

Form 471 RAL

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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).

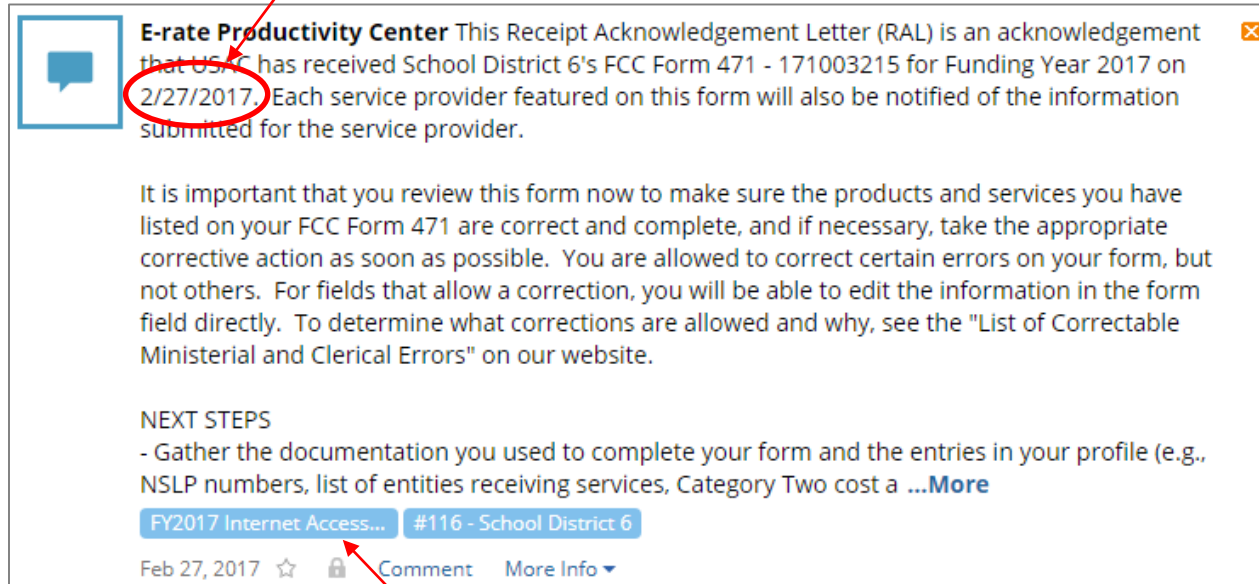
Modifications do not show up in the certified version of the FCC Form 471, and some modifications must be reviewed and approved by Program Integrity Assurance (PIA) during the review of your application.

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 - 171003215 for Funding Year 2017 on 2/27/2017. 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**

FY2017 Internet Access... #116 - School District 6

Feb 27, 2017 ☆ Comment More Info ▾

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 at the top of the page


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

Accessing a Form to Modify

Accessing a Form

① Go to the Landing Page for the organization

My Landing Page



**Universal Service
Administrative Co.**

[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](#)

Welcome, School District 6!

Notifications

Notification Type Status All
 Generated
 Not Generated

Funding Year

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

> My Tasks

> Customer Service Cases

▼ FCC Forms and Post-Commitment Requests

FCC Forms Status All
 Post-Commitment Requests Incomplete
 Certified

Form Type
Funding Year

Nickname	Application Number	Funding Year	Status
No items available			

Accessing a Form

My Landing Page



[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](#)

Welcome, [School District 6!](#)

Notifications

Notification Type

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

> My Tasks

> Customer Service Cases

∨ FCC Forms and Post-Commitment Requests

FCC Forms
 Post-Commitment Requests

Form Type

Funding Year

Status All
 Incomplete
 Certified
 Committed

② In the “FCC Forms and Post-Commitment” section, select “FCC Form 471” and the funding year

Accessing a Form

▼ FCC Forms and Post-Commitment Requests

FCC Forms Status All
 Post-Commitment Requests Incomplete
 Certified
 Committed

Form Type

Funding Year


Application Number	Nickname	Funding Year	Status	Certified Date
171003215	FY2017 Internet Access Form 471	2017	Certified	2/27/2017 11:15 AM EST
171003216	FY2017 C2 Form 471	2017	Certified	2/27/2017 2:09 PM EST
171003218	C1 Form 471	2017	Incomplete	

