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# Schools and Libraries (E-Rate)

USAC Home | Schools and Libraries Program | Latest News | **News Archive**

## LATEST NEWS

### News Archive

USAC's News Archive gives you access to all announcements related to the Schools and Libraries Program as they were made throughout the years. The archives will be updated as new announcements are made.

Select a Year: [ 2015 ▾ ] [ GO ]

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**12/31/2015 – USAC Closed from December 31 at 2:00 PM ET through January 1**
In observance of the upcoming holiday, USAC will close at 2:00 PM ET on Thursday, December 31, and remain closed on Friday, January 1, 2016.

This closure includes the Schools and Libraries Program's Client Service Bureau (CSB), and the Rural Health Care Program's RHC Help Desk.

USAC will re-open on Monday, January 4, 2016, with normal business hours and will respond to all inquiries at that time. Thank you and happy holidays!

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**12/21/2015 – USAC Closed from December 24 at 2:00 PM ET through December 25**
In observance of the upcoming holiday, USAC will close at 2:00 PM ET on Thursday, December 24, and remain closed on Friday, December 25, 2015.

This closure includes the Schools and Libraries Program's Client Service Bureau (CSB), and the Rural Health Care Program's RHC Help Desk.

USAC will re-open on Monday, December 28, with normal business hours and will respond to all inquiries at that time. Thank you and happy holidays!

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**12/17/2015 – FY2016 FCC Form 471 Window Filing Date Information**
As most of you know, this is the time of year we typically announce the window application dates for the coming E-rate Funding Year. We certainly understand the need for this advance notice for planning purposes. As we approach the 2016 Funding Year, we are balancing the benefits of setting specific dates with the desire to deliver the best possible experience for applicants in the new EPC environment.

In our fall trainings, I shared that we were targeting mid-January as the window opening. We are still targeting that time frame for the opening, and I can assure you that the window will open no earlier than January 20th and close no earlier than March 31.

We will announce firm dates in early January based on our progress in development and testing during the next few weeks. We have spent time over the last few months gathering valuable input from a representative sample of our applicant community, and we are working hard to integrate as much of this feedback as possible into the first release of the FCC Form 471. Some of those features include hover text, pre-population of certain fields and on-screen help. These are valuable updates, but they are not completed. Our goal is to make sure that the new FCC Form 471 includes as many of these benefits as possible when the window opens. We apologize for the relative lack of specificity at this point, but hope that the clarification above helps all of you plan and resource appropriately.

In the meantime, we strongly encourage you to take all the important steps possible to prepare for the filing of the FCC Form 471, including posting an FCC Form 470 (as the FCC Form 470 has been available since July) and completing your competitive bidding process. We also encourage you to log on to EPC, make sure your profile information is accurate, and post your FCC Form 470 now, so that you will able to focus on the FCC Form 471 once the window opens.

Thanks very much for your help, patience and understanding as we move toward a better process for all of us.

Sincerely,

Mel Blackwell
Vice President, Schools and Libraries

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**12/17/2015 – Apply Online and EPC Outages Due to System Maintenance: Friday, December 18**
The Schools and Libraries Program's Apply Online page, including Submit a Question, online forms, and most search tools will be unavailable beginning at 8:00 PM ET Friday, December 18 through 2:00 AM ET Saturday, December 19, 2015, for monthly system maintenance.
The E-rate Productivity Center (EPC) will be unavailable from 10:00 PM to midnight ET, Friday, December 18 for system maintenance.
During this time for both systems, users will be unable to log in, or to file, certify, and search for certain forms. We apologize for any inconvenience.

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**12/15/2015 – E-rate Productivity Center (EPC) Outage Due to System Maintenance: Tuesday, December 15**
The E-rate Productivity Center (EPC) will be unavailable beginning at 10:00 PM EST, Tuesday, December 15 through 12:30 AM EST, Wednesday, December 16, for system maintenance. During this time, users will be unable to log in, or to file, certify, and search for certain forms via the EPC. We apologize for any inconvenience.

## 12/11/2015 – E-rate Productivity Center (EPC) Outage Due to System Maintenance: Sunday, December 13

The E-rate Productivity Center  (EPC) will be unavailable from 7:30-10:30 PM EST, Sunday, December 13 for monthly system maintenance. During this time, users will be unable to log in, or to file, certify, and search for certain forms via the EPC. We apologize for any inconvenience.

## 12/1/2015 – FCC Form 498 Now Available in EPC

Starting July 1, 2016, applicants who choose the BEAR payment method from USAC will complete and certify a revised FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form, to request direct reimbursement of their discount amounts. To prepare for this new payment process, applicants must complete an FCC Form 498, Service Provider and Billed Entity Identification Number and Contact Information Form to provide USAC with their banking account information so that USAC can electronically deposit funds in their account beginning July 1, 2016.

Applicants can now access the FCC Form 498 through the E-rate Productivity Center (EPC).  Applicants must submit this form, and it must be processed by USAC, before USAC can make direct payments, starting in July 2016. For more information on preparing for the direct BEAR payment process in EPC, read the November 20 issue of the SL News Brief .

## 11/30/2015 – E-File Outage for FCC Forms 498 and 499 Filers Due to System Maintenance: Monday, November 30

USAC's E-File  system for FCC Forms 498 and 499 filers will be unavailable Monday, November 30, from 9:00-11:59 PM EST, for system maintenance. The online FCC Forms 498 and 499 will not be accessible for contributors or service providers. During this time, users may be unable to file, certify, and search for FCC Forms 498 and 499 online. We apologize for any inconvenience.

## 11/23/2015 – USAC Closed Thursday, Schools and Libraries Client Service Bureau Closed Thursday and Friday

In observance of the Thanksgiving holiday, USAC's Washington, DC office is closed Thursday, November 26, 2015. Please note that the Schools and Libraries Program's Client Service Bureau (CSB) will be closed on both Thursday and Friday, November 26-27, 2015.

## 11/18/2015 – Apply Online Outage Due to System Maintenance: Friday, November 20

The Schools and Libraries Program's Apply Online  page, including Submit a Question , online forms, and most search tools will be unavailable beginning at 8:00 PM EST Friday, November 20 through 2:00 AM EST Saturday, November 21, 2015 for system maintenance. During this time, users may be unable to file, certify, and search for certain forms online. We apologize for any inconvenience. The E-rate Productivity Center  (EPC) will not be affected by this outage.

## 11/16/2015 – USAC's Customer Operations/RHC Help Desk Call Centers Closed Today – E-rate CSB Remains Open

Due to street and building closures, USAC is unable to take calls through our Customer Operations (888) 641-8722 or RHC Help Desk (800) 453-1546 call centers today. Both customer service groups are available via email . Please note that this outage does not affect the E-rate Program's Client Service Bureau (CSB).

