

# Schools and Libraries Cybersecurity Pilot Program Post-Commitment Request User Guide

Pilot FCC Form 488

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This Schools and Libraries Cybersecurity Pilot Program (Pilot Program or Pilot) Post-Commitment Request User Guide provides guidance to Pilot participants on the requirements and processes for preparing, completing, and submitting the Post-Commitment Change Request Form (Pilot FCC Form 488).

After your Pilot FCC Form 471 is certified and submitted, Pilot Program participants have the opportunity to update certain information using the Pilot FCC Form 488.

Only Pilot Program participants can file the Pilot FCC Form 488. Service providers cannot submit the form. As a service provider, if you need to request a post-commitment change, please contact USAC for further assistance.

Below are some examples of when you might use the Pilot FCC Form 488:

- Change Invoicing Method;
- Change Service Provider;
- Change Service Start Date and/or Service End Date;
- Cancel Funding Request Number (FRN) Line Items;
- Site and/or Service Substitution; and
- Modify Funding Commitment Amount for FRN Line Items.

Post-commitment change requests must be filed through the Cybersecurity Pilot Program Portal and by the last day to receive service/equipment for the applicable FRN or FRN Line Item. Your last day to receive service/equipment and the Invoice Deadline Date can be found in your Funding Commitment Decision Letter in the Cybersecurity Pilot Program Portal.

Help completing the Pilot FCC Form 488 is available to Pilot participants that need it. Instructions on how to contact the USAC Customer Service Center are provided in the [Form Assistance](#) section of this user guide.

## File Pilot FCC Form 488

You will file your Pilot FCC Form 488 using the Cybersecurity Pilot Program Portal. This section provides guidance on how to complete the Pilot FCC Form 488 in the Cybersecurity Pilot Program Portal.

### User Roles and Permissions

Only the Pilot participant's Account Administrators, who have been assigned full access rights, or other authorized persons who have been assigned full access rights, such as consultants and school or library employees, can certify and submit Pilot Program forms. For the Pilot Program, user roles and permission rights are assigned on a per-form basis, which means that different users may have access to different Pilot Program forms.

For more information about how to add users or reactivate a deactivated user as an Account Administrator, please see the [E-Rate Productivity Center \(EPC\) Account Administrator Guide](#).

Available rights for the Pilot FCC Form 488 include:

- **Full rights** – Users can fill out, edit, and certify and submit the form.
- **Partial rights** – Users can fill out and edit the form but cannot certify and submit the form. (Users with partial rights must route the draft form to the organization's full-rights user(s) for certification.)
- **View-only rights** – Users can view forms created by other users, but cannot fill out, edit, or certify and submit forms.
- **No Access** – Users cannot perform any form-related activity. A No Access user must request access to the form from the Account Administrator in order to obtain any of the access rights listed above.

Due to the sensitive nature of the data being collected in the Pilot Program, USAC has limited consultant access to participants' data. This means that, while the user management details contained in a participant's E-Rate EPC Account Profile will be transferred to the Cybersecurity Pilot Program Portal, consultants must be granted form-specific access by a school or library Account Administrator in order to access Pilot Program forms. There is a limit of three consultants permitted for each individual Pilot Program form.

To assign user roles and permission rights for Pilot Program forms, including the Pilot FCC Form 488, an Account Administrator must:

1. Log into EPC
2. From the landing page, click **Manage Users**
3. Check the checkbox for your entity and click **Manage User Permissions**
4. Select **CBR User Permissions**
5. Select the appropriate **CBR 488 Permission** for each user
6. Click **Submit**



Figure 1 | From the EPC landing page, click Manage Users.

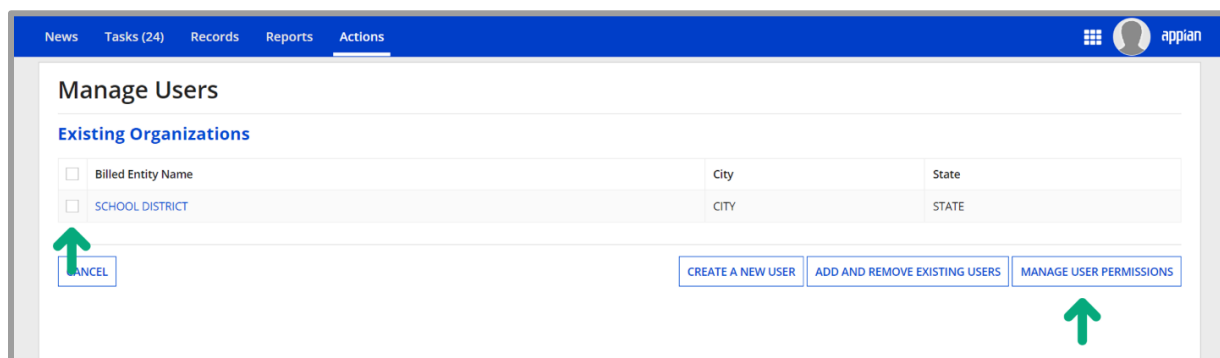


Figure 2 | On the Manage Users page, check the checkbox next to your entity and click Manage User Permissions.

