Before You Begin:

Applicants must first have an entity number and an E-Rate Productivity Center (EPC) account.

Service providers must first obtain a Service Provider Identification Number (SPIN/service provider 498 ID) by submitting FCC Form 498.

Competitive Bidding

- Request services by submitting FCC Form 470 for bids
- Evaluate bids received
- Wait at least 28 days
- The competitive bidding process must be open for at least 28 days
- Select a service provider
- Sign a contract or arrange for tarifed or month-to-month services
- Review posted FCC Forms 470 and respond to applicant with bids for services requested

Applying for Discounts

- Seek discounts for services by submitting FCC Form 471 within the filing window
- Program Integrity Assurance (PIA) review
- Determine invoice method during this time, work together to choose an invoicing method: BEAR or SPI
- Provide assistance to applicant as needed

Services Start

- Confirm to USAC that services have started and report CIPA status by submitting FCC Form 486
- Certify compliance with program rules by submitting FCC Form 473

Invoicing

- Submit FCC Form 498 to receive an applicant 498 ID for direct BEAR payments
- If requesting reimbursement from USAC for services paid in full, submit FCC Form 472 (BEAR)
- Complete invoice review: Correct errors and resubmit forms if necessary
- Receive SPI reimbursement from USAC
- Receive BEAR reimbursement from USAC

For More Information:

- Website: The application process is broken down in detail for both applicants and service providers on the Schools and Libraries Program website (www.usac.org/sl).
- Glossary of Terms: Definitions for program terms and acronyms.
- *Consortium members report their CIPA status by submitting the FCC Form 479 to their consortium leader. The consortium leader then files the FCC Form 486.
- To adjust funding commitments and/or modify the dates for receipt of services after the FCDL is issued, file the FCC Form 500.