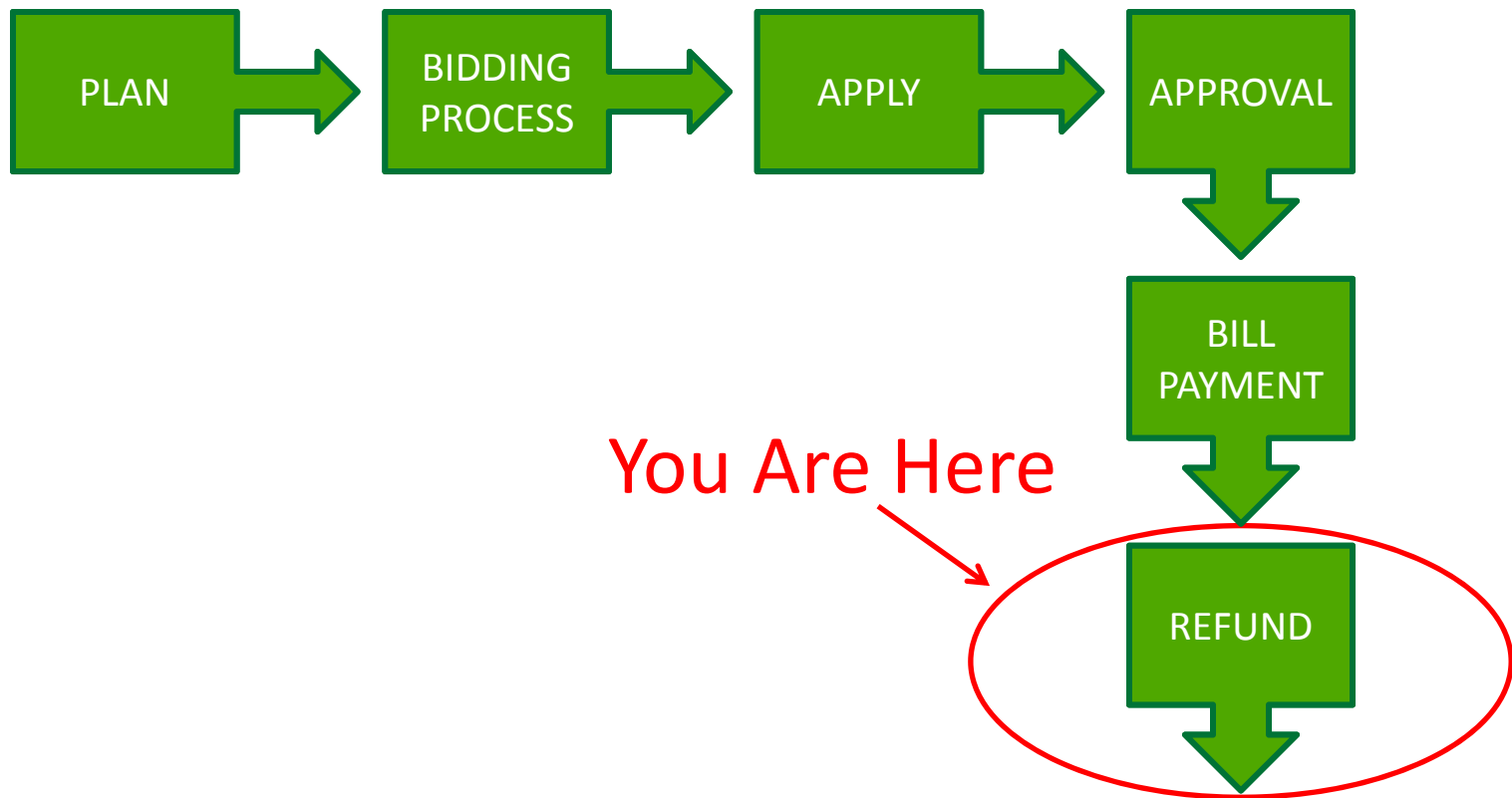


# FCC Form 472 (BEAR)

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



# The Basics

# What is the FCC Form 472 (BEAR)?

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

# When can I file a BEAR form?

A BEAR cannot be filed until:

- A Funding Commitment Decision Letter (FCDL) has been received
- A Form 486 has been filed and processed (indicating services have started)
- The service provider has filed an FCC Form 473, Service Provider Annual Certification (SPAC) Form for that funding year and that Service Provider Identification Number
- The service provider has billed the applicant for the entire cost of services
- The applicant has paid for services in full
- The services have been delivered
- A Form 498 has been filed and processed (providing direct deposit information for reimbursements)

However, the BEAR must be certified no later than 120 days after the last day services are received (typically this is October 28 following the end of the funding year) or 120 days after the date of the FCC Form 486 Notification Letter, whichever is later.

# Where do I file a BEAR?

You must file the BEAR within the “BEAR Applicant Login” area on the USAC website using a PIN (not in the EPC Portal)

<https://www2.sl.universalservice.org/bear/login.aspx>



# How many separate forms do I file?

Your choice!

Only one service provider is permitted per BEAR, but

- You may file a separate form for that provider for each service period, monthly, quarterly, etc.