### User Permissions

☐ EPC User Permissions  
☒ CBR User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- No Access users cannot perform any activity in the CBR module and may request access.

Name	Email	Apply All	CBR 484 Permission	CBR 470 Permission	CBR 471 Permission	CBR BEAR/472 Permission	CBR 488 Permission	CBR Appeals Permission
Name 1	example@example.com	▼	View Only ▼	View Only ▼	View Only ▼	View Only ▼	View Only ▼	View Only ▼
Name 2	example@example.com	▼	View Only ▼	View Only ▼	View Only ▼	Full ▼	View Only ▼	View Only ▼
Name 3	example@example.com	▼	View Only ▼	View Only ▼	View Only ▼	View Only ▼	View Only ▼	View Only ▼
Name 4	example@example.com	▼	Full ▼	Full ▼	Full ▼	Full ▼	Full ▼	Full ▼
Name 5	example@example.com	▼	No Access ▼	No Access ▼	No Access ▼	No Access ▼	View Only ▼	View Only ▼

Figure 3 | In the User Permissions section, select the permissions you wish to give to each user in the CBR 488 Permission column, then click Submit.

## Navigate to the Cybersecurity Pilot Program Portal

The Cybersecurity Pilot Program Portal (CBR Dashboard) can be used to access the various forms needed to participate in the Pilot Program. To access the dashboard, log into EPC and click the navigation waffle at the top of the screen. From the dropdown options, choose **Cybersecurity Pilot Program**.

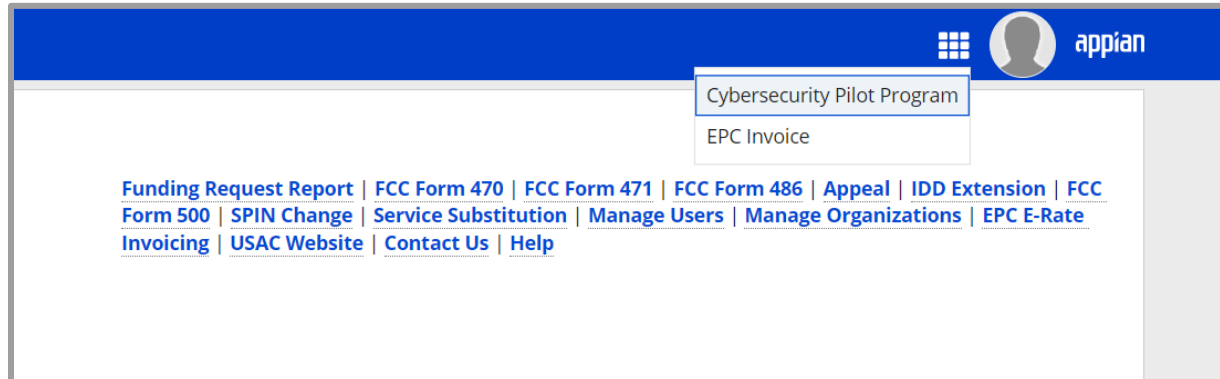


Figure 4 | From the EPC landing page, click the navigation waffle and choose **Cybersecurity Pilot Program**.



Figure 5 | The four tabs on the CBR Dashboard are **My Organizations(s)**, **My Forms and Requests**, **My Pending Tasks**, and **My Pending Inquiries**.

## Start Pilot FCC Form 488

In the **My Organization(s)** tab on the CBR Dashboard, click **Actions** in the **Action** column, then **Create CBR FCC Form 488**.



Figure 6 | Click **Actions**, then **Create CBR FCC Form 488** in the **Action** column on the CBR Dashboard to begin the form.

## Pilot FCC Form 488 Navigation

This section provides an overview of navigation and input options within the Pilot FCC Form 488.

### Progress Bar

The progress bar at the top of each form page helps you track your progress in completing the form.

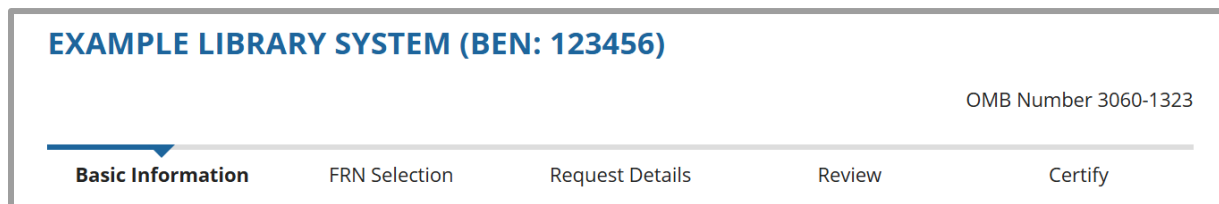


Figure 7 | In the progress bar, track progress between form sections: **Basic Information**, **FRN Selection**, **Request Details**, **Review**, and **Certify**.