## 11/13/2015 – E-rate Productivity Center (EPC) Outage Due to System Maintenance: Friday, November 13

The E-rate Productivity Center  (EPC) will be unavailable from 9:00-11:59 PM EST, Friday, November 13 for system maintenance. During this time, users will be unable to log in, or to file, certify, and search for certain forms via the EPC. We apologize for any inconvenience.

## 11/13/2015 – Webinar Invitation: Introduction to Fiber and Special Construction

Join USAC to learn about the FCC's Second E-rate Modernization Order's rules about funding for fiber and special construction projects.
**Register Now**: Introduction to Fiber and Special Construction
Thursday, November 19, 2015, 3:00 PM to 4:15 PM EST
Can't make it to the webinar next week? Register anyway, and we'll send you a link to the recording after the live presentation. The recording will also be posted in the Online Learning Library .
**Presentation Topics**
The presenters will review the benefits and challenges of selecting fiber and special construction to meet your broadband connectivity needs. Topics include:

Options for E-rate Program funding

Cost of deploying new fiber

Old rules vs. new rules

Dark fiber vs. lit fiber

Special construction projects and self-provisioned fiber networks

Making payments: Amortization of upfront capital and installment payments

The presenters will also discuss:

Tips for preparing a request for proposal (RFP)

Conducting a fair, open competitive bidding process

Selecting the most cost-effective bid

FCC matches for state or tribal funding

## 11/13/2015 – How to Activate your EPC Admin Account

USAC rolled out the first phase of our new IT system known as the E-rate Productivity Center  (EPC) in June 2015, and is working with applicants to set up their accounts in this new system.
**How to Activate Your EPC Account**
To log into the account, first locate the Account Creation email (sent from admin@portal.usac.org) or follow the instructions below to activate your account.
        **Watch the video**: Logging into EPC
After you log in, you can designate another person at your organization to be the "account administrator" if you wish to do so.

**Watch the video**: Modifying Your Account Administrator
If you have questions about setting up your account, contact our Client Service Bureau at (888) 203-8100.
**Consultants Cannot be EPC Account Administrators**
Consultants cannot be the EPC "account administrator" for an applicant. If a consultant was listed as the "authorized person" on FCC Form 471 (and because of that, received the EPC account activation email), the applicant should contact our Client Service Bureau at (888) 203-8100 to designate an employee of the applicant organization to act as the account administrator.
Then, the applicant's account administrator can grant the consultant rights to access the information in the school's or library's account.
**EPC Account Activation Instructions**
Follow these instructions to set up your EPC account:

1. Navigate to the EPC login page and click "I Agree," then, "Reset Your Password."

2. Enter your email address in the "Username" field and select "Request Password Reset."

3. The system will send an email to the address associated with your EPC username with a "reset password" link. You must click on the link **within 15 minutes** from the time you selected "Request Password Reset." If necessary, you can repeat the process.

4. Log in to the system and accept the EPC Access Agreement Terms and Conditions located under the "Tasks" tab.

Your password must:

Have at least eight characters

Contain at least one numeral (0 to 9)

Contain at least one non-alphabetic character (such as !, $, #, %)

Contain at least one uppercase character (A though Z)

Contain at least one lowercase character (a through z)

Not have been used in the previous four passwords

**Need Assistance?**
If you have any questions or need information on how to log in to an account or change an account administrator, you can visit the E-rate Productivity Center (EPC) page on the USAC website for user guides and video tutorials.
Contact our Client Service Bureau at (888) 203-8100 if you need additional assistance.

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**11/9/2015 – Schools and Libraries Client Service Bureau Closed: Wednesday, November 11**
In observance of the Veteran's Day holiday, the Schools and Libraries Program's Client Service Bureau (CSB) will be closed on Wednesday, November 11. CSB will reopen Thursday, November 12 for regular hours of 8:00 AM to 8:00 PM EST.

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**11/6/2015 – FCC Form 470 Search Tool Updates**
The Funding Year (FY) 2016 FCC Form 470 Search Tools located on the USAC website have recently been updated. Users can now choose search parameters – such as posting dates, applicant types, service types- and receive search results at the bottom of the web page in HTML or PDF format or export the data as an XLS or CSV file.

View an FCC Form 470 (FY2016) tool

This tool searches FY2016 FCC Forms 470 that have been completed and posted by applicants.

If you choose the HTML or PDF option, you will see a list of forms at the bottom of the page that fit your search criteria. To view an individual form, click the underlined form number.

The results are also available in XLS format.

Download 470 Information (FY2016) tool

This tool allows the user to download summary information for service requests filed on the FY2016 version of the FCC Form 470.

If you choose the HTML option, you will see summary information on all of the forms that fit your search criteria.

The results are also available in XLS and CSV formats.

**Note**: Some applicants filed FCC Forms 470 intended for FY2016 by using the FY2015 version of the form (before the FY2016 FCC Form 470 was available in EPC). You can view those forms from the Search Tools page on the USAC website. Individual forms are available using the View an FCC Form 470 (2015 and prior) tool and downloads of form information are available from the Download 470 Information (FY2015) tool.

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**11/5/2015 – Alert: Phishing Attack on USAC Email Recipients**
Yesterday, USAC was the target of a phishing attack. If you received an email from Leslie Frelow or John Noran with the subject "ITS help desk," **delete** the email immediately. If you open the email, do **not** click on the link or provide your login credentials. If you provided your login credentials, please consider changing your password and contacting your IT support staff for further guidance.
We apologize for the inconvenience this may have caused. The content of the malicious email is:
**Subject**: ITS help desk
Dear E-mail User:-
Take note of this important update that our new web mail has been improved with a new messaging system from Owa/outlook which also include faster usage on email, shared calendar,web-documents and the New 2015 Anti-Spam Version.
Please use the link below to complete your update for our new Owa/outlook improved web mail.
Log on to Outlook Web Access to update your mailbox.
**ITS help desk**
ADMIN TEAM
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**11/5/2015 – EPC Training Site Outage Due to System Maintenance: Thursday, November 5**
The EPC Training Site will be unavailable from 9:00-11:00 PM EST, Thursday, November 5 for system maintenance. During this time, users will be

unable to log into and use the training site. We apologize for any inconvenience.

## 11/4/2015 – E-rate Productivity Center (EPC) Outage Due to System Maintenance: Sunday, November 8

The E-rate Productivity Center (EPC) will be unavailable from 7:00-10:00 PM EST, Sunday, November 8 for system maintenance. During this time, users will be unable to log in, or to file, certify, and search for certain forms via the EPC. We apologize for any inconvenience.

