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 with the BEAR filing system

BEARs are not filed in the EPC Portal

Both BEAR forms and EPC are accessed through the same One Portal platform



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 of your choosing (monthly, quarterly, etc)

OR

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



If you do not have BEAR credentials, you can request BEAR access from USAC.

This step is not necessary if you already have BEAR Form access. Skip to page 22 in this guide if when you log into One Portal you already have access to file BEARs for your BEN.



<u>A</u> If you **do not** currently have access to the BEAR Form area – the most common reason being that you are filing BEARs for the first time – you will need to complete the steps on the following pages to request BEAR Form access.

You can also follow these steps if you have access to file BEAR Forms for some BENs but still need access for other BENs.

You will first complete a BEAR Access template and then attach it to a Customer Service Case in EPC.

- You must have a user account in EPC to request access to the BEAR Form. Contact USAC if you do not have an EPC account.
- Another user cannot request BEAR access on your behalf.
- B If you **do** have complete access to the BEAR Form area for all of your BENs, ignore this section and skip to page 22 in this guide.



(1) Go to the BEAR Form Access web page on the USAC website at: https://www.usac.org/e-rate/resources/forms/bear-form-access/



(2) Scroll down the page until you see a link for the BEAR Access template and save a copy of the Excel file to your computer

| | А | В | C | D | E | F |
|---|-------------|---------------|------------|-----------|-----|----------|
| 1 | CASE NUMBER | EMAIL ADDRESS | FIRST NAME | LAST NAME | BEN | BEN NAME |
| 2 | | | | | | |

③ Open the template file and complete <u>all</u> fields in the spreadsheet:

- Case Number the number of the customer service case (USAC's Client Service Bureau will complete this field if you do not)
- Email Address this is also your One Portal username
- First Name your first name
- Last Name your last name
- Billed Entity Number (BEN) the billed entity for which you are filing the BEAR
- BEN Name the name of the billed entity
- Title your job title
- Employer Name your employer's name
- Street Address the BEN's street address
- City the BEN's city
- State the BEN's two-character state code (e.g., OH, not Ohio)
- Zip 5 the BEN's five-digit zip code (note that you can enter a leading zero for five-digit zip codes that start with zero)



(4) When the spreadsheet is completed, log into EPC through One Portal and open a customer service case to request BEAR access

1 Log into One Portal at https://forms.universalservice.org/portal

2 Access your EPC portal



3 Click on the "Contact Us" link on the EPC Landing Page



| Create a Customer Service Case | | | |
|--------------------------------|-----------|---|---------------------------|
| Case Details | | | |
| Nickname * | | | |
| 1 | | K | |
| Description • | | | |
| | | | |
| | | | |
| Topic • | | | • 4 Enter a "Nickname" |
| Please select a value | | | |
| Priority * | | | and "Description" |
| Please select a value | | | |
| Inquiry Type | | | |
| Form Type | | Form Number | TIP: Include "BEAR |
| Please select a value | - | Multiple application numbers must be separated by a comma. | Access Request" in the |
| Document | | | |
| UPLOAD D Drop file here | | | NICKNAME TIEID |
| | | | |
| Attachments | | | |
| Attachment | Attachmen | t Туре | |
| | No items | ; available | |
| Find Attachment | | | |
| Case Contact | | | |
| Select Contact * | | I would like to choose a user in the system | |
| School District 6 User 1 🗙 | | \bigcirc I would like to enter in a contact that is not in the system | |
| | | | |
| CANCEL | | | SUBMIT |



| Create a Customer Service Case |
|---|
| Case Details |
| Nickname * |
| BEAR Access Request |
| Description * |
| Please provide me with access to file BEARs for the BEN indicated in the attached spreadsheet |
| Γορic * |
| Please select a value |

5 Use the "Topic" dropdown menu to select "FCC Form 472 - BEAR"



| Create a Customer Service Case | |
|---|---|
| Case Details | |
| Nickname * | |
| BEAR Access Request | |
| Description * | |
| Please provide me with access to file BEARs for the BEN indicated in the attached spreadsheet | |
| Topic * | ~ |
| FCC Form 472 - BEAR | • |
| Subtopic * | |
| Please select a value | • |

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



| Create a Customer Service Case |
|---|
| Case Details |
| Nickname * |
| BEAR Access Request |
| Description * |
| Please provide me with access to file BEARs for the BEN indicated in the attached spreadsheet |
| Topic * |
| FCC Form 472 - BEAR |
| Subtopic * |
| Other 🗸 |
| Priority * |
| Please select a value |

