

Required FCC Form 498 Modification

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The Basics

Why do I have to modify my form?

All federal agencies, including USAC, are required to comply with The Digital Accountability and Transparency Act of 2014, or DATA Act.

This act is the nation's first open data law and requires the U.S. federal government to transform its spending information into open data. The goal of the act is to make information on federal expenditures more easily accessible by establishing government-wide standards for identifying entities receiving funds – including recipients of E-Rate funds.

USAC is now taking steps to become compliant with the act and is asking all E-Rate applicants to modify their existing Form 498 to provide the information required by this act.

Will I have to resubmit a voided check?

No!!!!

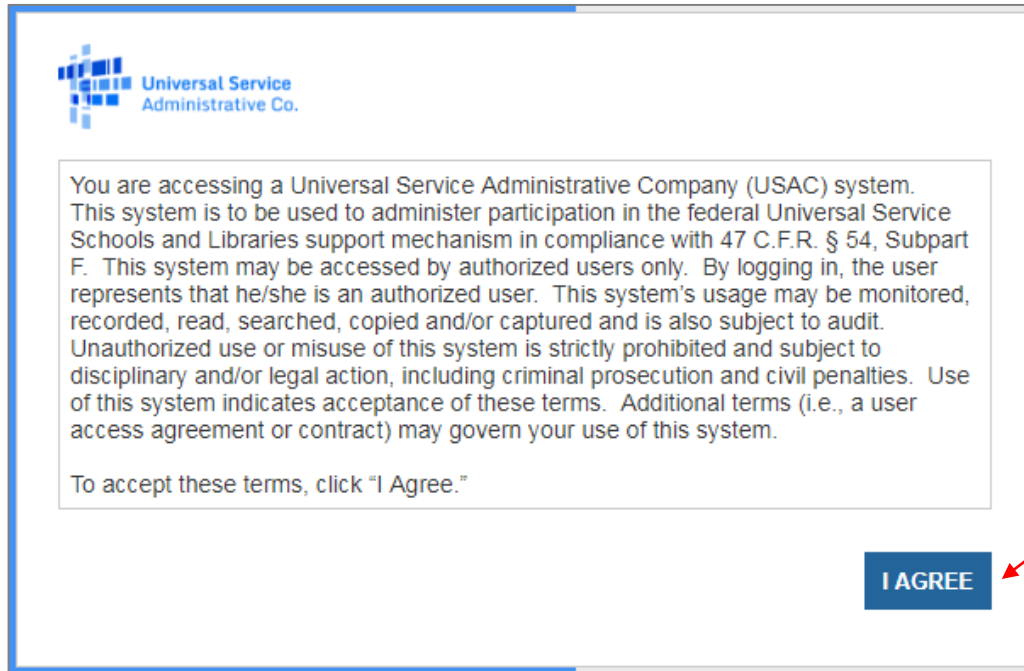
If you already have a valid 498ID, all you have to do is modify your form and submit it in EPC.

You will not have to resubmit a voided check or any other substantiating documentation.

Locate Your Existing Form 498

Locate Your Form

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

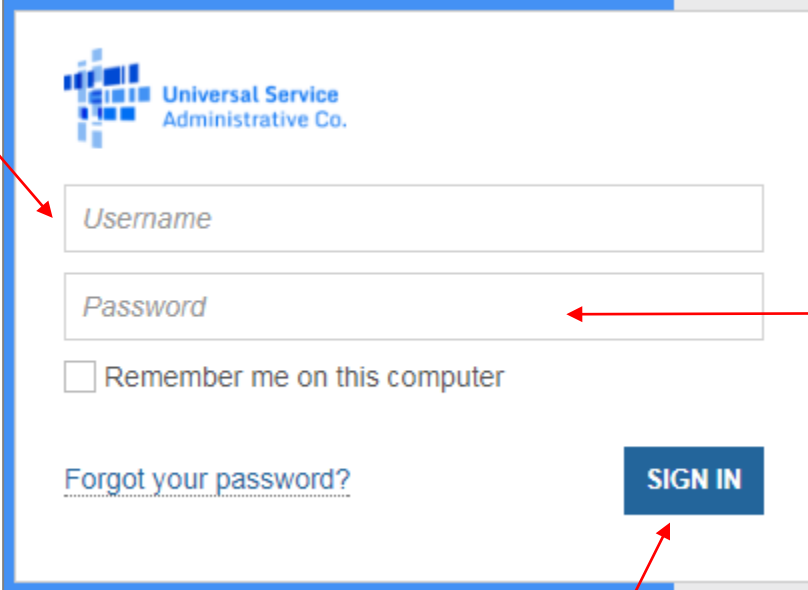


The screenshot shows the Universal Service Administrative Co. logo in the top left corner. Below the logo is a text box containing the following text: "You are accessing a Universal Service Administrative Company (USAC) system. This system is to be used to administer participation in the federal Universal Service Schools and Libraries support mechanism in compliance with 47 C.F.R. § 54, Subpart F. This system may be accessed by authorized users only. By logging in, the user represents that he/she is an authorized user. This system's usage may be monitored, recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action, including criminal prosecution and civil penalties. Use of this system indicates acceptance of these terms. Additional terms (i.e., a user access agreement or contract) may govern your use of this system. To accept these terms, click "I Agree."". In the bottom right corner of the page, there is a blue button with the text "I AGREE" in white capital letters.

