

Completing the Contracts Module

*Complete this task BEFORE beginning a
Form 471 if you are requesting funding
for products or service under a contract
or legally binding agreement*

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The Basics

When do I use the contracts module?

You must have a contract record in your profile for each contract or legally binding agreement you intend to use on a Form 471. You then cite to the specific contract record for the services that will be provided under that contract when you are creating a funding request on your form.

The most efficient way to operate is to enter the contract information in the contracts module and save the contract record before you begin your Form 471.

That way you don't have to leave the form mid-process, go to the contracts module, create the contract record, and then return to the form.

Do I have to use the contracts module?

During the creation of a Form 471, you will indicate on each FRN how you will be purchasing the requested services:

FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

CONTRACT

TARIFF

MONTH-TO-MONTH

- Contract ***(MOST COMMON CHOICE FOR C1 AND REQUIRED FOR C2)***
Yes: If you indicate that the FRN is for contracted services, you will be prompted during the process to refer back to a contract that is listed in the contracts module
- Month-to-Month ***(typically only used for transitions between contracts for C1 services)***
No: The contracts module is not required for that FRN
- Tariff ***(rare, but possible for C1)***
A tariffed service is a telecommunications service that you purchase at rates regulated by the state regulatory commission and/or the FCC, for which you do not have a signed, written contract.
No: The contracts module is not required for that FRN

What if I created a multi-year contract record in a previous funding year?

There is no functionality in the system to edit a contract once it has been submitted.

If you created and submitted a contract in the contracts module for a multi-year contract in a previous year and that contract covers the funding year for which you are filing a new Form 471, cite the original contract record.

- If nothing has changed for the existing contract you created and the contract is still in effect through the next funding year, the contract you created may be used again for the next funding year's Form 471 without any further action. Simply cite that record during the creation of the form.
- If information has changed from the existing contract (for example, if you have a contract amendment), you still cite the record for the existing contract during the creation of the Form 471 but be prepared to submit the documentation of the changes during PIA review.

What if I am exercising a voluntary contract extension?

If you created a contract record in an earlier year for a contract with voluntary extensions, you do not need to create a new contract record, if the extension will cover services for the full upcoming funding year.

- First, work with the service provider to exercise the extension for your upcoming funding year's services.
- Then, when you cite to that contract record for the funding request for these services, enter the last date of service for that funding year in the contact end date field for that request. You do not have to create a new contract record simply because you exercised an option to extend the contract.

Where is the contracts module?

The Contracts Module is a section within your organization's EPC profile.

The Contracts Module

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](#)

Welcome, [School District 6!](#) **A**

Pending Inquiries

Type: Application/Request:

Funding Year:

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: Status: All Generated Not Generated

Funding Year:

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6 B	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

① On the Landing Page, click on either organization name link

A in the “Welcome __!” line

B in the “My Entities” section

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

Contracts Module

Records / Applicant Entities

#17262 - School District 400054

[MANAGE ORGANIZATION](#) [CREATE A CUSTOMER SERVICE CA...](#) [MANAGE ORGANIZATION RELATI...](#) [...](#)

Summary [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

Organization Details

Name	School District 400054	Applicant Type	School District
Entity Number	17262	Status	Active
FCC Registration Number	0123456789		

② Click on the “Contracts” link in the menu of items at the top of the organization’s page

③ Click on the “MANAGE CONTRACTS” button

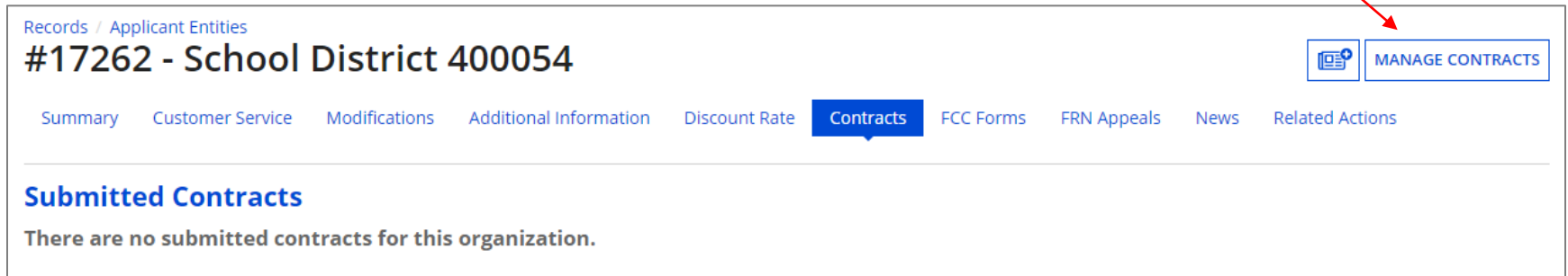
Records / Applicant Entities

#17262 - School District 400054

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

Submitted Contracts

There are no submitted contracts for this organization.