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



| Create a Customer Service Case | | | |
|---|----------|---------------|--|
| Case Details | | | |
| Nickname * | | | |
| BEAR Access Request | | | |
| Description * | | | |
| Please provide me with access to file BEARs for the BEN indicated in the attached spr | eadsheet | | |
| Topic * | | | |
| FCC Form 472 - BEAR | | | • |
| Subtopic * | | | |
| Other | | | • |
| Priority * | | | |
| High | | | ▼ |
| Inquiry Type Web | | | |
| Form Type | | Form Numbe | r |
| Please select a value | - | Multiple appl | ication numbers must be separated by a comma. |
| Document | | | |
| UPLOAD C Drop file here | | | 8 Click on the "UPLOAD" button to |
| Attachments | | | locate and attach the completed BEAR |
| Attachment | Attachme | nt Type | access template spreadsheet, or simp |
| | | available | drag the file from your computer onto the "Drop file here" area |



| Create a Customer Service Case | | |
|---|-------------------------------|---|
| Case Details Nickname * | | |
| BEAR Access Request | | |
| Description * | | |
| Please provide me with access to file BEARs for the BEN indicated in the attached spreadsheet | | |
| Topic * | | |
| FCC Form 472 - BEAR | | • |
| Subtopic * | | |
| Other | | • |
| Priority * | | |
| High | | • |
| Inquiry Type Web | | |
| Form Type | Form Num | ber |
| Please select a value | | oplication numbers must be separated by a comma. |
| Document USAC BEAR Access Template XLSX - 19.33 KB | | 9 Click on the "SUBMIT" |
| Attachments | | page to submit the request |
| Attachment | Attachment Type | |
| | No items available | |
| Find Attachment | | \mathbf{X} |
| Case Contact | | \mathbf{X} |
| Select Contact * | I would I | ike to choose a user in the system |
| School District 6 User 1 🗙 | ◯ I would I | ike to enter in a contact that is not in the system |
| CANCEL | | SUBMIT |

USAC processes BEAR access requests twice a week.

USAC will enter the information from your template into its system and grant you BEAR access for the BEN(s) that you listed.

Once processed, you will be sent an email confirmation listing the BEN(s) for which you now have BEAR access.

If you request access for a BEN for which you already have access, USAC will simply include that BEN in your confirmation email.





Logging Into the BEAR Area



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

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

| | sername |
|---|--|
| ſ | |
| P | assword |
| [| |
| F | orgot password? |
| Yc (U Se is of th w se us | u are accessing a portal to Universal Service Administrative Company SAC) systems used to administer participation in the federal Universal rvice programs in compliance with 47 C.F.R. Part 54. Access to the system provided solely to USAC-authorized users for USAC-authorized business irposes. By logging in, you represent that you are an authorized user. Use this system indicates acceptance of the terms and conditions governing to USAC systems. USAC monitors user access and content for compliance th applicable laws and policies. Use of the system may be recorded, read, arched, copied and/or captured and is also subject to audit. Unauthorized e or misuse of this system is strictly prohibited and subject to disciplinary d/or legal action. |
| ar | Click the box to accept |



(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 area either
- 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 BEAR access with your email address or if that email address is also an EPC user account

Make Your Selection

| TE: which one you see is | Universal Service Administrative Co. | | Sign Out |
|--|---|---|--|
| ve BEAR access with your email | Dashboard | | anne.perloff@maine.edu ∨ |
| o an EPC user account | Decoming Dates | Schools and Libraries | Help? Send us a message |
| 1ake Your Selection | | 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 | Click here Call us (888) 641-8722 |
| Select Continue to go to your program's system. Select Manage My Authentication Settings to update eit your email address or phone number to access your account of the system. | her unt. | amount of the eligible products or services that the applicant has received and paid for in full. | В |
| Manage My Authentication Settings | | ©2020 Universal Se | rvice Administrative Company. All rights reserved. |

You will be taken to the BEAR Applicant Login screen where you will need to provide the Billed Entity Number (BEN) associated with your email address

| USAC Universal Service Administrative Company | | |
|--|---------------------------------------|-------------------------------------|
| Helping Keep Americans Connected | Applicant Login: | |
| | BEN: Email: anne.perloff@maine.edu | (5) Enter the BEN (Billed Entity |
| | BEN Name Login | Number) in the text box |



OPTIONAL: If you want to verify the that you have entered the correct BEN, first enter the BEN in the text box and then click on the "BEN Name" button to display the name of the billed entity

| Applicant Login: | | | |
|------------------|------------------------|--|--|
| BEN Nam | e: NETWORKMAINE | | |
| BEN: | 16055092 | | |
| Email: | anne.perloff@maine.edu | | |
| | | | |
| BENN | lame Login | | |

NOTE: An error will display if you leave the BEN field blank or enter a BEN not associated with your email address





| Universal Service Administrative Company | | |
|--|------------------|--|
| Helping Keep Americans Connected | Applicant Login: | |
| E | BEN: | |
| | BEN Name Login | |

