



Schools and Libraries (E-rate) Program

Service Provider Webinar

September 6, 2016

About the service provider webinar

- Schools and Libraries (E-rate) Program updates and information relevant for service providers
- Tuesdays at noon EDT
- Agenda topics by audience request
 - Submit yours by the Friday at noon EDT
 - Use “Questions and Comments” section on the registration form

Today's Presenters

Catriona Ayer

Senior Director, E-rate Program

Leslie Frelow

Director, Program Integrity Assurance (PIA)

Mick Kraft

Senior Manager, Invoicing

John Noran

Senior Manager, Customer Service

Tom Nesbitt

Senior Manager, Technology

Kathryn Goffredi

Moderator

Agenda

- **Using E-File**
 - General access and use
 - SLD Tools
 - **Filing an FCC Form 473**
 - SPAC – service provider annual certification
 - Live demo
 - **E-notifications update**
- **Open Q&A**

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Using E-File

E-rate Program online tools

E-rate Productivity Center

- New online application system!
- Still in development
- Forms 470, 471, 486, applicant 498

E-File

- Service provider account management
- FCC Form 498
- FCC Form 472 BEAR
- FCC Form 473 SPAC
- Online Item 21 (FY2014 and before)

Legacy “Apply Online” system

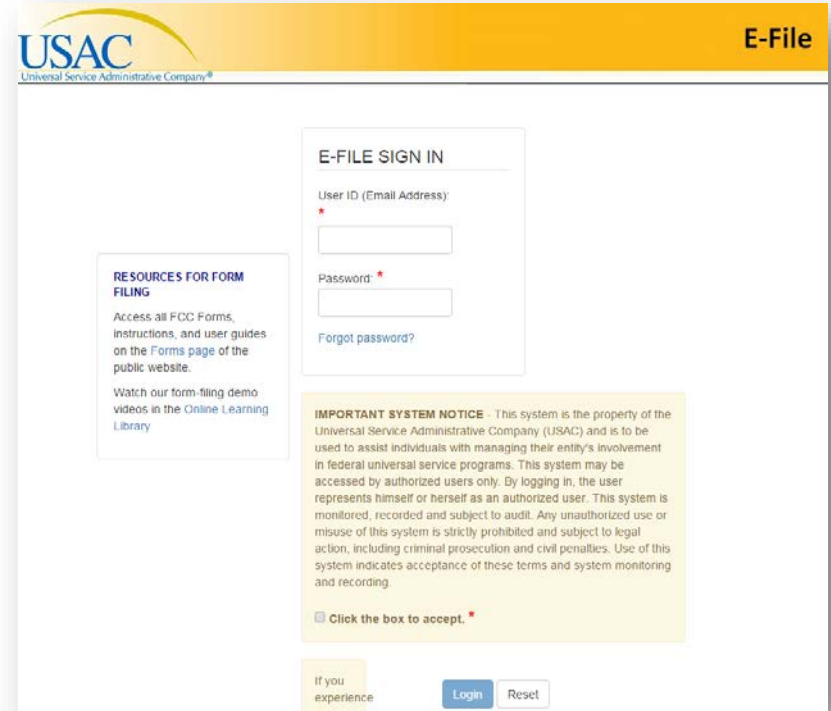
- Legacy system; being phased out
- Some forms still in here while we work to move them to EPC
- Form 472 BEAR

usac.org/sl online tools

- On our public website, usac.org/sl
- Search funding commitments
- View/download Form 470s

How to use E-File

- Live demonstration:
 - How to...



The screenshot shows the USAC E-File Sign In page. The header features the USAC logo and the text "E-File". The main content area includes a "RESOURCES FOR FORM FILING" section on the left, a "E-FILE SIGN IN" form in the center, and an "IMPORTANT SYSTEM NOTICE" on the right. The sign-in form has fields for "User ID (Email Address)" and "Password", both marked with a red asterisk. Below the password field is a link for "Forgot password?". At the bottom of the page, there is a checkbox labeled "Click the box to accept." and two buttons: "Login" and "Reset".