## Saving or Discarding the Pilot FCC Form 488

The bottom of each Pilot FCC Form 488 page provides you with these options:

- **Back** – Go back to the previous page.
- **Discard Form** – Discard the entire form. Note that when you discard a form, the draft form will be deleted from USAC’s system and cannot be retrieved.
- **Save & Continue** – Save the form so it appears in the **My Pending Tasks** list on the CBR Dashboard with the most recent edits and proceed to the next form page to continue entering information.



Figure 8 | The options at the bottom of each form page are: **Back**, **Discard Form**, and **Save & Continue**.

## Navigating Between Sections

If you select multiple change request types, there will be a section on the **Request Details** page for each change type. Navigate between sections using the **Next** and **Previous** buttons at the bottom of the section.



Figure 9 | On the **Request Details** page, navigate between sections using the **Next** and **Previous** buttons.

## Exiting the Form and Returning Later

To save the information you have entered, select **Save & Continue** before you exit the form. When you return to the form, navigate to the CBR Dashboard and select the task name on the **My Pending Tasks** tab to resume where you left off. The prior information that you added is saved and you will still be able to edit it prior to submission of the form.

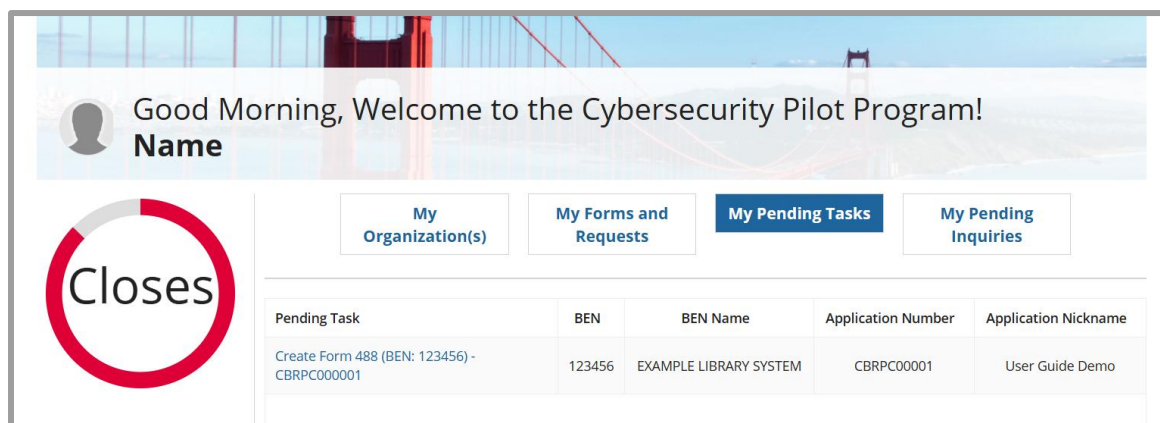


Figure 10 | To resume editing the form, select the task name on the **My Pending Tasks** tab on the CBR Dashboard.

### Required Fields

Required fields are followed by a blue asterisk (\*). Complete all required fields before advancing to the next page of the form.

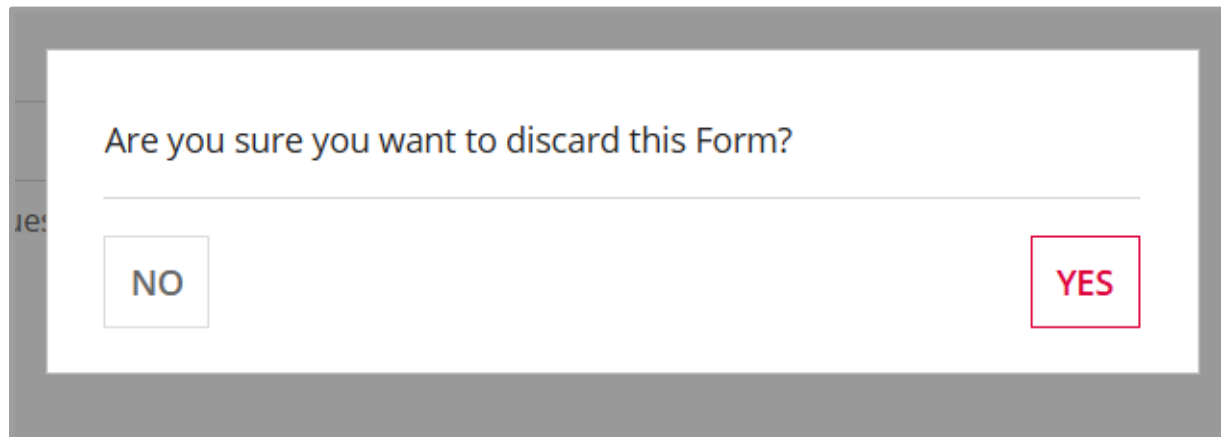


A rectangular form box with a thin grey border. Inside, the text "Are you the main contact person? \*" is displayed in a bold, black font. Below this text are two buttons: "YES" and "NO", each enclosed in a light blue rectangular box with a thin blue border.

Figure 11 | Required fields are followed by a blue asterisk.

