

Updating Your EPC Profile for FY2019 During the Administrative Window

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The Basics

What is the Administrative Window?

The discount percentage and organizational structure of schools and school districts affect both libraries and consortia (e.g. Networkmaine). In order to level the playing field so that applicants of all entity types can file a Form 471 without being delayed by missing or inaccurate data for other applicants, USAC implements an Administrative Window.

The purpose of the Administrative Window is to establish a designated timeframe for applicants to update EPC profiles, which will then be locked down for use by all applicants.

During the Administrative Window, independent schools and school districts must update their EPC profiles, including the data used to calculate E-Rate discounts and organization relationships such as the list of schools belonging to a district.

It is extremely important that you make your profile updates during the Administrative Window as it is generally impossible to do so once the window closes.

**FY2019 Administrative Window:
October 1, 2018 - January 7, 2019**

What information should I update?

At a minimum, you should annually update the data that is used to calculate your organization's E-Rate discount percentage:

- Number of Full Time Students
- Total Number of Students Eligible for NSLP

Independent Schools should update this information for their organization.

School Districts should update this information for each school in their organization.

What if my district's organizational structure has changed?

Contact the state E-Rate coordinator for assistance in the following situations:

- A school district has split:
schools that have left one school district will need to be detached and moved to their new district
- School districts have merged:
schools will need to be attached to their new parent school district
- A new school has opened:
a new billed entity number will need to be created for any new schools

Maine State E-Rate Coordinator for Schools:

