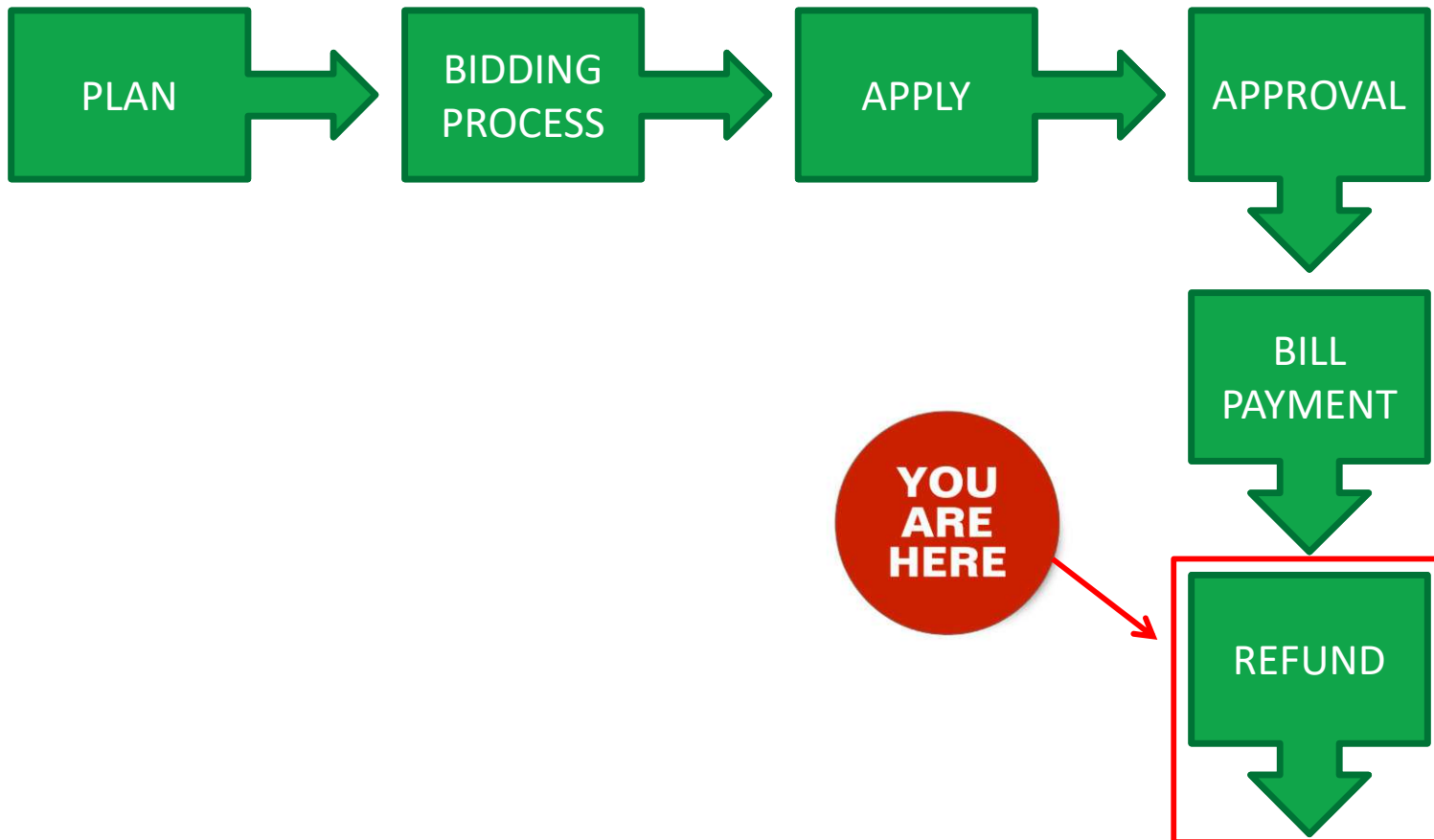


FCC Form 472 (BEAR)
→ As Filed in EPC ←

Table of Contents

Topic	Page
The Process	3
The Basics	5
DO THIS FIRST >>> Managing BEAR Permissions	11
Filing a BEAR Form	22
BEAR Section One: Basic Information	30
BEAR Section Two: Invoice Line Item Summary	38
Previewing the BEAR	54
Certifying the BEAR	60
Revisiting Incomplete BEARs	74
Communications	79
★ ★ ★ Understanding Invoice Statuses ★ ★ ★	95
Payment of the BEAR	119
Requesting an Invoice Deadline Extension	126
Wrapping Up	135
Resource >>> Navigation Cheat Sheets	137

Where does the BEAR / Form 472
fall in the E-Rate process?



The Basics

What is the FCC Form 472 (BEAR)?

- An indication of monies paid in full for eligible products and services for which an FCDL has been awarded
- A request for reimbursement of the discount portion of the amount paid by the applicant

When can I file a BEAR?

A BEAR cannot be filed until:

- A Funding Commitment Decision Letter (FCDL) with a positive commitment has been received
- A Form 486 has been filed and processed (indicating services have started)
- The service provider has filed an FCC Form 473, Service Provider Annual Certification (SPAC) Form for the associated funding year and SPIN
- The service provider has billed the applicant for the entire cost of services for the period for which reimbursement is being sought (e.g. the monthly invoice for MRC costs or the one-time invoice for NRC costs)
- The services have been delivered
- The applicant has paid for those services in full
- A Form 498 has been filed and processed (providing direct deposit information for reimbursements)

What is the deadline for BEARs?

BEARs must be certified no later than 120 days after the last day services are received (typically this is October 28 following the end of the funding year)

or

120 days after the date of the FCC Form 486 Notification Letter, whichever is later

The exception to the above is if there are post-commitment changes, in which case the deadline is no later than 120 days after the latest of the following:

- Date of an approved post-commitment Revised Funding Commitment Decision Letter
- Date of an approved appeal Revised Funding Commitment Decision Letter on a previously denied or reduced funding request

Where do I file a BEAR?



There is no longer a separate BEAR system with a separate access point from the One Portal platform.

Instead, you will file BEARs by accessing the Billed Entity's profile within the EPC Portal just as you do for other program forms.

Invoicing permissions for applicants are based on user access rights specified in EPC by the Account Administrator.

How many separate forms do I file?

Your choice!

- You may choose to split up or combine your BEAR filings however you choose
- You can include multiple Forms 471s and FRNs on the same BEAR

Potential examples:

- file a separate BEAR form for each FRN for each service period (monthly, quarterly, etc) or the entire funding year
- include all the FRNs from the same Form 471 on one BEAR
- include all FRNs that are eligible for invoicing on the same BEAR form

Managing BEAR Permissions

→ DO THIS FIRST ←

The Account Administrator should review and assign BEAR permissions before users attempt to create a BEAR.

Once this step has initially been completed, it does not need to be repeated unless new users are added to the entity profile or the AA wishes to modify permissions.

For existing EPC users with BEAR credentials for the legacy system

These users may have automatically been assigned permissions to create and certify BEARs in the new EPC E-Rate Invoicing Dashboard.

Newly created users did not automatically receive both legacy and EPC BEAR permissions.

The Account Administrator should verify that these permissions are as desired before any current users attempt to create BEARs and adjust the permissions if necessary.

For those users who were not automatically assigned BEAR permissions

AND

For those users who should be assigned different permissions (partial vs full)

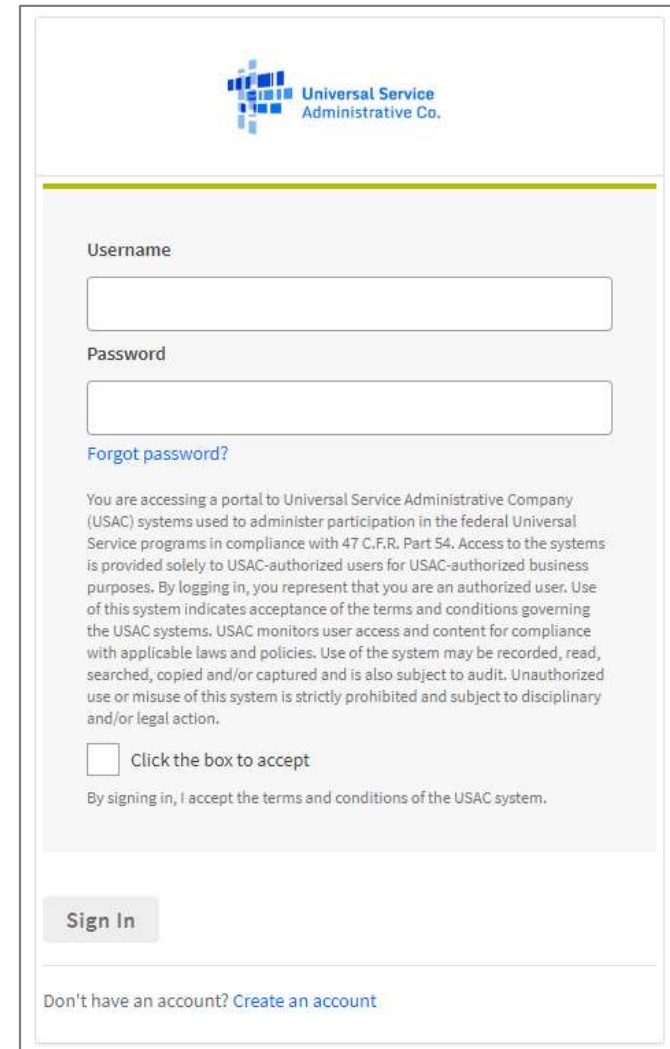
AND

For any new EPC users

Permission to create and/or certify a BEAR must be explicitly selected by the Account Administrator. The Account Administrator must complete this step before a BEAR can be created by users that fall in any of the above circumstances.

The Account Administrator completes the following steps:

- ① First, navigate to <https://forms.universalservice.org/portal>
- ② Log into One Portal with your username (your full email address) and One Portal password



The screenshot shows the login page for the Universal Service Administrative Co. (USAC) portal. At the top right is the USAC logo. Below it are two input fields: 'Username' and 'Password'. A link for 'Forgot password?' is located below the password field. A large block of text contains the terms and conditions for using the system, stating that access is for authorized users only and that use is subject to audit. Below this text is a checkbox labeled 'Click the box to accept' and a line of text: 'By signing in, I accept the terms and conditions of the USAC system.' At the bottom left is a 'Sign In' button, and at the bottom right is a link: 'Don't have an account? [Create an account](#)'.

- ③ Complete the steps as prompted to obtain and enter a one-time verification code
- ④ Once you have successfully logged into One Portal and are viewing its dashboard, access EPC by clicking on the gray block for “E-rate Productivity Center (EPC)”

The screenshot displays the One Portal dashboard. At the top, there is a notification banner with an information icon and a close button (X). The main content area is divided into three columns: 'Upcoming Dates', 'Schools and Libraries', and 'Help?'. The 'Upcoming Dates' column lists three events: 'E-Rate Fall Training: Post-Commitment Process' on 11/07/2023, 'E-Rate Systems Consolidation - First Day to Invoice in EPC' on 11/07/2023, and 'Invoicing eLearning Modules: Office Hours Session 4 (Service Providers)' on 11/08/2023. The 'Schools and Libraries' column contains two gray blocks. The top block is titled 'E-Rate Productivity Center (EPC)' and describes its purpose for managing program processes and receiving notifications. The bottom block is titled 'E-Rate System Consolidation' and explains that the legacy system is down and only available for submission of 473 SPAC Forms and invoices from 2015 and prior. A red arrow points from the text in step 4 to this top gray block. The 'Help?' column includes links for 'Send us a message' and 'Call us' with the phone number (888) 641-8722. At the bottom of the 'Upcoming Dates' column, there is a link to 'see full calendar'.

Dashboard

Upcoming Dates

- 11/07/2023 **E-Rate Fall Training: Post-Commitment Process**
- 11/07/2023 **E-Rate Systems Consolidation - First Day to Invoice in EPC**
- 11/08/2023 **Invoicing eLearning Modules: Office Hours Session 4 (Service Providers)**

[see full calendar](#)

Schools and Libraries

E-Rate Productivity Center (EPC) - E-Rate Program participants use the E-Rate Productivity Center to manage program processes, receive notifications and to contact customer service. EPC is now active and all the E-Rate invoices (FCC Form 427/BEAR and FCC Form 474/SPI, EPSI) for FY 2016 or later and All FCC Form 473/SPACs can now be submitted in the E-Rate Productivity Center (EPC). For more information on the legacy system consolidation, please visit our website or contact the Customer Service Center at (888) 203-8100.

E-Rate System Consolidation - The E-Rate Legacy system is now down and will only be available for submission for 473 SPAC Forms and invoices 2015 and prior. A link will take you to the directions on how to submit invoices for those funding years. For more information on the legacy system consolidation, please visit our website or contact the Customer Service Center at (888) 203-8100.


Help?

[Send us a message](#)
[Click here](#)

Call us
(888) 641-8722

My Applicant Landing Page

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

 **Universal Service Administrative Co.**

Welcome, School District 6!

Pending Inquiries

Type:

Funding Year:

Application/Request:

Pending COMAD Inquiries are not included.

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

Notifications

Notification Type:

Funding Year:

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

⑤ On the EPC 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 summary page will display

⑥ Click on the "MANAGE USER PERMISSIONS" button

Records / Applicant Entities

#116 - School District 6

[CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) [...](#)

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News Related Actions

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

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

Account Administrator

Name School District 6 User 1

General Contact

Name School District 6 User 1

Manage User Permissions

Organization Details

Name	School District 6	FCC Registration Number	0027012228
Address	100 Main Street Springfield, ME 04487 Penobscot	Organization Type	Applicant
Mailing Address	100 Main Street Springfield, ME 04487 Penobscot	Phone Number	555-555-7878
		Email	school.district6.user1@mailinator.com

User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow as more functionality comes online.




- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.
- Post-Commitment Full and Partial rights user can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.

Name	Email	Apply All	470 Permission	471 Permission	BEAR/472 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
School District 6 User 1	school.district6.user1@mailinator.com	▼	Full ▼	Full ▼	Full ▼	School or Library Official ▼	Full ▼	Full ▼	Full ▼

⑦ Select the BEAR/472 permissions you want to specify for each user

- Full rights users can create, edit, and certify invoices and can respond to outreach
- Partial rights users can create and edit invoices, but cannot certify them
Partial rights users can view outreach but cannot respond to it
- View Only users can see invoices and outreach, but cannot create or edit or respond

User Permissions for Invoices (BEARs):

	View Invoices	Create Invoices	Certify Invoices	View Outreach	Respond to Outreach
 Full	✓	✓	✓	✓	✓
 Partial	✓	✓		✓	
 View Only	✓			✓	

NOTE: *Since only full rights users can respond to outreach, it is STRONGLY recommended that you set the permissions as full rights for whoever will function as the main BEAR contact– they will not be able to respond to inquiries if they are only granted partial rights*

Manage User Permissions

Organization Details

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

FCC Registration Number 0027012228
Organization Type Applicant
Phone Number 555-555-7878
Email school.district6.user1@mailinator.com

User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.
- Post-Commitment Full and Partial rights user can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.

Name	Email	Apply All	470 Permission	471 Permission	BEAR/472 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
School District 6 User 1	school.district6.user1@mailinator.com	▼	Full ▼	Full ▼	Full ▼	School or Library Official ▼	Full ▼	Full ▼	Full ▼

CANCEL

SUBMIT

⑧ Click on the "SUBMIT" button to apply the specified permissions

Once you have set the permissions for the users in your organization's profile, you will not need to repeat this process unless new users are added to the entity profile or you wish to modify existing permissions.

Filing a BEAR Form

Once permissions have been granted, any user assigned creation and/or certification rights can create a BEAR.

