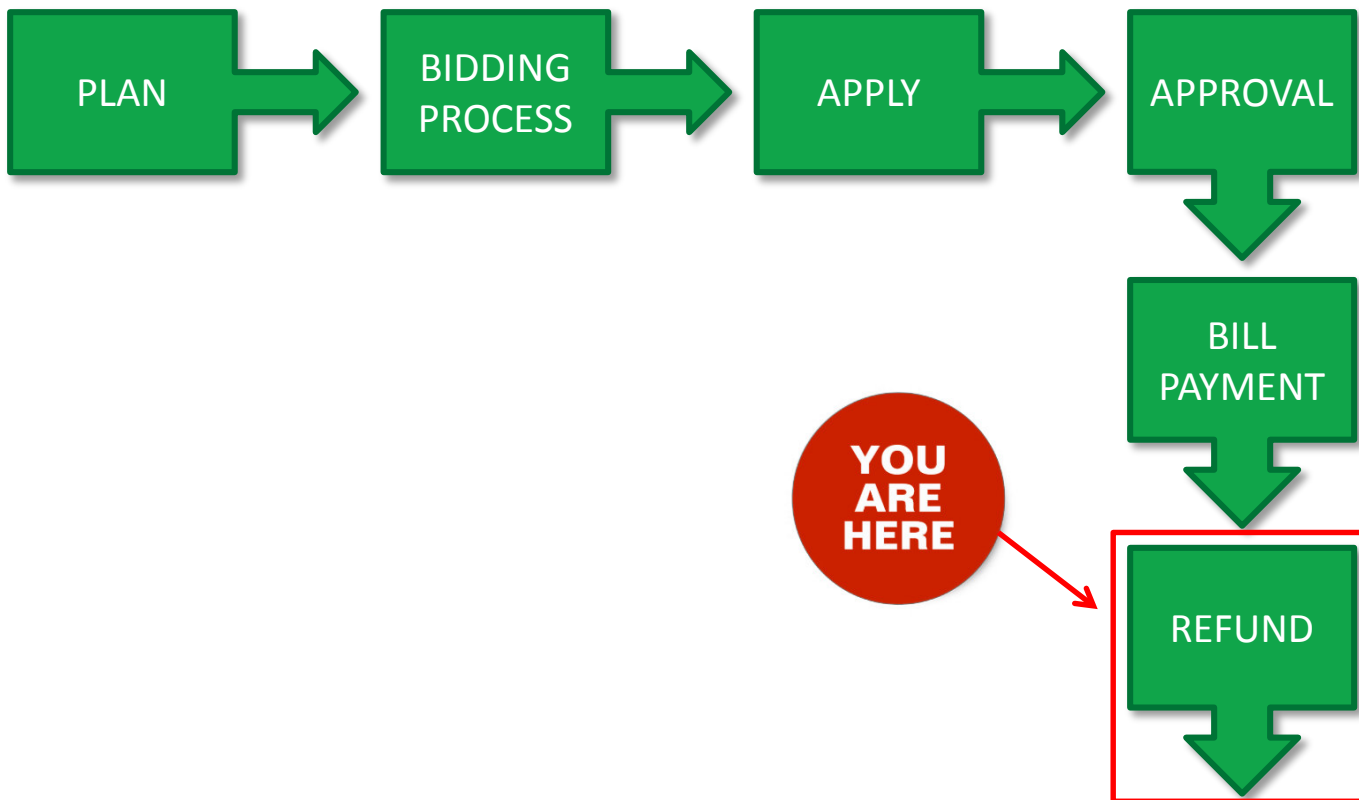


FCC Form 472 (BEAR)

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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) with a positive commitment 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