③ Click on the link for a certified Form 471

Accessing a Form

Records / FCC Forms 471

FY2017 Internet Access Form 471 - #171003215



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

Incomplete Certified **In Review** Outreach Wave Ready Committed

Review Status Awaiting Initial Review

Application Information

Nickname	FY2017 Internet Access Form 471	Created Date	2/27/2017 7:49 AM EST
Application Number	171003215	Created By	School District 6 User 1
Funding Year	2017	Certified Date	2/27/2017 11:15 AM EST
Window Status	In-Window	Certified By	School District 6 User 1
Category of Service	Category 1	Last Modified Date	2/27/2017 11:15 AM EST
		Last Modified By	School District 6 User 1

Billed Entity Information

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

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		



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

Accessing a Form

Records / [FCC Forms 471](#)

FY2017 Internet Access Form 471 - #171003215

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

-  **Respond to Inquiries**
Answer Reviewer Questions
-  **Submit Modification Request (RAL)**
Submit a RAL Modification Request for this Application

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

Submitting RAL Modifications

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 Modifications

*Available RAL modifications fall into two general categories:
Application Details and Entity Details*

Form 471 Modification Request

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

APPLICATION

ENTITY

[> RAL Request Help](#)

DISCARD REQUEST

FINISH & SUBMIT REQUEST

To Change the Contact Person for the Form

Form 471 Modification Request

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

APPLICATION

ENTITY

[> RAL Request Help](#)

① Click on the "APPLICATION" button

DISCARD REQUEST

FINISH & SUBMIT REQUEST

② Select “Application Details” from the sub-category menu

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

Please select a value

Application Details

Funding Request Details

DISCARD REQUEST

FINISH & SUBMIT REQUEST

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

Application Details

> RAL Request Help

DISCARD REQUEST

CONTINUE

FINISH & SUBMIT REQUEST

③ Click on the "CONTINUE" button

Application Details

How would you like to proceed?

CANCEL APPLICATION

EDIT APPLICATION

BACK

CONTINUE

④ Click on the “EDIT APPLICATION” button to edit application details such the main contact person and holiday contact info

The application details display


Application Details

How would you like to proceed?

Application Nickname *

FY2017 Internet Access Form 471

Main Contact Person *

 School District 6 User 1 ✕


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.

Supporting Documentation

Upload File	Document Description
<input type="button" value="UPLOAD"/>  Drop file here	

⑤ Modify information as necessary

Application Details

How would you like to proceed?

Application Nickname *

FY2017 Internet Access Form 471

Main Contact Person *

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

x

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

Enter Holiday Contact Information

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

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.

Supporting Documentation

Upload File

Document Description

⑥ Then click on the "CONTINUE" button

Your requested change will display

Form 471 Modification Request

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

APPLICATION ✓

ENTITY

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

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	171003215-FY2017 Internet Access Form 471	Modify Holiday/Summer Contact Information		contact John Doe at johndoe@gmail.com during July and August	10/23/2017 11:05 AM EDT

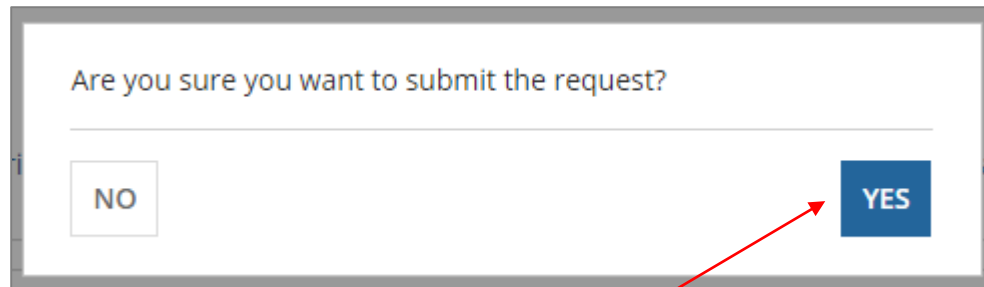
REMOVE

> RAL Request Help

DISCARD REQUEST

FINISH & SUBMIT REQUEST

⑦ Click on the "FINISH & SUBMIT REQUEST" button

A confirmation dialog box with a white background and a grey border. The text "Are you sure you want to submit the request?" is centered at the top. Below the text is a horizontal line. At the bottom left is a white button with the text "NO". At the bottom right is a blue button with the text "YES". A red arrow points from the text below to the "YES" button.