Before you begin:

1 COLLECT Information

- ✓ Ensure you have the accurate FCC Form 471 and locate your:
 - ✓ FRN
 - ✓ Discount Rate
 - ✓ Approved Services/Equipment
 - ✓ Approved Cost and Quantities
- ✓ Locate the approved Recipients of Service (ROS) for the FRN

2 CALCULATE Invoice Amount

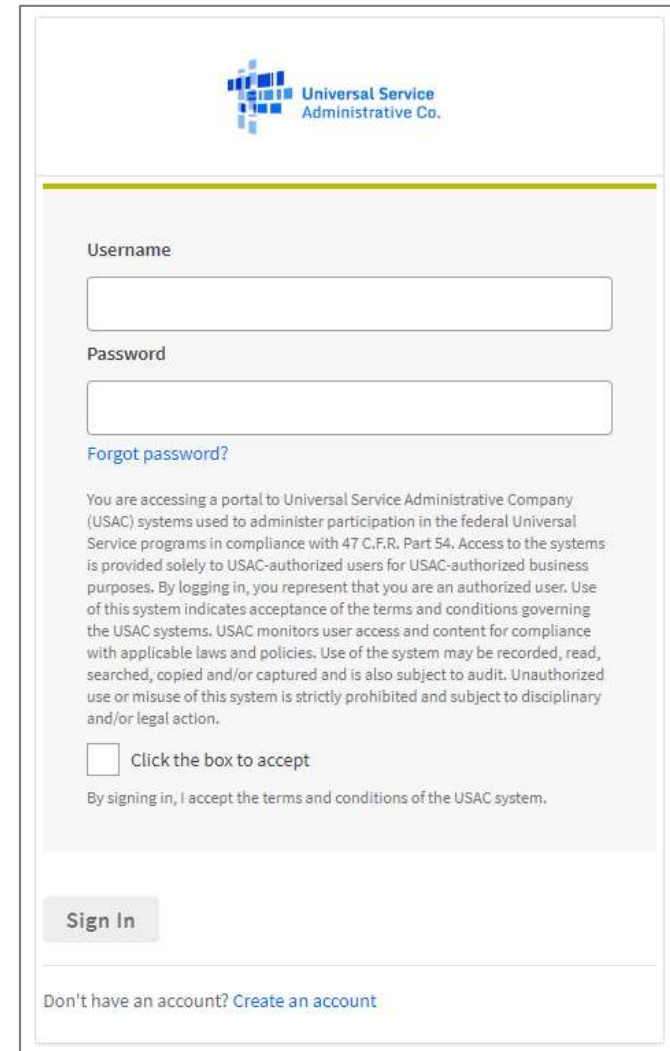
- ✓ Invoiced amount must be actual charges
- ✓ Calculate total undiscounted amount for each line
- ✓ Remove ineligible items

3 DOCUMENT and Track Invoices

- ✓ Establish a process to track/identify each invoice
- ✓ Retain your supporting documentation for 10 years

① First, navigate to <https://forms.universalservice.org/portal>

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



The screenshot shows the login page for the Universal Service Administrative Co. (USAC) portal. At the top right is the USAC logo. Below it are two input fields: 'Username' and 'Password'. A link for 'Forgot password?' is located below the password field. A large block of text contains the terms and conditions for using the system, including a disclaimer about unauthorized use and a warning that use may be recorded. Below this text is a checkbox labeled 'Click the box to accept' and a line of text stating 'By signing in, I accept the terms and conditions of the USAC system.' At the bottom left of the form area is a 'Sign In' button. At the bottom right is a link for 'Don't have an account? Create an account'.

Filing a BEAR

- ③ Complete the steps as prompted to obtain and enter a one-time verification code
- ④ Once you have successfully logged into One Portal and are viewing its dashboard, access EPC by clicking on the gray block for “E-rate Productivity Center (EPC)”


The screenshot shows the One Portal dashboard with the following sections:

- Dashboard**: A yellow notification banner at the top states: "In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the Telecom invoice, E-rate - FCC Form 473, and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional information, visit the [USAC Supply Chain](#) page."
- Upcoming Dates**: A calendar icon is followed by three date entries:
 - 11/07 2023**: E-Rate Fall Training: Post-Commitment Process
 - 11/07 2023**: E-Rate Systems Consolidation – First Day to Invoice in EPC
 - 11/08 2023**: Invoicing eLearning Modules: Office Hours Session 4 (Service Providers)A "see full calendar" link is at the bottom.
- Schools and Libraries**: A section with an upward arrow icon containing two gray informational blocks:
 - E-Rate Productivity Center (EPC)**: "E-Rate Program participants use the E-Rate Productivity Center to manage program processes, receive notifications and to contact customer service. EPC is now active and all the E-Rate invoices (FCC Form 427/BEAR and FCC Form 474/SPI, EPSI) for FY 2016 or later and All FCC Form 473/SPACs can now be submitted in the E-Rate Productivity Center (EPC). For more information on the legacy system consolidation, please visit our website or contact the Customer Service Center at (888) 203-8100." A red arrow points to this block.
 - E-Rate System Consolidation**: "The E-Rate Legacy system is now down and will only be available for submission for 473 SPAC Forms and invoices 2015 and prior. A link will take you to the directions on how to submit invoices for those funding years. For more information on the legacy system consolidation, please visit our website or contact the Customer Service Center at (888) 203-8100."
- Help?**: A section with two options:
 - Send us a message**: [Click here](#)
 - Call us**: (888) 641-8722

Your EPC Landing Page will display

News Tasks (4) Records **Reports** Actions

My Applicant Landing Page

 **Universal Service Administrative Co.**

Welcome, [Independent School 704!](#)

Pending Inquiries

Type

Funding Year

Application/Request

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

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

News Tasks (4) Records **Reports** Actions

My Applicant Landing Page

Universal Service Administrative Co.

Welcome, [Independent School 704!](#)

Pending Inquiries

Type -- Select a Type --

Funding Year -- Select a Funding Year --

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

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

APPLY FILTERS CLEAR FILTERS

⑤ Select the “EPC E-Rate Invoicing” link to enter the EPC E-Rate Invoicing Dashboard (it will open in its own tab or browser window)

NOTE: You will only have access to the quick link if you have been given invoicing permissions

Filing a BEAR

NOTE: You can also access the EPC E-Rate Invoicing Dashboard by clicking on the grid of squares (or “waffle”) located next to your profile picture in the righthand corner of the blue navigation bar, and then selecting “EPC Invoice” from the sub menu

News Tasks (4) Records **Reports** Actions

appian

EPC Invoice

My Applicant Landing Page

 **Universal Service Administrative Co.**

Welcome, [Independent School 704!](#)

Pending Inquiries

Type

Funding Year

Application/Request

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

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

Filing a BEAR

The EPC E-Rate Invoicing Dashboard opens to the “My Organization” tab and provides a table listing the BENs with which you are associated

The screenshot shows the 'Invoicing Dashboard' interface. At the top, there is a blue header with the title 'Invoicing Dashboard' and a user profile icon. Below the header, a banner image shows a person in a library. A welcome message reads: 'Good Morning, Welcome to E-Rate! Independent School 1 Admin 704'. Below this, there are four tabs: 'My Organization' (selected), 'My Forms and Requests', 'My Pending Tasks', and 'My Pending Inquiries'. A search bar is present with the placeholder text 'Search SL Applicant Entities' and a 'SEARCH' button. Below the search bar is a table with the following data:

BEN	BEN Name	City	State	Entity Type	
24739	Independent School 704	Queens	VA	School	File FCC Form 472/BEAR

A red arrow points to the 'File FCC Form 472/BEAR' link in the table.

⑥ Click on the “File FCC Form 472 / BEAR” link in the table to begin a new BEAR

BEAR Section One: Basic Information

*First, you will enter some
general information.*

Basic Information

① Select your 498 ID from the “Applicant FCC Form 498 ID” dropdown menu. If you have more than one 498 ID, be sure to select the correct one for the BEAR that you are creating.

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview Certify Form 472

Independent School 704 (BEN: 24739)

Billed Entity Information

Independent School 704
1112 East Ave
Queens, VA 66118

Billed Entity Number: 24739
FCC Registration Number: 2234567890
Applicant Type: School

Applicant FCC Form 498 ID: *
Please select an FCC Form 498

111-111-1112

Invoice Nickname
Please enter an invoice nickname here: *

Contact Information
Are you the main contact person?
YES NO

DISCARD FORM SAVE & CONTINUE

0/35

NOTE: If you do not have a 498 ID showing, you need to first file a Form 498 and have it processed by USAC before you can submit this BEAR (you’ll know it is ready for use when you receive an email with the ID)

Invoicing Dashboard Universal Service Administrative Co.

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview Certify Form 472

Independent School 704 (BEN: 24739)

Billed Entity Information

Independent School 704	Billed Entity Number: 24739	Applicant FCC Form 498 ID: *
1112 East Ave	FCC Registration Number: 2234567890	443000254
Queens, VA 66118	Applicant Type: School	

111-111-1112

Invoice Nickname

Please enter an invoice nickname here: *

 0/35

② Enter an invoice nickname (35 characters or less) that will identify the requests on this BEAR. For example, you might specify the type of service, provider, and time period included.

③ Select a contact person for this BEAR

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR

Billed Entity Information

Independent School 704 1112 East Ave Queens, VA 66118	Billed Entity Number: 24739 FCC Registration Number: 2234567890 Applicant Type: School	Applicant FCC Form 498 ID: * 443000254
---	--	--

111-111-1112

Invoice Nickname

Please enter an invoice nickname here: *

My BEAR 7/35

Contact Information

Are you the main contact person?

← **B** If you are not the main contact, click on the “NO” button then skip to page 35 in this guide

A If you are the main contact for this form, click on the “YES” button then go to the next page in this guide

Basic Information

If you are the main contact (you chose "YES")

A ① If you chose "YES", your contact info will automatically display

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR

Billed Entity Information

Independent School 704 1112 East Ave Queens, VA 66118 111-111-1112	Billed Entity Number: 24739 FCC Registration Number: 2234567890 Applicant Type: School	Applicant FCC Form 498 ID:* 443000254
---	--	---

Invoice Nickname

Please enter an invoice nickname here: *

My BEAR 7/35

Contact Information

Are you the main contact person?

YES ✓ NO

Independent School 1 Admin 704
ind_sch_704_aa@testmail.usac.org
111-111-1111

DISCARD FORM **SAVE & CONTINUE**

A ② Click on the "SAVE & CONTINUE" button



If you are not the main contact (you chose "NO")

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR

Billed Entity Information

Independent School 704 1112 East Ave Queens, VA 66118 111-1111-1112	Billed Entity Number: 24739 FCC Registration Number: 2234567890 Applicant Type: School	Applicant FCC Form 498 ID: * 443000254
--	--	--

Invoice Nickname

Please enter an invoice nickname here: *

My BEAR 7/35

Contact Information

Are you the main contact person?

Select Main Contact *

B ① If you chose "NO", click in the "Select Main Contact" box that now displays on the page

Basic Information

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information

Invoice Line Item Summary

Preview

Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR

Billed Entity Information

Independent School 704
1112 East Ave
Queens, VA 66118

Billed Entity Number: 24739
FCC Registration Number: 2234567890
Applicant Type: School

Applicant FCC Form 498 ID: *

443000254

111-111-1112

Invoice Nickname

Please enter an invoice nickname here: *

My BEAR

7/35

Contact Information

Are you the main contact person?

YES

NO ✓

Select Main Contact *

ind



Independent School 1 Admin 704
ind_sch_704_aa@testmail.usac.org

B ② Start typing the name or email address of the contact, and then click on the blue box for that person to fill in their information

SAVE & CONTINUE

NOTE: Only those individuals who have been associated with your organization in EPC can be the contact person for the form

Basic Information

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR

Billed Entity Information

Independent School 704	Billed Entity Number: 24739	Applicant FCC Form 498 ID: *
1112 East Ave	FCC Registration Number: 2234567890	443000254
Queens, VA 66118	Applicant Type: School	

111-111-1112

Invoice Nickname

Please enter an invoice nickname here: *


My BEAR 7/35

Contact Information

Are you the main contact person?

YES NO ✓

Select Main Contact *

 Independent School 1 Admin 704 ✕

Independent School 1 Admin 704
ind_sch_704_aa@testmail.usac.org
111-111-1111

B ③ Click on the “SAVE & CONTINUE” button

go to the next page in this guide

BEAR Section Two: Invoice Line Item Summary

Next, you will add lines for the reimbursements you are seeking.

Line Item Summary

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information **Invoice Line Item Summary** Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300060

Invoice Line Item

<input type="checkbox"/>	Invoice Line Item Number	FCC Form 471 Application Number	Funding Request Number (FRN)	Billing Frequency (FRN)
No items available				

[+ ADD LINE ITEM](#) [EDIT LINE ITEM](#) [X REMOVE LINE ITEM](#)

[BACK](#) [DISCARD FORM](#) [SAVE & CONTINUE](#)

① Click on the “ADD LINE ITEM” button to add your first line to this BEAR

Line Item Summary

② Select a Funding Year from the drop down menu if necessary

NOTE: a year will be pre-selected by default - verify this is truly the year you want

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information **Invoice Line Item Summary** Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300060

Invoice Line Item

Select Funding Year

2023

Funding Request Number (FRN)

Select FRN ⓘ

Please select a row to auto-populate the form details below.

FCC Form 471 Application Number	Funding Request Number (FRN)	Funding Request Nickname	Funding Request Amount	Service Provider Identification Number(SPIN)	Service Provider Name	Discount Rate
No items available						

Line Item Summary

A table with FRNs from that funding year that are available for invoicing will display

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information **Invoice Line Item Summary** Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300060

Invoice Line Item

Select Funding Year: 2022

Funding Request Number (FRN):

SEARCH **CLEAR FRN FILTER**

You can also use the "Funding Request Number (FRN)" box to search for a particular FRN

Select FRN ⓘ
Please select a row to auto-populate the form details below.

FCC Form 471 Application Number	Funding Request Number (FRN)	Funding Request Nickname	Funding Request Amount	Service Provider Identification Number (SPIN)	Service Provider Name	Discount Rate
221000340	2299000428	FRN13_DT_P1_and_P2_Tariff	\$1,324.80	14010001	USAC Service Provider Organization 1	90%
221000340	2299000425	FRN12_DT_P1_and_P2_Tariff	\$1,324.80	14010001	USAC Service Provider Organization 1	90%
221000340	2299000420	FRN11_DT_P1_and_P2_Tariff	\$1,324.80	14010001	USAC Service Provider Organization 1	90%
221000340	2299000418	FRN10_DT_P1_and_P2_Tariff	\$1,324.80	14010001	USAC Service Provider Organization 1	90%
221000340	2299000415	FRN9_DT_P1_and_P2_Tariff	\$1,324.80	14010001	USAC Service Provider Organization 1	90%

« < 1 - 5 of 25 > »

CANCEL **SAVE**

Any FRNs that are not ready to be invoiced, that have been canceled, or for which the invoice deadline has passed will not be listed

Line Item Summary

③ To include an FRN on the BEAR, click on its FRN row

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information **Invoice Line Item Summary** Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300060

Invoice Line Item

Select Funding Year:

Funding Request Number (FRN):

Select FRN ⓘ
Please select a row to auto-populate the form details below.

FCC Form 471 Application Number	Funding Request Number (FRN)	Funding Request Nickname	Funding Request Amount	Service Provider Identification Number (SPIN)	Service Provider Name	Discount Rate
221000340	2299000428	FRN13_DT_P1_and_P2_Tariff	\$1,324.80	14010001	USAC Service Provider Organization 1	90%
221000340	2299000425	FRN12_DT_P1_and_P2_Tariff	\$1,324.80	14010001	USAC Service Provider Organization 1	90%
221000340	2299000420	FRN11_DT_P1_and_P2_Tariff	\$1,324.80	14010001	USAC Service Provider Organization 1	90%
221000340	2299000418	FRN10_DT_P1_and_P2_Tariff	\$1,324.80	14010001	USAC Service Provider Organization 1	90%
221000340	2299000415	FRN9_DT_P1_and_P2_Tariff	\$1,324.80	14010001	USAC Service Provider Organization 1	90%

« < 1 - 5 of 25 > »

Line Item Summary

Once you select an FRN row, it will be highlighted blue and an “Add New Invoice Line” section with additional information fields to complete will appear below the table --- you may need to scroll down to see these additional fields

Select FRN ?
Please select a row to auto-populate the form details below.