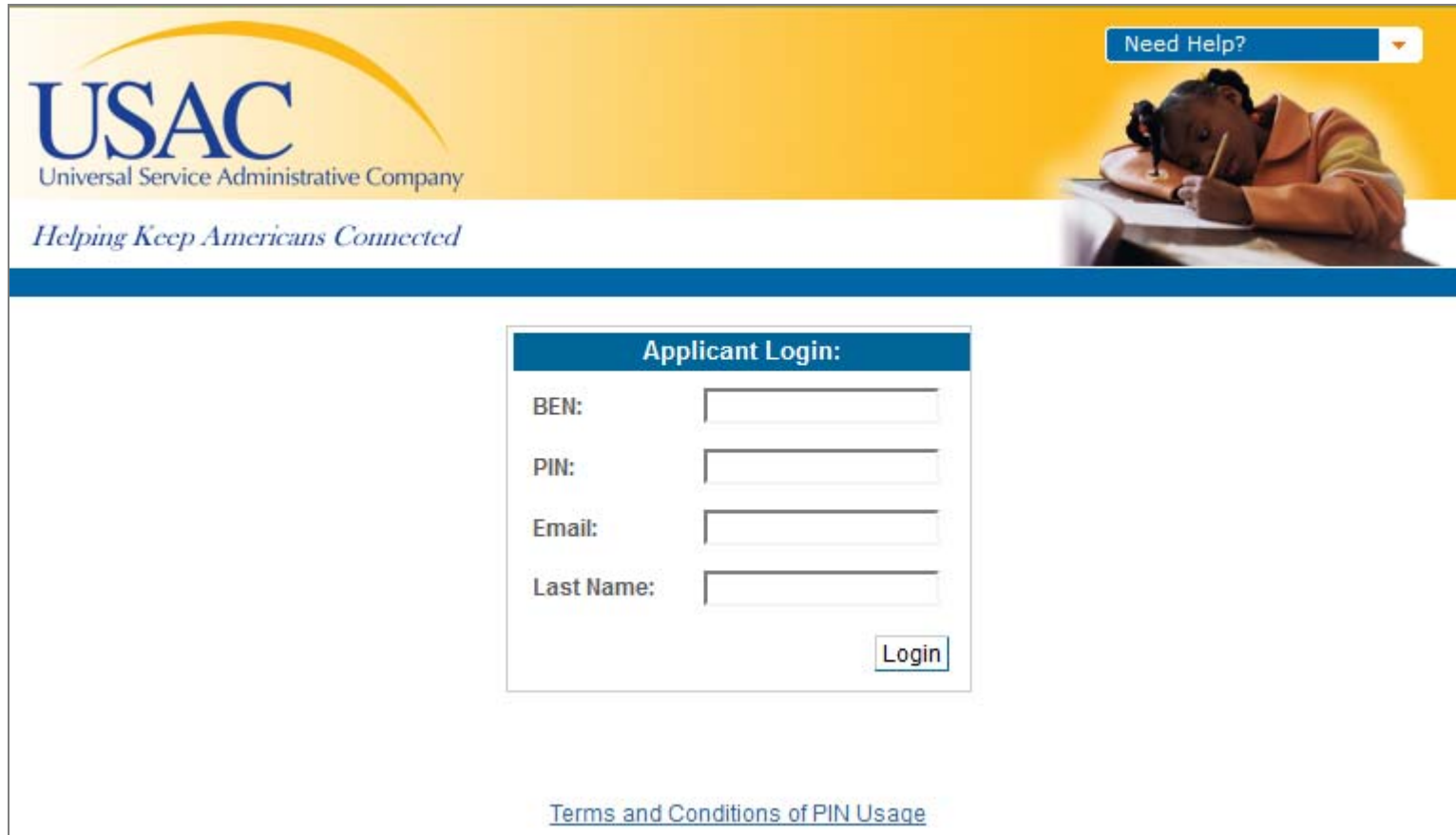
OR

- You may file a single form for that provider for the total payments made for the funding year

# Logging Into the BEAR Area

# Logging In

① Navigate to <https://www2.sl.universalservice.org/bear/login.aspx>



The screenshot shows the USAC (Universal Service Administrative Company) website. The header features the USAC logo with the tagline "Helping Keep Americans Connected" and a "Need Help?" link. Below the header is a blue bar. The main content area contains a login form titled "Applicant Login:". The form has four input fields: "BEN:", "PIN:", "Email:", and "Last Name:". A "Login" button is located at the bottom right of the form. Below the form is a link for "Terms and Conditions of PIN Usage".

USAC  
Universal Service Administrative Company  
*Helping Keep Americans Connected*

Need Help?

Applicant Login:

BEN:

PIN:

Email:

Last Name:

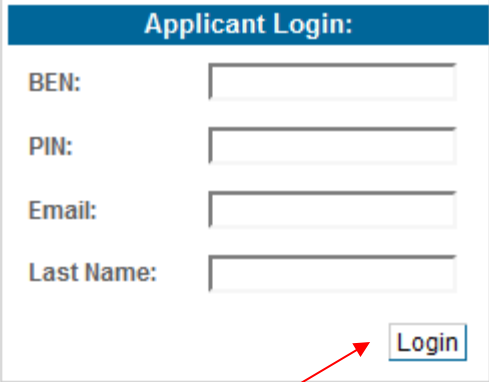
Login

[Terms and Conditions of PIN Usage](#)

# Logging In

② Enter the following into the boxes provided:

- BEN (Billed Entity Number)
- PIN
- Email address
- Last name



The screenshot shows a web form titled "Applicant Login:" in a blue header. Below the header are four input fields labeled "BEN:", "PIN:", "Email:", and "Last Name:". To the right of the "Last Name:" field is a blue "Login" button. A red arrow points from the list of fields to the input boxes, and another red arrow points from the text "Then click on the 'Login button'" to the "Login" button.