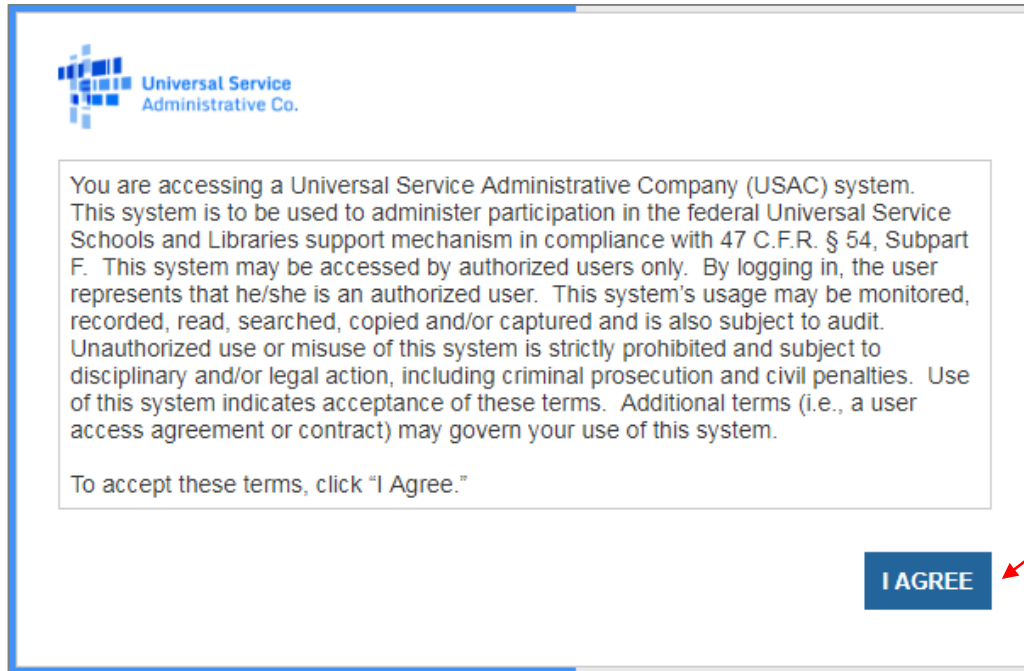
Anne Perloff

(207) 581-3584

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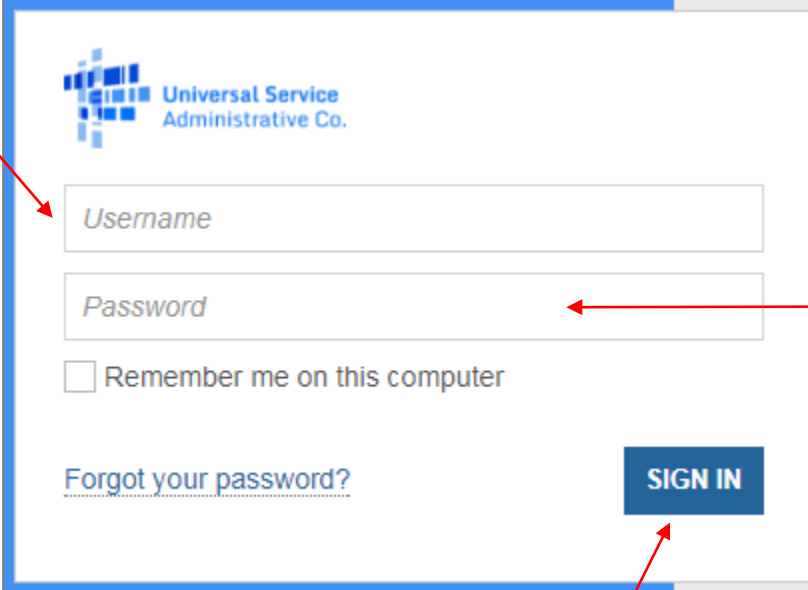
Updating NSLP Data in the EPC Profile

① Navigate to the EPC Portal at <https://portal.usac.org/suite/>



② Click on the "I AGREE" button to proceed

③ Enter your username (your full email address)




The screenshot shows the login interface for Universal Service Administrative Co. It features a logo at the top left, followed by two input fields for 'Username' and 'Password'. Below these is a checkbox for 'Remember me on this computer' and a link for 'Forgot your password?'. A blue 'SIGN IN' button is located at the bottom right. Red arrows point from the text annotations to the 'Username' field, the 'Password' field, and the 'SIGN IN' button.

④ Enter the password

⑤ Click on the "SIGN IN" button

My Landing Page




Welcome, [School District 6!](#)

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

Notifications

Notification Type:

Funding Year:

Status  All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On

⑥ On your organization's Landing Page, click on the link for the first school to be updated

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

Updating NSLP

Records / Applicant Entities

#117 - School District 6 School A



MANAGE ORGANIZATION

MANAGE ANNEXES

Summary

Customer Service

Modifications

Additional Information

Category Two Budget

Contracts

FCC Forms

News

Related Actions

Organization Details

Name School District 6 School A

Entity Number 117

FCC Registration Number 1234564560

Applicant Type School

Status Active

Contact Information

Physical Address 123 South Street
Springfield, ME 04487

Mailing Address 123 South Street
Springfield, ME 04487

Phone Number 555-555-5556

Email school.district6.user1@mailinator.com

Website URL

Applicant Attributes

Latitude Not Found

Longitude Not Found

Urban/Rural Status Not Found

- School Sub-Type
- Public School
 - Private School
 - Pre-K
 - Head Start
 - Adult Education
 - Juvenile Justice
 - Dormitory
 - Charter School
 - Tribal School
 - New Construction School
 - ESA School
 - BIE
 - ESA School District with no Schools

Is this school part of a school district? Yes

State School Code

State LEA Code

NCES Public State Code

User-Entered Latitude

User-Entered Longitude

User-Entered Urban/Rural Status Rural

Community Eligibility Program (CEP)? No

Alternative Discount Method None

Does this organization have an endowment? No

Number of Full Time Students 100

Total Number of Part-Time Students 0

Peak Number of Part-Time Students 0

Total Number of Students Eligible for National School Lunch Program (NSLP) 50

The organization page for that school will display

⑦ Click on the “MANAGE ORGANIZATION” button to proceed

Note for Independent Schools:

You will need to click on the “...” button and choose the “Manage Organization” option

The screenshot shows a user management interface with buttons for 'CREATE A NEW USER', 'ADD OR REMOVE EXISTING USERS', and 'MANAGE USER PERMISSIONS'. A dropdown menu is open, showing options: 'Manage Organization', 'Modify Account Administrator', and 'Create a Customer Service Case'. A tooltip over the dropdown menu reads: 'This function allows you to update information about an entity or BEN.'

Updating NSLP

#117 - School District 6 School A



- Summary
- Customer Service
- Modifications
- Additional Information
- Category Two Budget
- Contracts
- FCC Forms
- News
- Related Actions**

Modify An Organization

Name *

Organization Type
Applicant

Physical Address

Address Line 1 *

Address Line 2

City *

State *

County

Zip Code *

Zip Code Extension

Click the button below to get standard USPS address

VERIFY MY ADDRESS

Latitude / Longitude

User-entered Latitude

User-entered Longitude

Latitude

Longitude

LOOKUP URBAN/RURAL STATUS

Urban/Rural

User Entered Urban/Rural Status

Rural
 Urban

Urban/Rural Status

Rural
 Urban

Unable to determine your status. Please enter Urban/Rural manually in User-Entered field.

