

# **Schools and Libraries (E-rate) Program**

## **FCC Form 472 (BEAR) User Guide**

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# SCHOOLS AND LIBRARIES (E-RATE) PROGRAM

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**Last Modified:** April 2017

Filing FCC Form 472

Billed Entity Applicant Reimbursement (BEAR) Form

## Purpose of FCC Form 472

The Billed Entity uses the FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form, to request reimbursement from the Universal Service Administrative Company (USAC) for the discount amount(s) on eligible services that the applicant already paid for.

## Before You Begin

This user guide does not include all of the rules and requirements for the Schools and Libraries (E-rate) Program. Before you start preparing your FCC Form 472, you should be familiar with the eligibility rules and filing procedures. Additional information is available on the [USAC website](#).

ALL of the following conditions must occur before the applicant prepares and submits an FCC Form 472 to USAC:

1. The applicant receives a Funding Commitment Decision Letter (FCDL) from USAC which approves discounts for services; AND
2. The applicant is already receiving or has received these services and has already paid the full cost of the services, including the price of the discounts; AND
3. The applicant has filed an FCC Form 486, Receipt of Service Confirmation and Children's Internet Protection Act Certification Form; AND
4. The applicant has filed an FCC Form 498, Service Provider and Billed Entity Identification Number and General Contact Information Form, to provide banking information; AND
5. The service provider has filed an FCC Form 473, Service Provider Annual Certification Form.

**NOTE:** If the applicant has received a Revised FCDL as a result of an appeal or other post-commitment decision, the applicant should use the information from the Revised FCDL instead of the FCDL to complete the appropriate fields on the form.

## Who Must File

The Billed Entity representing a school, library, library consortium, or consortium of multiple entities who meet the following conditions must complete, certify, and submit, the FCC Form 472 to USAC:

1. Completed and submitted the FCC Form 471; **and**
2. Filed the FCC Form 486; **and**
3. Seeks to receive reimbursement for the discount amount(s) on eligible services that they already received and paid for.

## How Many FCC Forms 472 Should You File?

You must submit a separate FCC Form 472 for each service provider with a separate Service Provider Identification Number (SPIN) whose services you have already received and paid for since your actual service start date. Your FCC Form 472 should contain information for each and every one of the FRNs for services delivered under that SPIN AND for which you have received your FCDL.

### Example 1

- You receive one FCDL (based on one FCC Form 471) that has five FRNs approved for discounts:
  - SPIN #143111111 is associated with three FRNs.
  - SPIN #143222222 is associated with one FRN.
  - SPIN #143333333 is associated with one FRN.
- You can submit three or more FCC Forms 472: a form listing any or all of the FRNs associated with SPIN #143111111 and at least one form for each SPIN #143222222 and SPIN #143333333.

### Example 2

- You receive two FCDLs on the same date, based on two different FCC Forms 471.
  - One letter approves discounts for two FRNs associated with SPIN #143111111.
  - The other letter approves discounts for three FRNs also associated with SPIN #143111111.
- You can file just one FCC Form 472 that lists all of the FRNs associated with SPIN #143111111.

## When to File FCC Form 472

The FCC Form 472 should be filed after you have received and paid for eligible services covered by your FCC Form(s) 471 and you have filed an FCC Form 486 for the pertinent FRNs approved in your FCDL.

You may submit the FCC Form 472 once a year for reimbursement of the discounts for services delivered during the entire year, or you may file more frequently (e.g., quarterly, bimonthly, monthly).

**NOTE:** If USAC has adjusted your funding year Service Start Date on your FCC Form 486 Notification Letter, USAC will not honor FCC Forms 472 with recurring service dates in Column 10 or non-recurring services dates in Column 11 prior to that adjusted Service Start Date.

## Deadline to File

The FCC Form 472 deadline is 120 days after the last day to receive service or 120 days after the date of the FCC Form 486 Notification Letter, whichever is later. For most applicants and service providers, the invoice deadline for recurring services is 120 days after June 30, the last day to deliver recurring services. For most applicants and service providers, the invoice deadline for non-recurring services is 120 days after September 30, the last day to deliver non-recurring services.

## Extension to File Late

USAC can grant one 120-day [extension of the invoice deadline](#). Either the Billed Entity or service provider must request the extension on or before the invoice deadline. For example, if your deadline is October 28, you must submit your request on or before October 28. USAC cannot process late requests.