## 10/23/2015 – Updates to the Schools and Libraries Website

The Schools and Libraries (E-rate) Program website has recently been updated to reflect E-rate Modernization Order program changes. Along with guidance updates, the main web page has been redesigned to make it easier to find out about program news, announcements, and to link to important program documents.

To navigate to the E-rate Program application process steps, select either Applicant Process or Service Provider Process on the main page (located below the slideshow images). To go to an individual process step, click the arrow to the right of "Applicant Process" or "Service Provider Process" and a dropdown menu will appear. To view the full list of process steps, click the words "Applicant Process" or "Service Provider Process."

The left-hand margin also includes links to additional information about the program and to resources and tools. The Reference Area in the left-hand margin of the website provides an alphabetized list of program topics. Visit the E-rate Program Online Learning Library to view videos and webinars containing step-by-step form filing instruction and program guidance. When you are ready to begin, visit the E-rate Productivity Center (EPC) web page for information about setting up your organization in USAC's new account and application management portal.

## 10/20/2015 – Special Edition News Brief - First EPC and FCC Form 470 Release Notes Issued

The 10/20/2015 Special Edition issue of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe to it and receive it each week in your inbox.

## 10/16/2015 – Apply Online Outage Due to System Maintenance: Friday, October 16

The Schools and Libraries Program's Apply Online page, including Submit a Question, online forms, and most search tools will be unavailable beginning at 8:00 PM EDT Friday, October 16 through 2:00 AM EDT Saturday, October 17, 2015 for system maintenance. During this time, users may be unable to file, certify, and search for certain forms online. We apologize for any inconvenience. The E-rate Productivity Center (EPC) will not be affected by this outage.

## 10/2/2015 – Service Provider Webinars - Date Change Notification

Due to staff travel and availability during the fall applicant training season, we are moving the dates of the October and November service provider webinars. The webinars will be held on the following dates and times:

Monday, October 5, 2015 at 3:00 PM EDT (originally scheduled for Wednesday, October 7). Questions can be submitted through Submit a Question up until 5:00 PM EDT on Wednesday, September 30.

Wednesday, November 11, 2015 at 3:00 PM EST (originally scheduled for Wednesday, November 4). Questions can be submitted through Submit a Question up until 5:00 PM EDT on Friday, November 6.

We apologize for any inconvenience.

## 10/1/2015 – E-rate Modernization Order Information Now Integrated into Steps

The E-rate Modernization Order information has now been integrated into the steps for applicants and steps for service providers on the website, and the purple icon under left-hand navigation has been removed.
In addition to the steps for applicants and service providers, you can find the first and second E-rate Modernization Orders under the FCC Orders page, and relevant SL News Briefs on our website (select the topic "E-rate Modernization Order").

## 9/29/2015 – Special Edition News Brief - Letter from Mel Blackwell

The 09/29/2015 Special Edition issue 📄 of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe to it and receive it each week in your inbox.

## 9/9/2015 – E-File Outage Due to System Maintenance: Thursday, September 10

USAC's E-File system, including RHC Program's My Portal, will be unavailable Thursday, September 10, from 9:00-11:59 PM EDT, for system maintenance. Online forms will not be accessible for contributors, service providers, or participants in the High Cost, Lifeline, Rural Health Care, and Schools and Libraries programs. During this time, users may be unable to file, certify, and search for certain forms online. We apologize for any inconvenience.

## 9/3/2015 – Webinar: Introducing EPC, the E-rate Productivity Center

Join USAC for a webinar about the E-rate Productivity Center (EPC), the new portal to manage your Schools and Libraries (E-rate) Program activity.
**Register Here**: Introducing EPC, the E-rate Productivity Center
Thursday, September 10, 2015, 2:00 PM to 3:00 PM EDT
EPC will become the primary channel for applicants, service providers, and consultants to file program forms, ask questions, and manage their information starting now in preparation for the Funding Year (FY) 2016 application cycle.
**Presentation Topics**
During the webinar, we will provide an introduction to the portal. Discussion topics include:

Advantages of using the E-rate Productivity Center

How to activate your account and log in

A walkthrough of the user interface

How to assign permissions to other users

Where to find information and specific guidance on the USAC website

**About the E-rate Productivity Center**
The E-rate Productivity Center is the account and application management portal for the Schools and Libraries (E-rate) Program.
To learn more about EPC, log in, access user guides, and view video tutorials, visit the E-rate Productivity Center (EPC) page of the USAC website.
Additional information is available through the Weekly News Brief (view the newsletter on our website and select the topic "EPC").

**8/20/2015 – Apply Online Outage Due to System Maintenance: Friday, August 21**
The Schools and Libraries Program's Apply Online page, including Submit a Question , online forms, and most search tools will be unavailable from 2:00-11:59 PM EDT Friday, August 21, for system maintenance. During this time, users may be unable to file, certify, and search for certain forms online. We apologize for any inconvenience. The E-rate Productivity Center (EPC) will not be affected by this outage.

**7/31/2015 – E-File Outage Due to System Maintenance: Friday July 31**
USAC's E-File system , including RHC Program's My Portal, will be unavailable Friday, July 31, from 9:00-11:59 PM EDT, for system maintenance. Online forms will not be accessible for contributors, service providers, or participants in the High Cost, Lifeline, Rural Health Care, and Schools and Libraries programs. During this time, users may be unable to file, certify, and search for certain forms online. We apologize for any inconvenience.

**7/22/2015 – E-File Outage Due to System Maintenance: Thursday, July 23**
USAC's E-File system, including Rural Health Care's My Portal, will be unavailable Thursday, July 23, from 9:00-11:59 PM EDT, for system maintenance. Online forms will not be accessible for contributors, service providers, or participants in the High Cost, Lifeline, Rural Health Care, and Schools and Libraries programs. During this time, users may be unable to file, certify, and search for certain forms online. We apologize for any inconvenience.

**7/21/2015 – Special Edition News Brief - USAC Undertakes Data Cleanup Effort**
The 07/21/2015 Special Edition issue of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe to it and receive it each week in your inbox.

**7/17/2015 – Download FCC Form 470 Information Now Available for FY2016**
The Download 470 Information for FCC Forms 470 filed in FY2016 is now available on the Search Tools page of the website. This report package will download to your computer as a compressed (.zip) file of four Excel documents (Consulting Information data, Consortia Information data, Organization Information data, and FCC Form 470 data). You will see that each file is in a pipe-delimited format. For more information about how to read these files and understand what data is being provided, read the Summary of Information Provided 📄.