USAC
Universal Service Administrative Company®

E-File

E-FILE SIGN IN

User ID (Email Address): *

Password: *

[Forgot password?](#)

RESOURCES FOR FORM FILING

Access all FCC Forms, instructions, and user guides on the [Forms](#) page of the public website.

Watch our form-filing demo videos in the [Online Learning Library](#).

IMPORTANT SYSTEM NOTICE - This system is the property of the Universal Service Administrative Company (USAC) and is to be used to assist individuals with managing their entity's involvement in federal universal service programs. This system may be accessed by authorized users only. By logging in, the user represents himself or herself as an authorized user. This system is monitored, recorded and subject to audit. Any unauthorized use or misuse of this system is strictly prohibited and subject to legal action, including criminal prosecution and civil penalties. Use of this system indicates acceptance of these terms and system monitoring and recording.

☐ Click the box to accept. *

If you experience any...

Login Reset

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FCC Form 473 (SPAC)

SPAC Form

- FCC Form 473 is the service provider annual certification (SPAC)
 - Required each funding year
- File FCC Form 473 (SPAC) online
 - Live demonstration

The screenshot shows the USAC website for Schools and Libraries (E-Rate). The top navigation bar includes links for 'USAC En Español', 'Contributors', 'Service Providers', 'Subscribe', and 'Contact USAC'. A search bar is also present. The main header is 'SCHOOLS AND LIBRARIES (E-RATE)' with sub-links for 'EPC LOG IN', 'MAKING PAYMENTS', 'FORMS', and 'TOOLS'. Below this, a breadcrumb trail shows 'USAC Home > Schools and Libraries Program > Service Providers > Step 3: Winning the Bid > FCC Form 473 Filing'. The left sidebar contains sections for 'ABOUT THE PROGRAM' (Getting Started, Eligible Services List, Document Retention, Appeals & Audits, Glossary of Terms (PDF), FAQs) and 'RESOURCES & TOOLS' (Apply for E-rate, Forms, Blog: File Along with Me, Reference Area, Search Tools, Latest News, Samples & Examples, Trainings & Outreach, Submit a Question). A yellow banner at the bottom left states 'FY2016 Filing Window Is Now Closed'. The main content area is titled 'APPLICANT PROCESS' and 'SERVICE PROVIDER PROCESS'. Under 'SERVICE PROVIDER PROCESS', 'STEP 3: WINNING THE BID' is selected, with a sub-link for 'FCC Form 473 Filing' circled in red. Below this, the 'FCC Form 473 Filing' section is detailed, including a 'What to File' section with a link to 'FCC Form 473 (Service Provider Annual Certification Form)', a 'Purpose of Form' section explaining the SPAC Form's purpose, a 'When to File' section with a deadline, and an 'After Filing' section with a search tool for SPIN information.

On usac.org/sl, select “Service Provider Process” then “Step 3”

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E-notifications Update

.486 and .fsp Files

- USAC regenerated all .486 files for E-notifications issued on or before 8/5/2016. Go to your FCC Form 486 notification in your EPC News feed.
- We are aware that there are issues with some .fsp files and are working to resolve those issues.
- Check the EPC Service Provider Technical Issue Tracker for updates:
<http://usac.org/sl/tools/epc/sp-issue-tracker.aspx>

Thank you!

Thank you for joining us at today's webinar!

Visit our website, usac.org/sl, to:

- Sign up for next week's webinar (and submit questions in advance)
- Sign up for webinar reminders (click "subscribe" in the upper-right corner)

For questions about the E-rate Program:

- Use "Submit a Question" on our website
- Call (888) 203-8100
- **John Noran:** john.noran@usac.org
- **Mick Kraft:** michael.kraft@usac.org