

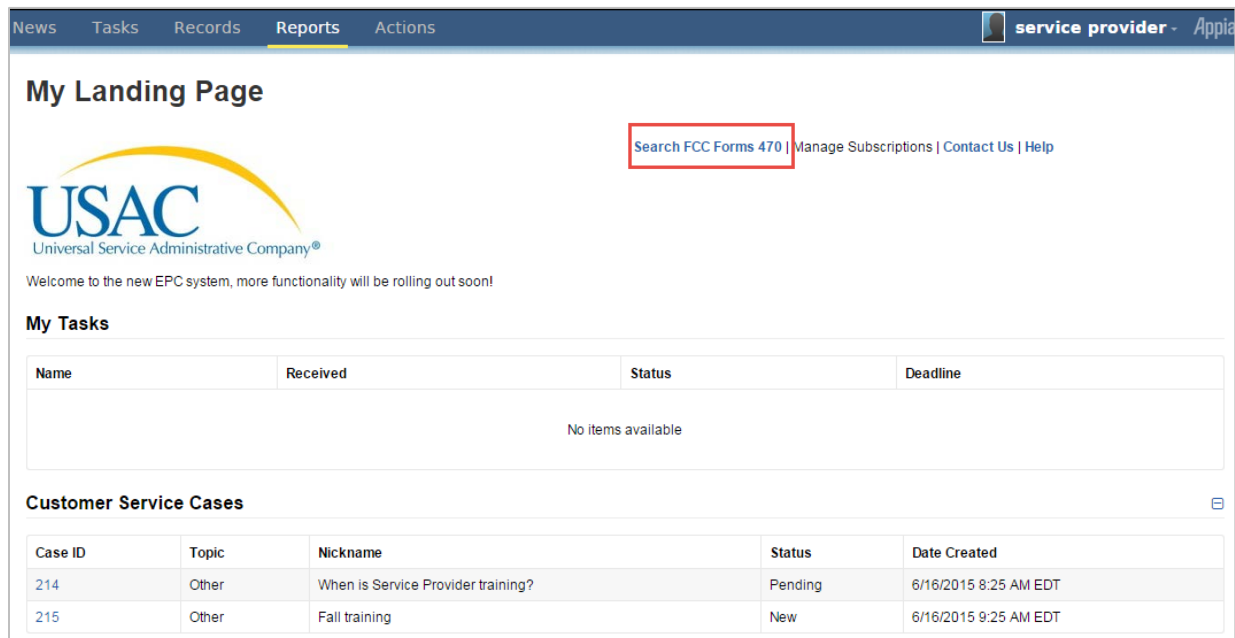
E-RATE PRODUCTIVITY CENTER (EPC)

Searching and Viewing FCC Forms 470

Anyone with an account in EPC can search for and view certified FCC Forms 470 using a number of criteria, such as the state or zip code of the applicant(s) and service type(s).

Searching FCC Forms 470


1. Log in to EPC. Service provider users will see the **Search FCC Forms 470** in the top right hand corner of their landing page.



News Tasks Records **Reports** Actions service provider - Appia

My Landing Page

[Search FCC Forms 470](#) | [Manage Subscriptions](#) | [Contact Us](#) | [Help](#)



Welcome to the new EPC system, more functionality will be rolling out soon!

My Tasks

Name	Received	Status	Deadline
No Items available			

Customer Service Cases

Case ID	Topic	Nickname	Status	Date Created
214	Other	When is Service Provider training?	Pending	6/16/2015 8:25 AM EDT
215	Other	Fall training	New	6/16/2015 9:25 AM EDT

2. Click the link to **Search FCC Forms 470**. Alternatively, under the **Actions** tab, select, **Search and Export Certified FCC Forms 470**.
3. Enter the search criteria:
 - Funding year (currently, only FY2016 FCC Forms 470 are available through this tool)
 - Date posted
 - Service type(s)
 - Organization type
 - ZIP code
 - State

DISCUSSED IN THIS GUIDE: Searching FCC Forms 470, viewing the form, and exporting search results.

