Updating Your EPC Profile for FY2024 During the Administrative Window



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The Basics



What is the Administrative Window?

The Administrative Window is a designated timeframe for applicants to update EPC profiles in preparation for the upcoming FCC Form 471 Application Filing Window. Once the Administrative Window closes, profiles are locked down for use by all applicants.

During the Administrative Window, independent schools and school districts must update their EPC profiles with student count data (enrollment and NSLP numbers) and must make any organization relationship changes such as the list of schools belonging to a district.

Student count data is reported for two purposes:

- 1. to calculate your E-Rate discount
- 2. to calculate your Category 2 Budget

It is extremely important that you make your profile updates during the Administrative Window as it is generally impossible to do so once the window closes.

FY2024 Administrative Window:

October 24, 2023 – TBD (just before the FY2024 Form 471 Window Opens)



What if my district's organizational structure has changed?

Contact the state E-Rate coordinator for assistance in the following situations:

- A school district has split:
 - schools that have left one school district will need to be detached and moved to their new district
- School districts have merged:
 - schools will need to be attached to their new parent school district
- A new school has opened:

a new billed entity number will need to be created for any new schools

Maine State E-Rate Coordinator for Schools: Anne Perloff (207) 581-3584 anne.perloff@maine.edu



What should I be updating?

Changes that can be made during the Admin Window

Account Administrator – verify this is the appropriate person and replace with a new user if necessary

Update entity contact information, FCC registration number

Update user permissions

Add new entities or close entities via a customer service case

Update entity relationships (such as child schools)

Update entity sub types

Update student counts

Request an increase to your Category 2 Budget





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

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

Password		
10354010		
Forgot pass	word?	
(USAC) system Service progra is provided so purposes. By of this system the USAC system with applicate searched, cop	s used to administer partici ms in compliance with 47 C lely to USAC-authorized use ogging in, you represent the indicates acceptance of the ems. USAC monitors user ac e laws and policies. Use of I ed and/or captured and is a of this system is strictly pro	rvice Administrative Company ipation in the federal Universal 2.F.R. Part 54. Access to the systems ers for USAC-authorized business at you are an authorized user. Use terms and conditions governing ccess and content for compliance the system may be recorded, read, also subject to audit. Unauthorized hibited and subject to disciplinary
Click	ne box to accept	



(3) Complete the steps as prompted to obtain and enter a one-time verification code

Once you have successfully logged into One Portal, access EPC either through the

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

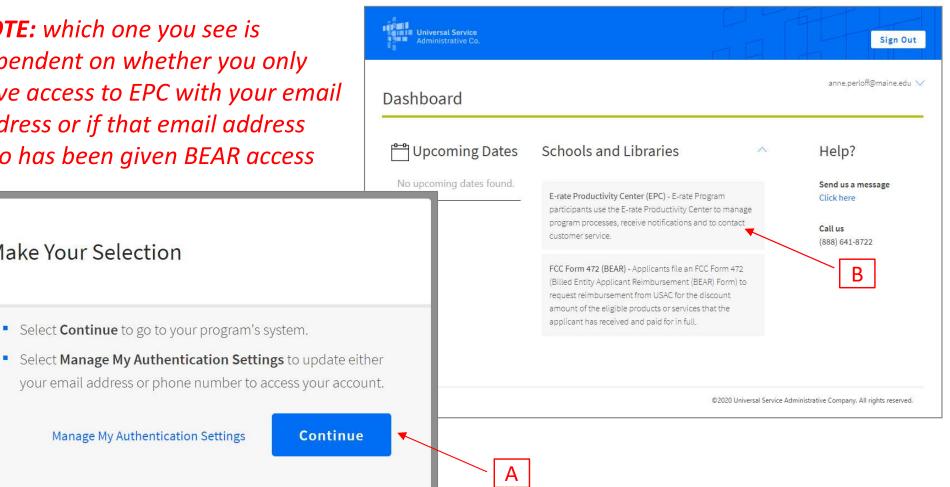
B the dashboard (click on the block for EPC)

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

Select Continue to go to your program's system.

Manage My Authentication Settings

Make Your Selection



Your EPC Landing Page will display

	versal Serv ninistrative			Funding Request Repo FCC Form 500 SPIN Cl Manage Users Manag	nange Service Sub	stitution H	Hurricane Imp	act Designation
Welcome, School District Pending Inquir	-							
	- Select a Type			Application/Request	Enter an Applicat	ian/Regulart		
Туре					- Епісеї ап'ярріїсац	ю плециезс -		
Funding Year	Select a Funding	g Year	•					
						AF	PPLY FILTERS	CLEAR FILTERS
Pending COMAD Inquiries	are not included.							
Application/Request N		Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	† Extn.	Status
Notification Type	Please select a va	lue		Status 👔	• All Generated			
	Please select a va Select a Fundin		•					
100- 1	Select a Funding				O Generated	Generated	d On	
Notification Type Funding Year Notification	Select a Funding	g Year	Issued Date		O Generated	Generated	d On	
Notification Type Funding Year Notification	Select a Funding	g Year escription	Issued Date	Generated B	O Generated		d On Zip Code	
Notification Type Funding Year Notification My Entities	Select a Funding	g Year escription	Issued Date No ite	Generated B	Generated Not Generated	ate		
Notification Type Funding Year Notification	Select a Funding	g Year escription En	Issued Date No ite	Generated B ms available City	Generated Not Generated y	ate	Zip Code	
Notification Type Funding Year Notification My Entities Entity School District 6	Select a Funding	g Year escription E: 11 11	No ite	Generated B ms available City Springfield	Generated Not Generated y Sta	ate	Zip Code 04487	



School Districts



What data should districts update?

School districts report student counts for two purposes:

- 1. To calculate your district's E-Rate discount percentage → REQUIRED ANNUALLY (←
 - entered on the summary page for each school in your district
- 2. To update data for your district's Category 2 Budget
 - → REQUIRED FIRST YEAR APPLYING FOR C2 +
 - → OPTIONAL SUBSEQUENT YEARS \←
 - either entered per school or as an aggregate
 - if your district has 10 or fewer sites: enter C2 data for each school
 - if your district has 11 or more sites: enter C2 data as an aggregated, single number for the entire district
 - you only need to update these student counts once for your 5 Year C2 Budget
 - If you previously entered budget data for the FY2021 FY2025 cycle, you are not required to update it
 - If you wish to if your student data has fluctuated to your benefit, such as an increased student enrollment – you may request to update your district C2 budget data

School Districts: Updating NSLP Data in the EPC Profile

→ REQUIRED ANNUALLY +



My Applicant Landing Page 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 Universal Service Administrative Co. Welcome, School District 6! **Pending Inquiries** Туре Select a Type -. Application/Request --- Enter an Application/Request ---- Select a Funding Year --**Funding Year** . APPLY FILTERS CLEAR FILTERS Pending COMAD Inquiries are not included. Application/Request Number Nickname Inquiry Name Outreach Type Date Sent Due Date 1 Extn. Status No items available Notifications Status 🕢 🚺 All Notification Type Please select a value . Generated **Funding Year** -- Select a Funding Year --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





The summary page for that school will display

Districts: NSLP Data

Records / Applicant En #117 - Scho	ool District 6 Sch	ool A		∎°	MANAGE ORGANIZATION MANAGE ANNEXES	
Summary Modific	cations Additional Information	Category Two Budget	Contracts FCC Forms News	Related Actions		
Organization	Details					
Name	School District 6 School A		Applicant Type	School	(2) Click on the	"MANAGE
Entity Number	117		Status	Active		
FCC Registration					ORGANIZATION	putton
Number					to proceed	
Contact Inform	mation					I
Physical Address			Phone Number	555-555-5556		
	Springfield, ME 04487 Washington		Email	school.district6.user1	@mailinator.com	
Mailing Address	123 South Street		Website URL			
Manning Address	Springfield, ME 04487 Washington					
Applicant Info	ormation					
Latitude	Not Found		User-Entered			
Longitude	Not Found		Latitude			
Urban/Rural Status			User-Entered Longitude			
School Sub-Type	Public School		User-Entered	Pural		
	Private School		Urban/Rural Status	Rula		
	Pre-K		Community	No		
	Head Start		Eligibility Program			
	Adult Education		(CEP)?			
	Juvenile Justice		Alternative Discount Method	None		
	Dormitory		Does this	No		
	Charter School		organization have an			
	Tribal School		endowment?			
	New Construction School		Number of Full Time Students	100		
	Swing Space		Total Number of	50		
	Detention Center		Students Eligible for			
	General-Use School		National School Lunch Program			
	ESA School		(NSLP)			
	BIE					Slide 15
	ESA School District with no Scho	1012				1

An editable version of the summary page will display

117 - School District 6 School A ummary Modifications Additional Information Category Two Bud	get Contracts FCC Forn	ns News Related Actions
Modify An Organization		
Name *	Organization Type	(4) Then scroll down
School District 6 School A	Applicant	the page to the "School
Physical Address		Information" section
Address Line 1 *	Zip Code *	mornation section
123 South Street	04487	
Address Line 2	Zip Code Extension	
City *	Click the button below t	to get standard USPS address
Springfield	County *	
State *	Other	•
ME	Please ensure that the a Please Specify *	address, city, state, and zip code are correct
(3) Select a county if one	Washington	
is not already listed here	Please enter the name of verify MY ADDRES	of the county and ensure that it is spelled correctly



School Information	
School Sub-Type *	Is this school part of a school district?
Public School	Yes
O Private School	
Check All That Apply Show Help	
Pre-K	New Construction School
Head Start	Swing Space
Adult Education	Detention Center
Juvenile Justice	General-Use School
Dormitory	ESA School
Charter School	BIE
Tribal School	
Number of Full Time Students *	2 Total Number of Students Eligible for National School Lunch Program (NSLP) 😪 *
100	▲ 50
Community Eligibility Program (CEP)? *	Alternative Discount Method *
○ Yes	None
 No 	Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP
Does this organization have an endowment? *	
O Yes At a r	ninimum, you should annually update:
 No 	
1 tł	ne number of full time students

2 the total number of students eligible for NSLP



School Information	
School Sub-Type *	Is this school part of a school district?
Public School	Yes
O Private School	
Check All That Apply Show Help	
Pre-K	New Construction School
Head Start	Swing Space
Adult Education	Detention Center
Juvenile Justice	General-Use School
Dormitory	ESA School
Charter School	BIE
Tribal School	
Number of Full Time Students *	Total Number of Students Eligible for National School Lunch Program (NSLP) 🛛 *
100	50
Community Eligibility Program (CEP)?*	Alternative Discount Method *
○ Yes	None -
O No	Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP

(5) Edit the fields for the "Number of Full Time Students" and the "Total Number of Students Eligible for National School Lunch Program (NSLP)"

For best results, use the numbers reported to the Maine State Department of Education for the current academic year. During PIA review, USAC will validate your discount by comparing your profile data to DoE data.



