



# **E-Rate Fall Training: Invoicing**

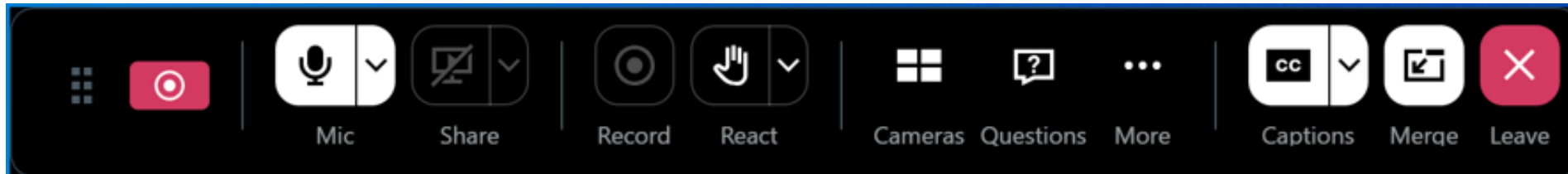
E-Rate Program Participant Webinar  
November 19, 2025

# Disclaimer

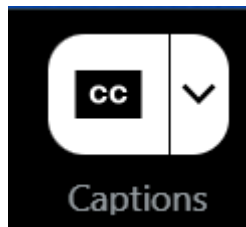
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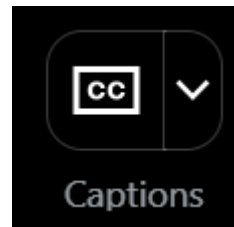
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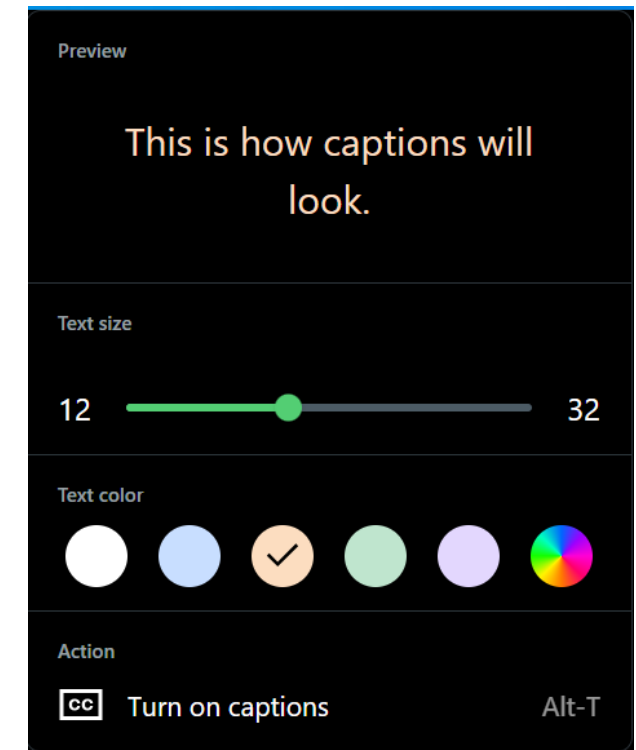
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Captions ON

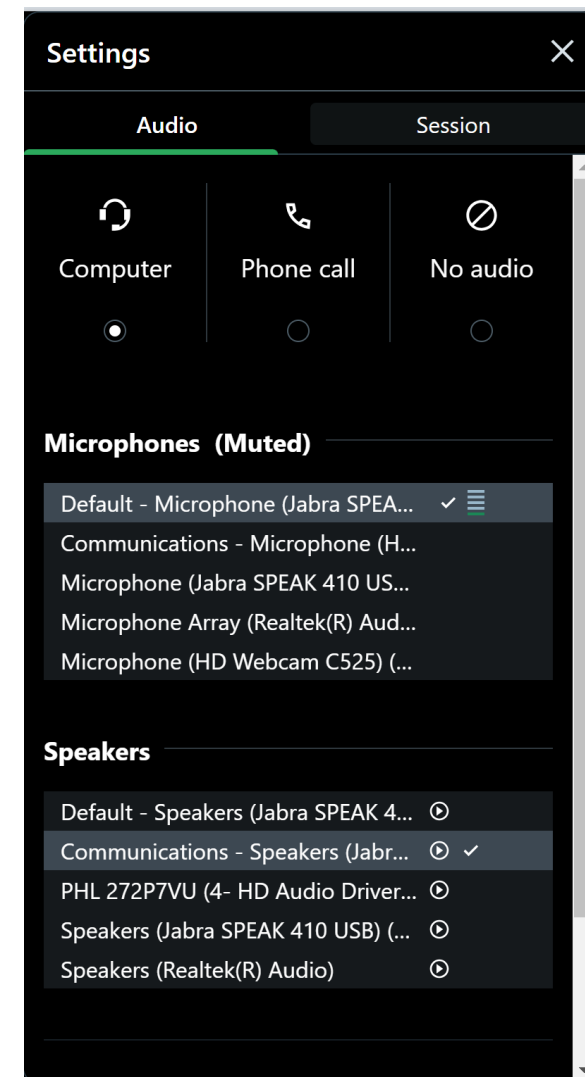


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# Housekeeping – Audio

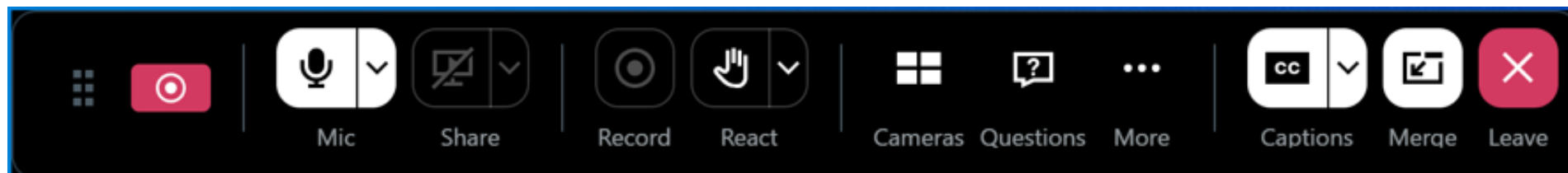
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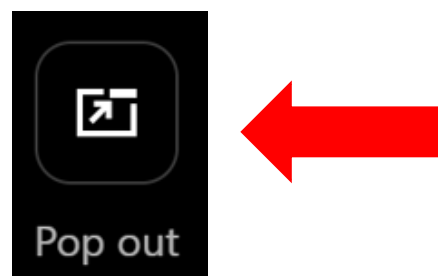
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 **Materials**