Manage Contracts

Contracts - School District 400054 (BEN: 17262)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type

My Contract Drafts

You have no contract drafts for this organization. Click the Add a New Contract button to create a new contract.

CLOSE

ADD A NEW CONTRACT

EDIT

DELETE

④ Click on the “ADD A NEW CONTRACT” button

Contract Information

Create Contract

School District 400054 (BEN: 17262) - - Contract ID #

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you will enter preliminary information about this contract, as well as your account number, if you know it.

Contract Information

Enter a nickname to easily identify this contract ⓘ *

Contract Number ⓘ

① Provide a nickname for the contract that will serve as a reminder of this particular contract, such as year and service provider

Contract Information

Create Contract

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you will enter preliminary information about this contract, as well as your account number, if you know it.

Contract Information

Enter a nickname to easily identify this contract ? *

Contract Number ?

② Enter a contract number if you have one (you may use N/A or TBD or leave it blank)

③ Click on the "SAVE & CONTINUE" button to proceed

④ Determine if you wish to upload your contract to EPC. You are not required to, but it will likely save you some time during PIA reviews, particularly if the contract is used for more than one FRN.

Create Contract

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488

Last Saved: 10/8/2019 8:11 AM EDT

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you will have the option to upload contract documents, including a description of each document.

Contract Information

Contract ID #6488 ⓘ ← *An id number is assigned by the system*

Would you like to upload a copy of your contract? ⓘ

← **B** *If you do not wish to upload the contract, click on the “NO” button then skip to page 20 in this guide*

A If you do wish to upload the contract, click on the “YES” button then go to the next page in this guide

Create Contract

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488

Last Saved: 10/8/2019 8:11 AM EDT

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will have the option to upload contract documents, including a description of each document.

Contract Information

Contract ID #6488 ⓘ

Would you like to upload a copy of your contract? ⓘ

YES ✓

NO

Contract Document Upload

Please upload and describe each document related to your contract.

UPLOAD  Drop file here

Describe this contract document.

BACK

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

A ① If you chose “Yes”, upload the contract to the portal by clicking on the “UPLOAD” button or simply dragging a file from your computer onto the “Drop file here” area. Give the system a second to upload the file.

Contract Information

Create Contract

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488

Last Saved: 10/8/2019 8:11 AM EDT

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will have the option to upload contract documents, including a description of each document.

Contract Information

Contract ID #6488


Would you like to upload a copy of your contract?

YES ✓

NO

Contract Document Upload

Please upload and describe each document related to your contract.

 My Contract
DOCX - 11.17 KB

UPLOAD  Drop file here

BACK

CANCEL

A ② Add a description if you wish

Describe this contract document.

Describe this contract document.

A ③ Repeat the process for any additional documents associated with this contract

A ④ Click on the "SAVE & CONTINUE" button

SAVE & CLOSE

SAVE & CONTINUE

skip to page 21 in this guide

Contract Information

Create Contract

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488

Last Saved: 10/8/2019 8:11 AM EDT

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you will have the option to upload contract documents, including a description of each document.

Contract Information

Contract ID #6488 ?

Would you like to upload a copy of your contract? ?

B ① If you chose “No”, click on the “SAVE & CONTINUE” button to proceed

Create Contract

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488

Last Saved: 10/8/2019 8:11 AM EDT

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will answer additional questions about this contract.

Contract Information

Is this contract based on a State Master Contract? [?](#)

YES

NO

Is this contract based on a multiple award schedule? [?](#)

YES

NO

BACK

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

⑤ Choose whether or not this contract is based on a State Master Contract. For Maine applicants, the answer is "No" as we do not have a Maine State Master Contract.

Create Contract

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488

Last Saved: 10/8/2019 8:11 AM EDT

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will answer additional questions about this contract.

Contract Information

Is this contract based on a State Master Contract? [?](#)

YES

NO ✓

Is this contract based on a multiple award schedule? [?](#)

YES

NO

⑥ Choose whether or not this contract was awarded to multiple vendors

BACK

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

Contract Information

Create Contract

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488

Last Saved: 10/8/2019 8:24 AM EDT

Contract Information

Establishing FCC Form 470

Service Provider

Contract Dates

Pricing Confidentiality

Confirmation

Here you will answer additional questions about this contract.

