

Applicants – All Forms are in the EPC Portal

Use either of the two ways to get to the EPC portal either go to <https://usac.org> and click on the blue “SIGN IN” button at the top of the page OR go to <https://forms.universalservice.org/portal/login>

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

FCC Form 470

DESCRIPTION OF SERVICES REQUESTED AND CERTIFICATION

PURPOSE

Posting this form begins the competitive bidding process. The form allows an applicant to describe its service needs and request bids for those services from service providers.

WHO MUST SUBMIT

File only the years that you need new internet contract or if equipment is needed. **If have a multi-year contract the 470 is NOT needed.**

WHEN TO SUBMIT—usually Nov-early January but can file as early as July

The form is generally available in July, one year before the start of the upcoming funding year. The form and the request for proposal (RFP), if one is used, **must be posted for at least 28 days before the winning bidder can be selected.**

Remember to file this form at least 28 days prior to when the FCC Form 471 filing window closes.

HOW DO I FIND A COPY

<https://www.usac.org/e-rate/applicant-process/competitive-bidding/fcc-form-470-filing/>

Can only search 30 days at a time. Choose “all applicant types”, state of “IL”, “all service types”.

Three things to remember:

You cannot file the 471 until 28 days after your filed the 470

The contracts and bids for equipment must be dated AFTER the 28 day date

If you have a multi year

FCC Form 471

DESCRIPTION OF SERVICES ORDERED AND CERTIFICATION

PURPOSE

Applicants submit this form to request discounts on eligible products and services. The information collected is used to calculate discounts and issue funding decisions.

WHO MUST SUBMIT

All applicants requesting funding for eligible services. **File every year.**

WHEN TO SUBMIT—in the Erate window usually January-March

The form can be submitted **during the FCC Form 471 filing window**, but not before the associated FCC Form 470 and RFP, if one is being used, have been posted for at least 28 days. The FCC Form 471 must be submitted and certified by 11:59 p.m. ET on the day that the application filing window closes. **USAC announces the filing window usually by email or on the USAC website.** Usually it is January – March.

HOW DO I FIND A COPY

<https://www.usac.org/e-rate/applicant-process/applying-for-discounts/fcc-form-471-filing/>

HOW DO I FIND A STATUS

<https://data.usac.org/publicreports/FRN/Status/FundYear>
Or use a Data Set Search <https://www.usac.org/e-rate/resources/forms/>

Remember:
Enter your contract or quote before you start the 471. See *next page*

FCC Form 486

RECEIPT OF SERVICE CONFIRMATION AND CIPA CERTIFICATION

PURPOSE

Applicants submit this form to notify USAC that services for the relevant funding requests have started by the appropriate service provider and invoicing can begin. This form also indicates the applicant's status of compliance with the Children's Internet Protection Act (CIPA).

WHO MUST SUBMIT

All applicants requesting funding for eligible services. File as soon as receives approved funding letter. **File every year**

WHEN TO SUBMIT—as soon as receive funding usually May

The form can be submitted as soon as USAC issues a Funding Commitment Decision Letter (FCDL) with a positive commitment and services have started. Early filing is permitted if certain criteria are met. The form must be submitted no later than 120 days after the actual Service Start Date or 120 days after the date of the FCDL, whichever is later.

You may submit more than one form if your funding requests have different service start dates.

HOW DO I FIND A STATUS

<https://data.usac.org/publicreports/FRN/Status/FundYear>

Select Data Points-- use Billed Entity Number. Standard Report. If a 486 has been filed the date 7/1/xxxx will appear in the column 486 Service Start Date

Remember:
File this as soon as receive funding

Choose the filtering radio button. (it is easy to miss)

Information in EPC

Click on the *Welcome, School -Library Name*

Welcome, [PIKELAND UNIT SCH DISTRICT 10!](#)

This opens more Tabs with information about your organization and choices

Change or add users-

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

Enter contracts

[Summary](#) [Customer Service](#) [Modifications](#)

[Additional Information](#) [Discount Rate](#) [Category Two Budget](#)

[Contracts](#) [FCC Forms](#) [FRN Appeals](#)

[News](#) [Related Actions](#)

If you have questions call
USAC Customer Service
888-203-8100

E-Rate requires patience and planning. The first new funding year form is available one year before funding starts.

The 470 timeline is a long one-- anytime after July 1 and up to 28 days before the 471 window closes. Basically, that is first of July to end of February. If you file in July 2023 that means you are filing for the E-Rate year of July 1, 2024 to June 30, 2025. Ideally December to first week or so of January gets the 28 day bidding wait time over and allows more time for filing in the 471 window.

