Schools and Libraries (E-rate) Program
FCC Form 470 Search User Guide
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SCHOOLS AND LIBRARIES (E-RATE) PROGRAM

How to Search for FCC Forms 470 in EPC

Any user with an E-rate Productivity Center (EPC) account can search for and view certified FCC Forms 470 using a number of different criteria. Criteria include, for example, funding year, service type(s), state, or zip code.

Service Providers
Log in to EPC. Service provider users will see Search FCC Forms 470 in the top right-hand menu of their landing page and can click this link to access the search function.

All Other Users
Log in to EPC, click the Actions tab, and select Search and Export Certified FCC Forms 470.

Search and Export Certified FCC Forms 470

1. Enter the search criteria:
   - Funding Year
   - Date Posted Online*
   - Service Type(s)
   - Applicant Type*
   - Zip Code
   - State*

   *mandatory field

2. Click Continue.
3. The search results display the date posted, applicant name, form number, category of service, service type, function, and a column indicating whether a request for proposal (RFP) or RFP document is associated with the form.

View the Applicant Information
Information about the applicant is available by clicking the link in the column, Applicant Name. This provides additional information about the applicant such as contact information. If you would like to keep your search results open while browsing various forms, right click on the applicant name and select Open in New Tab.

View the Form and RFP Documents
Click the form number to open the FCC Form 470 record.

This view provides you with all of the information provided by the applicant for the FCC Form 470. If the applicant provided an RFP or other supporting documents, you can also view those documents in the Services Requested section of the form. To do so, click on the View RFP Documents link.
The **Service Request RFP Documents** section will appear below the **Services Requested** section with a list of the RFP documents.

Click on the link for the document you would like to view.

### Exporting Search Results

To view your search results again, click the **Search FCC Forms** on your landing page and re-enter your search criteria. If you opened the FCC Forms 470 in different tabs, you can return to the original tab in your browser.

1. To export the search results, click the **Export to Excel** button at the bottom right of the search results page.

2. To view the exported results, select **Tasks** on the main menu. The export will be available as a download link on your **Tasks** list.
3. Click the link to the task.
4. A page with a link to a ZIP file opens.

5. Click the link to download a ZIP file that contains four Excel spreadsheets with form and organization data. The file contains:
   - Consortia information;
   - Consulting information;
   - FCC Form 470 information; and
   - Organization information.

   ![Table of Excel files]

   **NOTE:** If you do not have an application on your computer to open a ZIP file, see your system administrator for additional help.

   - The file “FCC Form 470 CSV Export at…” is the main data file. This file contains the bulk of the FCC Form 470 data. The file lists a single service request per row, and each row contains the FCC Form 470 number. All of the files also contain the FCC Form 470 number on each row, so that you can tie the data together.
- The file “Consortia Information Export…” contains information about the billed entities that are listed on consortia FCC Forms 470.

- The file “Consulting Information…” includes information about any consulting firm associated with the FCC Forms 470.

- The file “Organization Information…” includes further details about the applicants that filed the FCC Forms 470.

**NOTE:** The search results display the most current main contact details for both the applicant and the consulting firm(s). To view the data that was present when the form was certified, navigate to the Records tab on the main menu, select FCC Forms 470, search the form, then select Generated Documents from the form menu. From there, you can view a PDF version of the original FCC Form 470.

### Opening the Exported Results

You will need to use Excel or another spreadsheet application to view the exported results.

1. Open Excel or your spreadsheet application.
2. Open a blank worksheet.
3. In Excel, select the **Data** tab.
NOTE: For another spreadsheet application, follow the application instructions to import a pipe-delimited text file.

4. Select **From Text**.

Navigate to the CSV file you want to open and click **Import**. Select **Delimited** for the file type.

5. Click the checkbox next to **My data has headers**.

6. Click **Next**.

7. Under **Delimiters**, check **Other** and enter the | character. (If you do not have the | character on your keyboard, you can find and copy the | character by going to the **Insert** menu in Word or Excel and choosing **Symbol**.)
8. Click **Next**.

9. Leave the column data format at the default (General). Click **Finish**.

10. In the **Import Data** pop-up window, click **OK**.

The spreadsheet opens with the data from the exported file.