FCC Form 471 Application Number	Funding Request Number (FRN)	Funding Request Nickname	Funding Request Amount	Service Provider Identification Number (SPIN)	Service Provider Name	Discount Rate
221000340	2299000428	FRN13_DT_P1_and_P2_Tariff	\$1,324.80	14010001	USAC Service Provider Organization 1	90%
221000340	2299000425	FRN12_DT_P1_and_P2_Tariff	\$1,324.80	14010001	USAC Service Provider Organization 1	90%
221000340	2299000420	FRN11_DT_P1_and_P2_Tariff	\$1,324.80	14010001	USAC Service Provider Organization 1	90%
221000340	2299000418	FRN10_DT_P1_and_P2_Tariff	\$1,324.80	14010001	USAC Service Provider Organization 1	90%
221000340	2299000415	FRN9_DT_P1_and_P2_Tariff	\$1,324.80	14010001	USAC Service Provider Organization 1	90%

« < 1 - 5 of 25 > »

Add New Invoice Line

Form 471 Application Number
221000340

Funding Request Number
2299000420

Billing Frequency*

Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.

Customer Billed Date ?

Shipping Date to Customer or Last Day of Work Performed ?

Total Undiscounted Amount for Service*

Discount Amount Billed to USAC
(Total Undiscounted Amount For Service * Discount Rate)



Line Item Summary

④ In the “Add New Invoice Line” section, select a billing frequency from the drop down menu

Add New Invoice Line

Form 471 Application Number 221000340	Funding Request Number 2299000420
---	---

Billing Frequency*

Please select a value

Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.

Customer Billed Date

mm/dd/yyyy

Shipping Date to Customer or Last Day of Work Performed

mm/dd/yyyy

Total Undiscounted Amount for Service*

Please enter the amount billed to USAC

Discount Amount Billed to USAC

(Total Undiscounted Amount For Service * Discount Rate)

Supporting Documentation

UPLOAD Drop files here

CANCEL SAVE

Available Options:

Annually, Monthly, On Delivery, One-Time, Other, Quarterly, Semi-Annually, Weekly, Every Two Weeks, Every Two Months

Line Item Summary

⑤ Complete one of the date fields

DO NOT COMPLETE BOTH FIELDS! – you will get an error when you try to save the line

You must enter either a "Customer Billed Date" or a "Shipping Date to Customer or Last Day of Work Performed" date.

Add New Invoice Line

Form 471 Application Number 221000340	Funding Request Number 2299000420
---	---

Billing Frequency * Monthly	Total Undiscounted Amount for Service * <i>Please enter the amount billed to USAC</i>
Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.	Discount Amount Billed to USAC (Total Undiscounted Amount For Service * Discount Rate)
Customer Billed Date mm/dd/yyyy	No BEAR can be certified earlier than July 1 regardless of the date entered in these fields
Shipping Date to Customer or Last Day of Work Performed mm/dd/yyyy	
Supporting Documentation UPLOAD Drop files here	
<p>CANCEL SAVE</p>	

SEE THE NEXT SLIDE FOR IMPORTANT INFORMATION ABOUT THESE FIELDS >>>

Line Item Summary

	Recurring FRNs	Non-Recurring FRNs
<i>Field to Use:</i>	“Customer Billed Date”	“Shipping Date to Customer or Last Day of Work Performed”
<i>Type of services:</i>	Recurring services and multiple installments for non-recurring services	Non-recurring services billed one-time only
<i>Earliest Allowed Date:</i>	July 1	<p><u>Category 1</u></p> <ul style="list-style-type: none"> January 1 for advanced installation of non-recurring services July 1 for most C1 FRNs <p><u>Category 2</u></p> <ul style="list-style-type: none"> April 1 for advanced installation of non-recurring services July 1 for most C2 FRNs
<i>Latest Allowed Date:</i>	Service Delivery Deadline (usually June 30)	Service Delivery Deadline (usually September 30)

Being allowed to enter a date earlier than July 1 in the “Shipping Date” field is a new BEAR functionality. Review your service provider invoices and program rules carefully to ensure you are entering a valid date.

Line Item Summary

⑥ Enter the total **ACTUAL ELIGIBLE UNDISCOUNTED** amount you paid for the service provider bill (be sure that you **subtract all ineligible charges**)

Add New Invoice Line

Form 471 Application Number 221000340	Funding Request Number 2299000420
---	---

Billing Frequency *
Monthly

Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.

Customer Billed Date
07/01/2022

Shipping Date to Customer or Last Day of Work Performed
mm/dd/yyyy

Supporting Documentation
UPLOAD Drop files here

Total Undiscounted Amount for Service *
Please enter the amount billed to USAC

Discount Amount Billed to USAC
(Total Undiscounted Amount For Service * Discount Rate)

CANCEL SAVE

Line Item Summary

After the undiscounted amount has been entered, the system will automatically calculate the discounted reimbursement amount to which you are entitled

Add New Invoice Line

Form 471 Application Number 221000340	Funding Request Number 2299000420
---	---

Billing Frequency* Monthly	Total Undiscounted Amount for Service* \$110.00
<small>Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.</small>	Discount Amount Billed to USAC \$99.00 <small>(Total Undiscounted Amount For Service * Discount Rate)</small>
Customer Billed Date 07/01/2022	
Shipping Date to Customer or Last Day of Work Performed mm/dd/yyyy	

Supporting Documentation

UPLOAD Drop files here

CANCEL **SAVE**

Line Item Summary

⑦ **OPTIONAL:** If you would like to upload supporting documentation with your BEAR, you may drag any appropriate files onto the “UPLOAD” button

This is not a required action, but you may want to do so if you know you are likely to receive outreach requesting supporting information for the type of service included in this line, for example basic maintenance of internal connections (BMIC)

Add New Invoice Line

Form 471 Application Number 221000340	Funding Request Number 2299000420
---	---

Billing Frequency* Monthly <small>Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.</small>	Total Undiscounted Amount for Service* \$110.00
Customer Billed Date 07/01/2022	Discount Amount Billed to USAC \$99.00 <small>(Total Undiscounted Amount For Service * Discount Rate)</small>
Shipping Date to Customer or Last Day of Work Performed mm/dd/yyyy	

Supporting Documentation
UPLOAD Drop files here

CANCEL SAVE

Line Item Summary

Add New Invoice Line

Form 471 Application Number 221000340	Funding Request Number 2299000420
---	---

Billing Frequency*
Monthly

Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.

Customer Billed Date
07/01/2022

Shipping Date to Customer or Last Day of Work Performed
mm/dd/yyyy

Supporting Documentation
UPLOAD Drop files here

Total Undiscounted Amount for Service*
\$110.00

Discount Amount Billed to USAC
\$99.00
(Total Undiscounted Amount For Service * Discount Rate)

CANCEL **SAVE**

⑧ Click on the "SAVE" button

Line Item Summary

Each Line Item that has been created for this BEAR will display in a table

To create another Line Item for additional requests for this BEAR, click on the “ADD LINE ITEM” button and complete the fields as prompted

Example: If filing a BEAR for all bills paid in quarter 1, you would first complete a line item for July, then add and complete a line item for August, and finally add and complete a line item for September

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information **Invoice Line Item Summary** Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300060

Invoice Line Item

<input type="checkbox"/>	Invoice Line Item Number	FCC Form 471 Application Number	Funding Request Number (FRN)	Billing Frequency (FRN)
<input type="checkbox"/>	1	221000340	2299000420	Monthly

[+ ADD LINE ITEM](#) [EDIT LINE ITEM](#) [X REMOVE LINE ITEM](#)

[BACK](#) [DISCARD FORM](#) [SAVE & CONTINUE](#)

Line Item Summary

To edit an existing Line Item, click the check box for it and click on the “EDIT LINE ITEM” button

To delete an existing Line Item, click the check box for it and click on the “REMOVE LINE ITEM” button

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information **Invoice Line Item Summary** Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300060

Invoice Line Item

<input type="checkbox"/>	Invoice Line Item Number	FCC Form 471 Application Number	Funding Request Number (FRN)	Billing Frequency (FRN)
<input type="checkbox"/>	1	221000340	2299000420	Monthly

[+ ADD LINE ITEM](#) [EDIT LINE ITEM](#) [REMOVE LINE ITEM](#)

[BACK](#) [DISCARD FORM](#) [SAVE & CONTINUE](#)

Line Item Summary

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information **Invoice Line Item Summary** Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300060

Invoice Line Item

<input type="checkbox"/>	Invoice Line Item Number	FCC Form 471 Application Number	Funding Request Number (FRN)	Billing Frequency (FRN)
<input type="checkbox"/>	1	221000340	2299000420	Monthly

[+ ADD LINE ITEM](#) [EDIT LINE ITEM](#) [X REMOVE LINE ITEM](#)

[BACK](#) [DISCARD FORM](#) [SAVE & CONTINUE](#)

⑨ Click on the “SAVE & CONTINUE” button when your Line Items for this BEAR are complete

Previewing the BEAR

Before certifying the form, you will have the opportunity to review it in its entirety.

Previewing the BEAR

You should review your form carefully before proceeding to certification

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary **Preview** Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

Please review the FCC Form 472 by clicking on the link below to ensure that all of the invoices being requested are correct before sending or going to the certification page regarding this FCC Form 472.

[FCC Form 472 Record - BEAR202300051](#)

 Click on the link for the BEAR record to preview a copy of the form

NOTE: The form will be displayed in either a new window or new tab depending on your browser settings

Previewing the BEAR

The form preview opens to a summary page

Click on the "Invoice Line Items" tab

My BEAR - #BEAR202300051

Summary Invoice Line Items Certifications Communications Related Actions

Incomplete

Application Information >
Generated Documents

Application Details

- Nickname** My BEAR
- Invoice Number** BEAR202300051
- BEN** 24739
- Billed Entity Name** Independent School 704
- Total Invoice Amount** \$99.00
- Invoice Form Status** Incomplete

Contact Information

- Name** Independent School 1 Admin 704
- Phone** 111-111-1111 ext.14
- Email** ind_sch_704_aa@testmail.usac.org

Audit Details

- Created Date** 10/10/2023 10:28 AM EDT
- Created By** Independent School 1 Admin 704
- Last Modified Date** 10/10/2023 10:28 AM EDT
- Last Modified By** Independent School 1 Admin 704

Certification Details

- Certified Date**
- Certified By**

Previewing the BEAR

The “Invoice Line Items” tab displays a table with each invoice line

My BEAR - #BEAR202300051

Summary **Invoice Line Items** Certifications Communications Related Actions

< Invoice Line Items

- All Invoice Line(s)

Invoice Line Item	Funding Request Number	Discount Amount Billed to USAC	Invoice Line Status
1	2299000420	\$99.00	

 Click on a specific invoice line to show details about that line item

Previewing the BEAR

My BEAR - #BEAR202300051

Summary **Invoice Line Items** Certifications Communications Related Actions

Invoice Line Item

- All Invoice Line(s)
- Line Item # 1

FCC Form 471 Application Number 221000340	Service Provider Identification Number (SPIN) 14010001
Funding Request Number (FRN) 2299000420	Service Provider Name USAC Service Provider Organization 1
Discount Rate 90%	Customer Billed Date Jul 1, 2022
Billing Frequency Monthly	Shipping Date to Customer or Last Day of Work
Discount Amount Billed to USAC \$99.00	

Click on the "All Invoice Line(s)" link in the sidebar menu to return to the full list of line items

Certifying the BEAR

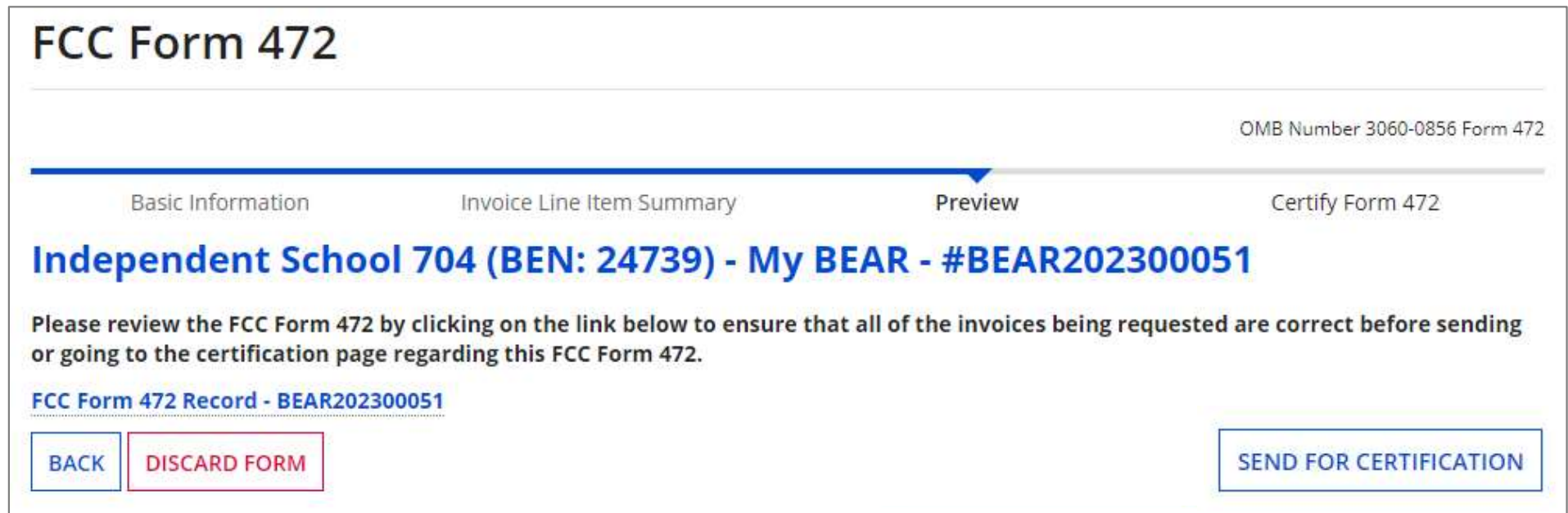
Finally, a user in your organization will certify and submit the BEAR form.

Certifying the BEAR

Certification of the form takes place in different manners depending on the rights assigned to users for your organization and who in your organization is responsible for certifying the form.

- A** If you are a partial rights user → *go to the next page in this guide*
- B** If you are a full rights user but not the person who will certify the form → *skip to page 63*
- C** If you are a full rights user who is responsible for certifying the form → *skip to page 64*
- D** If you are a full rights user certifying a form sent to you by another user → *skip to page 68*

A If you are a **partial rights user**:



FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary **Preview** Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

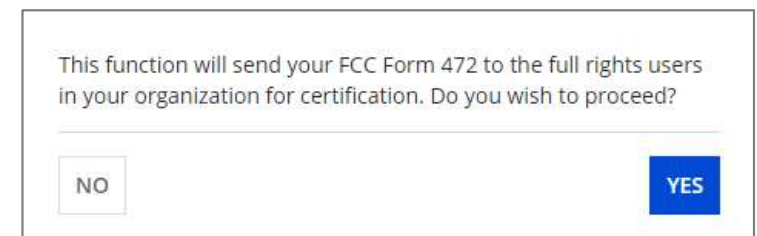
Please review the FCC Form 472 by clicking on the link below to ensure that all of the invoices being requested are correct before sending or going to the certification page regarding this FCC Form 472.

[FCC Form 472 Record - BEAR202300051](#)

A ① Click on the “SEND FOR CERTIFICATION” button

A ② You will see a notice that your form will be sent to the full rights users in your organization

A ③ Click on the “YES” button to proceed



This function will send your FCC Form 472 to the full rights users in your organization for certification. Do you wish to proceed?

