

Schools and Libraries (E-rate) Program FCC Form 473 (SPAC) User Guide

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FILING FCC FORM 473

Last Updated: July 2019

Filing FCC Form 473 – Service Provider Annual Certification (SPAC) Form

Form Assistance

You can find information about this form on the [FCC Form 473 Filing](#) webpage. The FCC Form 473 can only be filed online in USAC’s E-File system.

If you have trouble logging in to the E-File system, please contact USAC’s Contributors section at (888) 641-8722 between 9:00 a.m. and 5:00 p.m. ET Monday through Friday and choose the option for Contributors (not the option for Schools and Libraries).

If you have any questions about completing this form, please contact the Schools and Libraries (E-rate) Program Client Service Bureau (CSB) at (888) 203-8100 between 8:00 a.m. and 8:00 p.m. ET Monday through Friday.

You can also create a customer service case in the [E-rate Productivity Center \(EPC\)](#) by selecting the **Contact Us** link on either your landing page or using the **Actions** tab.

E-File Information Center

Submit the FCC Form 473 by filing and certifying the completed form [online](#) in the E-File system.

My Account

To update the account information associated with your login credentials, click the red **My Account** link in the right-hand menu located in the **Information Center** (E-File landing page). You can update the address and the phone and fax numbers for the authorized person associated with the login credentials.



Form Navigation

473 SPAC (SPAC Form Menu)

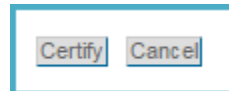
After you click the 473 SPAC link on the left-hand menu, you can navigate to various functions within the E-File system by using the links in the blue menu at the top of the SPAC Form page.



- **Certify SPAC** - File a new form.
- **Return to Portal** - Return to the Information Center (E-File system landing page).
- **Log out** - Log out of the system.

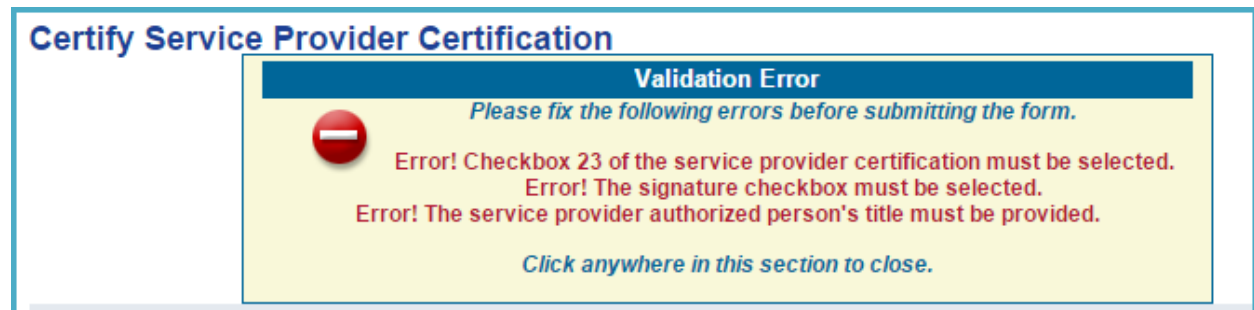
Certify and Cancel Buttons

Press **Certify** to certify and submit this form or **Cancel** to discard the form and return to the E-File homepage.



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. Please provide the requested information to clear the validation error.



Filing FCC Form 473

USAC
Universal Service Administrative Company®

E-File

E-FILE SIGN IN

User ID (Email Address): *

Password: *

Forgot password?

Click the box to accept. *

Login Reset

Now users, please select from the options below:

- New Service Provider
- Add FCC Form 498 Company Officer
- New Contributor/Registration In Progress
- Add FCC Form 499 Company Officer
- New RHC Applicant

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.

1. Log in to the [FCC Form 473](#) by entering the following information:
 - **User ID** - Your email address
 - **Password**
2. Read the **Important System Notice** and **click the box to accept**.
3. Click the **Login** button to continue.

NOTE: Clicking the Reset button will clear the information you entered.

