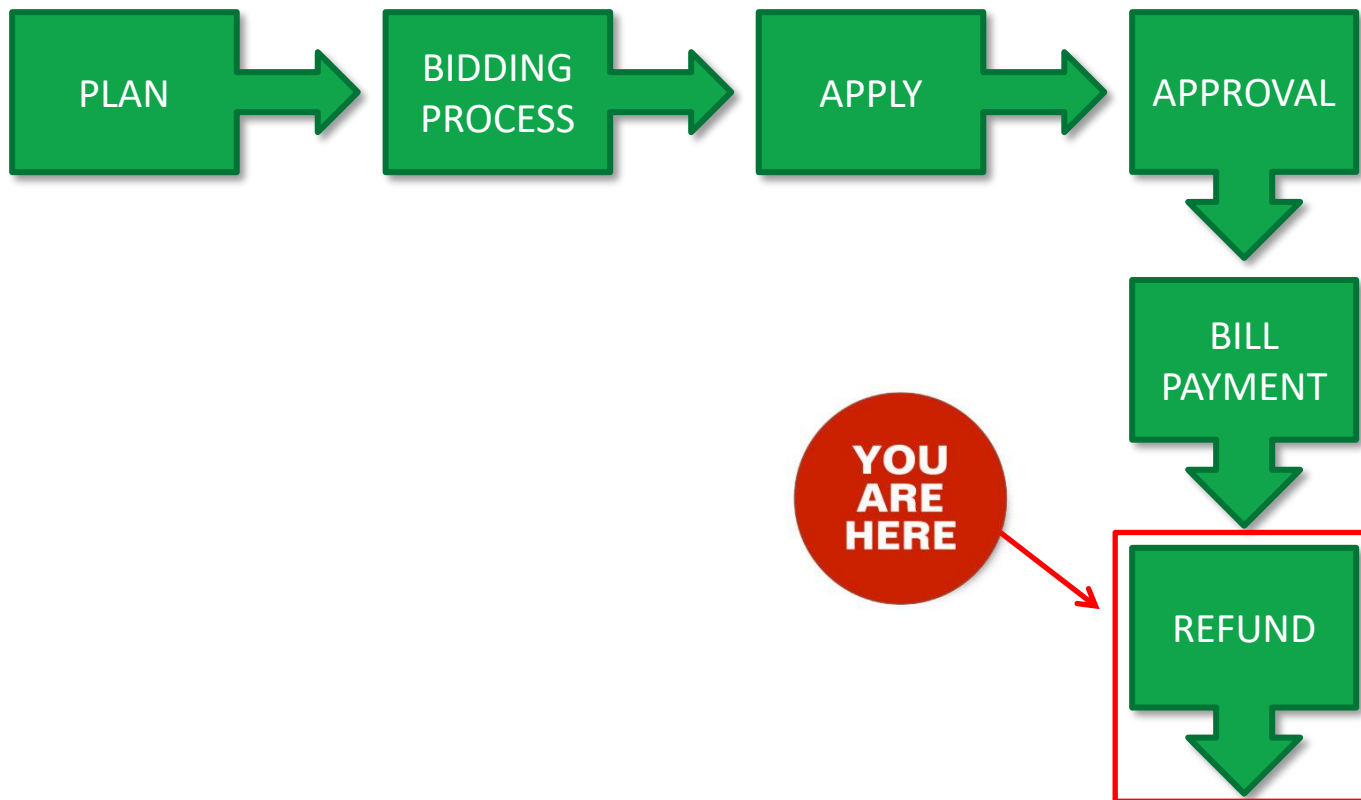


# FCC Form 472 (BEAR)

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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 using a PIN