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 **Questions**

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Questions

×



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# E-Rate Customer Service Center (CSC)



**Call us at (888) 203-8100**

Monday – Friday 8 a.m. to 8 p.m. ET

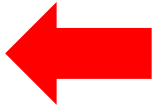


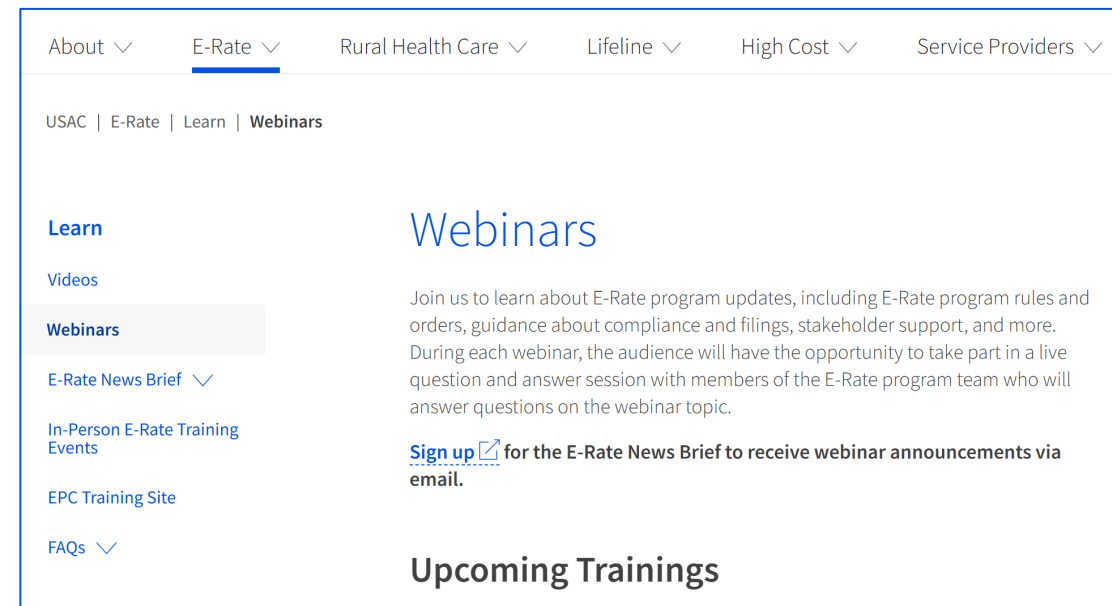
**Create a customer service case**

1. Log in to the [\*\*E-Rate Productivity Center \(EPC\)\*\*](#)
2. Select the **Contact Us** link from the upper right menu on the landing page.



# E-Rate Fall Training Series 2025

- ✓ E-Rate Program Overview - September 18
- ✓ Pre-Commitment - September 25
- ❑ **Invoicing** – November 19 
- ❑ Category Two Budgets – November 20
- ❑ Post-Commitment – November 25
- ❑ EPC Administrative Window – December 2
- ❑ Eligible Services 101 - December 3



The screenshot shows the E-Rate Webinars page. The navigation bar includes links for About, E-Rate (selected), Rural Health Care, Lifeline, High Cost, and Service Providers. Below the navigation bar, there's a breadcrumb trail: USAC | E-Rate | Learn | Webinars. The main content area is titled "Webinars" and includes a description: "Join us to learn about E-Rate program updates, including E-Rate program rules and orders, guidance about compliance and filings, stakeholder support, and more. During each webinar, the audience will have the opportunity to take part in a live question and answer session with members of the E-Rate program team who will answer questions on the webinar topic." There is a "Sign up" link with an external icon for the E-Rate News Brief to receive webinar announcements via email. On the left sidebar, there are links for Learn, Videos, Webinars (highlighted), E-Rate News Brief, In-Person E-Rate Training Events, EPC Training Site, and FAQs.

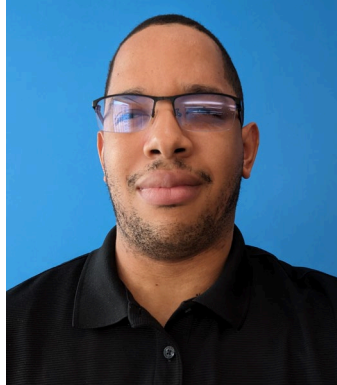
- The E-Rate Fall Training Webinar Series is suitable for all E-Rate experience levels.
- Webinars are recommended for both applicants and service providers.
- A webinar tailored to service providers was held in June 2025. Handouts and a recording of this webinar are available on the E-Rate [Webinars](#) page.
- Please visit the E-Rate [Webinars](#) page for additional information including course descriptions, registration links for future webinars, and access to recordings and handouts from previous webinars.

# Meet the E-Rate Team



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*Invoicing*



**Derrick Harrison**

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*Outreach and Post-  
Commitment*



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Program Analyst | E-Rate  
*Invoicing*