③ Then click on the “Login button” to proceed

**NOTE:** A PIN is a unique number assigned by USAC to the authorized person associated with the email address and last name entered above to enable that person to certify BEAR Forms online. PINs are considered equivalent to a handwritten signature.

# Requesting a PIN

*If you do not have a PIN – if you have never certified a form online – you can request a PIN from USAC.*

*This step is not necessary if you already have a PIN.*

# Requesting a PIN

- ① Call USAC's CSB at 1-888-203-8100 and tell them that you need to request a PIN

**NOTE:**

*PINs are issued to individuals, not to entities.*

*Any person for your entity who is authorized to certify a BEAR should have their own PIN.*

*The PIN being requested must be for a user on the Billed Entity's EPC profile.*

# Requesting a PIN

② CSB will email you a spreadsheet template to complete

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	BEN	Last Name	Entity Name	Certifier Full Name	Certifier Title	Certifier Employer Name	Request Date	Street Address	Street Address 2	City	State	Zip	Zip plus 4	E-Mail
2														
3														

③ Complete the spreadsheet with the following information for each person that needs a new PIN (listing each person on their own row):

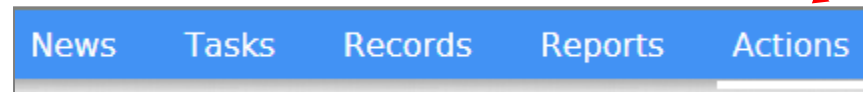
- BEN (Billed Entity Number) - must be an independent school, independent library, school district, library system, or consortium in EPC
- Last Name - the last name of the authorized person needing a PIN
- Entity Name - the name of the billed entity
- Certifier Full Name - the first and last name of the authorized person
- Certifier Title - the job title of the authorized person
- Certifier Employer Name - the name of the organization that employs the authorized person
- Request Date - the date that the PIN request is submitted
- Address, City, State, and Zip - the location where the PIN should be mailed
- Email - the email address of the authorized person

# Requesting a PIN

④ The authorized person can then log in to EPC and open a customer service case to request a PIN and upload the spreadsheet

① Log in to EPC

② Click on the **Actions** tab in the blue bar at the top of the page





# Requesting a PIN

3 Click on the “Contact Us” link

The screenshot shows the Appian user interface. At the top is a blue navigation bar with tabs for News, Tasks, Records, Reports, and Actions. On the right of this bar is a user profile for Anne Perloff and the Appian logo. Below the navigation bar is a sidebar on the left containing the Universal Service Administrative Co. logo, a list of 'All' items (Starred, Applications), and a list of 'Applications' (EPC Customer Service (2), EPC Funding Requests (1), EPC Open Competitive Bidding (1)). The main content area displays a list of actions, each preceded by a yellow lightning bolt icon. The first action is 'Contact Us' with a star icon and the description 'Create a customer service case'. A red arrow points from the text 'Click on the “Contact Us” link' to this 'Contact Us' link. Other actions include 'Create a Whistleblower Case', 'Search and Export Certified FCC Form 471 Funding Request(s)', and 'Search and Export Certified FCC Forms 470'.

News Tasks Records Reports Actions

Anne Perloff Appian

Universal Service Administrative Co.

All ▶  
Starred ★

Applications

- EPC Customer Service (2)
- EPC Funding Requests (1)
- EPC Open Competitive Bidding (1)

⚡ **Contact Us** ☆  
Create a customer service case

⚡ **Create a Whistleblower Case** ☆  
Use this function to report an instance of program rule violations, or waste, fraud and abuse.

⚡ **Search and Export Certified FCC Form 471 Funding Request(s)** ☆  
This function allows you to search for certified FCC Forms 471 funding request(s) and export the results.

⚡ **Search and Export Certified FCC Forms 470** ☆  
This function allows you to search for certified FCC Forms 470 and export the results.

## Create a Customer Service Case

### Case Details

Nickname \*

Description \*

Topic \*

Priority \*

Inquiry Type

Web

Form Type

Form Number

Document

No file selected.

### Attachments

<input type="checkbox"/>	Attachment	Attachment Type
No items available		

[Find Attachment](#)

### Case Contact

Select Contact \*

- ☒ I would like to choose a user in the system  
☐ I would like to enter in a contact that is not in the system

## Requesting a PIN

4 Enter a "Nickname" and "Description"

# Requesting a PIN

## Create a Customer Service Case

### Case Details

Nickname \*

PIN request for John Doe

Description \*

Please provide a PIN per the attached spreadsheet

Topic \*

Please select a value

Priority \*

Please select a value

5 Use the “Topic” dropdown menu to select “FCC Form 472 - BEAR”

# Requesting a PIN

## Create a Customer Service Case

### Case Details

Nickname \*

PIN request for John Doe

Description \*

Please provide a PIN per the attached spreadsheet

Topic \*

FCC Form 472 - BEAR

Subtopic \*

Please select a value

Priority \*

Please select a value

6 Use the “Subtopic” dropdown menu that now displays to select “Other”

# Requesting a PIN

## Create a Customer Service Case

### Case Details

Nickname \*

PIN request for John Doe

Description \*

Please provide a PIN per the attached spreadsheet

Topic \*

FCC Form 472 - BEAR

Subtopic \*

Other

Priority \*

Please select a value

7 Use the "Priority" dropdown menu to select "High"

# Requesting a PIN

## Create a Customer Service Case

### Case Details

Nickname \*  
PIN request for John Doe

Description \*  
Please provide a PIN per the attached spreadsheet

Topic \*  
FCC Form 472 - BEAR

Subtopic \*  
Other

Priority \*  
High

Inquiry Type  
Web

Form Type  
Please select a value

Form Number

Document  
 No file selected.

