**BEFORE YOU BEGIN:**

**APPLICANTS:** Applicants must first have an entity number and an E-rate Productivity Center (EPC) account.

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

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**COMPETITIVE BIDDING**

- Request services by submitting FCC Form 470 for bids
- Evaluate bids received

**APPLYING FOR DISCOUNTS**

- Seek discounts for services by submitting FCC Form 471 within the filing window
- Program Integrity Assurance (PIA) review

**SERVICES START**

- Confirm to USAC that services have started and report CIPA status by submitting FCC Form 486*
- 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)

**INVOICING**

**METHOD #1:**
- Receive BEAR reimbursement from USAC

**METHOD #2:**
- Receive SPI 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.

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