[Full Rights / Not the Certifier]

B If you are a **full rights user but not the person who will certify the form:**

The screenshot shows the FCC Form 472 interface. At the top, it says "FCC Form 472" and "OMB Number 3060-0856 Form 472". Below this is a navigation bar with four tabs: "Basic Information", "Invoice Line Item Summary", "Preview" (which is selected), and "Certify Form 472". The main content area displays the title "Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051" in blue. Below the title, there is a paragraph: "Please review the FCC Form 472 by clicking on the link below to ensure that all of the invoices being requested are correct before sending or going to the certification page regarding this FCC Form 472." Underneath this is a link: "FCC Form 472 Record - BEAR202300051". At the bottom, there are four buttons: "BACK", "DISCARD FORM", "SEND FOR CERTIFICATION", and "CONTINUE TO CERTIFICATION".

B ① Click on the “SEND FOR CERTIFICATION” button

B ② You will see a notice that your form will be sent to the full rights users in your organization

B ③ Click “YES” to send the form

The screenshot shows a confirmation dialog box with the text: "This function will send your FCC Form 472 to the full rights users in your organization for certification. Do you wish to proceed?". Below the text are two buttons: "NO" and "YES".

C ② Read the certification text carefully

C ③ Check the check box for each certification statement

C ④ Click the “CERTIFY & SUBMIT” button

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview **Certify Form 472**

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

▲ Billed Entity Certifications & Signature

Please check all boxes to certify.

I declare under penalty of perjury that the foregoing is true and correct and that I am authorized to submit this Billed Entity Applicant Reimbursement Form on behalf of the eligible schools, libraries, or consortia of those entities represented on this Form, and I certify to the best of my knowledge, information, and belief, as follows.

- The discount amounts listed in this Billed Entity Applicant Reimbursement Form represent charges for eligible services and/or equipment delivered to and used by eligible schools, libraries, or consortia of those entities for educational purposes, on or after the service start date reported on the associated FCC Form 486.
- The discount amounts listed in this Billed Entity Applicant Reimbursement Form were already billed by the Service Provider and paid for by the Billed Entity Applicant on behalf of eligible schools, libraries, and consortia of those entities.
- The discount amounts listed in this Billed Entity Applicant Reimbursement Form are for eligible services and/or equipment approved by the Fund Administrator pursuant to a Funding Commitment Decision Letter (FCDL).
- I acknowledge that I may be audited pursuant to this application and will retain for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification), after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.
- I certify that, in addition to the foregoing, this Billed Entity Applicant is in compliance with the rules and orders governing the schools and libraries universal service support program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with the rules and orders governing the schools and libraries universal service support program could result in civil or criminal prosecution by law enforcement authorities.

[BACK](#) [CERTIFY & SUBMIT](#)

- C** ⑤ Click the “CERTIFY” button to certify the form ---
this is the equivalent to providing your electronic signature

By clicking on "Certify & Submit" button, you have electronically signed the form. An electronic signature is the same as a handwritten signature on the form.

c ⑥ Click on the “CLOSE” button on the certifier information screen to return to the Invoicing Dashboard

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

Certification Confirmation

You have successfully filed FCC Form 472 #BEAR202300051

[FCC Form 472 Record - BEAR202300051](#)

Certifier Information

Name Independent School 1 Admin 704	Address 1112 East Ave
Title Tester	Queens, VA 66118
Certified Date 10/10/2023 12:59 PM EDT	Telephone 111-111-1111 ext. 14

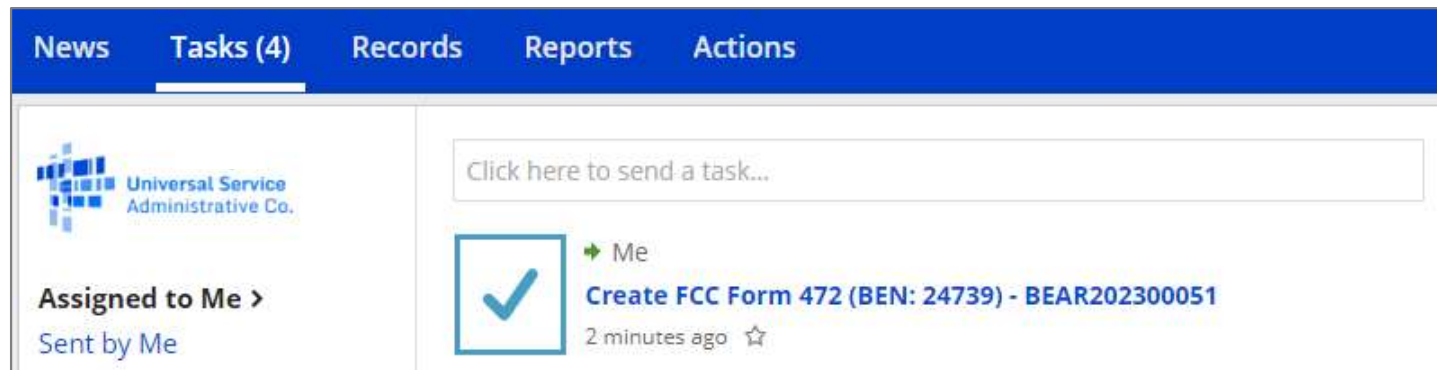
CLOSE

[Full Rights / Certifying a Form Sent By Another]

D If you are a **full rights user who is certifying a form sent to you** by another user:

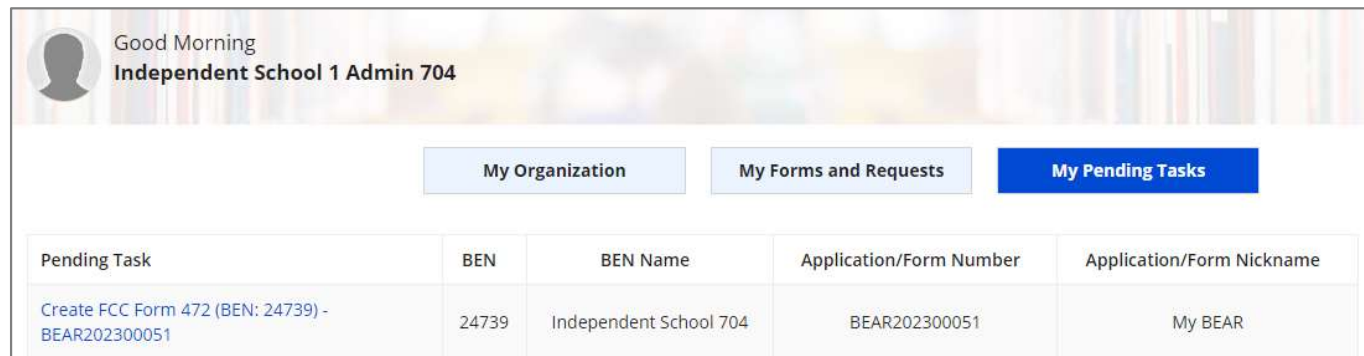
D ① Once a user has sent you a BEAR to certify, you will receive the following:

1. a task in your EPC task list



The screenshot shows the EPC dashboard with a blue navigation bar containing 'News', 'Tasks (4)', 'Records', 'Reports', and 'Actions'. The 'Tasks (4)' tab is selected. On the left, there is a logo for 'Universal Service Administrative Co.' and a section titled 'Assigned to Me >' with a sub-section 'Sent by Me'. On the right, there is a search bar with the text 'Click here to send a task...'. Below the search bar, there is a task card with a green checkmark icon, a green arrow pointing to 'Me', and the text 'Create FCC Form 472 (BEN: 24739) - BEAR202300051' followed by '2 minutes ago' and a star icon.

2. a task in the “My Pending Tasks” tab in the EPC E-Rate Invoicing Dashboard



The screenshot shows the EPC E-Rate Invoicing Dashboard. At the top, there is a greeting 'Good Morning' and the user's name 'Independent School 1 Admin 704'. Below this, there are three tabs: 'My Organization', 'My Forms and Requests', and 'My Pending Tasks', with 'My Pending Tasks' being the active tab. Below the tabs, there is a table with the following data:

Pending Task	BEN	BEN Name	Application/Form Number	Application/Form Nickname
Create FCC Form 472 (BEN: 24739) - BEAR202300051	24739	Independent School 704	BEAR202300051	My BEAR

3. an email notification

[Full Rights / Certifying a Form Sent By Another]

- D ② Go to one of the Task areas, then click on the “Create” task for the BEAR that is ready for certification



CAUTION:

*The task link will read: **Create FCC Form 472 (BEN: XXX) – BEAR NUMBER***

The link will not have any reference to certifying

Users should be extremely careful they are selecting the correct BEAR as any other in process BEARs will have the same task wording, not just those that are ready for certification

[Full Rights / Certifying a Form Sent By Another]

D ③ Click on the form link to preview the form

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary **Preview** Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

Please review the FCC Form 472 by clicking on the link below to ensure that all of the invoices being requested are correct before sending or going to the certification page regarding this FCC Form 472.

[FCC Form 472 Record - BEAR202300051](#)

BACK DISCARD FORM SEND FOR CERTIFICATION **CONTINUE TO CERTIFICATION**

The form will be displayed in a new window or tab depending on your browser settings. See the “Previewing the BEAR” section of this guide for further information.

D ④ Click on the “CONTINUE TO CERTIFICATION” button to proceed

[Full Rights / Certifying a Form Sent By Another]

- D ⑤ Read the certification text carefully
- D ⑥ Check the check box for each certification statement
- D ⑦ Click the “CERTIFY & SUBMIT” button

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview **Certify Form 472**

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

▲ Billed Entity Certifications & Signature

Please check all boxes to certify.

I declare under penalty of perjury that the foregoing is true and correct and that I am authorized to submit this Billed Entity Applicant Reimbursement Form on behalf of the eligible schools, libraries, or consortia of those entities represented on this Form, and I certify to the best of my knowledge, information, and belief, as follows:

- The discount amounts listed in this Billed Entity Applicant Reimbursement Form represent charges for eligible services and/or equipment delivered to and used by eligible schools, libraries, or consortia of those entities for educational purposes, on or after the service start date reported on the associated FCC Form 486.
- The discount amounts listed in this Billed Entity Applicant Reimbursement Form were already billed by the Service Provider and paid for by the Billed Entity Applicant on behalf of eligible schools, libraries, and consortia of those entities.
- The discount amounts listed in this Billed Entity Applicant Reimbursement Form are for eligible services and/or equipment approved by the Fund Administrator pursuant to a Funding Commitment Decision Letter (FCDL).
- I acknowledge that I may be audited pursuant to this application and will retain for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification), after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records that I rely upon to complete this form.
- I certify that, in addition to the foregoing, this Billed Entity Applicant is in compliance with the rules and orders governing the schools and libraries universal service support program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with the rules and orders governing the schools and libraries universal service support program could result in civil or criminal prosecution by law enforcement authorities.

BACK**CERTIFY & SUBMIT**

- D ⑧ Click the “CERTIFY” button to certify the form ---
this is the equivalent to providing your electronic signature

By clicking on "Certify & Submit" button, you have electronically signed the form. An electronic signature is the same as a handwritten signature on the form.

D ⑨ Click on the “CLOSE” button on the certifier information screen to return to the Invoicing Dashboard

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview Certify Form 472

Independent School 704 (BEN: 24739) - My BEAR - #BEAR202300051

Certification Confirmation

You have successfully filed FCC Form 472 #BEAR202300051

[FCC Form 472 Record - BEAR202300051](#)

Certifier Information

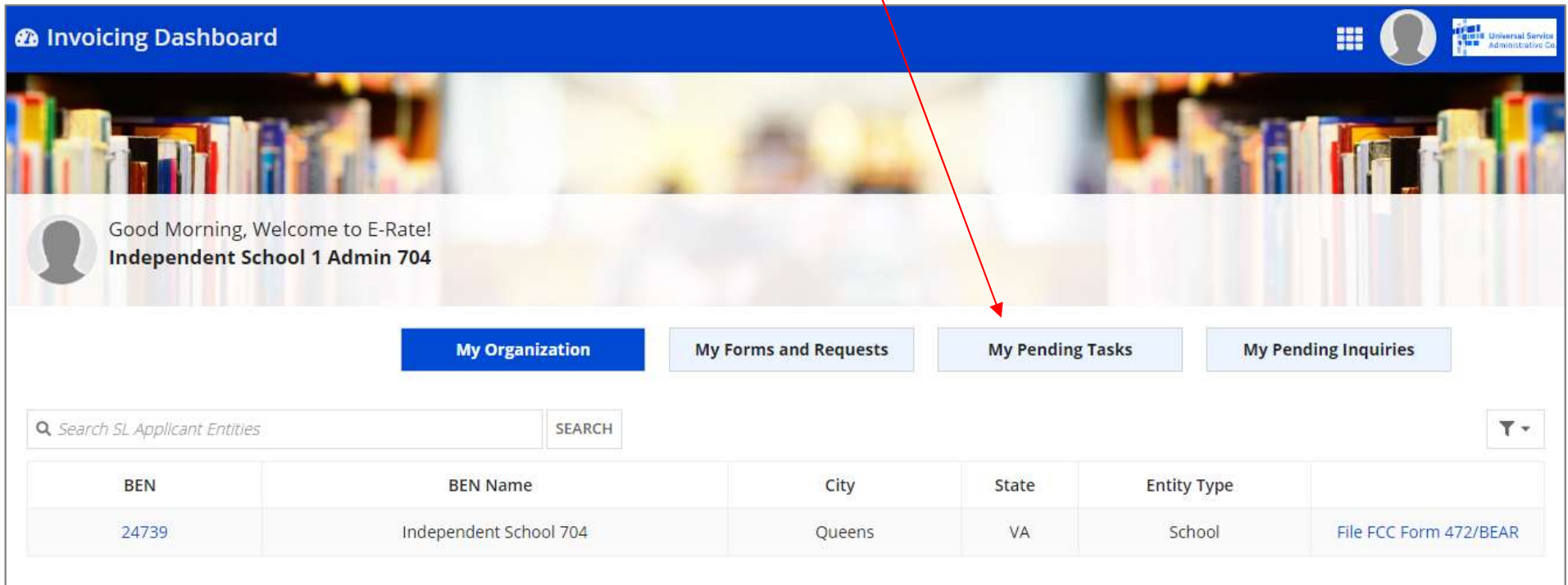
Name Independent School 1 Admin 704	Address 1112 East Ave
Title Tester	Queens, VA 66118
Certified Date 10/10/2023 12:59 PM EDT	Telephone 111-111-1111 ext. 14

CLOSE

Revisiting Incomplete BEARs

Revisiting Incomplete BEARs

 To return to an incomplete BEAR and continue working on it, click on the “My Pending Tasks” button



