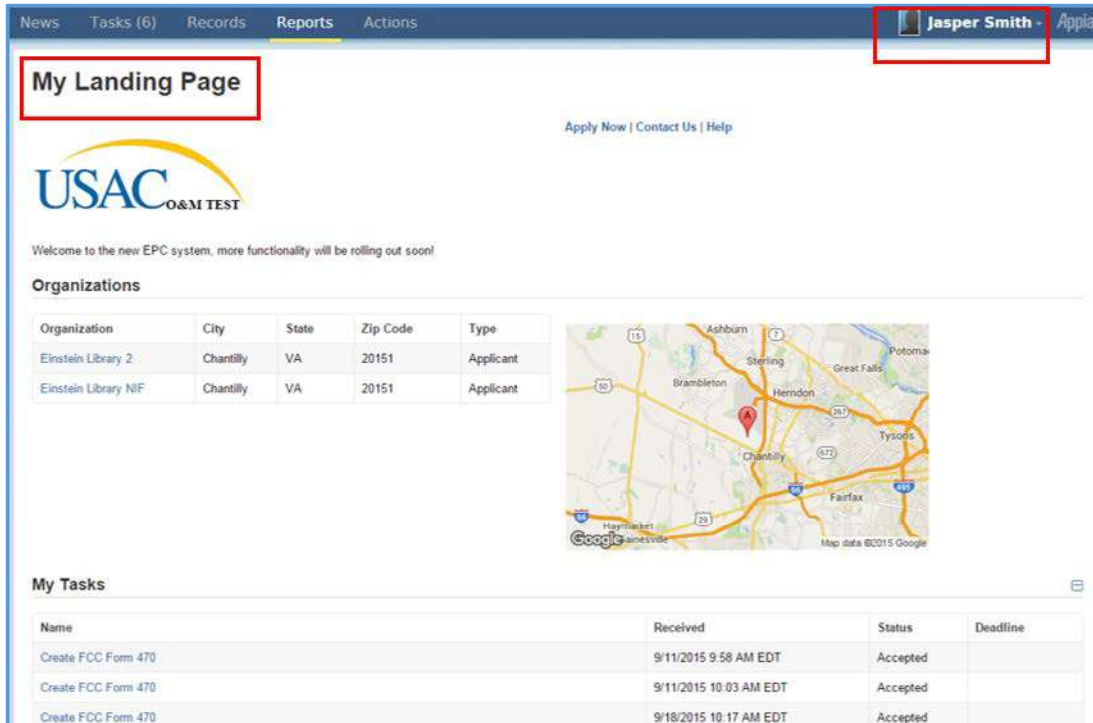


The screenshot shows the USAC login page. At the top left is the USAC logo with the tagline 'UNAM TEST'. Below the logo is a form with the following elements: a 'Username' label above a text input field containing 'jaspersmith@mailinator.com' with a clear button (x); a 'Password' label above a password input field with masked characters; a checked checkbox labeled 'Remember me on this computer'; a blue link for 'Reset Your Password'; and a green 'Sign In' button.

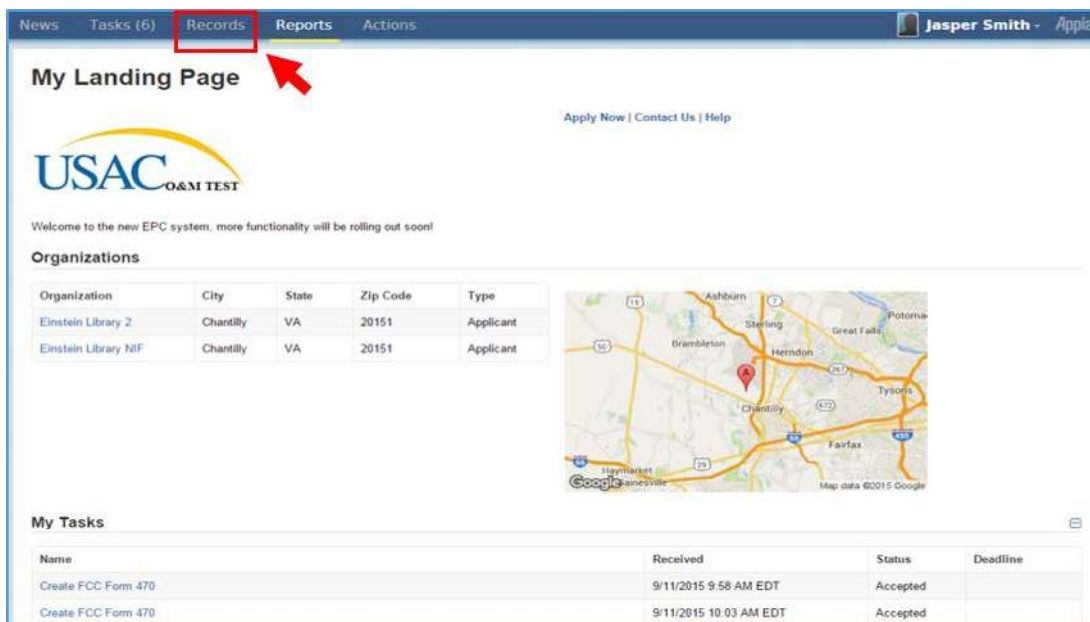


The screenshot shows the USAC terms of service page. At the top left is the USAC logo with the tagline 'UNAM TEST'. Below the logo is a text box containing the following text: 'You are accessing a Universal Service Administrative Company (USAC) system. This system is to be used to administer participation in the federal Universal Service Schools and Libraries support mechanism in compliance with 47 C.F.R. § 54, Subpart F. This system may be accessed by authorized users only. By logging in, the user represents that he/she is an authorized user. This system's usage may be monitored, 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, including criminal prosecution and civil penalties. Use of this system indicates acceptance of these terms. Additional terms (i.e., a user access agreement or contract) may govern your use of this system.' Below the text is a green 'I Agree' button.

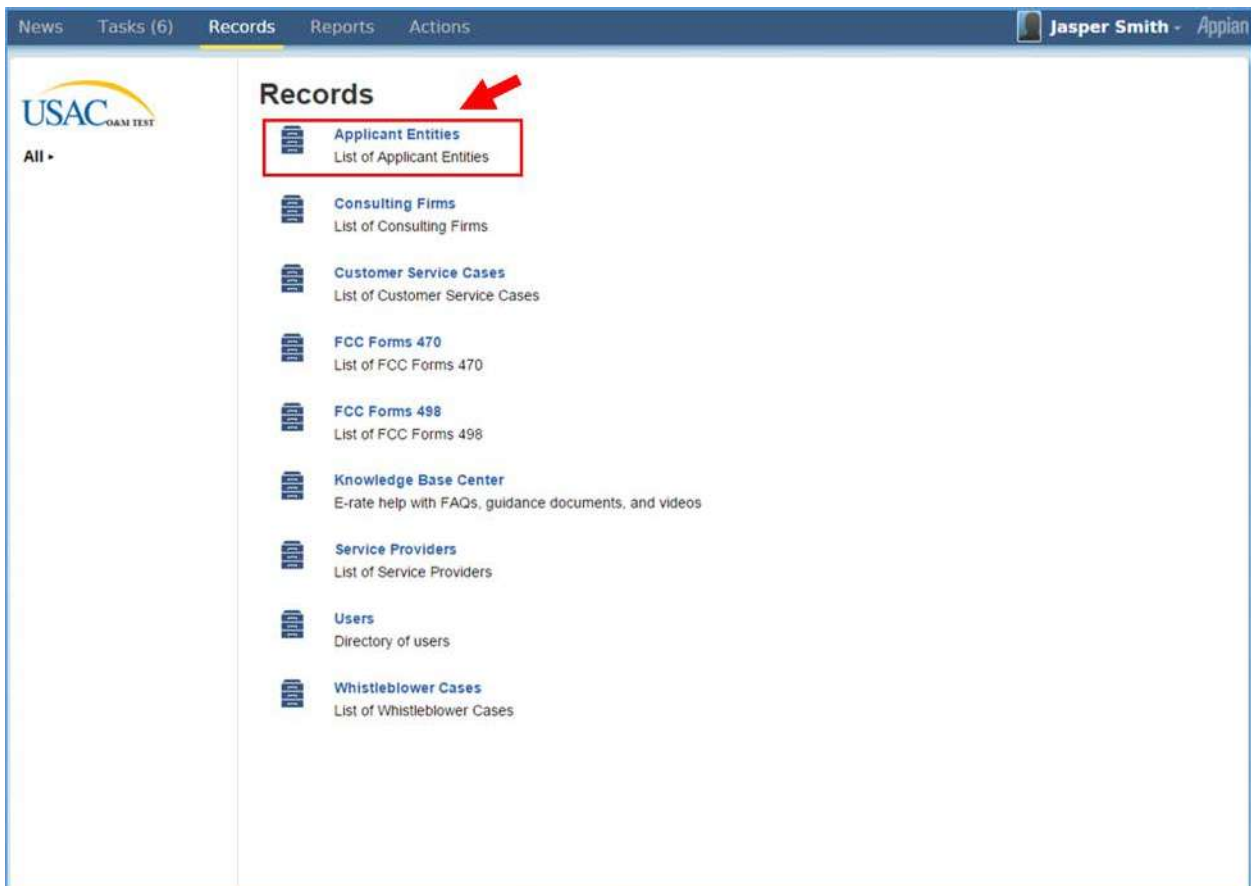
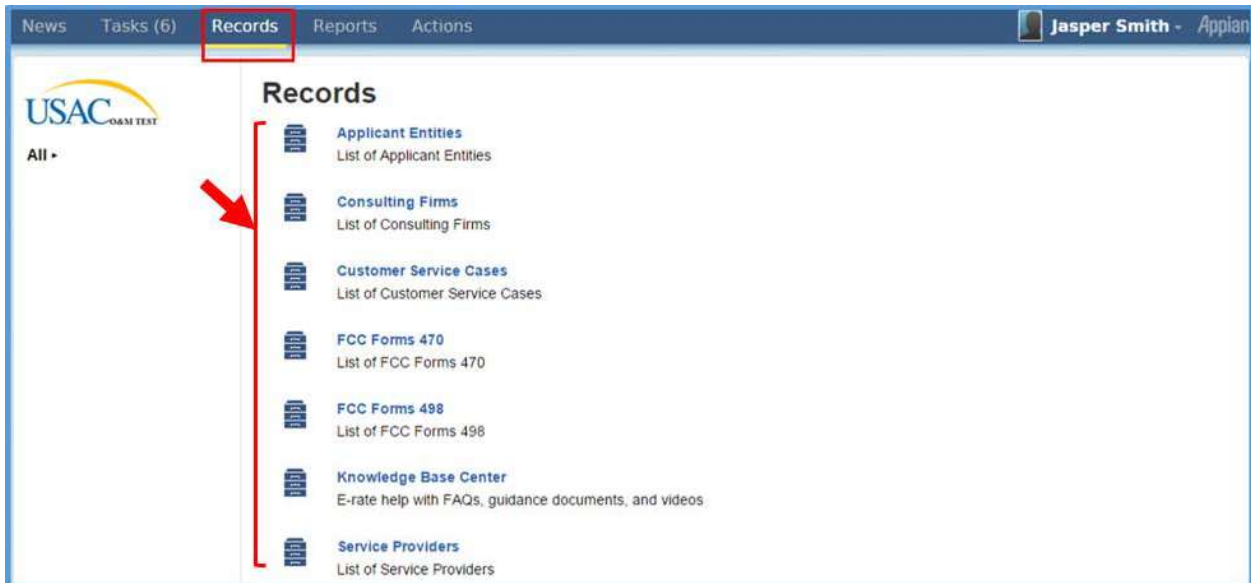
2. Enter your **Username** and **Password** and then *click* the **Sign In** button to display the system access information.
3. *Click* the **I Agree** button to display your **Landing Page**.



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 Entities
#106 - Einstein Library 2

Organization Details

Name	Einstein Library 2	Applicant Type	Library
Entity Number	106	Status	Active
FCC Registration Number	2222287854		

Contact Information

Physical Address	2450 Stonecroft Blvd Chantilly, VA 20151	Phone Number	703-555-1212
Mailing Address	2450 Stonecroft Blvd Chantilly, VA 20151	Email	einsteinlib@abc.com
		Website URL	

Account Administrator

Name	Paul Petit
------	------------

General Contact

Name	Paul Petit
------	------------

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

Records / Applicant Entities
#106 - Einstein Library 2

- 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**.

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 (6) Records Reports Actions Jasper Smith - Appian

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 - James Einstein - 44300022

Basic Information	General Financial Contact	Organization Numbers	Remittance Information	Associated BENs	Principal Communication Types	School or Library Official Certification
-------------------	----------------------------------	----------------------	------------------------	-----------------	-------------------------------	--

General Financial Contact of Einstein Library 2

Enter General Financial Contact*

- James Einstein
einsteinconsultantwrong@mailinator.com
- Jasper Smith
jaspersmith123@mailinator.com

Save the form without losing any entered information from this page. To return to the in-progress form, locate it under

Delete Form Previous 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.

Einstein Library 2 - James Einstein - 44300022

Basic Information	General Financial Contact	Organization Numbers	Remittance Information	Associated BENs	Principal Communication Types	School or Library Official Certification
-------------------	----------------------------------	----------------------	------------------------	-----------------	-------------------------------	--

General Financial Contact of Einstein Library 2

Enter General Financial Contact*

James Einstein x

First	Street Address
James	14 Park Ave
Middle Initial	Address Line 2
Last	City
Einstein	New York
Phone Number	State
212-555-1212	NY
Phone Number Extension	Zip Code
	10120
E-mail	Zip Code Extension
einsteinconsultantright@mailinator.com	

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Delete Form Previous **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.



News Tasks (6) Records Reports Actions Jasper Smith - Applan

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 - James Einstein - 443000022

Basic Information General Financial Contact **Organization Numbers** Remittance Information Associated BENs Principal Communication Types School or Library Official Certification

Further Details

Federal Employer Identification Number *
101221345

Dun and Bradstreet Number (DUNS) *
076123454

FCC Registration Number
2222287854

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Delete Form Previous **Save and Continue**

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**.

