## 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.



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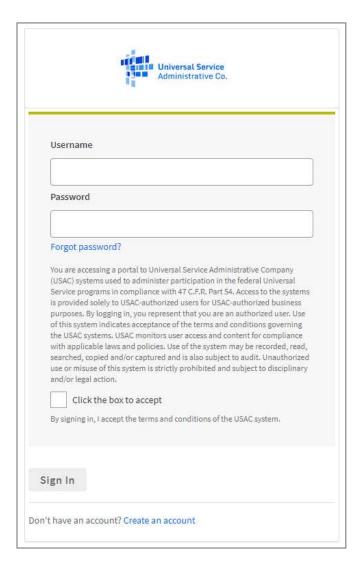
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## Log In



#### 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





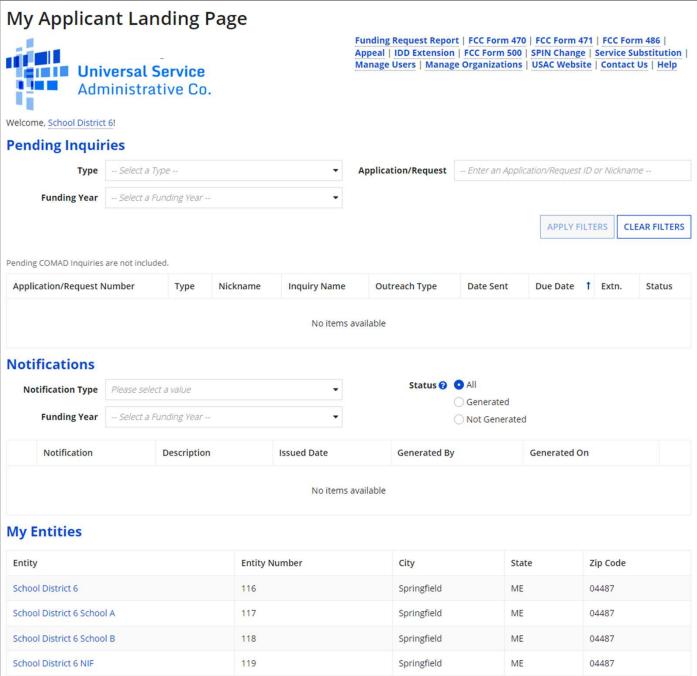
#### Log In

- 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 Universal Service Sign Out dependent on whether you only anne.perloff@maine.edu >> have access to EPC with your email Dashboard address or if that email address Upcoming Dates Schools and Libraries Help? also has been given BEAR access No upcoming dates found. Send us a message E-rate Productivity Center (EPC) - E-rate Program Click here participants use the E-rate Productivity Center to manage program processes, receive notifications and to contact Call us (888) 641-8722 Make Your Selection FCC Form 472 (BEAR) - Applicants file an FCC Form 472 В (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. 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. ©2020 Universal Service Administrative Company. All rights reserved. Continue Manage My Authentication Settings Slide 6