**Samantha Jones**

Senior Program Analyst | E-Rate  
*Invoicing*

# Agenda

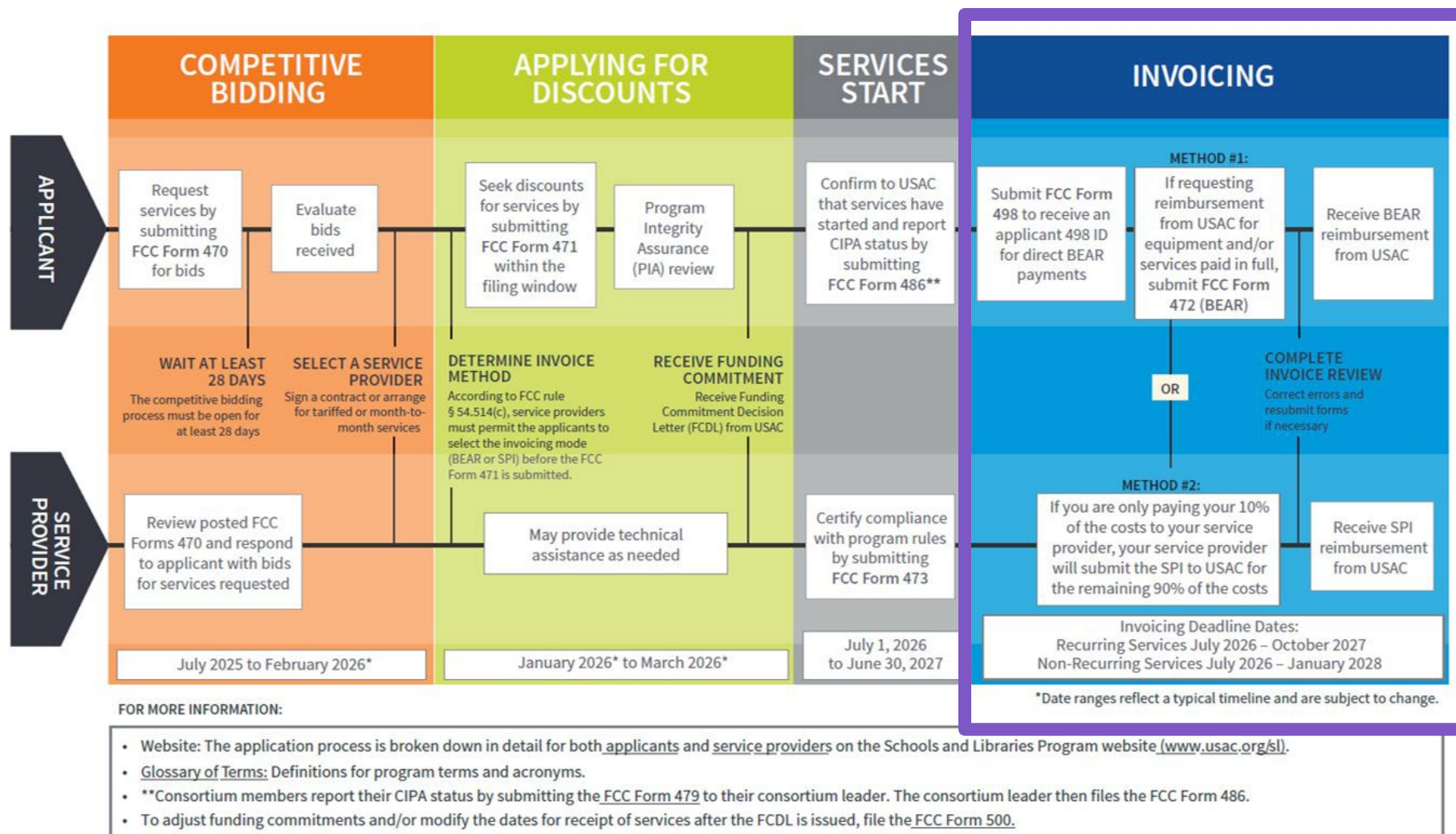
- Invoicing Overview
- Preparing to Invoice
- Filing an FCC Form 498
- Filing an Invoice
- Invoice Reviews
- Record Retention and Open Data
- Key Takeaways

# Invoicing Overview

# Invoicing Essentials

- Invoices for **2016 and after** are processed in **EPC**
- Invoices from **2015 and before** are processed via **customer service case**
  - FY 2015 invoices and earlier remain in the legacy system
  - Download the form dated 2016 in the existing format, complete it, then open a customer service case to get the invoice processed
- **Disbursements are weekly**
- The program rules remain the same for the:
  - 10-year documentation retention period
  - Eligibility of equipment and services

# What is the FCC Form 472/474?



# Two Ways to Invoice USAC – Option 1

## Billed Entity Applicant Reimbursement (BEAR) Form - FCC Form 472

- Applicant pays the Service Provider bill in full before invoicing USAC.
- Applicant files the BEAR Form and invoices USAC **only** for the approved equipment and services delivered to the eligible Recipient(s) of Service (ROS) in quantities and at the rates not exceeding those on the **FCC Form 471**.
- Respond timely to USAC accurately, completely and timely.
- Applicant must update and certify the FCC Form 498, providing your banking information and backup documents.
- All BEAR invoices due by the invoicing deadline.



# Two Ways to Invoice USAC – Option 2

## Service Provider Invoice (SPI) Form (FCC Form 474)

- Applicants pay **only their non-discounted share** of costs on the customer bill (the bill from their service provider).
- Service providers invoice USAC for the discounted amount using the FCC Form 474 (SPI Form).
- Respond in a timely manner to any USAC invoice review questions.
- All SPI invoices due by the invoicing deadline.





# Preparing to Invoice

# Before You Begin

- The invoicing mode/method **is the applicant's choice** and is made for each Funding Request Number (FRN).
- The applicant must decide on a method before invoicing begins.
- **Once USAC processes an invoice for an FRN, the method of invoicing is set.** Applicants may only change the invoicing method once all disbursed funds have been returned. A mode change is requested via the EPC portal.
- Applicants should notify their service providers of the invoicing method per FRN (FCC Form 472 or FCC Form 474).
- Both the applicant and the service provider should ensure that there is at least one full rights user for each BEN or SPIN. **Two full rights** users are recommended.

## Before You Begin (cont.)

### Decide the invoice frequency:

- Monthly, bi-monthly, quarterly, one-time, etc.

Use the **Funding Commitment Decision Letter (FCDL)** or information from the **Revised Funding Commitment Decision Letter (RFCDL)** to complete your invoice:

- Approved services, costs, and quantities
- FCC Form 471 number and FRN
- Approved Recipients of Service (ROS)

# Before You Begin – FCDL Terms Defined

Total cost of the equipment and services before the E-Rate discount is applied = **Pre-Discount**

$(\text{Pre-Discount Cost}) * (\text{Discount rate}) = \text{Discount Amount}$

Discount Amount, can also be found in EPC as the “Funding Commitment Request.” This is the amount eligible for funding and payment through the E-Rate program and for payment during the invoicing process.

$(\text{Pre-discount cost}) - (\text{Discount amount}) = \text{Non-Discount Amount}$

The amount the applicant pays for the equipment and services using non-E-Rate funds. The non-discount amount cannot be paid or credited by the service provider.