### Attachments

<input type="checkbox"/>	Attachment	Attachment Type
No items available		

8 Click on the "Browse" button to locate and upload the spreadsheet

# Requesting a PIN

## Create a Customer Service Case

### Case Details

Nickname \*  
PIN request for John Doe

Description \*  
Please provide a PIN per the attached spreadsheet

Topic \*  
FCC Form 472 - BEAR

Subtopic \*  
Other

Priority \*  
High

Inquiry Type  
Web

Form Type  
Please select a value

Form Number

Document  
PIN Request Template.xlsx (19.33 KB) ×

No file selected.

### Attachments

<input type="checkbox"/>	Attachment	Attachment Type
No items available		

[Find Attachment](#)

### Case Contact

Select Contact \*  
School District 6 User 1 ×

☒ I would like to choose a user in the system  
☐ I would like to enter in a contact that is not in the system

9 Click on the “Submit” button at the bottom of the page to submit the case

# Requesting a PIN

⑤ USAC will then enter this information into its system and generate a PIN for each user listed in the spreadsheet.

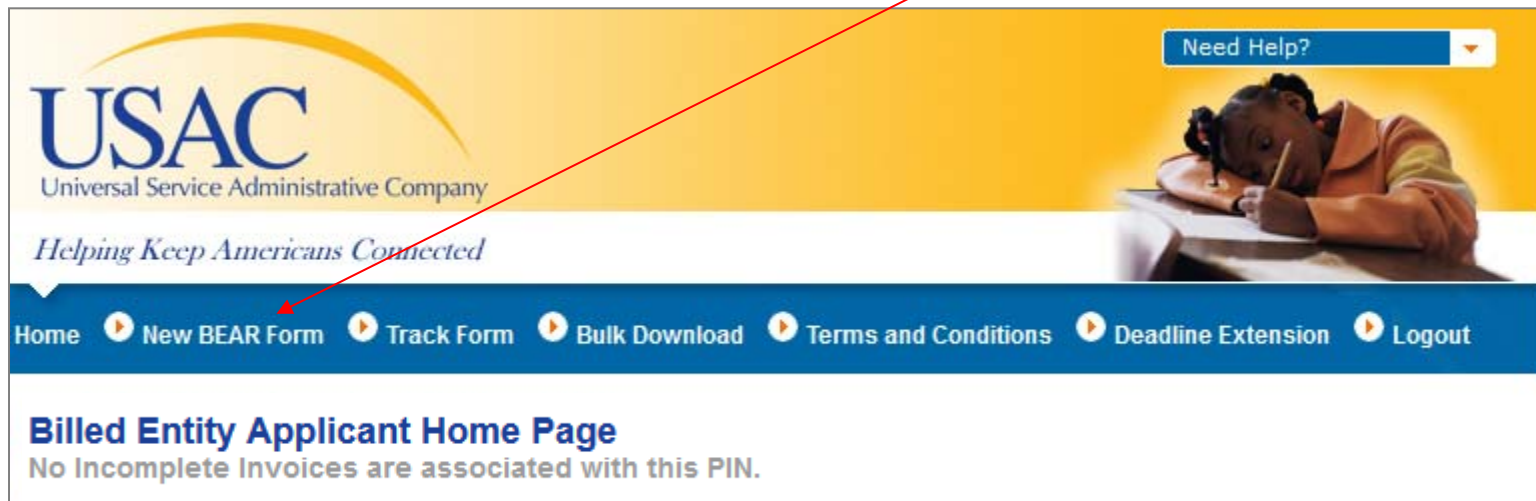
Each PIN will be mailed in a separate, secure mailer to the address provided for the authorized person specific to that PIN.



# Creating a BEAR

# Creating a BEAR

① Click on the “New BEAR Form” command in the blue bar



# Creating a BEAR

Complete “Block 1: Header Information” as follows:

② Enter a nickname to identify the requests on this form, for example the service and time period included on this BEAR

**Add BEAR Invoice**

Applicant Form Identifier

**Block 1: Header Information** [Need Help?](#)

<b>1. Billed Entity Name</b> <input type="text"/> <i>automatically entered by the system</i>	<b>2. Billed Entity Number</b> <input type="text"/>	<b>3. Service Provider Identification Number (SPIN)</b> <input type="text"/>	<b>Service Provider Name</b> Spin Not Found
--	--	---	--

Applicant FCC Form 498 ID

---

**4. Contact Name**

**5. Contact Telephone Phone** (  )  -  ext.

**Contact Fax** (  )  -

**Contact Email**

---

**6. Total Reimbursement Amount**  
(total from Block 2, Column 14)  
\$ 0.00

③ Enter the SPIN for the service provider (once entered the “Service Provider Name” will update)