Contract Information

Is this contract based on a State Master Contract? [?](#)

YES

NO ✓

Is this contract based on a multiple award schedule? [?](#)

YES

NO ✓

BACK

CANCEL

SAVE & CLOSE

SAVE & CONTINUE

⑦ Click on the "SAVE & CONTINUE" button to proceed

Contract Information

- ⑧ Determine if other applicants can piggy back off of this contract

Create Contract

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488

Last Saved: 10/8/2019 8:26 AM EDT

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you will answer additional questions about this contract.

Contract Information

Can other applicants piggy back off this contract? ⓘ

← **A** If they cannot, click on the “NO” button
then go to the next page in this guide

- B** If they can, click on the “YES” button and then click on the “SAVE & CONTINUE” button
then skip to page 26 in this guide

Contract Information

Create Contract

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488

Last Saved: 10/8/2019 8:26 AM EDT

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you will answer additional questions about this contract.

Contract Information

Can other applicants piggy back off this contract? ⓘ

Was this contract originally created by another applicant, and you then piggy backed off their contract? ⓘ

← **A** ① Determine if you piggy backed off someone else's contract

A ② Click on the "SAVE & CONTINUE" button

go to the next page in this guide

Establishing Form 470

Establishing Form 470

Create Contract

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488

Last Saved: 10/8/2019 8:30 AM EDT

Contract Information **Establishing FCC Form 470** Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you can use the search tool below to associate an FCC Form 470 with this contract.

Establishing FCC Form 470


Was an FCC Form 470 posted for the product and/or services you are requesting?

YES NO

How many bids were received? ⓘ *

Enter the number of bids that you received for this product or service.

BACK CANCEL SAVE & CLOSE SAVE & CONTINUE



① Click on the “YES” button to indicate that you posted a Form 470 (the answer should usually be yes)

Establishing Form 470

Contract Information **Establishing FCC Form 470** Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you can use the search tool below to associate an FCC Form 470 with this contract.

Establishing FCC Form 470

Was an FCC Form 470 posted for the product and/or services you are requesting?

YES ✓ **NO**

Was your FCC Form 470 posted prior to Funding Year 2016?

YES **NO ✓**

Use the search tool below to find the establishing FCC Form 470.

Remember that the services in the contract had to be posted on the FCC Form 470. Remember you cannot file your Form 471 before the Allowable Contract Date.

Search FCC Forms 470

Search by FCC Form 470 Number

Search by BEN

Search by Nickname (Partial or Full)

How many bids were received? ⓘ *

Enter the number of bids that you received for this product or service.

② Enter the number of bids received

CLEAR FILTERS **SEARCH**

BACK **CANCEL** **SAVE & CLOSE** **SAVE & CONTINUE**

③ Determine when you posted the Form 470

Contract Information **Establishing FCC Form 470** Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you can use the search tool below to associate an FCC Form 470 with this contract.

Establishing FCC Form 470

Was an FCC Form 470 posted for the product and/or services you are requesting? How many bids were received? ?*

YES ✓ NO

Enter the number of bids that you received for this product or service.

Was your FCC Form 470 posted prior to Funding Year 2016?

YES NO ✓

A If you posted your Form 470 in EPC in FY2016 or later, leave the "NO" button selected then go to the next page in this guide

Use the search tool below to find the establishing FCC Form 470. Remember you cannot file your Form 471 before the Allowable Contract Date.

Remember that the services in the contract had to be posted on the FCC Form 470.

Search FCC Forms 470

Search by FCC Form 470 Number Search by Nickname (Partial or Full)

Search by BEN

B If the Form 470 was posted prior to FY2016, click on the "YES" button then skip to page 33 in this guide

Establishing Form 470

A ① Locate the Form 470 by entering a value in any of the search boxes

NOTE: By default, the BEN for the organization is listed. If you know neither the Form 470 Number nor the Form 470 Nickname, you can simply search by BEN.

A ② Click on the "SEARCH" button to locate forms matching the entered criteria

Establishing Form 470

Contract Information **Establishing FCC Form 470** Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you can use the search tool below to associate an FCC Form 470 with this contract.

Establishing FCC Form 470

Was an FCC Form 470 posted for the product and/or services you are requesting?

YES ✓ NO

Was your FCC Form 470 posted prior to Funding Year 2016?

YES NO ✓

Use the search tool below to find the establishing FCC Form 470.

Remember that the services in the contract had to be posted on the FCC Form 470. Remember you cannot file your Form 471 before the Allowable Contract Date.

Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

If your search terms were unsuccessful, click on the "CLEAR FILTERS" button to remove values entered into the search boxes and then try another search

Establishing Form 470

Search FCC Forms 470

Search by FCC Form 470 Number

Search by Nickname (Partial or Full)

Search by BEN

Results matching the criteria you used will appear in a list

[CLEAR FILTERS](#) [SEARCH](#)

<input type="checkbox"/>	FCC Form 470 Number	Nickname	Funding Year	BEN	BEN Name	Allowable Contract Date	Service Type
<input type="checkbox"/>	170002791	28-Feb-2017 055651	2017	17262	School District 400054	3/28/2017	Basic Maintenance of Internal Connections; Internet Access and/or Telecommunications

[BACK](#) [CANCEL](#) [SAVE & CLOSE](#) [SAVE & CONTINUE](#)

A ③ Click the check box for the establishing Form 470 that resulted in this particular signed contract

A ④ Then click on the “SAVE & CONTINUE” button to proceed

Establishing Form 470

If your Form 470 was posted prior to FY2016, it is not in EPC and you will need to manually enter the form number

Contract Information **Establishing FCC Form 470** Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you can use the search tool below to associate an FCC Form 470 with this contract.

Establishing FCC Form 470

Was an FCC Form 470 posted for the product and/or services you are requesting?

YES ✓ NO

Was your FCC Form 470 posted prior to Funding Year 2016?

YES ✓ NO

You should only select this option if you posted the FCC Form 470 for these services prior to Funding Year 2016. If you are unsure, please select No to the prior question, and search for the FCC Form 470.

How many bids were received? ⓘ *

3

Enter the number of bids that you received for this product or service.

FCC Form 470 Number ⓘ *

Because the FCC Form 470 was posted prior to 2016, EPC is unable to determine if this FCC Form 470 is valid. Please check the number carefully before continuing.

B ① Enter the Form 470 Number. Check this number carefully for accuracy.

B ② Click on the "SAVE & CONTINUE" button

Service Provider

Create Contract

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488

Last Saved: 10/8/2019 8:46 AM EDT

- Contract Information
- Establishing FCC Form 470
- Service Provider**
- Contract Dates
- Pricing Confidentiality
- Confirmation

Here you will associate the service provider listed on the contract.

Service Provider

Account Number (e.g., billed telephone number)

If your service provider has given you one or more Account Numbers, please enter them.

Please select the service provider for this contract using the search below.

Search Service Providers

Search by SPIN

Search by Name (Full or Partial)

CLEAR FILTERS SEARCH

BACK CANCEL

SAVE & CLOSE SAVE & CONTINUE

① Enter the account number if you have one (this is not a required field)



Service Provider

Contract Information Establishing FCC Form 470 **Service Provider** Contract Dates Pricing Confidentiality Confirmation

Here you will associate the service provider listed on the contract.

Service Provider

Account Number (e.g., billed telephone number)

If your service provider has given you one or more Account Numbers, please enter them.

Please select the service provider for this contract using the search below.

Search Service Providers ② Enter the SPIN or Name of the service provider

Search by SPIN Search by Name (Full or Partial)

SPIN numbers are always 9 digits and begin "14"

③ Then click on the "SEARCH" button

Service Provider

Contract Information Establishing FCC Form 470 **Service Provider** Contract Dates Pricing Confidentiality Confirmation

Here you will associate the service provider listed on the contract.

Service Provider

Account Number (e.g., billed telephone number)

If your service provider has given you one or more Account Numbers, please enter them.

Please select the service provider for this contract using the search below.

Search Service Providers

Search by SPIN

Search by Name (Full or Partial)

CLEAR FILTERS **SEARCH**

BACK **CANCEL** **SAVE & CLOSE** **SAVE & CONTINUE**

If your search terms were unsuccessful, click on the "CLEAR FILTERS" button to remove values entered into the search boxes and then try another search



Results matching the criteria you used will appear in a list

Contract Information Establishing FCC Form 470 **Service Provider** Contract Dates Pricing Confidentiality Confirmation

Here you will associate the service provider listed on the contract.

Service Provider

Account Number (e.g., billed telephone number)

If your service provider has given you one or more Account Numbers, please enter them.

Please select the service provider for this contract using the search below.

Search Service Providers

Search by SPIN

Search by Name (Full or Partial)

4 Click the check box for the appropriate service provider

<input type="checkbox"/>	SPIN	Name	Doing Business As	State
<input checked="" type="checkbox"/>	14010001	USAC Service Provider Organization 1		VA
<input type="checkbox"/>	14010002	USAC Service Provider Organization 2		VA
<input type="checkbox"/>	14010003	USAC Service Provider Organization 3		VA

5 Then click on the "SAVE & CONTINUE" button to proceed

Contract Dates

① Determine if your contract is a multi-year contract

Create Contract

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488

Last Saved: 10/8/2019 8:46 AM EDT

Contract Information Establishing FCC Form 470 Service Provider **Contract Dates** Pricing Confidentiality Confirmation

Here you will answer additional questions about the dates on your contract.

