

Form 471 RAL

Table of Contents

Topic	Page
The Basics	3
Locating the RAL	6
Accessing a Form to Modify	8
Submitting RAL Corrections	14
Application Corrections: Application Details	19
Application Corrections: Funding Request Details	27
Entity Corrections: BEN	44
Entity Corrections: Related Entities	50
Viewing Submitted Modifications	56

The Basics

What is a RAL?

A RAL is also known as a Receipt Acknowledgment Letter. A RAL is created for each certified Form 471, and contains a summary of the next steps in the application process.

Once an applicant has received a RAL, they may submit corrections to their form that were the result of ministerial and clerical (M&C) errors.

Ministerial and clerical (M&C) errors are defined as data entry errors or mistakes applicants made on the FCC Form 470 or FCC Form 471. Such errors include only the kinds of errors that a typist might make when entering data from one list to another, such as:

- mistyping a number
- using the wrong name or phone number
- failing to enter an item from the source list onto the application
- making an arithmetic error

What is the process for a RAL?

The RAL notification and correction process is as follows:

- After submitting and certifying an FCC Form 471 in-window , the Form 471 Receipt Acknowledgment Letter (RAL) will appear in the organization's News feed in EPC.
- The RAL contains a summary of the next steps in the application process and provides a link to the FCC Form 471 and to the organization's EPC profile.
- The contact person for the form or an authorized user will review the RAL.
- The contact person for the form or an authorized user will submit in EPC any necessary RAL corrections for ministerial and clerical (M&C) errors.

NOTE: You can submit modifications up until the time that USAC issues a Funding Commitment Decision Letter (FCDL).

Modifications do not show up in the certified version of the FCC Form 471, and some modifications must be reviewed and approved by Program Integrity Assurance (PIA) during the review of your application.

Locating the RAL

Locating the RAL

The main contact person for any certified Form 471 will receive a RAL in their **News Feed**

date Form 471 was submitted

E-rate Productivity Center This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received School District 6's FCC Form 471 - 161000050 for Funding Year 2016 on 2/23/2016. Each service provider featured on this form will also be notified of the information submitted for the service provider.

It is important that you review this form now to make sure the products and services you have listed on your FCC Form 471 are correct and complete, and if necessary, take the appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form, but not others. For fields that allow a correction, you will be able to edit the information in the form field directly. To determine what corrections are allowed and why, see the "List of Correctable Ministerial and Clerical Errors" on our website.

NEXT STEPS
- Gather the documentation you used to complete your form and the entries in your profile (e.g., NSLP numbers, list of entities receiving services, Category Two cost a ...[More](#)

FY2016 Internet Acces... #116 - School District 6

Feb 23, 2016 ☆ 🔒 [Comment](#) [More Info](#) ▾

① Click on the name of the Form 471 to proceed to the form

How to get here:

- 1) Landing Page
- 2) Click on link for independent school or school district
- 3) Click on "News" link in the menu on the left side of page

Entity
School District 6

- Summary
- News** ▶
- Related Actions


Accessing a Form to Modify

Accessing a Form

① Go to the Landing Page for the organization

HINT: clicking on the USAC logo on any EPC screen will take you to the landing page

My Landing Page

 **Universal Service Administrative Co.**

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

My Entities

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

My Tasks ⊕

Customer Service Cases ⊕

FCC Forms ⊖

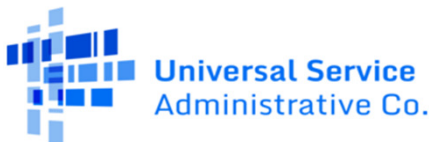
Form Type: Status: All
 Incomplete
 Certified

Funding Year:

Nickname	Application Number	Funding Year	Status
Test Voice	160000301	2016	Certified
C2 470	160000748	2016	Incomplete

Accessing a Form

My Landing Page



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, School District 6!

