



Universal Service
Administrative Co.

E-rate Program Applicant Training

Invoicing 2016

September – November 2016

Agenda

- FCC Form 498
- FCC Form 472 (BEAR)
- PIN
- Invoice Review Issues
- Deadlines



Universal Service
Administrative Co.

Invoicing 2016

FCC Form 498



FCC Form 498: Purpose and What You Need

- Purpose: FCC Form 498 used to collect contact and banking information that USAC will use to deposit BEAR reimbursements to applicants that receive universal service support
- What you need for the FCC Form 498
 - Contact information
 - Applicant identification numbers
 - Banking information

What You Need: Contact Information

- Two types of contacts for financial information
 - (1) School or Library Official
 - Someone who occupies a position of authority for the school, library, district or county, or consortium applicants, and would typically be a Superintendent, Assistant Superintendent, Principal or Assistant Principal, Library Director, County or District Administrator, or state education department or state library leads
 - Must be authorized to certify that the data set forth in the FCC Form 498 is true, accurate, and complete
 - Note: This CANNOT be a consultant



What You Need: Contact Information

- Two types of contacts for financial information (cont.)
 - (2) General Financial Contact
 - Someone authorized to retrieve the FCC Form 498 information on file with USAC and access EPC
 - This person will also be able to create and edit these forms, but cannot certify updates (School or Library Official must certify)



What You Need: Applicant Identification Numbers

You will need three identification numbers:

(1) Federal Employer Identification Number (EIN/Tax ID)

- Note: This EIN/Tax ID must match information on file with FCC (FRN)

(2) DUNS Number

(3) FCC Registration Number (FRN) or (CORES ID)



What You Need: Applicant Identification Numbers

- DUNS Number

- **DUNS** (Data Universal Numbering System or D-U-N-S), is a proprietary system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number," to a single business entity upon request.
- D&B will issue a DUNS number for FREE to any business required to register with the federal government for contracts or grants
- Before applying, check to see if your organization already has a DUNS number. You can search for your organization in D&B's online database: <https://iupdate.dnb.com/iUpdate/companylookup.html> or call (866) 705-5711



What You Need: Obtaining a DUNS Number

- DUNS number (cont.):
 - To obtain a DUNS number, you can apply online through D&B’s website:
<http://www.dnb.com/get-a-duns-number.html>
 - You will need:
 - Name & address of organization
 - Name of the chief executive officer (CEO) or organization owner
 - Legal structure of the organization (e.g., corporation, partnership, proprietorship)
 - Year the organization started
 - Primary type of business
 - Total number of employees (full and part-time)



Applicant Identification Section

(3) FCC Registration Number (FRN) or (CORES ID)

- An FCC Registration Number is required by all entities that do business with the FCC. If you have filed an FCC Form 471 in the last several years, you already have one because you have been required to provide it on the form.
- If you do not yet have an one, you can apply on the FCC’s CORES website: <https://apps.fcc.gov/coresWeb/publicHome.do>
- Note: It should not be confused with the “Funding Request Numbers” (FRNs) that USAC assigns to each funding request on FCC Form 471 applications.



What You Need: Bank Information

- Bank Information
 - Bank Name
 - Account Number
 - Routing Number (nine-digit number)
 - (Note the order of the fields!)
- Note: This cannot be a consultant's bank account.