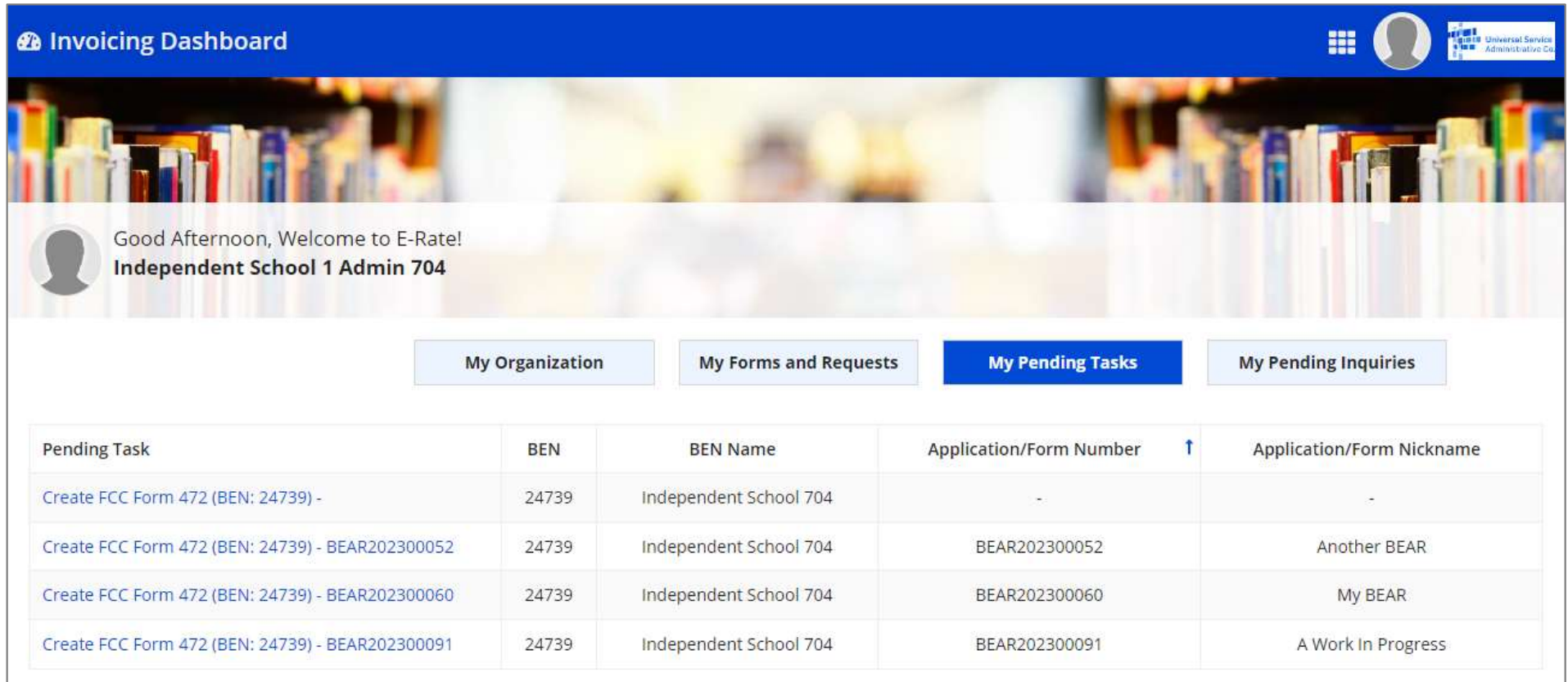
The screenshot shows the 'Invoicing Dashboard' interface. At the top, there is a blue header with the title 'Invoicing Dashboard' and a user profile icon. Below the header, there is a navigation bar with four buttons: 'My Organization' (highlighted in blue), 'My Forms and Requests', 'My Pending Tasks' (indicated by a red arrow), and 'My Pending Inquiries'. Below the navigation bar, there is a search bar with the placeholder text 'Search SL Applicant Entities' and a 'SEARCH' button. Below the search bar, there is a table with the following data:

BEN	BEN Name	City	State	Entity Type	
24739	Independent School 704	Queens	VA	School	File FCC Form 472/BEAR

If you are not on a page that displays the navigation buttons, first return to the Invoicing Dashboard summary page by clicking on the “Invoicing Dashboard” link in the blue bar, then click on the button

Revisiting Incomplete BEARs

The “My Pending Tasks” tab displays a list of tasks including a “Create FCC Form 472” task for each incomplete (not yet certified) form



The screenshot shows the 'Invoicing Dashboard' interface. At the top, there is a blue header with the title 'Invoicing Dashboard' and a user profile icon. Below the header, a banner image shows a row of colorful folders. A greeting message reads: 'Good Afternoon, Welcome to E-Rate! Independent School 1 Admin 704'. Below the greeting, there are four navigation tabs: 'My Organization', 'My Forms and Requests', 'My Pending Tasks' (which is highlighted in blue), and 'My Pending Inquiries'. The 'My Pending Tasks' tab displays a table with the following data:

Pending Task	BEN	BEN Name	Application/Form Number	Application/Form Nickname
Create FCC Form 472 (BEN: 24739) -	24739	Independent School 704	-	-
Create FCC Form 472 (BEN: 24739) - BEAR202300052	24739	Independent School 704	BEAR202300052	Another BEAR
Create FCC Form 472 (BEN: 24739) - BEAR202300060	24739	Independent School 704	BEAR202300060	My BEAR
Create FCC Form 472 (BEN: 24739) - BEAR202300091	24739	Independent School 704	BEAR202300091	A Work In Progress

NOTE: application numbers will not generate until the “Basic Information” section has been completed

Revisiting Incomplete BEARs

Invoicing Dashboard

Good Afternoon, Welcome to E-Rate!
Independent School 1 Admin 704

My Organization My Forms and Requests **My Pending Tasks** My Pending Inquiries

Pending Task	BEN	BEN Name	Application/Form Number	Application/Form Nickname
Create FCC Form 472 (BEN: 24739) -	24739	Independent School 704	-	-
Create FCC Form 472 (BEN: 24739) - BEAR202300052	24739	Independent School 704	BEAR202300052	Another BEAR
Create FCC Form 472 (BEN: 24739) - BEAR202300060	24739	Independent School 704	BEAR202300060	My BEAR
Create FCC Form 472 (BEN: 24739) - BEAR202300091	24739	Independent School 704	BEAR202300091	A Work In Progress

Click on a "Create FCC Form 472" link in the "Pending Task" column to open the form

Revisiting Incomplete BEARs

The in-progress form displays wherever you left off. Note however that if you happen to have stopped in the middle of adding a line item but did not save it, you may see a screen similar to the one below and you will need to click on the “CANCEL” button to return to a screen where you can continue to modify your form.

[REASSIGN](#)

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview Certify Form 472

Independent School 704 (BEN: 24739) - Another BEAR - #BEAR202300052

Invoice Line Item

Select Funding Year

2023

Select FRN












Please select a row to auto-populate the form details below.

FCC Form 471 Application Number	Funding Request Number	Funding Request Nickname	Funding Request Amount	SPIN	Service Provider Name	Discount Rate
No items available						

[CANCEL](#) [SAVE](#)

Communications

Types of communications:

Notification:	Description:	Generated:	Method of Delivery:
Invoice Pending Certification	Notification that an invoice requires certification by a Full Rights user	A Partial Rights user creates an invoice and sends it to a Full Rights user to certify	 Create FCC Form 472 task in My Pending Tasks tab assigned to Full Rights users  Email alert to Full Rights user that a new task has been assigned
Information Request Received from USAC for an Invoice Line	Notification that an invoice line has an inquiry form USAC that requires a response	A USAC reviewer sends new communication regarding an invoice line	 Email to Partial and Full Rights users with invoice permissions for the BEN  Invoice Line Number listed for Full Rights users in My Pending Inquiries tab
Deadline Extended for Response to Information Request	Notification that additional time has been granted to respond to an inquiry for an invoice line	A USAC reviewer updates the response due date for an invoice line that was granted an extension	 Email to Partial and Full Rights users with invoice permissions for the BEN  Invoice Line Number listed for Full Rights users in My Pending Inquiries tab
BEAR Notification Letter*	A letter notifying users that an invoice line or lines submitted using the BEAR mode have been processed	After each payment file batch is run, typically at the end of every Monday and Thursday	 Email to all users with invoice permissions for the BEN  News post visible to all users with invoice permissions for the BEN
BEAR Remittance Statement	A letter notifying users of the amount approved for payment for a processed invoice line or lines	After each payment file batch is run, typically at the end of every Monday and Thursday	 Email from USAC's Finance Department to General Financial Contact listed on FCC Form 498
Applicant QDR*	A quarterly summary of disbursement activity for a particular BEN number for invoice lines submitted using both the BEAR and SPI mode	At the end of every quarter (Jan, Apr, Jul, and Aug) if the BEN has invoicing activity that quarter	 Email to all users with invoice permissions for the BEN  News post visible to all users with invoice permissions for the BEN

**For invoices with a funding year of 2015 and earlier, the BEAR Notification Letter and Applicant QDR will be continue to be sent via mail.*

A Full Rights user needs to certify an invoice

Notifications will be sent to full rights users by email if there is an uncertified BEAR that needs to be certified.

Notifications will also appear in the EPC E-Rate Invoicing Dashboard on the “My Pending Tasks” tab.

An invoice line has an inquiry from USAC that requires a response

Notifications will be sent both by email and in the EPC E-Rate Invoicing Dashboard on the “My Pending Inquiries” tab if there are review inquiries to be answered.

Both full and partial rights users will receive the inquiry, but only full rights users can respond.

View only users will be able to see these notifications on the “Communications” tab of the EPC E-Rate Invoicing Dashboard but will not receive a specific notification themselves.

The specific information and documentation required during review of BEARs will not change. You will log into EPC and go to the EPC E-Rate Invoicing Dashboard to submit replies to any outreach and provide any necessary documentation.

Applicants still have seven days to respond to invoicing inquiries.

You may request an extension of time, if needed. A notice will be sent if additional time has been granted to respond to an inquiry.

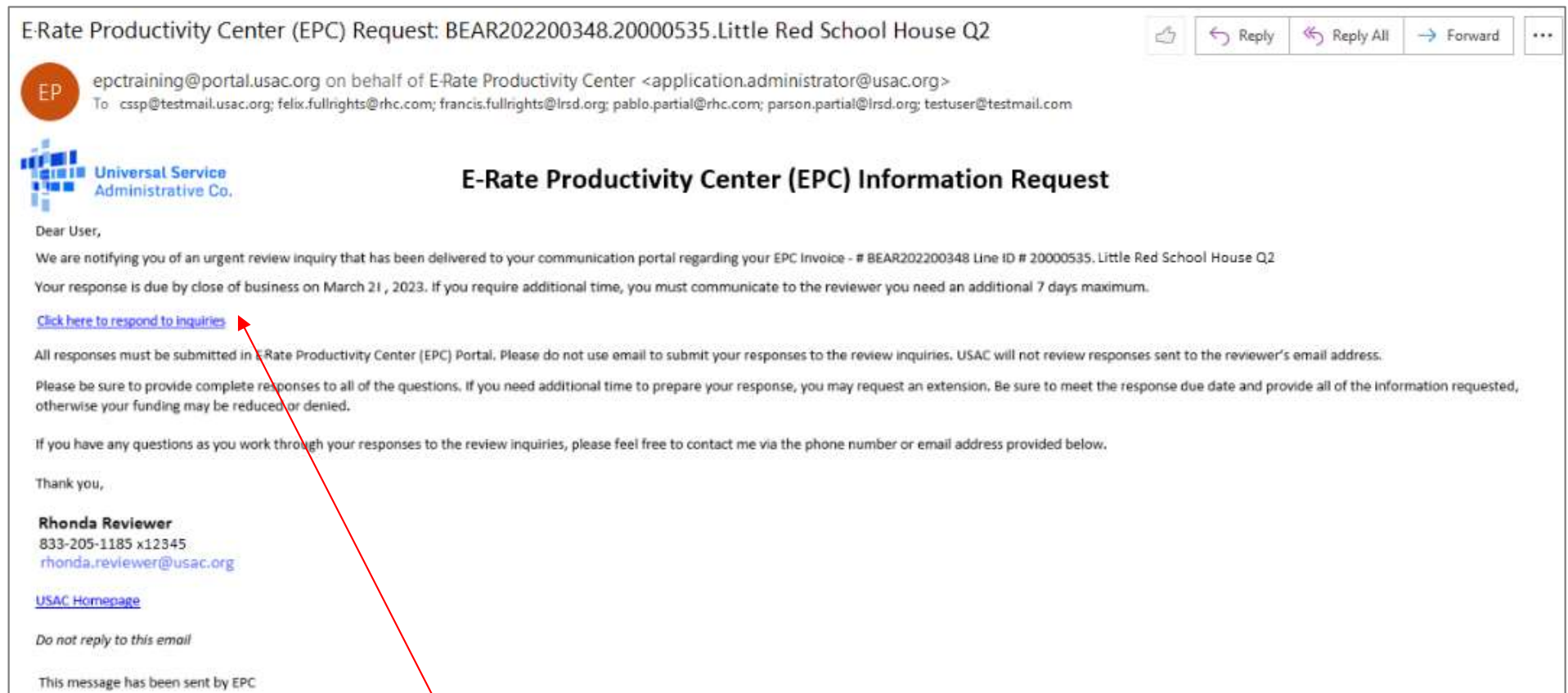
Invoice Status

Notifications about invoice submission statuses (for example that an invoice has been processed) will be delivered to users who have been assigned full and partial rights for BEARs:

- Via email
- In the EPC News Feed
- Via a Task in the EPC E-Rate Invoicing Dashboard

View only users will be able to see these notifications as a News Post in EPC but will not receive a specific notification themselves.

If there is an inquiry on a particular invoice line item, an email will be sent to full and partial rights users:



① To view the communication and respond, click on the link in the email

NOTE: if you are not already logged in, you will be prompted to do so after clicking the link

You will be taken to the “Communications” tab for that form

Little Red School House - #BEAR202200376

Summary Invoice Line Item Certifications **Communications** Related Actions

Select Invoice Line from the below grid to view the communication details.

Invoice Line Number	Funding Request Number	Invoice Line Status	Has Communication?	Due Date
20001370	2299058985	Certified	X	X
20001371	2299058985	Certified	✓	4/13/2023
20001372	2299058985	Certified	✓	X

NOTE: You can also locate this tab by opening the EPC E-Rate Invoicing Dashboard, clicking the “My Forms and Requests” button, choosing a form, and clicking on “Communications”

The following indicators may appear on this page:

“Has Communication?” column		“Due Date” column
If a green checkmark image is displaying: a communication has been sent	>>>	<ul style="list-style-type: none"> If a date is listed: a response is still pending If it is empty: a response was submitted
If a grayed-out “X” is displaying: there is no communication	>>>	If a grayed-out “X” is displaying: there is no communication

② Click on an Invoice Line row to view the communications for that line

Little Red School House - #BEAR202200376

CONTACT REVIEWER

Summary Invoice Line Item Certifications **Communications** Related Actions

Select Invoice Line from the below grid to view the communication details.

Invoice Line Number	Funding Request Number	Invoice Line Status	Has Communication?	Due Date
20001370	2299058985	Certified	×	×
20001371	2299058985	Certified	✓	4/13/2023
20001372	2299058985	Certified	✓	×

You will be taken to the “Communications Details” page. It reveals all the communications related to the invoice line from newest to oldest by default. You can click the “Oldest” radio button to sort by oldest communication first. You can also click the “Show only updates with attachment(s)” checkbox to view only correspondence with attachments. Outreach requests can be long so be sure to scroll down to the bottom if you don’t see what you are looking for.

Little Red School House - #BEAR202200376

Summary Invoice Line Item Certifications **Communications** Related Actions

Communication Details for Invoice Line #20001371

search for updates Sort By Newest Oldest Show only updates with attachment(s) Showing 1 - 3 of 3

Reviewer (USAC)
4/6/2023 9:52 AM EDT
Thank you for your response. Please note that the attached form must be completed in order to be valid documentation. Please resubmit the form to include the following:
-Date Applicant Portion Paid and Check No., or Date to be Paid: This is required.
Please provide a new form with the above information included and provide a new signature and date: by the authorized Applicant contact.