My Entities

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

My Tasks

Customer Service Cases

FCC Forms

Form Type:
Funding Year:

Status: All
 Incomplete
 Certified

Nickname	Application Number	Funding Year	Status
Test Voice	160000301	2016	Certified
C2 470	160000748	2016	Incomplete

② Change the “Form Type” menu to display “FCC Form 471”

Accessing a Form

FCC Forms ☰

Form Type:

Funding Year:


Status: All
 Incomplete
 Certified

Application Number	Nickname	Funding Year	Status	Certified Date
161000050	FY2016 Internet Access Form 471	2016	Certified	2/23/2016 12:25 PM EST
161000197	FY2016 C1 Form 471	2016	Incomplete	
161000223	FY2016 C2 Form 471	2016	Incomplete	

③ Click on the link for a certified Form 471

Accessing a Form

④ On the summary page for the Form 471, click on the “Related Actions” link



Summary >
News
Related Actions
Funding Requests
Review Inquiries
Connectivity Information
Discount Calculation
Entity Information

Records / FCC Forms 471
FY2016 Internet Access Form 471 - #161000050 [Follow](#)

Application Information

Nickname	FY2016 Internet Access Form 471	Created Date	2/5/2016 8:34 AM EST
Application Number	161000050	Created By	School District 6 User 1
Funding Year	2016	Certified Date	2/23/2016 12:25 PM EST
Status	Certified	Certified By	School District 6 User 1
Category of Service	Category 1	Last Modified Date	2/23/2016 12:25 PM EST
		Last Modified By	School District 6 User 1

Billed Entity Information

School District 6 100 Main Street Springfield, ME 04487 555-555-7878 school.district6.user1@mailinator.com	Billed Entity Number: 116 FCC Registration Number: 1234564560 Applicant Type: School District
--	---

Consultant Information

There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.

Contact Information

Name	School District 6 User 1	Phone Number	555-555-5555
Email	school.district6.user1@mailinator.com		

Holiday / Summer Contact Information

Contact Information contact John Doe at johndoe@gmail.com during July and August
Jane Smith (jsmith@gmail.com / 207-555-1234) serves as an alternate contact person

FCC Form 471 Generated Documents

FCC Form 471 Version
Original Version
Current Version

Accessing a Form

Universal Service Administrative Co.

Records / FCC Forms 471

FY2016 Internet Access Form 471 - #161000050 [Follow](#)

- [Respond to Inquiries](#)
Answer Reviewer Questions
- [Submit Modification Request \(RAL\)](#)
Submit a RAL Modification Request for this Application.

Summary
News
Related Actions >
Funding Requests
Review Inquiries
Connectivity Information
Discount Calculation
Entity Information

⑤ Click on the “Submit Modification Request (RAL)” link

Submitting RAL Corrections

Note that any modifications you make are specific to this FCC Form 471. For example, if you modify information for the billed entity or one of its related entities, the information would be modified for this form only and the request does not update that entity's profile in EPC.

Submitting Corrections

① Choose the type of change you are making


Form 471 Modification Request

Would you like to request changes to an entity or this application?

A If you wish to change either Application Details or Funding Request Details, click on the “Application” button

B If you wish to change either the BEN or Related Entities, click on the “Entity” button

Application Entity

RAL Request Help 

Discard Request Finish & Submit Request

The screenshot shows a web form titled "Form 471 Modification Request". Below the title is a question: "Would you like to request changes to an entity or this application?". There are two buttons: "Application" and "Entity". A red arrow points from a box labeled "A" to the "Application" button. Another red arrow points from a box labeled "B" to the "Entity" button. Below the buttons is a section titled "RAL Request Help" with a small blue icon to its right. At the bottom left is a "Discard Request" button, and at the bottom right is a green "Finish & Submit Request" button.

Submitting Corrections

A ① If you chose “Application”, you will next be prompted to choose a sub-category

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Select the sub-category you want to modify

Please select a value

RAL Request Help ⊕

Submitting Corrections

- A** ^a ② Select either “Application Details” or “Funding Request Details” ^b

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Select the sub-category you want to modify

Please select a value

Please select a value

Application Details

Funding Request Details

a If you chose “Application Details” → *skip to page 19 in this guide*


b If you chose “Funding Request Details” → *skip to page 27*

Submitting Corrections

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application

RAL Request Help 

Annotations:

- B** (in a red box) points to the "Entity ✓" button.
- 1** (in a red circle) is part of the instruction: "1 If you chose 'Entity', next click on either the 'BEN' or 'Related Entities' button".
- c** (in a red box) points to the "BEN" button.
- d** (in a red box) points to the "Related Entities" button.

c If you chose "BEN" → skip to page 44 in this guide

d If you chose "Related Entities" → skip to page 50

Application Corrections:

- a Application Details

Application Details

① If you have not already done so, click on the “Application” button and select “Application Details” from the sub-category menu

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Select the sub-category you want to modify

Please select a value

Please select a value

Application Details

Funding Request Details

Application Details

Would you like to request changes to an entity or this application?