What You Need: Bank Information Section

- Associated Billed Entities
 - Billed Entity Number (BEN)
 - Billed Entity Name
- Enter any BENs that will be reimbursed using this bank account number

How to Access the FCC Form 498: My Landing Page

News Tasks (11) Records **Reports** Actions  **Sam IndependentLibrary1** - Appiar

My Landing Page

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)



Welcome, **USAC Independent Library !!**



Notifications

Notification Type
 Funding Year

Status All
 Generated
 Not Generated


Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities



Click on “Related Actions”





Summary ▾

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

Records / Applicant Entities

#1601000019

- USAC
Independent
Library 1

[Follow](#)

Organization Details

Name	USAC Independent Library 1	Applicant Type	Library
Entity Number	1601000019	Status	Active
FCC Registration Number	4546546545		

Contact Information

Physical Address	4280 PEMBERLEY CT WOODBIDGE, VA 22193	Phone Number	111-111-1111
Mailing Address	4280 PEMBERLEY CT WOODBIDGE, VA 22193	Email	ind@libr.com
		Website URL	

Account Administrator

Name Sam Independentlibrary1



Select “Create FCC Form 498”

-  **Manage General Contact**
This function allows you to designate the general contact for your entity.
-  **Manage Annexes**
This function allows you to designate an annex for an individual school or library.
-  **Manage Organization Relationships**
Process to relate an Organization to another Organization
-  **Create FCC Form 470**
This function allows you to create an FCC Form 470 for your entity.
-  **Create FCC Form 471**
This function allows you to create an FCC Form 471 for your entity.
-  **Create FCC Form 498**  Click “Create FCC Form 498”
This function allows you to create an FCC Form 498 for your entity.



Enter Form Information



Summary

News

Related Actions ▶

Customer Service

Additional Information

Discount Rate

Category Two Budget

Contracts

FCC Forms

FRN Appeals

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

USAC Independent Library 1 - -

Basic Information	General Financial Contact	Organization Numbers	Remittance Information	Associated BENs	Principal Communication Types	School or Library Official Certification
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Application Nickname

Please enter an application nickname here*

Organization Information

Name

USAC Independent Library 1

Name Company is Doing Business As (DBA) or Formerly Known As (FKA)

