

E-RATE PRODUCTIVITY CENTER (EPC) APPLICANT USER GUIDE

Editing a Certified FCC Form 470: M&C Corrections

Ministerial and clerical (M&C) errors are defined as data entry errors or mistakes applicants made on the FCC Form 470 or FCC Form 471. USAC can process requests to correct M&C errors up until the time that a funding commitment notification is issued.

Users with partial or full rights for FCC Forms 470 can edit a certified FCC Form 470. This includes both applicant users and consultant users who have been granted permissions by an applicant. Some edits require a full rights user's approval if the changes are made by a partial rights user.

Allowable Corrections

- **Edit Application Nickname** – no approval by full rights user needed.
- **Add an RFP Document** – no approval by full rights user needed. This edit is only allowed for FCC Forms 470 that currently have associated RFP documents.
- **Change Main Contact Person** – full rights user approval needed. The change must also be approved by USAC.
- **Edit Technical Contact** – full rights user approval needed. The change must also be approved by USAC.

DISCUSSED IN THIS GUIDE: Editing a certified FCC Form 470, add an RFP document, change main contact person, and edit the technical contact

Before you can edit your form, you will need to locate it in EPC. You can locate your forms through your landing page or through the **Records** menu.

From your landing page, scroll to **FCC Forms 470** and search for **Certified** forms.

FCC Forms 470

Funding Year: 2016

Status: All Incomplete Certified

Nickname	Application Number	Funding Year	Status
New Nickname July 21 2015.	160000187	2016	Certified
Update by partial rights users 7212015	160000188	2016	Certified
My Nickname Here	160000194	2016	Certified
Update by partial rights user 07212015	160000268	2016	Certified
update by partial rights user 07212015	160000274	2016	Certified

1-5 of 10

To locate your organization’s certified forms in **Records**:

1. Select the **Records** menu.
2. Click on **FCC Forms 470**.



The screenshot shows the top navigation bar with 'News', 'Tasks (4)', 'Records', 'Reports', and 'Actions'. The 'Records' menu is highlighted. Below the navigation bar, the 'Records' section is displayed with a list of categories: 'Applicant Entities', 'Consulting Firms', 'Customer Service Cases', and 'FCC Forms 470'. The 'FCC Forms 470' category is highlighted with a red box.

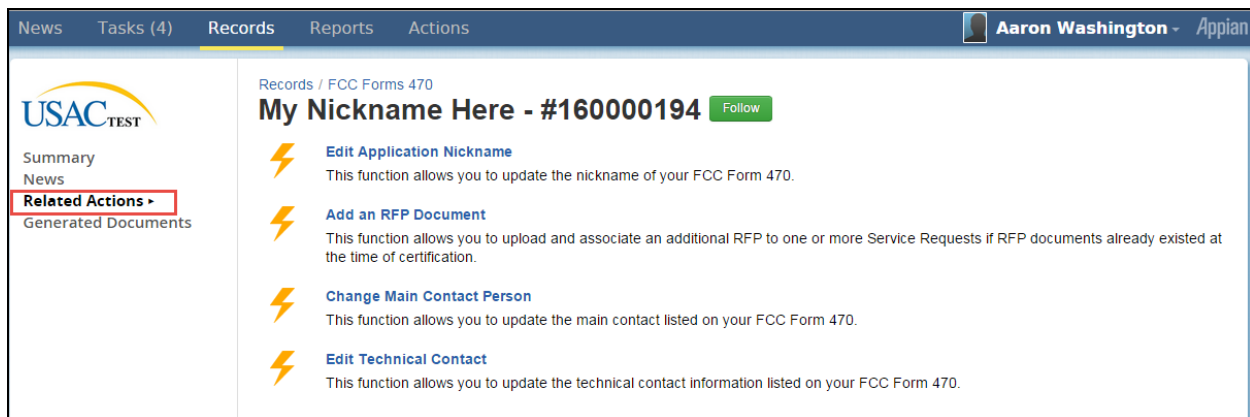
DISCUSSED IN THIS GUIDE: Editing a certified FCC Form 470, add an RFP document, change main contact person, and edit the technical contact

3. On the list of FCC Forms 470, filter the forms by selecting **Yes** for **Filed by my Organization**.
4. Select **Certified**.



