

Welcome to the 21st Century (Communicating with USAC Electronically)

John Noran

Service Provider Training
Schools and Libraries Division

May 8, 2008 – Miami • May 14, 2008 – Salt Lake City

- Form 498 and Forms 499-A and -Q
- E-File System
- E-notifications
- Certifying BEAR Forms online
- SPI Forms online and E-invoicing
- Other online information

- **Form 498 - Service Provider Identification Number and Contact Information Form**
 - Original must be filed on paper
 - Must include a letter of authorization with an original signature (required text is contained in the instructions)
 - Updates can be done online
 - **NOTE:** About 40% of paper forms and form revisions are rejected the first time they are submitted

- **Keep your Form 498 Schools and Libraries information current**
 - Block 1: General Company Information
 - Block 2: General Contact Information
 - Block 10: Schools and Libraries Banking and Remittance Payment Information (if desired)
 - **Block 11: Company Contact for Schools and Libraries (populates [SPIN Contact Search](#))**
 - Block 14: Authorized Contact Signature

- Why is Form 498 important to you?
 - USAC uses Form 498 to establish user IDs and passwords for online updates, submissions, etc.
 - Populates SPIN Contact Search database that applicants use to contact you and find your SPIN
 - Provides remittance information USAC uses to pay invoices

Tips for First-time Filers

- Fill out the form online, then print the remittance copy from the online system
 - The online system will warn you of errors
 - USAC can easily verify and approve your paper form by accessing your data online
 - You avoid possible USAC data entry errors
- Submit all six pages of the paper form (even if some are blank)

Tips for First-time Filers

- You must include a certification letter on company letterhead with the EXACT text from the Form 498 instructions
- Your address cannot be a P.O. Box
- You can file a Form 498 without a 499 Filer ID, but you can't provide Telecommunications Services without one
- If your form is rejected, USAC will inform the General Contact by e-mail

Tips for Revisions

- Paper and faxed revisions
 - Must contain all required information
 - Correct submissions post in about seven days
 - If revision is rejected, USAC sends an e-mail to the general contact (or the most recent general contact on record if the e-mail bounces)
- Online revisions
 - System warns you of any errors
 - Correct submissions post that day

Form 498 Online Access

- If you are filing for the first time
 - You must file your Form 498 on paper
- If you filed on or before October 2005 and did not subsequently file a revision
 - You must file a Form 498 revision on paper
- If you filed after October 2005 (new Form 498 or revision)
 - Call 1-888-641-8722 to get online access

E-File System

- Once your Form 498 has been successfully processed, USAC will set up a user ID and password for:
 - General contact (Block 2 e-mail)
 - Company officer (Block 14 e-mail)
- USAC e-mails login information to company officer and general contact

E-File System

USAC E-FILE

version 2.09.11

Existing users may log in below

E-File Sign In

User ID:

Password:

[Forgot password](#)

New users, please select from the options below:

- [New Service Provider](#)
- [New Contributor \[Temporarily Unavailable\]](#)

<https://forms.usac.org>


E-FILE

Information Center

- Service Providers
- New Spin
- 498 Bulk Submission
- Schools and Libraries
- 472 Online Bear
- High Cost & Low Income
- 525 Online Form
- Pending Certifications
- Download Forms
- Authorized Users
- New User
- Pending Users
- My Account
- Change Password
- Log Out
- FAQs
- General E-File FAQs
- E-Certification FAQs
- E-File Form 498 FAQs
- E-File Form 499 FAQs
- E-File User Guide
- Terms and Conditions

Information Center

Welcome Jon Trainer

[My Account](#) | [Log Out](#)

Service Providers			
Form 498 SPIN	Company Name	Tax ID	
143030844	School Train Telecom	999999999	[entitlements] [Deactivate]

Schools & Libraries			
Form 498 SPIN	Company Name	Tax ID	
143030844	School Train Telecom	999999999	[entitlements] [Deactivate]

High Cost & Low Income			
Form 498 SPIN	Company Name	Tax ID	
143030844	School Train Telecom	999999999	[entitlements] [agents] [Deactivate]

Authorized Users	
Email	Full Name
No Records Found.	