Holding Company Name

Mailing Address

4280 PEMBERLEY CT
WOODBIDGE, VA 22193

Federal EIN, or TAX ID Number of Holding Company

How to Modify an FCC Form 498

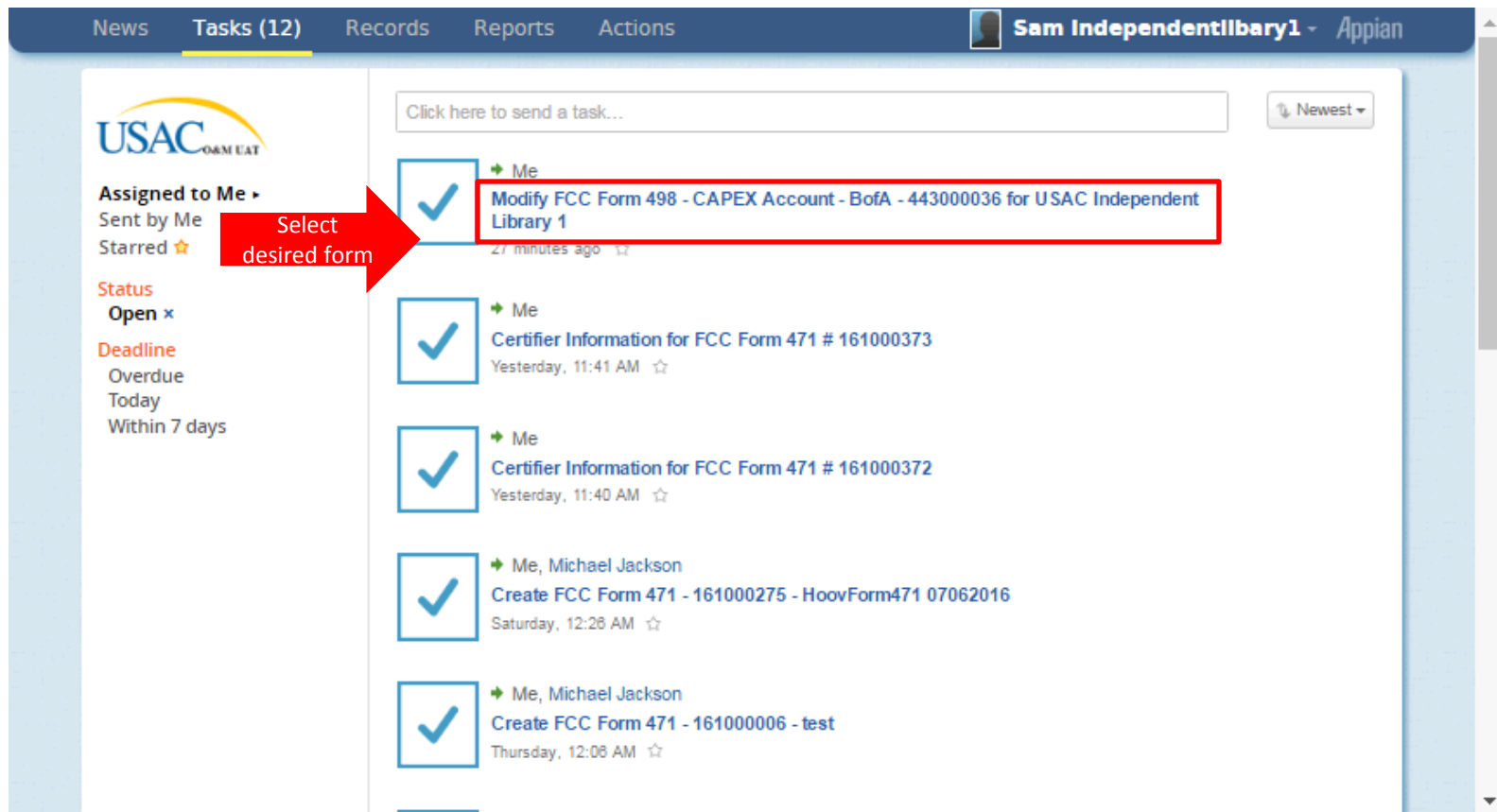


The screenshot shows a navigation bar with three tabs: 'Records', 'Reports', and 'Actions'. The 'Records' tab is highlighted with a red box. A dropdown menu is open below it, listing several options, each with a folder icon. The first option, 'FCC Forms 498', is also highlighted with a red box. Below it are 'FRN Cases', 'Funding Requests', 'Knowledge Base Center', 'Service Providers', 'Users', and 'Whistleblower Cases'.

- Records
- Reports
- Actions

- FCC Forms 498
List of FCC Forms 498
- FRN Cases
Cases created for Committed Funding Requests
- Funding Requests
A list of all Funding Request Numbers (FRNs)
- Knowledge Base Center
E-rate help with FAQs, guidance documents, and videos
- Service Providers
List of Service Providers
- Users
Directory of users
- Whistleblower Cases
List of Whistleblower Cases

How to Modify an FCC Form 498: Select desired form



The screenshot displays the Appian user interface for a user named Sam Independentlibrary1. The top navigation bar includes 'News', 'Tasks (12)', 'Records', 'Reports', and 'Actions'. The left sidebar shows the USAC logo and filters for 'Assigned to Me', 'Sent by Me', 'Starred', 'Status', 'Open', 'Deadline', 'Overdue', 'Today', and 'Within 7 days'. The main task list contains the following items:

- Me
Modify FCC Form 498 - CAPEX Account - BofA - 443000036 for USAC Independent Library 1
27 minutes ago
- Me
Certifier Information for FCC Form 471 # 161000373
Yesterday, 11:41 AM
- Me
Certifier Information for FCC Form 471 # 161000372
Yesterday, 11:40 AM
- Me, Michael Jackson
Create FCC Form 471 - 161000275 - HoovForm471 07062016
Saturday, 12:28 AM
- Me, Michael Jackson
Create FCC Form 471 - 161000006 - test
Thursday, 12:08 AM

Select “Modify FCC Form 498”