Application ✓ Entity

Select the sub-category you want to modify

Application Details

RAL Request Help

② Click on the "Continue" button

Application Details

Application Details

How would you like to proceed?

③ Click on the “Edit Application” button to edit application details such as application nickname, contact person, and holiday contact info

Application Details

The application details display

Application Details

How would you like to proceed?

Application Nickname *

Main Contact Person *

 School District 6 User 1
school.district6.user1@mailinator.com
555-555-5555

Please select a main contact person by typing the contact person's name or email address.

Enter Holiday Contact Information

Please provide any alternate contact information to use during holiday/ vacation period including the name of any alternate contact person and how best to reach them.

Application Details

④ Modify information as necessary

Application Details

How would you like to proceed?

Application Nickname *

Main Contact Person * School District 6 User 1
school.district6.user1@mailinator.com
555-555-5555

Please select a main contact person by typing the contact person's name or email address.

Enter Holiday Contact Information

contact James Doe at johndoe@gmail.com during July and August

Jane Smith (jsmith@gmail.com / 207-555-1234) serves as an alternate contact person

Please provide any alternate contact information to use during holiday/ vacation period including the name of any alternate contact person and how best to reach them.

⑤ Then click on the "Continue" button

Application Details

Your requested change will display

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application ✓ Entity

Select the sub-category you want to modify

Please select a value

Requested Changes

<input type="checkbox"/>	Category	Name/Number	Change type	Old value	New value	Requested date
<input type="checkbox"/>	Application Details	161000050-FY2016 Internet Access Form 471	Modify Holiday/Summer Contact Information	contact John Doe at johndoe@gmail.com during July and August Jane Smith (jsmith@gmail.com / 207-555-1234) serves as an alternate contact person	contact James Doe at johndoe@gmail.com during July and August Jane Smith (jsmith@gmail.com / 207-555-1234) serves as an alternate contact person	5/2/2016 9:59 AM EDT

RAL Request Help

Check the check box for a change and then click on the "Remove" button to discard a requested change

⑥ Click on the "Finish & Submit Request" button

Application Details

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Select the sub-category you want to modify

Please select a value

Requested Changes

<input type="checkbox"/>	Category	Name/Number	Change type	Old value	New value	Requested date
<input type="checkbox"/>	Application Details	161000050-FY2016 Internet Access Form 471	Modify Holiday/Summer Contact Information	contact John Doe at johndoe@gmail.com during July and August Jane Smith (jsmith@gmail.com / 207-555-1234) serves as an alternate contact person	contact James Doe at johndoe@gmail.com during July and August Jane Smith (jsmith@gmail.com / 207-555-1234) serves as an alternate contact person	5/2/2016 9:59 AM EDT

Are you sure you want to submit the request?

Remove

RAL Request Help

⑦ Click on the “Yes” button to submit the change

skip to page 56 in this guide for info on viewing modifications

Application Corrections:

Funding Request Details

Funding Request Details

① If you have not already done so, click on the “Application” button and select “Funding Request Details” from the sub-category menu

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Select the sub-category you want to modify

Please select a value

- Please select a value
- Application Details
- Funding Request Details**

Funding Request Details

A list of FRNs for this Form 471 displays

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Select the sub-category you want to modify

Funding Request Details

Funding Requests

<input type="checkbox"/>	FRN	Nickname	Number of Line Items
<input type="checkbox"/>	1699000038	Internet Access	1
<input type="checkbox"/>	1699000075	Transport	2

RAL Request Help

② Click on the “Add FRN” button to add an FRN. Follow the steps as prompted to create key information for a new FRN such as you did when creating the Form 471.

Funding Request Details

③ Click on the checkbox for an FRN to modify, and then...