E-File Information Center

The **Information Center** is the E-File system landing page for your service provider organization.

1. To get started, click the FCC Form **473 SPAC** link in the menu on the left.

USAC
Universal Service Administrative Company®

E-File

Welcome sat tester1 out
My Account | Log Out

Information Center

Schools & Libraries

Form 498 ID	Company Name	Tax ID
143		

FAQs

- General E-File FAQs
- E-certification FAQs
- E-File Form 498 FAQs
- E-File Form 499 FAQs
- E-File User Guide

Schools and Libraries

- 473 Online Star
- 473 SPAC
- Online Item 21

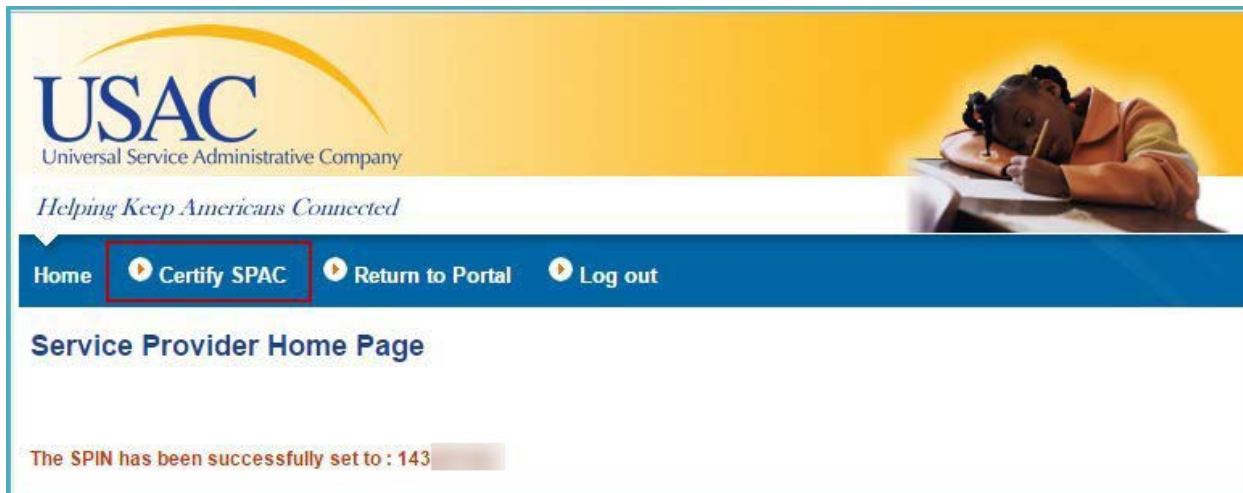
Service Provider Homepage

The link will take you to the **Service Provider Homepage**.

2. If you have multiple SPINs, choose the appropriate SPIN from the **Choose SPIN** dropdown menu. This will select (“set”) the SPIN.



If you have only one SPIN, or you have chosen your SPIN from the dropdown, your SPIN will then be set for this FCC Form 473.



3. Click the **Certify SPAC** link in the menu at the top of the page.

Certify Service Provider Certification

Block 1: Service Provider Information

This section of the FCC Form 473 contains information to identify your service provider organization and contact person for this form.

Certify Service Provider Certification

Block 1: Service Provider Information

1. Name of Service Provider	2. Service Provider Identification Number (SPIN)	3. Funding Year
<input type="text"/>	143 <input type="text"/>	2015 ▼
<hr/>		
4. Contact Name	6. Telephone Number	(866) <input type="text"/> - <input type="text"/> ext. <input type="text"/>
5. Complete Mailing Address of Contact Person Street Address, P.O. Box or Route Number	7. Fax Number	(800) <input type="text"/> - <input type="text"/> ext. <input type="text"/>
Address	8. Email Address	E-RATE@ <input type="text"/>
City		
State		
Zip Code		

1. Review your Service Provider Information:

Name of Service Provider. The system pre-populates the service provider using the information for this SPIN from your FCC Form 498.

Service Provider Identification Number (SPIN). The system pre-populates the SPIN using the information from your FCC Form 498.