### Pop-Up Confirmation Messages

The system displays pop-up messages to verify that you want to take certain actions within the form. For example, the below pop-up message provides you with an opportunity to click **Yes** to discard this form or **No** if you wish to retain the form.



A large, light grey rectangular area representing a pop-up message. Inside, the text "Are you sure you want to discard this Form?" is centered at the top in a black font. Below the text is a horizontal line. At the bottom left is a button labeled "NO" in black text inside a light grey box. At the bottom right is a button labeled "YES" in red text inside a red-outlined box.

Figure 12 | When you select **Discard Form**, a pop-up message asks you to confirm if you wish to proceed.

## Pilot FCC Form 488 Form Overview

There are five sections that make up the Pilot FCC Form 488: **Basic Information**, **FRN Selection**, **Request Details**, **Review**, and **Certify**. Each section is discussed below.

### Basic Information

On the **Basic Information** page, be sure to review the Paperwork Reduction Act Notice and Privacy Act Statement.

Also be sure to review the **Billed Entity Information** to confirm its accuracy. This section of the form will be auto-populated based on information from your entity's EPC Profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your entity's EPC Account Profile by selecting **Manage Organization** from the **Related Actions** menu on the landing page in EPC. If you do not have access to **Manage Organization**, please contact your participant entity's Account Administrator or create a customer service case to request updates to your participant entity's EPC Profile.

In the **Consultant Information** section, review the consultants associated with your entity. If you have a consultant who you would like to have access rights to the Pilot FCC Form 488 but is not listed in the **Consultant Information** section, contact your EPC Account Administrator or create a customer service case to request to update your Pilot participant's entity profile. These updates will then populate in the form if the form has not yet been certified.

#### Consultant Form Access

The consultants list on the **Basic Information** page is drawn from your EPC profile and includes all consultants associated with your entity. The consultants listed in the **Consultant Information** section may or may not have access to the Pilot FCC Form 488. Just a reminder that consultant access for the Pilot Program is granted on a per-form basis in EPC, with a limit of three consultants for each form.

In the **Contact Information** section, identify the main contact person who will answer any questions about the information provided on the form. Contact information for each person is based on information in your entity's EPC Profile. Add contact information for the summer or holiday contact person, if it is different from the main contact person.

In the **Change Request Type** section, enter a **request nickname** to help you easily identify your form. Choose a nickname that you will remember and helps meet your recordkeeping needs.

Select the **type of change(s)** you would like to request from the following list:

- ☐ Change Invoicing Method
- ☐ Change Service Provider
- ☐ Change Service Start Date and/or Service End Date
- ☐ Cancel Funding Request Number (FRN) Line Items
- ☐ Site and/or Service Substitution
- ☐ Modify Funding Commitment Amount for FRN Line Items

Multiple change request types may be selected. For example, if a service substitution is required in addition to a change to the service start date, select the checkboxes for both **Site and/or Service Substitution** and **Change Service Start Date and/or Service End Date**.

### Change Request Type

**Please enter a request nickname here: \***

0/255

Nicknames are helpful ways for you to easily identify specific change requests. Use a unique but concise name so that you can distinguish your requests.

**Select the type of change(s) you would like to request \***

Change Invoicing Method ☐

Change Service Provider ☐

Change Service Start Date and/or Service End Date ☒

Cancel Funding Request Number (FRN) Line Items ☐

Site and/or Service Substitution ☒

Modify Funding Commitment Amount for FRN Line Items ☐

Figure 13 | In the **Change Request Type** section, select the type of change(s) you would like to request.

## FRN Selection

On the **FRN Selection** page, you will select an FRN for this Pilot FCC Form 488. You may only request changes to one FRN per Pilot FCC Form 488. To request changes to an additional FRN, please file another Pilot FCC Form 488.

Select a row in the **Select a Funding Request** grid. Only FRNs available for a post-commitment change request are available to select on the FRN Selection page. If an FRN has not received a funding commitment, it will not appear on this page.

You can **Search** for FRNs by Pilot FCC Form 471 Application Number, by FRN, or by Service Provider Identification Number (SPIN).

### Reference FRN Records

If you are requesting a modification to the commitment amount for an FRN(s), you can reference the original commitment amounts using the Committed Copy.

In the **Select a Funding Request** grid, click the link in the **FRN** column to open the record in a new tab. This brings you to the **Committed Copy**.

For information on individual line items, navigate to the **Funding Request Line Items** tab of the FRN record. Click the link in the **FRN Line Item Number** column to review approved equipment and services details and cost calculations for that line item.

**Select a Funding Request \***  
Click on the FRN links to open the records in a new tab.

Pilot FCC Form 471 Application Number	FRN	SPIN	Service Provider Name	Invoicing Method	Category of Service Type	FRN Committed Amount
CBR253000001	<a href="#">CBR9900000010</a>	143000000	Example Service Provider	Service Provider – Cybersecurity Pilot Program FCC Form 474 (SPI Form)	Advanced/Next-Generation Firewalls	\$225.00
CBR253000001	<a href="#">CBR9900000011</a>	143000000	Example Service Provider	Applicant – Cybersecurity Pilot Program FCC Form 472 (BEAR Form)	Advanced/Next-Generation Firewalls	\$108.00

Figure 14 | On the **FRN Selection** page, click on an FRN link to open the record in a new tab.