② Click on the "I AGREE" button to proceed

Locate Your Form

③ Enter the username (the user's full email address)



The screenshot shows a login form for Universal Service Administrative Co. The form includes a logo at the top left, a 'Username' input field, a 'Password' input field, a 'Remember me on this computer' checkbox, a 'Forgot your password?' link, and a blue 'SIGN IN' button. Red arrows point from external text annotations to the Username field, Password field, and SIGN IN button.

④ Enter the password

⑤ Click on the "SIGN IN" button

Locate Your Form

Your EPC "Landing Page" will display

⑥ Click on the "Records" link in the blue navigation bar

The screenshot shows the 'My Landing Page' interface for Universal Service Administrative Co. The top navigation bar is blue and contains links for News, Tasks (15), Records, Reports, and Actions. A red arrow points to the 'Records' link. In the top right corner, there is a user profile icon for 'Applan'. Below the navigation bar, the page title is 'My Landing Page'. To the left is the Universal Service Administrative Co. logo. To the right 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. Below this is a welcome message: 'Welcome, School District 6!'. The 'Notifications' section has a dropdown for 'Notification Type' (set to 'Please select a value') and 'Funding Year' (set to '-- Select a Funding Year --'). There are also radio buttons for 'Status' with options 'All' (selected), 'Generated', and 'Not Generated'. Below this is a table with columns: Notification, Description, Issued Date, Generated By, and Generated On. The table is currently empty, displaying 'No items available'. The 'My Entities' section contains a table with columns: Entity, Entity Number, City, State, and Zip Code.

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

Locate Your Form

The screenshot shows a web interface for the Universal Service Administrative Co. with a blue navigation bar containing 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The 'Records' tab is selected. On the left, there is a logo for 'Universal Service Administrative Co.' and a link labeled 'All ▶'. The main content area displays a list of record categories, each with a folder icon and a title: 'Appeals' (List of Appeals), 'Applicant Entities' (List of Applicant Entities), 'COMAD Outreach' (List of available organizations for COMAD outreach), 'Consulting Firms' (List of Consulting Firms), 'Customer Service Cases' (List of Customer Service Cases), 'FCC Forms 470' (List of FCC Forms 470), 'FCC Forms 471' (List of FCC Forms 471), 'FCC Forms 486' (List of FCC Forms 486), and 'FCC Forms 498' (List of FCC Forms 498).

⑦ Click on the link for "FCC Forms 498"

Locate Your Form

News Tasks **Records** Reports Actions

FCC Forms 498

SEARCH STATUS | *Any*

Fo [Form 498 for School District 6 - #443000152](#)
Status: Certified

⑧ Click on the link for your form

Locate Your Form

Your Form 498 will display

⑨ Click on the “MODIFY FCC FORM 498” button

Records / FCC Forms 498

Form 498 for School District 6 - #443000152

[Summary](#) [Generated Documents](#) [News](#) [Related Actions](#)

[DEACTIVATE FCC FORM 498](#) [MODIFY FCC FORM 498](#)

Application Information

Nickname	Form 498 for School District 6	Created Date	10/5/2017 10:48 AM EDT
Form Number	443000152	Created By	school.district6.user1@mailinator.com
Status	Certified	Certified Date	10/5/2017 11:17 AM EDT
		Certified By	school.district6.user1@mailinator.com
		Last Modified Date	10/5/2017 11:14 AM EDT
		Last Modified By	school.district6.user1@mailinator.com

General Information

Form Nickname	Form 498 for School District 6	DBA or FKA Name	
Organization Name	School District 6	Holding Company Name	
Mailing Address	100 Main Street Springfield, ME 04487	Federal EIN	
		FCC Registration Number	1234564560

Modify the Form

Your Form 498 will now display with editable fields

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

School District 6 - Form 498 for School District 6 - 443000152

Basic Information

General Financial Contact

Organization Numbers

Remittance Information

Associated BENs

Principal Communication
Types

School or Library Official
Certification

Application Nickname

Please enter an application nickname here *

Form 498 for School District 6

Organization Information

Name

School District 6

Mailing Address

100 Main Street
Springfield, ME 04487

Name Company is Doing Business As (DBA) or Formerly Known As (FKA)

Federal EIN, or TAX ID Number of Holding Company

Holding Company Name

Business Type (Select what type of business(es) best describes your organization. Select up to three types.)*

Please select a value

① Click on the “Business Type” drop down menu to view the options

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

CANCEL

SAVE AND CONTINUE

Modify Your Form

② Select the option(s) that best match your organization

A screenshot of a dropdown menu with 13 options. A red arrow points to the option 'Independent School District'. The options are:

- ✓ State Government
- ✓ County Government
- ✓ City or Township Government
- ✓ Special District Government
- ✓ Regional Organization
- ✓ U.S. Territory or Possession
- ✓ Independent School District
- ✓ Public/State Controlled Institution of Higher Education
- ✓ Indian/Native American Tribal Government (Federally -Recognized)
- ✓ Indian/Native American Tribal Government (Other than Federally-Recognized)
- ✓ Indian/Native American Tribal Designated Organization
- ✓ Public/Indian Housing Authority

At the bottom of the dropdown, there is a text box containing the placeholder text "Please select a value".