## Service Provider and Billed Entity Identification Number and General Contact Information Form

The FCC Form 498, Service Provider and Billed Entity Identification Number and General Contact Information Form, collects contact, billing, and remittance information. Once the information submitted on this form has been approved, USAC will issue the applicant a unique FCC Form 498 ID number (498 ID) to ensure that approved funds are directed to the correct applicant bank account. A billed entity number (BEN) may have more than one 498 ID if that entity has more than one bank account it uses to receive FCC Form 472 payments. If multiple entities share that bank account, an FCC Form 498 may have more than one BEN associated with it.

## Service Provider Annual Certification Form

Service providers use the FCC Form 473, Service Provider Annual Certification Form, to confirm that they are in compliance with FCC rules governing the schools and libraries universal service support mechanism (E-rate Program). The service provider must complete and submit the FCC Form 473 prior to when the applicant submits its first invoice form to USAC. Be sure to ask your service provider to complete and submit the FCC Form 473.

## Where to File

The FCC Form 472 can only be filed [online](#) in the E-rate Program's legacy system.

The system is designed so that once you have certified your form, it will appear into the invoice system.

## Navigation Within the Form

### Billed Entity Applicant Homepage

Once you are logged in to the form, you will be taken to the Billed Entity Applicant Home Page. This page will display a table with all of the incomplete invoices associated with your [Personal Identification Number \(PIN\)](#).

The screenshot shows the Billed Entity Applicant Home Page. At the top is the USAC logo (Universal Service Administrative Company) with the tagline "Helping Keep Americans Connected". A "Need Help?" dropdown menu is in the top right. Below the logo is a blue navigation menu with links: Home, New BEAR Form, Track Form, Bulk Download, Terms and Conditions, Deadline Extension, and Logout. The main content area is titled "Billed Entity Applicant Home Page" and "Incomplete Invoices associated with this PIN:". It contains two tables. The first table, labeled "BEAR:", has columns: Invoice ID, Applicant Form Identifier, SPIN, Status, Reimbursement Amount, Contact Name, Authorized By, Date Created, and Edit. It shows one row with Status "INCOMPLETE" and Reimbursement Amount "\$0", dated 1/27/2017 3:03:18 PM. Below this is a "BEAR Line Items:" table with columns: Application Number, Funding Request Number, Total (Undiscounted) Amount for Service, Total Discount Amount Billed to SLC, and Line Item Status. It shows one row with Status "AWAITING CERTIFICATION". The second table, also labeled "BEAR:", has the same columns as the first and shows one row with Status "INCOMPLETE" and Reimbursement Amount "\$0", dated 1/13/2017 11:25:17 AM. Below the second table, it says "No Line Items Exist for this BEAR."

### BEAR Form Menu

You can navigate to the various functions within the form by using the links in the blue menu at the top of the page.

The screenshot shows the blue navigation menu at the top of the page with the following links: Home, New BEAR Form, Track Form, Bulk Download, Terms and Conditions, Deadline Extension, and Logout.

- **New BEAR Form** - File a new form
- **Track Form** - View a certified form or continue an incomplete form
- **Bulk Download** - Download information for external record keeping
- **Terms and Conditions** - View the Applicant Terms and Conditions for filing online.
- **Deadline Extension** - Request a 120-day extension of the deadline to submit invoices for an FRN.
- **Logout** - Log out of the system.

The **New BEAR Form**, **Track Form**, **Bulk Upload** and **Deadline Extensions** functions are described in further detail in this user guide.

### Clear, Save, and Certify and Submit Buttons

At the bottom of every screen, you are given three options. These will allow you to clear the information you entered, save the form, or certify and submit the form.