6 Click on the "Login" button to proceed



Filing a BEAR Form







Complete the "Block 1: Header Information" section as follows:





(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 Informatio | <u>n</u> | | |
| 1. Billed Entity Name Applicant FCC Form 498 ID 443000154 ▼ | 2. Billed Entity Number | 3. Service Provider Identification Number (SPIN) | Service Provider Name Spin Not Found |
| Contact Name Contact Telephone Phone Contact Fax Contact Email | () ext. [() | – automatically e editable if nece | entered by the system, but essary |
| 6. Total Reimbursement Amou (total from Block 2, Column 14 \$ 0.00 | ınt 4) | | |

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)

Form 472 (BEAR)

Complete "Block 2: Line Item Information" as follows:

Filing a BEAR Block 2: Line Item Information Per Funding Request Number 7. FCC Form 8. Funding 9. Bill 10. Customer 11. Shipping Total 13. 14. Discount Billed Date Discount Amount Billed to 471 Application Request Frequency date to (Undiscounted) Number Number Customer or Amount for Service Rate USAC (FRN) Last Day of (Column 12 (from Funding Work multiplied by Commitment Performed Column 13) (from Decision Funding (mm/dd/yyyy) Commitment Letter) Decision Letter) х 1) Add Line Item (5) Enter the "Form 471 (8) Enter the total <u>ACTUAL</u> Application Number" and ELIGIBLE UNDISCOUNTED "Funding Request Number (FRN)" amount you paid for this invoice (6) Select the "Bill Frequency" (subtract all ineligible charges) e.g. monthly or one-time (7) Complete either Box 10 or Box 11 **NOTE:** "Discount Rate" (never a date before July 1 regardless of the date of your bill) and "Discount Amount *For recurring services and one-time non-recurring services:* Billed to USAC" will enter the "Customer Billed Date" for the invoice in Box 10 automatically calculate For products billed one-time: based on the discount enter the "Shipping Date" for the invoice in Box 11 awarded for this DO NOT COMPLETE BOTH BOXES! particular FRN Form 472 (BEAR) Slide 32



(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



Form 472 (BEAR)



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.

(1) 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 4 (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. 40. Beta 10/24/2010 | | | | | | | | | |
| 16. Date 10/21/20 | 19 | | | | | | | | |
| 17. Name | | 19. Phone Number | () - ext. | | | | | | |
| 18. Title/Position | | 19a. Fax Number | | | | | | | |
| 20. Address 1 | | 19b. Email | | | | | | | |
| Address 2 | | 19c. Name of Authorized | | | | | | | |
| City | | Person's Employer | | | | | | | |
| State | | | | | | | | | |
| Zin Code | | | | | | | | | |
| Lip cour | | | | | | | | | |
| 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. | | | | | | | | | |
| Clear Save Ce | entry and Submit | | | | | | | | |

(13) Fill in all fields **NOTE:** some fields will automatically be completed but can be edited as necessary



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



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







(16) 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:

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 to your safe sender's list. The email may land in your Junk or Spam folder otherwise.





Payment of the BEAR will be delivered electronically to the bank account indicated on your organization's FCC Form 498



In addition, the system will email a remittance statement to the person identified as the "Remittance Contact" on your organization's FCC Form 498

Multiple BEAR forms may be disbursed as part of the same transaction and therefore appear on the same remittance statement





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.

| 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 20190TT-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. You may also visit us at www.usac.org. | |

Approved

It is always a good practice to verify that the amount approved (reimbursed) for each BEAR line item is the same amount that was requested

If line items are missing, it is likely that BEAR is under review



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.





Form 472 (BEAR)

Requesting an Invoice Deadline Extension

If you know that you will not be able to file the BEAR Form by the invoice deadline, you can submit an invoice deadline extension request by that deadline to receive a one-time, 120 day extension.



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.



Where do I request an extension?

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

FRNs for FY2016 and later: can be filed in EPC by any full or partial rights user

FRNs for FY2015 and earlier: can only be filed using the Deadline Extension Tool within the BEAR area



(1) To request an extension for an FRN from FY2016 or later, log into One Portal at https://forms.universalservice.org/portal to access the EPC account for your billed entity





| My Applicant Landing Page Image: Service Substitution Image: Service Service Image: Service Service Image: Service Service Servi | | | | | | | | | |
|---|-------------------|----------|----------|--------------|---------------------|--|------------|-------|--------------|
| Ponding Inquir | ios | | | | | | | | |
| Pending inqui | les | | | | | | | | |
| Туре | Select a Type | | | - | Application/Request | pplication/Request Enter an Application/Request ID or Nickname | | | |
| Funding Year | Select a Fund | ing Year | | - | | | | | |
| | | | | | | | APPLY FIL | TERS | LEAR FILTERS |
| Pending COMAD Inquiries a | are not included. | | | | | | | | |
| Application/Request N | umber | Туре | Nickname | Inquiry Name | Outreach Type | Date Sent | Due Date 🚺 | Extn. | Status |
| | | - | | No items av | vailable | | • | | |