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Select the sub-category you want to modify

Funding Request Details

Funding Requests

<input type="checkbox"/>	FRN	Nickname	Number of Line Items
<input checked="" type="checkbox"/>	1699000038	Internet Access	1
<input type="checkbox"/>	1699000075	Transport	2

RAL Request Help

- A** To view and edit existing line items, click on the “View Line Items” button → *skip to page 31*
- B** To edit the FRN, click on the “Edit Funding Request” button → *skip to page 35*
- C** To edit contract info, click on the “Edit Purchase Agreement” button → *skip to page 40*

Funding Request Details

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application ✓

Entity

Select the sub-category you want to modify

Funding Request Details

Funding Requests

<input type="checkbox"/>	FRN	↑	Nickname	Number of Line Items
<input checked="" type="checkbox"/>	1699000038		Internet Access	1
<input type="checkbox"/>	1699000075		Transport	2

Add FRN

View Line items

Edit Funding Request

Edit Purchase Agreement

Funding Request Line Items

<input type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input type="checkbox"/>	1699000038.001	Fiber	0	5	1	\$6,400.00

A ① If you clicked on the “View Line Items” button, the line items for that FRN will display

Edit Line item

Manage Recipients of Service

RAL Request Help

Discard Request

Finish & Submit Request

Funding Request Details

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application ✓

Entity

Select the sub-category you want to modify

Funding Request Details

Funding Requests

<input type="checkbox"/>	FRN	Nickname	Number of Line Items
<input checked="" type="checkbox"/>	1699000038	Internet Access	1
<input type="checkbox"/>	1699000075	Transport	2

Add FRN

View Line items

Edit Funding Request

Edit Purchase Agreement

Funding Request Line Items

<input checked="" type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input checked="" type="checkbox"/>	1699000038.001	Fiber	0	5	1	\$6,400.00

Edit Line item

Manage Recipients of Service

RAL Request Help

A

② Select the check box for a line item, and use either the "Edit Line Item" or "Manage Recipients of Service" button to make a change

Discard Request

Finish & Submit Request

Funding Request Details

Your requested change will display

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Select the sub-category you want to modify

Please select a value

Requested Changes

<input type="checkbox"/>	Category	Name/Number	Change type	Old value	New value	Requested date	↓
<input type="checkbox"/>	Line Item Details	1699000075.001	Modify One-Time Unit Costs	\$100.00	\$200.00	5/2/2016 1:20 PM EDT	
<input type="checkbox"/>	Line Item Details	1699000075.001	Modify Total Eligible Line Item Cost	\$18,300.00	\$18,600.00	5/2/2016 1:20 PM EDT	

RAL Request Help

A ③ Click on the “Finish & Submit Request” button

Funding Request Details

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Select the sub-category you want to modify

Please select a value

Requested Changes

<input type="checkbox"/>	Category	Name/Number	Change type	Old value	New value	Requested date	↓
<input type="checkbox"/>	Line Item Details	1699000075.001	Modify One-Time Unit Costs	\$100.00	\$200.00	5/2/2016 1:20 PM EDT	
<input type="checkbox"/>	Line Item Details	1699000075.001	Modify Total Eligible Line Item Cost	\$18,300.00	\$18,600.00	5/2/2016 1:20 PM EDT	

RAL Request Help

Are you sure you want to submit the request?

A ④ Click on the “Yes” button to submit the change

skip to page 56 in this guide for info on viewing modifications

Funding Request Details

Click on the “Cancel FRN” button to remove an FRN from your Form 471

Edit Funding Request details

Cancel FRN Edit FRN Key Information

Cancel Save and Continue

B ① If you clicked on the “Edit Funding Request” button, click on the “Edit FRN Key Information” button to proceed

Funding Request Details

The FRN displays

Edit Funding Request details

Funding request details for FRN # 1699000038 - Internet Access

* Funding Request Nickname Service Type

Narrative

This is a funding request for Internet Access for the district

Funding Request Details

B ② Make any necessary changes

Edit Funding Request details

Funding request details for FRN # 1699000038 - Internet Access

* Funding Request Nickname Service Type

Narrative

This is a funding request for Internet Access for 5 schools

B ③ Then click on the "Save & Continue" button to proceed

Funding Request Details

Your requested change will display

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application ✓ Entity

Select the sub-category you want to modify

Please select a value

Requested Changes

<input type="checkbox"/>	Category	Name/Number	Change type	Old value	New value	Requested date
<input type="checkbox"/>	Funding Request Details	1699000038	Modify Funding Request Narrative Information	This is a funding request for Internet Access for the district	This is a funding request for Internet Access for 5 schools	5/2/2016 10:14 AM EDT