# Before You Begin – FCDL Example

- **Pre-Discount:** (example: \$18,360 billed to the applicant based on quantities and unit rates as applicable)
- **Discount Rate:** (example: 40%)
- **E-Rate Discounts Paid by USAC:** (example:  $\$18,360 \times .4 = \$7,344$ )
- **Non-Discount Amount Paid by Applicant:** (example:  $\$18,360 - \$7,344 = \$11,016$ )

## FRN Calculation

| Monthly Charges                               |               |
|-----------------------------------------------|---------------|
| Total Monthly Recurring Charges               | \$1,530.00    |
| Total Monthly Ineligible Charges              | - \$0.00      |
| Total Monthly Eligible Charges                | = \$1,530.00  |
| Total Number of Months of Service             | x 12          |
| Total Eligible Pre-Discount Recurring Charges | = \$18,360.00 |

| Total Requested Amount                        |               |
|-----------------------------------------------|---------------|
| Total Eligible Pre-Discount Recurring Charges | \$18,360.00   |
| Total Eligible Pre-Discount One-Time Charges  | + \$0.00      |
| Total Pre-Discount Charges                    | = \$18,360.00 |
| Discount Rate                                 | 40%           |
| Funding Commitment Request                    | = \$7,344.00  |

# Service Provider Verifications

## The Service Provider Annual Certification (SPAC) Form (FCC Form 473)

- Service Providers file the SPAC annually certifying that they will comply with program rules and guidelines.
- Service Providers **must file** the Service Provider Annual Certification (SPAC) form **each funding year for each Service Provider Identification Number (SPIN)**.
- The SPAC form must be filed before USAC can pay invoices.
- For step-by-step directions on how to complete the SPAC online, please see E-Rate Program [FCC Form 473 \(SPAC\) User Guide](#).
- Utilize the [Open Data FRN Status Tool FY2016](#) to verify the status of your SPAC form.

# Filing an FCC Form 498

# FCC Form 498 Review

- What is FCC Form 498?
  - Collects banking info for disbursements via SPI or BEAR.
  - Filing creates a 498 ID (SPIN for service providers).
- Applicant Filing (via EPC):
  - Records > Create FCC Form 498
  - Must be certified by a School/Library Official.
  - General Contact can complete but not certify.



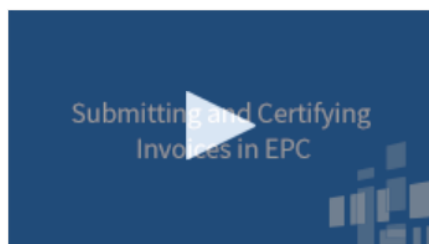
# FCC Form 498 Reminders

- When to Update Form 498:
  - Banking info changes (with documentation)
  - New entity, 'Business Type', or UEI updates
- Important Notes:
  - Updates must be certified and approved by USAC.
  - Avoid changes during invoice processing.
  - Uncertified forms = no Treasury disbursement.
- Common Issues:
  - Uncertified changes, typos, missing info, or not linked to BEN
- Need Help?
  - Call 888-641-8722, option 5
  - Email [finops-processing@usac.org](mailto:finops-processing@usac.org)

# Filing an Invoice

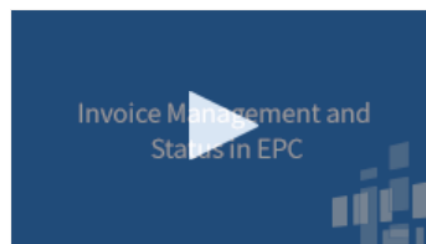
# Applicant eLearning Modules (eLMs)

## EPC Invoicing for Applicants



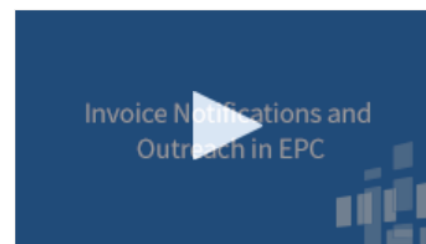
App Course 1: Submitting and  
Certifying Invoices in EPC

50:00 minutes



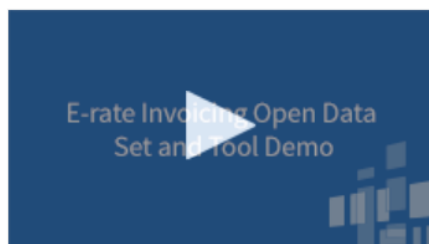
App Course 2: Invoice  
Management and Status in EPC

50:00 minutes



App Course 3: Invoice  
Notifications and Outreach in

50:00 minutes



E-Rate Invoicing Open Data Set  
and Tool Demo

25:46 minutes

[App Course 1: Submitting and Certifying Invoices in EPC](#)

[App Course 2: Invoice Management and Status in EPC](#)

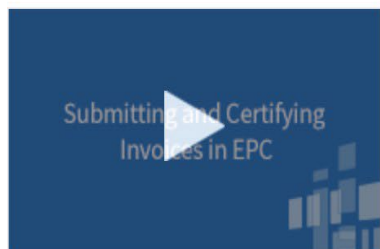
[App Course 3: Invoice and Outreach in EPC](#)

[FCC Form 472 BEAR Form](#)

[E-Rate Invoicing Open Data Set and Tool Demo](#)

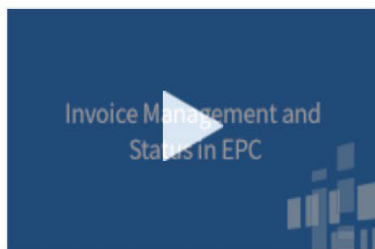
# Service Provider eLMs

## EPC Invoicing for Service Providers



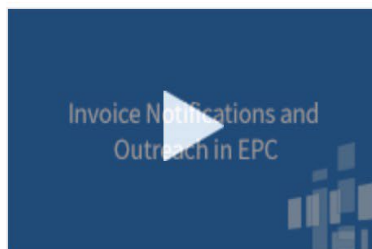
SP Course 1: Submitting and  
Certifying Invoices in EPC

50:00 minutes



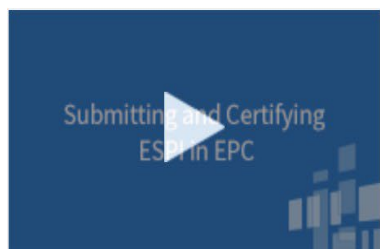
SP Course 2: Invoice  
Management and Status in EPC

50:00 minutes



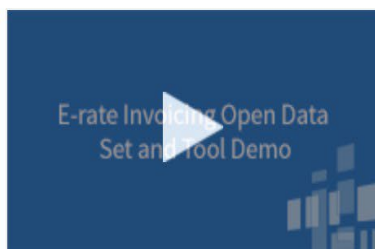
SP Course 3: Invoice  
Notifications and Outreach in

50:00 minutes



SP Course 4: Submitting and  
Certifying ESPI in EPC

50:00 minutes



E-Rate Invoicing Open Data Set  
and Tool Demo

25:46 minutes

[SP Course 1: Submitting and Certifying Invoices in EPC](#)

[SP Course 2: Invoice Management and Status in EPC](#)

[SP Course 3: Invoice Notification and Outreach in EPC](#)

[SP Course 4: Submitting and Certifying ESPI in EPC](#)

[FCC Form 474 \(SPI Form\)](#)

[E-Rate Invoicing Open Data Set and Tool Demo](#)

# When to File an Invoice

- Invoices **must be submitted before** the invoice filing deadline.
  - Generally, the date is October 28 for recurring services and January 28 for non- recurring services.
  - Current Invoice Deadline Dates (IDD) are posted in EPC on the FRN detail screen.
- The IDD is no later than 120 days after the latest of the following:
  - The last date to receive service (or service delivery deadline).
  - The date of the FCC Form 486 Notification Letter.
  - The date of an RFCDL approving a post-commitment request or appeal of a previously denied or reduced funding request.
  - Filers are entitled to one, 120-day invoice deadline extension per FRN.