BEARs are not filed in the EPC Portal



# 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.

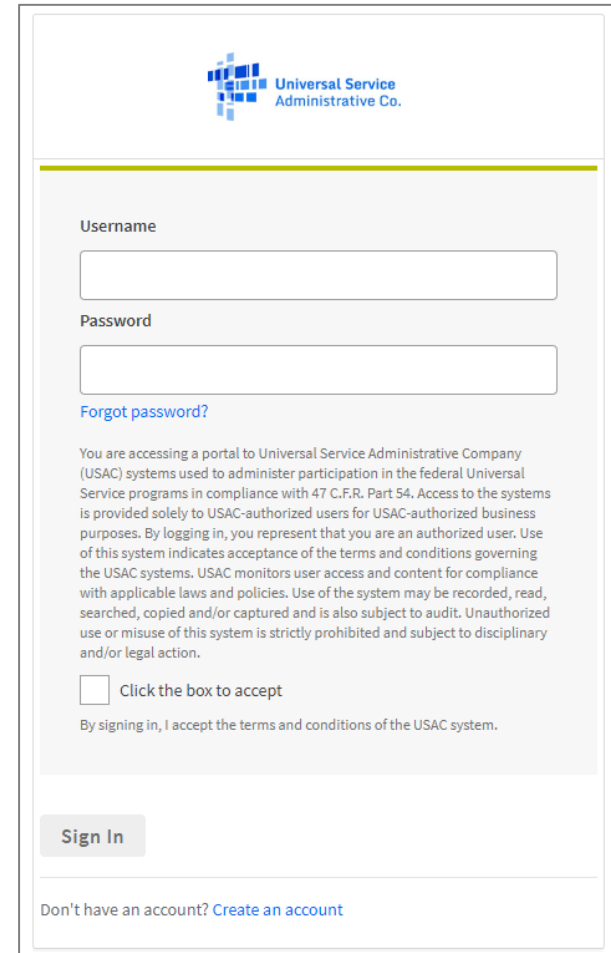
OR

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

# Logging In

① Navigate to  
<https://forms.universalservice.org/portal>

② Log into One Portal with your username  
(your full email address) and One Portal password



The screenshot shows the login page for the Universal Service Administrative Co. (USAC). At the top, there is a logo consisting of a grid of blue squares of varying sizes, followed by the text "Universal Service Administrative Co.". Below the logo is a horizontal yellow line. The main content area is a light gray box. Inside this box, there are two input fields: "Username" and "Password". Below the "Password" field is a blue link that says "Forgot password?". Below these fields is a paragraph of text: "You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be 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." Below this text is a checkbox and the text "Click the box to accept". Below the checkbox is the text "By signing in, I accept the terms and conditions of the USAC system." At the bottom of the gray box is a button labeled "Sign In". Below the gray box is a link that says "Don't have an account? [Create an account](#)".

- ③ Complete the steps as prompted to obtain and enter a one-time verification code
- ④ Once you have successfully logged into One Portal, access the BEAR system either
  - A through the pop-up (click on the “Continue” button) or
  - B the dashboard (click on the block for BEAR)

**NOTE:** which one you see is dependent on whether you only have a BEAR PIN associated with your email address or if that email address is also an EPC user account

## Make Your Selection

- Select **Continue** to go to your program's system.
- Select **Manage My Authentication Settings** to update either your email address or phone number to access your account.

[Manage My Authentication Settings](#)Continue

Universal Service Administrative Co.

Sign Out

anne.perloff@maine.edu

## Dashboard

Upcoming Dates  
No upcoming dates found.

Schools and Libraries

Help?

E-rate Productivity Center (EPC) - E-rate Program participants use the E-rate Productivity Center to manage program processes, receive notifications and to contact customer service.

FCC Form 472 (BEAR) - Applicants file an FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form) to request reimbursement from USAC for the discount amount of the eligible products or services that the applicant has received and paid for in full.



Send us a message  
[Click here](#)

Call us  
(888) 641-8722

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# Logging In

*You will be taken to the BEAR login screen where you will need to log in with your BEAR PIN credentials. In a future system release, this second login requirement will be removed.*

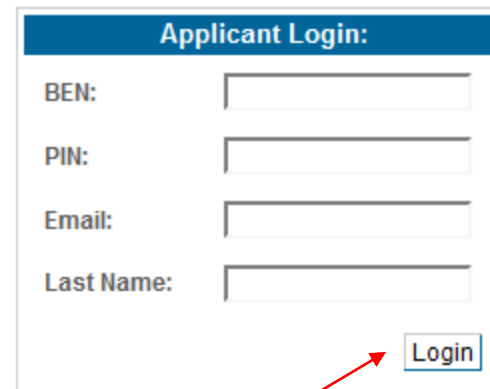


**Applicant Login:**  
BEN:   
PIN:   
Email:   
Last Name:

[Terms and Conditions of PIN Usage](#)

⑤ Enter the following into the boxes provided:

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



The screenshot shows a web form titled "Applicant Login:" in a blue header. Below the header are four input fields labeled "BEN:", "PIN:", "Email:", and "Last Name:". To the right of each label is a white text input box. At the bottom right of the form is a blue "Login" button. Two red arrows originate from the text instructions: one points to the "BEN:" input box, and the other points to the "Login" button.