Francis Fullrights
4/6/2023 9:47 AM EDT
Good morning,
Please find a response to the request below in the following attachment:
13419827 | Service Certificate Form (Edited).docx (33.42 KB)

Reviewer (USAC)
4/6/2023 8:46 AM EDT
Please also provide the attached Service Certification form. Only an authorized representative of the Applicant (school/library) in the E-Rate Productivity Center (EPC) is permitted to complete, sign, and email this form to USAC.
The form must be completed in order to be valid documentation.
13419824 | Service Certificate Form (Edited).docx (33.42 KB) # 13419825 | SAMPLE worksheet updated.xlsx (14.48 KB)

Showing 1 - 3 of 3

CONTACT REVIEWER

BACK

③ To reply to the communication, click on the “CONTACT REVIEWER” button

You will be taken to the “Contact Reviewer” page

Contact Reviewer

Select Invoice Line from below grid to contact the reviewer

Invoice Line Number	Funding Request Number	Invoice Line Status	Has Communication?	Due Date
20001370	2299058985	Certified	×	×
20001371	2299058985	Certified	✓	4/13/2023
20001372	2299058985	Certified	✓	×

CANCEL

As with the “Communications” page, the following indicators may appear:

“Has Communication?” column		“Due Date” column
If a green checkmark image is displaying: a communication has been sent	>>>	<ul style="list-style-type: none">If a date is listed: a response is still pendingIf it is empty: a response was submitted
If a grayed-out “X” is displaying: there is no communication	>>>	If a grayed-out “X” is displaying: there is no communication

④ Click on an Invoice Line row ---
only lines with a due date listed can be selected on this screen

Contact Reviewer

Select Invoice Line from below grid to contact the reviewer

Invoice Line Number	Funding Request Number	Invoice Line Status	Has Communication?	Due Date
20001370	2299058985	Certified	×	×
20001371	2299058985	Certified	✓	4/13/2023
20001372	2299058985	Certified	✓	×

CANCEL

Contact Reviewer for Invoice Line #20001371

Invoice Number	Invoice Nickname	Line ID	Form 471	FRN	Funding Request Amount	SPIN	Service Provider Name	BEN	Billed Entity Name	Customer Billed Date	Total Undiscounted Amount	Discount Amount Billed to USAC
BEAR202200376	Little Red School House	20001371	221039437	2299058985	\$840.00	888888888	Riding Hood Communications	17032076	Little Red School District	9/22/2022	\$25.00	\$20.00

Note *

Add Attachment(s)

UPLOAD

BACK

SUBMIT CANCEL

Communication Details for Invoice Line #20001371

search for updates

Sort By Newest Oldest Show only updates with attachment(s) Showing 1 - 3 of 3

Reviewer (USAC)
4/6/2023 9:52 AM EDT

Thank you for your response. Please note that the attached form must be completed in order to be valid documentation. Please resubmit the form to include the following:
-Date Applicant Portion Paid and Check No., or Date to be Paid: This is required.
Please provide a new form with the above information included and provide a new signature and date: by the authorized Applicant contact.

13419828 | [SAMPLE worksheet updated.xlsx \(14.48 KB\)](#) # 13419829 | [Service Certificate Form \(Edited\).docx \(33.42 KB\)](#)

Francis Fullrights

⑤ Read the message(s) at the bottom of the page, download and review any attachments (**these may include the specific information your reviewer needs!**), type your response in the “Note” box, upload any required documentation to the “Add Attachments” section, and click on the “SUBMIT” button to send your response

⑥ Click on the “YES” button in the pop-up window

Please confirm that the documents you have uploaded do not contain Personal Identifiable Information (PII).
Do you still want to proceed?

You will be taken back to the “Communications” tab

Little Red School House - #BEAR202200376

[CONTACT REVIEWER](#)

[Summary](#) [Invoice Line Item](#) [Certifications](#) **[Communications](#)** [Related Actions](#)

Select Invoice Line from the below grid to view the communication details.

Invoice Line Number	Funding Request Number	Invoice Line Status	Has Communication?	Due Date
20001370	2299058985	Certified	×	×
20001371	2299058985	Certified	✓	4/13/2023
20001372	2299058985	Certified	✓	×

Outreach can also be found on the “My Pending Inquiries” tab

NOTE: this tab only displays lines with a pending response from the applicant entity and is only accessible by users with full rights

Invoicing Dashboard

Good Morning, Welcome to E-Rate!
Francis Fullrights

My Organization **My Forms and Requests** **My Pending Tasks** **My Pending Inquiries**

Select Invoice Line from the below grid to view and respond to inquiries

Invoice Line Item	Funding Request Number	FCC Form 472/474 Number	FCC Form 472/474 Nickname	Invoice Line Status	Due Date	Contact Reviewer
20000559	2299058985	BEAR202200361	Little Red School House	Certified	3/15/2023	Contact Reviewer
20000560	2299058985	BEAR202200361	Little Red School House	Certified	3/9/2023	Contact Reviewer
20000535	2299058985	BEAR202200348	Little Red School House Q2	Certified	3/21/2023	Contact Reviewer
20000582	2299058985	SPI202200321	Little Red Riding Hood2	Certified	3/30/2023	Contact Reviewer
20001371	2299058985	BEAR202200376	Little Red School House	Certified	4/13/2023	Contact Reviewer
20001372	2299058985	BEAR202200376	Little Red School House	Certified	4/13/2023	Contact Reviewer

6 items

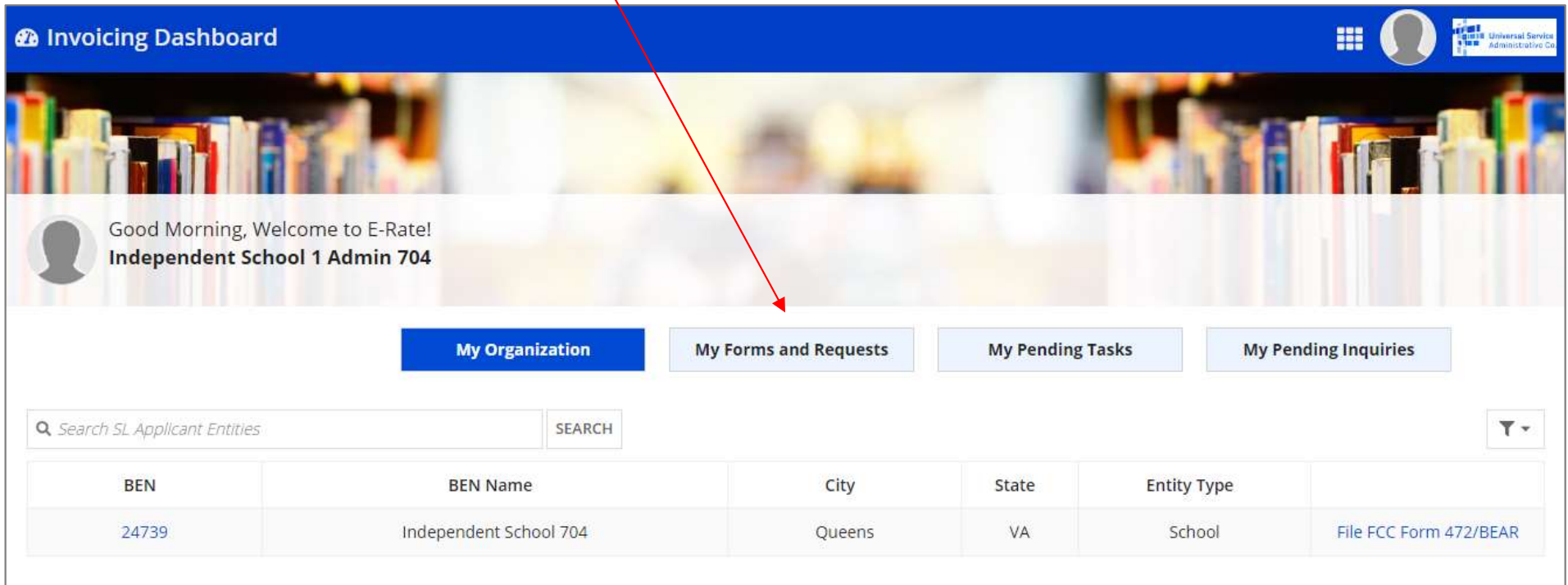
 Click on a “Contact Reviewer” link to go the “Contact Reviewer” page, view communications, and respond

Outreach Reminders:

- ✓ Ensure **invoicing permissions** in EPC are up to date
- ✓ Only **Full Rights** users can respond, and have **7 days** to respond
- ✓ Full Rights users can request a **one-time 7-day extension**
- ✓ If USAC does not receive a **reply by the deadline**, the invoice line **will be denied**
- ✓ Respond to each inquiry in the **method it was received**
- ✓ Read the communication **carefully** and download any **attachments**
- ✓ Response to outreach should be **complete, accurate, and timely**
- ✓ **Applicants** and **service providers** can **receive** or be **copied on** communication

Understanding Invoice Statuses

Click on the “My Forms and Requests” button to display a list of forms



The screenshot shows the 'Invoicing Dashboard' interface. At the top, there is a blue header with the text 'Invoicing Dashboard' and a user profile icon. Below the header, there is a navigation bar with four buttons: 'My Organization' (highlighted in blue), 'My Forms and Requests', 'My Pending Tasks', and 'My Pending Inquiries'. A red arrow points to the 'My Forms and Requests' button. Below the navigation bar, there is a search bar with the placeholder text 'Search SL Applicant Entities' and a 'SEARCH' button. Below the search bar, there is a table with the following data:

BEN	BEN Name	City	State	Entity Type	
24739	Independent School 704	Queens	VA	School	File FCC Form 472/BEAR

If you are not on a page that displays the navigation buttons, first return to the Invoicing Dashboard summary page by clicking on the “Invoicing Dashboard” link in the blue bar, then click on the button

Invoice Status

The “My Forms and Requests” tab displays a list of all previously created BEARs as well as the status of each form (incomplete, certified, processed, canceled)

The screenshot shows the 'Invoicing Dashboard' for 'Independent School 1 Admin 704'. The 'My Forms and Requests' tab is active, displaying a table of FCC Form 472 applications. The table has 7 columns: BEN, BEN Name, FCC Form 472 Number, FCC Form 472 Nickname, FCC Form 472 Status, Certified By, and Certified On. There are 11 rows of data, each representing a different BEAR. The status of each BEAR varies, including Incomplete, Certified, Processed, and Canceled.

BEN	BEN Name	FCC Form 472 Number	FCC Form 472 Nickname	FCC Form 472 Status	Certified By	Certified On
24739	Independent School 704	BEAR202300091	A Work in Progress	Incomplete		
24739	Independent School 704	BEAR202300080	Test 11/1	Certified	Independent School 1 Admin 704	11/1/2023 2:10 PM EDT
24739	Independent School 704	BEAR202300067	Ankit - test 2 - BEAR	Processed	Independent School 1 Admin 704	10/31/2023 3:27 PM EDT
24739	Independent School 704	BEAR202300066	Ankit - test -1 - BEAR	Processed	Independent School 1 Admin 704	10/31/2023 3:22 PM EDT
24739	Independent School 704	BEAR202300061	Test	Canceled		
24739	Independent School 704	BEAR202300060	My BEAR	Incomplete		
24739	Independent School 704	BEAR202300056	test dates	Canceled		
24739	Independent School 704	BEAR202300052	Another BEAR	Incomplete		
24739	Independent School 704	BEAR202300051	My BEAR	Certified	Independent School 1 Admin 704	10/10/2023 12:59 PM EDT
24739	Independent School 704	BEAR202300050	test	Canceled		

Invoice Status Overview



Incomplete

An Invoice has been **created but not certified**



Certified

The invoice has been submitted and certified and **one or more invoice lines have yet to be processed** by USAC



Processed

All lines of the invoice have been **processed and paid**
(paid in full, modified, or denied)



Canceled

The invoice has been **discarded before submission** OR has been **canceled after it was submitted and certified**



Click on any form link in the “FCC Form 472 Number” column to display that form’s summary information

The screenshot shows the 'Invoicing Dashboard' for 'Independent School 1 Admin 704'. The dashboard includes navigation tabs for 'My Organization', 'My Forms and Requests', 'My Pending Tasks', and 'My Pending Inquiries'. The 'Application Type' is set to 'FCC Form 472'. A search bar is present with the text 'Search FCC Forms 472'. Below the search bar is a table with the following columns: BEN, BEN Name, FCC Form 472 Number, FCC Form 472 Nickname, FCC Form 472 Status, Certified By, and Certified On. A red arrow points to the 'FCC Form 472 Number' column header.

BEN	BEN Name	FCC Form 472 Number	FCC Form 472 Nickname	FCC Form 472 Status	Certified By	Certified On
24739	Independent School 704	BEAR202300091	A Work In Progress	Incomplete		
24739	Independent School 704	BEAR202300080	Test 11/1	Certified	Independent School 1 Admin 704	11/1/2023 2:10 PM EDT
24739	Independent School 704	BEAR202300067	Ankit - test 2 - BEAR	Processed	Independent School 1 Admin 704	10/31/2023 3:27 PM EDT
24739	Independent School 704	BEAR202300066	Ankit - test -1 - BEAR	Processed	Independent School 1 Admin 704	10/31/2023 3:22 PM EDT
24739	Independent School 704	BEAR202300061	Test	Canceled		
24739	Independent School 704	BEAR202300060	My BEAR	Incomplete		
24739	Independent School 704	BEAR202300056	test dates	Canceled		
24739	Independent School 704	BEAR202300052	Another BEAR	Incomplete		
24739	Independent School 704	BEAR202300051	My BEAR	Certified	Independent School 1 Admin 704	10/10/2023 12:59 PM EDT
24739	Independent School 704	BEAR202300050	test	Canceled		

Each BEAR will go through several statuses before being fully finalized

- A** Incomplete → *go to the next page in this guide*
- B** Certified with no lines processed → *skip to page 103*
- C** Certified with some lines processed → *skip to page 105*
- D** Certified with all lines processed → *skip to page 110*

Incomplete

A.1 If you selected an incomplete BEAR, the blue status bar will display “Incomplete”

My BEAR - #BEAR202300060

Summary Invoice Line Item Certifications Communications Related Actions

Incomplete

Invoice Information >
Generated Documents

Invoice Details

Nickname My BEAR
Invoice Number BEAR202300060
BEN 24739
Billed Entity Name Independent School 704
Total Discount
Amount Billed to USAC
Invoice Form Status Incomplete
Applicant FCC Form 498 ID 443000254

Contact Information

Name Independent School 1 Admin 704
Phone Number 111-111-1111 ext.14
Email ind_sch_704_aa@testmail.usac.org

Audit Details

Created Date 10/27/2023 10:41 AM EDT
Created By Independent School 1 Admin 704
Last Modified Date 10/27/2023 10:41 AM EDT
Last Modified By Independent School 1 Admin 704

Certification Details

Certified Date
Certified By

Incomplete ...

A.2 Click on the “Invoice Line Item” tab to show a list of line items added to the BEAR
Each line item will display a status of “Incomplete”

Invoice Line Item Tab for **Incomplete** Version

Lines Listed = All lines entered so far

Invoice Line Status field = “Incomplete”

My BEAR - #BEAR202300060

Summary **Invoice Line Item** Certifications Communications Related Actions

< Invoice Line Items

- All Invoice Line(s)

Invoice Line Item	Funding Request Number	Discount Amount Billed to USAC	Invoice Line Status
1	2299000420	\$90.00	Incomplete

[Certified / No Lines Processed]

Certified But No Lines Are Processed

B.1 After a BEAR has been submitted, a Certified Copy becomes available

You can tell that no lines have been disbursed yet because there is only one copy displaying on the summary page

My BEAR - #BEAR202300051

Summary Invoice Line Item Certifications Communications Related Actions

Certified Copy

Invoice Information >

Generated Documents

Invoice Details

Nickname My BEAR
Invoice Number BEAR202300051
BEN 24739
Billed Entity Name Independent School 704
Total Discount \$99.00
Amount Billed to USAC
Invoice Form Status Certified
Applicant FCC Form 498 ID 443000254

Contact Information

Name Independent School 1 Admin 704
Phone Number 111-111-1111 ext.14
Email ind_sch_704_aa@testmail.usac.org

Audit Details

Created Date 10/10/2023 12:59 PM EDT
Created By Independent School 1 Admin 704
Last Modified Date 10/10/2023 12:59 PM EDT
Last Modified By Independent School 1 Admin 704

Certification Details

Certified Date 10/10/2023 12:59 PM EDT
Certified By Independent School 1 Admin 704

[Certified / No Lines Processed]

Certified But No Lines Are Processed

B.2 Click on the “Invoice Line Item” tab to show a list of line items on the invoice

This tab will list all BEAR line items, each with a “Certified” status

Invoice Line Item Tab for **Certified** Copy

Lines Listed = All lines

Invoice Line Status field = “Certified”

My BEAR - #BEAR202300051

Summary **Invoice Line Item** Certifications Communications Related Actions

Certified Copy

< Invoice Line Items

- All Invoice Line(s)

Invoice Line Item	Funding Request Number	Discount Amount Billed to USAC	Invoice Line Status
1	2299000420	\$99.00	Certified

[Certified / Partially Processed]

Partially Processed

C.1 After a BEAR has been submitted and one or more lines have been processed, a second copy of the form will appear – the Disbursed Copy

