

Last Modified: April 2016

E-rate Program applicants with large numbers of eligible services and/or large numbers of recipients of service can now prepare and upload funding request data outside of the E-rate Productivity Center (EPC). We have five downloadable templates:

- [Category One - Voice Services](#)
- [Category One - Data Transmission and/or Internet Access](#)
- [Category Two - Internal Connections](#)
- [Category Two - Managed Internal Broadband Services \(MIBS\)](#)
- [Category Two - Basic Maintenance of Internal Connections](#)

Applicants can use these templates to distribute costs among recipients of service. The templates will also guide applicants with some validations for the data entered and identify corrections that must be made before the data can be uploaded into the FCC Form 471 in EPC. Applicants should use one template per funding request number (FRN).

You can find the templates and detailed instructions on the [FY2016 FCC Form 471 Filing Window](#) page on the USAC website.

Please take note of these major differences between these templates and others you may have used in the past:

- When you download a copy of the template in Excel version 2010, immediately enable macros, rename the template, and save it to your computer. This will allow the built-in edits and dropdowns to function correctly.
- There are three tabs in each template: an **FRN Line Item tab** line item data, a **Recipient of Service tab** for the recipients of service associated with the line item, and a **List of Errors tab** that will check your entries and identify any missing or inconsistent information.
 - When you enter an FRN line item on the first tab, the spreadsheet creates a reference number for that FRN line item and adds that number to the reference number dropdown on the second tab. You then use that reference number to identify the recipients of service for that line item on the second tab.
 - When you have completed your entries in the first and second tabs, click the **Click to Verify** button and fix any errors detailed on the third tab. Continue to do this until all errors are corrected.
- There is a limit of 5,000 rows in the FRN Line Item tab (including the four header rows) and a limit of 5,000 rows in the Recipient of Service tab (again, including the four header rows). If you need to enter more than 5,000 rows, create a second template. You can upload multiple templates without overwriting previous information.
- Once all errors are corrected and you have clicked the **Click to Verify** button a final time, do not click in any field in the first two tabs – just save the file for upload.
- When you upload the file in the FCC Form 471, the online system will create a task for you to review the results of your upload. The task – in the My Tasks section of your landing page – will notify you that the upload was successful or provide a list of errors if it was not.