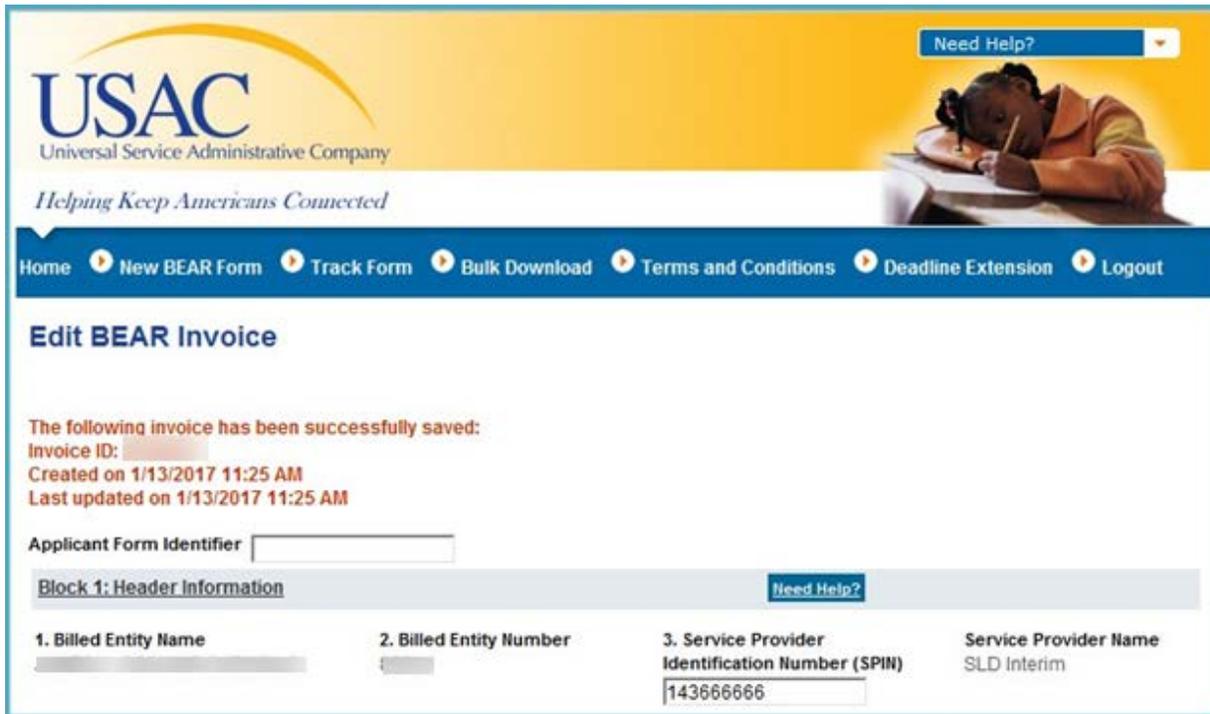
An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

- If you select **Clear** you will discard all of the information entered in the form.
- If you select **Save**, you will save the information entered in the form. You can return to the form to complete it at a later time.
- If you select **Certify and Submit**, the form will be submitted to USAC.

## Exiting the Form and Returning Later

If, after completing part of your form, you want to save your work and return to it later, click the **Save** button at the bottom of the page.

An orange message will appear at the top of your form to let you know that your form has been saved.



The screenshot shows the USAC (Universal Service Administrative Company) website interface. At the top left is the USAC logo with the tagline "Helping Keep Americans Connected". A navigation bar contains links for Home, New BEAR Form, Track Form, Bulk Download, Terms and Conditions, Deadline Extension, and Logout. A "Need Help?" button is in the top right. The main content area is titled "Edit BEAR Invoice" and displays a success message: "The following invoice has been successfully saved: Invoice ID: [redacted], Created on 1/13/2017 11:25 AM, Last updated on 1/13/2017 11:25 AM". Below this is an "Applicant Form Identifier" field. A section titled "Block 1: Header Information" contains a table of form fields:

1. Billed Entity Name	2. Billed Entity Number	3. Service Provider Identification Number (SPIN)	Service Provider Name
<input type="text"/>	<input type="text"/>	<input type="text" value="143666666"/>	SLD Interim

When you log back in to the system, you will see the incomplete form on your Billed Entity Applicant Home Page. Click **Edit** to continue your form.

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Universal Service Administrative Company  
*Helping Keep Americans Connected*

Need Help?

Home ▶ New BEAR Form ▶ Track Form ▶ Bulk Download ▶ Terms and Conditions ▶ Deadline Extension ▶ 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
		143666666	INCOMPLETE	\$0			1/13/2017 11:25:17 AM	<a href="#">Edit</a>

No Line Items Exist for this BEAR.

**NOTE:** If you click the **Invoice ID** link, you can view the form, but you will not be able to edit it until you click the **Edit This Invoice** link at the top of the page.