RAL Request Help

Check the check box for a change and then click on the "Remove" button to discard a requested change

B ④ Click on the "Finish & Submit Request" button

Funding Request Details

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Select the sub-category you want to modify

Please select a value

Requested Changes

<input type="checkbox"/>	Category	Name/Number	Change type	Old value	New value	Requested date
<input type="checkbox"/>	Funding Request Details	1699000038	Modify Funding Request Narrative Information	This is a funding request for Internet Access for the district	This is a funding request for Internet Access for 5 schools	5/2/2016 10:14 AM EDT

RAL Request Help

Are you sure you want to submit the request?

B ⑤ Click on the “Yes” button to submit the change

skip to page 56 in this guide for info on viewing modifications

Funding Request Details

- C ① If you clicked on the “Edit Purchase Agreement” button, make any necessary changes (such as the contract being used or the start and end date)

Edit FRN Contract

How are the services for this FRN being purchased?
Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

Contract ✓ Tariff Month-to-Month

Contract Summary - FY2016 Internet Contract

Contract Number	Account Number
Establishing FCC Form 470 #160000151	Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date 2/1/2016	Includes Voluntary Extensions? No
Expiration Date (All Extensions)	Remaining Voluntary Extensions
	Total Remaining Contract Length

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? *	What is the date your contract expires for the current term of the contract? *
<input type="text" value="7/1/2016"/>	<input type="text" value="6/30/2017"/>

Enter the date when services will start in this Funding Year (e.g., July 1, 2016).

RAL Request Help

Funding Request Details

Edit FRN Contract

How are the services for this FRN being purchased?
Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

Contract Summary - FY2016 Internet Contract

Contract Number	Account Number
Establishing FCC Form 470 #160000151	Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date 2/1/2016	Includes Voluntary Extensions? No
Expiration Date (All Extensions)	Remaining Voluntary Extensions
	Total Remaining Contract Length

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? *	What is the date your contract expires for the current term of the contract? ⓘ *
<input type="text" value="7/1/2016"/>	<input type="text" value="6/30/2018"/>

Enter the date when services will start in this Funding Year (e.g., July 1, 2016).

RAL Request Help

C ② Click on the “Save & Continue” button to proceed

Funding Request Details

Your requested change will display

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application ✓ Entity

Select the sub-category you want to modify

Please select a value

Requested Changes

<input type="checkbox"/>	Category	Name/Number	Change type	Old value	New value	Requested date
<input type="checkbox"/>	Funding Request Details	1699000038	Modify Current Term Contract Expiration Date	6/30/2017	6/30/2018	5/2/2016 1:01 PM EDT

RAL Request Help

Check the check box for a change and then click on the "Remove" button to discard a requested change

C ③ Click on the "Finish & Submit Request" button

Funding Request Details

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Select the sub-category you want to modify

Please select a value

Requested Changes

<input type="checkbox"/>	Category	Name/Number	Change type	Old value	New value	Requested date
<input type="checkbox"/>	Funding Request Details	1699000038	Modify Current Term Contract Expiration Date	6/30/2017	6/30/2018	5/2/2016 1:01 PM EDT

RAL Request Help

Are you sure you want to submit the request?

C ④ Click on the “Yes” button to submit the change

Entity Corrections:

BEN

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application

Entity ✓

BEN

Related Entities

① If you have not already done so, click on the “Entity” button and then click on the “BEN” button

RAL Request Help



Discard Request

Finish & Submit Request

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Entity Level Changes

Please select Entity to modify

<input type="checkbox"/>	BEN Name		BEN	City	State	Entity type
<input type="checkbox"/>	School District 6	↑	116	Springfield	ME	School District

② Select the check box for the BEN

RAL Request Help



Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application

Entity ✓

BEN ✓

Related Entities

Entity Level Changes

Please select Entity to modify

<input checked="" type="checkbox"/>	BEN Name		BEN	City	State	Entity type
<input checked="" type="checkbox"/>	School District 6	↑	116	Springfield	ME	School District

Add Related Entity

Edit

RAL Request Help



Discard Request

Finish & Submit Request

③ Click on either the “Add Related Entity” button to add an entity left off the FRN or the “Edit” button to edit the information pulled from the profile to the Form 471. Follow the system prompts to make changes.