Calculate former attan

Number of Full Time Students *	Total Number of Students Eligible for National School Lunch Program (NSLP) 📀 •
110	60
Community Eligibility Program (CEP)? *	Alternative Discount Method *
() Yes	None
O No	Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP
Does this organization have an endowment?*	
⊖ Yes	
O No	
State School Code	
State LEA Code	
NCES Public State Code	
NCES Public District Code	
NCES Public Building Code	
Category Two (C2) Budget Information We calculate your Category Two budget and your discount rate separately, and so we collect so year within a Category Two budget cycle, so this number needs to be updated less frequently to Total Students for C2 Budget •	eparate numbers for each. You are allowed to re-use your Category Two student count from year to than the student count for your discount rate.
120	
FCC Registration Number 😧	
1234564560	
CANCEL 6 Click on the "SUBMI	T" button to save the changes

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

CANCEL

7 Enter a Modification Nickname to remind yourself what changes were made



SUBMIT

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

Updated NSLP for School A

CANCEL

8 Click on the "SUBMIT" button



SUBMIT

	ool District 6 Sch						MANAGE ORGANIZATION MANAGE ANNEX
Summary Modific	ations Additional Information	Category Two Budget	Contracts	FCC Forms	News F	Related Actio	ons
Organization	Details						
Name	School District 6 School A			App	licant Type	school	
Entity Number	117				Status	Active	
FCC Registration Number	1234564560						
Contact Inform	nation						
Physical Address	123 South Street			Pho	ne Numbe	r 555-555-5	5556
	Springfield, ME 04487				Emai	school.di	strict6.user1@mailinator.com
Mailing Adduces	Washington			W	ebsite URI	6	
Mailing Address	123 South Street Springfield, ME 04487 Washington						
Applicant Info	rmation						
Latitude	Not Found			Us	er-Entered	1	
Longitude	Not Found				Latitude	9	
Urban/Rural Status	Not Found			Us	er-Entered		
School Sub-Type	Public School			i le	er-Entered		
• • • • • • • • • • • • • • • • • • •	Private School				ural Status		
	Pre-K			c	Community	No No	
	Head Start			Eligibili	ty Program (CEP)		
	Adult Education			Altornativ	e Discount		
	Juvenile Justice			Alternativ	Method		
	Dormitory				Does this	s No	
	Charter School			organizati			T 1
	Tribal School			Second Second	dowment	1000000	The summary page
	New Construction School			Number o	of Full Time Students		
	Swing Space			Total	Number o	÷.	
	Detention Center			T-0812227	Eligible for	229297	will re-display with the updated NSLP
	General-Use School				onal Schoo		
	ESA School			Lund	h Program (NSLP)	S2 -	information

NETWORKMAINE

<u>_</u>

Adn		<mark>Service</mark> tive Co.		Funding Request Repo FCC Form 500 SPIN C Manage Users Manag	hange Service S	Substitution	Hurric	ane Impa	ct Designat
Welcome, School District									
Туре	- Select a 1	Type	•	Application/Request	Enter an Appli	ication/Request			
Funding Year	Select a F	Funding Year	-						
						A	PPLY F	ILTERS	CLEAR FILTE
Pending COMAD Inquiries	are not includ	ded.							
Application/Request N	Number	Nickname	Inquiry Name	Outrea <mark>c</mark> h Type	Date Sent	Due Date	t	Extn.	Status
Notifications			NO Iten	ns available					
Notifications Notification Type Funding Year	Please sele Select a F	ct a value Funding Year	No iten	ns available Status 🧿	 All Generated Not Generated 	d			
Notification Type			•		O Generated	d Generate	d On		
Notification Type Funding Year		Funding Year	• Issued Date	Status 🕡	O Generated		d On		
Notification Type Funding Year		Funding Year	• Issued Date	Status 🕑 Generated B	O Generated		d On		
Notification Type Funding Year Notification		Funding Year	• Issued Date	Status 🕑 Generated B	Generated Not Generated			Zip Code	
Notification Type Funding Year Notification My Entities		Funding Year	- Issued Date No item	Status () Generated B ms available	Generated Not Generated	Generate		Zip Code 04487	
Notification Type Funding Year Notification My Entities Entity	Select a P	Funding Year	Issued Date No iter	Status () Generated B ms available City	Generated Not Generated	Generate			
Notification Type Funding Year Notification My Entities Entity School District 6	- Select a F	Funding Year	Issued Date No iter Entity Number 116	Status () Generated B ms available City Springfield	Generated Not Generated	Generate State ME		04487	

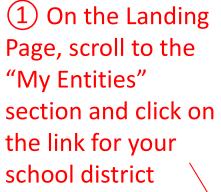
NOTE: NIFs do not have their own enrollment or NSLP data



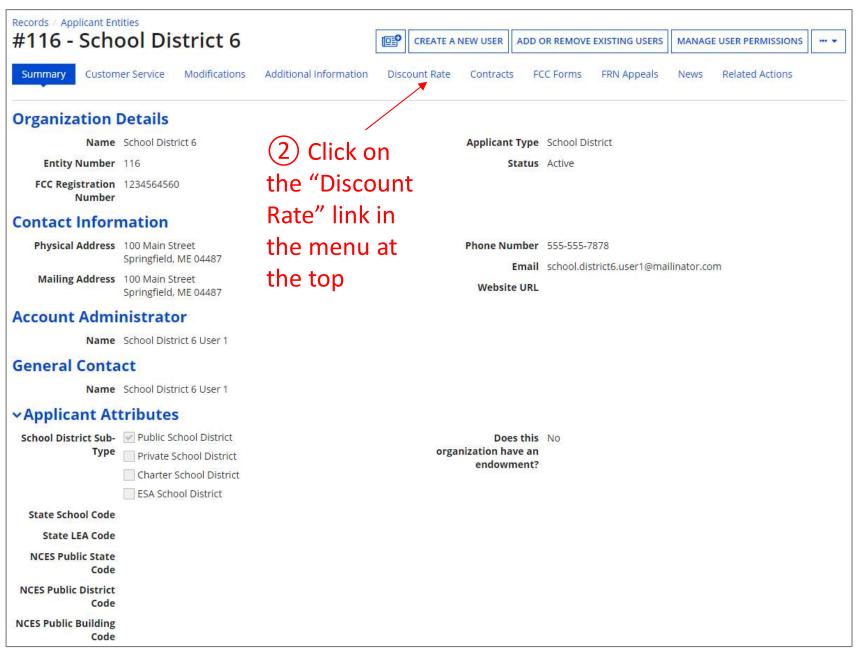
School Districts: Checking for Discount Rate Errors



My Applicant Landing Page 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 Universal Service Administrative Co. Welcome, School District 6! **Pending Inquiries** Туре Select a Type -. Application/Request --- Enter an Application/Request ---- Select a Funding Year --**Funding Year** APPLY FILTERS CLEAR FILTERS Pending COMAD Inquiries are not included. Application/Request Number Nickname Inquiry Name Outreach Type Date Sent Due Date 1 Extn. Status No items available Notifications Status 🕢 🚺 All Notification Type Please select a value . Generated **Funding Year** -- Select a Funding Year --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









The discount rate for the school district displays

NOTE:

Category One and Category Two discounts may be different depending on which band your NSLP percentage falls in.

Summary Customer Service	Modifications Additional	Information Discount Rate	Category Two Budget Contracts	FCC Forms FRN Appeals	News Related Actions
equested Discount	Rate - School Distri	ct 6 (BEN: 116) - FY2			
ore than 50 percent of your in	dividual schools must be rural	for the school district to be co	nsidered rural.		
		for the school district to be co	nsidered rural.	·	
lore than 50 percent of your in his discount rate has not been appr School District Full-time Enrollment		for the school district to be co School District NSLP Percent	school District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate



Records / Applicant		OVER PUB	LIC SCHOOLS							
Summary Additional Information Discount Rate Contracts FCC Forms News Related Actions										
A Requested	A Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2019									
The information in	your organization!	s profile is not suffici	ent to calculate your Discount Rate.							
More than 50 perce	nt of your individ	ual schools must be	e rural for the school district to be	considered rural.						
This discount rate has	not been approved f	for the current year			,					
School District Ful Enrollment	l-time	School District NS Count	LP School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate				
229		88	38%							
SHOW ENTITIES						'				

If you see an error message instead of the discount for your school district, there is an issue with one or more of the schools in your district



Summary Additional Informa	ation Discount Rate Contra	acts FCC Forms News	Related Actions		
Requested Discour	nt Rate - ANDOVER P	UBLIC SCHOOLS (B	EN: 17008896) - FY2019		
The information in your organiz	ation's profile is not sufficient to	calculate your Discount Rate.			
ne mormation in your organiz					
	dividual schools must be rural	for the school district to be co	onsidered rural.		
		for the school district to be co	onsidered rural.		
ore than 50 percent of your in	dividual schools must be rural	for the school district to be co	onsidered rural.		
ore than 50 percent of your in s discount rate has not been appr chool District Full-time	dividual schools must be rural oved for the current year School District NSLP	School District NSLP	School District Urban/Rural	Category One Discount	Category Two Discount
	dividual schools must be rural			Category One Discount Rate	Category Two Discount Rate

3 Click on the "SHOW ENTITIES" button to display a list of the schools in the district



One or more of your schools is likely missing information or is unable to accurately calculate a discount

	Discour	nt Rate Contract	ts FCC Forms News R	Related Actions		
Requested Discount	Rate - /	ANDOVER P	UBLIC SCHOOLS (E	3EN: 17008896) - FY2019		
The information in your organizatio	n's profile i	s not sufficient to	calculate your Discount Rate.			
ore than 50 percent of your indiv	dual schoo	ols must be rural	for the school district to be o	considered rural.		
s discount rate has not been approve	d for the cur	rrent year				
School District Full-time Enrollment	School I Count	District NSLP	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
	88		38%			
229	00					
HIDE ENTITIES						
HIDE ENTITIES	BEN	Total Number (School	Of Students Enrolled In	Total Number Of Students in Schoo For NSLP	ol Eligible Urban/Rural Statu	s Alternative Discount



