Change the Account Administrator

Note: Only the existing Account Administrator can establish a new Account Administrator

Before you begin:

The new Account Administrator must already be in the EPC system.

If the user is not in the system, you first must follow the steps to create a new user.

Table of Contents

Log In

NETWORKMAINE

Log 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

NETWORKMAINE   Change the Account Admin

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 EPC either through the

[A] pop-up (click on the "Continue" button) or

[B] the dashboard (click on the block for EPC)

NOTE: which one you see is dependent on whether you only have access to EPC with your email address or if that email address also has been given BEAR access

Universal Service Administrative Co.

Sign Out

anne.perloff@maine.edu ⌄

Dashboard

📅 Upcoming Dates   Schools and Libraries   Help?

No upcoming dates found.

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

[B]

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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**

[A]

Slide 6

My Applicant Landing Page

Universal Service Administrative Co.

Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 486 |
Appeal | IDD Extension | FCC Form 500 | SPIN Change | Service Substitution |
Manage Users | Manage Organizations | USAC Website | Contact Us | Help

Welcome, School District 6!

Pending Inquiries

Type	-- Select a Type -- ▼	**Application/Request**	-- Enter an Application/Request ID or Nickname --
Funding Year	-- Select a Funding Year -- ▼		

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				

Notifications

Notification Type	Please select a value ▼	**Status** ❓	● All
Funding Year	-- Select a Funding Year -- ▼		○ 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

Change the Account Administrator

My Applicant Landing Page

⑤ On the Landing Page, click on the link for the organization (either in the "Welcome" line or scroll to the "My Entities" section")

In most cases this will be the school district unless the organization is listed in EPC as an independent school

Universal Service Administrative Co.

Welcome, School District 6!

Pending Inquiries

| Type | -- Select a Type -- | Application/Request | -- Enter an Application/Request ID or Nickname -- |
| Funding Year | -- Select a Funding Year -- | | |

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				

Notifications

Notification Type	Please select a value	Status ⓘ ● All
Funding Year	-- Select a Funding Year --	○ 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

NETWORKMAINE

The organization's dashboard will display

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	**Applicant Type**	School District
Entity Number	116	**Status**	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	**Phone Number**	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	**Email**	school.district6.user1@mailinator.com
		Website URL	

Account Administrator

Name School District 6 User 1   <<< Current Account Administrator

General Contact

Name School District 6 User 1

⌄ Applicant Attributes

School District Sub-Type
- ☑ Public School District
- ☐ Private School District
- ☐ Charter School District
- ☐ ESA School District

Does this organization have an endowment? No

State School Code

State LEA Code

NCES Public State Code

NCES Public District Code

NCES Public Building Code

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

This process allows you to transfer the Account Administrator function to another individual.

Manage Organization
Modify Account Administrator
Create a Customer Service Case
Manage General Contact
Manage Organization Relationships
Create FCC Form 470
Create FCC Form 471
Create FCC Form 486
Manage Contracts
Create Appeal
Create SPIN Change Request
Create Service Substitution Request

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.user

Website URL

Account Administrator

Name School District 6 User 1

General Contact

Name School District 6 User 1

② Click on the "three dots" button to see more tasks and then select the "Modify Account Administrator" option

NETWORKMAINE

Change the Acct Admin

The list of users established in EPC for your organization will display, with the current Account Administrator checked

Organization Details

Name	School District 6	**FCC Registration Number**	1234564560
Address	100 Main Street Springfield, ME 04487	**Organization Type**	Applicant
Mailing Address	100 Main Street Springfield, ME 04487	**Phone Number**	555-555-7878
		Email	school.district6.user1@mailinator.com

Modify Account Administrator

Current Account Administrator

anne⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

Select a new Account Administrator *

	First Name	Last Name	Email	Title
☐	Jeffrey	▨▨▨▨▨	▨▨▨▨▨	Executive Director
☑	Anne	▨▨▨▨▨	▨▨▨▨▨	E-Rate Coordinator

CANCEL   CONTINUE

③ Check the check box located next to the user who you wish to make the new Account Administrator

Organization Details

Name	School District 6
Address	100 Main Street Springfield, ME 04487
Mailing Address	100 Main Street Springfield, ME 04487

FCC Registration Number	1234564560
Organization Type	Applicant
Phone Number	555-555-7878
Email	school.district6.user1@mailinator.com

Modify Account Administrator

Current Account Administrator

anne.perloff@maine.edu

Select a new Account Administrator *

	First Name	Last Name	Email	Title
☐				
☑	Jeffrey	Letourneau	jeffl@maine.edu	Executive Director
☐	Anne	Perloff	anne.perloff@maine.edu	E-Rate Coordinator

CANCEL   CONTINUE

④ Uncheck the check box next to the current Account Administrator

⑤ Click on the "CONTINUE" button

Change the Acct Admin

The email address / username of the Current Account Administrator and the email address / username of the New Account Administrator will display

Organization Details

Name	School District 6	**FCC Registration Number** 1234564560
Address	100 Main Street Springfield, ME 04487	**Organization Type** Applicant
Mailing Address	100 Main Street Springfield, ME 04487	**Phone Number** 555-555-7878
		Email school.district6.user1@mailinator.com

Modify Account Administrator

Current Account Administrator
anne▨▨▨▨▨▨▨▨▨▨▨▨

New Account Administrator
jeff▨▨▨▨▨▨▨▨▨▨▨▨

PREVIOUS | CANCEL | SUBMIT

⑥ Verify that the information is correct and click on the "SUBMIT" button

Words of Caution: *Once the "SUBMIT" button is clicked, you cannot change this action. To undo it, the new Account Administrator would have to log in and perform the steps to change the Account Administrator to a different user.*