⑥ 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 BEAR – you can request a PIN from USAC.*

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

## ***Words to the Wise:***

*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.*

*Do not keep using a PIN assigned to a user who no longer works for your organization.*

*You can only request PINs for users in your Billed Entity's EPC profile.*



# Requesting a PIN

① Go to the PIN web page on the USAC website at:

<https://www.usac.org/e-rate/resources/forms/personal-identification-number-pin/>

Universal Service Administrative Co.

Subscribe Payments Sign In

About E-rate Rural Health Care Lifeline High Cost Service Providers

USAC | E-rate | Resources | Forms | **Personal Identification Number (PIN)**

## Personal Identification Number (PIN)

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.
- 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.

② Scroll down the page until you see a link for the 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 Styles. The formula bar shows 'I6'. The spreadsheet grid has columns A through N and rows 1 through 3. Row 1 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 empty.

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

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

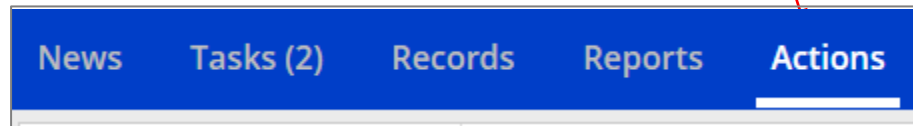
- BEN (Billed Entity Number) - must be an independent school, independent library, school district, library system, or consortium in EPC
- Last Name - the last name of the authorized person needing a PIN
- Entity Name - the name of the billed entity
- Certifier Full Name - the first and last name of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

# Requesting a PIN

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

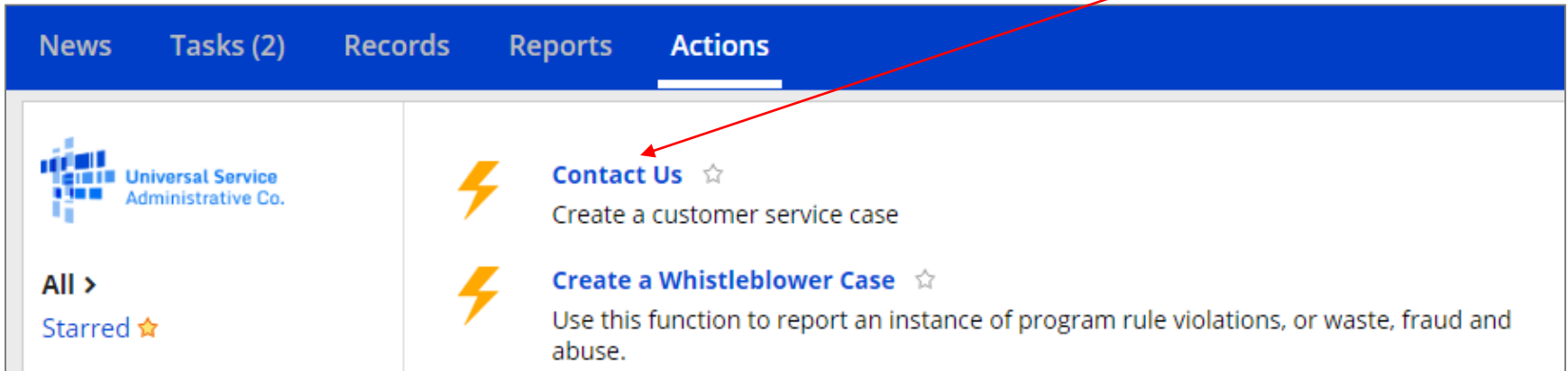
① Log in to EPC at <https://portal.usac.org/suite/>

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



# Requesting a PIN

3 Click on the “Contact Us” link



The screenshot displays the website interface for the Universal Service Administrative Co. The top navigation bar is blue and contains the following links: News, Tasks (2), Records, Reports, and Actions. The 'Actions' link is currently selected and underlined. On the left side of the page, there is a logo for the Universal Service Administrative Co. and a sidebar menu with 'All >' and 'Starred ★'. The main content area on the right lists two actions, each preceded by a yellow lightning bolt icon:

- 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.

A red arrow points from the text '3 Click on the “Contact Us” link' to the 'Contact Us' link in the main content area.

