Back

Universal Service Administrative Co.

E-Rate

- SPECIAL EDITION -

September 14, 2023

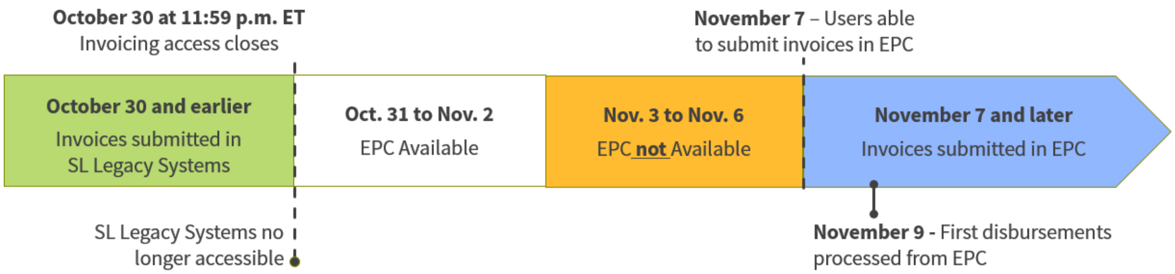
This news brief revises the time for the last day you can submit an invoice in SL Legacy systems as shown in a September 13, 2023 email version of the news brief. The correct **deadline is October 30 at 11:59 p.m. ET** instead of 7:30 p.m. ET. We apologize for any confusion.

E-Rate Systems Consolidation Transition Dates

USAC is consolidating its E-Rate SL Legacy systems into the E-Rate Productivity Center (EPC). **All E-Rate invoicing related forms** – the FCC Forms 472 (Billed Entity Applicant Reimbursement (BEAR)), 473 (Service Provider Annual Certification (SPAC)), and 474 (Service Provider Invoice (SPI) and (eSPI)) – will be moved into EPC as part of this consolidation effort. System cutover from the SL Legacy systems into EPC **is expected to occur between October 30, 2023 and November 7, 2023**.

Access to **EPC will be unavailable** for all users **between October 30, 2023 at 11:59 p.m. and November 7, 2023**.

- The **last day you can submit an invoice** in the SL Legacy systems is **October 30, 2023, at 11:59 p.m. ET**.
  - Invoices for **Funding Year (FY) 2016 and later** that are submitted in SL Legacy systems before October 30, 2023, and not paid by the cutover date will be migrated into EPC by USAC.
  - Invoices for **FY2015 and earlier** submitted in SL Legacy systems before October 30, 2023, will continue to be processed in the SL Legacy systems.
- You **must submit FY2016 and later invoices in EPC beginning on November 7, 2023**.
- For **FY2015 and earlier**, users will need to create a customer service case in EPC and attach a fillable FCC Form 472 or 474 to process a new request for reimbursement for FY2015 and earlier funding years. USAC will provide the links to the forms and instructions on its website in the coming weeks.
- After the E-Rate systems consolidation is completed, the **first disbursements from EPC-processed requests for reimbursement are expected to be on November 9, 2023**.



In advance of the E-Rate systems transition, **please submit all current E-Rate invoices in a timely manner** to minimize the effect of any delays. Be sure to **request an [invoice deadline extension](#)** if you believe you will not meet the deadline, or if your current invoice filing deadline date is between October 30, 2023 and November 7, 2023.

To further assist applicants and service providers, USAC will post frequently asked questions about the E-Rate systems consolidation on September 18, 2023.

Coming Soon: Applicant and Service Provider e-Learning Modules

To support the transition from SL Legacy systems to EPC, USAC is also rolling out e-Learning modules (eLMs) for applicants and service providers so they can learn how to submit E-Rate invoices (FCC Forms 472/BEAR and 474/SPI) using EPC when the system consolidation is complete. The **eLMs will be available October 3, 2023** on the E-Rate Videos page.

The eLMs are interactive, support different learning styles, and provide links to further resources available to assist applicants and service providers through the transition process. You can also learn more about this eLM rollout by attending the E-Rate Systems Consolidation Training Overview Webinar on October 4, 2023 (see below).

We strongly encourage applicants and service providers to view the eLMs and prepare any questions you might have for the Office Hour webinar sessions below.

Upcoming E-Rate Systems Consolidation Webinars

USAC will be hosting a series of E-Rate systems consolidation webinars in September and October to introduce upcoming changes, prepare you for the transition, and guide you through steps you can take now to prepare for the transition from the SL Legacy invoicing systems to EPC. USAC will also host "Office Hour" webinars targeted to audience groups (applicants and service providers) that will also be used to answer attendee questions.

Visit the E-Rate Webinars page to learn about training opportunities for the E-Rate SL Systems Consolidation. Below are our upcoming sessions in the series.

E-Rate Systems Consolidation: Kick-off Webinar
Tuesday, September 26, 2023
2 p.m. to 3 p.m. ET

- Register

Learn about USAC's consolidation of E-Rate Invoicing capabilities from SL Legacy systems into the E-Rate Productivity Center (EPC) and how invoicing will be performed in EPC after the consolidation.