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

### View BEAR Invoice

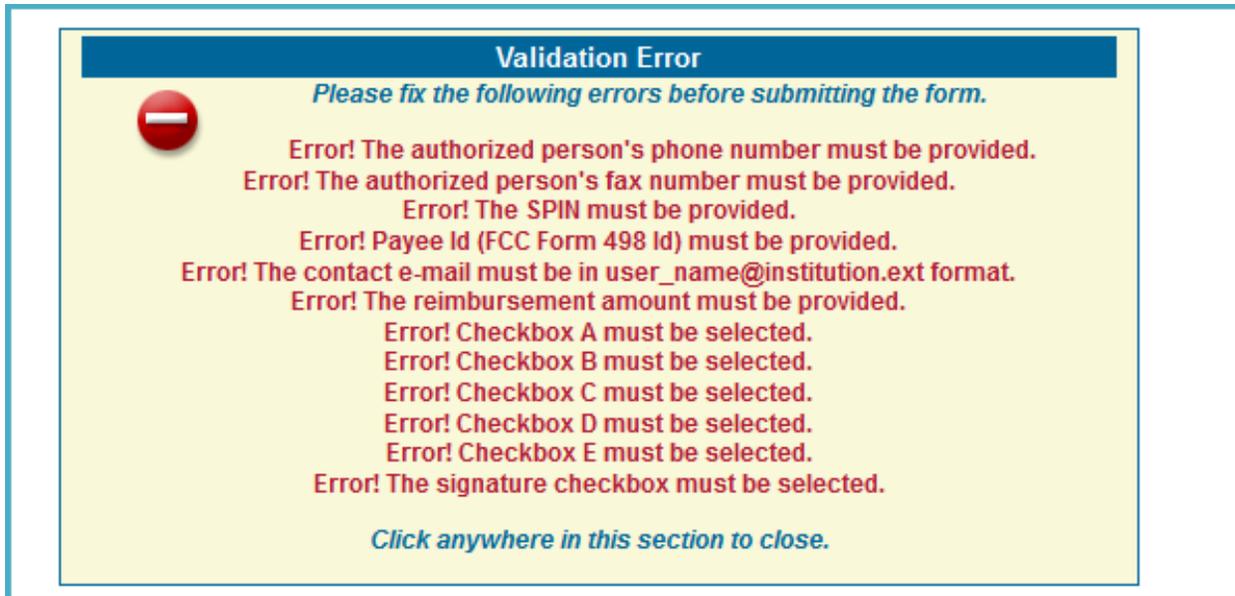
[\[EDIT THIS INVOICE\]](#)

PRINTABLE PAGE

Invoice ID: [redacted]  
Created on 1/13/2017 11:25 AM  
Last updated on 1/13/2017 11:26 AM

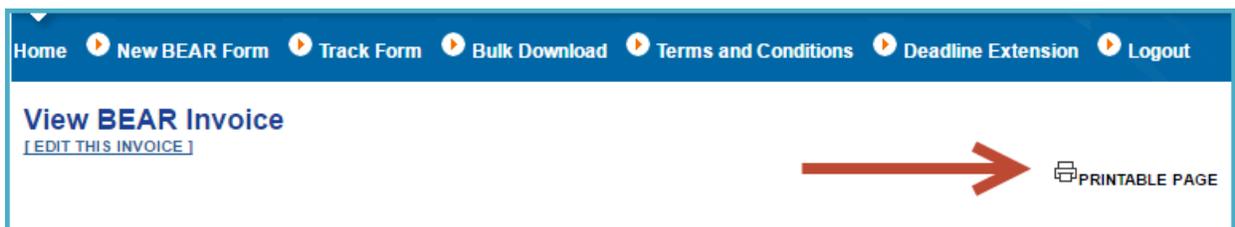
## Red System Prompts

While you are filling out your form, you may receive system messages in red which provide information about data validation or mandatory fields.



## Printable Page

Use the **Printable Page** link in the upper right corner to print a copy of your form.



## Document Retention

After certifying and submitting your FCC Form 472, print or save a copy of the form for your records.

FCC Rules require E-rate Program participants to [retain program documents](#) for a period of ten years after the last day of the funding year or the service delivery deadline for the funding request, whichever is later.