News Tasks Records Reports **Actions** service provider - Appia

Search for FCC Forms 470

Funding Year
2016

Date Posted Online
From: 6/2/2015 To: 6/22/2015

Service Type

Service Category 1
 Internet Access and/or Telecommunications

Service Category 2
 Basic Maintenance of Internal Connections
 Internal Connections
 Managed Internal Broadband Services

Organization Details

Applicant Type *
 School
 School District
 Library
 Library System
 Consortium
 State-wide Consortium

Zip Code
[Empty field]

State *
SD
TN
TX
UT
VA

Hold 'Ctrl' to select multiple states
Selected state(s): VA

Cancel Continue

4. Click **Continue**.
5. A list of FCC forms opens. The list displays the date posted, applicant name, form number, category of service, service type, function, and a column indicating whether any RFPs are associated with the application.

News Tasks Records Reports **Actions** service provider - Appia

Search for FCC Forms 470

Save Changes

Date Posted	Applicant Name	FCC Form 470	Service Category	Service Type	Service Function	RFP
6/21/2015	School of Rock	160000161	Category 1	Internet Access and/or Telecommunications	Cellular Voice	No
6/21/2015	School of Rock	160000160	Category 2	Internal Connections	Antennas, Connectors, and Related Components	No
6/21/2015	School of Rock	160000160	Category 2	Internal Connections	Cabling	No
6/21/2015	School of Rock	160000160	Category 2	Internal Connections	Cabling	No
6/21/2015	School of	160000160	Category 2	Internal Connections	Internal Connections	No

Clicking on the FCC form number, for example, 16000121, will link to that FCC Form 470.

6. Click on an FCC Form 470 number to view the application. If you would like to keep your search results open while browsing various forms, right click on the FCC Form 470 number and select **Open in New Tab**.
7. Further information about the applicant is available by clicking the link in the column, **Applicant Name**.

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FCC Form 470 Application

After you select a form from the search results, the form opens.

Records / FCC Forms 470

Request for telecom services - #160000121 Follow

Please note: The following fields pull the most current data from the Contact User Profile and Applicant Entity Profile: Number of Eligible Entities, Recipient(s) of Service, Contact Name, and Contact Phone Number. If you would like to review this FCC Form 470 with the data that was present upon certification, please navigate to the Generated Documents related dashboard on the left-hand side and click the Original Version document link.

Application Information ☰

Nickname reassign task link check	Created Date 8/18/2015 12:07 PM EDT
Application Number 160000121	Created By john.brooks@usac.test
Funding Year 2016	Certified Date 8/19/2015 1:27 PM EDT
Status Certified	Certified By john.brooks@usac.test
	Last Modified Date 8/19/2015 1:27 PM EDT
	Last Modified By john.brooks@usac.test

Billed Entity Information ☰

Name Clarendon Library	Billed Entity Number (BEN) 102
------------------------	--------------------------------

Application Type and Recipients of Service ☰

Applicant Type Library	Number of Eligible Entities 0
Recipient(s) of Service	
<input checked="" type="checkbox"/> Public	
<input type="checkbox"/> Private	
<input type="checkbox"/> Academic	
<input checked="" type="checkbox"/> Research	
<input type="checkbox"/> Tribal	
<input type="checkbox"/> Bookmobile	
<input type="checkbox"/> Kiosk	
<input checked="" type="checkbox"/> New Construction	
<input type="checkbox"/> Main Branch	

Contact Information ☰

Name Jim Jones	Phone Number 123-456-7890
Email jimsjones@mailinator.com	

Services Requested ☰

Category 1: Internet Access and/or Telecommunications

Type	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Maintenance Indicator	Associated RFP
Internet Access and/or Telecommunications	Cellular Voice	1	1	Lines			Yes	View RFP Documents

There are no Services Requested For Category 2

Technical Contact Information

A technical contact has not been indicated

State or Local Procurement Requirements

State or Local Procurement Requirements have not been indicated

This view provides you with all of the information provided by the applicant on the FCC Form 470. Note that if the applicant cited an RFP or supporting documents, you can also view those documents. To do so, click on the **View RFP Documents** link in the **Services Requested** section. A new section will appear below the **Services Requested** section with a list of the RFP documents. Click on the link for the document you would like to view.