**7/15/2015 – E-rate Systems Outage Due to Monthly Maintenance: Friday, July 17**
The E-rate Productivity Center (EPC), Apply Online page, including Submit a Question , online forms, and most search tools will be unavailable from 7:00 PM EDT on Friday, July 17 through 2:00 AM EDT on Saturday, July 18 for monthly system maintenance. During this time, users may be unable to file, certify, and search for certain forms online. We apologize for any inconvenience.

**7/10/2015 – E-rate Productivity Center (EPC) Outage Due to System Maintenance: Sunday, July 12**
The E-rate Productivity Center (EPC) will be unavailable from 7:00-11:59 PM EDT on Sunday, July 12 for system maintenance. During this time, users will be unable to log in.

**7/10/2015 – Training Site Outage Due to System Maintenance: Monday, July 13**
The Schools and Libraries Training Site will be unavailable from 9:00 AM until 3:00 PM EDT on Monday, July 13 for system maintenance. During this time, users will be unable to train or practice filing forms on the training site. We apologize for any inconvenience.

**7/7/2015 – Special Edition News Brief - EPC Update: Adding a Consultant to an Applicant's Account**
The 07/06/2015 Special Edition issue of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe to it and receive it each week in your inbox.

**7/6/2015 – View Posted FCC Forms 470 for FY2016**
Posting of an applicant's FCC Form 470 (Description of Services Requested and Certification Form) initiates the required competitive bidding process. FCC Forms 470 that have been submitted for Funding Year 2016 are now available on the View an FCC Form 470 (FY2016) page. On this page you will find the FCC Form 470 as well as any additional documentation submitted with the form, such as a request for proposal (RFP) or other supporting documentation.
If you log into the E-rate Productivity Center (EPC) , you can view this same information with the added benefit of multiple filter and search capabilities. A tool that will allow this advanced functionally on the public website is currently under development as well. Stay tuned for additional information regarding that upgrade!

**7/2/2015 – Special Edition News Brief - EPC Update: FY2016 FCC Form 470 Now Available**
The 07/02/2015 Special Edition issue of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe to it and receive it each week in your inbox.

**7/2/2015 – Setting Up Account Administrators for E-rate Productivity Center (EPC) Accounts**
USAC is creating your organization's E-rate Productivity Center (EPC) account. The person who signed and certified the FY2015 FCC Form 471 will be the account administrator. For consulting organizations, the head of your consulting organization will be the account administrator.

**What You Need To Do**:

**If you are the Authorized Person listed on an FY2015 FCC Form 471**
Follow the instructions in USAC's Account Creation email (sent to you from admin@portal.usac.org). After you log in to the account as the account administrator,* you can then designate another employee at your organization to be the account administrator if you wish to do so. If you did not receive the Account Creation email, call our Client Service Bureau at (888) 203-8100.
**If you are the Contact Person listed on an FY2015 FCC Form 471**
Ask the authorized person to set up your account. The authorized person must follow the instructions in USAC's Account Creation email (sent from admin@portal.usac.org). After the authorized person logs in to the account as the account administrator, he or she can then set you up as a user.

**If you are the <u>Consultant</u> listed on an FY2015 FCC Form 471**
Your account administrator can grant you full, partial, or view-only rights to the information for your consulting information in the EPC. Contact your account administrator for more details.
*Consultants cannot be an account administrator for an applicant, even if they signed and certified the applicant's form. However, once a school or library account administrator has associated itself with your consulting organization, he or she can grant you rights to access the information in the school's or library's account.
**Need Assistance?**
If you have any questions, you can visit the E-rate Productivity Center (EPC) page on the USAC website or call our Client Service Bureau at (888) 203-8100.

**6/26/2015 – RESOLVED: Search Commitments Tool Unavailable Due to Unscheduled System Outage**
RESOLVED: The Search Commitments tool is unavailable due to an unscheduled system outage. The basic and advanced search options are not available for use at this time.

We apologize for the inconvenience, and will provide notice when the system is back online.

**6/26/2015 – Special Edition News Brief - EPC Update**
The 06/26/2015 Special Edition issue of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe to it and receive it each week in your inbox.

**6/26/2015 – Introducing the E-rate Productivity Center (EPC)**
We are ready to introduce you to the E-rate Productivity Center (EPC), which is now live.
EPC is the account and application management portal for the Schools and Libraries (E-rate) Program. This system will eventually be the point of entry for all applicant, service provider, or consultant transactions. EPC will be where program participants complete and certify forms, obtain the status of their applications, submit requests, receive timely reminders and notifications, respond to PIA review questions, and ask program-related questions.
To get started, learn more about this new system on the EPC webpage . Here you'll find links to instructional videos, user guides, a glossary of terms, and more. As the system grows, we'll add more resources to this page to assist you along the way.
Stay tuned for a series of News Briefs that will provide a full range of details regarding what you will need to do, when you need to do it, and how to do it. If you are not yet subscribed to receive the News Brief, the weekly digital newsletter for the E-rate Program, subscribe now !

**6/25/2015 – Special Edition News Brief - New E-rate Program IT System Is Coming!**
The 06/24/2015 Special Edition issue of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe to it and receive it each week in your inbox.

**6/19/2015 – Apply Online Outage Due to System Maintenance: Friday, June 19**
The Apply Online page, including Submit a Question , online forms, and most search tools will be unavailable from 6:00 PM EDT on Friday, June 19 through 2:00 AM EDT on Saturday, June 20 for system maintenance. During this time, users may be unable to file, certify, and search for certain forms online. We apologize for any inconvenience.

**6/3/2015 – Materials from the Service Provider Trainings**
Resources from the E-rate Program Service Provider trainings, including the agenda, presentations, and more, are available in the Event Archive section of our website. Also take a look at the E-rate Modernization Order section of our website for additional relevant resources.

**6/2/2015 – FCC Conducts Fiber Build Workshop**
On May 20, the FCC conducted an E-rate Fiber Build Workshop that provided E-rate Program applicants, providers, and state and local policy makers with information and tools for planning fiber build projects under the new E-rate Program rules, with a focus on issues applicants need to consider in order to choose the most cost-effective plans for deploying fiber.
An agenda, speaker biographies, and a recording of the workshop are available on the E-rate Fiber Build Workshop event page on the FCC website.

**5/22/2015 – FCC Issues Public Notice on Draft ESL for FY2016**
On May 21, 2015, the FCC released a Public Notice (DA 15-615 🔲) establishing the comment period for the Funding Year (FY) 2016 Eligible Services List (ESL).
Comments on the draft ESL, which is attached to the Public Notice, are due to the FCC on or before June 22, 2015. Reply comments are due to the FCC on or before July 6, 2015. For information on filing comments with the FCC, please refer to the Public Notice.