# Invoicing Reminders

- Payments:
  - BEAR Invoices: Applicant pays the service provider in full within 90 days of receiving services and **before** invoicing USAC.
  - SPI Invoices: Applicant pays the service provider their **non-discounted** portion within **90 days** of receiving services.
- Invoice USAC only for your FCC Form 471 approved eligible equipment and services, in the correct quantity and rates, and delivered only to the approved Recipient(s) of Service.
- Invoiced amount to USAC must be for **actual charges**, not the amount committed through the E-Rate program.
- Manual calculations for **prorated** amounts must be accurate.
- Billed rates **must not** exceed the contracted rate. USAC will **only pay** up to the **contracted rate**.
- Make sure all equipment purchased is **installed** and in use before the **Service Delivery Date**.
- Establish a process to **prevent duplicate** invoice submission.
- When closing an entity, make sure all invoices have been paid before putting in the request.

# Invoicing Reminders – User Rights

| Types of EPC Rights | Description                                                                                                                                                                                                             |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Full</b>         | Can view, prepare, submit, and certify the forms and any post-commitment requests. A Full Rights user <b>can provide responses</b> to outreach from USAC reviewers and sign/certify documents sent for review/response. |
| <b>Partial</b>      | Can view and prepare invoices and post-commitment requests but <b>cannot</b> certify any forms <b>nor</b> reply to USAC outreach. All certifications <b>must be sent to a full rights user</b> .                        |
| <b>View Only</b>    | Can view certain information about invoices or post-commitment transactions.                                                                                                                                            |

**Note:** There should never be a circumstance in which the view only or partial rights user submits invoices or certifies any forms. This includes completing a form and sending to the full rights user to submit. A certification signed by anyone other than a full right user will be denied.

# Invoicing Reminders

- Contract Expiration date (CED) versus Invoice Deadline Date (IDD)
  - CED – USAC will not pay for services delivered outside of the contract expiration end date. For example, if the CED is 3/1/2025 and the funding year spans from 7/1/2024 - 6/30/2025, we can only pay until the contract expiration date of 3/1.
  - Incorrect CED can be fixed via an FCC Form 500.
  - IDD is the last day to submit an invoice to USAC for an approved FRN.



# Equipment

- If an applicant returns equipment to the service provider prior to invoicing USAC, neither the applicant nor service provider should invoice USAC for the cost of this equipment.
  - If an invoice for returned equipment has been submitted but not yet been paid, the invoice can be cancelled by opening a customer service case.
  - If an invoice for returned equipment has already been paid, disbursements must be returned to USAC. The USAC website contains more information on this process.
- If the approved equipment is no longer available, a Service Substitution is required to request the new model. The total commitment for that FRN cannot be increased.

# Supplemental Fees

- Supplemental fees are defined as fees that are billed separately on the invoice and are covered within the commitment amount but may not be specifically listed on the FCC Form 471—such as cross-connections, access point fees, and/or demarcation points.
- Your invoice reviewer will validate your invoice against the equipment and services approved on your FCC Form 471. If the FCC Form 471 does not clearly identify these fees, you should consider proactively providing documentation such as a contract when submitting your invoice.
- Otherwise, you may be required to provide supporting documentation in response to outreach or an audit inquiry regarding these charges.

# Supplemental Fee Example

- Listed on the FCC Form 471

| Bandwidth Speed |          |
|-----------------|----------|
| Download Speed  | 300 Mbps |
| Upload Speed    | 300 Mbps |

- FCC Form 471 FRN line-item detail 2410XXXXXXX:
  - Bandwidth speed of 300 Mbps for both download and upload. Monthly recurring charge (MRC) is \$750.
- MRC Invoice submitted to USAC shows the following:
  - Internet speed 300 Mbps for \$350
  - Ethernet Lan 2 Gbps for \$400
    - If the 2 Gbps is not listed on the FCC Form 471, it may be considered a supplemental fee, and USAC will need to determine its eligibility. To streamline the process, it is beneficial to include supporting documentation — such as the contract and the specific page that supports the charge — with your invoice submission. Otherwise, you may be required to provide it later in response to an outreach or during an audit.

# Invoice Reviews

# Invoice Review

- All invoices undergo a series of automated reviews to validate information such as:
  - FCC Form 471 number
  - Discount percentage
  - Available funding
  - Funding Request Number (FRN)
  - Service Provider Annual Certification (SPAC) Form (FCC Form 473)
  - Invoice Deadline Date (IDD) and Service Delivery Deadline (SDD)
- Errors in any of the above will prevent customers from submitting their invoice in EPC or result in rejection.
- Invoices may also go through a manual review process.

# Manual Invoice Review: Validation

Some items the reviewer verifies:

- The customer's bill accurately reflects the invoiced amount
- Entities listed on bills are approved Recipients of Service on the approved FCC Form 471
- Amount requested is supported by the bills submitted
- Service provider named on the bills matches the FRN
- Bandwidth speeds
- Equipment and services are eligible and approved on the FCC Form 471's Funding Commitment Decision Letter.
  - Ineligible equipment and services that are not removed at submission are removed during the invoice review.
  - Changes in services or equipment not received requires USAC-approval via a service substitution.
  - Ensure that service substitution requests are submitted to the E-Rate program for approval when the original eligible equipment and services requested are substituted.
  - Ensure that processes are in place to guarantee that the invoiced services match the contracted services.

# Manual Invoice Review: Service Certification

- Some manual reviews require additional documentation to demonstrate:
  - Payment of the non-discounted portion by the applicant.
  - That the invoiced equipment and/or services were delivered and installed.
  - Whether progress payments were included in the contract.
  - That the requested amount is for eligible equipment and/or services.
- **Applicants** with **full rights access** will receive a notification directing them to the Communications tab in EPC.
  - This communication will contain a Service Certification form.
- **Only an Applicant full rights user** can respond, sign, and certify the Service Certification USAC may request supporting documentation from the applicant or service provider.
- Responses are due by the “Response Requirement Date.”
- Timely responses are critical — failure to respond may result in invoice denial.
- The Service Certification must be completed and submitted directly only by the full rights user of the applicant.