Are you sure you want to submit the request?

NO YES

⑧ Click on the “YES” button to submit the change

To Modify a Funding Request

Examples of modifications include adding a missing FRN, editing FRN line items (such as costs and product information), and editing the FRN key information (such as the narrative).

Funding Request Details

Form 471 Modification Request

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

APPLICATION

ENTITY

[> RAL Request Help](#)

① Click on the "APPLICATION" button

DISCARD REQUEST

FINISH & SUBMIT REQUEST

Funding Request Details

② 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?

APPLICATION ✓ ENTITY

Select the sub-category you want to modify

Please select a value

Please select a value

Application Details

Funding Request Details

DISCARD REQUEST

FINISH & SUBMIT REQUEST

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?

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 type="checkbox"/>	1799000006		Internet Access	1
<input type="checkbox"/>	1799000007		Voice Services	1

ADD FRN **VIEW LINE ITEMS** **EDIT FUNDING REQUEST** **EDIT PURCHASE AGREEMENT**

> RAL Request Help

DISCARD REQUEST **FINISH & SUBMIT REQUEST**

Funding Request Details

To add a new FRN:

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 type="checkbox"/>	1799000006	Internet Access	1
<input type="checkbox"/>	1799000007	Voice Services	1

ADD FRN **VIEW LINE ITEMS** **EDIT FUNDING REQUEST** **EDIT PURCHASE AGREEMENT**

> RAL Request Help

DISCARD REQUEST **FINISH & SUBMIT REQUEST**

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

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"/>	1799000006	Internet Access	1
<input type="checkbox"/>	1799000007	Voice Services	1

> RAL Request Help

A **B** **C**

To modify an existing FRN:

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

- A** To view and edit existing line items, click on the “VIEW LINE ITEMS” button → *go to the next page*
- B** To edit the FRN, click on the “EDIT FUNDING REQUEST” button → *skip to page 36*
- C** To edit contract info, click on the “EDIT PURCHASE AGREEMENT” button → *skip to page 41*

To view and modify existing FRN line items:

Line Items

Form 471 Modification Request

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

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

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"/>	1799000006	Internet Access	1
<input type="checkbox"/>	1799000007	Voice Services	1

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"/>	1799000006.001	Fiber	0	5	1	\$6,400.00

> RAL Request Help

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"/>	1799000006		Internet Access	1
<input type="checkbox"/>	1799000007		Voice Services	1

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"/>	1799000006.001	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

A ③ Make your desired change

Bandwidth Speed for FRN Line Item #1799000006.001

Bandwidth Download Speed *

Bandwidth Download Units *

Bandwidth Upload Speed *

Please specify the upload speed if it is different than the download speed.

Bandwidth Upload Units *

Burstable Bandwidth?

Connection Information for FRN Line Item #1799000006.001

Is this a direct connection to a single school, library or a NIF for Internet access? *

Does this include firewall services? *

Is this a connection between eligible schools, libraries and NIFs (i.e., a connection that provides a "Wide area network")? *

Cost Calculation for FRN Line Item #1799000006.001

Monthly Cost		One-Time Cost	
Monthly Recurring Unit Cost	\$100.00	One-time Unit Cost	\$500.00
Monthly Recurring Unit Ineligible Costs	\$0.00	One-time Ineligible Unit Cost	\$100.00
Monthly Recurring Unit Eligible Costs	= \$100.00	One-time Eligible Unit Cost	= \$500.00
Monthly Quantity	5	One-time Quantity	1
Total Monthly Eligible Recurring Costs	= \$500.00	Total Eligible One-time Costs	= \$500.00
Months of Service	x 12	Summary	
Total Eligible Recurring Costs	= \$6,000.00	Total Eligible Recurring Costs	\$6,000.00
		Total Eligible One-time Costs	+ \$500.00
		Pre-Discout Extended Eligible Line Item Cost	= \$6,500.00

Supporting Documentation

Upload File

Document Description

Example of "Edit Line Item" screen: change the originally entered cost and/or product info