The system will list the certified forms that have been filed by your organization.


5. Locate the form you wish to edit in the list. Click the name of the form to open it.
6. Select **Related Actions**. The available actions for this certified FCC Form 470 are listed.





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Edit Application Nickname

1. Select **Edit Application Nickname**.

 **Edit Application Nickname**
This function allows you to update the nickname of your FCC Form 470.

 **Add an RFP Document**
This function allows you to upload and associate an additional RFP to one or more Service Requests if RFP documents already existed at the time of certification.

 **Change Main Contact Person**
This function allows you to update the main contact listed on your FCC Form 470.

 **Edit Technical Contact**
This function allows you to update the technical contact information listed on your FCC Form 470.

2. Enter the new Application Nickname.
3. Click **Submit**.



The screenshot shows a web application interface with a navigation bar at the top containing 'News', 'Tasks (4)', 'Records', 'Reports', and 'Actions'. The user's name 'Aaron Washington' and a dropdown arrow are visible on the right. The main content area is titled 'Edit Application Nickname on FCC Form 470' and includes the text 'Washington High School - My Nickname Here - Form #160000194 - Funding Year 2016'. Below this, there is a section for 'Application Nickname' with a prompt 'Please enter new application nickname here.' and a text input field containing 'This is my new application nickname.'. At the bottom of the form, there are 'Cancel' and 'Submit' buttons. The 'Submit' button is highlighted with a red box.

The nickname for the application is changed. This edit does not require any further approvals.

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Add an RFP Document

If the FCC Form 470 has an associated RFP already, you can add more RFP documents using the **Add an RFP Document** function.

1. Select **Add an RFP Document**.

Records / FCC Forms 470

My Nickname Here - #160000194 Follow

- 
Edit Application Nickname
 This function allows you to update the nickname of your FCC Form 470.
- 
Add an RFP Document
 This function allows you to upload and associate an additional RFP to one or more Service Requests if RFP documents already existed at the time of certification.
- 
Change Main Contact Person
 This function allows you to update the main contact listed on your FCC Form 470.
- 
Edit Technical Contact
 This function allows you to update the technical contact information listed on your FCC Form 470.

2. The list of associated RFP documents opens.
3. Click **Choose File** to add a document.
4. Navigate to the new RFP document.

Add an RFP to FCC Form 470

Washington High School - My Nickname Here - Form #160000194 - Funding Year 2016

Upload RFP

Please add an RFP here *
 No file chosen

Associate RFP to Service Request(s)

Category 1: Internet Access and/or Telecommunications

Please select the service request(s) that apply to the RFP uploaded above.

<input type="checkbox"/>	Type	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Maintenance Indicator	Associated RFP
<input type="checkbox"/>	Internet Access and/or Telecommunications	Internet Access and Transport Bundled	1	2	Circuits	25 Mbps	5 Gbps	Yes	View RFP Documents
<input type="checkbox"/>	Internet Access and/or Telecommunications	Cellular Data Plan/Air Card Service	1	1	Lines	5 Mbps	750 Mbps	Yes	View RFP Documents

Category 2: Internal Connections and Managed Internal Broadband Services

Please select the service request(s) that apply to the RFP uploaded above.

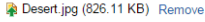
<input type="checkbox"/>	Type	Function	Number Entities	Quantity	Unit	Manufacturer	Manufacturer Other Description	Associated RFP
<input type="checkbox"/>	Internal Connections	Cabling	1	400	Feet	No Preference		View RFP Documents

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- Click the checkbox for the related service to associate the new RFP with a service request.

Upload RFP

Please add an RFP here *



Associate RFP to Service Request(s)

Category 1: Internet Access and/or Telecommunications
Please select the service request(s) that apply to the RFP uploaded above.