FAQs

- [General E-File FAQ's](#)
- [E-Certification FAQ's](#)
- [E-File Form 498 FAQ's](#)
- [E-File Form 499 FAQ's](#)
- [E-File User Guide](#)

https://forms.usac.org

E-File System

- Company officer can revise all Form 498 data online except:
 - Company officer (himself or herself)
 - Company name
 - Tax ID
 - Corporate structure
- Call 1-888-641-8722 for instructions on how to change the above items

E-File System

- General contact can submit allowable revisions online, but company officer must certify them before they can take effect
- Company officer and general contact can set up other employees as authorized users and grant permissions (entitlements)
 - See [E-File User Guide](#) for details

Online BEAR Form

- Applicant files BEAR Form online
 - Service provider receives an email announcing that the BEAR Form is ready for review
- Service provider logs into the E-File System and reviews BEAR Form
 - Can approve certain line items or entire form

Form 472

FCC Form 472	<div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: fit-content; margin: 0 auto;"> <p>Do not write in this space.</p> </div>	Approval by OMB 3060 – 0856 Estimated time per response: 1.5 hours
<p>Universal Service for Schools and Libraries</p>		
<p>BILLED ENTITY APPLICANT REIMBURSEMENT FORM</p> <p>For reimbursement of discounts on approved services already paid for by the Billed Entity Applicant. Only one Service Provider Identification Number (SPIN) per form. Must be completed and signed by the Billed Entity Applicant and signed by the relevant service provider.</p>		
<p>Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, 47 U.S.C. Secs. 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.</p> <p>FCC NOTICE FOR INDIVIDUALS REQUIRED BY THE PRIVACY ACT AND THE PAPERWORK REDUCTION ACT</p> <p>Part 54 of the Commission's Rules authorizes the FCC to collect the information on this form. Failure to provide all requested information will delay the processing of the application or result in the application being returned without action. Information requested by this form will be available for public inspection. Your response is required to obtain the requested authorization.</p> <p>The public reporting for this collection of information is estimated to range from 1 to 2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the required data, and completing and reviewing the collection of information. If you have any comments on this burden estimate, or how we can improve the collection and reduce the burden it causes you, please write to the Federal Communications Commission, AMD-PERF. Paperwork Reduction Act Project (3060-0856), Washington, DC 20554. We will also accept your comments regarding the Paperwork Reduction Act aspects of this collection via the Internet if you send them to PRA@fcc.gov. PLEASE DO NOT SEND YOUR RESPONSE TO THIS FORM TO THIS ADDRESS.</p> <p>Remember – You are not required to respond to a collection of information sponsored by the Federal government, and the government may not conduct or sponsor this collection, unless it displays a currently valid OMB control number or if we fail to provide you with this notice. This collection has been assigned an OMB control number of 3060-0856.</p> <p>THE FOREGOING NOTICE IS REQUIRED BY THE PRIVACY ACT OF 1974, PUBLIC LAW 93-579, DECEMBER 31, 1974, 5 U.S.C. 552a(e)(3) AND THE PAPERWORK REDUCTION ACT OF 1995, PUBLIC LAW 104-13, OCTOBER 1, 1995, 44 U.S.C. SECTION 3507.</p>		
BLOCK 1: HEADER INFORMATION		
1. 471 Billed Entity Name		
2. 471 Billed Entity Number		
3. Service Provider Identification Number (SPIN)		
4. Contact Name		
5. Contact Telephone Number		
6. Reimbursement Form Number		
7. Reimbursement Date to USAC		
8. Total Reimbursement Amount (total of Block 2, Item 15 – 14.2 digits maximum)		

E-notifications

- Data from program letter reports emailed as pipe-delimited files
- File extension defines type of letter
 - Receipt Acknowledgment Letter (*.ral)
 - Funding Commitment Decision Letter (*.fsp)
 - Revised FCDL (*.rfc)
 - Form 486 Notification Letter (*.486)
 - Form 500 Notification Letter (*.500)

E-notifications

- Each e-notification is sent as an attachment to an e-mail
 - E-mail is sent to the address specified by the service provider during enrollment
- You can open and view the file or set up a program to download the information into a database or spreadsheet program

E-notifications

- Advantages to e-notifications
 - No paper (although you can choose to receive both paper and electronic copies of letters)
 - Backup e-notification files stored at USAC for several months
 - Can download data into your own system without retyping data from paper letters
 - You receive earlier notification (sent to service providers at the same time the letter file is sent to be printed, stuffed, and mailed)