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application Entity✓
BEN✓ Related Entities

Entity Level Changes

Please select Entity to modify

<input type="checkbox"/>	BEN Name		BEN	City	State	Entity type
<input type="checkbox"/>	School District 6		116	Springfield	ME	School District

Add Related Entity Edit

Requested Changes

<input type="checkbox"/>	Category	Name/Number	Change type	Old value	New value	Requested date
<input type="checkbox"/>	Entity Relationships	School District 6	Add Entity		School District 6 School B	5/2/2016 2:09 PM EDT

Remove

RAL Request Help

Discard Request

Finish & Submit Request

④ Click on the "Finish & Submit Request" button

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application Entity ✓

BEN ✓ Related Entities

Entity Level Changes

Please select Entity to modify

<input type="checkbox"/>	BEN Name	↑	BEN	City	State	Entity type
<input type="checkbox"/>	School District 6		116	Springfield	ME	School District

Add Related Entity Edit

Requested Changes

<input type="checkbox"/>	Category	New value	Requested date
<input type="checkbox"/>	Entity Relationships	School District 6 School B	5/2/2016 2:09 PM EDT

Remove

Are you sure you want to submit the request?

No Yes

RAL Request Help

Discard Request Finish & Submit Request

⑤ Click on the “Yes” button to submit the change
skip to page 56 in this guide for info on viewing modifications

Entity Corrections:

- d Related Entities

Related Entities

Form 471 Modification Request

Would you like to request changes to an entity or this application?

① If you have not already done so, click on the “Entity” button and then click on the “Related Entities” button

RAL Request Help ⊕

Related Entities

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application

Entity ✓

BEN

Related Entities ✓

Entity Level Changes

Please select Entity to modify

<input type="checkbox"/>	BEN Name	BEN	City	State	Entity type
<input type="checkbox"/>	School District 6 NIF	119	Springfield	ME	School
<input type="checkbox"/>	School District 6 School A	117	Springfield	ME	Non-Instructional Facility
<input type="checkbox"/>	School District 6 School B	118	Springfield	ME	School

Remove

Edit

② Select the check box for an entity

RAL Request Help



Discard Request

Finish & Submit Request

Related Entities

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application

Entity ✓

BEN

Related Entities ✓

Entity Level Changes

Please select Entity to modify

<input type="checkbox"/>	BEN Name	BEN	City	State	Entity type
<input type="checkbox"/>	School District 6 NIF	119	Springfield	ME	School
<input type="checkbox"/>	School District 6 School A	117	Springfield	ME	Non-Instructional Facility
<input checked="" type="checkbox"/>	School District 6 School B	118	Springfield	ME	School

Remove

Edit

RAL Request Help



Discard Request

Finish & Submit Request

③ Click on either the “Remove” button to remove an entity from the FRN or the “Edit” button to edit the information pulled from the profile to the Form 471. Follow the system prompts to make changes.

Related Entities

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application **Entity ✓**

BEN **Related Entities ✓**

Entity Level Changes

Please select Entity to modify

<input type="checkbox"/>	BEN Name	↑	BEN	City	State	Entity type
<input type="checkbox"/>	School District 6 NIF		119	Springfield	ME	School
<input type="checkbox"/>	School District 6 School A		117	Springfield	ME	Non-Instructional Facility
<input type="checkbox"/>	School District 6 School B		118	Springfield	ME	School

Remove Edit

Requested Changes

<input type="checkbox"/>	Category	Name/Number	Change type	Old value	New value	Requested date	↓
<input type="checkbox"/>	Entity Relationships	School District 6	Remove Entity	School District 6 School B		5/2/2016 2:16 PM EDT	

Remove

RAL Request Help

Discard Request **Finish & Submit Request**

④ Click on the "Finish & Submit Request" button

Related Entities

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application Entity ✓

BEN Related Entities ✓

Entity Level Changes
Please select Entity to modify

<input type="checkbox"/>	BEN Name	↑	BEN	City	State	Entity type
<input type="checkbox"/>	School District 6 NIF		119	Springfield	ME	School
<input type="checkbox"/>	School District 6 School A		117	Springfield	ME	Non-Instructional Facility
<input type="checkbox"/>	School District 6 School B		118	Springfield	ME	School

Remove Edit

Requested Changes

Are you sure you want to submit the request?