<input type="checkbox"/>	Type	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Maintenance Indicator	Associated RFP
<input type="checkbox"/>	Internet Access and/or Telecommunications	Internet Access and Transport Bundled	1	2	Circuits	25 Mbps	5 Gbps	Yes	View RFP Documents
<input checked="" type="checkbox"/>	Internet Access and/or Telecommunications	Cellular Data Plan/Air Card Service	1	1	Lines	5 Mbps	750 Mbps	Yes	View RFP Documents

Category 2: Internal Connections and Managed Internal Broadband Services
Please select the service request(s) that apply to the RFP uploaded above.

<input type="checkbox"/>	Type	Function	Number Entities	Quantity	Unit	Manufacturer	Manufacturer Other Description	Associated RFP
<input type="checkbox"/>	Internal Connections	Cabling	1	400	Feet	No Preference		View RFP Documents

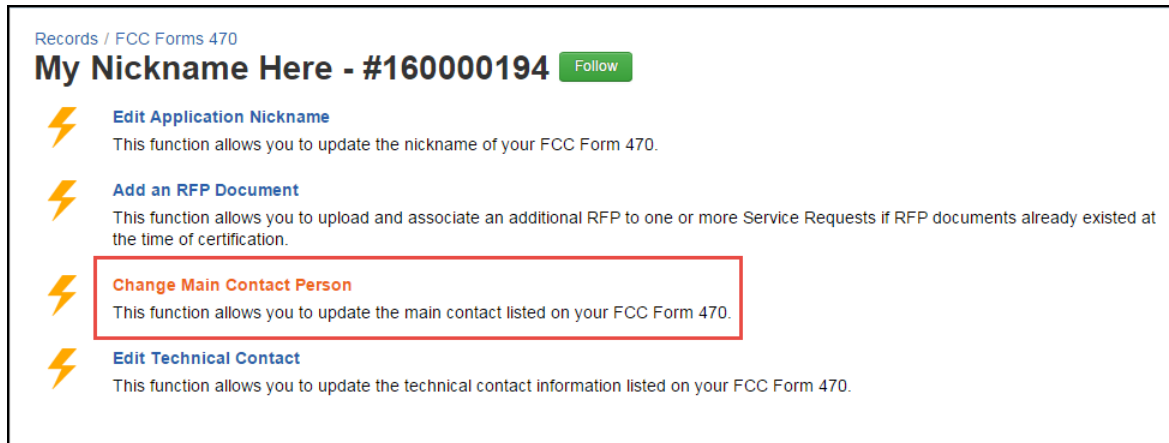
- Click **Submit**.
- Read the confirmation message. As noted in the message, you cannot make a fundamental change to the scope of the services sought after your form has been certified. If you need to make a major change, you will need to create a new form, and begin a new 28-day waiting period.
- If you agree with the statement, click **Yes** to proceed.

The change does not require any further approvals. The new RFP will be added to the FCC Form 470.