Contract Dates

Is this a multi-year contract?

A If the contract is not multi-year, click on the “No” button

B If it is multi-year, click on the “Yes” button

What is the date you awarded your contract? *

mm/dd/yyyy

The Contract Expiration Date will be entered in each FRN where you cite this contract.

YES NO BACK CANCEL SAVE & CLOSE SAVE & CONTINUE

Contract Dates

Contract Information Establishing FCC Form 470 Service Provider **Contract Dates** Pricing Confidentiality Confirmation

Here you will answer additional questions about the dates on your contract.

Contract Dates

Is this a multi-year contract?

② Enter the date you awarded this contract

What is the date you awarded your contract? *

The Contract Expiration Date will be entered in each FRN where you cite this contract.

Words of Caution: Your Contract Award Date must be **on or after** the Allowable Contract Date and **before** the filing and certification date of the Form 471. You will get an error message if your date is too early.

You have entered a Contract Award Date that is before the end of the 28 day waiting period (Allowable Contract Date) for the cited FCC Form 470.

Contract Dates

Contract Information Establishing FCC Form 470 Service Provider **Contract Dates** Pricing Confidentiality Confirmation

Here you will answer additional questions about the dates on your contract.

Contract Dates

Is this a multi-year contract?

What is the date you awarded your contract? *

The Contract Expiration Date will be entered in each FRN where you cite this contract.

③ Click on the “SAVE & CONTINUE” button

④ Determine if your contract allows for voluntary extensions

Contract Information Establishing FCC Form 470 Service Provider **Contract Dates** Pricing Confidentiality Confirmation

Here you will answer additional questions about voluntary extensions on your contract

Contract Dates

Does this contract include voluntary extensions?

← **A** If it does not include voluntary extensions, click on the “NO” button then go to the next page in this guide

B If it does include voluntary extensions, click on the “YES” button then skip to page 45 in this guide

Contract Dates

Contract Information Establishing FCC Form 470 Service Provider **Contract Dates** Pricing Confidentiality Confirmation

Here you will answer additional questions about voluntary extensions on your contract

Contract Dates

Does this contract include voluntary extensions?

YES NO ✓

BACK CANCEL SAVE & CLOSE SAVE & CONTINUE

A ① Click on the “SAVE & CONTINUE” button to proceed

Contract Information Establishing FCC Form 470 Service Provider **Contract Dates** Pricing Confidentiality Confirmation

Here you will answer additional questions about voluntary extensions on your contract

Contract Dates

Does this contract include voluntary extensions?

YES ✓ NO

What is the contract expiration date if all extensions are exercised? *

How many extensions are left on the contract? *

Enter the number of voluntary extensions that you could still exercise on this contract.

What is the total remaining length of the contract if you exercised all extensions (in months)? *

Enter the number of months that would remain in the contract if you exercised all voluntary extensions.

- B** ① If extensions are allowed, provide the following:
- contract expiration date if all extensions are used
 - number of extensions left on the contract
 - number of months remaining on the contract if all extensions were to be used

B ② Click on the “SAVE & CONTINUE” button to proceed

Pricing Confidentiality

Pricing Confidentiality

① Determine if there is a statute, rule, or other restriction that prohibits pricing transparency

Create Contract

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488

Last Saved: 10/8/2019 9:18 AM EDT

Contract Information Establishing FCC Form 470 Service Provider Contract Dates **Pricing Confidentiality** Confirmation

Here you will answer additional questions about applicable publication restrictions on this contract.

Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

 A If there is no prohibition, click on the “NO” button
then go to the next page in this guide

 B If there is, click on the “YES” button
then skip to page 49 in this guide

Words of Caution: There must be an actual statute in place. It is not sufficient for the vendor to simply state that their pricing is confidential. When in doubt, click on “No”!

Pricing Confidentiality

Contract Information Establishing FCC Form 470 Service Provider Contract Dates **Pricing Confidentiality** Confirmation

Here you will answer additional questions about applicable publication restrictions on this contract.

Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

YES **NO ✓**

BACK CANCEL SAVE & CLOSE **SAVE & CONTINUE**

A ① Click on the “SAVE & CONTINUE” button to proceed

Pricing Confidentiality

Contract Information Establishing FCC Form 470 Service Provider Contract Dates **Pricing Confidentiality** Confirmation


Here you will answer additional questions about applicable publication restrictions on this contract.