A ④ Click on the "CONTINUE" button



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"/>	Line Item Details	1799000006.001	Modify One-Time Unit Costs	\$500.00	\$600.00	10/23/2017 11:18 AM EDT	
<input type="checkbox"/>	Line Item Details	1799000006.001	Modify Total Eligible Line Item Cost	\$6,400.00	\$6,500.00	10/23/2017 11:18 AM EDT	

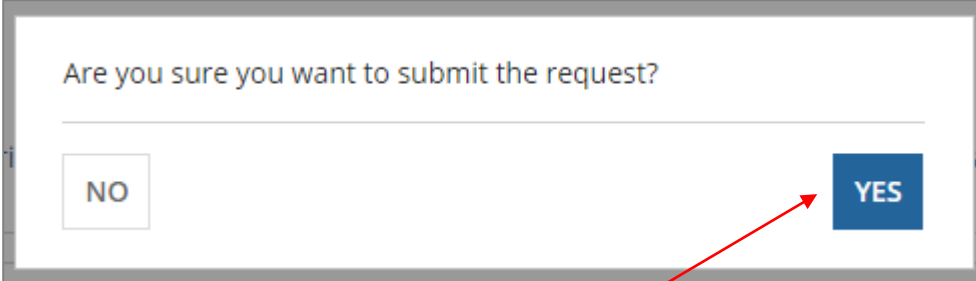
REMOVE

> RAL Request Help

DISCARD REQUEST

FINISH & SUBMIT REQUEST

A ⑤ Click on the “FINISH & SUBMIT REQUEST” button

A confirmation dialog box with a white background and a grey border. The text "Are you sure you want to submit the request?" is centered at the top. Below the text is a horizontal line. At the bottom left is a white button with the text "NO". At the bottom right is a blue button with the text "YES". A red arrow points from the text below to the "YES" button.

Are you sure you want to submit the request?

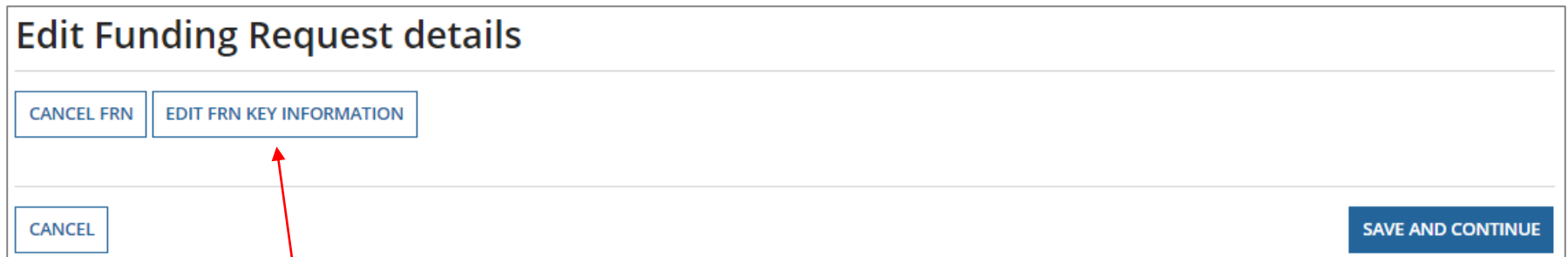
NO YES

A ⑥ Click on the “YES” button to submit the change

Funding Request

To edit the Funding Request:

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



The screenshot shows a web form titled "Edit Funding Request details". At the top left, there are two buttons: "CANCEL FRN" and "EDIT FRN KEY INFORMATION". At the bottom left, there is a "CANCEL" button. At the bottom right, there is a "SAVE AND CONTINUE" button. A red arrow points from the "EDIT FRN KEY INFORMATION" button to the instruction below.