DISCUSSED IN THIS GUIDE: Searching FCC Forms 470, viewing the form, and exporting search results.

Exporting Search Results

To view your search results again, click the **Search FCC Forms** on your landing page and re-enter your search criteria, or if you opened the FCC Forms 470 in different tabs, return to the original tab in your browser.

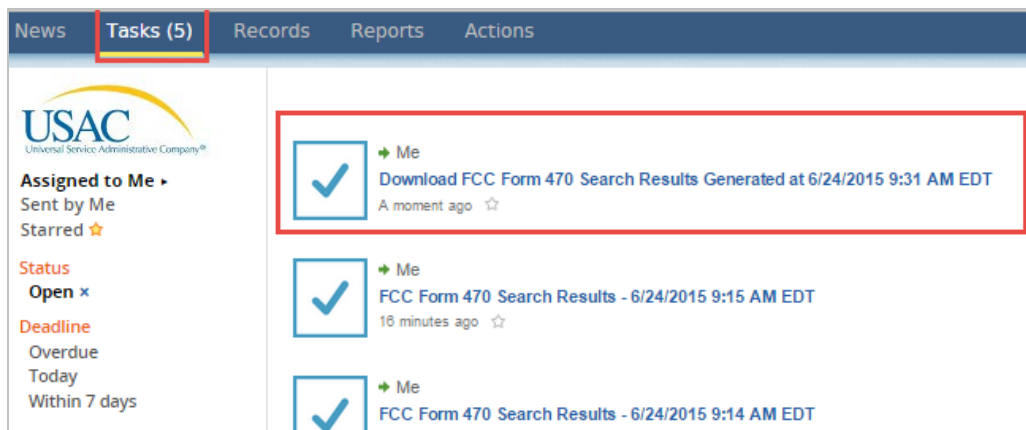
1. To export the search results, click the **Export to Excel** button at the bottom right of the search results page.

6/15/2015	High	160000028	Category 1	Internet Access and/or Telecommunications	Lit Fiber Service	Yes
6/15/2015	High	160000023	Category 1	Internet Access and/or Telecommunications	Internet Access and Transport Bundled	Yes
6/15/2015	High	160000021	Category 1	Internet Access and/or Telecommunications	Cellular Voice	No
6/15/2015	High	160000011	Category 1	Internet Access and/or Telecommunications	Lit Fiber Service	No

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Close Previous **Export to Excel**

2. To view the exported results, select **Tasks** on the main menu. The export will be available as a download link on your task list.



News **Tasks (5)** Records Reports Actions

USAC Universal Service Administrative Company®

Assigned to Me
Sent by Me
Starred ☆

Status
Open ×

Deadline
Overdue
Today
Within 7 days

- ✓ Me
Download FCC Form 470 Search Results Generated at 6/24/2015 9:31 AM EDT
A moment ago ☆
- ✓ Me
FCC Form 470 Search Results - 6/24/2015 9:15 AM EDT
16 minutes ago ☆
- ✓ Me
FCC Form 470 Search Results - 6/24/2015 9:14 AM EDT

3. Click the link to the task.
4. A page with a link to a Zip file opens.

Download FCC Form 470 Search Results





The search results display the most current main contact details, consultant details, consulting firm details, and applicant entity details by pulling information from the Contact User Profile, Consultant User Profile, Consulting Firm Profile and Applicant Entity Profile respectively. If you would like to review an FCC Form 470 with the data that was present upon certification, please navigate to the Generated Documents related dashboard on the appropriate FCC Form 470 record and click the Original Version document link.