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 |



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).

| Re | Request an extension: Invoice Deadline Date | | | | | | | | | | |
|--|--|---------------|--------------------------------|-----|------------|-----|----------|-----|--------|--|--|
| Fund | 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. | | | | | | | | | | | |
| Funding Request Number FRN Nickname Current Service Delivery Deadline Current Invoice Deadline Date BEN SPIN | | | | | | | | | I | | |
| | 1799006331 | FY2017 DF MFC | 6/30/2018 | | 10/29/2018 | | 16055092 | 143 | 035885 | | |
| 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. | | | | | | | | | | | |
| 170 | 0000000 | 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. | | | | | | | | | | | |
| CAI | CANCEL BACK | | | | | | | | | | |
| | ٨ | | | | | | | | | | |



5 Look through the list to verify the FRNs

Request an extension: Invoice Deadline Date

| running Request Numbers Eligible for E | xtension | | | | | | | | | |
|--|--|--|--------------------------|----------------------------------|---------------|----------------|------|--------|--|--|
| The funding request numbers listed below are elig The request must still be submitted and approved | gible for an Invoice Deadline Dat I by USAC before an extension c | e extension. an be granted. To edit your list of FRNs, us | se the Back button at th | ne bottom of this scre | een. | | | | | |
| Funding Request Number | FRN Nickname | Current Service Delivery Dead | lline | Current Invoice | Deadline Date | BEN | SPIN | | | |
| 1799006331 | FY2017 DF MFC | 6/30/2018 | 10/29/2018 160550 | | 16055092 | 5092 143035885 | | | | |
| REMOVE | | | | | | | | | | |
| Funding Request Numbers Ineligible for | Extension | | | | | | | | | |
| The funding request number(s) listed below a | re not eligible for an Invoice D | eadline Date extension. For more info | rmation, please revie | w the Reason for In | eligibility. | | | | | |
| Funding Request Number 1 | FRN Nickname | Reason for Ineligibility | Invoice Deadline | e Date Service Delivery Deadline | | BEN | I | SPIN | | |
| | | No items a | 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



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 exter For your records, a News Post and cor | ns rrespo | ion: Inv | oice D | Deadline Date | 2 ted IDD | extension request #29. | | | | |
|---|--|---------------------|---------------------------------|--|--------------|---|---|--------|-------|----------|
| Approved for an IDD extension The funding request number(s) listed | below | have been appro | ved for an ext | tension to the Invoice Deadline | e Date. | | | | | |
| Funding Request Number 1 | uest Number 1 FRN Nickname Original Invoice Deadline Date Extended Invoice Deadline Date BEN | | | BEN | S | PIN | | | | |
| 1799006331 | FY20 | 017 DF MFC | 10/29/2011 | 8 | 2/26 | 5/2019 | 6/30/2018 | 160550 |)92 1 | 43035885 |
| Denied for an IDD extension The funding request number(s) listed Funding Request Number | below | have been deniec | l for an exten ne | ision to the Invoice Deadline D Reason for Denial | ate. Ple | ease review the reason below for more i | information. Service Delivery Deadline | E | BEN | SPIN |
| | | | | | | | | | | |
| Ineligible for an IDD extension The funding request number(s) listed | below | are not eligible fc | or an Invoice [| Delivery Deadline extension.Ple | ease rev | view the reason below for more inform | ation. | | | |
| Funding Request Number | Ť | FRN Nicknam | e | Reason for Ineligibility | | Invoice Deadline Date | Service Delivery Deadline | 1 | BEN | SPIN |
| | | | | No | items a | available | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | CLOSE |

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.



| Noti | fications | | | | | | | | | |
|--|-----------------|---------------|--|-----------------|-----------------------------------|--------------|-------------------|--|--|--|
| Notification Type Invoice Deadline Extension | | | | Status 🕢 💿 All | | | | | | |
| | Funding Year | Select a Fund | ding Year | O Not Generated | | | | | | |
| | Notification | | Description | Issued Date | Generated By | Generated On | | | | |
| ٩ | Invoice Deadlin | e Extension | Invoice Deadline Extension - 8380 - NETWORKMAINE 16055092 | 10/14/2019 | EPC System 10/14/2019 2:01 PM EDT | | View Notification | | | |



Wrapping Up



What do I save for my files?

 \star Save all records for at least 10 years from the last date of service \star

- 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