Create a FCC Form 498
 Einstein Library 2 - James Einstein - 443000022

Remittance Information

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

Contact Information

First Name *
 Last Name *
 Middle Initial
 Title *

Phone Number *
 Phone Number Extension
 Email Address *

Financial Information

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

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Delete Form Previous Save and Continue

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
Consortia Organizations
Modifications
FCC Forms 470

Einstein Library 2 - James Einstein - 443000022

Basic Information General Financial Contact Organization Numbers **Remittance Information** Associated BENs Principal Communication Types School or Library Official Certification

Remittance Contact

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

Contact Information

First Name James	Phone Number 212-555-1212
Last Name Einstein	Phone Number Extension
Middle Initial	Email Address einsteinconsultantright@mallinator.com
Title Consultant	

News Tasks (6) **Records** Reports Actions Jasper Smith - Appian

Summary
News
Related Actions
Customer Service Cases
Annexes
Related Entities
Consulting Firms
Consortia Organizations
Modifications
FCC Forms 470

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 - James Einstein - 443000022

Basic Information General Financial Contact Organization Numbers **Remittance Information** Associated BENs Principal Communication Types School or Library Official Certification

Remittance Contact

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

Contact Information

First Name James	Phone Number 212-555-1212
Last Name Einstein	Phone Number Extension
Middle Initial	Email Address einsteinconsultantright@mallinator.com
Title Consultant	

Financial Information

Remittance Financial Institution * Chase Bank NA	Financial Institution Account Number for ACH * 101010101010
ACH Financial Institution Transit Number * 000100010	

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Delete 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.

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 - James Einstein - 44300022

Basic Information General Financial Contact Organization Numbers Remittance Information **Associated BENs** Principal Communication Types School or Library Official Certification

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 Numbers that are to be associated with this FCC Form 498.

Billed Entity Number	Billed Entity Name
106	Einstein Library 2

Add Additional BEN Number

[Add to List](#)

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Delete Form Previous **Save and Continue**

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.

16. Review **Service Identification** information.

17. Select from the following options:

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

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.

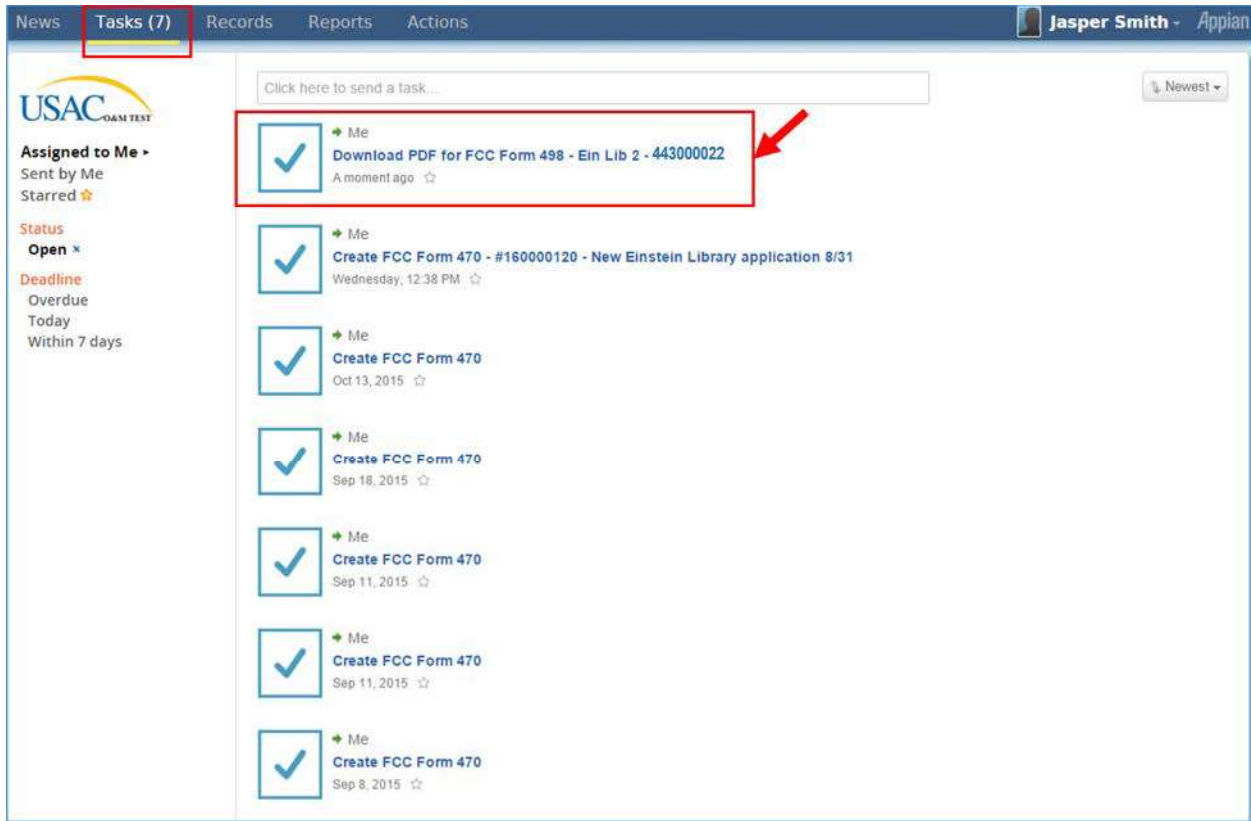
23. Select from the following options:
 - a. Click the **Reject and Delete Form** button to discontinue the Create a FCC Form 498 process. All of the information entered will be deleted.

- 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.

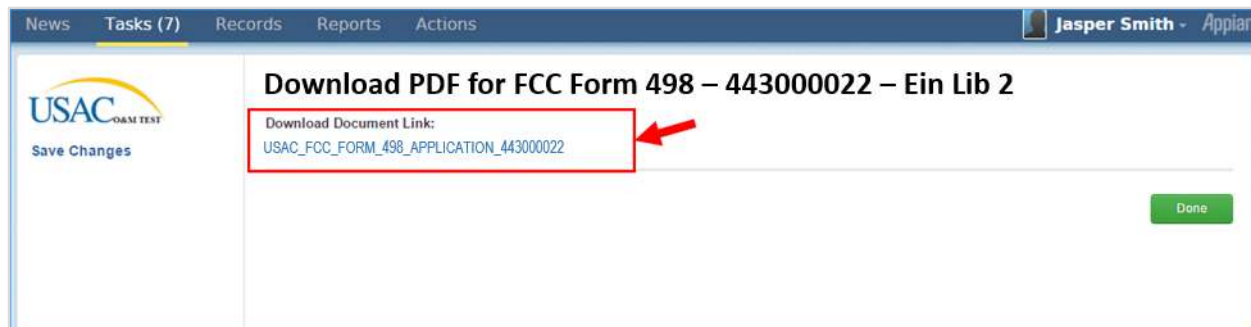
Note: If the Certify button is selected, a download link will appear under the **Tasks** tab when the PDF version of the certified form is ready to be downloaded.

View Form

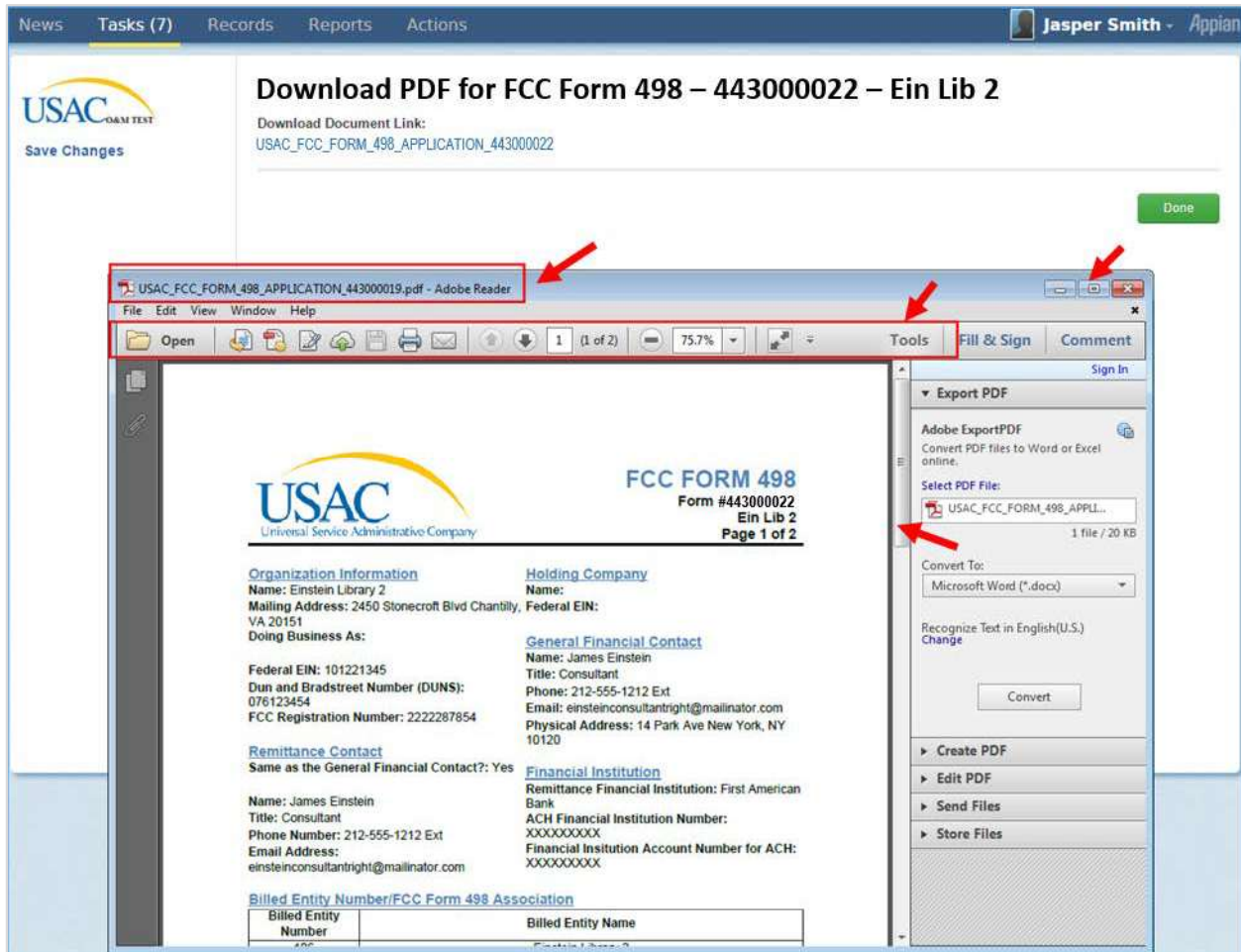
The **Tasks** tab displays the user’s tasks categorized by **Assigned to Me**, **Status**, and **Deadline**.



- 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.

 **FCC FORM 498**
Form #443000022
Ein Lib 2
Page 1 of 2

Organization Information
Name: Einstein Library 2
Mailing Address: 2450 Stonecroft Blvd Chantilly, VA 20151
Doing Business As:
Federal EIN: 101221345
Dun and Bradstreet Number (DUNS): 076123454
FCC Registration Number: 2222287854

Holding Company
Name:
Federal EIN:
General Financial Contact
Name: James Einstein
Title: Consultant
Phone: 212-555-1212 Ext
Email: einsteinconsultantright@mailinator.com
Physical Address: 14 Park Ave New York, NY 10120

Remittance Contact
Same as the General Financial Contact?: Yes
Name: James Einstein
Title: Consultant
Phone Number: 212-555-1212 Ext
Email Address: einsteinconsultantright@mailinator.com

Financial Institution
Remittance Financial Institution: First American Bank
ACH Financial Institution Number: XXXXXXXX
Financial Institution Account Number for ACH: XXXXXXXX

Billed Entity Number/FCC Form 498 Association

Billed Entity Number	Billed Entity Name
106	Einstein Library 2

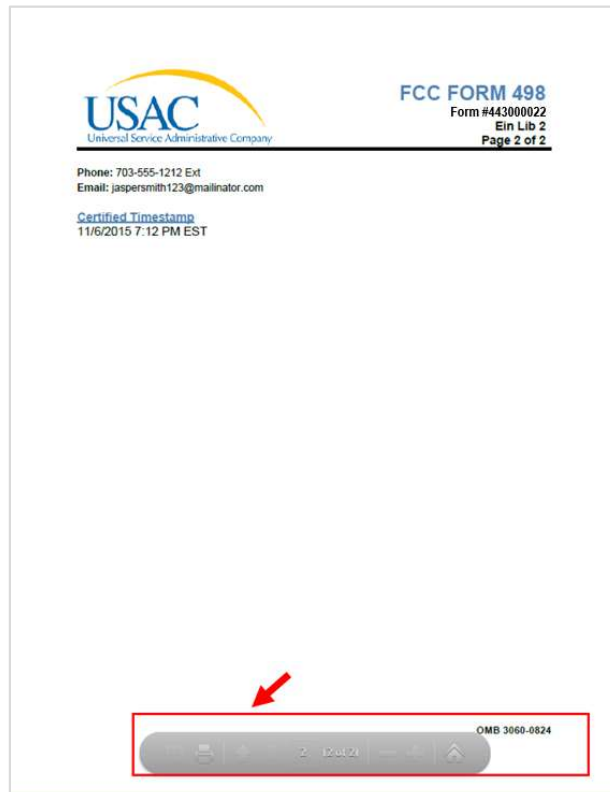
Service Identification
Principle Communication Type: School/Library or other Billed Entity Recipient

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 Officer
Name: Jasper Smith

OMB 3060-0824

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



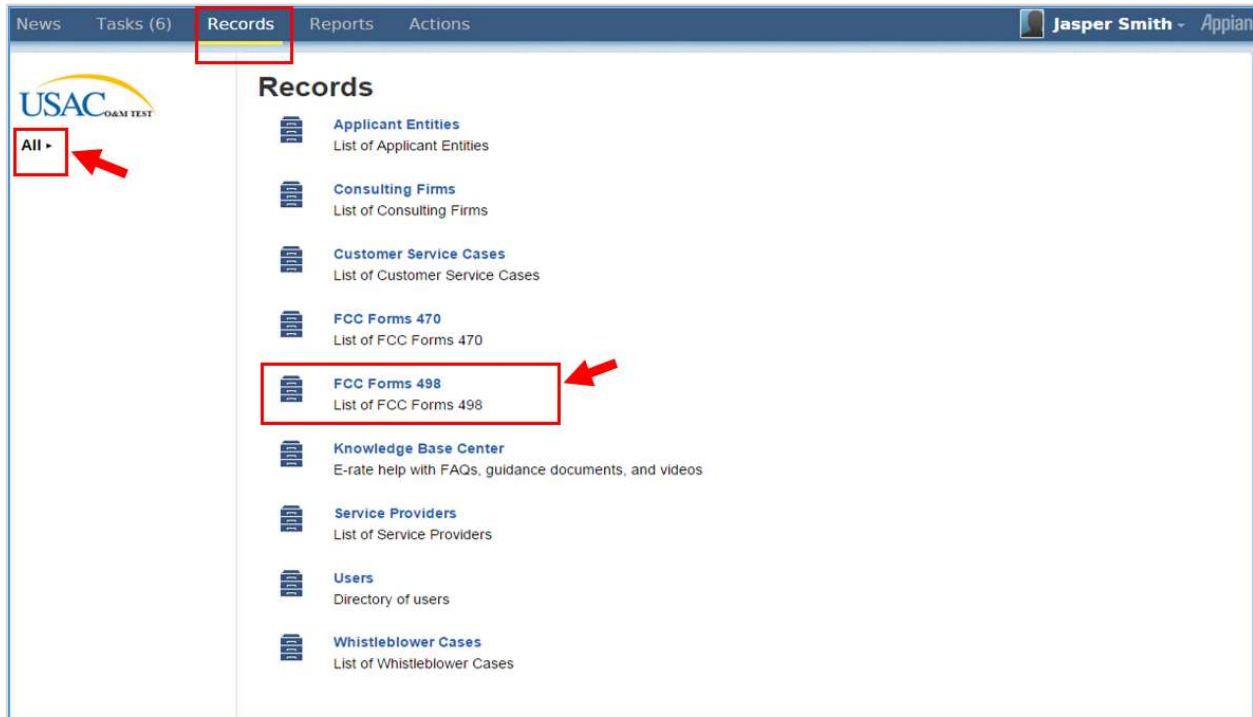
28. Complete your selected options and then *exit* **Download PDF for FCC Form 498** page.