E-notifications

- What does a notification from USAC look like?
 - Example: [Form 500 Notification Letter](#)
 - Three-page letter
 - Report page with one Form 500 featured on each page
 - Example: Form 500 E-notification
 - File with one line for each Form 500
 - Pipe-delimited
 - Downloadable

Form 500 NL Sample Report

**FORM 500 NOTIFICATION LETTER REPORT
(Funding Year 2008)**

Service Provider Name: SP INTERIM SPIN

Service Provider Identification Number: 143999999

Funding Request Number: 5555555

Form 471 Application Number: 123456

Name of 471 Applicant: BRAD'S SCHOOL

Entity Number: 145909

Name of Form 500 Contact Person: JOHN NORAN

**Form 500 Contact Person Information: 2000 L ST NW,
WASHINGTON, DC 20036, 202-776-0200, 202-776-0080, N/A**

Funding Year: 2008

Billing Account Number:

Service Start Date Change:

Service Start Date Change Explanation:

Contract Expiration Date Change:

Cancel FRN: \$41,500.00; \$0.00

Reduce FRN:

Form 500 NL Sample

SP INTERIM SPIN | 143999999 |
5555555 | 123456 | BRAD' S
SCHOOL | 145909 | JOHN NORAN |
2000 L ST NW, WASHINGTON,
DC 20036, 202-776-0200,
202-776-0080, N/A | 2008 | | | |
\$41,500.00; \$0.00 | |

E-notifications

- To view the flat file:
 - Start a word processing or spreadsheet program
 - Open the flat file from that program (select the “All files” option)
 - Word processing programs will show the pipe delimiters – “|”
 - Spreadsheet programs will ask you how the file is delimited – choose “pipes”
 - If a field doesn’t have data, there will be two pipes in succession

Online SPI Form 474

- Online SPI
 - No certifications required (certifications are on SPAC Form 473)
 - Fill out information and submit ONCE
- E-invoicing
 - Service provider completes a file with the invoice information and emails it to USAC
 - USAC creates and processes a SPI Form based on the information submitted

SPI Form 474

FCC Form 474	<div style="border: 1px solid black; border-radius: 15px; padding: 10px; margin: 0 auto; width: 80%;"> <p>Do not write in this space.</p> </div>	<p>Approval by OMB 3060 – 0856 Estimated time per response: 1.5 hours</p>
<p>Schools and Libraries Universal Service Service Provider Invoice Form 474 This form can be filed online or by mail.</p>		
Please read instructions before completing	Form 474 Invoice # _____ (To be inserted by administrator)	
BLOCK 1: Service Provider Information		
1. Service Provider Name		
2a. Service Provider Identification Number (SPIN)		
3. Contact Person's Name		
4. Contact Telephone Number Area Code: Phone Number: Ext.		
Contact Fax Number Area Code: Fax Number:		
Contact Email Address		
5. Invoice Number		
6. Invoice Date to USAC		
7. Total Invoice Amount		

How Do I Get Online?

E-File System

- Enrollment is automatic once the Form 498 is approved
 - If you don't have your login, call USAC at 1-888-641-8722
 - The company officer that signed the Form 498 must receive the authorizing e-mail (ask USAC if you don't know who signed the form)

How Do I Get Online?

E-notifications

- Send an e-mail to SLDFORM@sl.universalservice.org with your SPIN and generic e-mail address (e.g., notify@yourcompanyname.com)
- You can choose electronic or both (paper and electronic)

How Do I Get Online?

E-invoicing

- Send an email to SLDFORM@sl.universalservice.org with your SPIN and generic e-mail address (e.g., notify@yourcompanyname.com)
- You will receive instructions on e-invoices
 - Set up as delimited files attached to e-mails
 - If your e-invoice has errors, USAC will send you an error file (*.EIN) to correct

USAC website

- [Fund Administration](#)
(www.usac.org/fund-administration)
 - Printable program forms
 - Links to
 - Online forms
 - E-File System
 - Contribution factor information

USAC website

- [Schools and Libraries](http://www.usac.org/sl) (www.usac.org/sl)
 - Service provider menu
 - Service provider conference calls
 - Search tools
 - Form 470 Download
 - Automated Search of Commitments
 - Data Retrieval Tool
 - FRN Extension Table
 - News Briefs



Questions?