Summary Additional Information	Discour	nt Rate Contrac	ts FCC Forms News F	Related Actions			
Requested Discount	Rate - /	ANDOVER P	UBLIC SCHOOLS (E	3EN: 17008896) - FY2019			
The information in your organizatio	n's profile i	s not sufficient to	calculate your Discount Rate.				
ore than 50 percent of your indivi	idual scho	ols must <mark>b</mark> e rural	for the school district to be	considered rural.			
is discount rate has not been approve	d for the cu	rrent year					
School District Full-time Enrollment	School Count	District NSLP			Catego Rate	ory One Discount	Category Two Discount Rate
229	88		38%				
HIDE ENTITIES							
ntity Details			Of Students Enrolled In	Total Number Of Students in Schoo	l Eligible	Urban/Rural Status	Alternative Discount
Organization	BEN	School	or students enrolled in	For NSLP		Urban/Rurai Status	Alternative Discourte

(4) Click on the link for a school with an issue to go to that school's summary page



5 Click on the school's "MANAGE ORGANIZATION" button and fix any issues that are causing the discount not to calculate

Records / Applicant Ent #4001 - AN	DOVER ELEME	NTARY S	SCHO	OOL			∎ ₽	MANAGE ORGANIZATION	MANAGE ANNEX
Summary Addition	nal Information Contracts	FCC Forms N	News	Related Actions					
Organization I	Details								
Name	ANDOVER ELEMENTARY SCHO	OL			Applicant Type	School			
Entity Number	4001				Status	Active			
FCC Registration Number									
Contact Inform	nation								
Physical Address	85 PINE STREET				Phone Number	207-392-4381			
	ANDOVER, ME 04216 OXFORD				Email				
Mailing Address	PO BOX 70 ANDOVER, ME 04216-0070 OXFORD				Website URL				



6 Return to the "Discount Rate" section for the school district and verify that the discount now displays

Records / Applicant Entities #17008896 - AN		SCHOOLS			e
Summary Additional Inforn	nation Discount Rate Cont	racts FCC Forms News	Related Actions		
	ndividual schools must be rural		N: 17008896) - FY2019 onsidered rural.		
School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
229	88	38%	Rural	70%	70%
SHOW ENTITIES				L	



School Districts: Entering Category 2 Enrollment Data in the EPC Profile By School

→ REQUIRED FIRST YEAR APPLYING FOR C2 IN THE CURRENT BUDGET CYCLE → OPTIONAL SUBSEQUENT YEARS ←

Notes:

For a district with 10 or fewer schools, EPC can calculate a higher C2 budget by utilizing the funding floor if any of your schools has less than 150 students. Use the "by school" method to report your student counts for each school in order to take advantage of the higher budget calculation.

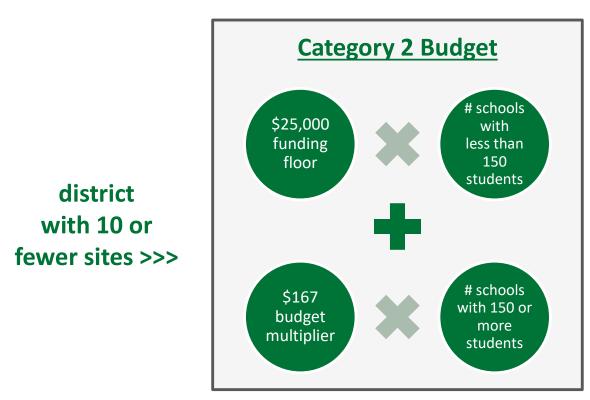
If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers.



When should I use this method?

Districts with 10 or fewer sites can calculate their C2 budgets on a **per-school basis** by entering student counts separately for each eligible site

Doing so allows you to take advantage of the higher budget amount for each <u>building</u> (the funding floor VS the budget multiplier * enrollment)





Districts: C2 Data By School

My Applica		0 0						
	versal Ser ninistrativ			Funding Request Repo FCC Form 500 SPIN Cl Manage Users Manag	hange Service	Substitution	Hurricane Imp	act Designat
Welcome, School District								
Pending Inquir	ies							
Туре	Select a Type -	<u>2</u>	•	Application/Request	Enter an App	lication/Request	11	
Funding Year	Select a Fundi	ng Year	•					
						A	PPLY FILTERS	CLEAR FILT
Pending COMAD Inquiries Application/Request N		Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	t Extn.	Status
			No iter	ms available				
Notifications Notification Type Funding Year	Please select a v Select a Fundi		No iter	Status 👌	O Generated	ed		
	Select a Fundii		•	Status 👌	O Generated	ed Generate	d On	
Notification Type Funding Year	Select a Fundii	ng Year	• Issued Date	Status ၇	O Generated		d On	
Notification Type Funding Year	Select a Fundii	ng Year	• Issued Date	Status 😧 Generated B	O Generated		d On	
Notification Type Funding Year Notification	Select a Fundii	ng Year Description	• Issued Date	Status 😧 Generated B	O Generated		d On Zip Code	
Notification Type Funding Year Notification My Entities	Select a Fundii	ng Year Description	• Issued Date No iter	Status 🕡 Generated B ms available	O Generated	Generate		
Notification Type Funding Year Notification My Entities Entity	Select a Fundi	ng Year Description	Issued Date No iter Entity Number	Status 🧿 Generated B ms available City	O Generated	Generate	Zip Code	2
Notification Type Funding Year Notification My Entities Entity School District 6	Select a Fundi	ng Year	Issued Date No iter Entity Number 116	Status () Generated B ms available City Springfield	O Generated	Generate State ME	Zip Code 04487	

 On the Landing Page, scroll to the "My Entities" section and click on the link for your district



The summary page for your school district will display

#116 - Scho	ool District 6			P	CREATE A NEW USER	ADD OR RE	MOVE EXISTING USE	ERS MAN	NAGE USER PE	RMISSIONS		
Summary Custom	er Service Modifications	Additional Information	Discount Rate	Cat	egory Two Budget	Contracts	FCC Forms FI	RN Appeal	s News	Related Ad	tions	
Organization	Details											
Name	School District 6				Applicant Type	School Distr	ict					
Entity Number	116				Status	Active						
FCC Registration Number	1234564560											
Contact Inform	nation											
Physical Address	100 Main Street Springfield, ME 04487				Phone Number		78 ct6.user1@mailina	tor com				
Mailing Address	100 Main Street Springfield, ME 04487				Website URL	301001.01301	cto.user remaina	ion.com				
Account Admi	nistrator											
Name	School District 6 User 1											
General Conta	ct											
Name	School District 6 User 1											



Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? 📀

One number for my whole district

A number for each school in the district

Sum of Student Counts of all Schools in the District

340

School Information

2 Scroll down the page to the "Category Two
 (C2) Budget Information" section to review the student count information currently in your profile

				APPLY FILTERS	CLEAR FILTERS
Entity Number	t	Entity Name	Total Students for C2 Budget	Is the student cour estimated? 😧	Eligible for C2 budget ?
117		School District 6 School A	110	N/A	0
118		School District 6 School B	230	N/A	0

NOTE: the "Sum of Student Counts" is automatically summed from the counts of the individual schools in your district



Updating Your EPC Profile

③ To make changes to the student count information, return to the top of the page

#116 - Scho	ool District 6			e	CREATE A NEW USER	ADD OR RE	MOVE EXISTING	USERS	MANAGE U	JSER PER	RMISSIONS	
Summary Custom	er Service Modifications	Additional Information	Discount Rate	Cat	egory Two Budget	Contracts	FCC Forms	FRN Ap	peals N	News	Related Ac	tions
Organization I	Details											
Name	School District 6				Applicant Type	School Distr	ict					
Entity Number	116				Status	Active						
FCC Registration Number	1234564560											
Contact Inform	nation											
Physical Address	100 Main Street Springfield, ME 04487				Phone Number							
Mailing Address	100 Main Street Springfield, ME 04487				Website URL	school.distri	ict6.use <mark>r1</mark> @mail	inator.co	m			
Account Admi	nistrator											
Name	School District 6 User 1											
General Conta	ct											



(4) Click on the "..." button and choose the "Manage Organization" option from the menu

Records / Applicant Ent #116 - Scho	ities ool District 6			CREATE A NEW USE	R ADD OR REMOVE EXISTING	USERS MANAGE USER PERMISSIONS
	er Service Modifications	Additional Information	Discount Rate	Category Two Budget	Contracts FCC Forms	Manage Organization Modify Account Administrator
Organization [Details					Create a Customer Service Case Manage General Contact
Name	School District 6			Applicant Type	School District	Manage Organization Relationships
Entity Number	116			Status	Active	Create FCC Form 470
FCC Registration Number	1234564560					Create FCC Form 471
Contact Inform	nation					Create FCC Form 486
Physical Address				Phone Number		Manage Contracts Create Appeal
Mailing Address	100 Main Street Springfield, ME 04487			Emai Website URL	school.district6.user1@maili	Create SPIN Change Request



An editable version of the summary page for your school district will display

ummary Customer Service Modifications Additio	onal Information Discount Rate	Category Two Budget Contracts	FCC Forms	FRN Appeals	News	Related Actions
		Category Two Budget Contracts	FCC FOILIS	FRIV Appeals	INCW3	Related Actions
Modify An Organization						
Name*		Organization Type				
Calcul District of		Applicant				
School District 6		0.05.000.000				
Physical Address						
Physical Address Address Line 1*		Zip Code *				
Physical Address						
Physical Address Address Line 1*		Zip Code *				
Physical Address Address Line 1 * 100 Main Street		Zip Code * 04487				
Physical Address Address Line 1* 100 Main Street Address Line 2		Zip Code * 04487				
Physical Address Address Line 1 * 100 Main Street		Zip Code * 04487 Zip Code Extension				



A CONTRACTOR OF A CONTRACTOR

(5) Scroll down the page to the "Category"

Two (C2) Budget Information" section

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? 📀 *

One number for my whole district

O A number for each school in the district

Sum of Student Counts of all Schools in the District

340

School Information

Entity Number or Name

--Please enter an entity name(at least 3 characters) or an entity number--

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? 😧	Eligible for C2 budget?	
117	School District 6 School A	110	N/A	0	EDIT
118	School District 6 School B	230	N/A	0	EDIT



Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? 😯 *

One number for my whole district

🗿 A number for each school in the district <

Sum of Student Counts of all Schools in the District

340

School Information

Entity Number or Name

--Please enter an entity name(at least 3 characters) or an entity number--

	Eligible for C2 budget?	Is the student count estimated? 🕑	Total Students for C2 budget	Entity Name	Entity Number
EDIT	• 1	N/A	110	School District 6 School A	117
EDIT	 Image: A start of the start of	N/A	230	School District 6 School B	118

7 Click on the "EDIT" button for a school to modify that school's data for C2 budget calculations

(6) The option for "A number for each

in order to proceed with this method

school in the district" is selected by default -

if it is not currently selected, choose it now



APPLY FILTERS

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? @*

One number for my whole district

A number for each school in the district

Sum of Student Counts of all Schools in the District

340

School Information

Entity Number or Name

--Please enter an entity name(at least 3 characters) or an entity number--

8 Enter the new number of students for this school

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? 🔞	Eligible for C2 budget?
117	School District 6 School A	120	N/A	UPDATE
118	School District 6 School B	230	N/A	S EDIT

(9) Then click on the "UPDATE" button



CLEAR FILTERS

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? @*

One number for my whole district

• A number for each school in the district

Sum of Student Counts of all Schools in the District

340

The student count is not recalculated until you submit all your updates

School Information

Entity Number or Name

--Please enter an entity name(at least 3 characters) or an entity number--

(1) Repeat this process for each school in your organization that you need to update

APPLY FILTERS CLEAR FILTERS

Updates made to the C2 information for your schools in the table below are going to be saved once you click on the Submit button on this screen.