The organization page will re-display with editable fields rather than static text

⑧ Scroll down the page until you find the fields you need to edit

Updating NSLP

School Information

School Sub-Type *

- Public School
- Private School

Check All That Apply

- Pre-K
- Head Start
- Adult Education
- Juvenile Justice
- Dormitory

Number of Full Time Students *

1

Total Number of Part-Time Students *

Community Eligibility Program (CEP)? *

- Yes
- No

Does this organization have an endowment? *

- Yes
- No

State School Code

State LEA Code

NCES Public State Code

NCES Public District Code

NCES Public Building Code

FCC Registration Number

CANCEL

SUBMIT

Is this school part of a school district?

Yes

- Charter School
- Tribal School
- New Construction School
- ESA School
- BIE

Peak Number of Part-Time Students *

Total Number of Students Eligible for National School Lunch Program (NSLP) *

2

Alternative Discount Method *

Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP

At a minimum, you should update annually:

- 1 the number of full time students
- 2 the total number of students eligible for NSLP

School Information

School Sub-Type *

- Public School
- Private School

Check All That Apply ?

- Pre-K
- Head Start
- Adult Education
- Juvenile Justice
- Dormitory

Is this school part of a school district?

Yes

- Charter School
- Tribal School
- New Construction School
- ESA School
- BIE

Number of Full Time Students *

Peak Number of Part-Time Students *

Total Number of Part-Time Students *

Total Number of Students Eligible for National School Lunch Program (NSLP) ? *

Community Eligibility Program (CEP)? *

- Yes
- No

Alternative Discount Method *

Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP

⑨ Edit the fields for the “Number of Full Time Students” and the “Total Number of Students Eligible for National School Lunch Program (NSLP)”

For best results, use the numbers reported to the Maine State Department of Education for the current academic year. During PIA review, USAC will validate your discount by comparing your profile data to DoE data.

Updating NSLP

School Information

School Sub-Type *

- Public School
- Private School

Check All That Apply

- Pre-K
- Head Start
- Adult Education
- Juvenile Justice
- Dormitory

Number of Full Time Students *

110

Total Number of Part-Time Students *

0

Community Eligibility Program (CEP)? *

- Yes
- No

Does this organization have an endowment? *

- Yes
- No

State School Code

State LEA Code

NCES Public State Code

NCES Public District Code

NCES Public Building Code

FCC Registration Number

1234564560

CANCEL

Is this school part of a school district?

Yes

- Charter School
- Tribal School
- New Construction School
- ESA School
- BIE

Peak Number of Part-Time Students *

0

Total Number of Students Eligible for National School Lunch Program (NSLP) *

55

Alternative Discount Method *

None

Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP

SUBMIT

⑩ Click on the "SUBMIT" button to save the changes

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

⑪ Enter a Modification Nickname to remind yourself what changes were made

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

⑫ Click on the "SUBMIT" button

#117 - School District 6 School A

 [MANAGE ORGANIZATION](#) [MANAGE ANNEXES](#)

- Summary**
- Customer Service
- Modifications
- Additional Information
- Category Two Budget
- Contracts
- FCC Forms
- News
- Related Actions

Organization Details

Name School District 6 School A
Entity Number 117
FCC Registration Number 1234564560

Applicant Type School
Status Active

Contact Information

Physical Address 123 South Street
Springfield, ME 04487
Phone Number 555-555-5556

Mailing Address 123 South Street
Springfield, ME 04487
Email school.district6.user1@mailinator.com
Website URL

Applicant Attributes

Latitude Not Found
Longitude Not Found
Urban/Rural Status Not Found

School Sub-Type

- Public School
- Private School
- Pre-K
- Head Start
- Adult Education
- Juvenile Justice
- Dormitory
- Charter School
- Tribal School
- New Construction School
- ESA School
- BIE
- ESA School District with no Schools

User-Entered Latitude
User-Entered Longitude
User-Entered Urban/Rural Status Rural
Community Eligibility Program (CEP)? No
Alternative Discount Method None
Does this organization have an endowment? No


Number of Full Time Students 110
Total Number of Part-Time Students 0
Peak Number of Part-Time Students 0
Total Number of Students Eligible for National School Lunch Program (NSLP) 55

Is this school part of a school district? Yes
State School Code
State LEA Code
NCES Public State

Number of Full Time Students 110
Total Number of Part-Time Students 0
Peak Number of Part-Time Students 0
Total Number of Students Eligible for National School Lunch Program (NSLP) 55

The organization page will re-display with the updated information

My Landing Page



Universal Service Administrative Co.