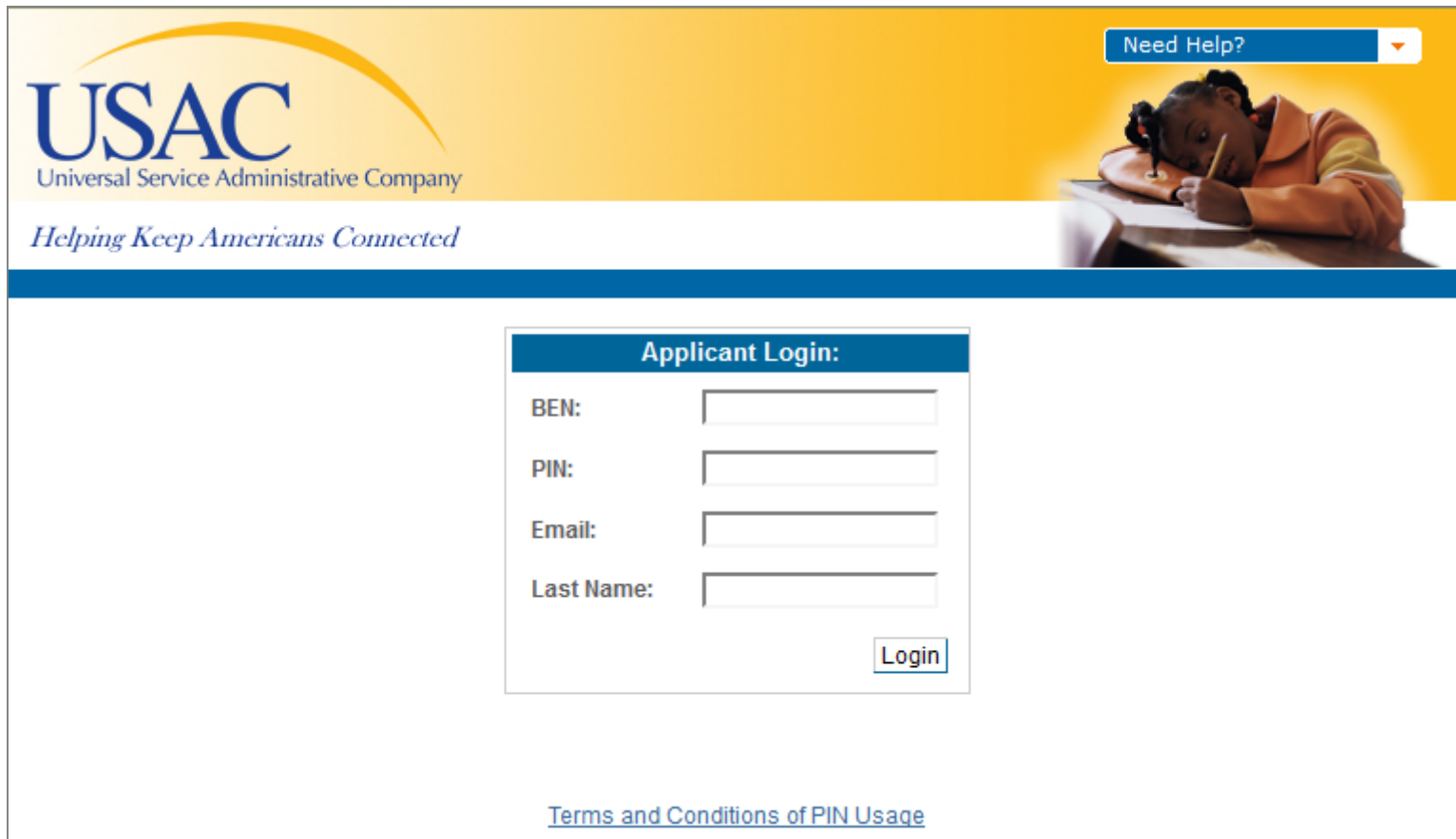
- You may file a separate form for that provider for each service period, monthly, quarterly, etc.

OR

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

Logging Into the BEAR Area

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



USAC
Universal Service Administrative Company
Helping Keep Americans Connected

Need Help?

Applicant Login:

BEN:

PIN:

Email:

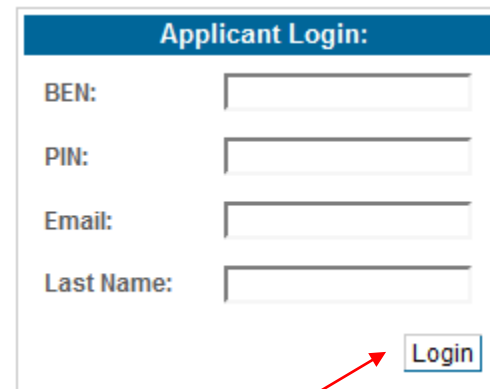
Last Name:

Login

[Terms and Conditions of PIN Usage](#)

② Enter the following into the boxes provided:

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



The screenshot shows a form titled "Applicant Login:" with a blue header. Below the header are four input fields labeled "BEN:", "PIN:", "Email:", and "Last Name:". At the bottom right of the form is a "Login" button. Two red arrows point from the text on the left to the input fields, and another red arrow points from the text below 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 Go to the PIN web page on the USAC website at:
<https://www.usac.org/sl/tools/forms/pin.aspx>

USAC En Español | Subscribe | Contact USAC | Search

Universal Service Administrative Co.