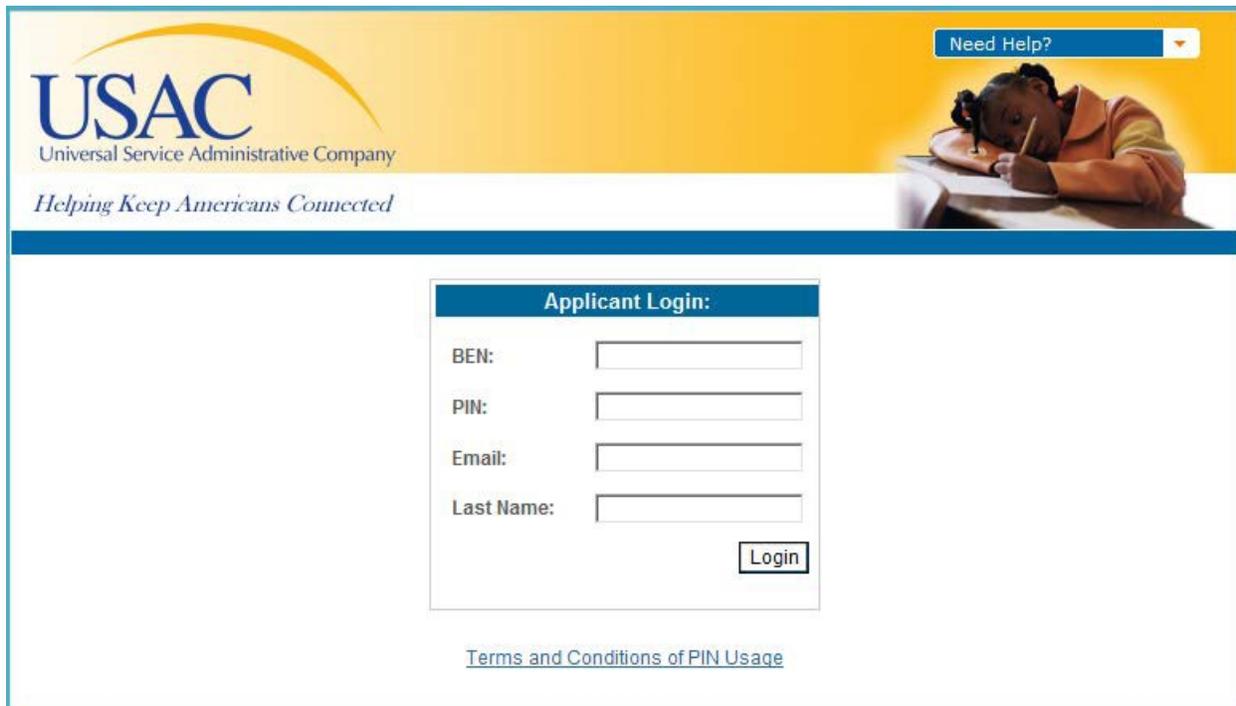
## Assistance

If you have any questions about completing an FCC Form 472, please contact the E-rate Program's Client Service Bureau (CSB) at (888) 203-8100.

You may call CSB between 8:00 AM and 8:00 PM ET on weekdays for more information on how to complete this or other universal service forms. Information is also available on the [USAC website](#).

## FCC Form 472 (BEAR)

1. Log in to the [FCC Form 472](#).
2. Enter the following information:
  - **Billed Entity Number (BEN)** – the Billed Entity Number of the entity filing the form
  - **PIN** – If you need to request a new [PIN](#), call the Client Service Bureau at (888) 203-8100.
  - **Email** – your email address
  - **Last Name** – your last name



USAC  
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*Helping Keep Americans Connected*

Need Help?

**Applicant Login:**

BEN:

PIN:

Email:

Last Name:

Login

[Terms and Conditions of PIN Usage](#)

3. Click **Login** to continue.

## New BEAR Form

### Billed Entity Applicant Homepage

To begin your form, click **New BEAR Form** in the menu at the top of the page.

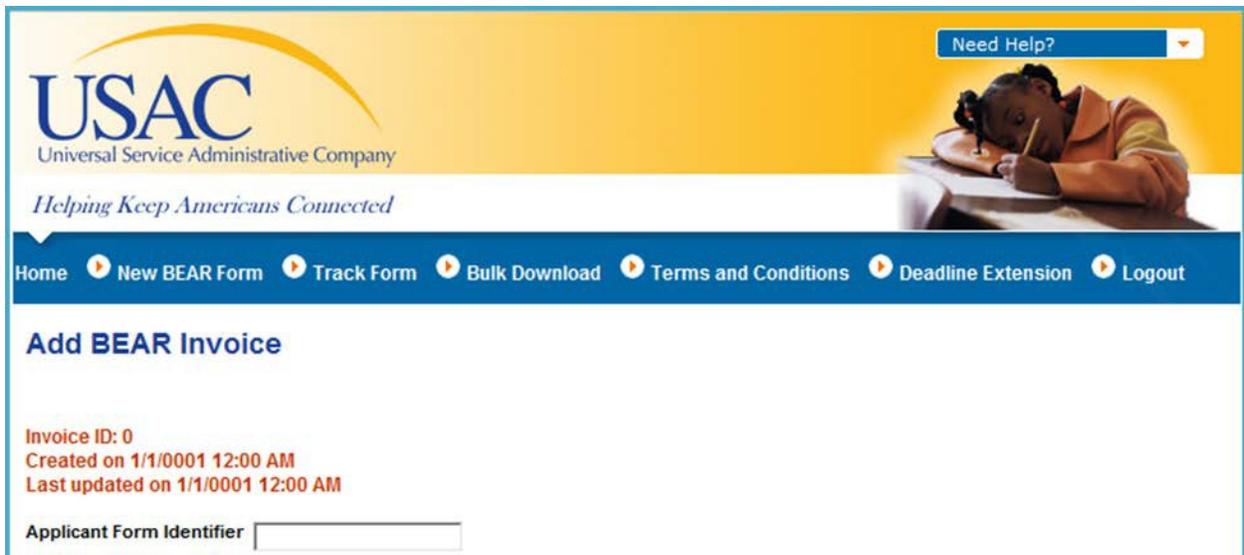


A new form will open on the next page.