Welcome, [School District 6!](#)

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

Notifications

Notification Type: *Please select a value*

Funding Year: *-- Select a Funding Year --*

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

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

⑬ Repeat this process for each school in your organization



Entities That Do Not Have NSLP Data: NIFs and Districts

Records / Applicant Entities

#119 - School District 6 NIF

[MANAGE ORGANIZATION](#) [MANAGE ORGANIZATION RELATI...](#)

Summary Customer Service Modifications Additional Information Contracts FCC Forms News Related Actions

Organization Details

Name	School District 6 NIF	Applicant Type	Non-Instructional Facility
Entity Number	119	Status	Active
FCC Registration Number			

Contact Information

Physical Address	452 Main Street Springfield, ME 04487	Phone Number	555-555-5555
Mailing Address	452 Main Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

NOTE:

Enrollment and NSLP data will not display on non-instructional facility (NIF) organization pages.

NIFs do not have their own enrollment or NSLP data, and will use the district discount percentage.

Records / Applicant Entities

#116 - School District 6

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

Summary

Customer Service

Modifications

Additional Information

Discount Rate

Contracts

FCC Forms

FRN Appeals

News

Related Actions

Organization Details

Name School District 6

Entity Number 116

FCC Registration Number 1234564560

Applicant Type School District

Status Active

Contact Information

Physical Address 100 Main Street
Springfield, ME 04487

Mailing Address 100 Main Street
Springfield, ME 04487

Phone Number 555-555-7878

Email school.district6.user1@mailinator.com

Website URL

Account Administrator

Name School District 6 User 1

General Contact

Name School District 6 User 1

Applicant Attributes

School District Sub-Type Public School District
 Private School District
 Charter School District
 ESA School District

Does this organization have an endowment? No

State School Code

State LEA Code

NCES Public State Code

NCES Public District Code

NCES Public Building Code

NOTE:

Enrollment and NSLP data for districts will not display on their organization page.


District data will be tabulated from data for the member schools and can be viewed in the Discount Rate section of the profile.

The overall district discount percentage will automatically populate to any Form 471 on which the district is included.

Checking for Discount Rate Errors: School Districts

School District Discount Errors

My Landing Page



Welcome, [School District 6!](#)

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

Notifications

Notification Type: *Please select a value*

Funding Year: *-- Select a Funding Year --*

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On

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

① Return to your organization's Landing Page and click on the link for the school district

School District Discount Errors

Records / Applicant Entities

#116 - School District 6

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

Summary Customer Service Modifications Additional Information **Discount Rate** Contracts FCC Forms FRN Appeals News Related Actions

Organization Details

Name School District 6
Entity Number 116
FCC Registration Number 1234564560

Contact Information

Physical Address 100 Main Street
Springfield, ME 04487
Mailing Address 100 Main Street
Springfield, ME 04487

Account Administrator

Name School District 6 User 1

General Contact

Name School District 6 User 1

Applicant Attributes

School District Sub-Type Public School District
 Private School District
 Charter School District
 ESA School District

State School Code
State LEA Code
NCES Public State Code
NCES Public District Code
NCES Public Building Code

Applicant Type School District
Status Active

Phone Number 555-555-7878
Email school.district6.user1@mailinator.com
Website URL

Does this organization have an endowment? No

② Click on the "Discount Rate" link in the menu at the top



School District Discount Errors

The discount rate for the school district displays

NOTE:

- Category One and Category Two discounts may be different depending on which band your NSLP percentage falls in.
- Voice discounts are being phased out and are subject to a 20% reduction each year. Your organization is likely already at 0% and therefore phased out of eligibility for voice discounts.

Records / Applicant Entities

#116 - School District 6

Summary Customer Service Modifications Additional Information **Discount Rate** Contracts FCC Forms FRN Appeals News Related Actions

Requested Discount Rate - School District 6 (BEN: 116) - FY2017

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
340	170	50%	Rural	80%	80%	20%

SHOW ENTITIES

School District Discount Errors

Records / [Applicant Entities](#)

#17008896 - ANDOVER PUBLIC SCHOOLS

Summary Customer Service Modifications Additional Information **Discount Rate** Contracts FCC Forms News Related Actions

▲ Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2017

The information in your organization's profile is not sufficient to calculate your Discount Rate.