# Requesting a PIN

Create a Customer Service Case

**Case Details**

Nickname \*

Description \*

Topic \*

Priority \*

Inquiry Type

Web

Form Type

Form Number

Document

Attachments

Find Attachment

**Case Contact**

Select Contact \*

School District 6 User 1 x

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 \***

**Description \***

**Topic \***

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”

# Requesting a PIN

## 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 create a BEAR PIN per the attached spreadsheet

**Topic \***

FCC Form 472 - BEAR

**Subtopic \***

Other

**Priority \***

High

**Inquiry Type**

Web


**Form Type**

FCC Form 472

**Form Number**

Multiple application numbers must be separated by a comma.

**Document**

UPLOAD  Drop file here

### Attachments

<input type="checkbox"/>	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 create a BEAR PIN per the attached spreadsheet

**Topic \***

FCC Form 472 - BEAR

**Subtopic \***

Other

**Priority \***

High

**Inquiry Type**

Web

**Form Type**

FCC Form 472

**Form Number**

Multiple application numbers must be separated by a comma.

**Document**



USAC PIN Request Template  
XLSX - 19.33 KB

UPLOAD  Drop file here

### Attachments

☐ 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

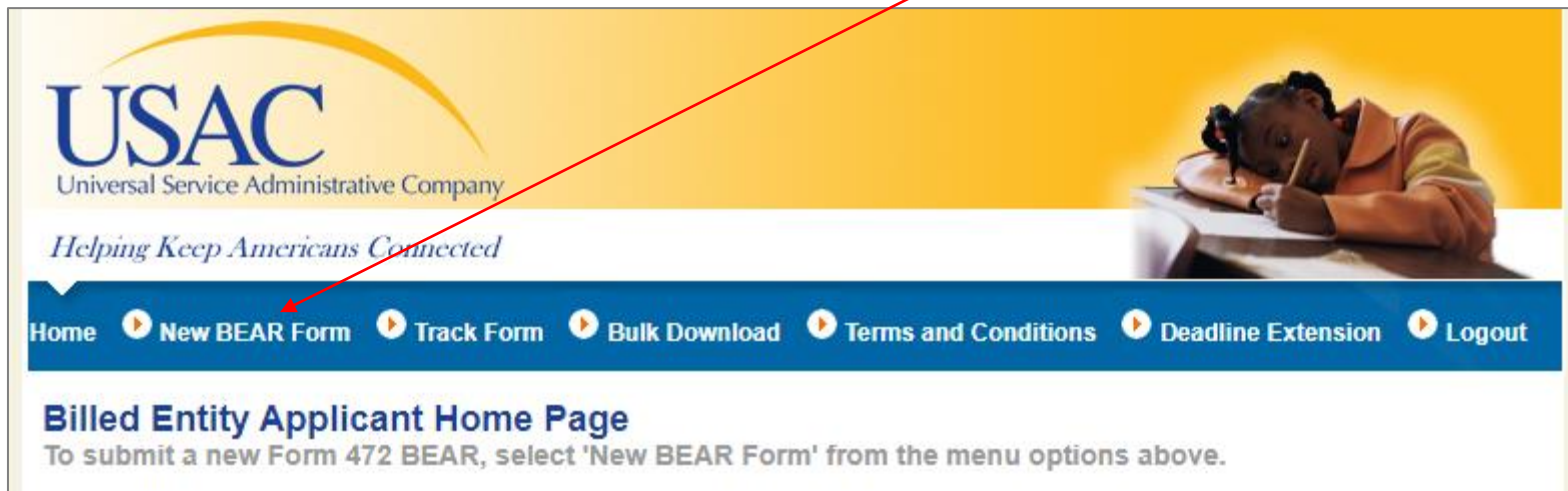
⑤ USAC will then enter this information into its system and generate a PIN for each user listed in the spreadsheet.