Tools | Forms | Payments | EPC

About USAC | Schools and Libraries | Rural Health Care | Lifeline | High Cost | Contributors | Service Providers

USAC Home | Schools and Libraries Program | Forms | Personal Identification Number (PIN)

ABOUT THE PROGRAM

- Getting Started
- Eligible Services List
- Document Retention
- Appeals & Audits
- Glossary of Terms (PDF)
- FAQs

RESOURCES & TOOLS

- E-rate Productivity Center
- Forms
- Reference Area
- Tools
- Latest News
- Trainings & Outreach
- Submit a Question

APPLICANT PROCESS

SERVICE PROVIDER PROCESS

FORMS

[Personal Identification Number \(PIN\)](#)

Personal Identification Number (PIN) Updated June 2018

A Personal Identification Number (PIN) is a unique number assigned by USAC that enables an authorized person to certify the online legacy FCC Form 486 (for Funding Year (FY) 2015 and previous years) and the online FCC Form 472 (BEAR) form for all funding years.

- PINs are considered equivalent to a handwritten signature and are specific both to an authorized person and to a billed entity.
- PINs previously issued are still valid.
- If you need to request a PIN, create a customer service case in the E-rate Productivity Center (EPC) or call the Client Service Bureau (CSB) at (888) 203-8100.
 - Be sure to indicate that you need the PIN to certify an FCC Form 472 or a legacy FCC Form 486.

Request a New PIN

To create a new PIN, provide the following information in [this template](#)

- Billed Entity Number (BEN) — this must be an independent school, independent library, school district, library system, or consortium in EPC.
- Last Name — the last name of the authorized person requesting the PIN.

FY2018 Application Filing Window Is Now Closed*

*window closed on March 22, 2018 at 11:59 PM EDT

② Scroll down the page until you see a link for the “PIN Request Template” and save a copy of the Excel file to your computer

Requesting a PIN

The screenshot shows the Microsoft Excel interface with the 'PIN Request Template' open. The ribbon includes File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Developer. The Home ribbon is active, showing options for Clipboard, Font, Alignment, Number, and Conditional Formatting. The spreadsheet grid shows columns A through N and rows 1 through 3. Row 1 is highlighted in black and contains the following headers: 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, and E-Mail. Rows 2 and 3 are currently empty.

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

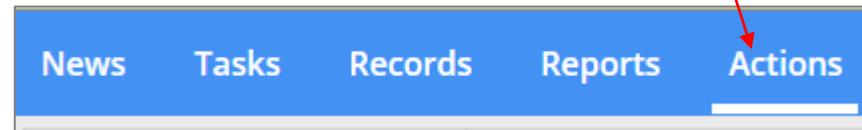


Requesting a PIN

④ When the spreadsheet is completed, log in to EPC and open a customer service case to request a PIN and upload the spreadsheet

① Log in to EPC at <https://portal.usac.org/suite/>

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



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

3 Click on the “Contact Us” link

The screenshot shows a web application interface with a blue navigation bar at the top containing the following tabs: News, Tasks (14), Records, Reports, and Actions. The 'Actions' tab is currently selected. Below the navigation bar, the main content area is divided into two columns. The left column contains the logo for 'Training Universal Service Administrative Co.' and a list of items under the heading 'All > Starred ☆'. The right column contains a list of four actions, each preceded by a yellow lightning bolt icon and followed by a star icon. A red arrow points from the text '3 Click on the “Contact Us” link' to the 'Contact Us' link in the first action item.

News Tasks (14) Records Reports Actions

Training
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.