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? 😧	Eligible for C2 budget?	
117	School District 6 School A	120	N/A	۲	EDIT
118	School District 6 School B	230	N/A	۲	EDIT
egistration Number 🔞	9				≪
egistration Number 🕃	9				≪ < 1-2 of 2



12 Enter a Modification Nickname to remind yourself what changes were made

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

CANCEL



SUBMIT

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

C2 Budget Count Updates

CANCEL

(13) Then click on the "SUBMIT" button



SUBMIT

The summary page for your school district will display

#116 - Scho	ool District 6			•	CREATE A NEW USER	ADD OR RE	MOVE EXISTING USER	S MANAG	E USER PER	RMISSIONS	
Summary Custom	er Service Modifications	Additional Information	Discount Rate	Cat	egory Two Budget	Contracts	FCC Forms FRN	I Appeals	News	Related Ac	tions
Organization	Details										
Name	School District 6				Applicant Type	School Distr	ict				
Entity Number	116				Status	Active					
FCC Registration Number	1234564560										
Contact Inform	nation										
Physical Address	100 Main Street Springfield, ME 04487				Phone Number Email		78 ict6.user1@mailinato	r com			
Mailing Address	100 Main Street Springfield, ME 04487				Website URL	301001.01301	cco.asci remainato				
Account Admi	nistrator										
Name	School District 6 User 1										
General Conta	ict										
Name	School District 6 User 1										



School Districts: Entering Category 2 Enrollment Data in the EPC Profile By Aggregate

→ REQUIRED FIRST YEAR APPLYING FOR C2 IN THE CURRENT BUDGET CYCLE → OPTIONAL SUBSEQUENT YEARS ←

Notes:

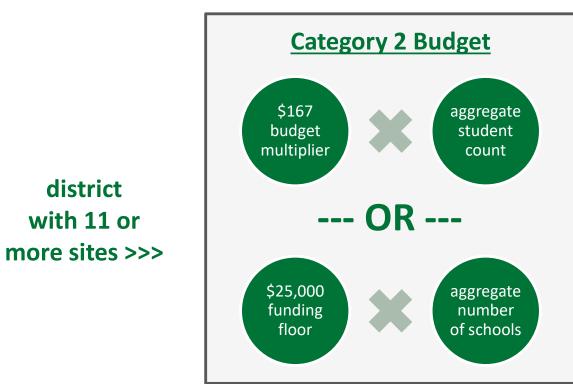
For a district with 10 or fewer schools, EPC can calculate a higher C2 budget by utilizing the funding floor if any of your schools has less than 150 students. If you opt to report your student count as one district-wide aggregate number, EPC will not allow you to do this.

If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers.



When should I use this method?

Choose this option if your district has 11 or more sites. Using this method, you only need to enter the total number of students throughout the district without detailing the precise number for the individual schools. Your C2 budget will be calculated using the district's **aggregate student count** and the aggregate funding floor (the funding floor * the aggregate number of schools).



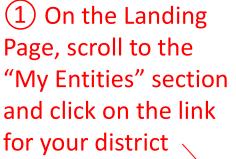
Words of Caution: This is <u>not advisable</u> for districts with 10 or fewer schools!

If you have 10 or fewer sites, you can choose this method, however, your budget might calculate as a lower amount than what you are actually entitled to.

the district C2 budget is the greater of these two calculations



2 11	nt Land	ling Page							
and the second se	versal Se ninistrativ			Funding Request Repo FCC Form 500 SPIN Cl Manage Users Manag	hange Service	Substitution	Hurrican	e Impa	ct Designati
Welcome, School District	6!								
Pending Inquir	ies								
Туре	Select a Type		-	Application/Request	Enter an App	lication/Reques			
Funding Year	Select a Fund	ding Year	•	•					
							PPLY FILT	TERS	CLEAR FILT
Pending COMAD Inquiries							14		
Application/Request N	umber	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	1 E	xtn.	Status
Notifications			No iter	ms available					
Notification Type	Please select a	value	No iter	Status	• All Generated				
	Please select a Select a Fund			, Status 🧿	100 March 100 Ma	ed			
Notification Type	Select a Fund		•	, Status 🧿	O Generated	ed Generate	ed On		
Notification Type Funding Year	Select a Fund	ding Year	- Issued Date	. Status 🕢	O Generated		ed On		
Notification Type Funding Year	Select a Fund	ding Year	- Issued Date	Status 🕢	O Generated		ed On		
Notification Type Funding Year Notification	Select a Fund	ding Year	- Issued Date	Status 🕢	O Generated			o Code	
Notification Type Funding Year Notification My Entities	Select a Fund	ding Year	- Issued Date No iter	Status 🕢 Generated B	O Generated	Generate	Zip	o Code 487	
Notification Type Funding Year Notification My Entities Entity	Select a Fund	ding Year	Issued Date No iter	Generated B ms available City	O Generated	Generate	Zip 044		
Notification Type Funding Year Notification My Entities Entity School District 6	Select a Fund	ding Year	Issued Date No iter No iter	Status o Generated B ms available City City Springfield	O Generated	Generate State ME	Zip 044	487	





The summary page for your school district will display

#116 - Scho	ool District 6			P	CREATE A NEW USER	ADD OR REMOVE EXISTING US	SERS MANA	GE USER PERM	MISSIONS	••• •
Summary Custom	er Service Modifications	Additional Information	Discount Rate	Cat	egory Two Budget	Contracts FCC Forms I	FRN Appeals	News	Related Ac	tions
Organization	Details									
Name	School District 6				Applicant Type	School District				
Entity Number	116				Status	Active				
FCC Registration Number	1234564560									
Contact Inform	nation									
Physical Address	100 Main Street Springfield, ME 04487				Phone Number	555-555-7878 school.district6.user1@mailin	ator com			
Mailing Address	100 Main Street Springfield, ME 04487				Website URL	school.districto.dser riernanni	ator.com			
Account Admi	nistrator									
Name	School District 6 User 1									
General Conta	ict									
Name	School District 6 User 1									



Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? 😧

One number for my whole district

A number for each school in the district

Sum of Student Counts of all Schools in the District

340

School Information

2 Scroll down the page to the "Category Two
 (C2) Budget Information" section to review the student count information currently in your profile

				APPLY FILTERS C	LEAR FILTERS
Entity Nu	mber †	Entity Name	Total Students for C2 Budget	Is the student count estimated? 🤡	Eligible for C2 budget ?
117		School District 6 School A	110	N/A	0
118		School District 6 School B	230	N/A	0



③ To make changes to the student count information, return to the top of the page

#116 - Scho	ool District 6			P	CREATE A NEW USER	ADD OR RE	MOVE EXISTING	USERS	MANAGE U	ISER PER	MISSIONS		
Summary Custom	er Service Modification	Additional Information	Discount Rate	Cat	eg <mark>ory Two Budget</mark>	Contracts	FCC Forms	FRN Ap	peals N	lews	Related Ac	tions	
Organization I	Details												
Name	School District 6				Applicant Type	School Distr	ict						
Entity Number	116				Status	Active							
FCC Registration Number	1234564560												
Contact Inform	nation												
Physical Address	100 Main Street Springfield, ME 04487				Phone Number		78 ict6.user1@maili	inator co	.m				
Mailing Address	100 Main Street Springfield, ME 04487				Website URL	501001.01501	cto.userreeman	inator.cc					
Account Admi	nistrator												
Name	School District 6 User 1												
General Conta	ct												



(4) Click on the "..." button and choose the "Manage Organization" option from the menu

Records / Applicant Ent	ities ool District 6			CREATE A NEW USER	ADD OR REMOVE EXISTING	USERS MANAGE USER PERMISSIONS
Summary Custom	er Service Modifications	Additional Information	Discount Rate	Category Two Budget	Contracts FCC Forms	Manage Organization Modify Account Administrator
Organization I				Anniisent Turc	Colored District	Create a Customer Service Case Manage General Contact
Entity Number	School District 6			Applicant Type	Active	Manage Organization Relationships
FCC Registration Number				Status	Active	Create FCC Form 470 Create FCC Form 471
Contact Inform	nation					Create FCC Form 486 Manage Contracts
Physical Address	100 Main Street Springfield, ME 04487			Phone Number	555-555-7878 school.district6.user1@maili	Create Appeal
Mailing Address	100 Main Street Springfield, ME 04487			Website URL		Create SPIN Change Request



An editable version of the summary page for your school district will display

ummary Customer Service	Modifications	Additional Information	Discount Rate	Category Two Budget	Contracts	FCC Forms	FRN Appeals	News	Related Actions
Modify An Org	ganizatio	n							
Name *				Organization Type					
School District 6				Applicant					
				Applicant					
Physical Address									
Physical Address Address Line 1*				Zip Code *					
Physical Address Address Line 1* 100 Main Street				Zip Code * 04487					
Physical Address Address Line 1*				Zip Code *					
Physical Address Address Line 1* 100 Main Street				Zip Code * 04487					



(5) Scroll down the page to the "Category"

Two (C2) Budget Information" section

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? 📀 *

One number for my whole district

O A number for each school in the district

Sum of Student Counts of all Schools in the District

340

School Information

Entity Number or Name

--Please enter an entity name(at least 3 characters) or an entity number--

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? 😧	Eligible for C2 budget?		
117	School District 6 School A	110	N/A	•	EDIT	
118	School District 6 School B	230	N/A	0	EDIT	



 One number for my whol A number for each school Sum of Student Counts of a 340 School Information Entity Number or Name 	l in the district	(6) 9 num	Select the op ber for my w	hole district	,,	
Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? 😧	Eligible for C2 budget?	PPLY FILTERS	CLEAR FILTERS
		110	N/A	۲	EDIT	
117	School District 6 School A					

Note: For a district with 10 or fewer schools, EPC can calculate a higher C2 budget by utilizing the funding floor if any of your schools has 149 or fewer students. If you opt to report your student count as one district-wide aggregate number, EPC will not allow you to do this.