Pricing Confidentiality

Is there a statute, rule, or other restriction which prohibits publication of the specific pricing information for this contract?

YES ✓ **NO**

Restriction Document Upload ?

UPLOAD  Drop file here

What is the type of restriction? *

-- Select a value --

Restriction Citation ? *

BACK CANCEL SAVE & CLOSE SAVE & CONTINUE

B ① Provide the type of restriction and the citation, and upload a file that documents the restriction

B ② Click on the “SAVE & CONTINUE” button to proceed

go to the next page in this guide

Confirmation

The contract info that has been entered will display

Create Contract: Confirmation

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488

Last Saved: 10/8/2019 9:24 AM EDT

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality **Confirmation**

Please review the information and submit the information below to complete this contract.

Contract Information

Nickname	My Internet Contract	Contract ID	6488
Can Other Applicants Piggy Back Off This Contract?	No	Contract Number	
Piggy Backed Off Another Contract?	No	Based on a State Master Contract?	No
		Based on a Multiple Award Schedule?	No

Establishing FCC Form 470

Establishing FCC Form 470	#170002791	Number of Bids Received	3
---------------------------	------------	-------------------------	---

Service Provider

Service Provider	USAC Service Provider Organization 1 (SPIN: 14010001)	Account Number	
------------------	---	----------------	--

Contract Dates

Award Date	4/1/2019	Multi-Year Contract?	No
Includes Voluntary Extensions?	No		

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

Supporting Documents

Document	Description
My Contract	

A To save this contract as a draft so you can continue to edit it, click on the “SAVE & CLOSE” button

B To submit the completed contract, click on the “COMPLETE” button – once you do this you will not be able to modify or delete the contract record

Records / Applicant Entities

#17262 - School District 400054

[MANAGE CONTRACTS](#)

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) **[Contracts](#)** [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

Submitted Contracts

Contract ID	Contract Number	Contract Nickname	Award Date	
6488		My Internet Contract	4/1/2019	View

Submitted contracts appear in the Contracts Module list and can be referenced when filing a Form 471

Viewing Submitted Contracts

Viewing Contracts

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](#)

Welcome, [School District 6!](#)

A

Pending Inquiries

Type

Application/Request

Funding Year

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

Status All
 Generated
 Not Generated

Funding Year

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

B

① On the Landing Page, click on either organization name link

A in the “Welcome __!” line



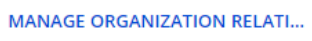

B in the “My Entities” section

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

Viewing Contracts

Records / Applicant Entities

#17262 - School District 400054

 MANAGE ORGANIZATION  CREATE A CUSTOMER SERVICE CA...  MANAGE ORGANIZATION RELATI... 

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

Organization Details

Name	School District 400054	Applicant Type	School District
Entity Number	17262	Status	Active
FCC Registration Number	0123456789		

② Click on the “Contracts” link in the menu of items at the top of the organization’s page

Viewing Contracts

Records / Applicant Entities

#17262 - School District 400054

[MANAGE CONTRACTS](#)

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

Submitted Contracts

Contract ID	Contract Number	Contract Nickname	Award Date	
6488		My Internet Contract	4/1/2019	View

NOTE: Only submitted contracts appear on this page

③ Click on the "View" link

The contract record will display

Records / Applicant Entities

#17262 - School District 400054

[MANAGE CONTRACTS](#)

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

[Submitted Contracts](#) / Contract #6488

Contract #6488

Contract Information

Nickname My Internet Contract	Contract ID 6488
Can Other Applicants Piggy Back Off This Contract? No	Contract Number
Piggy Backed Off Another Contract? No	Based on a State Master Contract? No
	Based on a Multiple Award Schedule? No
	Number of Bids Received 3
	Account Number
	Multi-Year Contract? No

Establishing FCC Form 470

Establishing FCC Form 470 #170002791

Service Provider

Service Provider USAC Service Provider Organization 1 (SPIN: 14010001)

Contract Dates

Award Date 4/1/2019

Includes Voluntary Extensions? No

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

Supporting Documents

Document	Description
My Contract	

Viewing Contracts

If you clicked on the “MANAGE CONTRACTS” button rather than the “View” link, by default, only draft contracts you have begun creating but not yet submitted will display. If you have no contract drafts, a message to that effect will display.

Manage Contracts

Contracts - School District 400054 (BEN: 17262)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type

My Contract Drafts
You have no contract drafts for this organization. Click the Add a New Contract button to create a new contract.