Summary ▾
[News](#)
[Related Actions](#)
[Generated Documents](#)

Records / FCC Forms 498

CAPEX Account - BofA - #443000036

[Follow](#)

Deactivate FCC Form 498

Modify FCC Form 498

Select to
Modify

Application Information

Nickname	CAPEX Account - BofA	Created Date	11/5/2015 8:30 AM EST
Form Number	443000036	Created By	ind1@mailinator.com
Status	Certified	Certified Date	11/5/2015 8:36 AM EST
		Certified By	ind1@mailinator.com
		Last Modified Date	11/5/2015 8:36 AM EST
		Last Modified By	ind1@mailinator.com

General Information

Form Nickname	CAPEX Account - BofA	DBA or FKA Name	
Organization Name	USAC Independent Library 1	Holding Company Name	
Mailing Address	4280 PEMBERLEY CT WOODBRIDGE, VA 22193	Federal EIN	3256349878
		FCC Registration Number	4548548545



Edit form as needed.

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

USAC Independent Library 1 - CAPEX Account - BofA - 443000036

Basic Information	General Financial Contact	Organization Numbers	Remittance Information	Associated BENs	Principal Communication Types	School or Library Official Certification
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Application Nickname

Please enter an application nickname here*

Organization Information

Name
USAC Independent Library 1

Name Company is Doing Business As (DBA) or Formerly Known As (FKA)

Holding Company Name

Mailing Address
4280 PEMBERLEY CT
WOODBIDGE, VA 22193

Federal EIN, or TAX ID Number of Holding Company

What happens next?

- Form reviewed by USAC
 - Requests for supporting documentation sent by email (M/W/F)
 - Banking data can be verified by a bank statement or voided check
- Form approved by USAC
 - Confirmation of approval emailed to the General Financial Contact on FCC Form 498
 - Immediate access in online BEAR



Other Information

- Who may file FCC Form 498?
 - The Billed Entity or controlling authority. The controlling authority for a school or library may be the town or county.
- Can I use **multiple bank accounts**?
 - Yes, but you must file an FCC Form 498 for each account
- What if **multiple BENs** are using the same bank account?
 - List all associated BENs on the FCC Form 498
- What if **information changes** after the FCC Form 498 has already been filed?
 - Changes must be certified – please notify USAC



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Invoicing 2016

FCC Form 472



FCC Form 472: Billed Entity Applicant Reimbursement

- Purpose of FCC Form 472 (BEAR)
 - Applicants file to request reimbursement for the discount amount on eligible services that have already been billed by the service provider and paid in full by the applicant to the service provider
- Recent Changes
 - Online Only (Paper BEAR was discontinued July 1, 2016)
 - No longer requires Service Provider certification
 - May require some information during invoice review
 - Applicants paid directly via electronic transfer



Direct Payment

- Payments scheduled twice a week when invoice approved – no longer two-week delay for Service Provider notification
- BEAR payments only via electronic transfer to applicant
- Billed Entities will be paid directly to bank account
- BEAR Notification Letters still issued
- Remittance Statement sent to General Financial Contact when paid

Getting a PIN

- A PIN is needed to enter the online BEAR.
- A PIN is issued automatically for contacts on FRN
- Call the Customer Service Center or submit a case in EPC to request a PIN if not automatically issued
 - Request must provide the following information :
 - BEN , Billed Entity Name, Full Name, Employer Name, Date of Request
 - Street Address, City, State, Zip Code, Zip+4
 - Email address
 - Note: Must be a user on the Billed Entity's profile. If not, contact the Account Administrator for the BEN to be added as a user

Getting a PIN

- Case will indicate when PIN has been issued
- Mailers are run and printed once a week
- May take one to two weeks
- Call Customer Support if a PIN is needed sooner



FCC Form 472 Applicant Process

- Provide service provider identification number (SPIN)
- Provide FCC Form 471 Application Number, Funding Request Numbers, Dates, Amounts for that SPIN
- Review, certify, and submit information
 - Again, no service provider certification required