# Creating a BEAR

- ④ Verify that the “Applicant FCC Form 498 ID” displaying is correct  
If you have more than one 498 ID, select the correct one

**Add BEAR Invoice**

Applicant Form Identifier

**Block 1: Header Information** [Need Help?](#)

1. Billed Entity Name <input type="text"/>	2. Billed Entity Number <input type="text"/>	3. Service Provider Identification Number (SPIN) <input type="text"/>	Service Provider Name Spin Not Found
---	---	--	---

Applicant FCC Form 498 ID

---

4. Contact Name <input type="text"/>	<i>automatically entered by the system, but editable if necessary</i>
5. Contact Telephone Phone ( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext. <input type="text"/>	
Contact Fax ( <input type="text"/> ) <input type="text"/> - <input type="text"/>	
Contact Email <input type="text"/>	

---

6. Total Reimbursement Amount  
(total from Block 2, Column 14)  
\$ 0.00

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

Complete “Block 2: Line Item Information” as follows:

## Creating a BEAR

Block 2: Line Item Information Per Funding Request Number

[Need Help?](#)

7. FCC Form 471 Application Number (from Funding Commitment Decision Letter)	8. Funding Request Number (FRN) (from Funding Commitment Decision Letter)	9. Bill Frequency	10. Customer Billed Date	11. Shipping date to Customer or Last Day of Work Performed (mm/dd/yyyy)	12. Total (Undiscounted) Amount for Service	13. Discount Rate	14. Discount Amount Billed to USAC (Column 12 multiplied by Column 13)
1) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Line Item](#)

⑤ Enter the “Form 471 Application” Number and “Funding Request Number (FRN)”

⑥ Select the “Bill Frequency”  
e.g. MONTHLY or ONE-TIME

⑧ Enter the total ACTUAL ELIGIBLE UNDISCOUNTED amount you paid for this invoice

⑦ Complete Box 10 or Box 11  
For recurring services:

enter the “Customer Billed Date” for the invoice in Box 10

For products billed one-time and non-recurring services:

enter the “Shipping Date” for the invoice in Box 11

**DO NOT COMPLETE BOTH BOXES!**

**NOTE:** “Discount Rate” and “Discount Amount Billed to USAC” will automatically calculate based on the discount awarded for this particular FRN

# Creating a BEAR

**Block 2: Line Item Information Per Funding Request Number**

[Need Help?](#)

7. FCC Form 471 Application Number	8. Funding Request Number (FRN)	9. Bill Frequency	10. Customer Billed Date	11. Shipping date to Customer or Last Day of Work Performed (mm/dd/yyyy)	12. Total (Undiscounted) Amount for Service	13. Discount Rate	14. Discount Amount Billed to USAC (Column 12 multiplied by Column 13)
(from Funding Commitment Decision Letter)	(from Funding Commitment Decision Letter)						
1) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Add Line Item](#)

⑨ Click on the “Add Line Item” button to add another row for additional requests  
*Example: If filing a BEAR for quarter 1, you would first complete a line item for July, then add and complete a line item for August, and finally add and complete a line item for September*

**Words of Caution:** Remember that all FRNs included on this BEAR must be associated with the same service provider whose SPIN is listed in Block 1

# Creating a BEAR

Complete “Block 3: Billed Entity Certification” as follows:

**Block 3: Billed Entity Certification**[Need Help?](#)

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

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


⑩ Read the certifications and check all the check boxes (A – E)

# Creating a BEAR

Complete “Contact Information” as follows:

⑪ Check the “Signature” check box



**Contact Information for Billed Entity Authorized Person:**

**15. Signature** ☐ 

By logging into your account using your PIN, 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.

To see a copy of the Terms and Conditions to which you previously agreed, please click on the "Terms and Conditions" menu above.

**16. Date** 7/1/2016

<b>17. Name</b>		<b>19. Phone Number</b>	( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext. <input type="text"/>
<b>18. Title/Position</b>	<input type="text"/>	<b>19a. Fax Number</b>	( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext. <input type="text"/>
<b>20. Address 1</b>	<input type="text"/>	<b>19b. Email</b>	
<b>Address 2</b>	<input type="text"/>	<b>19c. Name of Authorized Person's Employer</b>	<input type="text"/>
<b>City</b>	<input type="text"/>		
<b>State</b>	<input type="text"/>		
<b>Zip Code</b>	<input type="text"/> - <input type="text"/>		

⑫ Fill in all fields

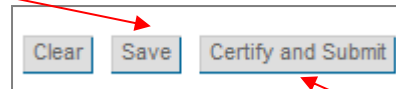
**NOTE:** some fields will automatically be completed but can be edited as necessary



# Creating a BEAR

⑬

If you want to save the form so someone else can log in with a PIN and certify it, click on the “Save” button



A screenshot of a web form interface showing three buttons: 'Clear', 'Save', and 'Certify and Submit'. A red arrow points from the 'Save' button to the text above, and another red arrow points from the 'Certify and Submit' button to the text below.