Little Red School House - #BEAR202200350

Summary Invoice Line Item Certifications Communications Related Actions

Certified Copy Disbursed Copy

Invoice Information >
Generated Documents

Invoice Details

Nickname Little Red School House
Invoice Number BEAR202200350
BEN 17032076
Billed Entity Name Little Red School District
Total Discount \$35.20
Amount Billed to USAC
Invoice Form Status Certified
Applicant FCC Form 498 ID 443029022

Contact Information

Name Francis Fullrights
Phone Number 111-111-1111
Email francis.fullrights@lrdsd.org

Audit Details

Created Date 2/9/2023 1:44 PM EST
Created By Francis Fullrights
Last Modified Date 2/9/2023 1:44 PM EST
Last Modified By Francis Fullrights

Certification Details

Certified Date 2/9/2023 1:44 PM EST
Certified By Francis Fullrights

Click on the "Disbursed Copy" header to view this version

Partially Processed

- C.2 When the BEAR is partially processed, the “Summary” tab for the Disbursed Copy:
- Represents the processed and paid invoice record to date
 - Reflects any modifications made to the disbursed amount so far
 - Displays an Invoice Form Status of “Certified” (the entire BEAR is not fully processed)
 - Continues updating the “Total Amount Disbursed To Date” field as lines are processed

Little Red School House - #BEAR202200351

Summary Invoice Line Item Certifications Communications Related Actions

Certified Copy Disbursed Copy

Invoice Information > Generated Documents

Invoice Details

Nickname	Little Red School House
Invoice Number	BEAR202200351
BEN	17032076
Billed Entity Name	Little Red School District
Total Discount	\$35.20
Amount Billed to USAC	
Total Amount Disbursed To Date	\$22.00
Invoice Form Status	Certified
Applicant FCC Form 498 ID	443029022

Contact Information

Name	Francis Fullrights
Phone Number	111-111-1111
Email	francis.fullrights@lrdsd.org

Audit Details

Created Date	2/9/2023 1:44 PM EST
Created By	Francis Fullrights
Last Modified Date	2/23/2023 7:00 AM EST
Last Modified By	Francis Fullrights

Certification Details

Certified Date	2/9/2023 1:44 PM EST
Certified By	Francis Fullrights

[Certified / Partially Processed]

Partially Processed

C.3 Click on the “Invoice Line Item” tab to view the Certified Copy and Disbursed Copy of the line items in the BEAR

Invoice Line Item Tab for Certified Copy	Invoice Line Item Tab for Disbursed Copy
Lines Listed = All lines	Lines Listed = Only lines processed so far
Invoice Line Status field = “Certified”	Invoice Line Status field = “Processed”

Little Red School House - #BEAR202200350

Summary **Invoice Line Item** Certifications Communications Related Actions

Certified Copy | **Disbursed Copy**

Note: This invoice has total '2' line items, and the grid below shows only the line items disbursed to date. The remaining invoice line items are in the review process.

• All Invoice Line(s)

Invoice Line Items				
Invoice Line Item	Funding Request Number	Discount Amount Billed to USAC	Invoice Line Status	Amount Disbursed
20000542	2299058983	\$16.80	Processed	\$0.00

Click on the header links to switch between each copy

Always compare the amount requested to the amount disbursed

[Certified / Partially Processed]

Partially Processed

C.4

Little Red School House - #BEAR202200350

Summary Invoice Line Item Certifications Communications Related Actions

Certified Copy | Disbursed Copy

Note: This invoice has total '2' line items, and the grid below shows only the line items disbursed to date. The remaining invoice line items are in the review process.

All Invoice Line(s)

Invoice Line Item	Funding Request Number	Discount Amount Billed to USAC	Invoice Line Status	Amount Disbursed
20000542	2299058983	\$16.80	Processed	\$0.00

A message indicates that less than the total number of lines have been disbursed to date

Click on a specific invoice line to show details about that line item

Partially Processed

C.5

Little Red School House - #BEAR202200350

Summary Invoice Line Item Certifications Communications Related Actions

Certified Copy | Disbursed Copy

Note: This invoice has total 12 line items, and the grid below shows only the line items disbursed till date. The remaining invoice line items are in the review process.

Invoice Line Item

FCC Form 471 Application Number 221039440	Service Provider Identification Number (SPIN) 888888888	
Funding Request Number (FRN) 2299058983	Service Provider Name Riding Hood Communications	
Discount Rate (%) 80	Customer Billed Date Mar 14, 2023	
Billing Frequency Monthly	Shipping Date to Customer or Last Day of Work Performed	
Discount Amount Billed to USAC \$16.80 <small>(Total Undiscounted Amount * Discount Rate)</small>		
Amount Disbursed \$0.00		
Reimbursement Request Decision Details		
Invoice Decision Code ↑	Decision Explanation	Modification Reason
287	The commitment amount on this FRN has been fully paid.	

Click on the "All Invoice Line(s)" link in the sidebar menu to return to the full list of line items

If the line was denied or partially funded, information about the decision will display at the bottom of the page

Fully Processed

D.1 When the BEAR is fully processed, the “Summary” Tab for the Disbursed Copy:

- Represents the processed and paid invoice record
- Reflects any modifications made to the disbursed amount
- Displays an Invoice Form Status of “Processed”
- Displays the final Total Amount Disbursed

Ankit - test -1 - BEAR - #BEAR202300066

Summary Invoice Line Item Certifications Communications Related Actions

Certified Copy Disbursed Copy

Invoice Information >
Generated Documents

Invoice Details

Nickname Ankit - test -1 - BEAR
Invoice Number BEAR202300066
BEN 24739
Billed Entity Name Independent School 704

Total Discount \$108.00
Amount Billed to USAC
Total Amount \$108.00
Disbursed To Date
Invoice Form Status Processed

Applicant FCC Form 443000254
498 ID

Contact Information

Name Independent School 1 Admin 704
Phone Number 111-111-1111 ext.14
Email ind_sch_704_aa@testmail.usac.org

Audit Details

Created Date 10/31/2023 3:20 PM EDT
Created By Independent School 1 Admin 704
Last Modified Date 11/1/2023 9:37 AM EDT
Last Modified By USAC System

Certification Details

Certified Date 10/31/2023 3:22 PM EDT
Certified By Independent School 1 Admin 704

Click on the “Generated Documents” link to download a PDF of the form or view it in a popup window

Fully Processed

D.2 Click on the "Invoice Line Item" tab to view the Certified Copy and Disbursed Copy of the line items in the BEAR

Invoice Line Item Tab for Certified Copy	Invoice Line Item Tab for Disbursed Copy
Lines Listed = All lines	Lines Listed = All lines
Invoice Line Status field = "Certified"	Invoice Line Status field = "Processed"

Ankit - test -1 - BEAR - #BEAR202300066

Summary **Invoice Line Item** Certifications Communications Related Actions

Certified Copy | **Disbursed Copy**

Invoice Line Items

• All Invoice Line(s)

Invoice Line Item	Funding Request Number	Discount Amount Billed to USAC	Invoice Line Status	Amount Disbursed
20000029	2299000428	\$108.00	Processed	\$108.00

Click on the header links to switch between each copy

Always compare the amount requested to the amount disbursed

Fully Processed

D.3

Ankit - test -1 - BEAR - #BEAR202300066

Summary Invoice Line Item Certifications Communications Related Actions

Certified Copy | Disbursed Copy

Invoice Line Items

• All Invoice Line(s)

Invoice Line Item	Funding Request Number	Discount Amount Billed to USAC	Invoice Line Status	Amount Disbursed
20000029	2299000428	\$108.00	Processed	\$108.00

Click on a specific invoice line to show details about that line item

Fully Processed

D.4

Ankit - test -1 - BEAR - #BEAR202300066

Summary Invoice Line Item Certifications Communications Related Actions

Certified Copy | Disbursed Copy

Invoice Line Item

- All Invoice Line(s)
- Line Item # 20000029

FCC Form 471 Application Number 221000340	Service Provider Identification Number (SPIN) 14010001
Funding Request Number (FRN) 2299000428	Service Provider Name USAC Service Provider Organization 1

Discount Rate (%)
90

Billing Frequency
Monthly

Discount Amount Billed to USAC
\$108.00
(Total Undiscounted Amount * Discount Rate)

Amount Disbursed
\$108.00

Reimbursement Request Decision Details

Invoice Decision Code	Decision Explanation	Modification Reason
No items available		

If the line was denied or partially funded, information about the decision will display at the bottom of the page

Click on the "All Invoice Line(s)" link in the sidebar menu to return to the full list of line items

The “Invoice Line Summary Status” Report will help you locate lots of helpful information regarding the BEARs filed by your organization, including their current status

How to get there:

- 1) Go to your EPC Landing Page
- 2) Click on the “Reports” link in the blue navigation bar
- 3) Select the “Invoice Line Summary Status” link

Various BEAR data can be obtained here

Invoice Line Summary Status

▲ Filters

Please select at least one filter first.

Invoice Number <input type="text" value="Search By Invoice Number"/>	Invoice Nickname <input type="text" value="Search By Invoice Number"/>	
BEN <input type="text" value="Search By BEN"/>	SPIN <input type="text" value="Search By SPIN or SPIN Name"/>	
Invoice Line Number <input type="text" value="Search By Invoice Line Number"/>	Invoice Line Status <input type="text" value="— Select Invoice Line Status —"/>	
Invoice Type (BEAR/SPI) <input type="text" value="— Select Invoice Type —"/>	Invoice Pending Customer Response <input type="radio"/> Yes <input type="radio"/> No	
FCC Form 471 Application Number <input type="text" value="Search By FCC Form 471 Application Number"/>	Customer Response Pending Due Date From To <input type="text" value="mm/dd/yyyy"/> <input type="text" value="mm/dd/yyyy"/>	
FRN <input type="text" value="Search By FRN"/>	Payment different from Invoice Amount <input type="radio"/> Yes <input type="radio"/> No	
Invoice Status <input type="text" value="— Select Invoice Type —"/>	Payment Date From <input type="text" value="mm/dd/yyyy"/>	Payment Date To <input type="text" value="mm/dd/yyyy"/>
Modification Reason <input type="text" value="Search By Modification Reason"/>	Certified Date From <input type="text" value="mm/dd/yyyy"/>	Certified Date To <input type="text" value="mm/dd/yyyy"/>
Calendar Year <input type="text" value="— Select a Calendar Year —"/>	Invoice Decision Code <input type="text" value="Search by Invoice Decision Code"/>	

Use the fields to select various filters and click “APPLY FILTERS” →

Invoice Line Summary Status

▲ Filters

Please select at least one filter first.

Invoice Number

Search By Invoice Number

Invoice Nickname

Search By Invoice Number

BEN

Search By BEN

SPIN

Search By SPIN or SPIN Name

Invoice Line Number

Search By Invoice Line Number

Invoice Line Status

— Select Invoice Line Status —

Invoice Type (BEAR/SPI)

— Select Invoice Type —

Invoice Pending Customer Response

Yes No

One useful trick is to filter by invoices pending a response

FCC Form 471 Application Number

Search By FCC Form 471 Application Number

Customer Response Pending Due Date From To

mm/dd/yyyy

mm/dd/yyyy

FRN

Search By FRN

Payment different from Invoice Amount

Yes No

And another trick is to search by BEARs with payment discrepancies

Invoice Status

— Select Invoice Type —

Payment Date From

mm/dd/yyyy

Payment Date To

mm/dd/yyyy

Modification Reason

Search By Modification Reason

Certified Date From

mm/dd/yyyy

Certified Date To

mm/dd/yyyy

Calendar Year

— Select a Calendar Year —

Invoice Decision Code

Search By Invoice Decision Code

APPLY FILTERS

CLEAR FILTERS

Invoice Status

Once the filters are applied, a report will display a scrollable list of the filtered results or you can use the "DOWNLOAD" button to view the data in Excel

Invoice Number	Invoice Nickname	BEN	SPIN	State	Invoice Line Number	Invoice Line Status	Certified Date	FCC Form 471 Application Number	Funding Request Number (FRN)
BEAR202300080	Test 11/1	24739	14010001	VA	20000068	Certified	11/1/2023	221000337	2299000338
BEAR202300067	Ankit - test 2 - BEAR	24739	14010001	VA	20000030	Processed	10/31/2023	221000340	2299000425
BEAR202300067	Ankit - test 2 - BEAR	24739	14010001	VA	20000031	Processed	10/31/2023	221000337	2299000334
BEAR202300066	Ankit - test -1 - BEAR	24739	14010001	VA	20000029	Processed	10/31/2023	221000340	2299000428
BEAR202300052	Another BEAR	24739	14010001	VA				221000340	2299000428
BEAR202300051	My BEAR	24739	14010001	VA	1	Certified	10/10/2023	221000340	2299000420
BEAR202300014	EPC TRAINING UAT SCENARIO #3	24739	14010001	VA	1	Certified	6/2/2023	221000340	2299000420

7 items

[DOWNLOAD](#)

Click on a BEAR number to go to that BEAR

Invoice Status

To find the date a BEAR paid, scroll through the columns until you find the “Payment Date” column

Discount Rate (%)	Billing Frequency	Discount Amount Billed to USAC	Amount Disbursed	Payment Date	Calendar Year	Invoice Status	Invoice Pending Customer Response	Customer Pending Response Due Date	Payment different from Invoiced Amount	Invoice Decision Code	Invoicing Type
85	One-Time	\$8.50			2023	Certified	No		Yes		FCC Forr 472/BEA
90	Monthly	\$90.00	\$90.00	11/1/2023	2023	Processed	No		No		FCC Forr 472/BEA
85	Other	\$12.75	\$12.75	11/1/2023	2023	Processed	No		No		FCC Forr 472/BEA
90	Monthly	\$108.00	\$108.00	11/1/2023	2023	Processed	No		No		FCC Forr 472/BEA
0	Monthly	\$90.00			2023	Incomplete			No		FCC Forr 472/BEA
0	Monthly	\$99.00			2023	Certified	No		Yes		FCC Forr 472/BEA
0	Annually	\$270.00			2023	Certified	No		Yes		FCC Forr 472/BEA

7 items

[DOWNLOAD](#)

Payment of the BEAR


Payment of the BEAR

Once an invoice line item has been processed, the BEAR Notification Letter will be emailed to full and partial rights users:

BEAR Notification Letter

portal-test@portal.usac.org on behalf of E-Rate Productivity Center <application.administrator@usac.org>
To: cssp@testmail.usac.org; felix.fullrights@rhc.com; francis.fullrights@lrtd.org; pablo.partial@rhc.com; parson.partial@lrtd.org; testuser@testmail.com

SLR510UPR_bear_a_2023-03-30.pdf
18 KB



BEAR Notification Letter

The attached is a letter notifying you that Universal Service Administrative Company (USAC) has processed invoice lines submitted by the program applicant addressed above. In the attached documents, you will find details regarding your invoice submission(s).

Next Steps

1. Review summary
2. To find details regarding other lines, please see this hyperlink to [Opendata](#)
3. If you have any questions, please open a customer service case in EPC or call our Customer Service Center at (888) 203-8100

Click individual files attached with this notification to download the files. You may also find this content in your E-Rate Productivity Center (EPC) News Feed
For more information, including how to appeal a decision, please see the attached letter.

Please keep a copy of this notification for your records.

Sincerely,
Universal Service Administrative Co.
NOTE: Please do not reply to this email.

This message has been sent by EPC

Payment of the BEAR



Universal Service
Administrative Co.