#### The EPC Landing Page will display





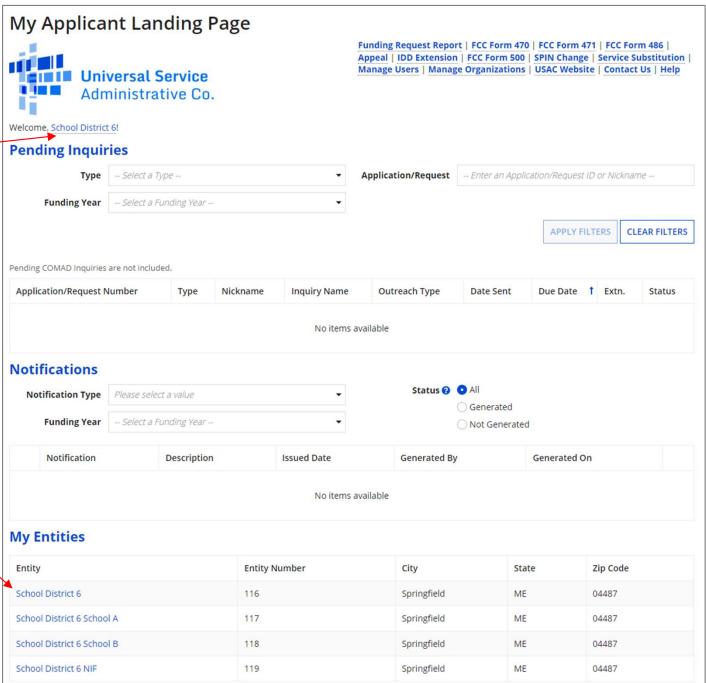


# Change the Account Administrator



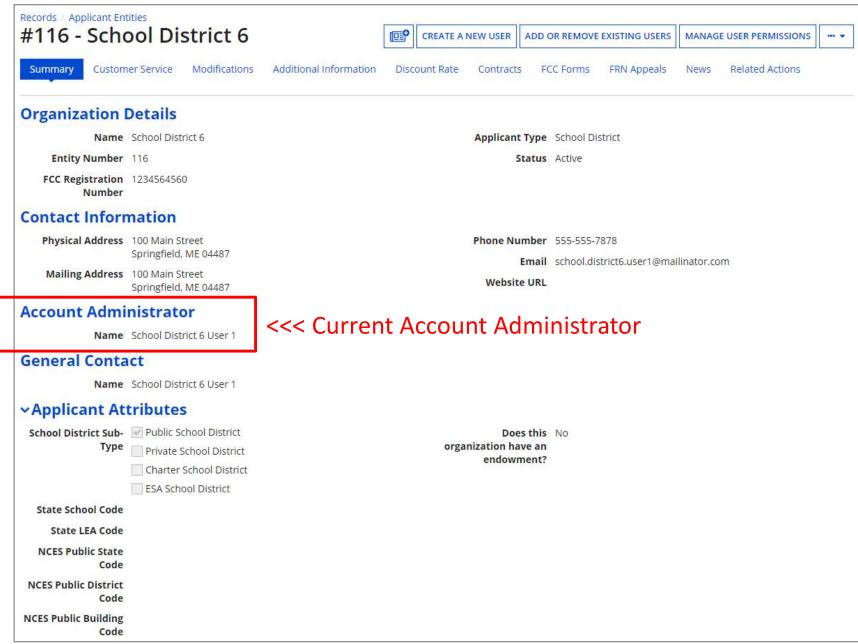
On the Landing
Page, click on the link
for the organization
(either in the
"Welcome" line or scroll
to the "My Entities"
section")