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
24	19	79%				

[SHOW ENTITIES](#)

If you see an error message instead of the discount for your school district, there is an issue with one or more of the schools in your district

School District Discount Errors

Records / [Applicant Entities](#)

#17008896 - ANDOVER PUBLIC SCHOOLS

Summary Customer Service Modifications Additional Information **Discount Rate** Contracts FCC Forms News Related Actions

▲ Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2017

The information in your organization's profile is not sufficient to calculate your Discount Rate.

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
24	19	79%				

[SHOW ENTITIES](#)

③ Click on the “SHOW ENTITIES” button to display a list of the schools in the district

School District Discount Errors

*One or more of your schools is likely missing information
or is unable to accurately calculate a discount*

Records / [Applicant Entities](#)

#17008896 - ANDOVER PUBLIC SCHOOLS



[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) **[Discount Rate](#)** [Contracts](#) [FCC Forms](#) [News](#) [Related Actions](#)

▲ Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2017

The information in your organization's profile is not sufficient to calculate your Discount Rate.

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
24	19	79%				

SHOW ENTITIES

Entity Details

Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP	Urban/Rural Status	Alternative Discount
ANDOVER ELEMENTARY SCHOOL	4001	24	19		None

School District Discount Errors

Records / [Applicant Entities](#)

#17008896 - ANDOVER PUBLIC SCHOOLS



[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) **[Discount Rate](#)** [Contracts](#) [FCC Forms](#) [News](#) [Related Actions](#)

▲ Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2017

The information in your organization's profile is not sufficient to calculate your Discount Rate.

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
24	19	79%				

[SHOW ENTITIES](#)


Entity Details

Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP	Urban/Rural Status	Alternative Discount
ANDOVER ELEMENTARY SCHOOL	4001	24	19		None

④ Click on the link for a school with an issue to go to that school's organization page

School District Discount Errors

⑤ Click on the school's "MANAGE ORGANIZATION" button and fix any issues on its organization page causing the discount not to calculate



Records / Applicant Entities
#4001 - ANDOVER ELEMENTARY SCHOOL

[MANAGE ORGANIZATION](#) [MANAGE ANNEXES](#)

Summary Customer Service Modifications Additional Information Contracts FCC Forms News Related Actions

Organization Details

Name	ANDOVER ELEMENTARY SCHOOL	Applicant Type	School
Entity Number	4001	Status	Active
FCC Registration Number			

Contact Information

Physical Address	85 PINE STREET ANDOVER, OXFORD, ME 04216	Phone Number	207-392-4381
Mailing Address	PO BOX 70 ANDOVER, OXFORD, ME 04216-0070	Email	
		Website URL	

Applicant Attributes


Latitude	Not Found	User-Entered Latitude	
Longitude	Not Found	User-Entered Longitude	
Urban/Rural Status	Not Found		

School District Discount Errors

⑥ Return to the “Discount Rate” section for the school district and verify that the discount now displays

Records / Applicant Entities

#17008896 - ANDOVER PUBLIC SCHOOLS



Summary Customer Service Modifications Additional Information **Discount Rate** Contracts FCC Forms News Related Actions

Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2017

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year


School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
24	19	79%	Rural	90%	85%	30%

[SHOW ENTITIES](#)

Checking for Discount Rate Errors: Independent Schools

Independent School Discount Errors

My Landing Page



Universal Service Administrative Co.

Welcome, [Independent School 5!](#)

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

Notifications

Notification Type:

Funding Year:

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
① Return to your organization's Landing Page and click on the link for your independent school				

My Entities

Entity	Entity Number	City	State	Zip Code
Independent School 5	10513	Springfield	ME	04487

Independent School Discount Errors

Records / Applicant Entities
#10513 - Independent School 5

CREATE A NEW USER | ADD OR REMOVE EXISTING USERS | MANAGE USER PERMISSIONS | ...