**5/19/2015 – E-File Outage Due to System Maintenance: Thursday, May 21**
USAC's E-File system, including RHC Program's My Portal, will be unavailable Thursday, May 21, from 9:00-11:59 PM EDT, for system maintenance. Online forms will not be accessible for contributors, service providers, or participants in the High Cost, Lifeline, Rural Health Care, and Schools and Libraries programs. During this time, users may be unable to file, certify, and search for certain forms online. We apologize for any inconvenience.

**5/19/2015 – Training Site Outage Due to System Maintenance: Wednesday, May 20 and Thursday, May 21**
The Schools and Libraries Training Site will be unavailable from 9:00 AM on Wednesday, May 20 until 3:00 PM EDT on Thursday, May 21 for system maintenance. During this time, users will be unable to train or practice filing forms on the training site. We apologize for any inconvenience.

**5/13/2015 – Apply Online Outage Due to System Maintenance: Friday, May 15**
The Apply Online page, including Submit a Question , online forms, and most search tools will be unavailable from 7:00 PM EDT on Friday, May 15 through 2:00 AM EDT on Saturday, May 16 for system maintenance. During this time, users may be unable to file, certify, and search for certain forms online. We apologize for any inconvenience.

## 5/12/2015 – Invitation to E-rate Program Applicant Trainings

Join USAC at an all-day Applicant Training for schools, libraries, and consortia that apply to the Schools and Libraries (E-rate) Program. Each training is identical; please select only one.
Register early to secure your spot - these complimentary events are very popular and have limited space.

Washington, DC
Friday, October 2, 2015

Albuquerque, NM
Tuesday, October 13, 2015

New Orleans, LA
Thursday, October 29, 2015

Philadelphia, PA
Tuesday, November 10, 2015

Tampa, FL
Thursday, October 8, 2015

Minneapolis, MN
Tuesday, October 20, 2015

Los Angeles, CA
Thursday, November 5, 2015

Portland, OR
Monday, November 16, 2015

**Additional Information**
More information is available in the Trainings & Outreach section of the Schools and Libraries Program website. Registration for the training does not guarantee hotel accommodations. Individuals must contact the hotel separately for room reservations.
Please inform USAC of any special needs, including dietary restrictions, at least one week prior to the event. If you have questions or need assistance, contact USAC Training .

## 4/21/2015 – E-File Outage Due to System Maintenance: Thursday, April 23

USAC's E-File system, including My Portal, will be unavailable Thursday, April 23, from 9:00-11:59 PM EDT, for system maintenance. Online forms will not be accessible for contributors, service providers, or participants in the High Cost, Lifeline, Rural Health Care, and Schools and Libraries programs. During this time, users may be unable to file, certify, and search for certain forms online. We apologize for any inconvenience.

## 4/17/2015 – Today's Online FCC Form 471 Filing Tip

Each day, USAC will provide a tip on how to navigate through the online FCC Form 471 for FY2015. Check this Latest News post daily for a new tip and to access previous tips.

The tips will be labeled by the area of the form to which they apply: General Guidance, Basic Information, Discount Calculation, Funding Requests, Certifications & Signature, or Certifying Your Form.

**Today's Tip**

General Guidance– Now that the filing window has closed, gather the program documentation you have produced or received so far and determine how you will store or archive it. You must retain required program documents for at least 10 years after the last day of service delivered.

**Previous Tips:**
General Guidance

You can tell where you are in the form by the large chevrons (arrows) at the top of each page. There is one chevron per section: Basic Information (formerly Block 1), Discount Calculation (formerly Block 4), Funding Requests (formerly Block 5), and Certifications & Signature (formerly Block 6). The chevron that is blue indicates the section you are currently working on. Posted 01/23

Wait at least 28 days after your FCC Form 470 was posted to the USAC website before you choose a service provider, sign a contract (if applicable), and push the "Submit" button to submit your FCC Form 471. Posted 01/30

It's important to use a supported browser when filing your form. Internet Explorer versions 9 and 10 and the most recent versions of Firefox, Chrome, and Safari are the browsers currently supported for the online FCC Form 471. Posted 02/04

Clear your browser's cache/cookies/history before starting a form. To clear your cache/cookies/history, go to the "Tools" menu if you are using Internet Explorer or Chrome, the "History" menu for Firefox, or the "Develop" menu for Safari. You can search "clear cache" in your browser's "Help" menu or on the Internet to get more specific instructions for the browser you are using. Posted 02/05

If you want to save your work at any point in time, click the floppy disk icon in the upper right hand corner of any screen in the online form. The floppy disk icon is just to the left of the print icon and the "Log Out" button. Posted 02/06

The discount calculated for a school district is used by all individual schools in that district. Individual schools that are part of a school district cannot use their own student counts to calculate an individual discount. Posted 02/12

You must file your Category One services and your Category Two services on separate FCC Forms 471. However, all of your Category One services can go on one form — under different FRNs — as can all of your Category Two services (on a separate form). Posted 02/26

Before you start your FCC Form 471, verify that the entity information for the billed entity and all entities receiving service is correct by reviewing their entries in the Search for BEN Information tool. Posted 03/02

To submit a Receipt Acknowledgment Letter (RAL) correction, if the incorrect data don't appear on the RAL, print and mark up a copy of the relevant part of the form. You may have to click one or more accordions – the plus signs ("+") located on the left-hand side of the online form – to print the data you want to correct. Posted 03/16

You will need to use the "Compatibility View" for versions of Internet Explorer higher than version 10. You can access this function from the "Tools" menu. Posted 03/18

Consult the FY2015 Eligible Services List (ESL) for information about changes in eligibility of services and other service-related questions. Appendix B sets forth the services and components no longer eligible for support, and Appendix C is the ESL itself. Posted 03/25

The online FCC Form 471 does not have a print preview function. To print a copy of your form after submission, first go to "Display" and expand all the accordions – i.e., click all the plus signs ("+") – and print the result. Then expand all the "Item 21 FRN Line Item Number" information and print that separately. Posted 03/27

Although the online FCC Form 471 can be filed using several different browsers, other online Schools and Library Program forms must be filed with Internet Explorer, version 6.0 or higher. Posted 04/01

You cannot create or update an entity through the online FCC Form 471. You must compile the necessary information. Use the Entity Numbers page for guidance. Then contact the Client Service Bureau as described on that web page. Posted 04/03

 Call the Client Service Bureau (CSB) at (888) 203-8100 if you need help during these last days of the FY2015 filing window. CSB will be open weekdays until 10:00 PM EDT, this coming Saturday and Sunday until 5:30 PM EDT, and on Thursday, April 16 until 11:59 PM EDT. 04/06