# Manual Invoice Review: Outreach

- USAC may conduct outreach to request additional information / documentation to make a disbursement decision.
- Outreach is conducted **A**ccurately, **C**ompletely and **T**imely, which allows the review to occur and payments to be made.
- You have seven calendar days to respond.
- You may request a seven-day extension.
- Lack of response may result in invoice denial.



# Invoice Modification and Denials

- Automated and Manual Invoice reviews can result in:
  - Approval
  - Modification
  - Denial
- Common Reasons for Modification:
  - Discounts applied incorrectly
  - Removal of ineligible equipment and services
  - Discrepancy in quantity
  - Ineligible Recipients Of Service
  - Services for a future date not yet received

# Common Causes for Invoice Denial

- Documentation
  - Service certification is invalid/incomplete
    - If not signed by full rights user
  - No response, incomplete response and/or incomplete documentation provided as a response to outreach
  - Inaccurate invoice submission
    - Outside the eligible timeframe
    - Bills do not support the invoiced amount
    - Duplicate submission
    - Ineligible equipment and/or services
- FCC Form 471
  - ROS not approved on the FCC Form 471
  - Charges not approved on the FCC Form 471
  - Service provider bill does not match the approved FCC Form 471 (i.e., speed mismatch)

# Invoice Decision Codes

- USAC processes the invoice request and issues its [invoicing decision](#).
- When the invoice mode is BEAR, the applicant and the service provider receive a copy of the FCC Form 472 BEAR Notification Letter.
- Service providers will receive a remittance statement after filing a SPI Form.
- Invoice Decision Codes explain the reason for any modifications or denials.
- Invoice information is also available in Open Data.
- For more details on a particular invoice, contact the USAC Customer Service Center.



Universal Service  
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| Decision Code | Plain Language Decision Explanation                                                                                    | Historical Decision Explanation (Letters issued before October 1, 2020)     |
|---------------|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| 40            | Either a Customer Billed Date or a Shipping Date to Customer must be entered on this invoice line.                     | Either Billed Date or Shipped Date must be entered.                         |
| 41            | Either a Customer Billed Date or a Shipping Date to Customer, but not both, must be entered on this invoice line.      | Both Bill and Ship Date cannot be entered                                   |
| 42            | The Total (Undiscounted) Amount was not provided on the invoice line.                                                  | Total (Undiscounted) Amount for Service per FRN (Not Provided)              |
| 44            | The Discount Amount Billed to SLC was not provided on the invoice line.                                                | Discount Amount Billed to SLC (Null or Zero)                                |
| 48            | The undiscounted amount multiplied by the discount percentage for this FRN is lower than the requested invoice amount. | Discount Amt. Billed Not Valid                                              |
| 60            | The service provider has not certified an FCC Form 473 for the funding year.                                           | Service provider must be certified                                          |
| 67            | The Shipping Date to Customer is after the Contract Expiration Date or the Service End Date (whichever is earlier).    | Ship Date > [%s] days (486) Early Term Dt                                   |
| 68            | The Shipping Date to Customer is after the Contract Expiration Date or the Service End Date (whichever is earlier).    | Ship Date> [%s] days 471 Term or Cnt Ext                                    |
| 75            | The Customer Billed Date entered on the invoice line is outside of the funding year for this FRN.                      | Billed Date after [%s] fund yr;one time cost                                |
| 76            | The Customer Billed Date entered on the invoice line is outside of the funding year for this FRN.                      | Billed Date after [%s] fund yr;mnthly cost                                  |
| 77            | The Shipping Date to Customer entered on the invoice line is outside of the funding year for this FRN.                 | Shipped Date after [%s] fund yr;one time cost                               |
| 78            | The Shipping Date to Customer entered on the invoice line is outside of the funding year for this FRN.                 | Shipped Date after [%s] fund yr;mnthly cost                                 |
| 80            | This invoice was submitted after the invoicing deadline for the FRN.                                                   | Invoice Received Date is later than Invoice Received Extension Date for FRN |
| 81            | The Customer Billed Date entered on the invoice line is after the Invoice Deadline Date.                               | Bill Date [%s] > [%s] Billed Extension Date; one time cost                  |

# Invoicing Appeals

- If your timely-filed invoice is rejected or modified, you have two options:
  - If it is before the IDD, resubmit a corrected invoice.
  - If it is after the IDD, you have the right to appeal the decision.
- Appeals must be filed **first** with USAC.
- You have **60 days** to appeal to USAC.
- Appeals filed more than 60 days after the decision date are **automatically dismissed**, and a waiver must be filed with the FCC.
- If USAC denies the appeal, you have **60 days** to appeal that denial to the FCC.
- Waivers of the Commission's rules, such as the invoice deadline rule, can only be sought from the FCC. An appeal of a timely-filed invoice that is rejected or modified does **not** require a waiver of the invoice deadline rule.
- Additional information on the appeals and waivers is available on [USAC's website](#).

# Record Retention and Open Data

# Documentation

Ensure adequate documentation is retained for 10 years to:

- Support amounts invoiced to the E-Rate program
- Demonstrate compliance with FCC rules
- Demonstrate that the costs of equipment and services requested for E-Rate support were properly allocated between eligible and ineligible items, locations or recipients of service
- Detailed [Document Retention](#) requirements are available on USAC's website.



Available for Public Use

Update June 2022

## E-Rate Program List of Documents to Retain for Audits and to Show Compliance with Program Rules

E-Rate program rules require program participants to retain all documents demonstrating compliance with the rules for at least 10 years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request. This list provides guidance regarding the types of E-Rate program documents that should be retained by all program participants – school and library applicants, service providers, and consortia – to comply with FCC audit and [document retention](#) requirements. **Not** all documents may apply to every participant and the list is not an exhaustive list. Service providers should also review this list and "Additional Guidance for Service Providers" later in this document to ensure they retain documentation requested during audits and to demonstrate compliance with E-Rate rules.

| FCC FORMS & CERTIFICATIONS                                                                                                                                                              |           |                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------------------|
| Document                                                                                                                                                                                | Applicant | Service Provider |
| FCC Form 470 (Description of Services Requested and Certification Form)                                                                                                                 | X         |                  |
| FCC Form 471 (Description of Services Ordered and Certification Form)                                                                                                                   | X         |                  |
| FCC Form 498 (Service Provider and Billed Entity Identification Number and General Contact Information Form)                                                                            | X         | X                |
| FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form)                                                                                                                        | X         |                  |
| FCC Form 473 (Service Provider Annual Certification (SPAC) Form)                                                                                                                        |           | X                |
| FCC Form 474 (Service Provider Invoice (SPI) Form)                                                                                                                                      |           | X                |
| FCC Form 479 (Certification by Administrative Authority to Billed Entity of Compliance with the Children's Internet Protection Act Form) consortium members and consortium leaders only | X         |                  |
| FCC Form 486 (Receipt of Service Confirmation and Children's Internet Protection Act Certification Form)                                                                                | X         |                  |
| FCC Form 500 (Funding Commitment Adjustment Request Form)                                                                                                                               | X         |                  |
| Delivery confirmations for forms filed outside of EPC (FY2015 and earlier)                                                                                                              | X         | X                |

For forms filed in the [E-Rate Productivity Center \(EPC\)](#), you can print/save a PDF copy of forms, notification letters, and correspondence for your records.

