Registering for a Service Provider Identification Number (SPIN) Checklist for New Tribal Service Providers

A Service Provider Identification Number (SPIN), also known as the service provider's 498 ID, is a unique nine-digit number assigned to service providers by USAC when a Service Provider and Billed Entity Identification Number and General Contact Information Form (FCC Form 498) is filed. This form collects contact, remittance, and banking information for service providers participating in the universal service programs (i.e., High Cost, Lifeline, Rural Health Care and E-Rate) administered by USAC.

Available for Public Use

You will need the following items before you file the FCC Form 498:

1. **Unique Entity Identifier (UEI).** Obtain a UEI by registering with SAM.gov. This may take up to six weeks, so be sure to register early. View instructions on how to obtain a UEI, track the status of your UEI in SAM.gov, and watch an instructional video on updating your UEI.

2. **Dun & Bradstreet (DUNS) Number.** Register for a DUNS Number. Learn how on the DUNS website.

3. **FCC Registration Number (FRN).** Obtain an FRN, also known as a CORES ID, through the FCC CORES webpage.

4. **Employer Identification Number (EIN) or Tax ID Number.**

5. **Electronic Banking Information.** Have your routing number and banking account ready.

6. **Company Officers and General Contacts.** A Company Officer is an officer of a service provider company who is authorized to certify that data in the FCC Form 498 is true, accurate and complete. The Company Officer would typically be president, vice president of operations, vice president of finance, comptroller, treasurer, or a comparable person. The **General Contact** must be authorized by your organization to **retrieve** its FCC Form 498 information and obtain access to USAC's online filing system. The General Contact will be able to complete **but not certify** updates to the FCC Form 498, unless the General Contact is also the Company Officer. (You can designate the same person to be both the Company Officer and the General Contact.) You can have up to five General Contacts who can access the form, and up to five Company Officers who can revise and certify the form. We recommend having **multiple** Company Officers assigned to your form for a smoother revision process.

7. **499 Filer ID.** Visit our Who Must Contribute webpage to determine if you are considered a carrier. If you provide telecommunications services and/or Voice over Internet Protocol (VoIP) services , you are considered a carrier and must complete the Annual Telecommunications Reporting Worksheet (FCC Form 499-A). Once you file the FCC Form 499-A, you will receive a 499 Filer ID, which you need to complete the FCC Form 498.
   Note: If your principal communication types only include internet service provider, private service provider, non-traditional provider, and/or coaxal cable, **you do not need** a 499 Filer ID.

Once you have these items, you can proceed with obtaining a 498 ID/SPIN by completing an FCC Form 498. After you complete the form, USAC will set up a username and password for you to access the E-File system. E-File allows you to update your FCC Form 498 online, set up permissions for other users in your company, and view or approve certain applicant-filed forms and form attachments.

If you have any questions about obtaining a SPIN/498 ID, please contact the Customer Service Center at (888) 641-8722, Monday through Friday from 9 a.m. to 5 p.m. ET. For more information, visit our FCC Form 498 webpage, watch our FCC Form 498 video series, and sign up for or watch a recording of our monthly New Filer webinars.

Universal Service Administrative Co.