### Add BEAR Invoice

The following information will be populated by the system:

- **Invoice ID**
- **Created On**
- **Last Updated On**



1. Create an identifier for your own reference in the **Applicant Form Identifier** field.

This identifier can include both numerals and letters. You can use the same number from your billing system or create one specifically for this purpose. For example, if you have an accounting system which assigns an invoice number to bills and receivables, you may use the identification number that your billing system assigned. This identifier is for your own records.

USAC may use it to refer to this particular invoice if we need to contact you about it in the future.

### Block 1: Header Information

2. Review the information in **Items 1** and **2**.

**Item (1) –Billed Entity Name.** The system will pre-populate your name as indicated on the corresponding Funding Commitment Decision Letter (FCDL).

**Applicant FCC Form 498 ID.** If an FCC Form 498 has been filed for this BEN, you will find the 498 ID number pre-populated. If you have more than one FCC Form 498 on file, select the correct 498 ID from the list provided. If you do not have an approved FCC Form 498 on file, no entry will be provided and you will not be able to submit the form until the FCC Form 498 has been approved.

**Item (2) – Billed Entity Number (BEN).** The system will pre-populate your Billed Entity Number as it appears on your FCDL.

**Block 1: Header Information** [Need Help?](#)

<b>1. Billed Entity Name</b>	<b>2. Billed Entity Number</b>	<b>3. Service Provider Identification Number (SPIN)</b>	<b>Service Provider Name</b>
		<input type="text"/>	Spin Not Found

Applicant FCC Form 498 ID

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<b>4. Contact Name</b>	<input type="text"/>
<b>5. Contact Telephone Phone</b>	( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext. <input type="text"/>
<b>Contact Fax</b>	( <input type="text"/> ) <input type="text"/> - <input type="text"/>
<b>Contact Email</b>	<input type="text"/>

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**6. Total Reimbursement Amount**  
(total from Block 2, Column 14)  
\$ 0

3. Enter the information requested in **Items 3** through **6**.

**Item (3) – Service Provider Identification Number (SPIN).** Type in the number assigned to the service provider that is delivering the services for which you are submitting this FCC Form 472. Remember, only one SPIN is permitted per FCC Form 472. Please be sure to obtain this information from your FCDL for the Funding Request Numbers (FRNs) for which you are seeking reimbursement. The system will populate the **Service Provider Name** after you provide a SPIN.

**Item (4) – Contact Name.** Provide the name of the person who USAC should contact if USAC has questions about this form. The contact person must be able to answer questions in a

timely manner regarding the information included in your form and the eligible services provided.

**Item (5) – Contact Telephone Number.** Provide the telephone number with area code for contacting the person identified in Item (4). You may also include an extension of up to four (4) digits. Also provide contact fax and email (as appropriate).

**Item (6) – Total Reimbursement Amount.** The system will populate the total amount associated with this form as the sum of the entries in Block 2, Column 14.

Block 2: FCC Form 471 Application Number (from Funding Commitment Decision Letter) – FRN Information)

The information requested in the following columns should be completed for each Funding Request Number (FRN) for which you are requesting reimbursement.

**NOTE:** Please remember that all FRNs included on this FCC Form 472 must be associated with the same service provider whose SPIN is listed in Item (3) of **Block 1**.

Block 2: Line Item Information Per Funding Request Number							
<a href="#">Need Help?</a>							
7. FCC Form 471 Application Number	8. Funding Request Number (FRN)	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)
(from Funding Commitment Decision Letter)	(from Funding Commitment Decision Letter)						
1) <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
							<a href="#">Add Line Item</a>

4. Enter the following information (Columns 7 through 14) for each discount request. To add additional line items, click the **Add Line Item** button and more blank data fields will appear.

**Column (7) – FCC Form 471 Application Number.** This is the number USAC assigned to the FCC Form 471 on which the FRN in Item 8 appears.

**Column (8) – Funding Request Number (FRN).** This is the number USAC assigned to each funding request on your FCC Form 471. Each FRN is listed in your FCDL.

**Column (9) – Bill Frequency.** Choose from the dropdown list indicating the frequency with which you are billed for this FRN.

**NOTE:** DO NOT complete BOTH Column 10, **Customer Billed Date**, and Column 11, **Shipping Date to Customer or Last Day of Work Performed**.