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Change Main Contact Person

1. Select **Change Main Contact Person**.

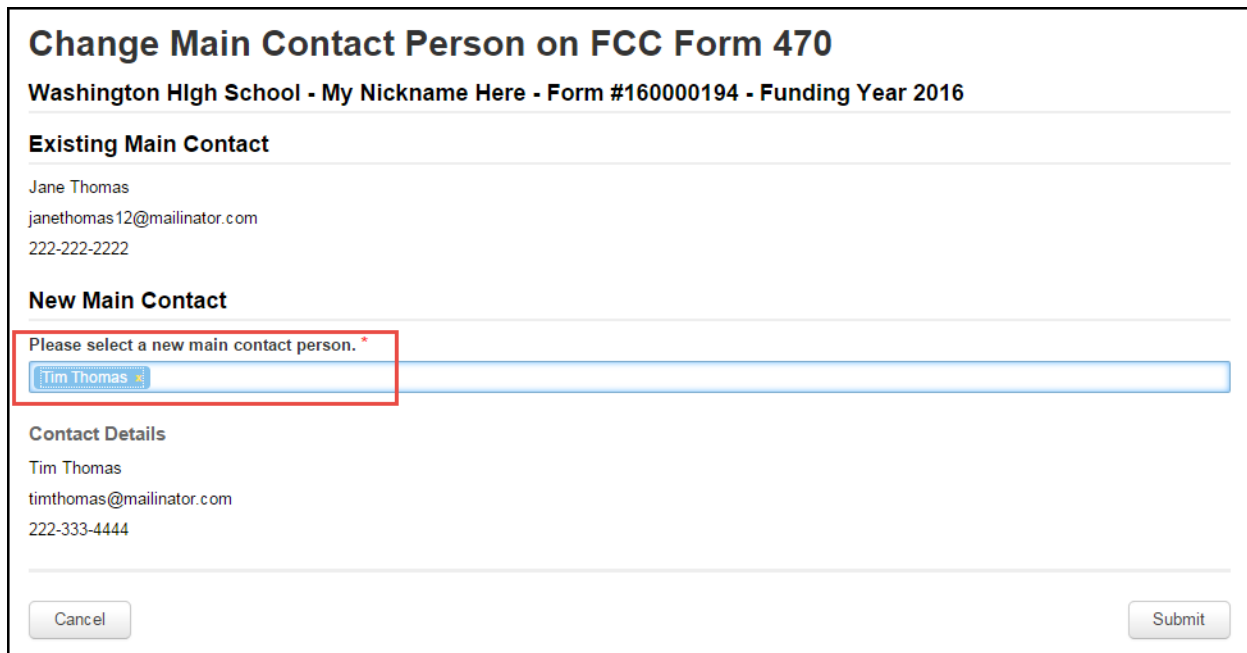


Records / FCC Forms 470

My Nickname Here - #160000194 Follow

-  **Edit Application Nickname**
This function allows you to update the nickname of your FCC Form 470.
-  **Add an RFP Document**
This function allows you to upload and associate an additional RFP to one or more Service Requests if RFP documents already existed at the time of certification.
-  **Change Main Contact Person**
This function allows you to update the main contact listed on your FCC Form 470.
-  **Edit Technical Contact**
This function allows you to update the technical contact information listed on your FCC Form 470.

2. Begin entering the name or email address of the new main contact person. The system will search for name matches. Select the name. The **Contact Details** will be displayed.
3. Click **Submit** to update the main contact.



Change Main Contact Person on FCC Form 470

Washington High School - My Nickname Here - Form #160000194 - Funding Year 2016

Existing Main Contact

Jane Thomas
janethomas12@mailinator.com
222-222-2222

New Main Contact

Please select a new main contact person. *

Tim Thomas

Contact Details

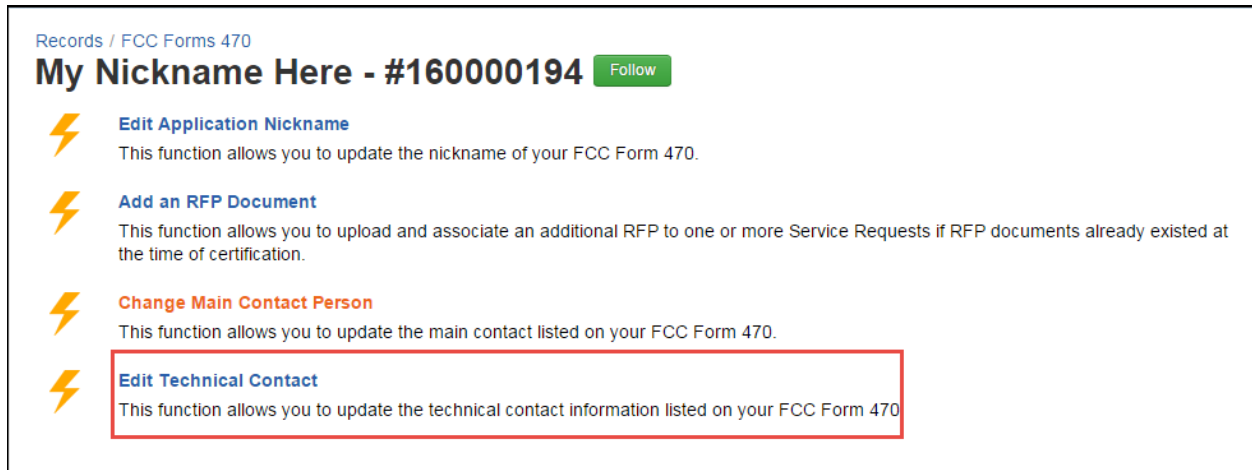
Tim Thomas
timthomas@mailinator.com
222-333-4444