Updating Your EPC Profile

	rately, and so we collect separate numbers for each. You are allowed to re-use your Category Two so this number needs to be updated less frequently than the student count for your discount rate.
ow does the district report its student count for Category Two	
One number for my whole district	(7) Enter the total number
) A number for each school in the district	
istrict Student Count *	of students in the district
CC Registration Number 🕜	
CANCEL	SUBMIT



category	wo (C2) Budget Information
	Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two n year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.
How does the dis	trict report its student count for Category Two budget? 🕢 *
📀 One number fo	r my whole district
O A number for e	ach school in the district
District Student C	Count *
350	
FCC Registration	Number 😚
1234564560	
CANCEL	SUBMIT

8 Click on the "Submit" button



9 Enter a Modification Nickname to remind yourself what changes were made

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

CANCEL



SUBMIT

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

C2 Budget Count Updates

CANCEL

10 Then click on the "SUBMIT" button



SUBMIT

The summary page for your school district will display

#116 - Scho	ool District 6			•	CREATE A NEW USER	ADD OR REMOVE EXIST	ING USERS	MANAGE USER P	ERMISSIONS	
Summary Custom	er Service Modifications	Additional Information	Discount Rate	Cat	eg <mark>ory Two Budget</mark>	Contracts FCC Form	s FRN /	Appeals News	Related Ad	tions
Organization	Details									
Name	School District 6				Applicant Type	School District				
Entity Number	116				Status	Active				
FCC Registration Number	1234564560									
Contact Inform	nation									
Physical Address	100 Main Street Springfield, ME 04487				Phone Number Fmail	555-555-7878 school.district6.user1@	mailinator	com		
Mailing Address	100 Main Street Springfield, ME 04487				Website URL	301001.030100.03011@	nannacor.			
Account Admi	nistrator									
Name	School District 6 User 1									
General Conta	ict									
Name	School District 6 User 1									



Once you have chosen to list C2 counts as a district aggregate, you cannot update individual school C2 counts without selecting the option for "A number for each school in the district" on the district's summary page

If the "One number for my whole district" option has been selected, the school summary pages will display the following message:

Category Two (C2) Budget Information

Your school district (116 - School District 6) manages the student count for its Category Two budget as one number for the district. You can manage it in the school district's entity record.

Click on the link for the school district to go to the district's summary page



School Districts: Requesting a Replacement C2 Budget

Note:

If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers to increase your C2 budget.

You can choose to request a budget update in any or all funding years within the budget cycle.

Be aware that unless you <u>specifically request</u> a budget recalculation, the C2 budget student count for the school district will remain fixed throughout the cycle.



Am I required to do this?

To simplify the C2 budget system, once you have validated your C2 enrollment data, your C2 budget is fixed until the end of the 5 year budget cycle (FY2021 – FY2025) unless you specifically request an updated replacement budget.

- If you have no need or desire to update your C2 budget or if this is your first year applying for C2 funding in the current budget cycle, then you do not need to do anything additional to your C2 enrollment number.
- If you want to adjust your C2 budget during the current budget cycle because student enrollment has increased or you added a child entity, you will need to complete the steps outlined in the following pages to request a recalculation of your budget.



How do I do change my C2 budget?

Step 1: Modify your billed entity details

- Add or remove dependent school entities
- Update C2 budget student counts

Note: You may be able to update the C2 budget fields during the filing window, but plan on completing this step as part of the Administrative Window tasks.

Step 2: Then submit a request for a replacement budget based on that enrollment

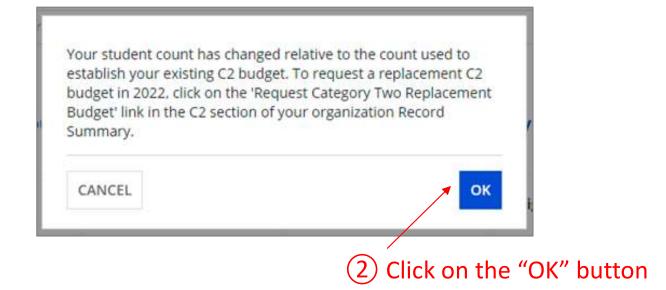
Note: Only full-rights users can request replacement budgets. Partial-rights users can update organization details, but only users with full rights permissions will be able to update the C2 budget.

If you fail to submit the request during the Administrative Window, you can also do it via a Receipt Acknowledgment Letter (RAL) after you certify your Form 471, but it is far better to complete this process before the Administrative Window closes.



(1) Complete the steps outlined in the appropriate "School Districts: Entering Category 2 Enrollment Data in the EPC Profile" section of this guide (by school or by aggregate) to modify the C2 budget enrollment numbers entered in your profile.

Once you click on the "SUBMIT" button, you will see a message describing the next step. At this point you have updated the numbers but still need to request a replacement budget based on those numbers.





3 Go to the school district's summary page

(you may already be on this page depending on your last action)

How to get there:

1) Click on the "News" link in the menu at the top of the page

- 2) Click on the USAC logo to go to your Landing Page
- 3) Click on the link for the school district's name

ool District 6			P	CREATE A NEW USER	ADD OR RE	MOVE EXISTING	USERS	MANAGE	USER PE	RMISSIONS	
er Service Modifications	Additional Information	Discount Rate	Ca	tegory Two Budget	Contracts	FCC Forms	FRN Ap	opeals	News	Related Ac	tions
Details											
School District 6				Applicant Type	School Distr	ict					
116				Status	Active						
1234564560											
nation											
				Phone Number	555-555-787	78					
Springfield, ME 04487						ict6.user1@mail	and the second second second				
	er Service Modifications Details School District 6 116 1234564560 nation 100 Main Street	er Service Modifications Additional Information Details School District 6 116 1234564560 nation 100 Main Street	er Service Modifications Additional Information Discount Rate Details School District 6 116 1234564560 nation 100 Main Street	er Service Modifications Additional Information Discount Rate Car Details School District 6 116 1234564560 nation 100 Main Street	er Service Modifications Additional Information Discount Rate Category Two Budget Oetails Applicant Type 116 Status 1234564560 Status 100 Main Street Phone Number	er Service Modifications Additional Information Discount Rate Category Two Budget Contracts Details School District 6 Applicant Type School Distr 116 Status Active 1234564560 nation 100 Main Street Phone Number 555-555-785	er Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms Details School District 6 Applicant Type School District 116 Status Active 1234564560 nation 100 Main Street Phone Number 555-555-7878	er Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Applicant Type School District 116 Status Active 1234564560 100 Main Street Phone Number 555-555-7878	er Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals School District 6 Applicant Type School District 116 Status Active 1234564560 Nation 100 Main Street Phone Number 555-555-7878	er Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News Details School District 6 Applicant Type School District 116 Status Active 1234564560 nation 100 Main Street Phone Number 555-555-7878	er Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News Related Active School District 6 Applicant Type School District 116 Status Active 1234564560 Active 1234564560 Active 100 Main Street Phone Number 555-555-7878



(4) Click on the "Category Two Budget" link

#116 - Scho	ol Di	strict 6			CREATE A NEW USER	ADD OR REM	MOVE EXISTING	USERS MANA	AGE USER PE	RMISSIONS +
Summary Custom	er Service	Modifications	Additional Information	Discount Rate	Category Two Budget	Contracts	FCC Forms	FRN Appeals	News	Related Actions
Organization I	Details									
Name	School Dist	rict 6			Applicant Type	School Distrie	ct			
Entity Number	116				Status	Active				
FCC Registration Number	123456456)								
Contact Inform	nation									
Physical Address	100 Main St Springfield,				Phone Number Email		8 :t6.user1@mail	inator com		
Mailing Address	100 Main St Springfield,				Website URL	Schoolaisaite	loidser remain	indion.com		
Account Admi	nistrato	or								
Name	School Dist	ict 6 User 1								
General Conta	ct									



Category Two Budget Status

Category Two Budget information presented below reflects data starting in FY2016.

GET CATEGORY 2 BUDGET INFORMATION

5 Click on the "GET CATEGORY 2 BUDGET INFORMATION" button



Category Two Budget Status

Category Two Budget information presented below reflects data starting in FY2016.

×2021 - 2025

v2021 - 2022 (Budgeted Entity)

> Show column definitions

Budget Status	Budget	Total In-Review Requested Costs	Total Committed Costs	Total In-Review Requested and Committed Costs	Remaining Budget	
Preliminary	\$142,618.00	\$25,150.86	\$0.00	\$25,150.86	\$117,467.14	View Details

Your student count has changed relative to the count used to establish your existing C2 budget. To request a replacement C2 budget in 2024, click Request Replacement C2 Budget.

6 Note the message indicating that you have made changes to the C2 enrollment count and then click on the "Request Replacement C2 Budget" link



Districts: Replacement C2 Budget

7 Review the potential replacement budget that is based on the updated student counts that you have entered

Request Reple #145 - School Dist	rict 1234567890	1234567890		
> Show Column D Budget Established	No. 2 Contraction of the Contraction of the			
# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
825	Preliminary	\$137,775.00	\$125,169.00	\$12,606.00
Replacement Budge	et, If Requested, f	for Funding Ye	ars 2022 to 2025	
# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
845	Forecast	\$141,115.00	\$125,169.00	\$15,946.00

8 If you wish to update your budget as projected, click on the "REQUEST REPLACEMENT BUDGET" button



Districts: Replacement C2 Budget

If you wish to remove the request for a replacement budget, you can return to the "Request Replacement Category Two Budget" screen through the following path: School Summary Page >>> "Related Actions" link >>> "Request Replacement Category Two Budget" link

Request Replac	cement Catego	ory Two Bud	dget	
#132761 - SCHOOL D				
> Show Column Def	initions			
Budget Established in	2021			
# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
854	Preliminary	\$142,618.00	\$25,150.86	\$117,467.14
Replacement Budget,	If Requested, for Fu	nding Years 2024	4 to 2025	
# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
2387	Forecast	\$398,629.00	\$25,150.86	\$373,478,14

Click on the "REMOVE REPLACEMENT BUDGET" button to remove the previous replacement budget request

Note that this button will no longer be available after you certify your first C2 application for this funding year. Reach out to your PIA reviewer if you wish to remove the replacement budget you have requested.