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.

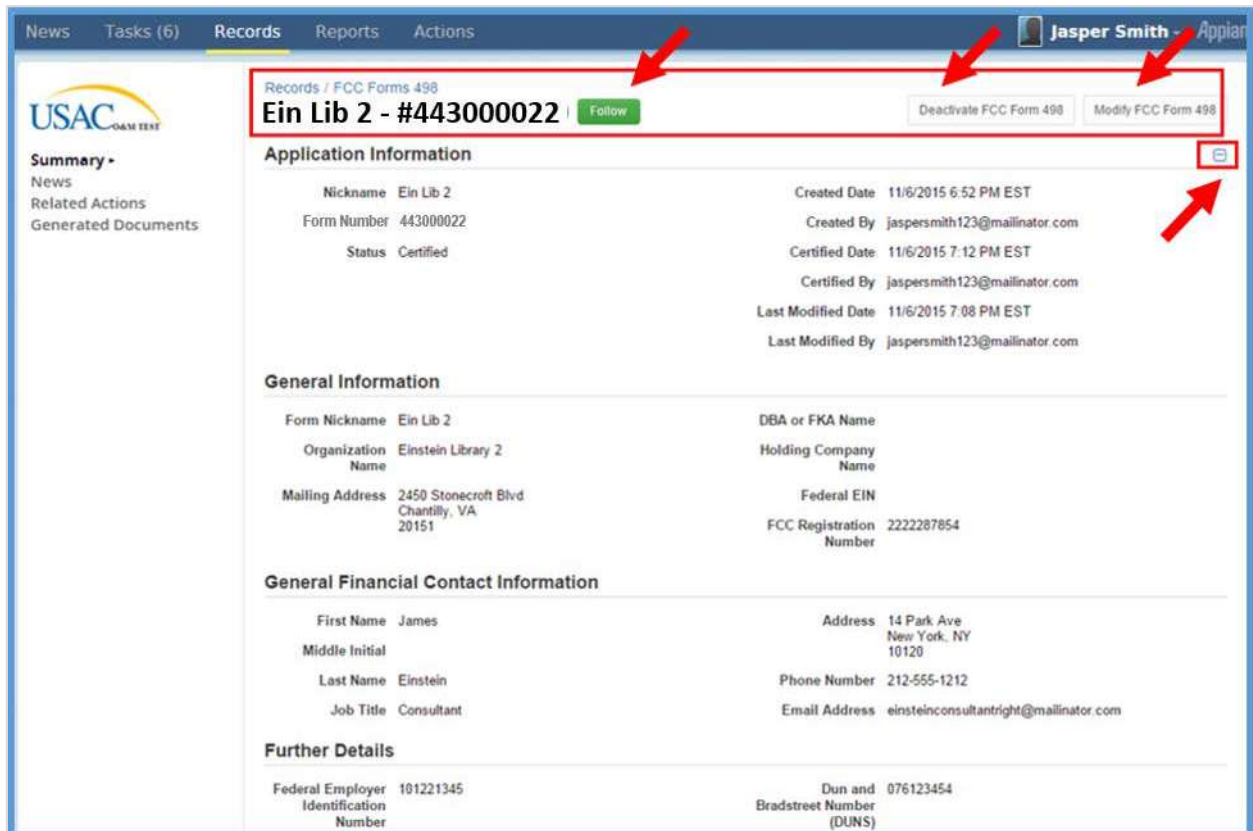


The **Nickname** and **Form Number** assigned to the form will display under the **Forms 498** topic.



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).

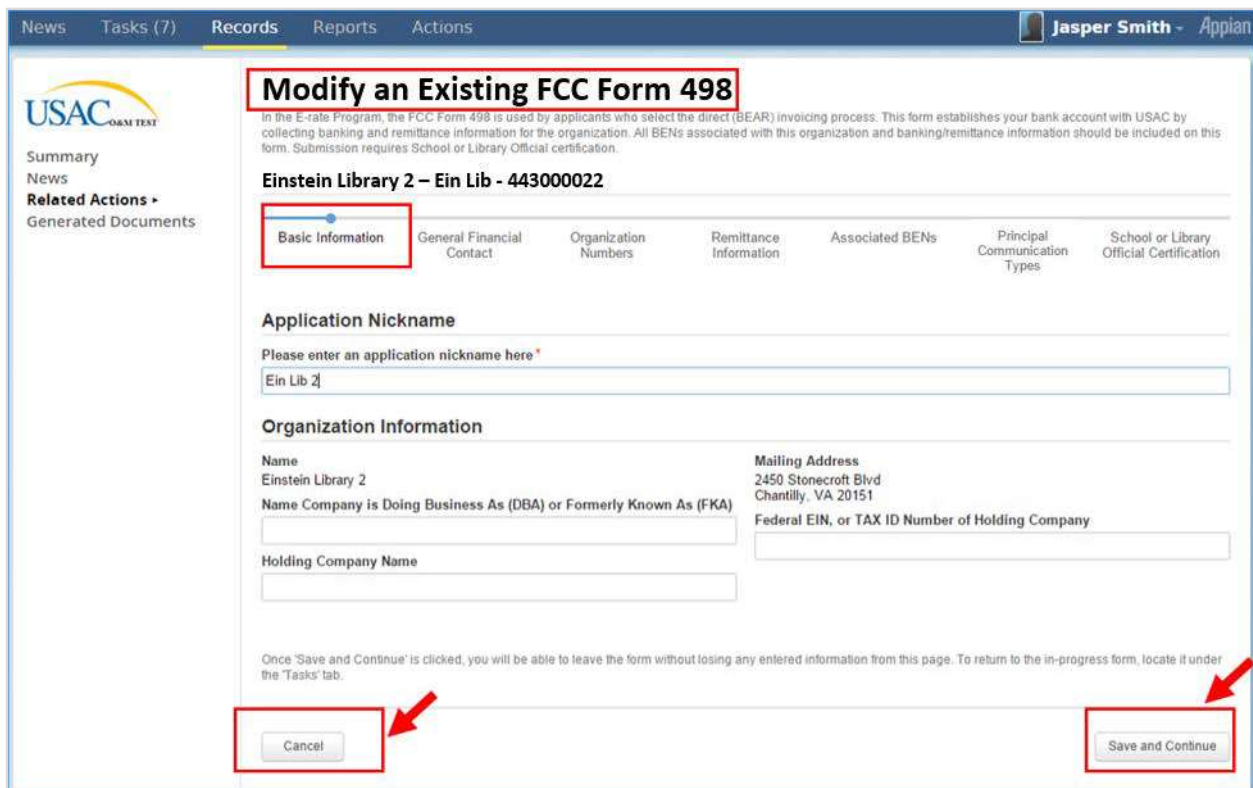
3. Click the **Collapse (-)/Expand (+)** button to adjust the view.

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.



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).



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.

News Tasks (7) **Records** Reports Actions Jasper Smith - Applan

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 – Ein Lib - 443000022

Basic Information **General Financial Contact** Organization Numbers Remittance Information Associated BENs Principal Communication Types School or Library Official Certification

General Financial Contact of Einstein Library 2

Enter General Financial Contact*

James Einstein x

First James	Street Address 14 Park Ave
Middle Initial	Address Line 2
Last Einstein	City New York
Phone Number 212-555-1212	State NY
Phone Number Extension	Zip Code 10120
E-mail einsteinconsultantright@mailinator.com	Zip Code Extension

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

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.

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.

News Tasks (7) **Records** Reports Actions Jasper Smith - Appian

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 – Ein Lib - 443000022

Basic Information General Financial Contact Organization Numbers **Remittance Information** Associated BENs Principal Communication Types School or Library Official Certification

Remittance Contact

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

Contact Information

First Name James	Phone Number 212-555-1212
Last Name Einstein	Phone Number Extension
Middle Initial	Email Address einsteinconsultantright@mailinator.com
Title Consultant	

Financial Information

Remittance Financial Institution * First American Bank	Financial Institution Account Number for ACH * 123456789
ACH Financial Institution Transit Number * 123000567	

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Cancel Previous Save and Continue

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.

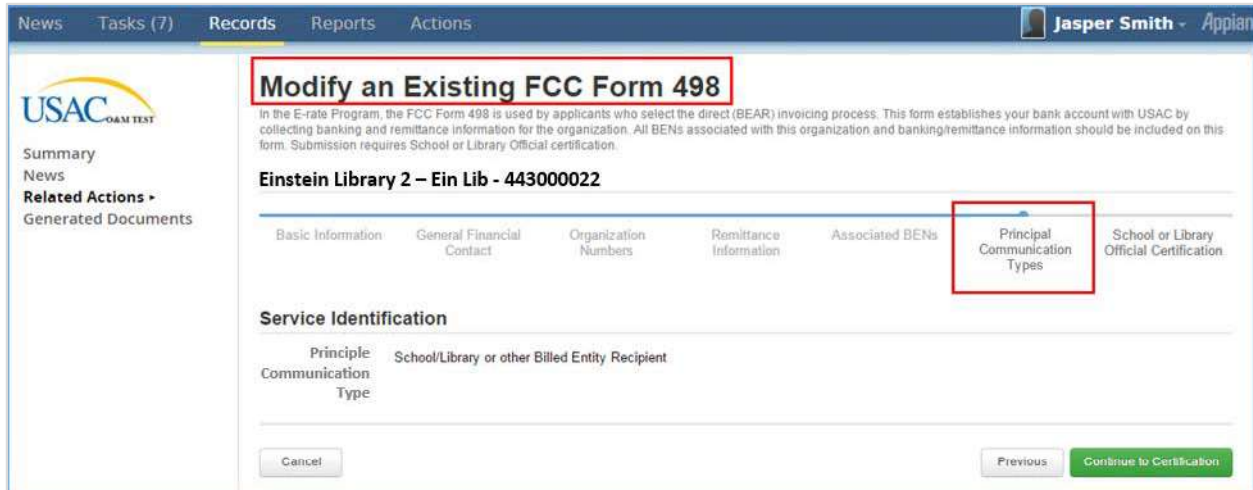
20. Review or update information displayed on the **Associated BENs** page.
21. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
22. Click the **Previous** button to return to the **Remittance Information** page.
23. Click the **Save and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

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**.



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



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

News Tasks (7) **Records** Reports Actions Jasper Smith - Applan

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 -- Ein Lib - 443000022

Basic Information General Financial Contact Organization Numbers Remittance Information Associated BENs Principal Communication Types **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, 47U.S.C. Secs. 220(e), 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

I certify.
Select the checkbox to certify your FCC Form 498 Ein Lib 2.

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

Reject Changes Previous **Certify**

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

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

News Tasks (7) **Records** Reports Actions Jasper Smith - Applan

Records / FCC Forms 498

Ein Lib 2 - #443000022 Follow

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

Nickname	Ein Lib 2	Created Date	11/6/2015 6:52 PM EST
Form Number	443000022	Created By	jaspersmith123@mailinator.com
Status	In Progress	Certified Date	11/6/2015 7:12 PM EST
		Certified By	jaspersmith123@mailinator.com
		Last Modified Date	11/6/2015 7:35 PM EST
		Last Modified By	jaspersmith123@mailinator.com

General Information

Form Nickname	Ein Lib 2	DBA or FKA Name	Einstein Library Inc
Organization Name	Einstein Library 2	Holding Company Name	Einsstein Holding
Mailing Address	2450 Stonecroft Blvd Chantilly, VA 20151	Federal EIN	102222222
		FCC Registration Number	2222287854

General Financial Contact Information

First Name	James	Address	14 Park Ave New York, NY 10120
Middle Initial		Phone Number	212-555-1212
Last Name	Einstein	Email Address	einsteinconsultantright@mailinator.com
Job Title	Consultant		

Further Details	
Federal Employer Identification Number	101221345
Dun and Bradstreet Number (DUNS)	076123454
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 Account Number	123456789
ACH Financial Institution Transit Number	123000567
Service Identification	
Principle Communication Type	School/Library or other Billed Entity Recipient

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.