2. Select the funding year you are submitting the certification for using the Funding Year drop-down menu.

Provide the funding year, e.g., "2020." Funding years begin on July 1 and end on the following June 30. For example, Funding Year 2020 runs from July 1, 2020, through June 30, 2021.

3. Review your contact information. The system pre-populates this information using the information from your FCC Form 498; however, you can also edit the information.

Contact Name. Provide the name of the contact person who should be contacted with questions about this form. The contact person must be able to answer questions in a timely manner regarding the information included in this form.

Complete Mailing Address of Contact Person. Provide the mailing address for the contact person.

Telephone Number. Provide the telephone number with area code for the contact person. You can also provide an extension.

Fax Telephone Number. Provide the fax telephone number with area code for the contact person.

Email Address. Provide the email address of the contact person.

Block 2 Certification

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

Block 2: Certification

I declare under penalty of perjury that the foregoing is true and correct: I am authorized to submit this Service Provider Annual Certification Form on behalf of the above-named Service Provider, which has been assigned the above-referenced Service Provider Identification Number, and that based on information known to me or provided to me by employees responsible for the data being submitted, I hereby certify that the data set forth in this Form has been examined and reviewed and is true, accurate and complete. I acknowledge that any false statement on this Form or on the Service Provider Invoice Form (FCC Form 474) can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. § 502, 503 (b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001, and that any such false statement could subject this Service Provider to liability under the False Claims Act.

- 9. I certify that the Service Provider Invoice Forms (FCC Form 474) that are submitted by this Service Provider contain requests for universal service support for services which have been billed to the Service Provider's customers on behalf of schools, libraries, and consortia of those entities, as deemed eligible for universal service support by the fund administrator.
- 10. I certify that the Service Provider Invoice Forms (FCC Form 474) that are submitted by this Service Provider are based on bills or invoices issued by the Service Provider to the Service Provider's customers on behalf of schools, libraries, and consortia of those entities as deemed eligible for universal service support by the fund administrator, and exclude any charges previously invoiced to the fund administrator for which the fund administrator has not yet issued a reimbursement decision.
- 11. I certify that the bills or invoices issued by this Service Provider to the Billed Entity are for equipment and services eligible for universal service support by the Administrator, and exclude any charges previously invoiced to the Administrator by the Service Provider.
- 12. I certify that any requests for reimbursement that are sought under a Service Provider Invoice Form (FCC Form 474) for discounts for products or services that contain both eligible and ineligible components are properly allocated as required by the Commission's rules at 47 C.F.R. § 54.504(e).
- 13. I certify that the invoices that are submitted by this Service Provider to the Billed Entity for reimbursement pursuant to Billed Entity Applicant Reimbursement Forms (FCC Form 472) are accurate and represent payments from the Billed Entity to the Service Provider for equipment and services provided pursuant to E-rate program rules.
- 14. I certify that this Service Provider makes available to customers, upon their request, separate prices for distinct services to assist Billed Entity Applicants in identifying the portions of their bills that represent the costs of services provided to eligible entities for eligible purposes.
- 15. I certify that no non-discount portion of the costs for eligible services will be waived, paid, or promised to be paid by this Service Provider. I acknowledge that the provision by any service provider of a supported service, or of free services or products unrelated to the supported service or product constitutes a rebate of the non-discount portion of the supported services as stated in 47 C.F.R. § 54.523.
- 16. I certify that no kickbacks, as defined in 41 U.S.C. § 8701, were paid by this Service Provider to anyone in connection with the schools and libraries universal support program.
- 17. I certify that this Service Provider is in compliance with the Commission's rule and orders regarding gifts and this Service Provider has not directly or indirectly offered or provided any gifts, gratuities, favors, entertainment, loans, or any other thing of value to any eligible schools, libraries, or consortium that includes eligible schools or libraries, except as permitted by the Commission's rule at 47 C.F.R. § 54.503(d).
- 18. I certify that if the fund administrator, as necessary, requests additional supporting information, this Service Provider will make all documents requested available to the Fund Administrator as required by 47 C.F.R. § 54.516(b). I certify that this Service Provider 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 requests, (1) any and all records that I rely upon to complete this form and each Service Provider Invoice Form (FCC Form 474) that is submitted by this Service Provider during the present funding year, (2) any and all records issued by this Service Provider to the Billed Entity for reimbursement pursuant to Billed Entity Applicant Reimbursement Forms (FCC Form 472), and (3) all documents necessary to demonstrate compliance with the statutory or regulatory requirements for the schools and libraries universal service support program as required by 47 C.F.R. § 54.516(a)(2) I acknowledge that this Service Provider may be audited pursuant to 47 C.F.R. § 54.516(c), and that the Service Provider must provide such records as required by 47 C.F.R. § 54.516(b).
- 19. I certify that the prices in any offer that this Service Provider makes pursuant to the schools and libraries universal service support program have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered.
- 20. I certify that the prices in any offer that this Service Provider makes pursuant to the schools and libraries universal service support program will not be knowingly disclosed by this Service Provider, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law.
- 21. I certify that no attempt will be made by this Service Provider to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.
- 22. I certify that this Service Provider is not suspended or debarred from participating in Federal programs.
- 23. I certify that, in addition to the foregoing, this Service Provider is in compliance with the rules and orders governing the schools and libraries universal service support program, and acknowledges 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 Service Provider Authorized Person