Updating Your EPC Profile

Independent Schools



What data should schools update?

Independent schools report student counts for two purposes:

- 1. To calculate your school's E-Rate discount percentage → REQUIRED ANNUALLY (←
- 2. To update data for your school's Category 2 Budget → REQUIRED FIRST YEAR APPLYING FOR C2 \-
 - → OPTIONAL SUBSEQUENT YEARS +
 - you only need to update these student counts once for your 5 Year C2 Budget
 - If you previously entered budget data for the FY2021 FY2025 cycle, you are not required to update it
 - If you wish to if your student data has fluctuated to your benefit, such as an increased student enrollment – you may request to update your school C2 budget data

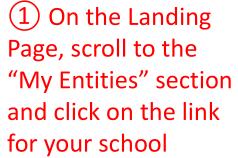


Independent Schools: Updating NSLP Data in the EPC Profile

→ REQUIRED ANNUALLY +



and the second	versal Serv ninistrative ^{School 5!}			Funding Request Repo FCC Form 500 SPIN Cl Manage Users Manag	hange Service S	Substitution	Hurricane Impa	act Designati
Pending Inqui	ries							
Туре	pe Select a Type 👻		Application/Request	Enter an Application/Request				
Funding Year Pending COMAD Inquiries	Select a Funding					Â	PPLY FILTERS	CLEAR FILT
Application/Request N		Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	1 Extn.	Status
			No iter	ns available				
Notifications								
Notifications Notification Type	Please select a valu	ie	8	Status 🥑				
	Please select a valu		۰ . ۲		 All Generated Not Generate 	d		
Notification Type	Select a Funding				 Generated Not Generate 	d Generate	d On	
Notification Type Funding Year Notification	Select a Funding	Year	- Issued Date		 Generated Not Generate 		d On	
Notification Type Funding Year	Select a Funding	Year scription	- Issued Date	Generated B	Generated Not Generate		d On Zip Code	



The summary page for your school will display

(2) Click on the "..." button and choose the "Manage Organization" option from the menu

Records / Applicant Ent #10513 - In		dent Sc	hool 5		P	CREATE A NEW USER	ADD OR REMOVE EXISTING	USERS	MANAGE USER PERMISSIONS	••••
Summary Custom	er Service	Modifications	Additional Information	Discount Rate	Categ	gory Two Budget	Contracts FCC Forms		ge Organization y Account Administrator	Â
Organization I Name Entity Number FCC Registration	Independent 1 10513	School 5				Applicant Type Status		Manag Manag Manag	e a Customer Service Case ge General Contact ge Annexes ge Organization Relationships e FCC Form 470	
Number Contact Inforn Physical Address						Phone Number		Create Create Manag	e FCC Form 471 e FCC Form 486 ge Contracts	
Mailing Address	100 Main Stre Springfield, M					Website URL	independent.school5.user10	create	e Appeal e SPIN Change Request	*
Account Admi	nistrator									
Name	Independent	School 5 User 1								
General Conta	ct									
Name	Independent	School 5 User 1								



An editable version of the summary page will display

ummary Customer Service Modifications Additional Information Discount Rat	e Category Two Budget	Contracts FCC Forms FRN Appeals News Related Actions			
Modify An Organization		4 Then scroll down			
Name *	Organization Type	the page to the "School			
Independent School 5	Applicant	Information" section			
Physical Address		Information section			
Address Line 1 *	Zip Code *				
100 Main Street	04487				
Address Line 2	Zip Code Extension				
	Click the button below to get standard USPS address				
City *	cher the bottom below				
City * Springfield	County*				

③ Select a county if one is not already listed here



School Information	
School Sub-Type *	Is this school part of a school district?
O Public School	No
Private School	
Check All That Apply Show Help	
Pre-K	Tribal School
Head Start	New Construction School
Adult Education	Swing Space
Juvenile Justice	Detention Center
Dormitory	General-Use School
Charter School	2
Number of Full Time Students *	Total Number of Students Eligible for National School Lunch Program (NSLP) 📀 *
2500	1800
Community Eligibility Program (CEP)?*	Alternative Discount Method *
⊖ Yes	None -
No	Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP
Does this organization have an endowment? *	
⊖ Yes	At a minimum you should annually undate:
No	At a minimum, you should annually update:

1 the number of full time students

2 the total number of students eligible for NSLP



School Sub-Type *	Is this school part of a school district?
O Public School	No
• Private School	
Check All That Apply Show Help	
Pre-K	Tribal School
Head Start	New Construction School
Adult Education	Swing Space
Juvenile Justice	Detention Center
Dormitory	General-Use School
Charter School	
Number of Full Time Students *	Total Number of Students Eligible for National School Lunch Program (NSLP) 🛛 *
	Total Number of Students Eligible for National School Lunch Program (NSLP) @* 1800
Number of Full Time Students * 2500 Community Eligibility Program (CEP)? *	
Number of Full Time Students * 2500 Community Eligibility Program (CEP)? * Yes	1800
Number of Full Time Students * 2500 Community Eligibility Program (CEP)? *	1800 Alternative Discount Method *
Number of Full Time Students * 2500 Community Eligibility Program (CEP)? * Yes	1800 Alternative Discount Method * None Indicate if an alternative discount mechanism was used to calculate the number of students eligible
Number of Full Time Students * 2500 Community Eligibility Program (CEP)? * Yes No	1800 Alternative Discount Method * None Indicate if an alternative discount mechanism was used to calculate the number of students eligible
Number of Full Time Students * 2500 Community Eligibility Program (CEP)? * Yes No Does this organization have an endowment? *	1800 Alternative Discount Method * None Indicate if an alternative discount mechanism was used to calculate the number of students eligible

(5) Edit the fields for the "Number of Full Time Students" and the "Total Number of Students Eligible for National School Lunch Program (NSLP)"

For best results, use the numbers reported to the Maine State Department of Education for the current academic year. During PIA review, USAC will validate your discount by comparing your profile data to DoE data.



School Information

Number of Full Time Students *	Total Number of Students Eligible for National School Lunch Program (NSLP) 📀 *
2500	1900
Community Eligibility Program (CEP)? *	Alternative Discount Method *
○ Yes	None 👻
• No	Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP
Does this organization have an endowment? *	
○ Yes	
 No 	
NCES Private School ID	
Category Two (C2) Budget Information We calculate your Category Two budget and your discount rate separately, an year within a Category Two budget cycle, so this number needs to be update Total Students for C2 Budget * 2500	nd so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to ed less frequently than the student count for your discount rate.
FCC Registration Number 🚱	
0123456789	
CANCEL	SUBMIT
6 Click on the "	SUBMIT" button to save the changes



Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

CANCEL

7 Enter a Modification Nickname to remind yourself what changes were made



SUBMIT

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

Updated NSLP

CANCEL

8 Click on the "SUBMIT" button



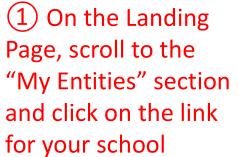
SUBMIT

Records / Applicant Ent									
#10513 - In	depen	dent So	chool 5			CREATE A	NEW USER A	DD OR REMOVE EXISTING USERS	MANAGE USER PERMISSIONS
Summary Custom	ner Service M	Addifications	Additional Information	Discount Rate	Category Two B	udget Contracts	FCC Forms	FRN Appeals News	Related Actions
Organization I	Details								
Name	Independent S	chool 5				Applicant Type	School		
Entity <mark>Nu</mark> mber	10513					Status	Active		
FCC Registration Number	0123456789								
Contact Inforr	nation								
Physical Address	100 Main Stree	et				Phone Number	111-222-3333		
	Springfield, MI	04487				Email	independent.	school5.user1@mailinator.com	5
Mailing Address		5 7				Website URL			
Maning Address	Springfield, MI Penobscot								
Account Admi	nistrator								
Name	Independent S	chool 5 User 1							
General Conta	ict								
Name	Independent S	chool 5 User 1							
Applicant Info	rmation								
	Not Found					User-Entered			
Longitude	Not Found					Latitude			
Urban/Rural Status						User-Entered Longitude			
School Sub-Type	Public Scho	ol				User-Entered			
	Private Sch				Ur	ban/Rural Status	U Dall		
	Pre-K					Community	No		
	🔲 Head Start				E	ligibility Program (CEP)?			
	Adult Educa	stion			Alte	rnative Discount			
	Juvenile Jus	tice			Alte	Method	None		
	Dormitory					Does this	No		
	Charter Sch	lool			orga	nization have an		The sum	mary page
	Tribal Scho	ol			r — — —	endowment?	vi na mer	'i inc suin	mary page
	New Const	ruction School			Nu	mber of Full Time Students	2500	will re-di	isplay with
	Swing Spac	e			1	Total Number of	1900		
	Detention (lenter			Stu	dents Eligible for	1500	i the unde	ated NSLP
	General-Us	e School				National School		1	
	ESA School					Lunch Program (NSLP)		informat	tion
	BIE					(