B ① If you clicked on the “Edit Funding Request” button, click on the “EDIT FRN KEY INFORMATION” button to proceed

The FRN displays

Edit Funding Request details

[CANCEL FRN](#) [EDIT FRN KEY INFORMATION ✓](#)

Funding request details for FRN # 1799000006 - Internet Access

* Funding Request Nickname: Service Type: Data Transmission and/or Internet Access

Narrative

Supporting Documentation

Upload File:

Document Description:

[CANCEL](#) [SAVE AND CONTINUE](#)

B ② Make any necessary changes

Edit Funding Request details

[CANCEL FRN](#) [EDIT FRN KEY INFORMATION ✓](#)

Funding request details for FRN # 1799000006 - Internet Access

* Funding Request Nickname: Service Type: Data Transmission and/or Internet Access

Narrative

Supporting Documentation

Upload File: *Drop file here*

Document Description:

[CANCEL](#) [SAVE AND CONTINUE](#)

B ③ Then click on the “SAVE & CONTINUE” button to proceed

Funding Request

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	1799000006	Modify Funding Request Narrative Information	Internet Access	Internet Access for 5 schools	10/23/2017 11:25 AM EDT

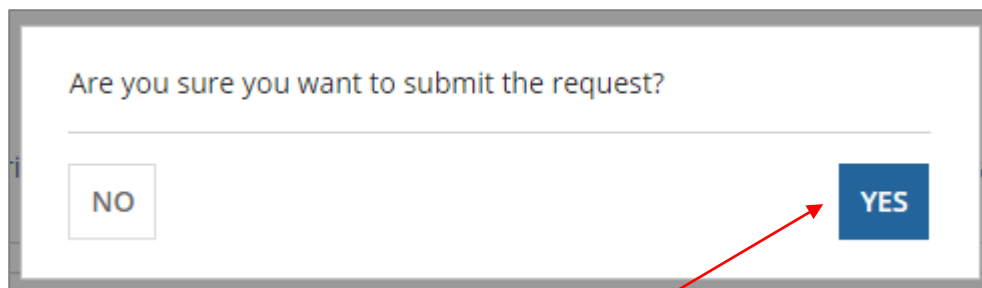
REMOVE

> RAL Request Help

DISCARD REQUEST **FINISH & SUBMIT REQUEST**

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



Are you sure you want to submit the request?

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

To edit the contract information:

Purchase Agreement

- 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**

SEARCH FOR CONTRACTS

Contract Summary - Internet Access Contract

Contract Number	Account Number
Establishing FCC # 160000301	Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)
Form 470	Includes Voluntary Extensions? No
Award Date 2/2/2016	Remaining Voluntary Extensions
Expiration Date (All 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? *

07/01/2017

Enter the date when services will start for this Funding Year

What is the date your contract expires for the current term of the contract? *

06/30/2018

Supporting Documentation

Upload File

UPLOAD Drop file here

Document Description

> RAL Request Help

CANCEL **SAVE AND CONTINUE**

Edit Purchase Agreement

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**

SEARCH FOR CONTRACTS

Contract Summary - Internet Access Contract

Contract Number	Account Number
Establishing FCC Form 470 #160000301	Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date 2/2/2016	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? *
07/01/2017	06/30/2019

Enter the date when services will start for this Funding Year

Supporting Documentation

Upload File	Document Description
UPLOAD Drop file here	

[>RAL Request Help](#)

CANCEL **SAVE AND CONTINUE**

C ② Click on the "SAVE & CONTINUE" button to proceed

Purchase Agreement

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

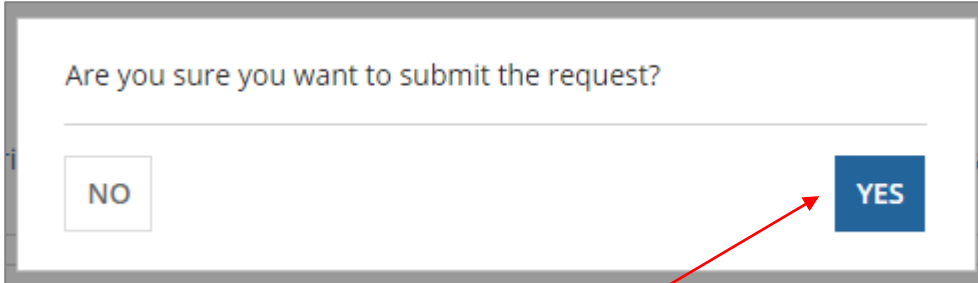
<input type="checkbox"/>	Category	Name/Number	Change type	Old value	New value	Requested date
<input type="checkbox"/>	Funding Request Details	1799000006	Modify Current Term Contract Expiration Date	6/30/2018	6/30/2019	10/23/2017 11:30 AM EDT

>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

Edit Purchase Agreement

A confirmation dialog box with a white background and a grey border. The text "Are you sure you want to submit the request?" is centered at the top. Below the text is a horizontal line. At the bottom left is a white button with the text "NO". At the bottom right is a blue button with the text "YES". A red arrow points from the text "Click on the 'YES' button" below to the "YES" button.