Your FCC Form 471 must be submitted before 11:59 PM EDT tonight. If you have any last-minute questions, call the Client Service Bureau at (888) 203-8100. Posted 04/16

Basic Information

Keep your system-assigned application number and security code in a safe place. You will need them to continue a form that you haven't yet submitted or to certify a submitted form that you haven't yet certified. Posted 02/18

You will need an FCC Registration Number to complete this section. If you don't already have one, you can request one on the CORES section of the FCC's website. Posted 03/10

You can update your Billed Entity Information, or get a Billed Entity Number if you don't already have one, by using Submit a Question or calling us at (888) 203-8100. Review the Entity Number guidance on the website to make sure you have all the required information at hand. Posted 03/11

Consultant Registration Numbers (CRNs) can be issued by the Client Service Bureau. If you are a consultant and need a CRN – or if you are an applicant and need the CRN for your consultant – contact us at 1 (888) 203-8100. Posted 03/13

You can give your FCC Form 471 a nickname (formerly called an "Applicant Form Identifier") to distinguish it from other forms you have filed. Posted 03/20

If you are not using a consultant, skip the entry fields on the online form that relate to consultants. For the purposes of the E-rate Program, a consultant is any non-employee of the entity applying for funding that assists in filling out the application materials for a fee. "Non-employee" includes contractors or others who are employed by the entity on a contract or short-term basis who do not receive a W-2 application from the entity filling out the application. Posted 03/27

Make sure you choose the correct category of service before you start the Discount Calculation section. Category One includes Telecommunications Services, Voice Services, and Internet Access; Category Two includes Internal Connections, Managed Internal Broadband Services, and Basic Maintenance of Internal Connections. Posted 04/14

Discount Calculation

To choose multiple attributes when entering an individual school or library, hold down the Control key (Ctrl), click on your selections, and then lift the Control key. Posted 01/26

If you are using a school template to enter a school with no students (e.g., a vocational school that is not the home school of any of the students that attend classes there), do not enter a zero in the template; rather, leave the student count blank and then enter a zero in the online form after you import (upload) the template. Posted 01/29

If you are using a template, save and close the file before attempting to upload it into the online FCC Form 471. Posted 02/09

Use the icons under the "Entity Information and Budget Calculation" worksheet to add (plus sign "+"), edit (pencil icon), or delete (trashcan icon) your entries. Posted 02/10

If you choose "CEP" as an alternative discount mechanism for an individual school, you cannot enter a percentage of direct certification students less than 40 percent for that school. Posted 02/11

A library outlet or branch that is part of a library system must complete the Discount Calculation section by listing all of the outlets/branches in that library system, even if that library pays its own bills and files the form itself as the Billed Entity. Posted 02/23

An individual school that is part of a school district must complete the Discount Calculation section by listing all of the individual schools in that school district, even if that individual school pays its own bills and files the form itself as the Billed Entity. Posted 02/25

Enter your non-instructional facilities (NIFs) under the school district or library system in the Discount Calculation section along with the other schools in the school district or libraries in the library system. The form will not calculate a discount if only NIFs are entered. Posted 03/03

 If you use a template to upload your school or library discount information and you find you have made a mistake, you can always correct your mistake directly in the online form before you submit it. Posted 03/04

To enter the school district in which the main branch of the library system is located, use the Search for BEN Information tool to locate the school district's entity number. Posted 03/05

For each entity in the "Entity Information and Budget Information" section, the field labeled "Post-discount Entity Category 2 Budget" is the pre-discount Category Two budget for that entity multiplied by its E-rate discount percentage. It is for your reference, and reflects the maximum amount the E-rate program would commit toward the total eligible cost of the Category Two services. Posted 03/17

You can ask your state's department of education for your "State LEA ID" and "State School ID." If your state does not issue you these numbers or you cannot locate them, you do not need to provide entries in these fields. Posted 03/30

The "Student Count Based on Estimate?" field is set to "No" for Category One services and cannot be changed. However, for Category Two services, you will change this field to "Yes" if the student count you provide is an estimate. Posted 03/31

The entry in the field "Number of Students Attending This School as Their Home School" must be an actual count, not an estimate. Posted 04/02

To provide your count of full-time and part-time students, enter the number that identifies the maximum number of students that will use a service at one time. For example, if you have 20 full-time students at your school that attend classes all day, 35 part-time students that attend classes only in the morning, and 15 part-time students that attend classes only in the afternoon, you would enter "55" (that is, 20 full-time plus 35 part-time) in this field. Posted 04/07

Please note that you cannot copy a "Block 4 worksheet" from an application from FY2014 or previous into a FY2015 application. You must enter your data directly into the application or use a template. Posted 04/09

Funding Requests

After you enter information for services and costs, click the blue "Manage Recipients" button to identify the entities that will receive those services. If you don't see the blue button, click the plus sign (+) located to the far left of the information you entered. Posted 01/19

After you identify the recipients for a Category One service, if you see a number in the orange button to the right of the blue "Manage Recipients" button, you must click the "Manage Recipients" button and indicate the number of lines assigned to each entity. Posted 01/20

After you identify the recipients for a Category Two service, the orange button to the right of the blue "Manage Recipients" button will also display a dollar amount. Click the blue "Manage Recipients" button to allocate the cost of the service among the entities receiving the service. Posted 01/21

When you have correctly allocated the number of lines or the costs in a funding request line item to the entities receiving service, the orange button labeled "xxx Remaining" will turn green. Posted 01/22

Do not click the "Upload Completed Template" button if you have not already prepared a file for import (upload). Templates are optional. Instead, simply click "Add Line Item" and enter your data directly into the online form. Posted 01/27

Use the narrative field for the FRN not just for a description of your service(s) but also to provide information you think is important for USAC to understand, such as the specific location of shared equipment or the rationale for a cost allocation. Posted 01/28

If you are filing for voice services, do not select "Telecommunications Services" in the "Key Information" area. You must choose "Voice Services" in order to enter a request for 800# service, local and long distance phone services, and other voice services. Posted 02/02

In a Category One service, if you indicate that your service includes last mile connections, you must supply the number of lines and allocate those lines appropriately to the recipients of service by clicking "Manage Entities." Posted 02/03

If you choose "Telecommunications Services" as your service type, you cannot upload a template that includes one or more line items for voice services. You must create a separate FRN for voice services. Posted 02/13

Don't cite an FCC Form 470 on a funding request before the Allowable Contract Date (28 days after the date the form was posted to the USAC website) that appears on your Receipt Notification Letter for that form. Posted 02/16

When you allocate costs to individual entities on an FRN line item, you can allocate equally by entity, proportionally by number of students (schools) or square footage (libraries), or you can enter your own allocation for each of the entities sharing the equipment or service. Note that the allocation should reasonably reflect each entity's share. Posted 02/24