**Funding Request - FRN 1 - #CBR9900000012**

Summary Purchasing Method **Funding Request Line Items** Related Actions

Certification Copy Committed Copy

Figure 15 | From the FRN record, navigate to the **Funding Request Line Items** tab for information on individual line items.

## Request Details

The sections on the **Request Details** page depend on the change request type(s) selected on the Basic Information page. Complete the section(s) described below for each request type you selected.

Use the **Next** and **Previous** buttons at the bottom of each section to move between sections. The **Save & Continue** button will become available at the bottom of the page after you have completed all sections. If you use the **Back** button to return to the FRN Selection page before completing all sections and selecting **Save & Continue**, the information you have entered on the **Request Details** page will not be saved.

### *Change Invoicing Method*

If you and your service provider agree to change the invoicing method, select the new invoicing method for the selected FRN from the following options:

- ☐ Applicant – Pilot FCC Form 472 (BEAR Form)
- ☐ Service Provider – Pilot FCC Form 474 (SPI Form)

In the **Change Reason** field, explain why you would like to change the invoicing method. This field is limited to 4000 characters.

As section [54.2008\(f\)](#) allows the Pilot participant to select the invoicing mode before the Pilot FCC Form 488 is submitted, to change the invoicing mode post-commitment, both parties need to agree to the change. Documentation showing the parties agree to the invoicing mode change must be uploaded with the FCC Form 488 requesting the invoice method change.

Please note that if any funding has been disbursed for the FRN, the funding must be returned before the FCC Form 488 requesting the invoice mode change may be submitted and processed. See “Return Funding” for additional information.

Change Invoicing Method

☐ Change Service Provider  
☐ Change Service Start Date and/or Service End Date  
☐ Cancel Funding Request Number (FRN) Line Items  
☐ Site and/or Service Substitution  
☐ Modify Funding Commitment Amount for FRN Line Items

Change Invoicing Method

Select the new invoicing method for the selected FRN \*

Applicant – Pilot FCC Form 472 (BEAR Form) ☐

Service Provider – Pilot FCC Form 474 (SPI Form) ☐

Change Reason \*

0/4000

Please explain why you would like to change the invoicing method.

Please upload supporting documentation

UPLOAD

Drop files here

Figure 16 | In the **Change Invoicing Method** section, select the new invoicing method for the selected FRN, provide a change reason, and upload supporting documentation.

## Return Funding

For invoicing method change requests, the participant or service provider must return all disbursed funds for the FRN to USAC before submitting the Pilot FCC Form 488. USAC will not process Pilot FCC Form 488 requests that would result in a recovery action because funds have already been disbursed. If an invoicing method change is required, the disbursed funds must be returned first.

To return funds:

1. From USAC's [Make a Payment](#) page, select **Return program funding**.
2. Select **Schools and Libraries (Commitment Adjustment (COMAD) or Voluntary Return Funds)** from the list of programs.
3. Select **Continue**.
4. Complete all fields on the **Payment Information** page.
5. Indicate in the **Comments** field that the funds are to be returned to the Cybersecurity Pilot Program.
6. **Upload Additional Documentation** including the following details:
  - a. Participant Name;
  - b. Service Provider Name;
  - c. BEN Number;
  - d. Pilot FCC Form 471 Number;
  - e. Funding Request Number (FRN);

- f. BEAR/SPI number;
- g. BEAR/SPI line number;
- h. Amount to be returned;
  - If you are returning funds for multiple FRNs identify the amount to return for each FRN
- i. Reason for funding return or COMAD letter; and
- j. Contact name and number for the person submitting the request.
- 7. Select **Choose Payment Method**.
- 8. Select **Pay online now** or **Get instructions to send an ACH from your bank**.
- 9. Select **Continue** and follow the directions provided to pay using your selected method.

For more information, visit USAC's [Returning Program Funding](#) page.

## Make a payment

Return program funding or make a contributor payment.

**Note:** If you're a contributor with an active E-File account, [make a payment from your account](#)

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What would you like to do?

☐ Make a universal service Fund Payment (Contribution)

☒ Return program funding

Which program do you want to return funding to?

☐ High Cost

☐ Lifeline

☐ Rural Health Care (COMAD or Voluntary Return Funds)

☒ Schools and Libraries (COMAD or Voluntary Return Funds)

Figure 17 | To return Pilot Program funds, on the **Make a payment** page, select **Return program funding** and **Schools and Libraries (COMAD or Voluntary Return Funds)**.



## Change Service Provider

Review the description provided for each type of service provider change:

**Corrective** Service Provider changes include:

- Correcting data entry errors;
- Updating a SPIN that has changed due to the merger of companies or the acquisition of one company by another; or
- Effectuating a change that was not initiated by the participant.