Requesting a PIN

Create a Customer Service Case

Case Details

Nickname *

Description *

Topic *

Please select a value

Priority *

Please select a value

Inquiry Type

Web

Form Type

Please select a value

Form Number

Document

UPLOAD  Drop file here

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

CANCEL

SUBMIT

4 Enter a "Nickname" and "Description"

TIP: include "PIN Request" in the title

Requesting a PIN

Create a Customer Service Case

Case Details

Nickname *

BEAR PIN request for John Doe

Description *

Please provide a BEAR PIN per the attached spreadsheet

Topic *

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 *

Description *

Topic *

Subtopic *

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

Create a Customer Service Case

Case Details

Nickname *

Description *

Topic *

Subtopic *

Priority *

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

Requesting a PIN

Create a Customer Service Case

Case Details

Nickname *

BEAR PIN request for John Doe

Description *

Please provide a BEAR 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

UPLOAD

Drop file here

Attachments

Attachment

Attachment Type

No items available

8 Click on the "UPLOAD" button to locate and attach the completed PIN spreadsheet, or simply drag the file from your computer onto the "Drop file here" area



Requesting a PIN

Create a Customer Service Case

Case Details

Nickname *

BEAR PIN request for John Doe

Description *

Please provide a BEAR 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

 **USAC PIN Request Template**
XLSX - 19.33 KB

UPLOAD  Drop file here


Attachments

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

[Find Attachment](#)

Case Contact

Select Contact *

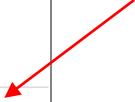
 School District 6 User 1 ✕

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

CANCEL

SUBMIT

9 Click on the "SUBMIT" button at the bottom of the page to submit the request



Requesting a PIN

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

USAC sends PINs out once a week by email to the email address provided.

Creating a BEAR

Creating a BEAR

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

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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
No Incomplete Invoices are associated with this PIN.



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?](#)

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

Applicant FCC Form 498 ID
443000154

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	2. Billed Entity Number	3. Service Provider Identification Number (SPIN)	Service Provider Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	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

automatically entered by the system, but editable if necessary

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	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)

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

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)



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

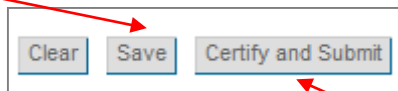
17. Name	<input type="text"/>	19. Phone Number	(<input type="text"/>) <input type="text"/> - <input type="text"/> ext. <input type="text"/>
18. Title/Position	<input type="text"/>	19a. Fax Number	(<input type="text"/>) <input type="text"/> - <input type="text"/> ext. <input type="text"/>
20. Address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

⑫ Fill in all fields

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

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



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

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

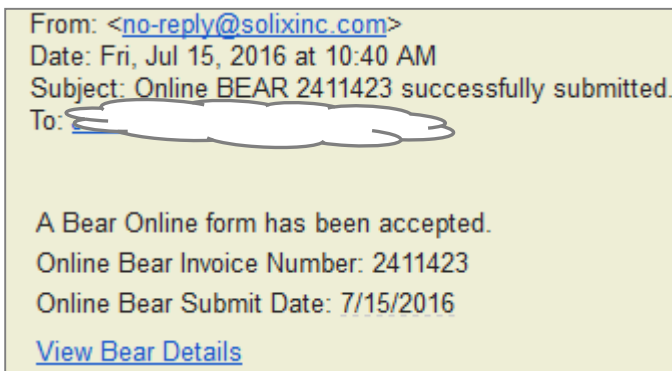


The screenshot displays the USAC (Universal Service Administrative Company) interface. At the top, the USAC logo is shown with the tagline "Helping Keep Americans Connected". Below this is a navigation bar with three options: "BEAR Home", "New BEAR Form", and "Track Form". The main content area is titled "View BEAR Invoice" and contains the following information:

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

A red arrow points from the instruction above to the "Invoice ID" field.

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

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
Total Approved Disbursement	<u>\$400.00</u>
Total Actual Disbursement:	<u>\$400.00</u>

Payment of the BEAR



Helping Keep Americans Connected | 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.

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

	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
Total Approved Disbursement	<u>\$400.00</u>
Total Actual Disbursement:	<u>\$400.00</u>

approved amount

requested amount

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, one-time, 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

Invoice Deadline Extension Requests for FY2016 FRNs and later can be filed in EPC by any full or partial rights user.

For FY2015 and earlier, there is a Deadline Extension Tool within the BEAR area.


Each FRN for which you need an extension must be specifically requested - a request granted for one FRN on a Form 471 will not extend to other FRNs on that Form 471.