If you want to certify the form yourself, click on the “Certify and Submit” button

# Creating a BEAR

⑭ Make a note of the “Invoice ID” created by the system

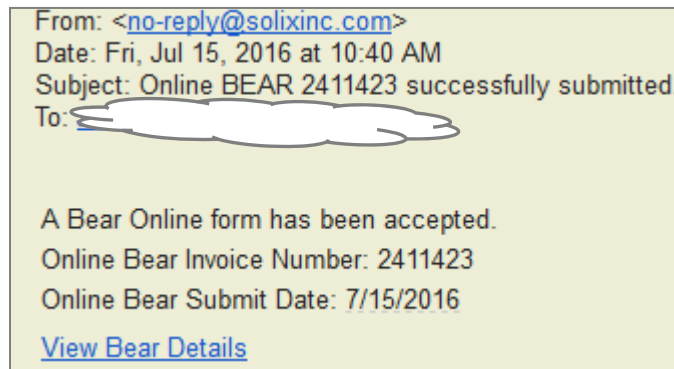


The screenshot displays the USAC (Universal Service Administrative Company) website interface. At the top, the USAC logo is shown with the tagline "Helping Keep Americans Connected". Below this is a navigation bar with links for "BEAR Home", "New BEAR Form", and "Track Form". The main content area is titled "View BEAR Invoice". At the bottom of this section, the following information is displayed: "Invoice ID: 2411423", "Created on 7/15/2016 9:26 AM", and "Last updated on 7/15/2016 10:40 AM". A red arrow points from the instruction text to the "Invoice ID" field.

Field	Value
Invoice ID	2411423
Created on	7/15/2016 9:26 AM
Last updated on	7/15/2016 10:40 AM

# Creating a BEAR

⑮ The system will send an email to the form certifier stating that the BEAR form has been successfully submitted



**TIP:** Add no-reply@solixinc.com to your safe sender's list. The email may land in your Junk or Spam folder otherwise.

# Payment of the BEAR

# Payment of the BEAR

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

# Payment of the BEAR

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

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



Helping Keep Americans Connected | [www.usac.org](http://www.usac.org)

## Schools & Libraries Remittance Statement as of July 8, 2016

Attn: James Smith

RE: FCC Form 498 ID 443000001

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

	Approved
6/2/2016 143666666 Mypersonal Communications Co 2517774 2013-2058 Applicant Name:Anywhere REGIONAL LIBRARY;SLD Invoice Number:1301254;BEAR Letter Date:07/10/2015;Line Item Detail Number:6788509;Amount Requested:-300;	\$300.00
6/2/2016 143666666 Mypersonal Communications Co 2517774 2013-2058 Applicant Name: Anywhere REGIONAL LIBRARY;SLD Invoice Number:1301254;BEAR Letter Date:07/10/2015;Line Item Detail Number:6788509;Amount Requested:-100;	\$100.00
<b>Total Approved Disbursement</b>	<b><u>\$400.00</u></b>
<b>Total Actual Disbursement:</b>	<b><u>\$400.00</u></b>

# Payment of the BEAR

Verify that the amount approved (reimbursed) for each BEAR line item is the same amount that was requested



Helping Keep Americans Connected | [www.usac.org](http://www.usac.org)

## Schools & Libraries Remittance Statement as of July 8, 2016

Attn: James Smith

RE: FCC Form 498 ID 443000001

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

	Approved
6/2/2016 143666666 Mypersonal Communications Co 2517774 2013-2058 Applicant Name: Anywhere REGIONAL LIBRARY; SLD Invoice Number: 1301254; BEAR Letter Date: 07/10/2015; Line Item Detail Number: 6788509; Amount Requested: -300;	\$300.00

6/2/2016 143666666 Mypersonal Communications Co 2517774 2013-2058 Applicant Name: Anywhere REGIONAL LIBRARY; SLD Invoice Number: 1301254; BEAR Letter Date: 07/10/2015; Line Item Detail Number: 6788509; Amount Requested: -100;	\$100.00
--	----------

approved amount

requested amount

<b>Total Approved Disbursement</b>	<b><u>\$400.00</u></b>
------------------------------------	------------------------

<b>Total Actual Disbursement:</b>	<b><u>\$400.00</u></b>
-----------------------------------	------------------------