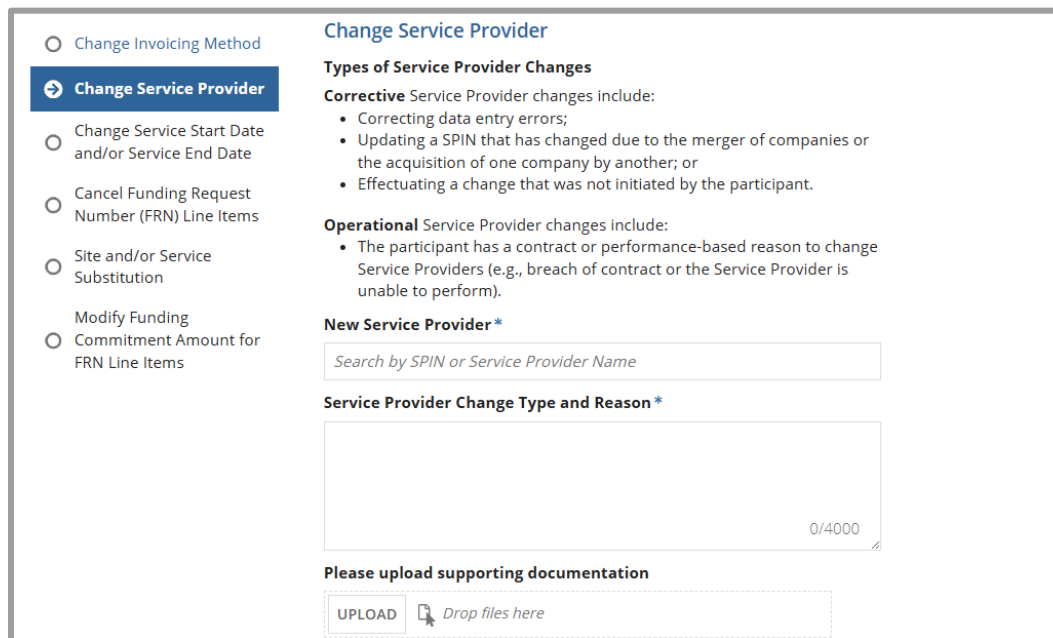
**Operational** Service Provider changes include:

- The participant has a contract or performance-based reason to change Service Providers (e.g., breach of contract or the Service Provider is unable to perform).

Select the **New Service Provider**. You can search by Service Provider Identification Number (SPIN) or by Service Provider Name. The newly selected service provider must have received the next highest point value in the original bidding evaluation.

In the **Service Provider Change Type and Reason** field, explain the reason for the change. This field is limited to 4000 characters.

Upload supporting documentation. Include bid evaluation documentation and documentation, such as an email or announcement letter, from the originally committed SPIN.



☐ Change Invoicing Method

☒ **Change Service Provider**

☐ Change Service Start Date and/or Service End Date

☐ Cancel Funding Request Number (FRN) Line Items

☐ Site and/or Service Substitution

☐ Modify Funding Commitment Amount for FRN Line Items

### Change Service Provider

**Types of Service Provider Changes**

**Corrective** Service Provider changes include:

- Correcting data entry errors;
- Updating a SPIN that has changed due to the merger of companies or the acquisition of one company by another; or
- Effectuating a change that was not initiated by the participant.

**Operational** Service Provider changes include:

- The participant has a contract or performance-based reason to change Service Providers (e.g., breach of contract or the Service Provider is unable to perform).

**New Service Provider\***

Search by SPIN or Service Provider Name

**Service Provider Change Type and Reason\***

0/4000

**Please upload supporting documentation**


UPLOAD  Drop files here

Figure 18 | In the **Change Service Provider** section, select the new service provider. Provide the reason for the change. Upload supporting documentation.

### *Change Service Start Date and/or Service End Date*

Review the **Current Service Start Date** and **Current Service End Date**.

Select the **New Service Start Date** and **New Service End Date**. Note that the earliest Service Start Date is March 18, 2025. An FRN's last date to receive service is three years after the date of the first Funding Commitment Decision Letter. An FRN's last date to receive service is included in the FCDL. Please note that if an FRN's Service End Date is after this date, the services may not be reimbursable if they occur after the last date to receive service.

In the **Change Reason** field, explain why you would like to change the Service Start Date and/or Service End Date. This field is limited to 4000 characters.

Upload supporting documentation.

☐ Change Invoicing Method  
☐ Change Service Provider  
☒ **Change Service Start Date and/or Service End Date**  
☐ Cancel Funding Request Number (FRN) Line Items  
☐ Site and/or Service Substitution  
☐ Modify Funding Commitment Amount for FRN Line Items

### Change Service Start Date and/or Service End Date

**1** Please note that changing the Service Start Date and/or Service End Date could impact the funding commitment amount.

<b>Current Service Start Date</b> Sep 26, 2025	<b>Current Service End Date</b> Sep 25, 2026
<b>New Service Start Date *</b> <input type="text" value="mm/dd/yyyy"/>	<b>New Service End Date *</b> <input type="text" value="mm/dd/yyyy"/>

**Change Reason \***  

0/4000

Please explain why you would like to change the Service Start Date and/or Service End Date.