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



# Creating a BEAR

Complete the “Block 1: Header Information” section 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

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

*automatically entered by the system*

Applicant FCC Form 498 ID

---

4. Contact Name

5. Contact Telephone Phone (  )  -  ext.

Contact Fax (  )  -

Contact Email

---

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

③ Enter the SPIN for the service provider (once entered the “Service Provider Name” field 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

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

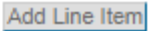
*automatically entered by the system, but editable if necessary*

**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

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



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

⑥ Select the “Bill Frequency”  
e.g. monthly or one-time

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

⑦ Complete either Box 10 or Box 11  
(never a date before July 1 regardless of the date of your bill)  
*For recurring services and one-time non-recurring services:*  
enter the “Customer Billed Date” for the invoice in Box 10  
*For products billed one-time :*  
enter the “Shipping Date” for the invoice in Box 11  
**DO NOT COMPLETE BOTH BOXES!**

⑧ Enter the total ACTUAL ELIGIBLE UNDISCOUNTED amount you paid for this invoice (subtract all ineligible charges)



# Creating a BEAR

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

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

[Add Line Item](#)

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

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

# Creating a BEAR

## Add BEAR Invoice

Applicant Form Identifier

### Block 1: Header Information

1. Billed Entity Name

2. Billed Entity Number

3. Service Provider  
Identification Number (SPIN)

Service Provider Name  
TVC Albany, Inc

Applicant FCC Form 498 ID

4. Contact Name

5. Contact Telephone Phone

Contact Fax

Contact Email

6. Total Reimbursement Amount  
(total from Block 2, Column 14)  
\$ 975.00

⑩ After you create all your line items, verify  
that the BEAR total has calculated correctly

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

7. FCC Form 471 Application Number  (from Funding Commitment Decision Letter)	8. Funding Request Number (FRN)  (from Funding Commitment Decision Letter)	9. Bill Frequency	10. Customer Billed Date	11. Shipping date to Customer or Last Day of Work Performed (mm/dd/yyyy)	12. Total (Undiscounted) Amount for Service	13. Discount Rate	14. Discount Amount Billed to USAC (Column 12 multiplied by Column 13)
1) <input type="text" value="191019085"/>	<input type="text" value="1999036024"/>	<input type="text" value="MONTHL"/>	<input type="text" value="07/01/2019"/>	<input type="text" value=""/>	<input type="text" value="500"/>	<input type="text" value="65"/>	<input type="text" value="325.00"/>
2) <input type="text" value="191019085"/>	<input type="text" value="1999036024"/>	<input type="text" value="MONTHL"/>	<input type="text" value="08/01/2019"/>	<input type="text" value=""/>	<input type="text" value="500"/>	<input type="text" value="65"/>	<input type="text" value="325.00"/>
3) <input type="text" value="191019085"/>	<input type="text" value="1999036024"/>	<input type="text" value="EVERY T"/>	<input type="text" value="09/01/2019"/>	<input type="text" value=""/>	<input type="text" value="500"/>	<input type="text" value="65"/>	<input type="text" value="325.00"/>

[Add Line Item](#)

$\$325.00 \times 3 = \$975.00$

To delete a line item,  
click on the blue "X"

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

## Block 3: Billed Entity Certification

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.

⑪ Read the certifications and check all the check boxes (A – E)

Complete the “Contact Information” section as follows:

Contact Information for Billed Entity Authorized Person:

15. Signature ☐ ← ⑫ Check the “Signature” check box

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 10/21/2019

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"/>		

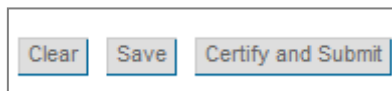
An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