Summary | Customer Service | Modifications | Additional Information | **Discount Rate** | Category Two Budget | Contracts | FCC Forms | FRN Appeals | News | Related Actions

Organization Details

Name Independent School 5
Entity Number 10513
FCC Registration Number 0123456789

Applicant Type School
Status Active

Contact Information

Physical Address 100 Main Street
Springfield, ME 04487
Mailing Address 100 Main Street
Springfield, ME 04487

Phone Number 111-222-3333
Email independent.school5.user1@mailinator.com
Website URL

Account Administrator

Name Independent School 5 User 1

General Contact

Name Independent School 5 User 1

Applicant Attributes

Latitude Not Found
Longitude Not Found
Urban/Rural Status Not Found

School Sub-Type

- Public School
- Private School
- Pre-K
- Head Start
- Adult Education
- Juvenile Justice
- Dormitory
- Charter School
- Tribal School
- New Construction School
- ESA School
- BIE
- ESA School District with no Schools

Is this school part of a school district? No

NCES Private School ID

User-Entered Latitude
User-Entered Longitude Urban
User-Entered Urban/Rural Status No
Community Eligibility Program (CEP)? None
Alternative Discount Method No
Does this organization have an endowment? 2500
Number of Full Time Students 0
Total Number of Part-Time Students 0
Peak Number of Part-Time Students 1800
Total Number of Students Eligible for National School Lunch Program (NSLP)

② Click on the "Discount Rate" link in the menu at the top



Independent School Discount Errors

The discount rate for the school displays

NOTE:

- *Category One and Category Two discounts may be different depending on which band your NSLP percentage falls in.*
- *Voice discounts are being phased out and are subject to a 20% reduction each year. Your school is likely already at 0% and therefore phased out of eligibility for voice discounts.*

Records / Applicant Entities

#10513 - Independent School 5

Summary Customer Service Modifications Additional Information **Discount Rate** Category Two Budget Contracts FCC Forms FRN Appeals News Related Actions

Requested Discount Rate - Independent School 5 (BEN: 10513) - FY2017

This discount rate has not been approved for the current year

School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
2500	1800	72%	Urban	80%	80%	20%

Independent School Discount Errors

Records / Applicant Entities

#10513 - Independent School 5

Summary Customer Service Modifications Additional Information **Discount Rate** Contracts FCC Forms News Related Actions

⚠ Requested Discount Rate - Independent School 5 (BEN: 10513) - FY2017

The information in your organization's profile is not sufficient to calculate your Discount Rate.

This discount rate has not been approved for the current year

School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate

If you see an error message instead of the discount, there is an issue with the profile information for your school

Independent School Discount Errors

③ Click on the “Summary” link

Records / Applicant Entities

#10513 - Independent School 5

Summary Customer Service Modifications Additional Information **Discount Rate** Contracts FCC Forms News Related Actions

⚠ Requested Discount Rate - Independent School 5 (BEN: 10513) - FY2017

The information in your organization's profile is not sufficient to calculate your Discount Rate.

This discount rate has not been approved for the current year

School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate

Independent School Discount Errors

Records / Applicant Entities

#10513 - Independent School 5

CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USER PERMISSIONS ...

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals

This function allows you to update information about an entity or BEN.

- Manage Organization
- Modify Account Administrator
- Create a Customer Service Case
- Manage General Contact
- Manage Annexes
- Manage Organization Relationships
- Create FCC Form 470
- Create FCC Form 471
- Create FCC Form 486
- Manage Contracts
- Create Appeal
- Create SPIN Change Request

Organization Details

Name Independent School 5

Entity Number 10513

FCC Registration Number 0123456789

Applicant Type School

Status Active

Contact Information

Physical Address 100 Main Street
Springfield, ME 04487

Mailing Address 100 Main Street
Springfield, ME 04487

Phone Number 111-222-3333

Email independent.school5.user1@mailinator.com

Website URL

Account Administrator

Name Independent School 5 User 1

General Contact

Name Independent School 5 User 1

④ Click on the “...” button and choose the “MANAGE ORGANIZATION” option

⑤ Fix any issues on your school’s organization page causing the discount not to calculate

Independent School Discount Errors

⑥ Return to the “Discount Rate” section for the school and verify that the discount now displays

Records / Applicant Entities

#10513 - Independent School 5

Summary Customer Service Modifications Additional Information **Discount Rate** Category Two Budget Contracts FCC Forms FRN Appeals News Related Actions

Requested Discount Rate - Independent School 5 (BEN: 10513) - FY2017

This discount rate has not been approved for the current year

School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
2500	1800	72%	Urban	80%	80%	20%