**Please upload supporting documentation**  

Drop files here

Figure 19 | In the **Change Service Start Date and/or Service End Date** section, select the new service start and end dates, provide a reason for the change, and upload supporting documentation.

### Cancel Funding Request Number (FRN) Line Items

Provide a reason for cancelling the FRN Line Item(s) in the **Cancellation Reason** field. This field is limited to 4000 characters.

Please note that if funding has been disbursed for the FRN, you are not permitted to the cancel that FRN. You may reduce the remaining commitment amount, but the cancellation request will not be processed for that FRN.

In the grid, click on the **FRN Line Item Number** links to view the records in a new tab. Return to the grid to cancel the funding. Select the checkbox for the FRN Line Item(s) you would like to cancel.

☐ Change Invoicing Method  
☐ Change Service Provider  
☐ Change Service Start Date and/or Service End Date  
☒ **Cancel Funding Request Number (FRN) Line Items**  
☐ Site and/or Service Substitution  
☐ Modify Funding Commitment Amount for FRN Line Items

### Cancel Funding Request Number (FRN) Line Items

**Cancellation Reason \***

0/4000

**Please upload supporting documentation**

Drop files here

**Select the FRN Line Items you would like to cancel \***

Click on the FRN Line Item Number links to open the records in a new tab.

<input type="checkbox"/>	FRN Line Item Number	Type of Equipment or Service	Service Provider Name	SPIN	M Pr Cc
<input type="checkbox"/>	<a href="#">CBR9900000001.001</a>	Firewall as a Service (FWaaS) or similar	Example Service Provider	143000000	\$C

0 selected

Figure 20 | In the **Cancel Funding Request Number (FRN) Line Items** section, provide a cancellation reason, upload supporting documentation, and select the FRN Line Item(s) you would like to cancel.

### *Site and/or Service Substitution*

If you are requesting a **site substitution**, note that these requests are available only in very limited circumstances. Review the information provided and confirm that your request satisfies these requirements:

Site substitutions for school districts and library systems are permitted during the three-year Pilot period, but **only** in limited circumstances, such as where there is a merger or closure that would result in a site swap (i.e., switching out a closed location with a new location) or the removal of a site location.

If you are requesting a **site and/or service substitution**, review the information provided and confirm that your request satisfies these requirements:

Participants must meet the following requirements to request a site and/or service substitution:

- For service/equipment substitutions, the substitution has the same functionality as the approved service/equipment.
- The substitution is permitted by the contract, within the change clause, or constitutes a minor modification;
- The substitution does not violate any contract provision or local, state, or Tribal procurement laws;
- Support is restricted to eligible site and service substitutions that do not increase the total amount of funding beyond the applicable funding commitment;
- The substitution does not result in an increase in the percentage of ineligible services or equipment; and
- The substitution is consistent with the Pilot FCC Form 470 posting and the corresponding Request for Proposal(s) (RFP), if any.

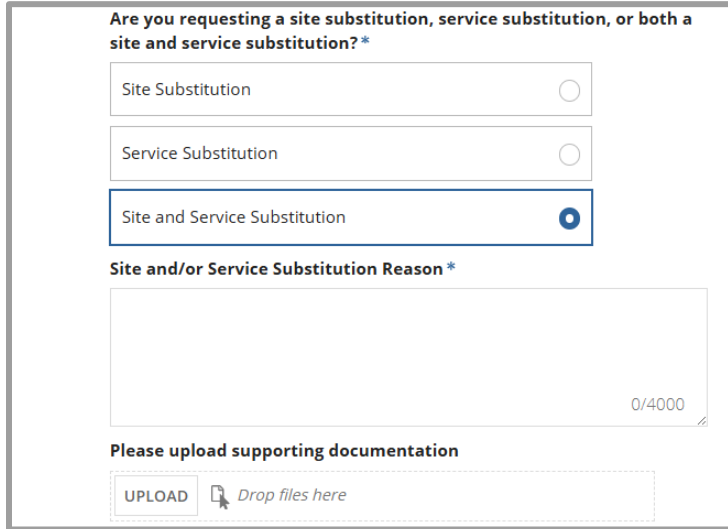
Select one from the following options:

- ☐ Site Substitution
- ☐ Service Substitution
- ☐ Site and Service Substitution

In the **Site and/or Service Substitution Reason** field, explain why you would like to request a substitution. This field is limited to 4000 characters.

Upload supporting documentation where applicable. In instances where several line items require various modifications (e.g., changes in quantities, unit costs, speeds, and model numbers), attach a spreadsheet showing which items are being added, removed and modified. See *Figure 22*.

If your request includes a **service substitution**, select a row from the grid to edit the FRN Line Item. In the **Service Details** grid, review the **Current Make** and **Current Model**. Enter the **New Make** and **New Model**. See *Figure 23*.