E-Rate Systems Consolidation Training Overview Webinar
Wednesday, October 4, 2023
1 p.m. to 2 p.m. ET

- Register

Learn about the different ways USAC is supporting the move from SL Legacy systems to EPC with live training sessions, self-paced learning modules, "office hour" question and answer sessions, videos, and website content.

Office Hours Webinar Sessions
The Training Launch webinar will announce the launch of the Invoicing eLearning modules (eLMs) for applicants and service providers, which will be available on the E-Rate Videos page beginning October 3, 2023. These modules will focus on submitting and certifying invoices, invoice management and status, and notifications and outreach.

To support the eLMs and to answer questions applicants and service providers may have while learning about the new E-Rate invoicing process using EPC, USAC has also scheduled upcoming Office Hours sessions. Visit the Webinars page to register for one of the sessions.

Session	Date	Applicant Sessions	Service Provider Sessions
Session 1	Oct. 11, 2023	2 p.m. - 3 p.m. ET	3:30 p.m. - 4:30 p.m. ET
Session 2	Oct. 18, 2023	2 p.m. - 3 p.m. ET	3:30 p.m. - 4:30 p.m. ET
Session 3	Oct. 25, 2023	2 p.m. - 3 p.m. ET	3:30 p.m. - 4:30 p.m. ET
Session 4	Nov. 8, 2023	2 p.m. - 3 p.m. ET	3:30 p.m. - 4:30 p.m. ET
Session 5	Nov. 15, 2023	2 p.m. - 3 p.m. ET	3:30 p.m. - 4:30 p.m. ET

E-Rate SL Systems Consolidation: Kickoff Webinar Recording Available
Held April 27, 2023

- View Webinar Recording
- View Webinar Slides

Preparing for the E-Rate Systems Consolidation

Account Administrators – Only Account Administrator users can manage other users and user permissions for their organization(s). The EPC Account Administrator Guide provides instructions for how to add new users, check the active/inactive status of users, deactivate active users, and reactivate inactive users.

Check and Verify User Permissions

When USAC migrated user permissions from SL Legacy systems to EPC, all users were provided with full rights permissions. Account Administrators should review all their user permissions and modify user permission rights as needed. Below are the functions **Account Administrators** can assign for each level of permissions. View the [BEAR Manage User Permissions]() video or the [Service Provider User Permissions]() video, if you need additional help.

	View Invoices	Create Invoices	Certify Invoices	View Outreach	Respond to Outreach
Full	✓	✓	✓	✓	✓
Partial	✓	✓		✓	
View Only	✓			✓	

Transfer Account Administrator Rights

1. On your landing page, select the link to your organization.
2. Click **Related Actions** and then **Modify Account Administrator**.
3. The **Organization Details** page opens and displays users. Uncheck the box for the current administrator and then check the box for the new administrator from the list. Click **Continue**.
4. Confirm the new account administrator information on the next page, then click **Submit**.

Add a Consulting Firm

1. On your landing page, select the link to your organization.
2. Click **Related Actions** and then click **Manage Organization Relationships**.
3. Click **Add Consulting Firm**.
4. On the **Add a Consulting Firm** page, enter search information for the consulting firm, for example, consultant registration number (CRN), name, state, or zip code.
5. Click **Search**.
6. Select the consulting firm from the **Add Relationships** list and click **Submit**.
7. Confirm by clicking **Yes** on the pop-up window. The Account Administrator for the new consulting firm will receive a notification in their **News** feed with the new organization relationship.
8. Once the relationship has been established, the Account Administrator can add users from that consulting firm and give them user permissions.

Applicants

- **Invoicing Permissions** – We encourage Account Administrators to review and update their organization's users and current permission levels for invoicing and other post-commitment requests so that you are ready when the new E-Rate invoicing system goes live. The Account Administrator can manage the organization's users and any consultant users from the **Manage User Permissions** screen. Log into EPC and on the **My Applicant Landing Page**, click **Manage Users**. Select the organization by clicking the checkbox and then click **Manage User Permissions** to review the permissions and make changes. View the E-Rate System Consolidation videos to learn about creating users, managing user permissions, and removing users.

Service Providers

- **Invoicing Permissions** – Service provider Account Administrators should review their users and their access level permissions in EPC to ensure information is up to date. Previously, service providers added users through updates on the FCC Form 498. Now, service providers can update their users in EPC. If you want to change permissions for an existing user in the portal, go to **Manage Service Provider User Permissions**. View the Service Provider User Permissions video, which provides information on managing user permissions, creating new users, and adding/removing users.
- **Multiple SPINs** – Standard user accounts in EPC can only access one service provider identification number (SPIN) when they are created. If you need access to multiple SPINs under the same EPC login, please contact the Customer Service Center at (888) 203-8100 to have access set up for you.
- **eSPI Submissions** – Service providers that bill USAC frequently and/or submit large numbers of invoice line items at one time are encouraged to use electronic invoicing via the eSPI (electronic Service Provider Invoice/FCC Form 474), which speeds USAC processing for that invoice. Service providers will be able to upload their correctly formatted comma separated value (CSV) delimited file for FY2016 and later through the EPC Invoicing portal instead of emailing USAC with the CSV file attached. For FY2015 and earlier funding years, service providers will need to create a customer service case in EPC and attach a fillable FCC Form 474. USAC will provide the links to the forms and instructions on its website in the coming weeks.

Back