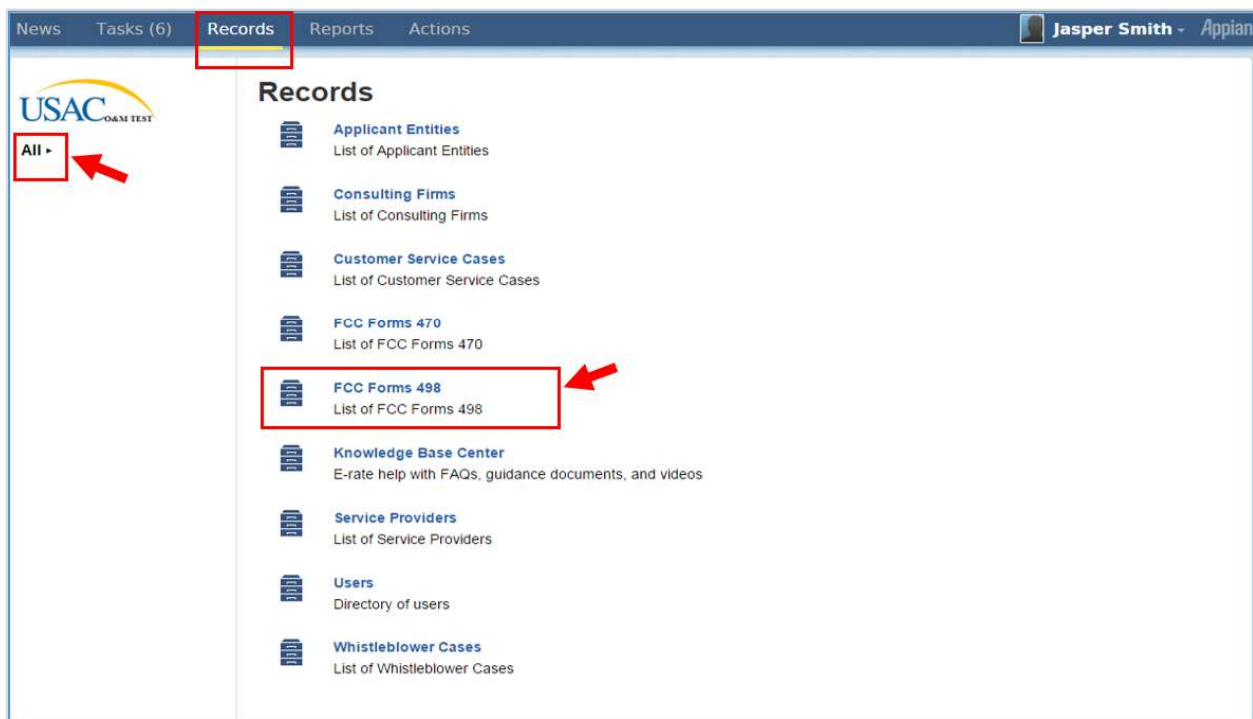
Note: If the **Certify** button is selected, a download link will appear under the **Tasks** tab when the PDF version of the certified form is ready to be downloaded.

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.

Records / FCC Forms 498
Ein Lib 2 - #443000022 [Follow](#) [Deactivate FCC Form 498](#) [Modify FCC Form 498](#)

Application Information

Nickname	Ein Lib 2	Created Date	11/6/2015 6:52 PM EST
Form Number	443000022	Created By	jaspersmith123@mailinator.com
Status	Certified	Certified Date	11/6/2015 7:12 PM EST
		Certified By	jaspersmith123@mailinator.com
		Last Modified Date	11/6/2015 7:08 PM EST
		Last Modified By	jaspersmith123@mailinator.com

General Information

Form Nickname	Ein Lib 2	DBA or FKA Name	
Organization Name	Einstein Library 2	Holding Company Name	
Mailing Address	2450 Stonecroft Blvd Chantilly, VA 20151	Federal EIN	
		FCC Registration Number	2222287854

General Financial Contact Information

First Name	James	Address	14 Park Ave New York, NY 10120
Middle Initial		Phone Number	212-555-1212
Last Name	Einstein	Email Address	einsteinconsultantright@mailinator.com
Job Title	Consultant		

Further Details

Federal Employer Identification Number	101221345	Dun and Bradstreet Number (DUNS)	076123454
--	-----------	----------------------------------	-----------

Note: A **Follow** button displays. *Select the **Follow** button to view 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 **Modify FCC Form 498** button to modify the form if you are deactivating this form.

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

Records / FCC Forms 498
Ein Lib 2 - #443000022 [Follow](#) [Deactivate FCC Form 498](#) [Modify FCC Form 498](#)

Application Information

Nickname	Ein Lib 2	Created Date	11/6/2015 6:52 PM EST
Form Number	443000022	Created By	jaspersmith123@mailinator.com
Status	Certified	Certified Date	11/6/2015 7:12 PM EST
		Certified By	jaspersmith123@mailinator.com
		Last Modified Date	11/6/2015 7:08 PM EST
		Last Modified By	jaspersmith123@mailinator.com

News Tasks (8) **Records** Reports Actions Jasper Smith - Appian

USAC OAM TEST

Summary
News
Related Actions -
Generated Documents

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.

News Tasks (8) **Records** Reports Actions Jasper Smith - Appian

USAC OAM TEST

Summary
News
Related Actions -
Generated Documents

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

News Tasks (8) **Records** Reports Actions Jasper Smith - Appian

USAC OAM TEST

Summary
News
Related Actions -
Generated Documents

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:

- a. Click the **Cancel** button to discontinue the Deactivation process and keep the form in its current status.
- b. Click the **Submit** button to deactivate the form. The form displays a Deactivated status.

Records / FCC Forms 498

Ein Lib 2 - #44300022 [Follow](#)

Application Information

Nickname	Ein Lib 2	Created Date	11/6/2015 6:52 PM EST
Form Number	443000022	Created By	jaspersmith123@mallinator.com
Status	Deactivated	Certified Date	11/6/2015 7:37 PM EST
Deactivation Reason	This company is in business but no longer participates in universal service programs	Certified By	jaspersmith123@mallinator.com
		Last Modified Date	11/6/2015 7:42 PM EST
		Last Modified By	jaspersmith123@mallinator.com

General Information

Form Nickname	Ein Lib 2	DBA or FKA Name	Einstein Library Inc
Organization Name	Einstein Library 2	Holding Company Name	Einsstein Holding
Mailing Address	2450 Stonecroft Blvd Chantilly, VA 20151	Federal EIN	102222222
		FCC Registration Number	2222287854

General Financial Contact Information

First Name	James	Address	14 Park Ave New York, NY 10120
Middle Initial		Phone Number	212-555-1212
Last Name	Einstein	Email Address	einsteinconsultantright@mallinator.com
Job Title	Consultant		

Further Details

Federal Employer Identification Number	101221345	Dun and Bradstreet Number (DUNS)	076123454
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Remittance Contact Information

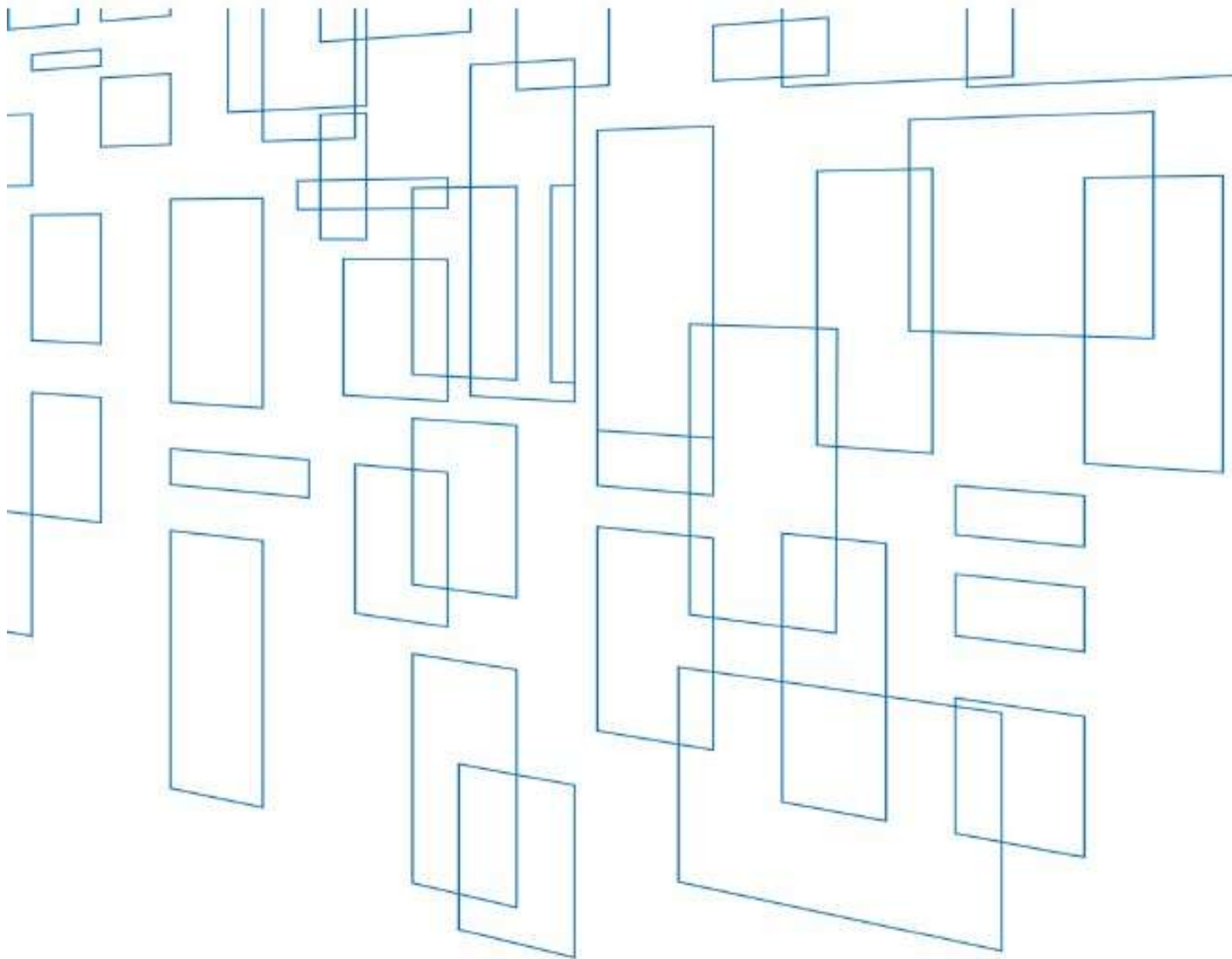
Remittance Contact Information is the same as General Financial Contact Information

Financial Institution Information

Remittance Financial Institution	First American Bank	ACH Financial Institution Account Number	123456789
ACH Financial Institution Transit Number	123000567		

Service Identification

Principle Communication Type	School/Library or other Billed Entity Recipient
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Schools and Libraries (E-Rate) Program

FCC Form 473 (SPAC Form) User Guide

March 2023

FCC Form 473 (Service Provider Annual Certification)

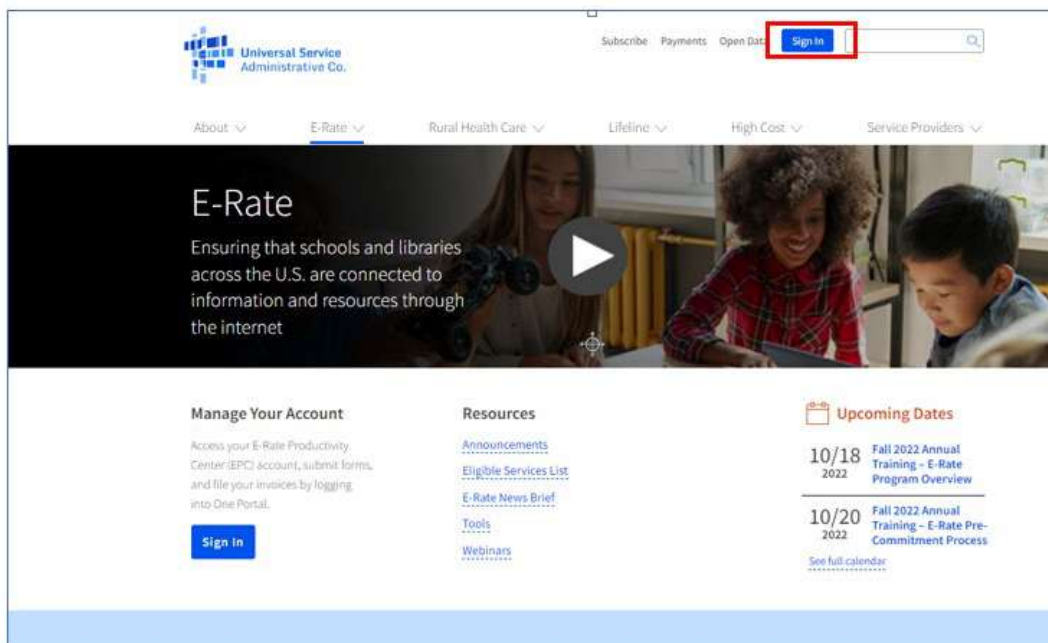
Service providers file an FCC Form 473 (Service Provider Annual Certification (SPAC) Form) in the E-Rate Productivity Center (EPC) to certify that they will comply with Schools and Libraries (E-Rate) program rules. Service providers must have a SPAC form on file for each funding year they participate in the E-Rate program and for each Service Provider Identification Number (SPIN) ID.

Service providers can file a SPAC Form on or shortly after the application filing window opens for the upcoming funding year, generally in early January for the upcoming funding year.

A service provider must have a SPAC form on file for the specific funding year before USAC can pay invoices submitted by applicants on the FCC Form 472 (BEAR) or by service providers on the FCC Forms 474 (SPI).

How to Submit the FCC Form 473 in EPC

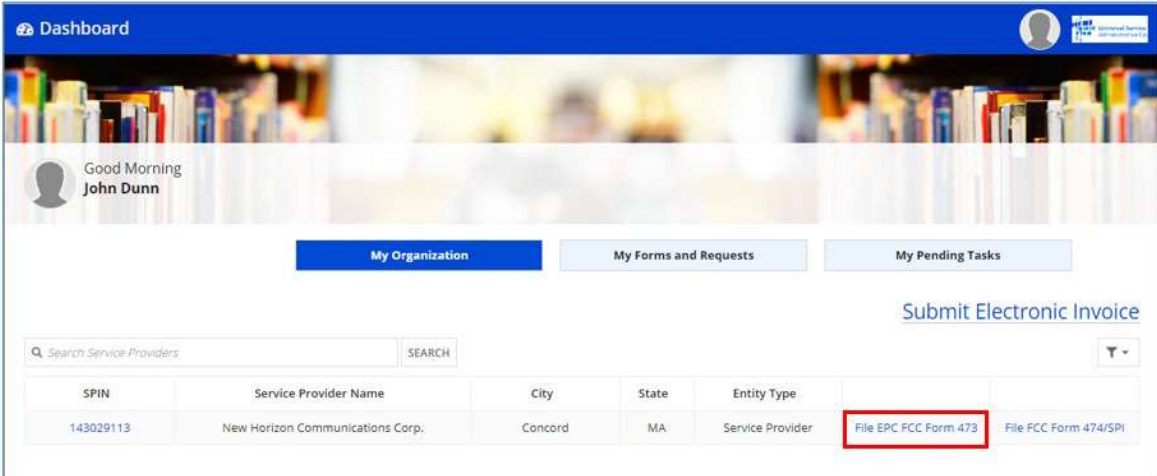
1. Navigate to the [USAC](#) home page or the [E-Rate](#) home page. Click **Sign In** at the top to access EPC.