# Locating Key Invoice Information

## Current Invoice Deadline Date and/or Service Delivery Deadline Information

- EPC: The Invoice Deadline Date and Service Delivery Date are included in the Funding Commitment Decision Letter and Revised Funding Commitment Decision Letter.
- Dataset: [E-Rate Request for Discount on Services: FRN Status](#)
  - Column D "form version" field filter should be set to "Current." Disbursement Data: [E-Rate Invoice Disbursements Data Lookup Tool](#)

## General Open Data Information and Training

- [Open Data Video Guides](#) and [Open Data Platform](#)

# Key Takeaways



# Key Takeaways

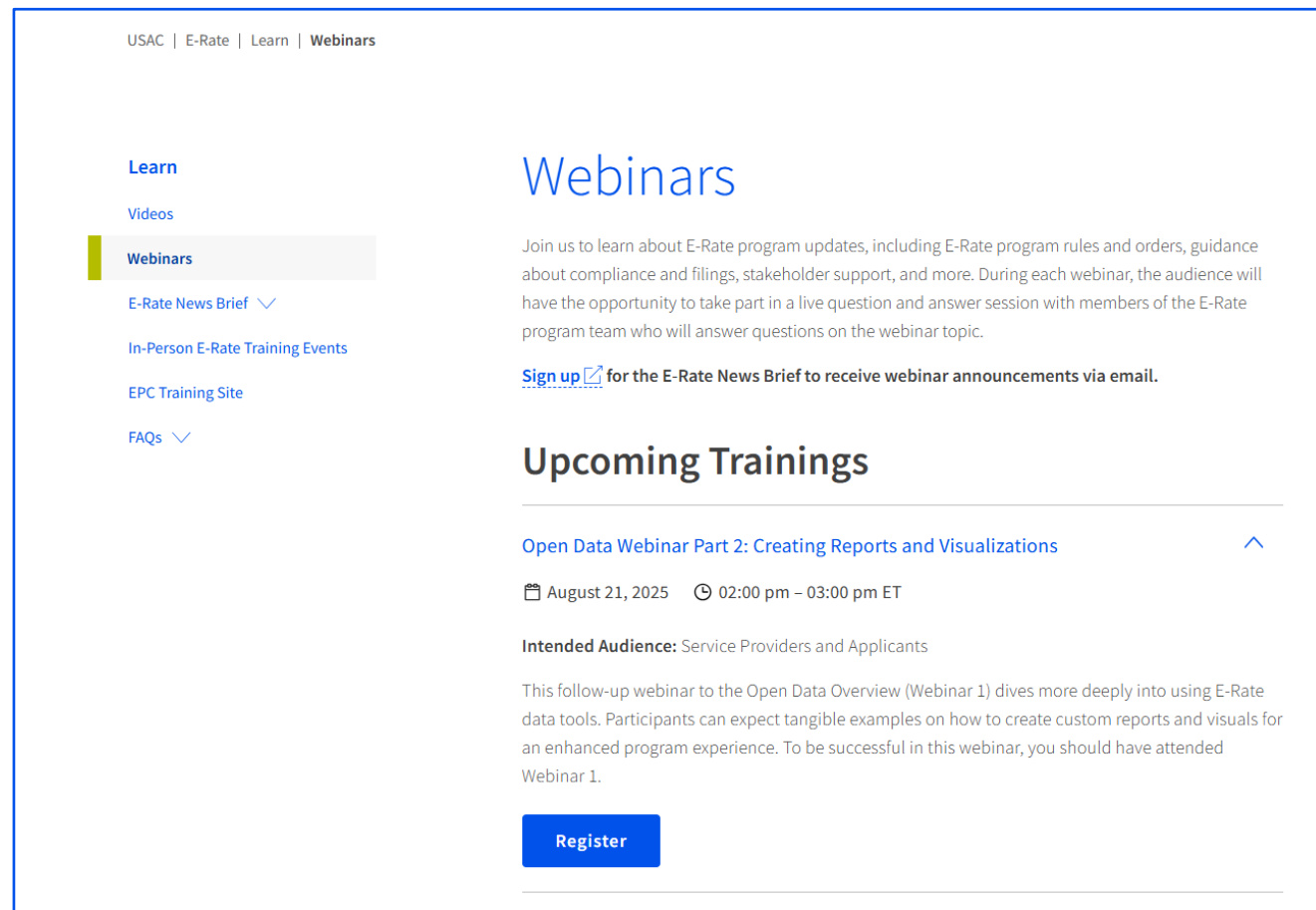
- Invoices can be submitted until the Invoice Deadline Date.
- Only a full rights user can certify forms.
- Request a one-time invoice deadline extension, even if you do not anticipate needing one.
- Only invoice for the specific equipment and services at the quantities and rates approved and only for the approved Recipients of Service (ROS) on your FCC Form 471.
- Ensure you have the accurate FCC Form 471, FRN, FCDL/RFCDL, discount rate, approved cost of service, calculations and invoice amount.
- Remove ineligible items (equipment and services not approved on FCC Form 471, for FY and ROS).
- Establish a process to prevent duplicate invoice submission.
- Retain your supporting documentation and bills for all invoices for at least 10 years.
- Respond in a timely manner to all outreaches to expedite your payment.
- Parties have 60 days to appeal decisions to USAC and 60 days from the date of the USAC appeal decision to appeal to the FCC. Waivers should be filed directly with the FCC.