If the change is made by a partial rights user, the change is first sent to the full rights users in the organization for approval. After a full rights user approves it, the change must be approved by USAC. You will receive a **News** notification when the change has been approved.

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Edit the Technical Contact

1. Select **Edit Technical Contact**.

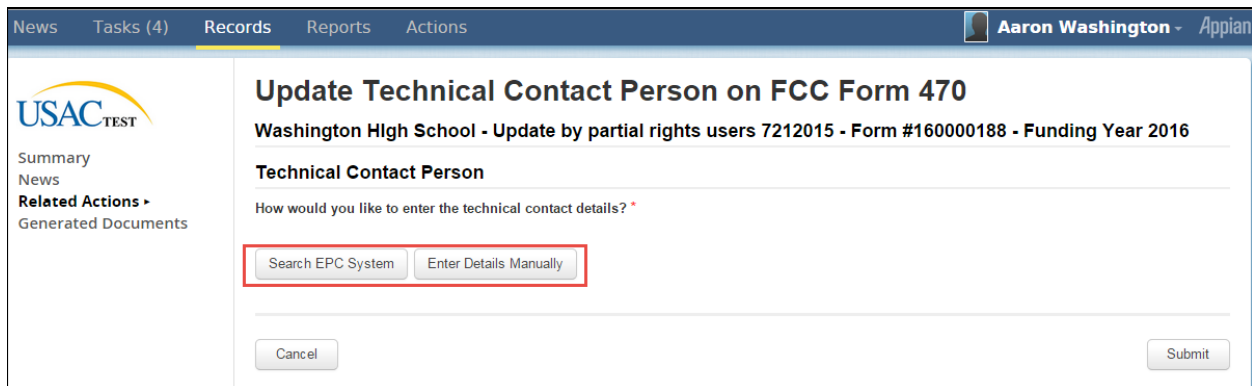


Records / FCC Forms 470

My Nickname Here - #160000194 [Follow](#)

-  **Edit Application Nickname**
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-  **Edit Technical Contact**
This function allows you to update the technical contact information listed on your FCC Form 470

2. Select the method you would like to use to enter the technical contact details.



News Tasks (4) **Records** Reports Actions Aaron Washington - Appian

Update Technical Contact Person on FCC Form 470

Washington High School - Update by partial rights users 7212015 - Form #160000188 - Funding Year 2016

Technical Contact Person

How would you like to enter the technical contact details? *

3. If you chose **Search EPC System**, enter the name or email for the user.
4. If you chose **Enter Details Manually**, enter the technical contact information.

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Update Technical Contact Person on FCC Form 470

Washington High School - My Nickname Here - Form #160000194 - Funding Year 2016

Edit Technical Contact Information

First Name *	Last Name *
<input type="text" value="Jane"/>	<input type="text" value="Doe"/>
Phone Number *	Phone Number Extension
<input type="text" value="202-555-1212"/>	<input type="text"/>
Email *	Title
<input type="text" value="janedoe123@abc.com"/>	<input type="text"/>

5. Click **Submit** to update the technical contact.

If the change is made by a partial rights user, the change is first sent to the full rights users in the organization for approval. After a full rights user approves it, the change must be approved by USAC. You will receive a **News** notification when the change has been approved.

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