2. The **Service Provider Landing Page** opens. Click the waffle icon on the upper right and select **EPC Invoice**.



- The **Dashboard** window opens and you can see the SPINs for which you have permissions to submit and certify a SPAC or prepare an invoice. You will also see any actions that are available to you. Click **File FCC Form 473** to start your SPAC form submission.



Dashboard

Good Morning
John Dunn

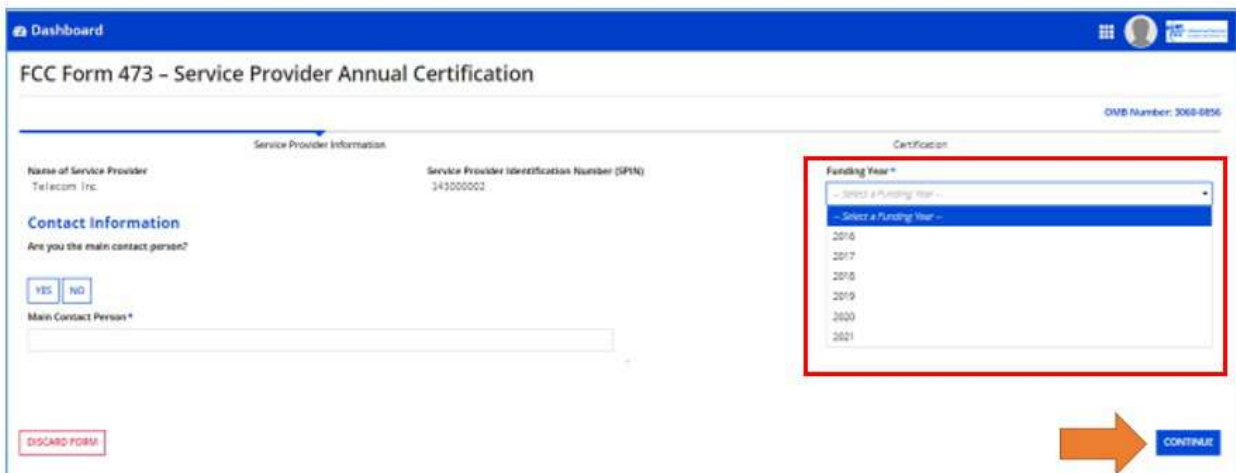
My Organization My Forms and Requests My Pending Tasks

Submit Electronic Invoice

Search Service Providers SEARCH

SPIN	Service Provider Name	City	State	Entity Type		
143029113	New Horizon Communications Corp.	Concord	MA	Service Provider	File EPC FCC Form 473	File FCC Form 474/SP1

- The **FCC Form 473 - The Service Provider Annual Certification** window opens. Select the funding year for your SPAC from the **Funding Year** dropdown menu. Then click **Continue**.



Dashboard

FCC Form 473 - Service Provider Annual Certification

OMB Number: 3060-0856

Service Provider Information

Name of Service Provider: Telecom Inc. Service Provider Identification Number (SPIN): 343000002

Contact Information

Are you the main contact person?

YES NO

Main Contact Person *

DISCARD FORM

Certification

Funding Year *

... Select a Funding Year ...

2016

2017

2018

2019

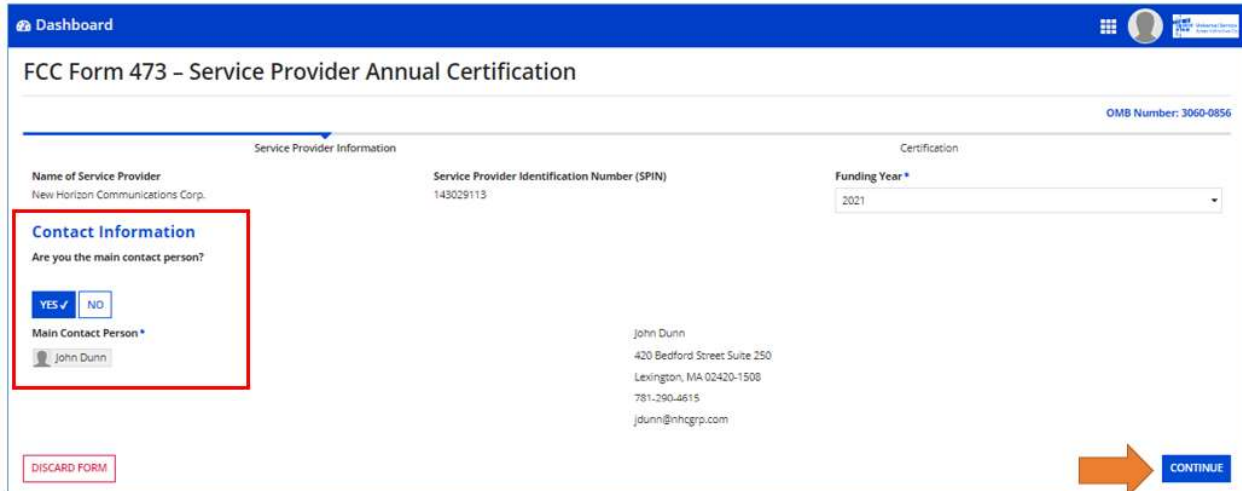
2020

2021

CONTINUE

5. Click **Yes** or **No** depending on if you are the Main Contact. Then click **Continue**.

- If you click **No** – you are not the main contact – you can start typing to see a list of possible names and you will need to select one.
- If you click **Yes**, information auto-populates from your EPC profile.



Dashboard User Profile

FCC Form 473 – Service Provider Annual Certification

OMB Number: 3060-0856

Service Provider Information **Certification**

Name of Service Provider: New Horizon Communications Corp. Service Provider Identification Number (SPIN): 143029113 Funding Year*: 2021

Contact Information

Are you the main contact person?

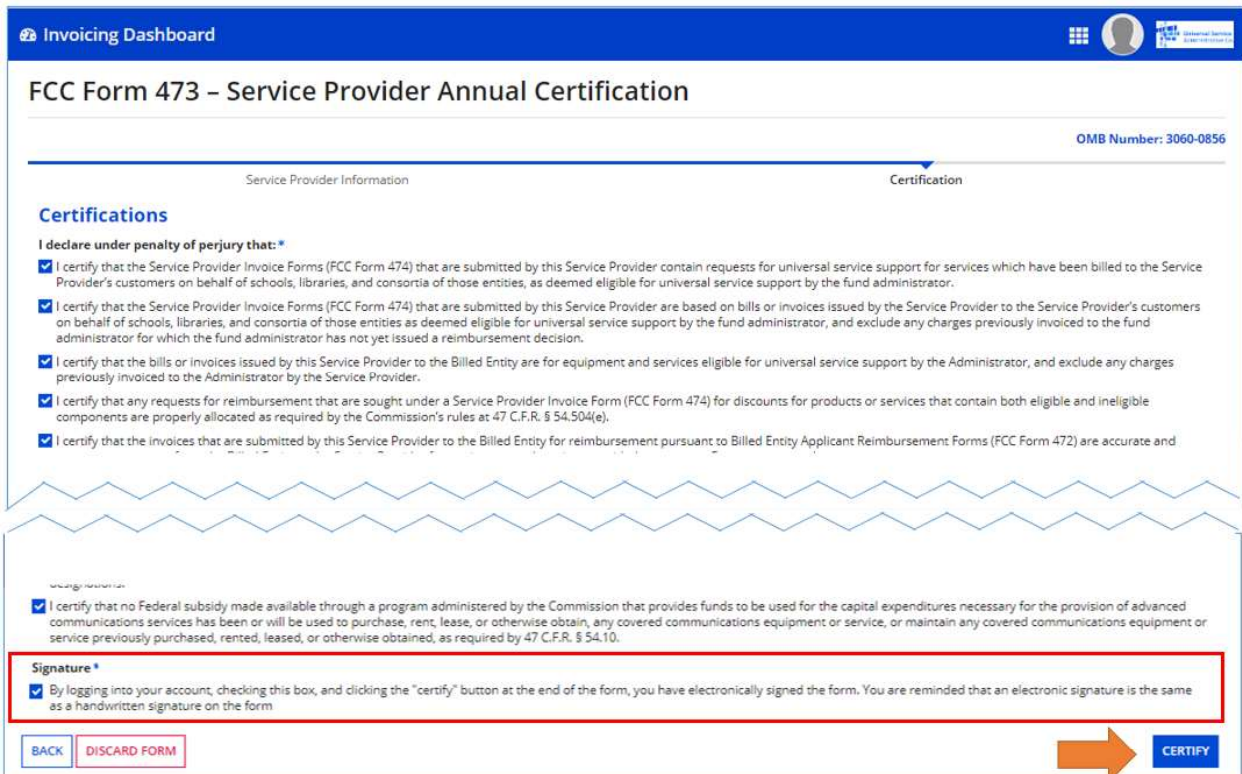
YES NO

Main Contact Person *

John Dunn

John Dunn
420 Bedford Street, Suite 250
Lexington, MA 02420-1508
781-290-4615
jdunn@nhgrp.com

6. The **Certifications** screen opens. Review and check each FCC Form 473 certification if you can accurately make the statement.



Invoicing Dashboard User Profile

FCC Form 473 – Service Provider Annual Certification

OMB Number: 3060-0856

Service Provider Information **Certification**

Certifications

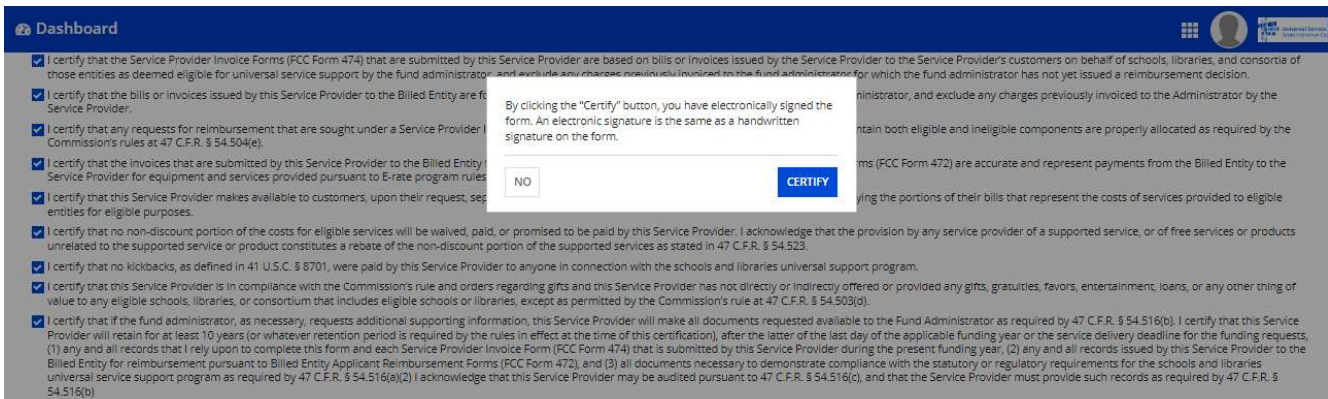
I declare under penalty of perjury that:*

- I certify that the Service Provider Invoice Forms (FCC Form 474) that are submitted by this Service Provider contain requests for universal service support for services which have been billed to the Service Provider's customers on behalf of schools, libraries, and consortia of those entities, as deemed eligible for universal service support by the fund administrator.
- I certify that the Service Provider Invoice Forms (FCC Form 474) that are submitted by this Service Provider are based on bills or invoices issued by the Service Provider to the Service Provider's customers on behalf of schools, libraries, and consortia of those entities as deemed eligible for universal service support by the fund administrator, and exclude any charges previously invoiced to the fund administrator for which the fund administrator has not yet issued a reimbursement decision.
- I certify that the bills or invoices issued by this Service Provider to the Billed Entity are for equipment and services eligible for universal service support by the Administrator, and exclude any charges previously invoiced to the Administrator by the Service Provider.
- I certify that any requests for reimbursement that are sought under a Service Provider Invoice Form (FCC Form 474) for discounts for products or services that contain both eligible and ineligible components are properly allocated as required by the Commission's rules at 47 C.F.R. § 54.504(e).
- I certify that the invoices that are submitted by this Service Provider to the Billed Entity for reimbursement pursuant to Billed Entity Applicant Reimbursement Forms (FCC Form 472) are accurate and

Signature *

By logging into your account, checking this box, and clicking the "certify" button at the end of the form, you have electronically signed the form. You are reminded that an electronic signature is the same as a handwritten signature on the form

7. After you have checked all the certifications, you will reach the signature section of the form (red box above). Check the box if you agree that clicking the **Certify** button constitutes you electronically signing the form and after you check the box, you can click **Certify**.
8. The **Certification Confirmation** screen opens. A popup window appears. Review the text and click **Certify** to complete certification.