# Invoice Deadline Extension Requests



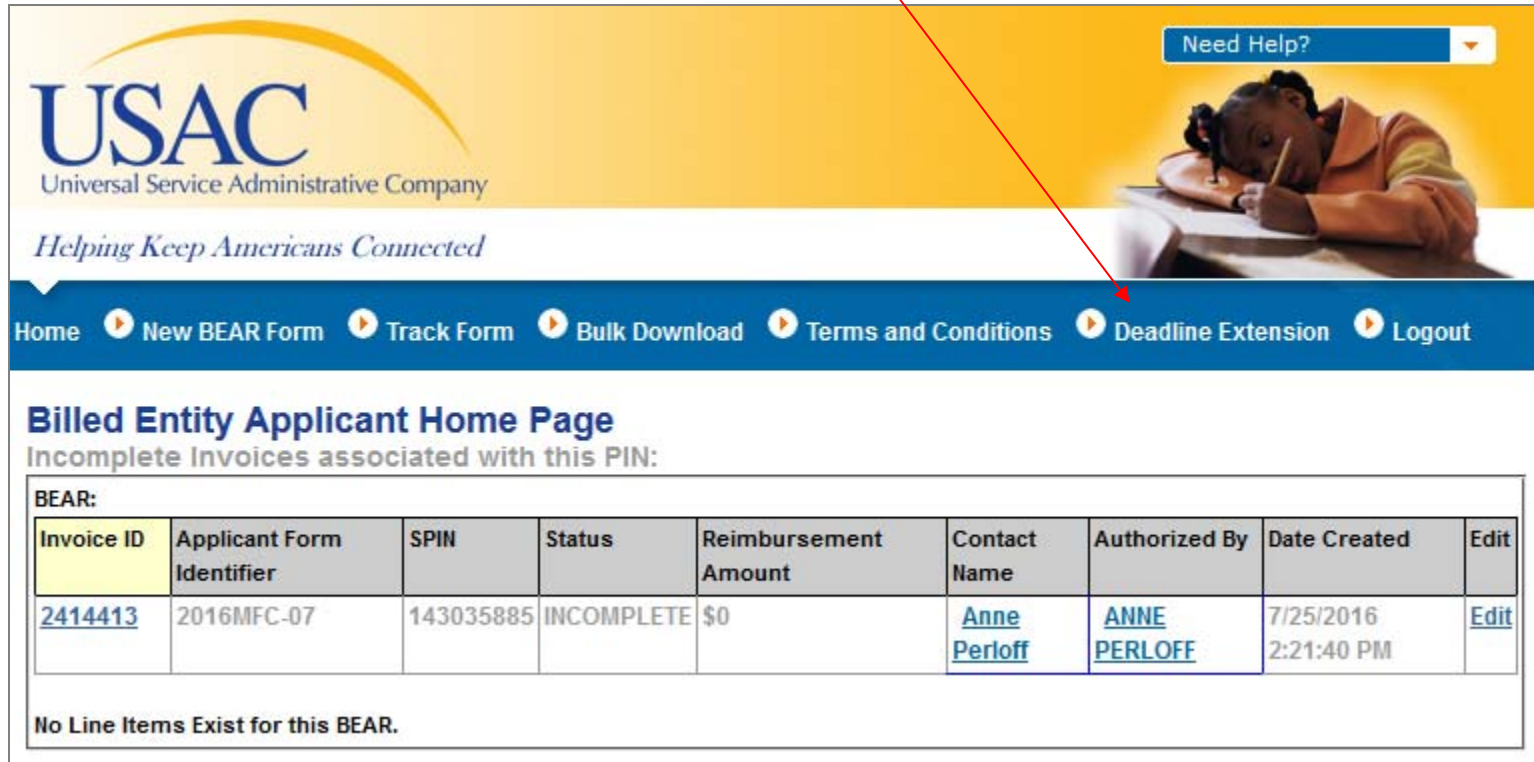
# What if I need an extension?

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

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

# Invoice Deadline Extension

① Click on the “Deadline Extension” command in the blue bar



USAC  
Universal Service Administrative Company  
*Helping Keep Americans Connected*

Need Help?

Home New BEAR Form Track Form Bulk Download Terms and Conditions **Deadline Extension** Logout

### Billed Entity Applicant Home Page

Incomplete Invoices associated with this PIN:

BEAR:

Invoice ID	Applicant Form Identifier	SPIN	Status	Reimbursement Amount	Contact Name	Authorized By	Date Created	Edit
<a href="#">2414413</a>	2016MFC-07	143035885	INCOMPLETE	\$0	<a href="#">Anne Perloff</a>	<a href="#">ANNE PERLOFF</a>	7/25/2016 2:21:40 PM	<a href="#">Edit</a>

No Line Items Exist for this BEAR.

# Invoice Deadline Extension

**Invoice Deadline Extension Request**  
Enter the FRN for which a one-time 120 day extension is requested:

FRN:

② Enter the FRN in the “FRN” text box

③ Then click on the “Find FRN” button

# Invoice Deadline Extension

- ④ The system will locate the FRN and display summary information, if available

## Examples:

**Invoice Deadline Extension Request**  
Enter the FRN for which a one-time 120 day extension is requested:

FRN:

FRN Detail:

<b>471:</b>	1009789		
<b>FRN:</b>	2755430		
<b>BEN:</b>	16055092	<b>Applicant Name:</b>	NETWORKMAINE
<b>SPIN:</b>	143018397	<b>Service Provider:</b>	Lincolnvill Communications, Inc.
<b>Commitment Status:</b>	COMMITTED - FULL		
<b>Committed Amount:</b>	\$60771.63		
<b>Amounts Disbursed:</b>	\$45915.69		
<b>Last Date to Invoice:</b>	10/28/2016		
<b>FCC Form 486 Notification Letter date:</b>	7/15/2015		

I request a one-time 120 day extension for this FRN.

**Invoice Deadline Extension Request**  
Enter the FRN for which a one-time 120 day extension is requested:

FRN:

FRN not found ! Please try a different FRN.

**Invoice Deadline Extension Request**  
Enter the FRN for which a one-time 120 day extension is requested:

FRN:

FRN Detail:

<b>471:</b>	405770		
<b>FRN:</b>	1111111		
<b>BEN:</b>	7664	<b>Applicant Name:</b>	BLESSED SACRAMENT SCHOOL
<b>SPIN:</b>	143022622	<b>Service Provider:</b>	Optimum Networks, Inc.
<b>Commitment Status:</b>	DENIED		
<b>Committed Amount:</b>	\$0		
<b>Amounts Disbursed:</b>	\$0		
<b>Last Date to Invoice:</b>	1/28/2006		
<b>FCC Form 486 Notification Letter date:</b>			

I request a one-time 120 day extension for this FRN.