FCC Form 472 – Login Screen



Applicant Login:

BEN:

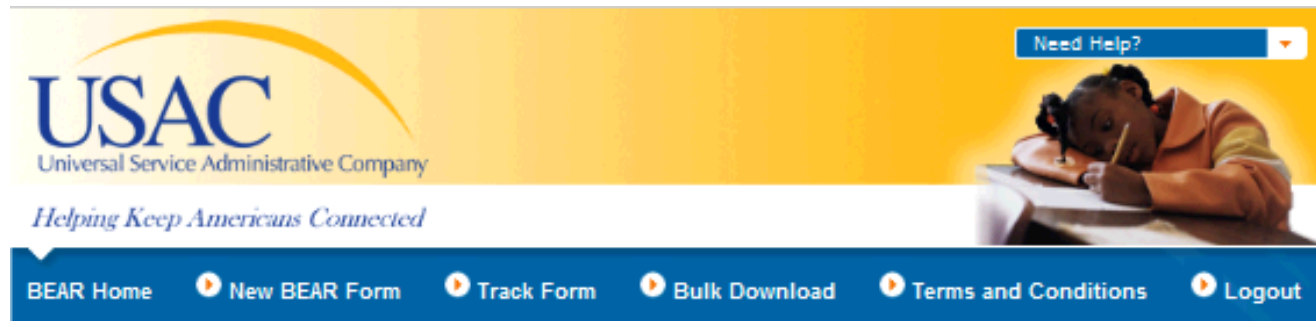
PIN:

Email:

Last Name:

[Terms and Conditions of PIN Usage](#)

FCC Form 472 – Line Item View



USAC
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Helping Keep Americans Connected

Need Help? ▾

BEAR Home ▶ New BEAR Form ▶ Track Form ▶ Bulk Download ▶ Terms and Conditions ▶ Logout

Billed Entity Applicant Home Page

Incomplete Invoices associated with this PIN:

BEAR:



Invoice ID	Applicant Form Identifier	SPIN	Status	Reimbursement Amount	Contact Name	Authorized By	Date Created	Edit
1512395	tester 7/19/11	143005231	INCOMPLETE	\$1953.6	LINDA GADOMSKI	DWAYNE ALTON	7/19/2011 11:54:23 AM	Edit

BEAR Line Items:

Application Number ▾	Funding Request Number	Total (Undiscounted) Amount for Service	Total Discount Amount Billed to SLC	Line item Status
517294	1423507	999.00	799.20	AWAITING CERTIFICATION
517294	1423359	888.00	710.40	AWAITING CERTIFICATION
517294	1423382	555.00	444.00	AWAITING CERTIFICATION



FCC Form 472 – Block One


Need Help?


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BEAR Home
New BEAR Form
Track Form
Bulk Download
Terms and Conditions
Logout

Add BEAR Invoice

Applicant Form Identifier

Block 1: Header Information Need Help?

1. Billed Entity Name LEE COUNTY SCHOOL DISTRICT	2. Billed Entity Number 127832	3. Service Provider Identification Number (SPIN) 143001192	Service Provider Name AT&T Corp.
--	--	--	--

Applicant FCC Form 438 ID

4. Contact Name

5. Contact Telephone Phone () - ext.

Contact Fax () -

Contact Email

6. Total Reimbursement Amount
 (total from Block 2, Column 14)
 \$ 0.00



FCC Form 472 – Block Two

Block 2: Line Item Information Per Funding Request Number

[Need Help?](#)

7. FCC Form 471 Application Number (from Funding Commitment Decision Letter)	8. Funding Request Number (FRN) (from Funding Commitment Decision Letter)	9. Bill Frequency	10. Customer Billed Date	11. Shipping date to Customer or Last Day of Work Performed (mm/dd/yyyy)	12. Total (Undiscounted) Amount for Service	13. Discount Rate	14. Discount Amount Billed to USAC (Column 12 multiplied by Column 13)
1)		<input type="text" value="v"/>	<input type="text" value=""/>	<input type="text" value=""/>			

[Add Line Item](#)



FCC Form 472 - Certification

Block 3: Billed Entity Certification

[Need Help?](#)

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:

- A. 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.
- B. 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.
- C. 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).
- D. 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.
- E. 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.