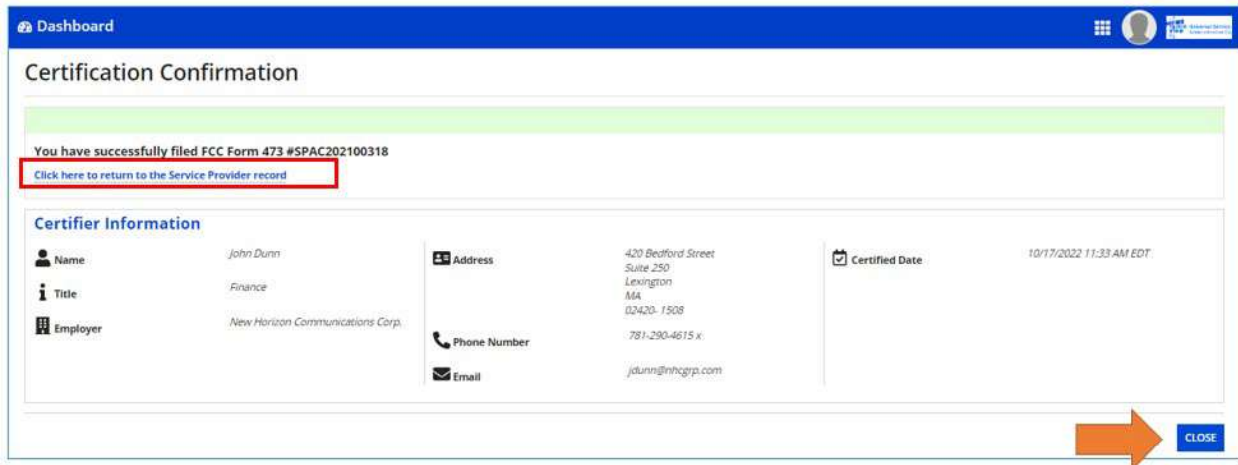


The screenshot shows a dashboard with a list of certification checkboxes. A popup window is displayed over the form with the following text:

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

Buttons: NO, CERTIFY

9. The **Certification Confirmation** screen opens. Click the link to return to the Service Provider record or click **Close** if you are done

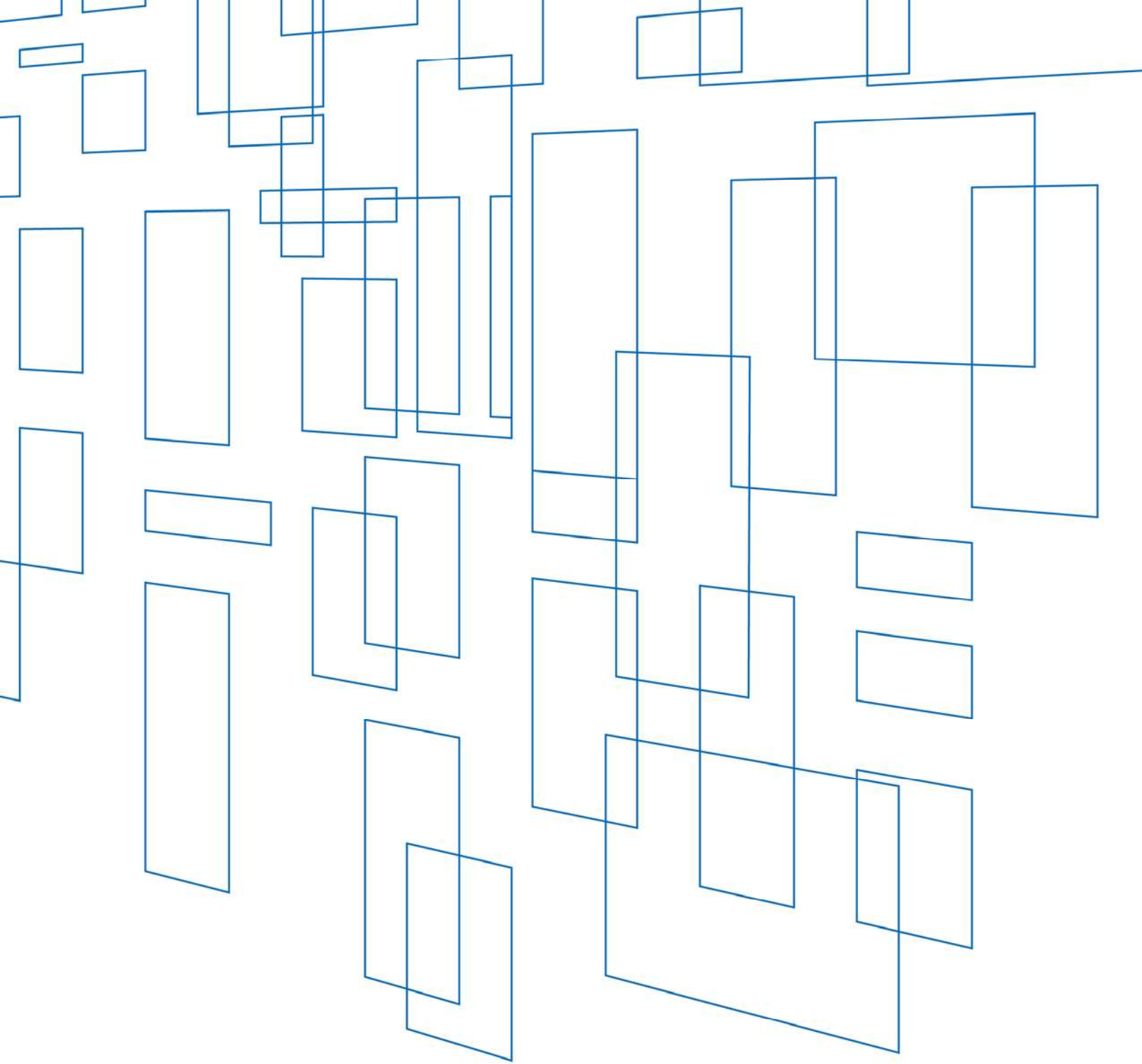


The screenshot shows the 'Certification Confirmation' screen. A green banner at the top states: "You have successfully filed FCC Form 473 #SPAC202100318". Below this, a red box highlights a link: "Click here to return to the Service Provider record".

Certifier Information

Name	John Dunn	Address	420 Bedford Street Suite 250 Lexington MA 02420-1308	Certified Date	10/17/2022 11:33 AM EDT
Title	Finance	Phone Number	:781-290-4615 x		
Employer	New Horizon Communications Corp.	Email	jdunn@nhcgrp.com		

A red arrow points to the **CLOSE** button at the bottom right of the screen.



Schools and Libraries (E-rate) Program

FCC Form 474 (SPI) User Guide

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 - Invoice ID and Security Code 9
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SCHOOLS AND LIBRARIES (E-RATE) PROGRAM

Last Modified: April 2017

Filing FCC Form 474

Service Provider Invoice (SPI) Form

Purpose of FCC Form 474

Service providers use the FCC Form 474, Service Provider Invoice (SPI) Form, to request reimbursements from the Universal Service Administrative Company (USAC) for eligible services provided at discounted prices. The service provider must provide the service and give a discounted bill to the applicant prior to submitting the FCC Form 474.

Before You Begin

This user guide does not include all of the rules and requirements for the Schools and Libraries (E-rate) Program. Before you start preparing your FCC Form 474, you should be familiar with the eligibility rules and filing procedures. Additional information is available on the [USAC website](#).

ALL of the following conditions must occur before a service provider prepares and submits the FCC Form 474 to USAC:

1. The service provider receives a Funding Commitment Decision Letter (FCDL) from USAC which approves eligible discounts for services; AND
2. The eligible applicant is already receiving or has received these services; AND
3. The service provider has billed the applicant for its non-discount share of the services; AND
4. The service provider has received its FCC Form 486 Notification Letter; AND
5. The service provider has filed an FCC Form 473, Service Provider Annual Certification Form, for the corresponding funding year.

What is a Funding Commitment Decision Letter (FCDL)?

USAC will issue an FCDL to each applicant that submitted the FCC Form 471 and to each service provider identified on an FCC Form 471 as the provider of the services for which discounts have been requested. The FCDL will identify the discount amount that has been approved for each Funding Request Number (FRN) as well as the Service Provider Identification Number (SPIN) for the service provider that is authorized to provide the discounted services.

What is a Funding Request Number (FRN)?

An FRN identifies a service or group of services for which an applicant has requested funding on their FCC Form 471, Description of Services Ordered and Certification Form.

What If You Receive a Revised FCDL?

If the service provider receives a Revised FCDL as a result of an appeal or other post-commitment decision, the service provider should complete the form using information from the Revised FCDL instead of the original FCDL.

Service Provider Annual Certification Form

The service provider must submit the FCC Form 473, Service Provider Annual Certification (SPAC) Form, to confirm that their invoice forms will be completed in compliance with the FCC rules governing the schools and libraries universal service support mechanism. The service provider must complete the FCC Form 473 prior to submitting its first invoice form to USAC. USAC will not pay any invoices without an FCC Form 473 filed for the pertinent funding year.

Who Must File?

Service providers that have provided discounted eligible services and discounted bills to eligible schools, school districts, libraries, library consortia, and consortia of multiple entities must file the FCC Form 474 to seek reimbursement for the cost of the discounts.

The filing service provider must be the entity whose SPIN is associated with a service or group of services in a USAC approved FRN.

How Many FCC Forms 474 Should You File?

You must submit an FCC Form 474 line entry for each FRN associated with a Billed Entity Number (BEN) whose services you have already provided since your actual service start date. For each BEN, your FCC Form 474 should contain information for each FRN for services delivered to that applicant AND for which you have received your FCDL. Your FCC Form 474 may include multiple BENs and multiple FRNs. Please be sure each FCC Form 474 that you complete contains only one SPIN.

Deadline to File

The FCC Form 474 deadline is 120 days after the last day to receive service or 120 days after the date of the FCC Form 486 Notification Letter, whichever is later. For most applicants and service providers, the invoice deadline for recurring services is 120 days after June 30, the last day to deliver recurring services. For most applicants and service providers, the invoice deadline for non-recurring services is 120 days after September 30, the last day to deliver non-recurring services.

Extension to File Late

USAC can grant one 120-day extension of the invoice deadline. The applicant or the service provider must request the extension on or before the invoice deadline. If your deadline is October 28, you must submit your request on or before October 28. USAC cannot process late requests.

Where to File

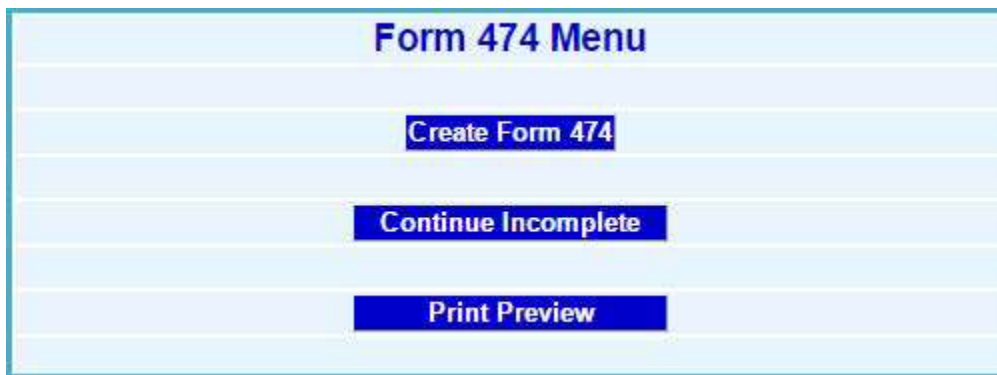
You can submit the FCC Form 474 through the [online system](#) or [electronically \(by email\)](#).

If you choose to file electronically (by email), you can submit your invoice information to USAC in a comma-delimited file. Follow the instructions [on our website](#).

Navigation Within the Form

FCC Form 474 Menu

From the [FCC Form 474 homepage](#), you can navigate to the various functions within the form by clicking the following buttons:



- **Create Form 474** - File a new form
- **Continue Incomplete** - Continue an incomplete form
- **Print Preview** - View a copy of your incomplete or certified form

These functions are described in more detail in this user guide.

Block Buttons

Each section of the form is assigned a **Block** number. Use the buttons provided on each page advance to the next section of the form or return to a previous section.



Exiting the Form and Returning Later

If, after completing part of your form, you want to save your work and return to it later, click the **Save and Exit** button at the bottom of the page.

You can log back into the system from the **FCC Form 474 Menu** by entering the **Invoice ID** and **Security Code** that the system provided you with when you started the form.

Question/Problem Button

Throughout the form, you will see a blue **Question/Problem** button. Clicking this button will bring you to a page with information on how to submit an inquiry through the [Submit a Question](#) feature on our website.



Red System Prompts

While you are filling out the form, you may receive system messages in red that provide information about data validation or mandatory fields.

1.	Service Provider Name	<input type="text"/>	Please enter a valid Service Provider Name
2.	Service Provider Identification Number (SPIN)	<input type="text"/>	Please enter a valid 9-digit Service Provider Identification Number
3.	Contact Person's Name	<input type="text"/>	Please enter Contact Person's Name
4a.	Contact Telephone Number	<input type="text"/> - <input type="text"/> Ext: <input type="text"/>	Please enter a valid Area Code Please enter a valid Telephone Number
4b.	Contact Fax Number	<input type="text"/> - <input type="text"/>	
4c.	Contact E-Mail Address	<input type="text"/>	Please enter a valid E-mail Address

Document Retention

After certifying and submitting your FCC Form 474, print or save a copy of the form for your records.

FCC rules require E-rate Program participants to [retain program documents](#) for a period of 10 years after the last day of the funding year or the service delivery deadline for the funding request, whichever is later.

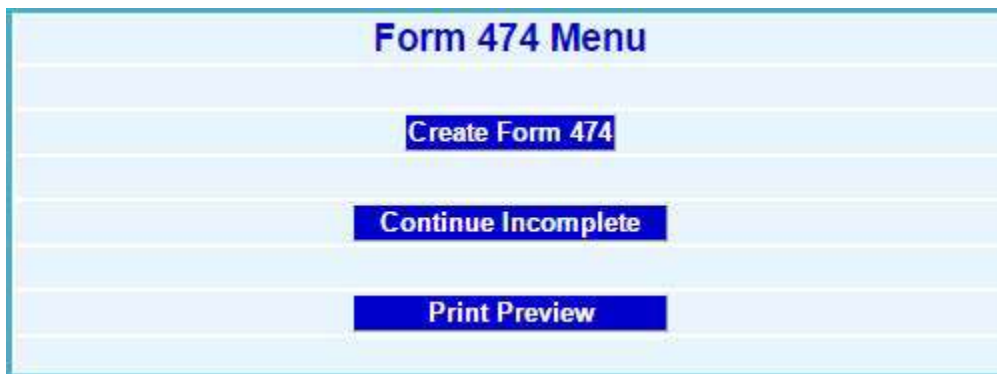
Assistance

If you have any questions about completing this form, please contact the E-rate Program's Client Service Bureau (CSB) at (888) 203-8100.

You may call CSB between 8:00 AM and 8:00 PM ET on weekdays for more information on how to complete this or other universal service forms. Information is also available on the [USAC website](#).


Filing FCC Form 474

1. Go to the [FCC Form 474](#).
2. Click **Create Form 474**.



3. Using the field provided, create a **Service Provider Form Identifier** by typing a number that you can use to identify this Service Provider Invoice Form. You can use the same number from your billing system or create one specifically for this purpose.