**Invoice Deadline Extension Request**  
Enter the FRN for which a one-time 120 day extension is requested:

FRN:

FRN Detail:

<b>471:</b>	1009789		
<b>FRN:</b>	2742695		
<b>BEN:</b>	16055092	<b>Applicant Name:</b>	NETWORKMAINE
<b>SPIN:</b>	143025258	<b>Service Provider:</b>	Cogent Communications, Inc.
<b>Commitment Status:</b>	CANCELED		
<b>Committed Amount:</b>	\$0		
<b>Amounts Disbursed:</b>	\$0		
<b>Last Date to Invoice:</b>	10/28/2016		
<b>FCC Form 486 Notification Letter date:</b>	7/15/2015		

I request a one-time 120 day extension for this FRN.

# Invoice Deadline Extension

**Invoice Deadline Extension Request**  
Enter the FRN for which a one-time 120 day extension is requested:

FRN:

FRN Detail:

471:	1009789		
FRN:	2755430		
BEN:	16055092	Applicant Name:	NETWORKMAINE
SPIN:	143018397	Service Provider:	Lincolnvill Communications, Inc.
Commitment Status:	COMMITTED - FULL		
Committed Amount:	\$60771.63		
Amounts Disbursed:	\$45915.69		
Last Date to Invoice:	10/28/2016		
FCC Form 486 Notification Letter date:	7/15/2015		

I request a one-time 120 day extension for this FRN.

⑤ Click on the “Submit” button to request an extension for that FRN

# Invoice Deadline Extension

- ⑥ Your request will process and the screen will display an approval or denial message

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I request a one-time 120 day extension for this FRN.

Your request has been Approved.

Approved: Your new deadline is: 2/27/2017

# Invoice Deadline Extension

**NOTE:** A request will be denied if a request has already been granted for that FRN or if there are no undisbursed funds left on that FRN.

## Examples:

### Your request has been Denied.

This request does not qualify for a deadline extension under the invoice deadline extension rules because you have previously requested an extension and USAC may approve only one 120-day extension.

This serves as acknowledgement and denial of your request for a deadline extension for the following FRN: 2861656

#### FILING AN APPEAL WITH USAC OR WAIVER WITH THE FCC

**Filing an Appeal:** If you wish to appeal this decision, you must first file an appeal with USAC seeking review before filing an appeal with the Federal Communications Commission (FCC). USAC appeals can be submitted to [Appeals@sl.universalservice.org](mailto:Appeals@sl.universalservice.org) or mailed to Schools and Libraries Program Correspondence Unit, Attn: Letter of Appeal, 30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685.

Once a decision has been made on a USAC appeal, a party may appeal USAC's decision to the FCC.

**Filing a Waiver:** Parties seeking a waiver of the FCC invoicing rule itself should file a waiver request directly with the FCC because USAC cannot waive FCC rules. This would be necessary if, for example, you filed an extension request after the invoice deadline or filed more than one 120-day extension because you need additional time to invoice.

A party may submit a request a waiver to the FCC as a "waiver" in proceeding number 02-6 in the Commission's Electronic Comment Filing System (ECFS), located at <http://apps.fcc.gov/ecfs/upload/display>. If you are submitting your waiver request by mail, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

We strongly recommend that you use the electronic filing options.

### Your request has been Denied.

This request does not qualify for a deadline extension under the invoice deadline extension rules because there are no funds available on this FRN.

This serves as acknowledgement and denial of your request for a deadline extension for the following FRN: 2560387

#### FILING AN APPEAL WITH USAC OR WAIVER WITH THE FCC

**Filing an Appeal:** If you wish to appeal this decision, you must first file an appeal with USAC seeking review before filing an appeal with the Federal Communications Commission (FCC). USAC appeals can be submitted to [Appeals@sl.universalservice.org](mailto:Appeals@sl.universalservice.org) or mailed to Schools and Libraries Program Correspondence Unit, Attn: Letter of Appeal, 30 Lanidex Plaza West, PO Box 685, Parsippany, NJ 07054-0685.

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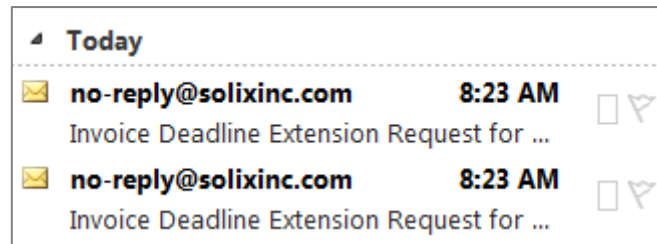
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We strongly recommend that you use the electronic filing options.

# Invoice Deadline Extension

⑦ The system will also send you an email notification



**TIP:** Add no-reply@solixinc.com to your safe sender's list. The email may land in your Junk or Spam folder otherwise.



# Invoice Deadline Extension

⑧ Repeat as necessary for all FRNs.

**NOTE:** *You must complete a request for each FRN individually. A request granted for one FRN on a Form 471 will not extend to other FRNs on that Form 471. If you have multiple FRNs on a Form 471 that require an invoice deadline extension, you must submit a request for each FRN one at a time.*

# Wrapping Up

# What do I save for my files?

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

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