Schools and Libraries Division

Privileged and Contains Confidential Information

FCC Form 472 (BEAR) Notification Letter

November 01, 2023

Independent School 704
1112 East Ave
Queens, VA 66118

Contact Email Address: ind_sch_704_aa@testmail.usac.org

Re: Invoice Number: BEAR202300066
Applicant Form Identifier: Ankit - test -1 - BEAR
Billed Entity Number: 24739

Invoice reimbursement payment in this letter: \$108.00
Invoice reimbursement adjustments in this letter: \$0.00

Summary of reimbursement payments on this invoice to date: \$108.00
Summary of Invoice Reimbursement Pending Payments: \$0.00

The email will include an attachment with details about the BEAR

INVOICE BEAR202300066 LINE SUMMARY TABLE

Line #	FY	FRN	Dollars	Status	Decision Code(s)
20000029	2022	2299000428	\$108.00	Processed	

Invoice Number: BEAR202300066
Invoice Line Number: 20000029
Form 471 Application Number: 221000340
Funding Request Number: 2299000428
Service Provider Name: USAC Service Provider Organization 1
SPIN: 14010001
Funding Year 2022: 07/01/2022 - 06/30/2023
Contract Number: N/A
Funding Commitment Decision: \$1324.80
Reimbursement Request: \$108.00
Reimbursement Amount: \$108.00



NETWORKMAINE

Payment of the BEAR

The BEAR Notification Letter and its attachment can also be found in the EPC News feed

The screenshot shows a Microsoft Teams news feed interface. At the top, there is a blue navigation bar with tabs for 'News', 'Tasks (4)', 'Records', 'Reports', and 'Actions'. The 'News' tab is selected. On the left side, there is a sidebar with the 'Universal Service Administrative Co.' logo and a search bar containing the text 'Invoice Disbursement'. Below the search bar are filters for 'All', 'Updates', 'Participating', 'Kudos', and 'Starred'. The main content area shows a search result for 'Invoice Disbursement'. The notification is from the 'E-Rate Productivity Center' and contains the following text: 'This notification letter is an acknowledgement that USAC has processed/partially processed Ankit - test 2 - BEAR FCC Form 472/474 - BEAR202300067 on 11/01/2023. Each applicant featuring on this request will be able to see this notification. Click on the individual files attached with this notification to download the files. Please keep a copy of this confirmation and files for your record. If you have any questions about your application, please contact the E-Rate Program's Customer Service Center at (888) 203-8100'. Below the text is a PDF attachment titled 'SLR510UPR_bear_a_2023-11-01' with a size of 'PDF 22 KB'. At the bottom of the notification, it says 'Yesterday, 9:37 AM' and includes icons for a star, a lock, and a comment button.

Payment of the BEAR

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

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

SCHOOLS AND LIBRARIES BEAR PROGRAM REMITTANCE STATEMENT

As Of September 22, 2023

Attn: Caroline Hammond
NETWORKMAINE

RE: FCC Form 498 ID 443000154

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

	Approved
9/21/2023 143001200 Consolidated Communications Enterprise Services, Inc. 2399023194 2023CC_DF-07 Applicant Name:NETWORKMAINE;SLD Invoice Number:3567534;BEAR Letter Date:09/21/2023;Line Item Detail Number:11046580;Amount Requested:4963.81;	\$4,963.81
Total Approved Disbursement	<u>\$4,963.81</u>
Total Actual Disbursement:	<u>\$4,963.81</u>

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

Payment of the BEAR

SCHOOLS AND LIBRARIES BEAR PROGRAM REMITTANCE STATEMENT

As Of September 22, 2023

Attn: Caroline Hammond
NETWORKMAINE

RE: FCC Form 498 ID 443000154

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

	Approved
9/21/2023 143001200 Consolidated Communications Enterprise Services, Inc. 2399023194 2023CC_DF-07 Applicant Name:NETWORKMAINE;SLD Invoice Number:3567534;BEAR Letter Date:09/21/2023;Line Item Detail Number:11046580;Amount Requested:4963.81;	\$4,963.81 <i>approved amount</i>
Total Approved Disbursement	<u>\$4,963.81</u>
Total Actual Disbursement:	<u>\$4,963.81</u>

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

This notification provides the amount that will be paid in the next batch that is processed

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

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

Payment of the BEAR

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

Requesting an Invoice Deadline Extension

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

When are BEARs due?

BEARs must be certified no later than 120 days after the last day services are received or 120 days after the date of the FCC Form 486 Notification Letter, whichever is later.

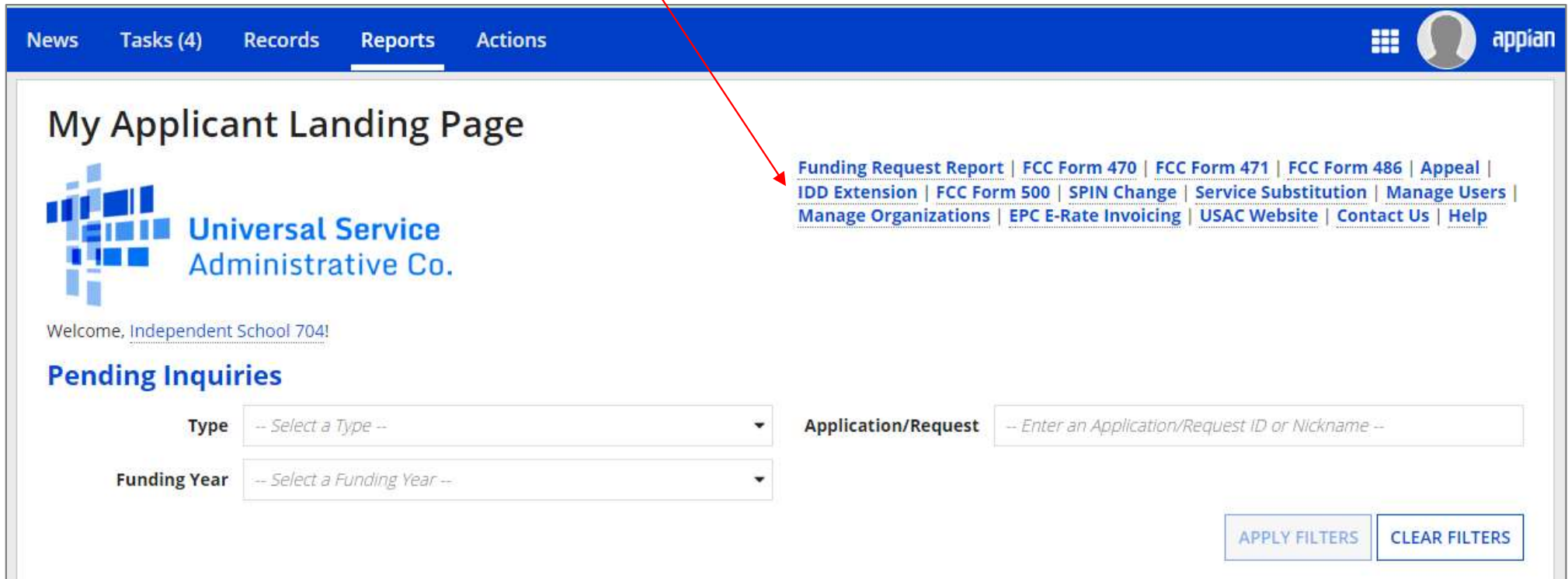
What if I need an extension?

USAC will automatically grant upon request a single, one-time, 120 day extension to an applicant's BEAR invoice deadline. However, the extension must be requested on or before the original BEAR filing deadline of October 28.

Each FRN for which you need an extension must be specifically requested - a request granted for one FRN on a Form 471 will not extend to other FRNs on that Form 471

Invoice Deadline Extension

① On the EPC Landing Page, click on the “IDD Extension” link



The screenshot shows the 'My Applicant Landing Page' for the Universal Service Administrative Co. The page features a blue navigation bar with 'News', 'Tasks (4)', 'Records', 'Reports', and 'Actions'. A red arrow points from the instruction above to the 'IDD Extension' link in the navigation menu. Below the navigation bar, the page title is 'My Applicant Landing Page' and the logo for Universal Service Administrative Co. is displayed. A welcome message reads 'Welcome, Independent School 704!'. The 'Pending Inquiries' section includes filters for 'Type' and 'Funding Year', and an 'Application/Request' search field. At the bottom right, there are 'APPLY FILTERS' and 'CLEAR FILTERS' buttons.

News Tasks (4) Records **Reports** Actions

My Applicant Landing Page

Universal Service Administrative Co.

Welcome, Independent School 704!

Pending Inquiries

Type -- Select a Type --

Funding Year -- Select a Funding Year --

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

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

APPLY FILTERS CLEAR FILTERS

Invoice Deadline Extension

② Enter each FRN in text format, separated by a comma (the system will ignore spaces)

NOTE: Multiple FRNs from different forms and/or different funding years may be listed on the same request

Request an Extension: Invoice Deadline Date

Funding Request Number(s) for Extension

List one or more funding request numbers (FRN) below to check its eligibility for an extension to the Invoice Deadline Date.

600/600 characters remaining

Note: Each FRN must be separated by a comma.

③ Then click on the “CHECK ELIGIBILITY” button

Invoice Deadline Extension

A grid of the FRNs you have entered will appear, split into two tables.

The first table includes the FRNs that are eligible for an extension. If there are any FRNs on this table you want to remove, check the box to the left of the FRN and then click on the “Remove” button.

The second table will include the FRNs for which you cannot submit an extension request together with the reason for each (for example, the FRN does not exist in EPC or the FRN does not belong to your organization).

Request an extension: Invoice Deadline Date

Funding Request Numbers Eligible for Extension

The funding request numbers listed below are eligible for an Invoice Deadline Date extension.

The request must still be submitted and approved by USAC before an extension can be granted. To edit your list of FRNs, use the Back button at the bottom of this screen.

<input type="checkbox"/>	Funding Request Number	↑	FRN Nickname	Current Service Delivery Deadline	Current Invoice Deadline Date	BEN	SPIN
<input type="checkbox"/>	1799006331		FY2017 DF MFC	6/30/2018	10/29/2018	16055092	143035885

REMOVE

Funding Request Numbers Ineligible for Extension

The funding request number(s) listed below are not eligible for an Invoice Deadline Date extension. For more information, please review the Reason for Ineligibility.

Funding Request Number	↑	FRN Nickname	Reason for Ineligibility	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
1700000000		N/A	This is not a valid FRN in EPC	N/A	N/A	N/A	N/A

Note: Only eligible FRNs will be submitted for an extension. To edit your list of FRNs, use the Back button below.

CANCEL

BACK

SUBMIT

Invoice Deadline Extension

④ Look through the list to verify the FRNs

Request an extension: Invoice Deadline Date

Funding Request Numbers Eligible for Extension

The funding request numbers listed below are eligible for an Invoice Deadline Date extension.

The request must still be submitted and approved by USAC before an extension can be granted. To edit your list of FRNs, use the Back button at the bottom of this screen.

<input type="checkbox"/>	Funding Request Number	↑	FRN Nickname	Current Service Delivery Deadline	Current Invoice Deadline Date	BEN	SPIN
<input type="checkbox"/>	1799006331		FY2017 DF MFC	6/30/2018	10/29/2018	16055092	143035885

REMOVE

Funding Request Numbers Ineligible for Extension

The funding request number(s) listed below are not eligible for an Invoice Deadline Date extension. For more information, please review the Reason for Ineligibility.

Funding Request Number	↑	FRN Nickname	Reason for Ineligibility	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
------------------------	---	--------------	--------------------------	-----------------------	---------------------------	-----	------

No items available

Note: Only eligible FRNs will be submitted for an extension. To edit your list of FRNs, use the Back button below.

CANCEL

BACK

SUBMIT

⑤ Click on the "SUBMIT" button

Invoice Deadline Extension

The system will return the eligible FRNs in two tables.

The first table includes FRNs with approved extensions. The extended invoice deadline date will appear after the original invoice deadline date.

The second table includes FRNs that have not been approved for extensions, together with the reason for the denial (for example, an extension has already been granted for that FRN or if there are no undisbursed funds left on that FRN).

Note that the table of FRNs originally marked as ineligible is repeated below the first two tables for reference.

Request an extension: Invoice Deadline Date

For your records, a News Post and corresponding email will be sent to you with the details of this submitted IDD extension request #29.

Approved for an IDD extension

The funding request number(s) listed below have been approved for an extension to the Invoice Deadline Date.

Funding Request Number	FRN Nickname	Original Invoice Deadline Date	Extended Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
1799006331	FY2017 DF MFC	10/29/2018	2/26/2019	6/30/2018	16055092	143035885

Denied for an IDD extension

The funding request number(s) listed below have been denied for an extension to the Invoice Deadline Date. Please review the reason below for more information.

Funding Request Number	FRN Nickname	Reason for Denial	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN

Ineligible for an IDD extension

The funding request number(s) listed below are not eligible for an Invoice Delivery Deadline extension. Please review the reason below for more information.

Funding Request Number	FRN Nickname	Reason for Ineligibility	Invoice Deadline Date	Service Delivery Deadline	BEN	SPIN
No items available						

[CLOSE](#)

Invoice Deadline Extension

The requestor will receive an email containing the extension request information, and a **News** post will be created for both the BEN(s) and the SPIN(s) associated with the FRNs on the list.

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

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



The attached file lists the Invoice Deadline Date for all funding request numbers (FRN) submitted in Invoice Deadline Extension Request 8380. Out of 1, 1 FRN was approved for an invoice deadline extension on 10/1/2018. 0 were denied and 0 were ineligible for an invoice deadline extension.

E-Rate Productivity Center Invoice Deadline Date Extension Request 8380

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

HOW TO APPEAL OR REQUEST A WAIVER OF A DECISION
 You can appeal or request a waiver of a decision in this letter within 60 calendar days of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

NOTE: The Federal Communications Commission (F...[More](#))


[Invoice Deadline Date Extension Request 8380 Details_10-14-2019_14_00_58](#)
 XLSX 8 KB

Oct 14, 2019 ☆ 🔒 [Comment](#)

Notifications

Notification Type: Invoice Deadline Extension
 Funding Year: -- Select a Funding Year --

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On	
 Invoice Deadline Extension	Invoice Deadline Extension - 8380 - NETWORKMAINE 16055092	10/14/2019	EPC System	10/14/2019 2:01 PM EDT	View Notification

Wrapping Up

What do I save for my files?

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

- A copy of all bills
- Proof of payment of all bills
- A copy of completed BEAR forms
- BEAR Notification Letters
- BEAR Remittance Statements
- Proof of receipt and deposit of all reimbursements

Navigation Cheat Sheets

How do I submit ... ?

Action	EPC E-Rate Invoicing Dashboard Tab	EPC Path
View/Change Access		EPC Landing Page > locate BEN > Click on MANAGE USER PERMISSIONS
Submit a BEAR	My Organization tab > locate BEN > Click File FCC Form 472/BEAR	
Certify a Pending BEAR	My Forms and Requests tab > locate BEN > Click FCC Form 472 number > Click CERTIFY or My Pending Tasks tab > locate task name > Click the task > Click CERTIFY	
Submit deadline extension request	My Organization tab > locate BEN > Click ... dropdown > Click Invoice Deadline Date Extension Request	EPC Landing Page > Click IDD Extension
Respond to Outreach	My Forms and Requests tab > locate BEN > Click FCC Form 472 number > INVOICE LINE ITEM tab	

How do I review ... ?

Action	EPC E-Rate Invoicing Dashboard Tab
See actions needed for invoice	My Forms and Requests tab > locate BEN > Click FCC Form 472 number > INVOICE LINE ITEM tab OR My Pending Tasks tab > locate BEN > Click FCC Form 472 number > INVOICE LINE ITEM tab
View status of a Line	My Forms and Requests tab > locate BEN > Click FCC Form 472 number > INVOICE LINE ITEM tab
See what has not been certified	My Forms and Requests tab > locate BEN > Click FCC Form 472 number > INVOICE LINE ITEM tab

How do I check payments ... ?

Action	EPC E-Rate Invoicing Dashboard Tab
View Amount Disbursed	My Forms and Requests tab > locate BEN > Click FCC Form 472 number > INVOICE LINE ITEM tab
View Reason for Reduction / Denial	My Forms and Requests tab > locate BEN > Click FCC Form 472 number > INVOICE LINE ITEM tab
Appeal an Invoice	My Organization tab > locate BEN > Click ... dropdown > Click Create a Customer Service Case

How do I finish ... ?

Action	EPC E-Rate Invoicing Dashboard Tab	EPC Path
View Remittance Statements		EPC Landing Page > News tab > view remittance statement
View remaining balance of funds available for C2	My Forms and Requests tab > locate BEN > Click Category Two budget > see Category Two Budget Information > remaining budget	