Invoice Deadline Extension

① To request an extension for an FRN from FY2016 or later, log into EPC

② On the landing page, click the link to your organization

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](#) | [Hurricane Impact Designation](#) | [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
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

Invoice Deadline Extension

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

③ Click on the "Related Actions" link

Invoice Deadline Extension

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

- ⚡ Manage Organization**
This function allows you to update information about an entity or BEN.
- ⚡ Create a Customer Service Case**
This function allows you to submit a question about an E-rate form or topic. You can also submit a specific request or an attachment.
- ⚡ Manage Annexes**
This function allows you to designate an annex for an individual school or library.
- ⚡ Manage Organization Relationships**
Process to relate an Organization to another Organization
- ⚡ Create FCC Form 470**
This function allows you to create an FCC Form 470 for your entity.
- ⚡ Create FCC Form 471**
This function allows you to create an FCC Form 471 for your entity.
- ⚡ Create FCC Form 498**
This function allows you to create an FCC Form 498 for your entity.
- ⚡ Create FCC Form 486**
This function allows you to create an FCC Form 486 for your entity.
- ⚡ Manage Contracts**
Create, edit, and remove contracts for your organization
- ⚡ Manage Connectivity Questions**
Form for Entities to answer required Connectivity Questions.
- ⚡ Upload Entity Profile Data**
This function allows you to bulk upload your child schools details.
- ⚡ Create Appeal**
This function allows you to submit an appeal
- ⚡ Create SPIN Change Request**
Action to initiate a SPIN change request.
- ⚡ Create Service Substitution Request**
Action to initiate a Service Substitution request.
- ⚡ Create FCC Form 500**
This function allows you to create an FCC Form 500 for your entity.
- ⚡ Hurricane Impact Designation**
This action allows Billed Entities to select directly impacted entities located in Directly Impacted Areas pursuant to FCC 17-139.
- ⚡ Invoice Deadline Date Extension Request**
Request an extension to the invoice deadline for one or more funding requests.

④ Click on the “Invoice Deadline Date Extension Request” link

Invoice Deadline Extension

④ Enter each FRN in text format, separated by a comma (the system will ignore spaces)

NOTE: Multiple FRNs from different forms and/or different funding years may be listed on the same request.

Request an extension: Invoice Deadline Date

Funding Request Number(s) for extension

List one or more funding request numbers (FRN) below to check its eligibility for an extension to the Invoice Deadline Date.

600/600 characters remaining

Note: Each FRN must be separated by a comma.

CANCEL

CHECK ELIGIBILITY

⑤ Then click on the “Check Eligibility” button

Invoice Deadline Extension

A grid of the FRNs you have entered will appear, split into two tables.

The first table includes the FRNs that are eligible for an extension. If there are any FRNs on this table you want to remove, check the box to the left of the FRN and then click on the “Remove” button.

The second table will include the FRNs for which you cannot submit an extension request together with the reason for each (for example, the FRN does not exist in EPC or the FRN does not belong to your organization).

Request an extension: Invoice Deadline Date

Funding Request Numbers Eligible for Extension

The funding request numbers listed below are eligible for an Invoice Deadline Date extension.

The request must still be submitted and approved by USAC before an extension can be granted. To edit your list of FRNs, use the Back button at the bottom of this screen.

<input type="checkbox"/>	Funding Request Number	↑ FRN Nickname	Current Service Delivery Deadline	Current Invoice Deadline Date	BEN	SPIN
<input type="checkbox"/>	1799006331	FY2017 DF MFC	6/30/2018	10/29/2018	16055092	143035885

REMOVE

Funding Request Numbers Ineligible for Extension

The funding request number(s) listed below are not eligible for an Invoice Deadline Date extension. For more information, please review the Reason for Ineligibility.

Funding Request Number	↑ FRN Nickname	Reason for Ineligibility	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
1700000000	N/A	This is not a valid FRN in EPC	N/A	N/A	N/A	N/A

Note: Only eligible FRNs will be submitted for an extension. To edit your list of FRNs, use the Back button below.

CANCEL

BACK

SUBMIT

Invoice Deadline Extension

⑥ Look through the list to verify the FRNs

Request an extension: Invoice Deadline Date

Funding Request Numbers Eligible for Extension

The funding request numbers listed below are eligible for an Invoice Deadline Date extension.

The request must still be submitted and approved by USAC before an extension can be granted. To edit your list of FRNs, use the Back button at the bottom of this screen.