⑬ Fill in all fields

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

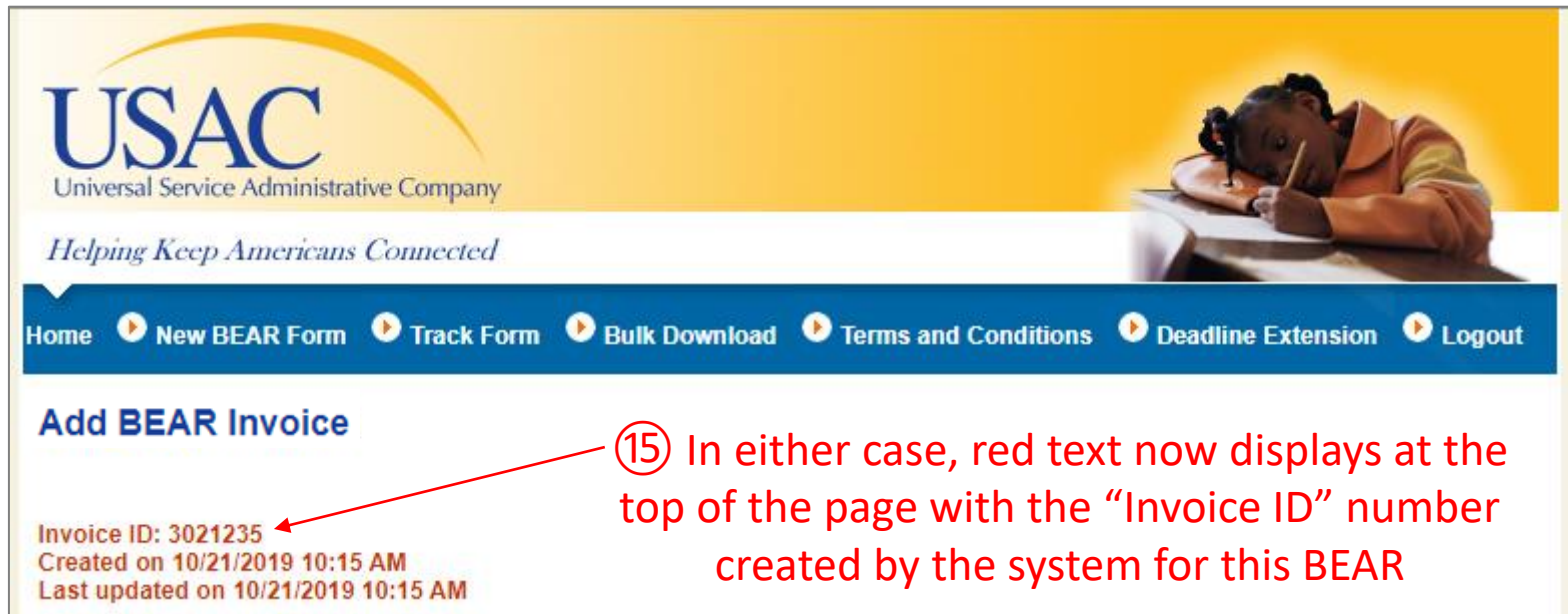
14

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

A rectangular box containing three buttons. The first button is labeled 'Clear', the second is labeled 'Save', and the third is labeled 'Certify and Submit'. The buttons are light blue with dark blue text and are separated by small gaps.

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

# Creating a BEAR



**USAC**  
Universal Service Administrative Company  
*Helping Keep Americans Connected*

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

**Add BEAR Invoice**

Invoice ID: 3021235  
Created on 10/21/2019 10:15 AM  
Last updated on 10/21/2019 10:15 AM

⑮ In either case, red text now displays at the top of the page with the “Invoice ID” number created by the system for this BEAR

- ⑩ Once someone certifies the BEAR, the system will send an email to the form certifier stating that the BEAR form has been successfully submitted

From: <noreply@usac.org>  
Date: Wed, Oct 23, 2019 at 9:44 AM  
Subject: Online BEAR 3021235 successfully submitted.  
To: [REDACTED]

A Bear Online form has been accepted.  
Online Bear Invoice Number: 3021235  
Online Bear Submit Date: 10/21/2019

[View Bear Details](#)

***TIP:*** Add [noreply@usac.org](mailto:noreply@usac.org) 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***



Universal Service  
Administrative Co.

## SCHOOLS AND LIBRARIES BEAR PROGRAM REMITTANCE STATEMENT As Of August 23, 2019

Attn: Caroline Hammond  
NETWORKMAINE

RE: FCC Form 498 ID 443000154

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

	Approved
8/22/2019 143018397 Lincolnville Communications, Inc. 1999022947 2019LCI-07 Applicant Name:NETWORKMAINE;SLD Invoice Number:2961642;BEAR Letter Date:08/22/2019;Line Item Detail Number:9682008;Amount Requested:4536.00;	\$4,536.00
8/22/2019 143034206 MID-MAINE TELPLUS LLC (wholly owned sub of Otelco Inc.) 1999018978 2019OTT-07 Applicant Name:NETWORKMAINE;SLD Invoice Number:2961643;BEAR Letter Date:08/22/2019;Line Item Detail Number:9682009;Amount Requested:75.00;	\$75.00
8/22/2019 143001282 Unitel, Inc. 1999020139 2019UNI-07 Applicant Name:NETWORKMAINE;SLD Invoice Number:2961645;BEAR Letter Date:08/22/2019;Line Item Detail Number:9682011;Amount Requested:3506.40;	\$3,506.40
Total Approved Disbursement	<u>\$8,117.40</u>
Total Actual Disbursement:	<u>\$8,117.40</u>

If you have any questions, please contact USAC Customer Operations at (888) 641-8722 or [CustomerSupport@usac.org](mailto:CustomerSupport@usac.org). You may also visit us at [www.usac.org](http://www.usac.org).