FCC Form 472 - Signature

Contact Information for Billed Entity Authorized Person:

15. Signature

By logging into your account using your PIN, checking this box, and clicking the "certify" button at the end of the form, you have electronically signed the form. You are reminded that an electronic signature is the same as a handwritten signature on the form.

To see a copy of the Terms and Conditions to which you previously agreed, please click on the "Terms and Conditions" menu above.

16. Date 8/24/2016

17. Name DWAYNE ALTON

18. Title/Position DIRECTOR OF ITS

20. Address 1 2055 CENTRAL AVENU

Address 2

City FORT MYERS

State FL

Zip Code 33901 -

19. Phone Number () - ext.

19a. Fax Number () - ext.

19b. Email DWAYNEA@LEE.K12.FL.US

19c. Name of Authorized Person's Employer

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Clear Save Certify and Submit

OMB Number 3060 - 0856 Form 472



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Invoicing 2016

Invoice Review Issues

Common Invoicing Issues

- Services must be delivered
- Services must be eligible
- Services must be delivered by service provider approved on FCDL
- Services must be billed to party on FCC Form 471
- Services must be listed on application line item (Item 21)
- Services must be delivered within funding year
- Services must be delivered to location on FCC Form 471

Common Invoicing Issues (continued)

- Service provider FCC Form 473 not on file
- Customer bill does not identify services
- Items on customer bill not specified on committed funding request
- Services delivered outside contract dates
- Name on bill does not match FCC Form 471
- Applicant has not returned service certification during invoice review.



Common Invoicing Issues (continued)

- Other service certification issues
 - Certification returned by provider and not confirmed by applicant
 - Date to install is outside funding year
 - Date to install not completed for products delivered
 - Signature not provided
 - Form not dated



Common Invoicing Issues (continued)

- Payment of beneficiary portion
 - Proof of payment not returned when requested
 - Check does not demonstrate clearing bank
 - Check already shows payment for another invoice
 - Documents not from bank website



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Invoicing 2016

Deadlines

Invoice Extension

- Invoice Filing Deadline
 - Invoices must be submitted to USAC by
 - (1) 120 days after the last day to receive service, or
 - (2) 120 days after the date of the FCC Form 486 Notification Letter, whichever is later – **47 CFR § 54.514**



Invoice Deadline Extension

- Invoice Deadline Extension
 - Service providers or billed entities may request a one-time 120-day extension of the invoicing deadline
 - Note: The request **MUST** be made in advance of the deadline



Invoice Extension

- Invoice Deadline Extension
 - If an invoice is timely filed but was rejected or reduced for a ministerial or clerical error, an appeal to USAC can be requested to correct the error.
 - Must be requested within 60 days of BEAR notification letter

Service Delivery Extension for Non-Recurring Services

- An extension is automatic (Extends until Sept. 30 of the following year) if:
 - (1) FCDL issued after March 1
 - (2) SPIN Changes, Service Substitutions after March 1
- Applicants or service providers may request an extension (when service provider unable to complete implementation for reasons beyond its control)
 - Must be filed on FCC Form 500
 - Provide new contract end date too
 - Must provide a reason
 - Must file by service delivery deadline (typically Sept. 30 following the funding year).

Where to Go for Help

- [FCC Form 498 Status Tool](#)
- [FRNs with Extended Deadlines](#)
- Applicant Process
 - [Invoicing](#)
 - [Before You're Done](#)



QUESTIONS?



Thank you!