<input type="checkbox"/>	Funding Request Number	↑	FRN Nickname	Current Service Delivery Deadline	Current Invoice Deadline Date	BEN	SPIN
<input type="checkbox"/>	1799006331		FY2017 DF MFC	6/30/2018	10/29/2018	16055092	143035885

REMOVE

Funding Request Numbers Ineligible for Extension

The funding request number(s) listed below are not eligible for an Invoice Deadline Date extension. For more information, please review the Reason for Ineligibility.

Funding Request Number	↑	FRN Nickname	Reason for Ineligibility	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
No items available							

Note: Only eligible FRNs will be submitted for an extension. To edit your list of FRNs, use the Back button below.

CANCEL

BACK

SUBMIT

⑦ Click on the "Submit" button

Invoice Deadline Extension

The system will return the eligible FRNs in two tables.

The first table includes FRNs with approved extensions. The extended invoice deadline date will appear after the original invoice deadline date.

The second table includes FRNs that have not been approved for extensions, together with the reason for the denial (for example, an extension has already been granted for that FRN or if there are no undisbursed funds left on that FRN).

Note that the table of FRNs originally marked as ineligible is repeated below the first two tables for reference.

Request an extension: Invoice Deadline Date

For your records, a News Post and corresponding email will be sent to you with the details of this submitted IDD extension request #29.

Approved for an IDD extension

The funding request number(s) listed below have been approved for an extension to the Invoice Deadline Date.

Funding Request Number	FRN Nickname	Original Invoice Deadline Date	Extended Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
1799006331	FY2017 DF MFC	10/29/2018	2/26/2019	6/30/2018	16055092	143035885

Denied for an IDD extension

The funding request number(s) listed below have been denied for an extension to the Invoice Deadline Date. Please review the reason below for more information.

Funding Request Number	FRN Nickname	Reason for Denial	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN

Ineligible for an IDD extension

The funding request number(s) listed below are not eligible for an Invoice Delivery Deadline extension. Please review the reason below for more information.


Funding Request Number	FRN Nickname	Reason for Ineligibility	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
No items available						

[CLOSE](#)

Invoice Deadline Extension

The requestor will receive an email containing the extension request information, and a **News** post will be created for both the BEN(s) and the SPIN(s) associated with the FRNs on the list.

Additionally, the Landing Page for each BEN and SPIN will contain a notification of the decision for each FRN in the **Notifications** section.

Notifications					
Notification Type		Invoice Deadline Extension		Status ? <input checked="" type="radio"/> All	
Funding Year		-- Select a Funding Year --		<input type="radio"/> Generated	
				<input type="radio"/> Not Generated	
Notification	Description	Issued Date	Generated By	Generated On	
 Invoice Deadline Extension	Invoice Deadline Extension - 29 -NETWORKMAINE 16055092	10/1/2018	EPC System	10/1/2018 11:44 AM EDT	View Notification



E-Rate Productivity Center Invoice Deadline Date Extension Request 29

The attached file lists the Invoice Deadline Date for all funding request numbers (FRN) submitted in Invoice Deadline Extension Request 29. Out of 1, 1 FRNs were approved for an invoice deadline extension on 10/1/2018. 0 were denied and 0 were ineligible for an invoice deadline extension.

HOW TO APPEAL OR REQUEST A WAIVER OF A DECISION

You can appeal or request a waiver of a decision in this letter to this letter. Failure to meet this deadline will result in an automatic waiver request.

NOTE: The Federal Communications Commission (FCC) will not consider appeals that have not first been appealed to USAC. However, if you are not familiar with the rules, you must submit your request to the FCC and not to USAC. For more information on the appeal program rules.

- To submit your appeal to USAC, visit the Appeals section of the E-Rate program rules. [\(E-Rate ...More\)](#)



Invoice Deadline Date Extension Request 29 Details_10-01-2018_11_44_04
XLSX 8 KB




8 minutes ago   [Comment](#)

USAC: Invoice Deadline Extension Request 29



EPC Application Administrator <EPC.Application.Administrator@usac.org>

11:43 AM (1 minute ago)



Universal Service
Administrative Co.

The attached file lists the Invoice Deadline Date for all funding request numbers (FRN) submitted in Invoice Deadline Extension Request 29. Out of 1, 1 FRNs were approved for an invoice deadline extension on 10/1/2018. 0 were denied and 0 were ineligible for an invoice deadline extension.

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