**Column (10) – Customer Billed Date.** This field is for reimbursement of bills for recurring services and for multiple installments for non-recurring services. The month and year you enter in this column should be for the first month you received services represented by the amount in the **Discount Amount Billed to USAC** field, Column (14). The date must be in month, day, and 4-digit year (mm/dd/yyyy) format and must be within the funding year.

For example:

- If you receive a monthly bill dated June 15, 2016 for recurring services from July 1 to July 31, you should enter 07/15/2016.
- If you receive a quarterly bill dated November 1, 2016 for recurring services from October 1 to December 31, you should enter 11/1/2016.
- If you receive a bimonthly installment bill dated September 10, 2016 for non-recurring services from September 1 to October 31, you should enter 09/10/2016.

**Column (11) – Shipping Date or Last Day of Work Performed.** Use this column for reimbursement for non-recurring services billed one time only such as Internal Connections. The date in Column (11) should be either the date that the products were shipped or the last date that the service provider performed its work. This date should be in month/day/four-digit year (mm/dd/yyyy) format.

**Column (12) – Total (Undiscounted) Amount for Service per FRN.** The total undiscounted amount represents the full cost of the services delivered on this FRN for the period indicated. You must deduct charges for any ineligible services, or for eligible services delivered for ineligible recipients or used for ineligible purposes. You should gather your customer bills and any other documentation you need to support your calculations.

**Column (13) – Discount Rate.** This column is populated with the applicant's approved discount percentage for this FRN.

**Column (14) – Amount Billed to USAC.** This column is calculated by multiplying the **Total (Undiscounted) Amount** in Column 12 by the applicant's **Discount Rate** in Column (13). If you are requesting less than the calculated amount please change the value to the lower value.

## Block 3: Billed Entity Certifications

### 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.

5. Read the certification statements and then click each box to affirm the statement.

The Billed Entity must sign the certification and declare under penalty of perjury that:

- 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 USAC 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.

## Contact Information for Billed Entity Authorized Person

**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** 1/13/2017

<b>17. Name</b>	<input type="text"/>	<b>19. Phone Number</b>	( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext. <input type="text"/>
<b>18. Title/Position</b>	<input type="text"/>	<b>19a. Fax Number</b>	( <input type="text"/> ) <input type="text"/> - <input type="text"/> ext. <input type="text"/>
<b>20. Address 1</b>	<input type="text"/>	<b>19b. Email</b>	<input type="text"/>
<b>Address 2</b>	<input type="text"/>	<b>19c. Name of Authorized Person's Employer</b>	<input type="text"/>
<b>City</b>	<input type="text"/>		
<b>State</b>	<input type="text"/>		
<b>Zip Code</b>	<input type="text"/> - <input type="text"/>		

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.

OMB Number 3060 - 0856 Form 472

6. Check the **Item (15) Signature** box.

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. 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 when you logged in with your PIN for the first time, please click the **Terms and Conditions** link in the blue menu at the top of the page.

The **Item (16) Date** will be populated by the system when you save or certify the form.

The **Item (17) - Name** of authorized person will be pre-populated using information associated with the PIN you entered to log in to the form.

7. Enter the information requested in **Items 18** through **20**.

**Item (18) – Title/Position.** Provide the title or position of the authorized person. This information is pre-populated but can be edited.

**Item (19) – Phone Number.** Provide the telephone number of the authorized person, should USAC need to contact this person.

**Item (19 a) – Fax Number.** Provide the fax number of the authorized person.

**Item (19 b) –Email.** Your email will be pre-populated.

**Item (19 c) – Name of Authorized Person’s Employer** Provide the name of the authorized person’s employer.

**Item (20) Address** of authorized person. This information is pre-populated but can be edited.

8. Click **Certify and Submit** to submit your form to USAC. You will receive an email confirming that the form has been accepted.

If you select **Save**, your form will be saved but not be submitted to USAC for payment. Choose **Save** to save the data you have already entered.

**WARNING:** If you select **Clear**, all data will be reset and no entries will be saved.

## Track Form

### Billed Entity Applicant Home Page

To view a certified form or to continue an incomplete form, click **Track Form** in the menu at the top of the page.



A search tool will open on the next page.

### Track BEAR Forms

A screenshot of the "Track BEAR Forms" search interface. The title "Track BEAR Forms" is displayed in blue. Below the title, the instruction "Please choose from one or more of the following search options:" is shown. The search options are organized into several rows:

- Created Date Range:** Includes "From:" and "To:" fields, each with a calendar icon below it.
- Dollar Amount:** Includes "Min:" and "Max:" fields.
- SPIN:** A single text input field.
- Invoice Id:** A single text input field.
- Applicant Form Identifier:** A single text input field.