There will be many choices to select from in this drop down box, many of which will not be appropriate as these options were designated to be used by all federal agencies. You may select up to three types.

Use your best judgement – there is no right or wrong answer.

Potential selections:

Independent School District

Nonprofit with 501C3 IRS Status (Other than an Institution of Higher Education)

Nonprofit without 501C3 IRS Status (Other than an Institution of Higher Education)

Modify an Existing FCC Form 498

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School District 6 - Form 498 for School District 6 - 443000152

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General Financial Contact

Organization Numbers

Remittance Information

Associated BENs

Principal Communication
Types

School or Library Official
Certification

Application Nickname

Please enter an application nickname here *

Form 498 for School District 6

Organization Information

Name

School District 6

Mailing Address

100 Main Street
Springfield, ME 04487

Name Company is Doing Business As (DBA) or Formerly Known As (FKA)

Federal EIN, or TAX ID Number of Holding Company

Holding Company Name

Business Type (Select what type of business(es) best describes your organization. Select up to three types.) *

Independent School District

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

CANCEL

SAVE AND CONTINUE

③ Click on the "SAVE AND CONTINUE BUTTON"

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

School District 6 - Form 498 for School District 6 - 443000152

Basic Information

General Financial Contact

Organization Numbers

Remittance Information


Associated BENs

Principal Communication Types

School or Library Official Certification

General Financial Contact of School District 6

Enter General Financial Contact *

 School District 6 User 1 ✕

First

School District 6

Middle Initial

Last

User 1

Phone Number

555-555-5555

Phone Number Extension

E-mail

school.district6.user1@mailinator.com

Street Address

100 Main Street

Address Line 2

City

Springfield

State

ME

Zip Code

04487

Zip Code Extension

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

CANCEL

PREVIOUS

SAVE AND CONTINUE

④ On the next screen, click on the "SAVE AND CONTINUE BUTTON" 

Modify Your Form

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

School District 6 - Form 498 for School District 6 - 443000152

Basic Information General Financial Contact **Organization Numbers** Remittance Information Associated BENS Principal Communication Types School or Library Official Certification

Further Details

Federal Employer Identification Number *

123456789

Dun and Bradstreet Number (DUNS) *

987654321 ★

FCC Registration Number

1234564560

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

CANCEL

PREVIOUS

SAVE AND CONTINUE

⑤ If you did not previously enter your nine digit DUNS number, do so now, then click on the “SAVE AND CONTINUE BUTTON” on this screen and each of the next screens

Modify Your Form

Modify an Existing FCC Form 498

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School District 6 - Form 498 for School District 6 - 443000152

Basic Information

General Financial Contact

Organization Numbers

Remittance Information

Associated BENs

**Principal
Communication Types**

School or Library Official
Certification

Service Identification

**Principal
Communication
Type** School/Library or other Billed Entity Recipient

CANCEL


PREVIOUS

CONTINUE TO CERTIFICATION

⑥ Once you are on the final screen of the form, click on the “CONTINUE TO CERTIFICATION” button

Modify Your Form

Once submitted for certification, information in this FCC Form 498 can only be edited by a School or Library Official until it is certified. Do you wish to continue?



- ⑦ Read the warning in the popup message and click on the “YES” button to continue

The Certification screen will display

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

School District 6 - Form 498 for School District 6 - 443000152

Basic Information

General Financial
Contact

Organization Numbers

Remittance
Information

Associated BENs

Principal
Communication Types

School or Library
Official Certification

Review Data

Please carefully review the data entered on the form for accuracy.

FCC Form 498 #443000152

I have reviewed this form and have determined the information to be accurate.

I certify that I am a School or Library Official of the above-named entity, and that I am authorized to submit this FCC Form 498 data on behalf of the above named entity.

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, as amended, 47U.S.C. Secs. 220(e), 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

I certify.

Select the checkbox to certify your FCC Form 498 Form 498 for School District 6

A download link will appear under Tasks when the PDF version of the certified form is ready to be downloaded

REJECT AND DELETE FORM

PREVIOUS

CERTIFY

⑧ Check the box for each certification

Create a FCC Form 498

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School District 6 - Form 498 for School District 6 - 443000152

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Select the checkbox to certify your FCC Form 498 Form 498 for School District 6

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[REJECT AND DELETE FORM](#) [PREVIOUS](#) [CERTIFY](#)

⑨ Then click on the "CERTIFY" button

Modify Your Form

That's it!

You may continue to use this form's 498ID when filing BEARs.