If you are purchasing a number of identical pieces of equipment (e.g., 100 model A widgets manufactured by Company B) but installing them in various schools or libraries, you can list the total number and cost of the identical pieces in a single line on your Item 21 and indicate where they will be installed and used by (1) allocating the cost as appropriate for each school or library and (2) providing any necessary details in the FRN narrative. Posted 02/27

If you use a template to upload your Category One or Category Two product and service information and you find you have made a mistake, you can always correct your mistake directly in the online form before you submit it. Posted 03/06

If you see an orange exclamation point ("!") to the right of the Item 21 button on a funding request, this means that your service, cost, and/or recipient allocation information is still incomplete. Click the Item 21 button to access the entry screen and look for the red text that indicates where information is missing. Posted 03/12

If you select "Telecommunications Services" as your service type for a funding request, you cannot enter eligible "Voice Services" in that funding request even if they are from the same service provider. You must create a separate funding request and choose "Voice Services" for the service type. Posted 03/23

Refer to the "Instructions for Completing the Funding Requests Templates" if you are having trouble deciding which choices to select from the dropdown menus in the online form. The "Specific Instructions" sections for each service type contain a list of the possible dropdowns with

some helpful information. Posted 03/24

In the "Key Information" section, the field where you provide the total number of months for all contract extensions is limited to two digits. If your contract can be extended for a total greater than 99 months, enter "99" in that field and provide the correct total in the "Narrative" section. Posted 04/08

The entry for the total eligible cost for an individual line item in a funding request is limited to $2,000,000.00. If your cost for a single line is greater than this amount, please split your request into additional lines. Posted 04/10

Remember that applicants no longer submit funding request information on a separate Item 21 attachment. The funding request information on services and costs must be entered directly into the online FCC Form 471. Posted 04/13

Choose "Voice Services" as the service type if you want to enter voice services on a funding request. The online form will not allow you to enter voice services under the "Telecommunications Services" service type. Posted 04/15

Certifications & Signature

In the "Necessary Resources" certification, be sure to enter the total amount in your budget allocated for resources not eligible for E-rate discounts but that are necessary for you to support and improve education and/or library services, and to make effective use of the eligible services you are requesting (e.g., hardware, professional development, software, maintenance, retrofitting). Posted 02/17

Read all of the certifications carefully. You or your successor may be required to demonstrate compliance with them at some point in the future. Posted 03/19

Certifying Your Form

After you file your first paper certification for an FCC Form 470, 471, or 486, USAC will issue you a Personal Identification Number (PIN) by secure mailer that you can use to certify subsequent program forms online. Posted 02/19

If you do not have a Personal Identification Number (PIN) when you are ready to certify your FCC form, you must click the "Certify" button on the FCC Form 471 Apply Online page; enter your application number and security code and click "Log In"; print, sign, and date the certification page that appears; then mail it to USAC at the address provided. Posted 02/20

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**4/16/2015 – FY2015 Filing Window Closing Today**
**The application filing window closes today, April 16, 2015, at 11:59:59 PM EDT.**
To support last minute filers, the Client Service Bureau (CSB) has extended its service hours one half hour past the application filing window deadline to assist applicants with last-minute filing issues. Please feel free to contact us at (888) 203-8100 with any questions during this timeframe.
For more information, review the News Brief from April 10.

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**3/30/2015 – 2014 USAC Annual Report Now Available**
USAC's 2014 Annual Report 📄 highlights the many ways USAC continued on the journey towards helping connect Americans to each other and the world through broadband and Internet access. By keeping a sharp focus on the needs of program participants and through collaboration with stakeholders, USAC implemented program and policy changes in efficient and streamlined ways.

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**3/12/2015 – FY2015 Application Filing Window Deadline Extended**
**New close date for the FY2015 filing window:** April 16, 2015, at 11:59:59 PM EDT
In response to a reasonable request from our nation's largest school districts, USAC, in consultation with the FCC, has extended the FY2015 application filing window for three additional weeks. The application filing window will now close on April 16, 2015, instead of the original date of March 26, 2015.
FCC Form 471 applications must be submitted on or before 11:59:59 PM EDT on Thursday, April 16, 2015, to be considered in-window.
For more information, see today's Special Edition News Brief .

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**3/10/2015 – Special Edition News Brief - Guidance for the Online FCC Form 471 Alternative Data Entry Process**
The 03/10/2015 Special Edition issue of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe to it and receive it each week in your inbox.

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**3/2/2015 – Funding Request Filing Tips for FCC Form 471**
Use these tips when completing the "Funding Request" section of the FCC Form 471:

1. Select the correct "Purpose" (in most cases "Internet" and "Transport" are itemized separately)
   In most cases, applicants should itemize the costs for Internet connections separately from transport connections. Only in situations where the provider offers a single price for a bundled service for both Internet connections and transport circuits should the applicant select "Transport and Internet." Transport services (or WAN) are connections between buildings, whereas Internet is the connection from the school or library to the Internet provider.

2. Select the correct "Type of Service" (in most cases it is "Digital Transmission Services" for broadband)
   For Category One broadband, in most cases, applicants will select "Digital Transmission Services" and specify the type of connection procured for that service. "IA Only (no circuit)" should not be selected generically for Internet Access service. "IA Only (no circuit)" is a rare situation where an applicant is paying for Internet access separately from the physical connection that carries the Internet to their building.

3. Select the correct response for WAN ("Yes" for Transport connections only)
   WAN or "Wide Area Network" is a service that provides the connections between buildings. Select "Yes" for the WAN if the district or library system has a Transport connection.

For more information about these issues, please refer to our February 19th Special Edition of the News Brief on "Selecting Service Types for Category One."

**2/27/2015 – News Brief Issued**

The 02/27/2015 issue of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe to it and receive it each week in your inbox.

**2/26/2015 – FY2015 FCC Form 470 Filing Deadline: Thursday, February 26**

Thursday, February 26, 2015, is the last day you can post an FCC Form 470 to the USAC website and still meet the 28-day requirement before filing your FCC Form 471. If you are required to file an FCC Form 470 but have not yet done so, please promptly file your form.

To get started, USAC recommends watching the instructional videos located in our Online Learning Library , including:

FCC Form 470: Preparing to File, and

The step-by-step walkthrough video, FCC Form 470: How to File Online.

**2/19/2015 – Special Edition News Brief - Guidance on Selecting Service Types for Category One Funding Requests**

The 02/19/2015 Special Edition issue of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe to it and receive it each week in your inbox.