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

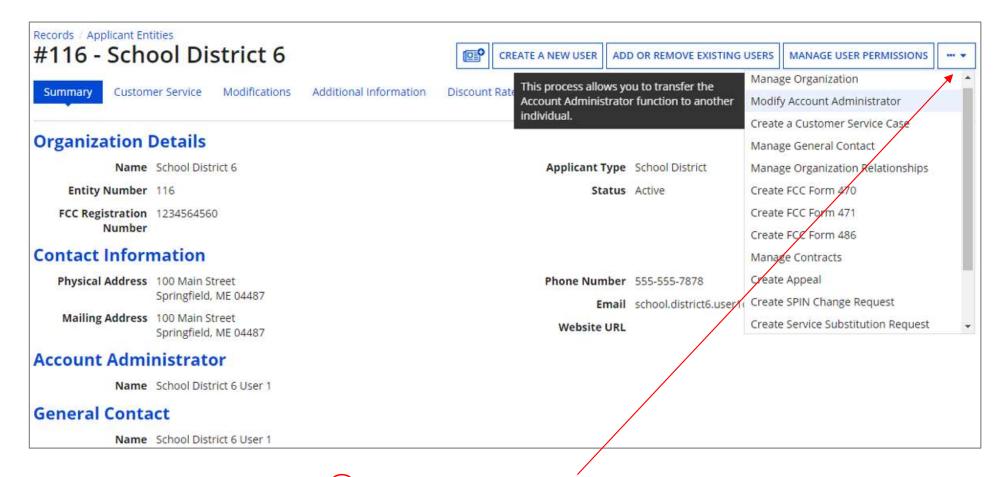




#### The organization's dashboard will display



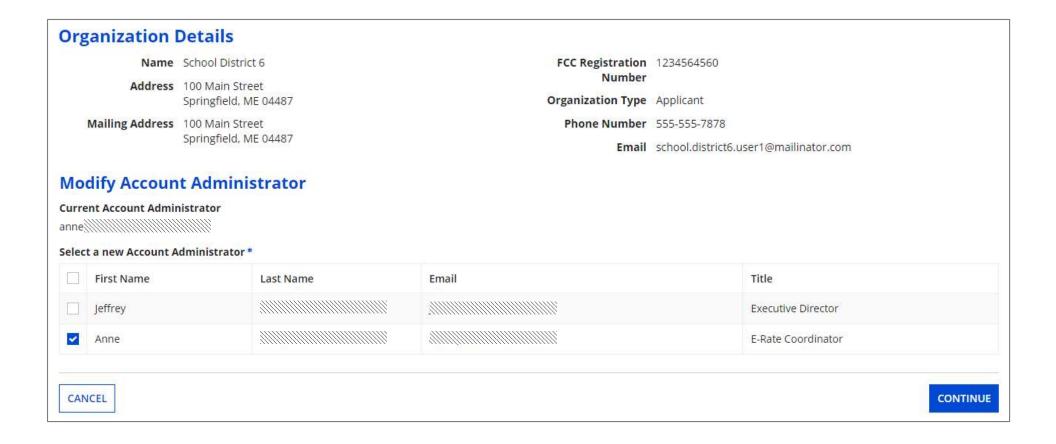




(2) Click on the "three dots" button to see more tasks and then select the "Modify Account Administrator" option

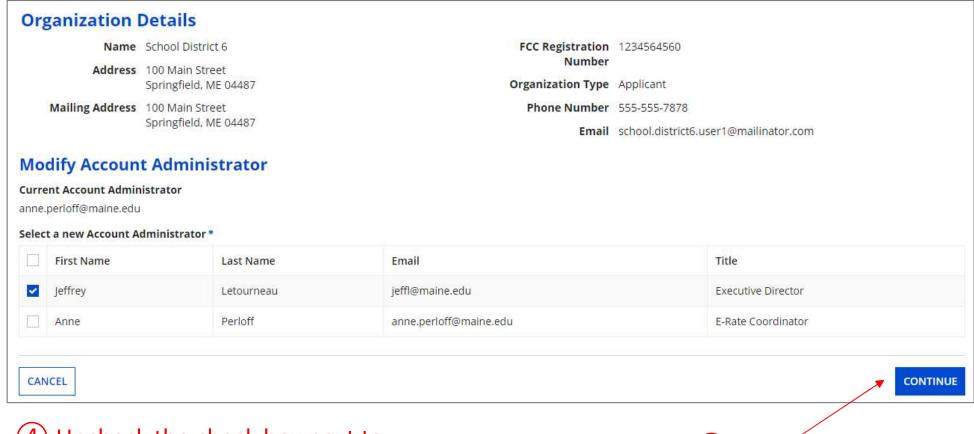


The list of users established in EPC for your organization will display, with the current Account Administrator checked





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



(4) Uncheck the check box next to the current Account Administrator





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

| Organization I                | Details                                  |                   |                                       |  |
|-------------------------------|--|-------------------|---------------------------------------|--|
| Name                          | School District 6                        | FCC Registration  | 1234564560                            |  |
| Address                       | 100 Main Street                          | Number            |                                       |  |
|                               | Springfield, ME 04487                    | Organization Type | Applicant                             |  |
| Mailing Address               | 100 Main Street<br>Springfield, ME 04487 | Phone Number      | 555-555-7878                          |  |
|                               |  | Email             | school.district6.user1@mailinator.com |  |
| <b>Modify Accoun</b>          | nt Administrator                         |                   |                                       |  |
| Current Account Administrator |  |                   | New Account Administrator jeff        |  |
| PREVIOUS CANCEI               |  |                   | 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.