# Payment of the BEAR

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



Universal Service  
Administrative Co.

## SCHOOLS AND LIBRARIES BEAR PROGRAM REMITTANCE STATEMENT As Of August 23, 2019

Attn: Caroline Hammond  
NETWORKMAINE

RE: FCC Form 498 ID 443000154

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

	Approved
8/22/2019 143018397 Lincolnville Communications, Inc. 1999022947 2019LCI-07 Applicant Name:NETWORKMAINE;SLD Invoice Number:2961642;BEAR Letter Date:08/22/2019;Line Item Detail Number:9682008;Amount Requested:4536.00;	\$4,536.00
8/22/2019 143034206 MID-MAINE TELPLUS LLC (wholly owned sub of Otelco Inc.) 1999018978 2019OTT-07 Applicant Name:NETWORKMAINE;SLD Invoice Number:2961643;BEAR Letter Date:08/22/2019;Line Item Detail Number:9682009;Amount Requested:75.00;	<u>\$75.00</u>
8/22/2019 143001282 Unitel, Inc. 1999020139 2019UNI-07 Applicant Name:NETWORKMAINE;SLD Invoice Number:2961645;BEAR Letter Date:08/22/2019;Line Item Detail Number:9682011;Amount Requested:3506.40;	\$3,506.40
Total Approved Disbursement	<u>\$8,117.40</u>
Total Actual Disbursement:	<u>\$8,117.40</u>

If you have any questions, please contact USAC Customer Operations at (888) 641-8722 or [CustomerSupport@usac.org](mailto:CustomerSupport@usac.org). You may also visit us at [www.usac.org](http://www.usac.org).

# 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 One Portal using multifactor authentication at <https://forms.universalservice.org/portal> to access the EPC account for your billed entity

# Invoice Deadline Extension

② On the EPC Landing Page, click on the “IDD Extension” link

## My Applicant Landing Page



Universal Service  
Administrative Co.

Welcome, [School District 6!](#)

### Pending Inquiries

Type -- Select a Type --

Funding Year -- Select a Funding Year --

Application/Request -- Enter an Application/Request ID or Nickname --

[APPLY FILTERS](#) [CLEAR FILTERS](#)

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date ↑	Extn.	Status
No items available								



# Invoice Deadline Extension

③ 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

④ 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

## ⑤ 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

## ⑥ 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, within the **Notifications** section of the Landing Page for each BEN and SPIN a notification of the decision for each FRN will be listed.*

From: EPC Application Administrator <EPC.Application.Administrator@usac.org>  
Date: Mon, Oct 1, 2018 at 11:43 AM  
Subject: USAC: Invoice Deadline Extension Request 29  
To:



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 FRN was approved for an invoice deadline extension on 10/1/2018. 0 were denied and 0 were ineligible for an invoice deadline extension.



## E-Rate Productivity Center Invoice Deadline Date Extension Request 8380

The attached file lists the Invoice Deadline Date for all funding request numbers (FRNs) submitted in Invoice Deadline Extension Request 8380. Out of 1, 1 FRN was approved for an invoice deadline extension on 10/14/2019. 0 were denied and 0 were ineligible for an invoice deadline extension. This notification serves as USAC's decision on your invoice deadline extension request. No further extensions may be granted. An invoice requesting reimbursement must be submitted to USAC by the following date in order to be considered as timely filed. Please check the attached spreadsheet for a detailed breakdown of your new approved deadlines by FRN.

### HOW TO APPEAL OR REQUEST A WAIVER OF A DECISION

You can appeal or request a waiver of a decision in this letter within 60 calendar days of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

NOTE: The Federal Communications Commission (FCC) has a [More](#)



[Invoice Deadline Date Extension Request 8380 Details\\_10-14-2019\\_14\\_00\\_58](#)  
XLSX 8 KB

Oct 14, 2019 ☆ 🔒 [Comment](#)

## Notifications

Notification Type Invoice Deadline Extension

Funding Year -- Select a Funding Year --

Status ? ☒ All

☐ Generated

☐ Not Generated

	Notification	Description	Issued Date	Generated By	Generated On	
	Invoice Deadline Extension	Invoice Deadline Extension - 8380 - NETWORKMAINE 16055092	10/14/2019	EPC System	10/14/2019 2:01 PM EDT	<a href="#">View Notification</a>

# 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