Are you sure you want to submit the request?

NO YES

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

To Modify the BEN

Examples of modifications include adding a related entity to the Form 471 (such as a child school building of a district) and editing the BEN profile information that was included on the Form 471 (such as its physical address).

Form 471 Modification Request

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

APPLICATION

ENTITY

← ① Click on the “ENTITY” 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?

APPLICATION

ENTITY ✓

BEN

RELATED ENTITIES

> RAL Request Help

② Click on the "BEN" button

DISCARD REQUEST

FINISH & SUBMIT REQUEST

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

> RAL Request Help

③ Select the check box for the BEN

DISCARD REQUEST

FINISH & SUBMIT REQUEST

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

④ Click on either the “ADD RELATED ENTITY” button to add an entity that was 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	10/23/2017 12:53 PM EDT	

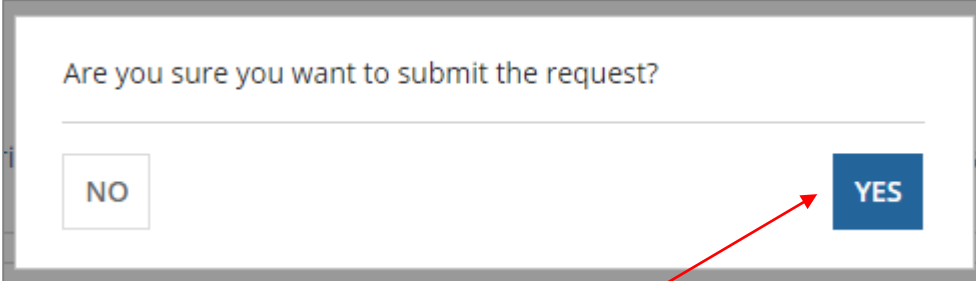
REMOVE

> RAL Request Help

DISCARD REQUEST

FINISH & SUBMIT REQUEST

⑤ Click on the "FINISH & SUBMIT REQUEST" button

A confirmation dialog box with a white background and a grey border. The text "Are you sure you want to submit the request?" is centered at the top. Below the text is a horizontal line. At the bottom left is a white button with the text "NO". At the bottom right is a blue button with the text "YES". A red arrow points from the "YES" button to the text in the instruction below.

Are you sure you want to submit the request?

NO YES

⑥ Click on the “YES” button to submit the change

To Modify the Related Entities

Examples of modifications include removing a related entity from the Form 471 (such as a child school building of a district) and editing the profile information for child entities (such as their physical address).

Form 471 Modification Request

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

APPLICATION

ENTITY

← ① Click on the “ENTITY” 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?

APPLICATION

ENTITY ✓

BEN

RELATED ENTITIES

② Click on the "RELATED ENTITIES" 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?

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

> RAL Request Help

③ Select the check box for an entity

DISCARD REQUEST

FINISH & SUBMIT REQUEST

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 checked="" 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

> RAL Request Help

DISCARD REQUEST

FINISH & SUBMIT REQUEST

④ Click on either the “REMOVE” button to remove the 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.

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 NIF		10/23/2017 12:59 PM EDT	

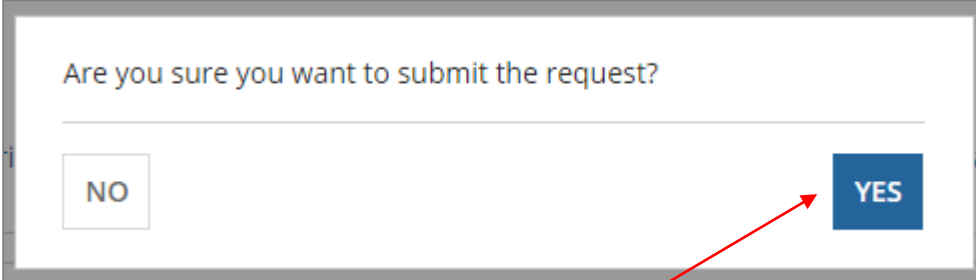
REMOVE

> RAL Request Help

⑤ Click on the "FINISH & SUBMIT REQUEST" button

DISCARD REQUEST

FINISH & SUBMIT REQUEST

A confirmation dialog box with a white background and a grey border. The text "Are you sure you want to submit the request?" is centered at the top. Below the text is a horizontal line. At the bottom left is a white button with the text "NO". At the bottom right is a blue button with the text "YES". A red arrow points from the text below to the "YES" button.