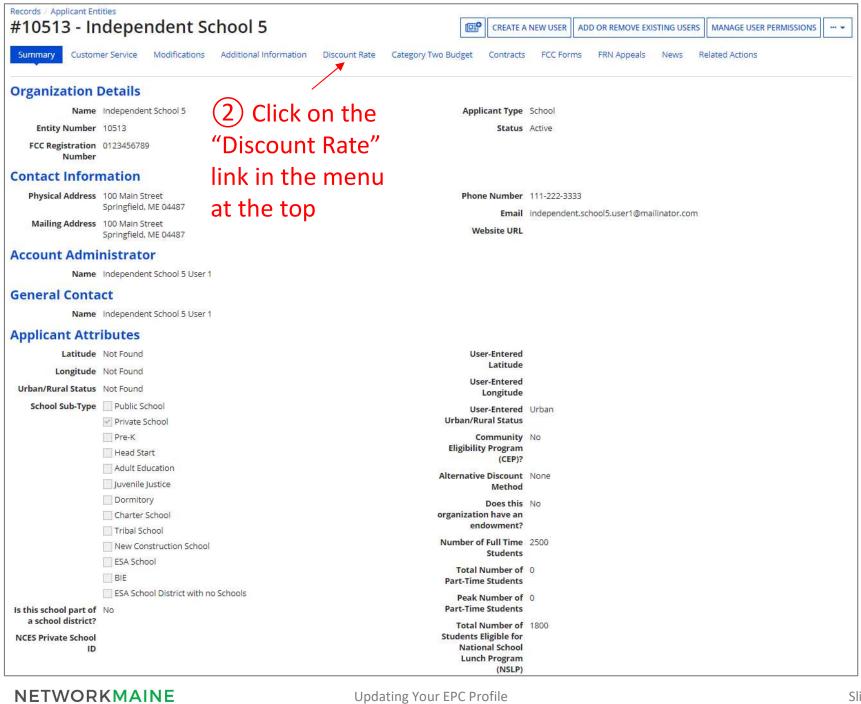
Independent Schools: Checking for Discount Rate Errors



and the second	versal Serv i ninistrative	ice		Funding Request Repo FCC Form 500 SPIN Cl Manage Users Manag	nange Service S	ubstitution	Hurricane Imp	act Designation
Pending Inquir								
Туре	ype <i>Select a Type</i> ▼		Application/Request	- Enter an Applic	cation/Request			
Funding Year	Select a Funding	Year	-					
						A	PPLY FILTERS	CLEAR FILTER
Pending COMAD Inquiries		Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	1 Extn.	Status
Notifications								
Notification Type	Please select a valu	e			 All Generated 			
Funding Year	Select a Funding	Year	87		Not Generated			
Notification	Des	scription	Issued Date	Generated B	у	Generate	d On	
			No iter	ns available				
My Entities								
My Entities		r-11	y Number	City		ate	Zip Code	



ETWORKMAINE



The discount rate for the independent school displays

NOTE:

Category One and Category Two discounts may be different depending on which band your NSLP percentage falls in.

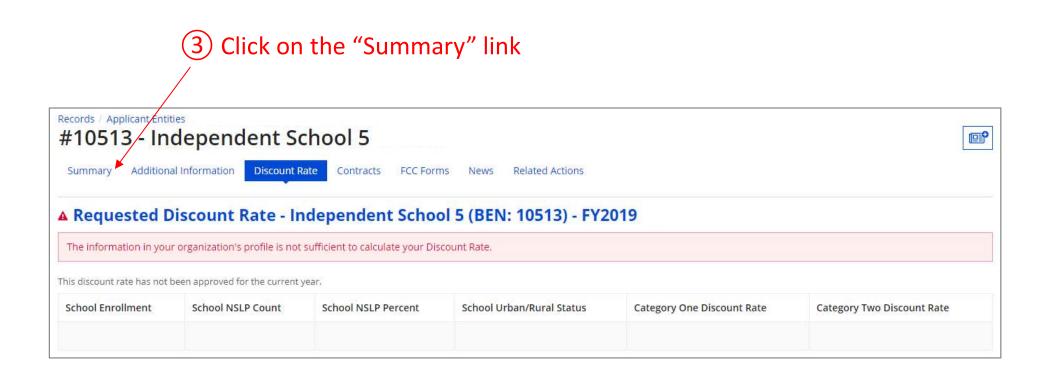
tecords / Applica	nt Entities - Indepei	n <mark>dent Sc</mark>	chool 5					e
Summary Cu	ustomer <mark>Se</mark> rvice	Modifications	Additional Information	Discount Rate Category Two Budget	Contracts FCC Forms	FRN Appeals	News Related Actions	
Requested	Discount R	ate - Inder	endent School	(BEN: 10513) - EY2020				
1	Discount R	NAMES OF TAXABLE PARTY.		6 (BEN: 10513) - FY2020				
1	nas not been approv	NAMES OF TAXABLE PARTY.		School Urban/Rural Status	Category One Discount	Rate (Category Two Discount Rate	



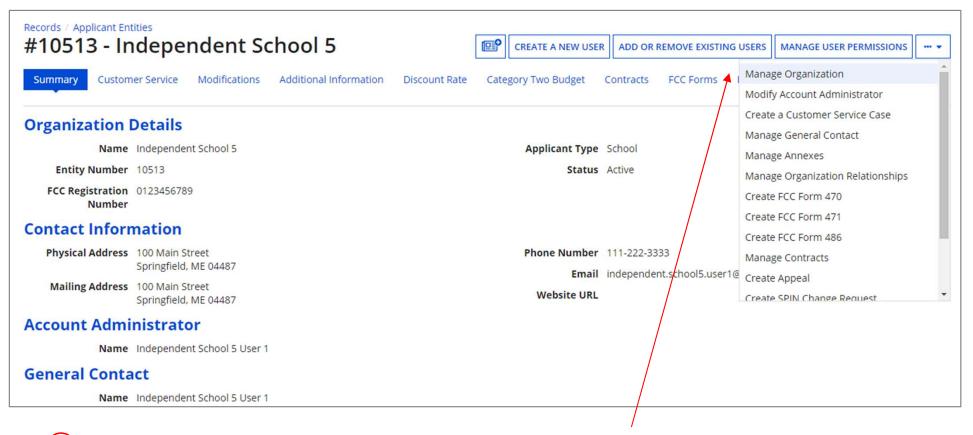
Records / Applicant Enti #10513 - In	dependent S	chool 5			[P
Summary Addition	al Information Discount P	Rate Contracts FCC Form	s News Related Actions			
A Requested	Discount Rate - Ir	ndependent Schoo	l 5 (BEN: 10513) - FY2	019		
The information in you	ir organization's profile is not	sufficient to calculate your Disc	ount Rate.			
This discount rate has not	been approved for the current	year.				
School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	
School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	

If you see an error message instead of the discount, there is an issue with the profile information for your school









4) Click on the "..." button and choose the "MANAGE ORGANIZATION" option

5 Fix any issues causing the discount not to calculate



6 Return to the "Discount Rate" section for the school and verify that the discount now displays

‡10513 - In	deper	ident Sc	hool 5					
Summary Custom	er <mark>Servic</mark> e	Modifications	Additional Information	Discount Rate Category Two Budget	Contracts FCC Forms	FRN Appeals	News	Related Actions
equested Dis	count Ra	ate - Inder	endent School 5	(BEN: 10513) - FY2020				
equested Dis				(BEN: 10513) - FY2020				
	been approve			(BEN: 10513) - FY2020 School Urban/Rural Status	Category One Discount F	Rate C	ategory Two	o Discount Rate



Independent Schools: Entering Category 2 Enrollment Data in the EPC Profile

→ REQUIRED FIRST YEAR APPLYING FOR C2 IN THE CURRENT BUDGET CYCLE → OPTIONAL SUBSEQUENT YEARS ←

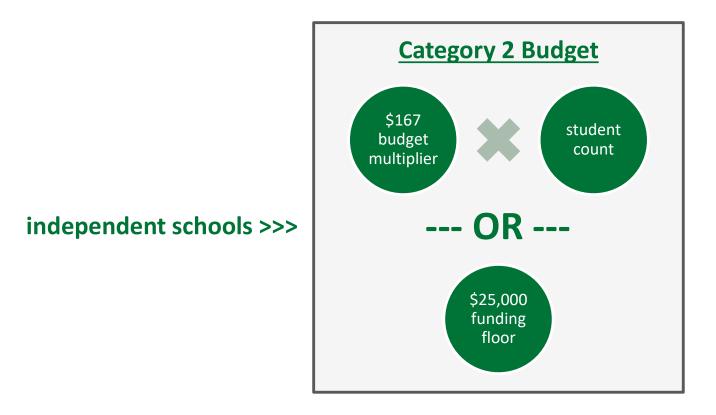
Note:

If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers.



What is my C2 Budget?

The C2 budget for independent schools is based on the total number of students



the C2 budget is the greater of these two calculations



and the second	nt Landin versal Serv ninistrative	ice		Funding Request Repo FCC Form 500 SPIN C Manage Users Manag	hange Service S	Substitution H	urricane Imp	act Designation
Welcome, Independent S	School 5!							
Pending Inquir	ies							
Туре	Select a Type		-	Application/Request	– Enter an Appl	ication/Request		
Funding Year	Select a Funding	Year						
						API	PLY FILTERS	CLEAR FILTER
Pending COMAD Inquiries Application/Request N		Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	1 Extn.	Status
			No ite	ms available				
Notifications				Status 👔				
Notification Type	Please select a valu	e	•	, Status 🕑	Generated			
Funding Year	Select a Funding	Year	-		O Not Generate	d		
Notification	Des	scription	Issued Date	Generated B	y	Generated	On	
My Entities			No ite	ms available				
			antes à viente partier	Name				
Entity		Entity	/ Number	City	St	tate	Zip Code	

 On the Landing Page, scroll to the "My Entities" section and click on the link for your school

ETWORKMAINE

The summary page for your school will display

Records / Applicant Entities #10513 - Independent School 5	CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USER PERMISSIONS
Summary Customer Service Modifications Additional Information Discount F	ate Category Two Budget Contracts FCC Forms FRN Appeals News Related Actions
Organization Details	
Name Independent School 5	Applicant Type School
Entity Number 10513	Status Active
FCC Registration 0123456789 Number	
Contact Information	
Physical Address 100 Main Street	Phone Number 111-222-3333
Springfield, ME 04487 Penobscot	Email independent.school5.user1@mailinator.com
Mailing Address 100 Main Street Springfield, ME 04487 Penobscot	Website URL
Account Administrator	
Name Independent School 5 User 1	
General Contact	
Name Independent School 5 User 1	



2 Scroll down the page to the "Category Two
 (C2) Budget Information" section to review the student count information currently in your profile

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

Total Students for C2 2500 Budget



③ To make changes to the student count information, return to the top of the page

#10513 - In	dependent So	chool 5		₽	CREATE A NEW U	SER AD	D OR REMOVE E	XISTING USERS	MANAGE U	SER PERMISSIONS	
Summary Custom	er Service Modifications	Additional Information	Discount Rate	Category T	wo Budget C	ontracts	FCC Forms	FRN Appeals	News	Related Actions	
Organization I	Details										
Name	Independent School 5				Applicant Type	School					
Entity Number	10513				Status	Active					
FCC Registration Number	0123456789										
Contact Inform	nation										
Physical Address	100 Main Street				Phone Number	111-222	2-3333				
	Springfield, ME 04487 Penobscot				Email	indeper	ndent.school5.u	ser1@mailinato	r.com		
Mailing Address					Website URL						
Account Admi	nistrator										
	Independent School 5 User 1										