[FCC Form 470 Export at 9_31_17 6-24-2015](#)

5. Click the link to download a Zip file that contains four Excel spreadsheets with form and organization data.

DISCUSSED IN THIS GUIDE: Searching FCC Forms 470, viewing the form, and exporting search results.

6. Click on the Zip file to open it. It contains:
 - Consortia information
 - Consulting information
 - FCC Form 470 information
 - Organization information

Name	Type	Compressed size
 Consortia Information Export at 9_31_13 6-24-2015	Microsoft Excel Comma S...	1 KB
 Consulting Information CSV Export at 9_31_13 6-24-2015	Microsoft Excel Comma S...	1 KB
 FCC Form 470 CSV Export at 9_31_13 6-24-2015	Microsoft Excel Comma S...	1 KB
 Organization Information Export at 9_31_13 6-24-2015	Microsoft Excel Comma S...	1 KB

NOTE: If you do not have an application on your computer to open a Zip file, see your system administrator.

The file “FCC Form 470 CSV Export at...” is the main data file. This file contains the bulk of the FCC Form 470 data. The file lists a single service request per row, and each row contains the FCC Form 470 number. All of the files also contain the FCC Form 470 number on each row, so that you can tie the data together.

The file “Consortia Information Export...” contains information about the billed entities that are listed on consortia FCC Forms 470.

The file “Consulting Information...” includes information about any consulting firm associated with the FCC Forms 470.

The file “Organization Information...” includes further detail about the applicants that filed the FCC Form 470.

NOTE: The search results display the most current main contact details for both the applicant and the consulting firm(s). To view the data that was present when the form was certified, navigate to the **Records** tab on the main menu, select **FCC Forms 470**, search the form, then on the left-hand menu select **Generated Documents**. From there, you can view a PDF of the original version of the form.

Opening the Exported Results

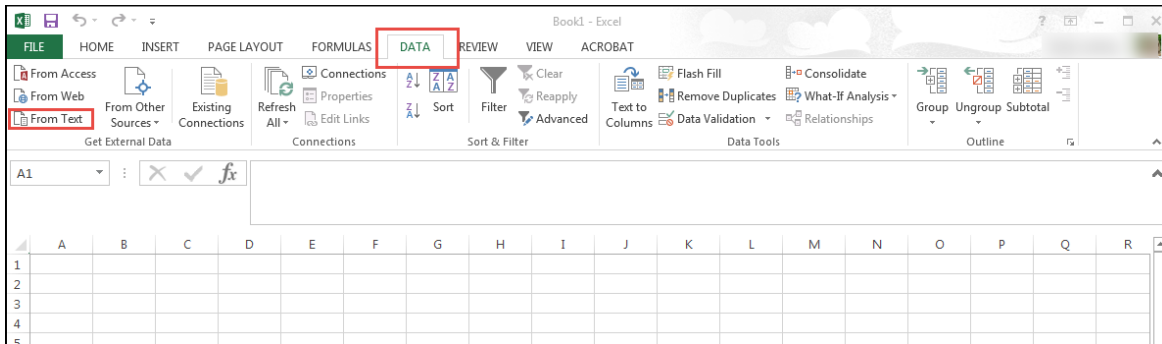
You will need to use Excel or another spreadsheet application to view the exported results.