Are you sure you want to submit the request?

NO YES

⑥ Click on the “YES” button to submit the change

Viewing Submitted Modification Requests

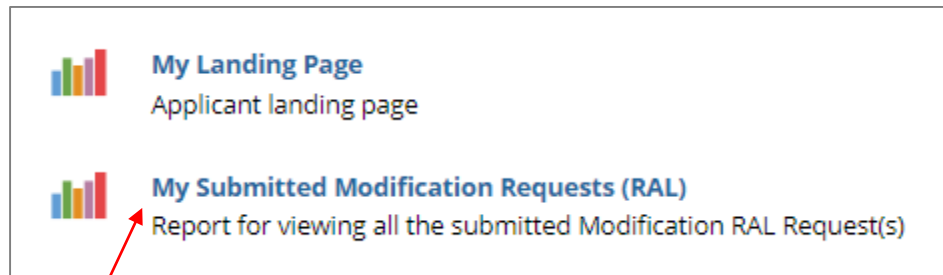
Viewing Modifications

① Click on the “Reports” tab



The screenshot shows a web application interface with a blue navigation bar at the top. The navigation bar contains the following items: "News", "Tasks (8)", "Records", "Reports", and "Actions". The "Reports" tab is currently selected, indicated by a red underline and a red arrow pointing to it from the instruction above. To the right of the navigation bar is a user profile icon and the text "Appian". Below the navigation bar is a white content area titled "My Landing Page". On the left side of this area is the logo for "Universal Service Administrative Co." and the text "Welcome, School District 6!". On the right side of the content area is a list of links: "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", and "Help".

Viewing Modifications



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

Viewing Modifications

My Submitted Modification Requests (RAL)
FCC Form 471 RAL Request(s)

Funding Year *

Please select a value ▼

③ Select the Funding Year

Viewing Modifications

A table with submitted modification requests displays

My Submitted Modification Requests (RAL)

FCC Form 471 RAL Request(s)

Application Number Entity Name

RAL Request ID	Application Number	Category	Name/Number	Action	Old Value	New Value	Requested Date and Time ↓	Status	Supporting Document(s) ↓
135	171003215	Funding Request Details	1799000006	Modify Current Term Contract Expiration Date	6/30/2018	6/30/2019	10/23/2017 11:30 AM EDT	Active	View
134	171003215	Funding Request Details	1799000006	Modify Funding Request Narrative Information	Internet Access	Internet Access for 5 schools	10/23/2017 11:25 AM EDT	Active	View
133	171003215	Line Item Details	1799000006.001	Modify One-Time Unit Costs	\$500.00	\$600.00	10/23/2017 11:18 AM EDT	Active	View
133	171003215	Line Item Details	1799000006.001	Modify Total Eligible Line Item Cost	\$6,400.00	\$6,500.00	10/23/2017 11:18 AM EDT	Active	View
132	171003215	Application Details	171003215-FY2017 Internet Access Form 471	Modify Holiday/Summer Contact Information		contact John Doe at johndoe@gmail.com during July and August	10/23/2017 11:05 AM EDT	Active	View
119	171003215	Funding Request Details	1799000006	Modify Funding Request Narrative Information	Internet Access	Internet Access edited narrative	7/17/2017 12:57 PM EDT	Inactive	View
119	171003215	Line Item Details	1799000006.001	Modify One-Time Unit Costs	\$500.00	\$400.00	7/17/2017 12:51 PM EDT	Inactive	View
119	171003215	Line Item Details	1799000006.001	Modify Total Eligible Line Item Cost	\$6,400.00	\$6,300.00	7/17/2017 12:51 PM EDT	Inactive	View

8 items