(4) Click on the "..." button and choose the "Manage Organization" option from the menu

Records / Applicant Ent							
#10513 - In	dependent Sc	hool 5		CREATE A NEW USER	ADD OR REMOVE EXISTING	USERS MANAGE USER PERMISSIONS	
Summary Custom	er Service Modifications	Additional Information	Discount Rate	Category Two Budget	Contracts FCC Forms	Manage Organization	Î
						Modify Account Administrator	
Organization I	Dotails					Create a Customer Service Case	
						Manage General Contact	
Name	Independent School 5			Applicant Type	School	Manage Annexes	
Entity Number	10513			Status	Active	Manage Organization Relationships	
FCC Registration Number	0123456789					Create FCC Form 470	
Course of Inform						Create FCC Form 471	
Contact Inform	nation					Create FCC Form 486	
Physical Address				Phone Number	111-222-3333	Manage Contracts	
	Springfield, ME 04487			Email	independent.school5.user1@	Create Appeal	
Mailing Address	100 Main Street Springfield, ME 04487			Website URL		Create SPIN Change Request	•
Account Admi	nistrator						
Name	Independent School 5 User 1						
General Conta	ct						
Name	Independent School 5 User 1						



An editable version of the summary page for your school will display

ummary Customer Service Modifications	Additional Information Discount Rat	e Category Two Budget Contracts FCC Forms FRN Ap	opeals News Related Actions
Modify An Organization	I		
Name *		Organization Type	
Independent School 5		Applicant	
Physical Address			
Address Line 1 *		Zip Code *	
100 Main Street		04487	
Address Line 2		Zip Code Extension	
City *		Click the button below to get standard USPS address	
Springfield		County *	
		Penobscot	-



5 Scroll down the page to the "Category Two (C2) Budget Information" section

Cate	egory Two (C2) Budget Information	
	culate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.	
Total S	Students for C2 Budget *	
2500		
FCC Re	egistration Number 🚱	
01234	456789	



6 Enter the new number of students

	rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to yea to yea to be updated less frequently than the student count for your discount rate.
Total Students for C2 Budget *	
2600	
FCC Registration Number 🕢	
0123456789	
CANCEL	SUBMIT

(7) Then click on the "SUBMIT" button <



8 Enter a Modification Nickname to remind yourself what changes were made

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname*

CANCEL



SUBMIT

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

C2 Budget Count Updates

CANCEL

(9) Then click on the "SUBMIT" button



SUBMIT

Independent Schools: Requesting a Replacement C2 Budget

→ OPTIONAL +

Note:

If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers to increase your C2 budget.

You can choose to request a budget update in any or all funding years within the budget cycle.

Be aware that unless you <u>specifically request</u> a budget recalculation, the C2 budget student count for the school will remain fixed throughout the cycle.



Am I required to do this?

To simplify the C2 budget system, once you have validated your C2 enrollment data, your C2 budget is fixed until the end of the 5 year budget cycle (FY2021 – FY2025) unless you specifically request an updated replacement budget.

- If you have no need or desire to update your C2 budget or if this is your first year applying for C2 funding in the current budget cycle, then you do not need to do anything additional to your C2 enrollment number.
- If you want to adjust your C2 budget during the current budget cycle because student enrollment has increased, you will need to complete the steps outlined in the following pages to request a recalculation of your budget.



How do I do change my C2 budget?

Step 1: Update your C2 budget student enrollment

Note:

You may be able to update the C2 budget fields during the filing window, but plan on completing this step as part of the Administrative Window tasks.

Step 2: Then submit a request for a replacement budget based on that enrollment

Note:

Only full-rights users can request replacement budgets. Partial-rights users can update organization details, but only users with full rights permissions will be able to update the C2 budget.

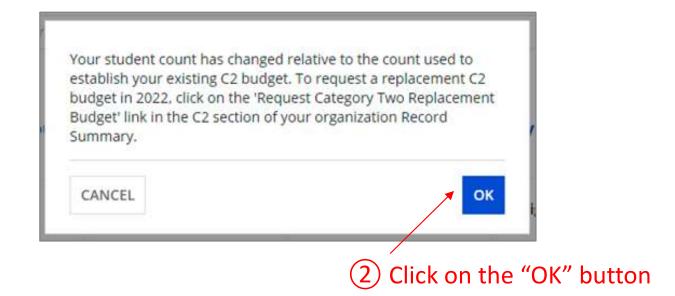
If you fail to submit the request during the Administrative Window, you can also do it via a Receipt Acknowledgment Letter (RAL) after you certify your Form 471, but it is far better to complete this process before the Administrative Window closes.



Updating Your EPC Profile

(1) Complete the steps outlined in the "Independent Schools: Entering Category 2 Enrollment Data in the EPC Profile" section of this guide to modify the C2 budget enrollment number entered in your profile.

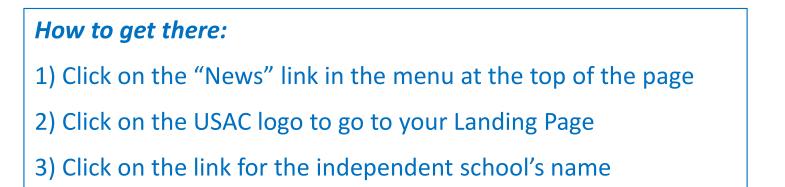
Once you click on the "SUBMIT" button, you will see a message describing the next step. At this point you have updated the enrollment number but still need to request a replacement budget based on those numbers.





(3) Go to the school's summary page

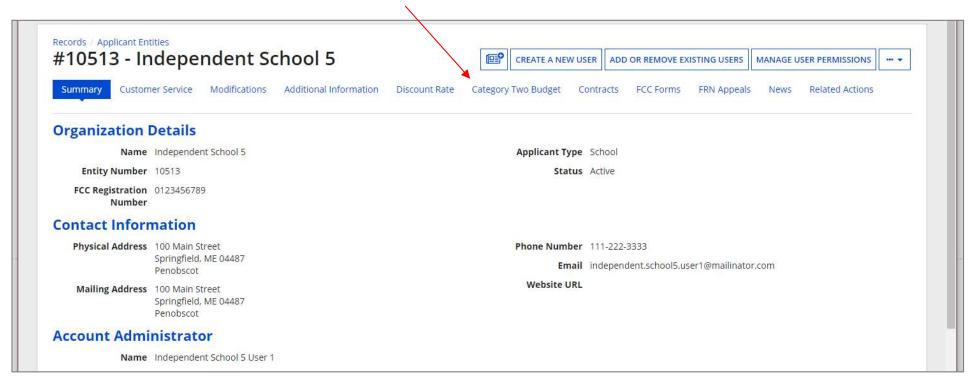
(you may already be on this page depending on your last action)



±10513 - In	ndependent So	chool 5		CREATE A NEW US	ER ADD OR RE	MOVE EXISTING USERS	MANAGE USER PERMISSIONS	
Summary Custom	ner Service Modifications	Additional Information	Discount Rate Categ	ory Two Budget Co	ontracts FCC	Forms FRN Appeals	News Related Actions	
Organization	Details							
Name	Independent School 5			Applicant Type	School			
Entity Number	10513			Status	Active			
FCC Registration Number	0123456789							
ontact Inform	mation							
Physical Address				Phone Number	111-222-3333			
	Springfield, ME 04487 Penobscot			<mark>E</mark> mail	independent.so	hool5.user1@mailinato	r.com	
Mailing Address	100 Main Street Springfield, ME 04487 Penobscot			Website URL				
ccount Admi	nistrator							
Name	Independent School 5 User 1							



(4) Click on the "Category Two Budget" link





Category Two Budget Status

Category Two Budget information presented below reflects data starting in FY2016.

GET CATEGORY 2 BUDGET INFORMATION

5 Click on the "GET CATEGORY 2 BUDGET INFORMATION" button



Category Two Budget Status Category Two Budget information presented below reflects data starting in FY2016. ×2021 - 2025 v2021 - 2022 (Budgeted Entity) > Show column definitions **Budget Status** Budget **Total In-Review Requested Costs Total Committed Costs Total In-Review Requested and Committed Costs Remaining Budget** \$25,150.86 \$0.00 \$117,467.14 Preliminary \$142,618.00 \$25,150.86 View Details

Your student count has changed relative to the count used to establish your existing C2 budget. To request a replacement C2 budget in 2024, click Request Replacement C2 Budget.

6 Note the message indicating that you have made changes to the C2 enrollment count and then click on the "Request Replacement C2 Budget" link



7 Review the potential replacement budget that is based on the updated student counts that you have entered

Request Repl #145 - School Dist To request this replacement C2 bu > Show Column D	rict 1234567890 dget. click 'Request Replaceme	1234567890		
Budget Established	in 2021			
# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
825	Preliminary	\$137,775.00	\$125,169.00	\$12,606.00
Replacement Budge	et, If Requested, f	or Funding Ye	ars 2022 to 2025	
# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
845	Forecast	\$141,115.00	\$125,169.00	\$15,946.00
CANCEL				REQUEST REPLACEMENT BUDGE

8 If you wish to update your budget as projected, click on the "REQUEST REPLACEMENT BUDGET" button



If you wish to remove the request for a replacement budget, you can return to the "Request Replacement Category Two Budget" screen through the following path: BEN Summary Page >>> "Related Actions" link >>> "Request Replacement Category Two Budget" link

#132761 - SCHOOL DISTRICT DEMONS To remove this replacement C2 budget, click 'Remove Replacement Budge > Show Column Definitions Budget Established in 2021 # Students Requested Budget Status			
Budget Established in 2021			
# Students Requested Budget Status			
	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
854 Preliminary	\$142,618.00	\$25,150.86	\$117,467.14
Replacement Budget, If Requested, for F	unding Years 202	4 to 2025	
# Students Requested Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
2387 Forecast	\$398,629.00	\$25,150.86	\$373,478.14

Click on the "REMOVE REPLACEMENT BUDGET" button to remove the previous replacement budget request

Note that this button will no longer be available after you certify your first C2 application for this funding year. Reach out to your PIA reviewer if you wish to remove the replacement budget you requested.

Updating Your EPC Profile