[CLOSE](#) [ADD A NEW CONTRACT](#) [EDIT](#) [DELETE](#)

Viewing Contracts

To view a list of submitted contracts on this page, change the “Contact Type” drop down menu to “Submitted Contracts”

Manage Contracts

Contracts - School District 400054 (BEN: 17262)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type My Contract Drafts ▼

My Contract Drafts

You have no contracts. **My Contract Drafts** **Submitted Contracts** **My Contract Drafts** **Contract button to create a new contract.**

CLOSE ADD A NEW CONTRACT EDIT DELETE

Viewing Contracts

A list of submitted contracts now displays – you may need to use this in order to look up which contract ID record to reference on your Form 471. In order to view the contract itself, follow the steps on the previous pages.

Manage Contracts

Contracts - School District 400054 (BEN: 17262)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type Submitted Contracts ▼

Submitted Contracts
The grid below contains all submitted contracts for this organization.

<input type="checkbox"/>	Contract ID	Contract Number	Contract Nickname	Award Date
<input type="checkbox"/>	6488		My Internet Contract	4/1/2019

[CLOSE](#) [ADD A NEW CONTRACT](#) [EDIT](#) [DELETE](#)

Editing Draft Contracts

You can edit any contract that is still in draft form.

You cannot edit a contract once it has been submitted.

Editing Contracts

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](#)

Welcome, [School District 6!](#) **A**

Pending Inquiries

Type Application/Request

Funding Year

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 Status All Generated Not Generated

Funding Year

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6 B	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

① On the Landing Page, click on either organization name link

A in the “Welcome __!” line

B in the “My Entities” section

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

Editing Contracts

Records / Applicant Entities

#17262 - School District 400054

[MANAGE ORGANIZATION](#) [CREATE A CUSTOMER SERVICE CA...](#) [MANAGE ORGANIZATION RELATI...](#) [...](#)

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

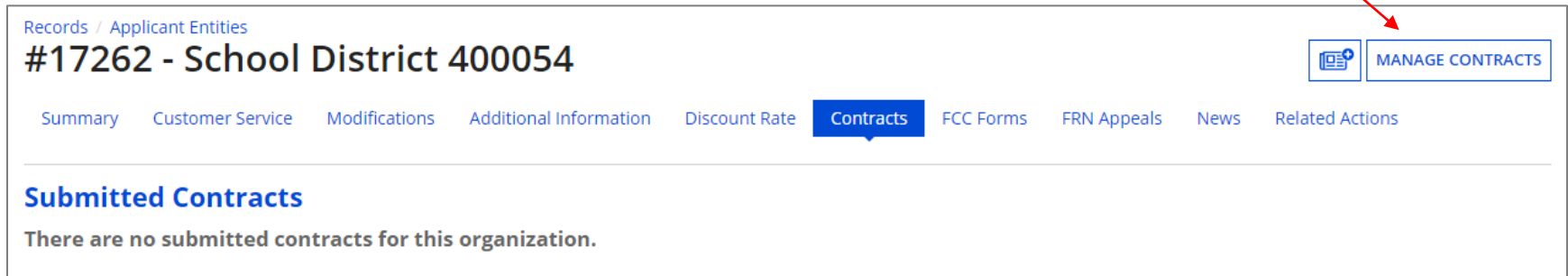
Organization Details

Name	School District 400054	Applicant Type	School District
Entity Number	17262	Status	Active
FCC Registration Number	0123456789		

② Click on the “Contracts” link in the menu of items at the top of the organization’s page

Editing Contracts

③ Click on the “MANAGE CONTRACTS” button



Records / Applicant Entities

#17262 - School District 400054

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

Submitted Contracts

There are no submitted contracts for this organization.

NOTE: Only submitted contracts appear on this page

Editing Contracts

Any contracts you have begun creating but not yet submitted and are still in draft form will appear by default in the list

Manage Contracts

Contracts - School District 400054 (BEN: 17262)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type

My Contract Drafts

The grid below contains all of your draft contracts created for this organization.

- To edit a draft contract, select 1 contract from the grid and click the Edit button at the bottom of the form.
- To delete a draft contract, select up to 5 contracts from the grid and click the Delete button at the bottom of the form.

<input type="checkbox"/>	Contract ID	Contract Number	Contract Nickname	Created	Last Modified
<input type="checkbox"/>	6488		My Internet Contract	10/8/2019 8:09 AM EDT	10/8/2019 9:24 AM EDT

④ Select the check box for the contract you wish to edit

Editing Contracts

Manage Contracts

Contracts - School District 400054 (BEN: 17262)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type

My Contract Drafts

The grid below contains all of your draft contracts created for this organization.

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- To delete a draft contract, select up to 5 contracts from the grid and click the Delete button at the bottom of the form.