**2/9/2015 – Special Edition News Brief - E-rate Modernization Order Frequently Asked Questions**

The 02/09/2015 Special Edition issue of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe to it and receive it each week in your inbox.

**2/4/2015 – New Guidance Available to Help Determine Library Main Branch**

New guidance has been approved on how to determine the main branch of a library for the purposes of calculating a library system's discount. Libraries with outlets/branches in more than one school district must use the total student counts from the school district in which the central outlet or main administrative branch of the library is located. For some libraries – especially those in large cities – identifying the building that would be considered the main branch is straightforward. However, in other situations – rural areas with outlets/branches of similar size and importance, regional library service systems, library consortia (as opposed to consortia of libraries) – applicants indicate they are not sure how to determine which library outlet/branch should be considered the main branch.

Here is what we suggest:

1. Where there is an identified and known central outlet or main library branch, use that location.

2. If no library is identified as the "main" library branch, use the library location where official library business is transacted or mail is sent. However, note that this location cannot be a non-instructional facility.

3. If neither of the two preceding options fit the situation, the library can designate one library location as the "main" library. The library should document its rationale for designating that location as the "main" library and retain that documentation with its other program documentation so that it can be produced upon request.

**1/29/2015 – Special Edition News Brief - Reminders on Student Counts**

The 01/29/2015 Special Edition issue of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe to it and receive it each week in your inbox.

**1/28/2015 – Special Edition News Brief - Optional Templates for Online FCC Form 471**

The 01/28/2015 Special Edition issue of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe to it and receive it each week in your inbox.

**1/27/2015 – USAC's Washington, DC Office Opening Two Hours Late, Tuesday, January 27, 2015**

Due to inclement weather, USAC's Washington, DC office, including the RHC Help Desk, will open two hours late on Tuesday, January 27, 2015. Please note that the Schools and Libraries Client Service Bureau (CSB) will open at its normal time.

**1/14/2015 – FCC Forms 470 and 471 Available on Training Site**

FCC Forms 470 and 471 for FY2015 are now available on the Schools and Libraries Program Training Site . The training site can be used to practice filing and certifying some program forms online or to train others in the online filing process.

We suggest that you file using the following information in order to see all of the functionality available on these forms:

Start the form using Billed Entity Number 145909 (APPLICANT). This will allow you to file as any application type: individual school, school district, library, consortium, or statewide applicant.

For the FCC Registration Number, use 1234567890.

If you would like to test the Consultant Registration Number lookup functionality in the FCC Form 470, use 16062359. You may not be able to test it on the FCC Form 471.

When you reach the "Discount Calculation" section, you can use the "Search" function to choose any entities you want to include in your test application, based on the application type you selected in the "Basic Information" section.

When you reach the "Funding Request" section, you will be asked for a valid FCC Form 470 number and a SPIN for each FRN you file. Please use the following valid numbers:

**FCC Form 470 Numbers**: 104530001046284 and 813490001142573

**SPIN**: 143999999

To complete an online certification, please use:
**AUTHORIZED PERSON NAME**: Jane Smith
**AUTHORIZED PERSON EMAIL**: applicant@usac.org
**PIN**: ocular#

### 1/14/2015 – Special Edition News Brief - FY2015 Window Opens Today

The 01/14/2015 Special Edition  issue of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter.  Subscribe  to it and receive it each week in your inbox.

### 1/14/2015 – FCC Form 471 Filing Window for Funding Year 2015 Opens at Noon EST on Wednesday, January 14, 2015

The FCC Form 471 application filing window for Funding Year 2015 will open at noon EST on Wednesday, **January 14, 2015** and will close at 11:59 PM EDT on Thursday, **March 26, 2015**. The filing window will be open for 72 days.

Be sure to review the FY2015 Eligible Services List ⊡ for details on products and services that are eligible for E-rate discounts in FY2015.

We will issue the customary Letter to the Field around the time that the FCC Form 471 application filing window opens to provide filing information and deadline reminders related to the window.

Meanwhile, keep the following in mind:

> You can file an FCC Form 470 now if you are ready to do so; you don't need to wait for the window to open. To file an FCC Form 470 online, go to the  Apply Online  page and click on the "Create Form 470" button.

> You must wait 28 days after the FCC Form 470 is POSTED to the USAC website before you can select a service provider, sign a contract (if applicable), and submit an FCC Form 471. If you issue an RFP after the FCC Form 470 is posted, you must wait 28 days from the release of the RFP to select a service provider.

> Thursday, February 26, 2015 is the last day to post an FCC Form 470 to the USAC website or issue an RFP and still complete all of these actions before the window closes.

You can find additional program guidance documents in the Reference Area  of the USAC website.

### 1/13/2015 – Special Edition News Brief - Tips for the FY2015 Application Filing Window

The 01/13/2015 Special Edition  issue of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe  to it and receive it each week in your inbox.

### 1/11/2015 – USAC's Washington, DC Office Opening Two Hours Late, Monday, January 12, 2015

Due to inclement weather, USAC's Washington, DC office, including the RHC Help Desk, will open two hours late on Monday, January 12, 2015. Please note that the Schools and Libraries Client Service Bureau (CSB) will open at its normal time.

### 1/8/2015 – Special Edition News Brief - Templates for Completing Discount Calculations

The 01/08/2015 Special Edition  issue of the News Brief is now available. Receive E-rate Program tips, deadline reminders, and answers to your questions in this weekly newsletter. Subscribe  to it and receive it each week in your inbox.

### 1/6/2015 – Reminder! Upcoming E-rate Program Webinars

Participants in the Schools and Libraries (E-rate) Program are invited to join USAC for a series of webinars about the E-rate Program. If you aren't already signed up, register today! These webinars will include updates from the recently released Second E-rate Modernization Order ⊡, and we encourage you to join us for all of them.
**Register here**: Category Two Budgets Webinar
Tuesday, January 6, 2015, 3:00 to 4:00 PM EST
**Register here**: Discount Calculations Webinar
Thursday, January 8, 2015, 3:00 to 4:00 PM EST
**Register here**: Urban/Rural Tool Webinar
Tuesday, January 13, 2015, 3:00 to 4:00 PM EST
Please note: Due to the large size of our virtual audience, the presenters will not accept live questions during these webinars. However, participants are encouraged to submit questions in advance using the registration form.
**Webinar Recordings**
All webinars will be recorded and are available for viewing immediately following the original presentation in the Schools and Libraries Program's Online Learning Library . Recordings from recent E-rate Modernization Order webinars are already available:

> E-rate Modernization Order Webinar (originally aired November 13)

> FCC Form 470 Online Demo Webinar (originally aired December 9)

> Eligible Services Webinar (originally aired December 16)

> Program Compliance Webinar (originally aired December 18)