# Resources

- [Prepare to Invoice](#)
- [E-Rate Tips to Speed Up Disbursements](#)
- [Applicant Invoicing](#)
- [Service Provider Invoicing](#)
- [Open Data](#)
- [Applicant 498ID](#)
- [Webinars & Trainings](#)
- [E-Rate News Brief](#)
- [SPI Invoice Submission Demo](#)
- [BEAR Invoice Submission Demo](#)
- [Glossary of Terms](#)
- [EPC Invoice Process](#)
- [Practice Forms](#)

# E-Rate Tools and Resources: Webinars

- Online training
- Opportunities for Q&A
- Recordings available on the Webinar page of E-Rate's website.
- Hosted throughout the year.
- The Webinars page is accessible [here](#).



The screenshot shows the 'Webinars' page on the E-Rate website. The top navigation bar includes 'USAC | E-Rate | Learn | Webinars'. A left sidebar contains links for 'Learn', 'Videos', 'Webinars' (highlighted with a yellow bar), 'E-Rate News Brief' (with a dropdown arrow), 'In-Person E-Rate Training Events', 'EPC Training Site', and 'FAQs' (with a dropdown arrow). The main content area has a 'Webinars' heading, followed by a paragraph about joining to learn about E-Rate program updates and a link to 'Sign up' for the E-Rate News Brief to receive webinar announcements via email. Below this is a section titled 'Upcoming Trainings' which features a card for 'Open Data Webinar Part 2: Creating Reports and Visualizations'. The card includes the date 'August 21, 2025', time '02:00 pm – 03:00 pm ET', the intended audience 'Service Providers and Applicants', and a description of the webinar as a follow-up to the Open Data Overview. A blue 'Register' button is at the bottom of the card.

USAC | E-Rate | Learn | Webinars

Learn

Videos

**Webinars**

E-Rate News Brief ▾

In-Person E-Rate Training Events

EPC Training Site

FAQs ▾

## Webinars

Join us to learn about E-Rate program updates, including E-Rate program rules and orders, guidance about compliance and filings, stakeholder support, and more. During each webinar, the audience will have the opportunity to take part in a live question and answer session with members of the E-Rate program team who will answer questions on the webinar topic.

[Sign up](#) for the E-Rate News Brief to receive webinar announcements via email.

### Upcoming Trainings

[Open Data Webinar Part 2: Creating Reports and Visualizations](#) ^

📅 August 21, 2025 ⌚ 02:00 pm – 03:00 pm ET

**Intended Audience:** Service Providers and Applicants

This follow-up webinar to the Open Data Overview (Webinar 1) dives more deeply into using E-Rate data tools. Participants can expect tangible examples on how to create custom reports and visuals for an enhanced program experience. To be successful in this webinar, you should have attended Webinar 1.

[Register](#)

# E-Rate Tools and Resources: News Brief

- Provides reminders, updates, tips and tricks.
- Sent monthly via email.
- Subscribe [here](#).

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E-Rate

## E-Rate News Brief

July 24, 2025

### Contents

- [E-Rate Tips](#)
- [Funding Year \(FY\) 2025 Commitments](#)
- [Prepare for the Upcoming Competitive Bidding and FCC Form 470 Process](#)
- [FCC Form 470 Reminders](#)
- [Update to E-Rate Open Data Download Instructions](#)
- [Learn About USAC's Beneficiary and Contributor Audit Program](#)
- [2025 Training and Outreach](#)

### E-Rate Tips

- As a reminder, **Funding Year (FY) 2025 applicants who have received a funding commitment** from USAC and whose services have started can certify an [FCC Form 486](#) (Receipt of Service Confirmation and Children's Internet Protection Act Certification Form) to inform USAC that services have started. Subsequently, invoicing can begin.
- **Service providers are required to submit and certify an annual FCC Form 473** (Service Provider Annual Certification (SPAC) Form). USAC cannot pay an invoice from either an applicant (FCC Form 472/BEAR) or a service provider (FCC Form 474/SPI) **unless both the FCC Form 486 and the FCC Form 473 have been certified and approved for FY2025 funding requests.** See [last month's news brief](#) for filing requirements.
- Visit our **updated webpages** including [FCC Form 470 Filing](#), [How to File FCC Form 472 in EPC](#), and [How to File the FCC Form 474 in EPC](#).

### Funding Year (FY) 2025 Commitments

**FY2025.** USAC released FY2025 Wave 13 Funding Commitment Decision Letters (FCDLs) on July 17. As of July 23, FY2025 commitments total over \$1.54 billion.

July 2025 E-Rate News Brief Page 1 of 6

# Live Q&A

Submit your questions  
**about today's topics:**

- Invoicing Overview
- Preparing to Invoice
- Filing an FCC Form 498
- Filing an Invoice
- Invoice Reviews
- Record Retention and Open Data
- Key Takeaways

### Questions



**No questions yet**

Questions you send and answers from the staff will appear here

Your question will be sent to staff

Send

## Q&A Tips

- ✓ Type your queries into the “Questions” box in your webinar control panel.
- ✓ Write in full sentences.
- ✓ Ask one question at a time.
- ✓ Click the box to expand it and see all the written answers.

**Questions?**

# E-Rate Customer Service Center (CSC)



**Call us at (888) 203-8100**

Monday – Friday 8 a.m. to 8 p.m. ET



**Create a customer service case**

1. Log in to the [\*\*E-Rate Productivity Center \(EPC\)\*\*](#)
2. Select the **Contact Us** link from the upper right menu on the landing page.

# E-Rate Fall Training Series 2025

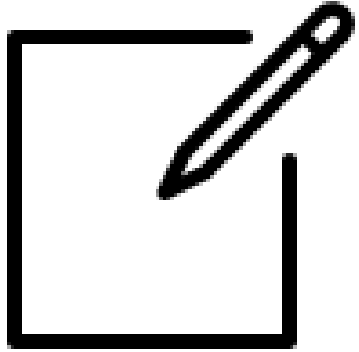
- ✓ E-Rate Program Overview - September 18
- ✓ Pre-Commitment - September 25
- ✓ **Invoicing** – November 19
- ☐ Category Two Budgets – November 20
- ☐ Post-Commitment – November 25
- ☐ EPC Administrative Window – December 2
- ☐ Eligible Services 101 - December 3



- The E-Rate Fall Training Webinar Series is suitable for all E-Rate experience levels.
- Webinars are recommended for both applicants and service providers.
- A webinar tailored to service providers was held in June 2025. Handouts and a recording of this webinar are available on the E-Rate [Webinars](#) page.
- Please visit the E-Rate [Webinars](#) page for additional information including course descriptions, registration links for future webinars, and access to recordings and handouts from previous webinars.



# Share Your Thoughts



- We want to hear about your webinar experience.
- A survey will appear on your screen at the end of the webinar.
- If you are not able to complete the survey today, a link to it will be emailed to you within two business days.
- We appreciate your feedback!

**Thank You!**





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