<input type="checkbox"/>	Category	Name/Number	Change type	Old value	New value	Requested date
<input type="checkbox"/>	Entity Relationships	School District 6	Remove Entity	School District 6 School B		5/2/2016 2:16 PM EDT

Remove

RAL Request Help

Discard Request Finish & Submit Request

⑤ Click on the "Yes" button to submit the change

go to the next page in this guide for info on viewing modifications

Viewing Submitted Modifications

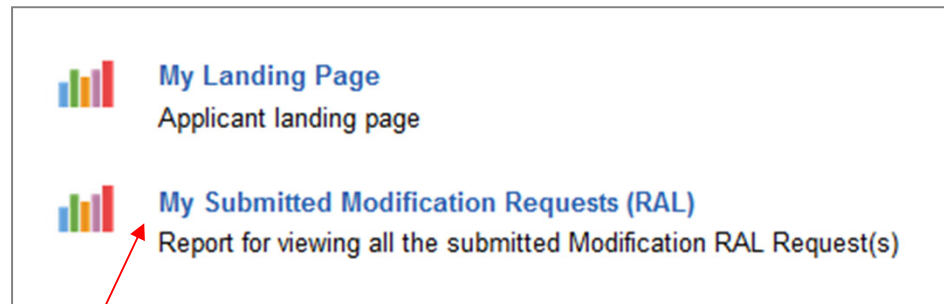
Viewing Modifications

① Click on the “Reports” tab



The screenshot shows a web application interface. At the top, there is a blue navigation bar with the following tabs: News, Tasks, Records, Reports, and Actions. The 'Reports' tab is currently selected, indicated by a white underline. To the right of the navigation bar, there is a user profile section showing a small circular icon, the name 'Anne Perloff', and the word 'Appian'. Below the navigation bar, the main content area is titled 'My Landing Page'. On the left side of this area, there is a logo for 'Universal Service Administrative Co.' consisting of a grid of blue squares of varying sizes. To the right of the logo, there is a list of links: 'Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 486 | Appeal | Manage Users | Manage Organizations | USAC Website | Contact Us | Help'. At the bottom left of the main content area, there is a welcome message: 'Welcome, NETWORKMAINE!'.

Viewing Modifications



② Click on the “My Submitted Modification Requests (RAL) link

Viewing Modifications

A table with submitted modification requests displays

My Submitted Modification Requests (RAL)									
FCC Form 471 RAL Request(s)									
Application Number					Entity Name				
<input type="text"/>					<input type="text"/>				
RAL Request ID	Application Number	Category	Name/Number	Action	Old Value	New Value	Requested Date and Time ↓	Status	Supporting Document(s)
24	161000050	Entity Relationships	School District 6	Remove Entity	School District 6 School B		5/2/2016 2:16 PM EDT	Submitted	View
23	161000050	Entity Relationships	School District 6	Add Entity		School District 6 School B	5/2/2016 2:09 PM EDT	Submitted	View
21	161000050	Line Item Details	1699000075.001	Modify Total Eligible Line Item Cost	\$18,300.00	\$18,600.00	5/2/2016 1:20 PM EDT	Submitted	View
21	161000050	Line Item Details	1699000075.001	Modify One-Time Unit Costs	\$100.00	\$200.00	5/2/2016 1:20 PM EDT	Submitted	View
20	161000050	Funding Request Details	1699000038	Modify Current Term Contract Expiration Date	6/30/2017	6/30/2018	5/2/2016 1:01 PM EDT	Submitted	View
17	161000050	Funding Request Details	1699000038	Modify Funding Request Narrative Information	This is a funding request for Internet Access for the district	This is a funding request for Internet Access for 5 schools	5/2/2016 10:14 AM EDT	Submitted	View
16	161000050	Application Details	161000050-FY2016 Internet Access Form 471	Modify Holiday/Summer Contact Information	contact John Doe at johndoe@gmail.com during July and August Jane Smith (jsmith@gmail.com / 207-555-1234) serves as an alternate contact person	contact James Doe at johndoe@gmail.com during July and August Jane Smith (jsmith@gmail.com / 207-555-1234) serves as an alternate contact person	5/2/2016 9:59 AM EDT	Submitted	View

1-7 of 7