1. Click the **Signature** box to certify to your agreement to comply with FCC rules. By 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.

The **Date** that the service provider signed the acknowledgment is automatically entered.

The **Name, Address, City, State, and Zip Code** of the authorized person is pre-populated using the E-File system login credentials. (To update this information, click the **Return to Portal** link in the blue menu at the top of the page. From the E-File landing page, click **My Account** to access the account information.)

- The system pre-populates the **Phone Number** of the authorized person using the E-File system login credentials; however, it you can also edit the information using the fields provided. This information is required to complete the form.

Contact Information for Service Provider Authorized Person:

24. 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.

25. Date 1/25/2017

26. Name

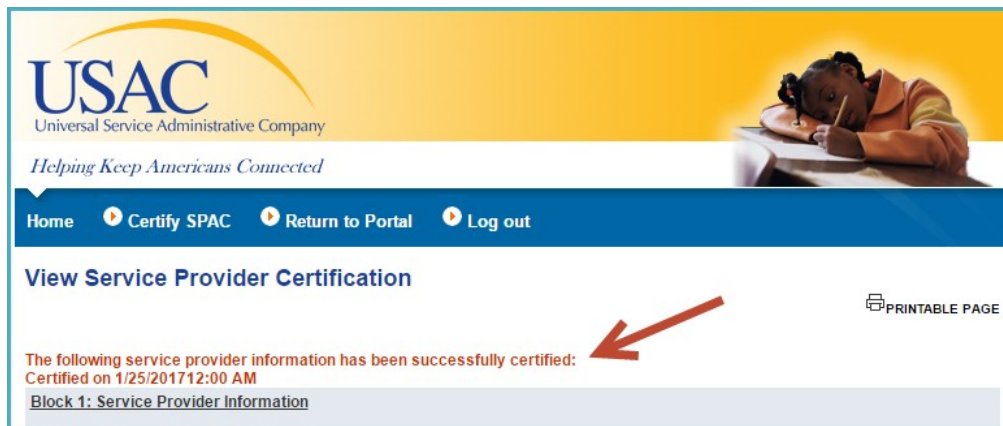
27. Title/Position

28. Address 2000 L Street
 City Washington
 State DC
 Zip Code 20036 -

29. Phone Number (555) 555 - 4444 ext.

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.

- Provide the **Title/Position** of the authorized person certifying this form. This information is required.
- Press **Certify** to certify and submit this form or **Cancel** to discard the form and return to the E-File homepage.
- When you certify the form, an orange confirmation message will appear at the top of the page.



NOTE: Be sure to print a copy of the confirmation screen. This is the only record of your submission. Click the PRINTABLE PAGE link in the upper right corner of the screen to obtain a printable version of the form.