Below these fields, the "Display Results As:" section has two radio button options: "BEAR" (which is selected) and "FRN". A "Search" button is located at the bottom left of the form area.

1. Use the search filter by entering the information for:
  - **Created Date Range**
  - **Dollar Amount**
  - **SPIN**
  - **Invoice ID**
  - **Applicant Form Identifier**

You can use any combination that you wish to search.

2. Select whether the search results should be displayed by **BEAR** or **FRN**.

**NOTE:** Selecting the BEAR display option will display BEAR detail information. Selecting the FRN display option will display information about the BEAR followed by information for each FRN line item for that BEAR form.

3. Click the **Search** button to receive a list of results.

Display Results As:  BEAR  FRN

**Search Results:**

Invoice Id	Applicant Form Identifier	SPIN	Status	Reimbursement Amount	Contact Name	Date Created	Edit?
			COMPLETED	\$692.31		10/15/2015 4:52:24 PM	
			COMPLETED	\$553.19		10/15/2015 5:13:49 PM	
			COMPLETED	\$4,560.36		10/15/2015 3:57:41 PM	
			INCOMPLETE	\$0.00		1/13/2017 11:25:17 AM	<a href="#">Edit</a>

4. From the results list, click the hyperlinked **Invoice ID** number to view a specific form OR click the **Edit** link to return to an incomplete form.

## Bulk Download

### Billed Entity Applicant Homepage

To download information for external record keeping, click **Bulk Download** in the menu at the top of the page.



A search tool will open on the next page.

Retrieve BEARs for Bulk Download

### Retrieve BEARs For Bulk Download

Please choose from one or more of the following search options:

<b>Date Range:</b>	From	<input type="text"/>	To	<input type="text"/>
<b>Dollar Amount:</b>	Min	<input type="text"/>	Max	<input type="text"/>
<b>* SPIN / Invoice Id</b>	SPIN:	<input type="text"/>	Invoice Id:	<input type="text"/>
<b>* RFN / BEAR Form Status:</b>	Applicant Form Identifier:	<input type="text"/>	BEAR Form Status:	All <input type="button" value="v"/>

\* Enter 1 or more numbers, each separated by a comma.

5. Use the search filter by entering the information for:

- **Date Range**
- **Dollar Amount**
- **SPIN/Invoice ID**
- **FRN/BEAR Form Status**

You can use any combination that you wish to search.

6. Click the **Search** button to receive a list of results.

Search

Download Selected

### Results

Please check the items you want to include in the bulk download, then click "Download Selected" above to download the file.

<a href="#">Invoice Id</a>	<a href="#">Applicant Form Identifier</a>	<a href="#">SPIN</a>	<a href="#">Status</a>	<a href="#">Reimbursement Amount</a>	<a href="#">Contact Name</a>	<a href="#">Date Created</a>
<input checked="" type="checkbox"/>			COMPLETED	\$3,382.01		9/9/2013 12:04:15 PM
<input checked="" type="checkbox"/>			COMPLETED	\$1,383.20		9/9/2013 12:13:23 PM

7. Select the checkbox next to the BEAR forms that you would like to download.
8. Click the **Download Selected** button to open a CSV file to save this information.

## Deadline Extension

### Billed Entity Applicant Homepage

To request an extension of your invoicing deadline, click **Deadline Extension** in the menu at the top of the page.



A search tool will open on the next page.

### Invoice Deadline Extension Request

#### Invoice Deadline Extension Request

Enter the FRN for which a one-time 120 day extension is requested:

FRN:

1. In the box provided, enter the FRN for which you need to request an extension and click **Find FRN**. Note that you can only request an extension for one FRN at a time.
2. The next screen will display the FRN details as follows:

### Invoice Deadline Extension Request

Enter the FRN for which a one-time 120 day extension is requested:

FRN:  [Find FRN](#)

FRN Detail:

471:	<input type="text"/>		
FRN:	<input type="text"/>		
BEN:	<input type="text"/>	Applicant Name:	<input type="text"/>
SPIN:	<input type="text"/>	Service Provider:	<input type="text"/>
Commitment Status:	COMMITTED - FULL		
Committed Amount:	\$12910.06		
Amounts Disbursed:	\$12910.06		
Last Date to Invoice:	10/28/1999		
FCC Form 486 Notification Letter date:	<input type="text"/>		

I request a one-time 120 day extension for this FRN. [Submit](#)

- Review the details and click **Submit** to continue with your request.
- A confirmation of your submission will appear at the bottom of the page. You will also receive a confirmation email.

**NOTE:** If your request does not qualify for a deadline extension under the invoice deadline extension rules, you will receive a denial decision with information about how to appeal the denial.