1. Open Excel or your spreadsheet application.
2. Open a blank worksheet.
3. In Excel, select the **Data** tab.

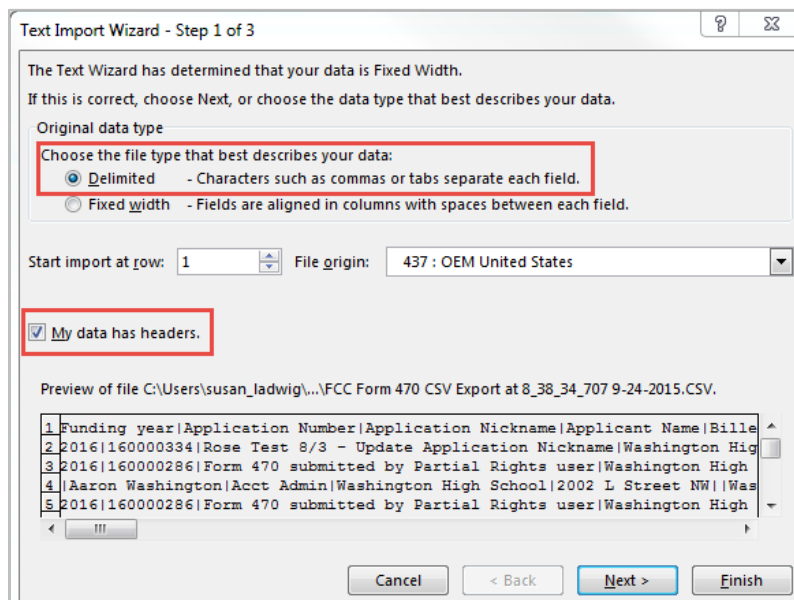
NOTE: For another spreadsheet application, follow the application instructions to import a pipe-delimited text file.

4. Select **From Text**.

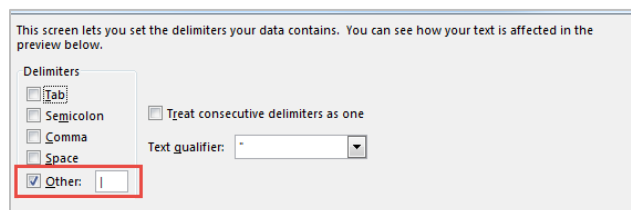
DISCUSSED IN THIS GUIDE: Searching FCC Forms 470, viewing the form, and exporting search results.



5. Navigate to the CSV file you want to open, for example, "FCC Form 470 CSV Export at 8_38_34_707 9-24-2015.CSV."
6. Click **Import**. Select **Delimited** for the file type.
7. Click the checkbox next to **My data has headers**.



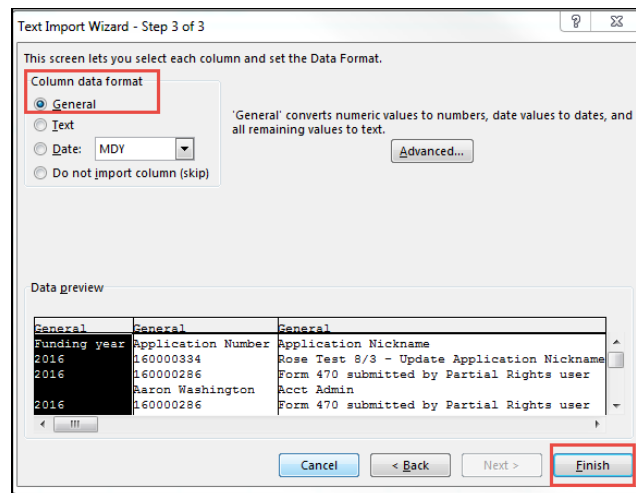
8. Click **Next**.
9. Under Delimiters, check **Other** and enter the | character. (If you do not have the | character on your keyboard, you can find and copy the | character by going to the **Insert** menu in Word or Excel and choosing **Symbol**.)



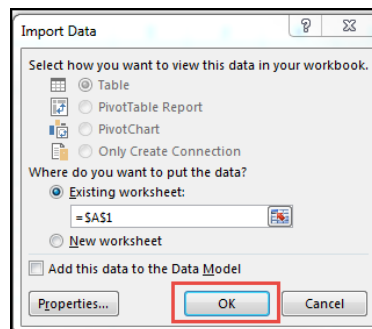
10. Click **Next**.

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11. Leave the column data format at the default (General). Click **Finish**.



12. On the Import data popup, click **OK**.



The spreadsheet opens with the data from the export.