The 471 window is usually only 8 weeks in length. There is no forgiveness for missing the deadline. 471 Window has been January 18 to March 28 in most recent years. The earlier the 471 is filed the quicker it is reviewed and funded.

Recent goal of USAC has been to have at least some applications funded by May 1.

Find Copies of Forms in EPC

1. An Applicant can find **any form** they have submitted since 2016 by logging in to the EPC Portal

Go to Records Tab

[News](#) [Tasks](#) [Records](#) [Reports](#) [Actions](#)

Filed by my organization as part of the search
YES

FILED BY MY ORGANIZATION(S)? **Yes**

Then choose from all of the forms listed there for the form number you are looking for

[FCC Forms 471](#)
List of FCC Forms 471

[FCC Forms 486](#)
List of FCC Forms 486

All form numbers will be listed for you to choose from.

2. Another way -if you just filed the form - you can often find it to print in the News Tab

[News](#) [Tasks](#) [Records](#)

3. Another way - You can also find on the Landing Page under FCC Forms at the bottom of the page. Search by Form Type and Funding Year

[FCC Forms and Post-Commitment Requests](#)

Drop down box to choose Form Number and the Funding Year. Always choose the current form if you have choice of current and original. Any changes made will be on the current version

**Anything in blue type
always has a form or
document or window that will
open when you click on it.**

The Following Forms will not be filed annually only for the reason listed in the gray boxes

INVOICING METHOD #1

Applicants file if NOT receiving Erate Discount on monthly invoices OR credit for equipment if NOT given by Service Provider

FCC Form 472

BILLED ENTITY APPLICANT REIMBURSEMENT (BEAR)

PURPOSE

FCC Form 472 (BEAR) is submitted by the applicant to request reimbursement of the discount amount from USAC when they pay the service provider in full for services.

WHO MUST SUBMIT

Applicants who have paid their service providers in full

WHEN TO SUBMIT

Applicants must submit the FCC Form 498 before direct BEAR payments can be paid.

In general, invoices can be submitted as services are delivered. The form must be submitted no later than 120 days after the last day to receive service, or 120 days after the FCC Form 486 Notification Letter date, whichever is later.

FCC Form 498

SERVICE PROVIDER AND BILLED ENTITY

If getting discounted billing no need to file at all. Only file one time unless there is a change in staff or bank account listed on the original form. Must be filed to get funds in your bank account.

PURPOSE

FCC Form 498 is used to collect banking and contact information for service providers and applicants.

Submission of this form by an applicant will generate an applicant 498 ID to use for direct BEAR payments to applicants.

Submission of this form by a service provider will generate a Service Provider Identification Number (SPIN), an ID number required for participation in any universal service program.

WHO MUST SUBMIT

Applicants filing the FCC Form 472 (BEAR) to seek reimbursement after they have paid for services in full.

WHEN TO SUBMIT

Applicants must submit the FCC Form 498 before direct BEAR payments will be authorized.

OR- INVOICING METHOD #2

Service Provider Only --if they are giving applicant monthly Erate discount on invoices OR need to file on equipment

FCC Form 474

SERVICE PROVIDER INVOICE (SPI)

PURPOSE

FCC Form 474 (SPI) is submitted by the service provider to request reimbursement from USAC for discounts provided to the applicants on their bills.

NOTE: Applicants do not file this form.

WHO MUST SUBMIT

Service providers who are providing discounted bills. Or if need to file for an equipment invoice.

WHEN TO SUBMIT

In general, invoices can be submitted as services are delivered. The form must be submitted no later than 120 days after the last day to receive service, or 120 days after the FCC Form 486 Notification Letter date, whichever is later.

FCC Form 500

FUNDING COMMITMENT ADJUSTMENT REQUEST

Not **all** applicants will file this form. Most will never file this form.

PURPOSE

Applicants submit this form to adjust their

- service start date,
- contract expiration date,
- cancel a Funding Request Number (FRN) or all the FRN's on an application which basically cancels the whole application
- reduce an FRN amount,
- request a service delivery extension,
- or notify USAC of certain equipment transfers

WHO MUST SUBMIT

Only applicants requesting any of the adjustments or changes listed above.

Not **all** applicants will file this form.

WHEN TO SUBMIT

After the funding commitment decision notification is received, the form should be submitted as soon as possible once the applicant becomes aware of new circumstances that require adjustment.