<input checked="" type="checkbox"/>	Contract ID	Contract Number	Contract Nickname	Created	Last Modified
<input checked="" type="checkbox"/>	6488		My Internet Contract	10/8/2019 8:09 AM EDT	10/8/2019 9:24 AM EDT

CLOSE

ADD A NEW CONTRACT

EDIT

DELETE

⑤ Click on the “EDIT” button to edit that contract

⑥ Continue working on the contract creation process or edit the information as necessary

Create Contract

School District 400054 (BEN: 17262) - My Internet Contract - Contract ID #6488

Last Saved: 10/8/2019 9:24 AM EDT

Contract Information Establishing FCC Form 470 Service Provider Contract Dates Pricing Confidentiality Confirmation

Here you will enter preliminary information about this contract, as well as your account number, if you know it.

Contract Information

Enter a nickname to easily identify this contract ⓘ *

Contract Number ⓘ

Removing Draft Contracts

You can only delete draft contracts.

*You cannot recover a contract draft
that has been deleted.*

Removing Contracts

① On the Landing Page, click on either organization name link

A in the “Welcome ___!” line

B in the “My Entities” section

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

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!](#) **A**

Pending Inquiries

Type: Application/Request:

Funding Year:

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: Status: All Generated Not Generated

Funding Year:

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6 B	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

Removing Contracts

Records / Applicant Entities

#17262 - School District 400054

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[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

Organization Details

Name	School District 400054	Applicant Type	School District
Entity Number	17262	Status	Active
FCC Registration Number	0123456789		

② Click on the “Contracts” link in the menu of items at the top of the organization’s page

Removing Contracts

③ Click on the “MANAGE CONTRACTS” button

Records / Applicant Entities
#17262 - School District 400054

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

Submitted Contracts

Contract ID	Contract Number	Contract Nickname	Award Date	
6488		My Internet Contract	4/1/2019	View

NOTE: Only submitted contracts appear on this page

Removing Contracts

By default, draft contracts will display – any contracts you have begun creating but not yet submitted. If you have no contract drafts, a message to that effect will display.

Manage Contracts

Contracts - School District 400054 (BEN: 17262)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type

My Contract Drafts

The grid below contains all of your draft contracts created for this organization.

- To edit a draft contract, select 1 contract from the grid and click the Edit button at the bottom of the form.
- To delete a draft contract, select up to 5 contracts from the grid and click the Delete button at the bottom of the form.

<input type="checkbox"/>	Contract ID	Contract Number	Contract Nickname	Created	Last Modified
<input type="checkbox"/>	6489		My Transport Contract	10/8/2019 10:11 AM EDT	10/8/2019 10:12 AM EDT

Removing Contracts

Manage Contracts

Contracts - School District 400054 (BEN: 17262)

Use the dropdown to select the type of contract you would like to edit or remove. Click the Add a New Contract button at any time to create a new contract for your organization.

Contract Type

My Contract Drafts

The grid below contains all of your draft contracts created for this organization.

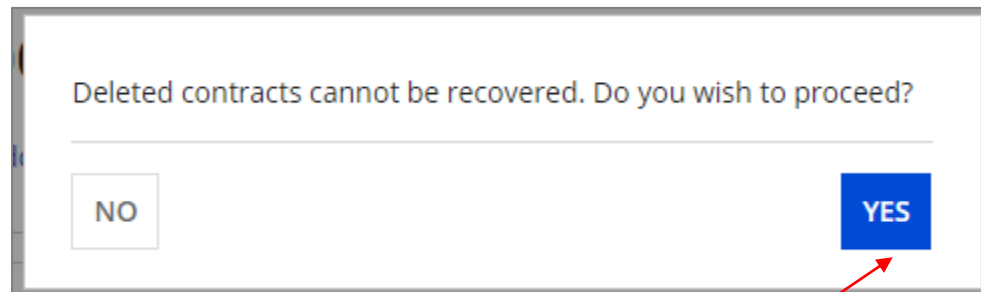
- To edit a draft contract, select 1 contract from the grid and click the Edit button at the bottom of the form.
- To delete a draft contract, select up to 5 contracts from the grid and click the Delete button at the bottom of the form.

<input checked="" type="checkbox"/>	Contract ID	Contract Number	Contract Nickname	Created	Last Modified
<input checked="" type="checkbox"/>	6489		My Transport Contract	10/8/2019 10:11 AM EDT	10/8/2019 10:12 AM EDT

④ To delete a contract, select the check box for the contract you wish to remove

⑤ Then click on the “DELETE” button to remove that contract

Removing Contracts



⑥ Confirm that you wish to delete the selected contract by clicking on the “YES” button