This identifier is for your own records. USAC may use it to refer to this particular invoice if we need to contact you about it in the future.

A screenshot of the USAC Schools & Libraries form. The top header is blue with the USAC logo and "Schools & Libraries" text. Below the header, there is a section titled "Service Provider Form Identifier:" with a subtext "(Create an identifier for your own reference)". Below this text is a text input field.

Block 1: Service Provider Information

Form 474 - Block 1: Service Provider Information	
1.	Service Provider Name <input type="text"/>
2.	Service Provider Identification Number (SPIN) <input type="text"/>
3.	Contact Person's Name <input type="text"/>
4a.	Contact Telephone Number <input type="text"/> - <input type="text"/> Ext: <input type="text"/>
4b.	Contact Fax Number <input type="text"/> - <input type="text"/>
4c.	Contact E-Mail Address <input type="text"/>
5.	Total Invoice Amount <input type="text"/> Please do not use this field. The system will complete this field.

1. Enter the following information:

Item (1) - Service Provider Name. Provide the name of the service provider as indicated on the corresponding Funding Commitment Decision Letter (FCDL).

Item (2) - Service Provider Identification Number (SPIN). Provide the number assigned to your company for delivering the services included within the Funding Request Numbers (FRNs) for which you are submitting this Service Provider Invoice Form.

Item (3) - Contact Person's Name. Provide the name of the person who should be contacted with questions about this form. The contact person must be able to answer questions in a timely manner regarding the information included in this form and the eligible services provided.

Item (4) - a. Contact Telephone Number and Ext. Enter the area code and telephone number for the contact person listed. Do not use hyphens or dashes. You may also include an extension (optional).

b. Contact Fax Number. (Optional) Provide the fax number with area code.

c. Contact Email Address. Provide the email address for the contact person.

Item (5) - Total Invoice Amount. The system will complete this field after you enter more data in the form. This amount should be the sum of the **Total (Undiscounted) Amount for Service per FRN** times the **Discount Rate**.

2. To continue, click the **Block 2** button. On the next page, the system will produce an **Invoice ID** and **Security Code** for this form.

Invoice ID and Security Code


The system will produce an **Invoice ID** and **Security Code** for this form.

IMPORTANT
Please record this invoice's information in a secure place for future records
InvoiceID: 2418934 Security Code: 43079
Continue>>

3. Save this information for your records.
4. Click **Continue** to proceed.

Block 2: Funding Request Number (FRN) Information

1. Enter the information requested in **Items 6** through **13**.



Form 474 - Block 2: Funding Request Number Information

6.	Form 471 Application Number	<input type="text"/>
7.	Funding Request Number	<input type="text"/>
8.	Bill Frequency	<input type="text" value="Please select"/>
Complete items 9 or 10 - not both		
9.	Customer Billed Date (mm/yyyy)	<input type="text" value="v"/> <input type="text" value="v"/>
10.	Shipping Date to Customer or Last Day Of Work Performed (mm/dd/yyyy)	<input type="text"/>
11.	Total (Undiscounted) Amount for Service per FRN	<input type="text"/>
12.	Discount Rate	<input type="text"/>
13.	Discount Amount Billed to USAC	<input type="text"/>

[Block 1](#) [Accept Invoice Line](#) [Question/Problem](#)

FRN's added so far:

471#	FRN	Bill Frequency	Bill Date	Delivery Date	Total Amount(UnDiscounted)	Discount Rate	Total Discount Amount	Delete
							Total:\$0.00	

[Save & Exit](#) [Block 3](#)

Complete each line as follows:

Item (6) - FCC Form 471 Application Number. USAC assigns this number to the FCC Form 471 that the applicant submitted. You should obtain this number from the FCDL.

Form 474 - Block 2: Funding Request Number Information	
6.	Form 471 Application Number <input type="text"/>
7.	Funding Request Number <input type="text"/>

Item (7) - Funding Request Number. USAC assigns this number to each funding request on the FCC Form 471 application containing a request for funding of discounts for a service or group of services. Each FRN is set forth on the FCDL.

Item (8) - Bill Frequency. Select the appropriate billing frequency from the dropdown menu.

8.	Bill Frequency	<div style="border: 1px solid black; padding: 5px;"><p>Please select</p><p>Annually</p><p>Every Two Months</p><p>Monthly</p><p>On Delivery</p><p>One Time</p><p>Other</p><p>Quarterly</p><p>Semi-Annually</p><p>Twice A Month</p><p>Weekly</p><p>Every Two Weeks</p></div>
----	----------------	--

Item (9) - Customer Billed Date. Use this field for reimbursement of bills for recurring services and for multiple installments for non-recurring services. The month and year you enter in this item should be for the first month you provided services represented by the **Discount Amount Billed to USAC** in Item (13). The date must be in month/4-digit year (mm/yyyy) format and must be within the funding year. For example:

- If you send your customer a monthly bill dated June 15, 2016, for recurring services from July 1 to July 31, you should enter 07/2016.
- If you send your customer a quarterly bill dated November 1, 2016, for recurring services from October 1 to December 31, you should enter 10/2016.
- If you send your customer a bimonthly installment bill dated September 10, 2016, for non-recurring services from September 1 to October 31, you should enter 09/2016.

Complete items 9 or 10 - not both

9.	Customer Billed Date (mm/yyyy)	<input type="text"/>	<input type="text"/>
10.	Shipping Date to Customer or Last Day Of Work Performed (mm/dd/yyyy)	<input type="text"/>	

Item (10) - Shipping Date to Customer or Last Day of Work Performed.

Use this field for reimbursement for non-recurring services billed one time only such as Internal Connections. The date in this field should be either the date that the products were shipped or the last date that you performed your work. This date should be in month/day/four- digit year (mm/dd/yyyy) format.

NOTE: Complete either the **Customer Billed Date** or **Shipping Date to Customer or Last Day of Work Performed** for each FRN (i.e., each line on the form), not both.

Item (11) - Total (Undiscounted) Amount for Service per FRN. This item represents the total undiscounted monthly and one-time charges for all eligible services on the individual invoice or bill issued to the customer. This item represents the total price for eligible service before any eligible discount is applied. The total undiscounted amount may include all reasonable associated charges, such as federal and state taxes, that the customer incurs when they obtain services.

11.	Total (Undiscounted) Amount for Service per FRN	<input type="text"/>
12.	Discount Rate	<input type="text"/>
13.	Discount Amount Billed to USAC	<input type="text"/>

Item (12) - Discount Rate. Use this item to list the applicant's approved discount percentage. You can find this discount percentage for each FRN in the FCDL.

Item (13) – Discount Amount Billed to USAC. Calculate this item by multiplying the **Total (Undiscounted) Amount for Service per FRN** amount in Item 11 by the applicant's **Discount Rate** in Item 12. This total is the amount of funds that the service provider is requesting that USAC reimburses them for on this invoice. This is the amount of support that, when combined with the school or library payment to the service provider, equals the **Total (Undiscounted) Amount for Service per FRN**.

- When you are done entering the information in Items 6-13, click the **Accept Invoice Line** button. This information will now be displayed in the table at the bottom of the page.

FRN's added so far:

471#	FRN	Bill Frequency	Bill Date	Delivery Date	Total Amount(UnDiscounted)	Discount Rate	Total Discount Amount		Delete
123456	7654321	MONTHLY	07/01/2016		1000	90	900	Edit	x
							Total:\$900.00		

- Repeat steps 1-2 to add additional FRN line items.
- When you are done entering items, click the **Block 3** button to continue to the next section of the form.

Block 3: Service Provider Certifications and Signature

A person authorized to sign this form must be responsible for the service provider's preparation and submission of invoice forms to seek reimbursement from the schools and libraries universal service support mechanism. This person must be able to certify to the accuracy of the invoice forms and their compliance with FCC rules.

- Read the certifications and then click the box to the left of each certification to affirm the statement.

Form 474 - Block 3: Service Provider Certifications & Signature

I declare under penalty of perjury that the foregoing is true and correct and that I am authorized to submit this Service Provider Invoice Form (FCC Form 474) and acknowledge to the best of my knowledge, information and belief, as follows:

A. I certify that this Service Provider 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.

B. I certify that the certifications made on the Service Provider Annual Certification Form (FCC Form 473) by this Service Provider are true and correct.

C. 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.

The authorized person must certify under penalty of perjury, to the best of his/her knowledge, information and belief, that:

- This Service Provider is in compliance with the rules and orders governing the schools and libraries universal service support program and acknowledges 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.
- The certifications made on the Service Provider Annual Certification Form (FCC Form 473) by this Service Provider are true and correct.
- 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.

Authorized Person

Authorized Person	
14. Signature <input checked="" type="checkbox"/>	By checking this box, and clicking the "Certify and Submit" button at the end of the form, you have electronically signed the form. You are reminded that an electronic signature is the same as a handwritten signature on the form.
15. Date	1/19/2017

2. Check the **Item (14) Signature** box.

By checking the signature box, and clicking the "Certify and Submit" button at the end of the form, you have electronically signed the form. An electronic signature is the same as a handwritten signature on the form. An authorized person is an individual who works for the service provider and who has the knowledge required by the Acknowledgment.

3. The system will populate **Item 15** with the date that the service provider signed the Acknowledgment.
4. Enter the information requested in **Items 16** through **19**.

16. Printed Name	<input type="text"/>
17. Title or position	<input type="text"/>
18. Telephone Number	<input type="text"/> - <input type="text"/> Ext: <input type="text"/>
19. Address 1	<input type="text"/>
Address 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Certify and Submit	

Item (16) - Printed Name. Please provide the name of the authorized person whose signature was provided on this form.

Item (17) - Title or position. Please provide the title or position of the authorized person whose signature was provided on this form.

Item (18) - Telephone Number. Please provide the telephone number of the authorized person, so that USAC may contact the authorized person if necessary. Do not use hyphens or dashes. You may also include an extension (optional).

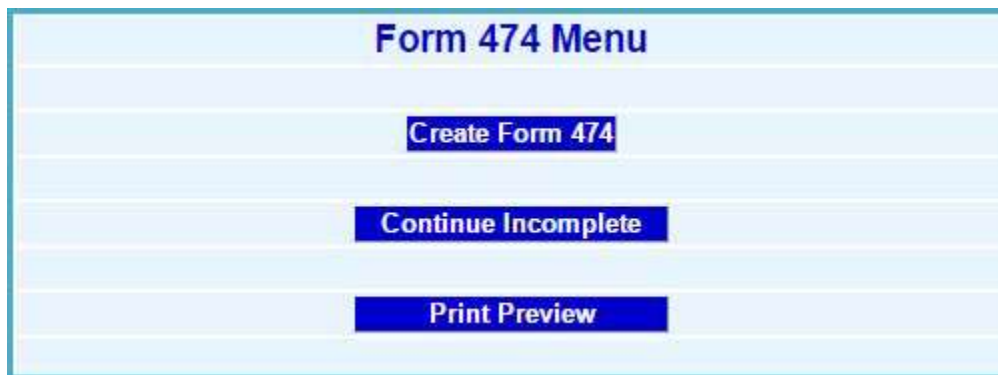
Item (19) - Address. Please provide the address of the authorized person.

5. To submit your form for processing, click the **Certify and Submit** button.

6. A black and white copy of your certified form will appear. This is your official record.
7. Print and save a copy for your records.
8. Click the blue FCC **Form 474 Menu** button at the bottom of the page to return to the main menu.

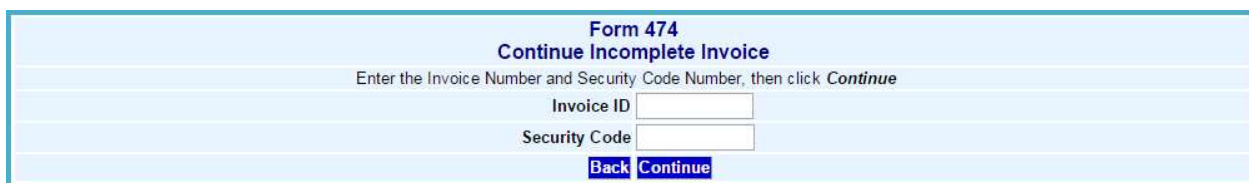
Continue an Incomplete Invoice

1. Go to the [FCC Form 474](#).
2. Click **Continue Incomplete**.



The screenshot shows a light blue rectangular box with a thin blue border. At the top center, the text "Form 474 Menu" is displayed in a bold, dark blue font. Below this text, there are three dark blue rectangular buttons with white text, arranged vertically and centered. The top button is labeled "Create Form 474", the middle button is labeled "Continue Incomplete", and the bottom button is labeled "Print Preview".

3. In the fields provided, enter the **Invoice ID** and **Security Code** provided by the system when you started your form.



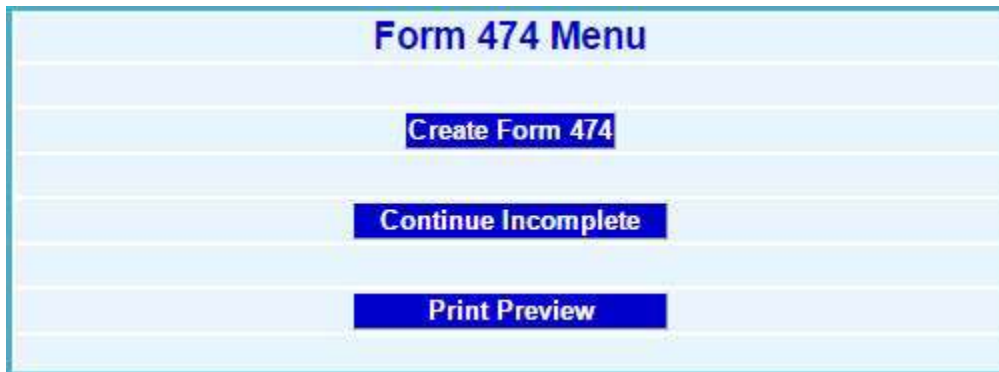
The screenshot shows a light blue rectangular box with a thin blue border. At the top center, the text "Form 474" is displayed in a bold, dark blue font, followed by "Continue Incomplete Invoice" in a bold, dark blue font. Below this, the instruction "Enter the Invoice Number and Security Code Number, then click *Continue*" is displayed in a smaller, dark blue font. Underneath the instruction, there are two input fields: "Invoice ID" and "Security Code", each followed by a white rectangular text box. At the bottom center, there are two dark blue rectangular buttons with white text: "Back" and "Continue".

4. Click **Continue** to proceed. Your incomplete form will open and you can complete your filing.

NOTE: The **Back** button will take you to the FCC **Form 474 Menu**.

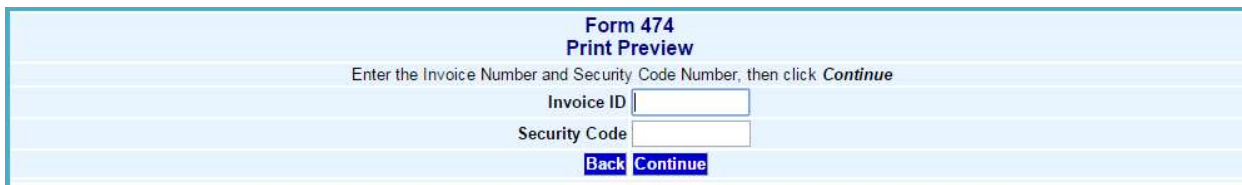
Print Preview

1. Go to the [FCC Form 474](#).
2. Click **Print Preview**.



The screenshot shows a light blue rectangular menu titled "Form 474 Menu". It contains three dark blue buttons with white text, arranged vertically in the center: "Create Form 474", "Continue Incomplete", and "Print Preview".

3. In the fields provided, enter the **Invoice ID** and **Security Code** that the system provided when you started your form.



The screenshot shows a light blue rectangular form titled "Form 474 Print Preview". Below the title, it says "Enter the Invoice Number and Security Code Number, then click *Continue*". There are two input fields: "Invoice ID" and "Security Code". At the bottom, there are two buttons: "Back" and "Continue".

4. Click **Continue** to proceed. A black and white copy of your form will appear. You can use this function for both incomplete and certified forms.

NOTE: The **Back** button will take you to the FCC **Form 474 Menu**.



Commission Registration System (CORES)

Registration - LOGIN

ation > User Login

Registration - LOGIN

Using a U.S. Government Information System. Information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and civil penalties. Use of the information system indicates consent to monitoring and recording.

Commission Registration System (CORES).

If you have an FCC Username, please click the "REGISTER" button below to register an FCC Username.

you to:

- Manage the 10 digit FCC Registration Number (FRN).
- Change your financial standing (RED or Green Light Status) with the FCC and make payments.
- Make payments awaiting completion.
- Pay Application fees manually.
- Pay annual ULS fees.
- Pay annual Regulatory Fees.
- Pay Incentive Auction financials.

CORES Tutorial Videos.

related to the FCC Registration Number.

Username Login

Note: The Username is the email address associated with your FCC Username Account.

Username:

Password:

Need a Username?

[Forgot/Reset your Username Password?](#)

[Check Username Availability](#)

Search for public FRN information

Customer Service

[Help](#)

[Frequently Asked Questions](#)

[FCC Privacy Policy](#)

[Privacy Act Statement](#)

[FCC Home Page](#)

For assistance, please submit a help request at <https://www.fcc.gov/wireless/available-support-services> or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).

Subpart F—Universal Service Support for Schools and Libraries

§ 54.500 Terms and definitions.

Basic maintenance. A service is eligible for support as a “basic maintenance” service if, but for the maintenance at issue, the internal connection would not function and serve its intended purpose with the degree of reliability ordinarily provided in the marketplace to entities receiving such services. Basic maintenance services do not include services that maintain equipment that is not supported by E-rate or that enhance the utility of equipment beyond the transport of information, or diagnostic services in excess of those necessary to maintain the equipment's ability to transport information.

Billed entity. A “billed entity” is the entity that remits payment to service providers for services rendered to eligible schools and libraries.

Consortium. A “consortium” is any local, statewide, regional, or interstate cooperative association of schools and/or libraries eligible for E-rate support that seeks competitive bids for eligible services or funding for eligible services on behalf of some or all of its members. A consortium may also include health care providers eligible under [subpart G of this part](#), and public sector (governmental) entities, including, but not limited to, state colleges and state universities, state educational broadcasters, counties, and municipalities, although such entities are not eligible for support. Eligible schools and libraries may not join consortia with ineligible private sector members unless the pre-discount prices of any services that such consortium receives are generally tariffed rates.

Educational purposes. For purposes of this subpart, activities that are integral, immediate, and proximate to the education of students, or in the case of libraries, integral, immediate and proximate to the provision of library services to library patrons, qualify as “educational purposes.” Activities that occur on library or school property are presumed to be integral, immediate, and proximate to the education of students or the provision of library services to library patrons.

Elementary school. An “elementary school” means an elementary school as defined in [20 U.S.C. 7801\(18\)](#), a non-profit institutional day or residential school, including a public elementary charter school, that provides elementary education, as determined under state law.

Internal connections. A service is eligible for support as a component of an institution's “internal connections” if such service is necessary to transport or distribute broadband within one or more instructional buildings of a single school campus or within one or more non-administrative buildings that comprise a single library branch.

Library. A “library” includes:

- (1) A public library;
- (2) A public elementary school or secondary school library;
- (3) A Tribal library;
- (4) An academic library;
- (5) A research library, which for the purpose of this section means a library that:
 - (i) Makes publicly available library services and materials suitable for scholarly research and not otherwise available to the public; and
 - (ii) Is not an integral part of an institution of higher education; and

(6) A private library, but only if the state in which such private library is located determines that the library should be considered a library for the purposes of this definition.

Library consortium. A “library consortium” is any local, statewide, regional, or interstate cooperative association of libraries that provides for the systematic and effective coordination of the resources of schools, public, academic, and special libraries and information centers, for improving services to the clientele of such libraries. For the purposes of these rules, references to library will also refer to library consortium.

Lowest corresponding price. “Lowest corresponding price” is the lowest price that a service provider charges to non-residential customers who are similarly situated to a particular school, library, or library consortium for similar services.

Managed internal broadband services. A service is eligible for support as “managed internal broadband services” if provided by a third party for the operation, management, and monitoring of the eligible components of a school or library local area network (LAN) and/or wireless LAN.

Master contract. A “master contract” is a contract negotiated with a service provider by a third party, the terms and conditions of which are then made available to an eligible school, library, rural health care provider, or consortium that purchases directly from the service provider.

Minor contract modification. A “minor contract modification” is a change to a universal service contract that is within the scope of the original contract and has no effect or merely a negligible effect on price, quantity, quality, or delivery under the original contract.

National school lunch program. The “national school lunch program” is a program administered by the U.S. Department of Agriculture and state agencies that provides free or reduced price lunches to economically disadvantaged children. A child whose family income is between 130 percent and 185 percent of applicable family size income levels contained in the nonfarm poverty guidelines prescribed by the Office of Management and Budget is eligible for a reduced price lunch. A child whose family income is 130 percent or less of applicable family size income levels contained in the nonfarm income poverty guidelines prescribed by the Office of Management and Budget is eligible for a free lunch.

Pre-discount price. The “pre-discount price” means, in this subpart, the price the service provider agrees to accept as total payment for its telecommunications or information services. This amount is the sum of the amount the service provider expects to receive from the eligible school or library and the amount it expects to receive as reimbursement from the universal service support mechanisms for the discounts provided under this subpart.

Secondary school. A “secondary school” means a secondary school as defined in [20 U.S.C. 7801\(38\)](#), a non-profit institutional day or residential school, including a public secondary charter school, that provides secondary education, as determined under state law except that the term does not include any education beyond grade 12.

State telecommunications network. A “state telecommunications network” is a state government entity that procures, among other things, telecommunications offerings from multiple service providers and bundles such offerings into packages available to schools, libraries, or rural health care providers that are eligible for universal service support, or a state government entity that provides, using its own facilities, such telecommunications offerings to such schools, libraries, and rural health care providers.

Tribal. An entity is “Tribal” for purposes of E-Rate funding if it is a school operated by or receiving funding from the Bureau of Indian Education (BIE), or if it is a school or library operated by any Tribe, Band, Nation, or other organized group or community, including any Alaska native village, regional corporation, or

village corporation (as defined in, or established pursuant to, the Alaska Native Claims Settlement Act ([43 U.S.C. 1601 et seq.](#))) that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Voice services. “Voice services” include local phone service, long distance service, plain old telephone service (POTS), radio loop, 800 service, satellite telephone, shared telephone service, Centrex, wireless telephone service such as cellular, interconnected voice over Internet protocol (VoIP), and the circuit capacity dedicated to providing voice services.

Wide area network. For purposes of this subpart, a “wide area network” is a voice or data network that provides connections from one or more computers within an eligible school or library to one or more computers or networks that are external to such eligible school or library. Excluded from this definition is a voice or data network that provides connections between or among instructional buildings of a single school campus or between or among non-administrative buildings of a single library branch.

Wi-Fi. “Wi-Fi” is a wireless networking protocol based on Institute of Electrical and Electronics Engineers standard 802.11.

Wi-Fi hotspot. A “Wi-Fi hotspot” is a device that is capable of receiving advanced telecommunications and information services, and sharing such services with another connected device through the use of Wi-Fi.

[63 FR 2128, Jan. 13, 1998, as amended at 68 FR 36942, June 20, 2003; 76 FR 56302, Sept. 13, 2011; 79 FR 49197, Aug. 19, 2014; 79 FR 68634, Nov. 18, 2014; 87 FR 8210, Feb. 14, 2022; 88 FR 55409, Aug. 15, 2023; 89 FR 67324, Aug. 20, 2024]

This content is from the eCFR and is authoritative but unofficial.

Title 47 – Telecommunication

Chapter I – Federal Communications Commission

Subchapter B – Common Carrier Services

Part 54 – Universal Service

Subpart F – Universal Service Support for Schools and Libraries

Authority: 47 U.S.C. 151, 154(i), 155, 201, 205, 214, 219, 220, 229, 254, 303(r), 403, 1004, 1302, 1601-1609, and 1752, unless otherwise noted.

Source: 62 FR 32948, June 17, 1997, unless otherwise noted.

§ 54.511 Ordering services.

- (a) **Selecting a provider of eligible services.** Except as exempted in § 54.503(e), in selecting a provider of eligible services, schools, libraries, library consortia, and consortia including any of those entities shall carefully consider all bids submitted and must select the most cost-effective service offering. In determining which service offering is the most cost-effective, entities may consider relevant factors other than the pre-discount prices submitted by providers, but price should be the primary factor considered.
- (b) **Lowest corresponding price.** Providers of eligible services shall not submit bids for or charge schools, school districts, libraries, library consortia, or consortia including any of these entities a price above the lowest corresponding price for supported services, unless the Commission, with respect to interstate services or the state commission with respect to intrastate services, finds that the lowest corresponding price is not compensatory. Promotional rates offered by a service provider for a period of more than 90 days must be included among the comparable rates upon which the lowest corresponding price is determined.

[79 FR 59203, Aug. 19, 2014]



Universal Service Administrative Co.

Website Direct Link: <https://www.usac.org/e-rate/service-providers/>

Service Provider Process

- [Service Provider Process](#)
- [Step 1: Obtain a 498 ID/SPIN](#)
- [Step 2: Respond to Applicant Bid Requests](#)
- [Step 3: Sign Service Agreement With Applicant and Certify Compliance](#)
- [Step 4: Start Services](#)
- [Step 5: Invoice USAC](#)
- [Post-Filing Corrections and Other Considerations](#)

Service Provider Process

The E-Rate program provides discounts on eligible data transmission services, internet access services, internal connections, managed internal broadband services, and basic maintenance on internal connections for eligible schools and libraries.

To learn more about the program and the sequence of program requirements, please review the description of the [E-Rate program](#) and the [application process flow chart](#).

You should also:

Review Your Services and Equipment for Eligibility

E-Rate program discounts include many internet access and data transmission services as well as certain equipment that allows access to these services.

Review USAC's [Eligible Services Overview](#) and the FCC's [Eligible Services List \(ESL\)](#) for the appropriate funding year, as service and equipment eligibility can change from year to year. Some services and equipment can be partially or conditionally eligible for discounts, in which case the ineligible portion would need to be [cost allocated](#).

Applicants that have signed contracts with state agencies to purchase eligible services should check with the appropriate agencies to see what they must do to apply for universal service support through a [state master contract](#).

Understand Applicant Eligibility Requirements

To be considered for discounts, which range from 20 to 90 percent of the actual cost of the eligible equipment and services, applicants must meet the [program definition of a school or a library](#). Discounts are based on the category of service requested (i.e., Category One or Category Two), the community's level of poverty, and the urban/rural status of the population served.

Eligible schools and libraries, or groups like state networks or regional library service systems, can apply together for E-Rate funding as [consortia](#).

Certain school and library buildings ([i.e., non-instructional facilities \(NIFs\)](#)), non-traditional elementary and secondary education entities ([i.e., juvenile justice entities, adult education, pre-kindergarten, Head Start](#)), and Educational Service Agencies may also be eligible for discounts.

Create an Account in the E-Rate Productivity Center (EPC)

As a service provider, you must have an account in EPC to file program forms, receive notifications, and conduct other program activities. Within EPC, you must have an account administrator who manages your account and grants rights to other users.

If you do not have an account in EPC or need assistance assigning an account administrator, call the E-Rate Customer Service Center (CSC) at (888) 203-8100.

Learn How to Participate as a Service Provider

There are five general steps for service providers participating in the E-Rate program.

[Step 1: Obtain a 498 ID/SPIN](#)

Complete the FCC Form 498 to provide USAC with information about your company and receive a 498 ID, also known as a Service Provider Identification Number (SPIN).

[Step 2: Respond to Applicant Bid Requests](#)

Review applicants' posted FCC Form 470 and respond to their requests for service.

[Step 3: Sign Service Agreement\(s\) with Applicant](#)

If you are selected as the applicant's most cost-effective solution, you must sign a contract or other legally binding agreement with them.

[Step 4: Start Services](#)

After the applicant's funding request is approved, USAC sends a Funding Commitment Decision Letter (FCDL). Carefully review this information for accuracy. In general, discounted services for a particular funding year can begin July 1 of that year.

[Step 5: Invoice USAC](#)

Applicants can choose between two methods of invoicing: the FCC Form 472, (also known as the Billed Entity Applicant Reimbursement (BEAR) form), or the FCC Form 474 (also known as the Service Provider Invoicing (SPI) form). Talk to your applicant about this before starting services.

[Post-Filing Corrections and Other Considerations](#)

There are several actions for service providers that may be required outside of the regular application process, including corrections before or after commitment, invoice and service delivery extensions, and other actions, including appeals, document retention, and obsolete equipment.