Are you requesting a site substitution, service substitution, or both a site and service substitution?\*

Site Substitution ☐

Service Substitution ☐

Site and Service Substitution ☒

Site and/or Service Substitution Reason \*

0/4000

Please upload supporting documentation


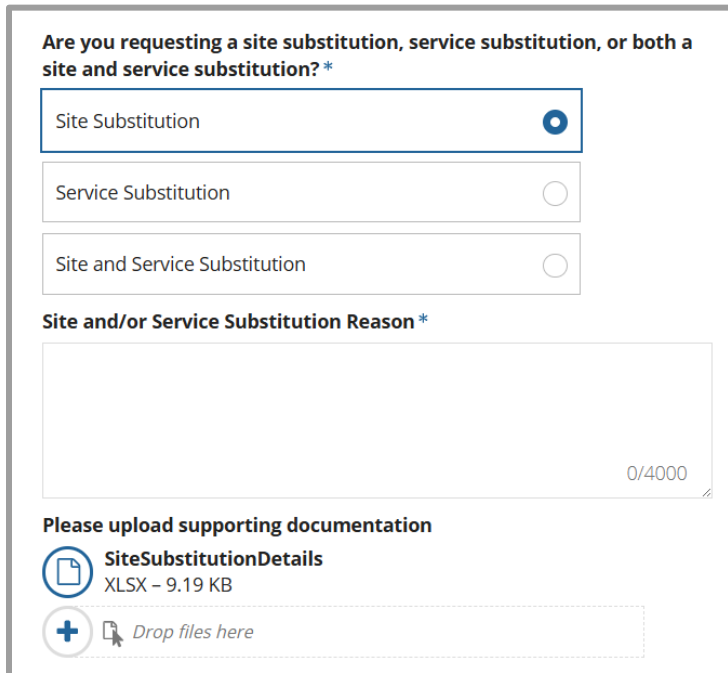
UPLOAD  Drop files here

Figure 21 | In the **Site and/or Service Substitution** section, select **Site Substitution**, **Service Substitution**, or **Site and Service Substitution**. Provide a reason for the site and/or service substitution. Upload supporting documentation.



Are you requesting a site substitution, service substitution, or both a site and service substitution?\*

Site Substitution ☒


Service Substitution ☐

Site and Service Substitution ☐

Site and/or Service Substitution Reason \*

0/4000

Please upload supporting documentation

 **SiteSubstitutionDetails**  
XLSX – 9.19 KB



  Drop files here

Figure 22 | If your request includes a site substitution, upload a spreadsheet showing which site(s) are being added or removed.

**Select a row in the grid below to edit the FRN Line Items \***

Click on the FRN Line Item Number links to open the record in a new tab.

<input checked="" type="checkbox"/> FRN Line Item Number	Service Provider Name	Type of Equipment or Service	Make	Model
<input checked="" type="checkbox"/> <a href="#">CBR9900000001.001</a>	Example Service Provider	Firewall as a Service (FWaaS) or similar	200	333

**Selected FRN Line Items**

**Service Details**

FRN Line Item#	Current Make	Current Model	New Make	New Model
CBR9900000001.001	200	333		

Figure 23 | If your request includes a service substitution: 1. Select a row from the grid to edit the FRN line item. 2. In the Service Details grid, enter the New Make and New Model.

### Modify Funding Commitment Amount for FRN Line Items

Provide a reason for the FRN Line Item funding commitment amount modification in the **Modification Reason** field. This field is limited to 4000 characters. Please note that committed funding amounts may not be increased through the Pilot FCC Form 488.

In the grid, click on the **FRN Line Item Number** links to open the records in a new tab and view the current committed funding amounts. Return to the grid and select one or more checkboxes for each line item to be modified.

In the **Selected FRN Line Items** section that appears directly below, click on a line item to display the **Cost Calculation** grid and begin editing.

The Cost Calculation grid will be populated with the committed funding values from the approved Pilot FCC Form 471. Refer to the [Pilot FCC Form 471 User Guide](#) for descriptions of each Cost Calculation field. Edit any fields for which you are requesting a modification, then click **Save Changes**. You must save changes for each selected FRN Line Item before continuing.

☐ Change Invoicing Method  
☐ Change Service Provider  
☐ Change Service Start Date and/or Service End Date  
☐ Cancel Funding Request Number (FRN) Line Items  
☐ Site and/or Service Substitution

**Modify Funding Commitment Amount for FRN Line Items**

➔

### Modify Funding Commitment Amount for FRN Line Items

**Modification Reason \***

0/4000

**Please upload supporting documentation**

UPLOAD

Drop files here

**Select a row in the grid below to modify the FRN Line Items \***

Click on the FRN Line Item Number links to open the records in a new tab. Please note that committed funding amounts may not be increased through the Pilot FCC Form 488.

<input type="checkbox"/>	FRN Line Item Number	Type of Equipment or Service	Total Pre-Discount Eligible Line Item Cost
<input type="checkbox"/>	<a href="#">CBR9900000001.001</a>	Firewall as a Service (FWaaS) or similar	\$250.00

Figure 24 | In the **Modify Funding Commitment Amount for FRN Line Items** section, provide a modification reason. Upload supporting documentation. Select a row in the grid to modify the FRN Line Item(s).

FRN Line Item #CBR9900000001.001

### Cost Calculation

Monthly Product/Service Costs		One-Time Product/Service Costs	
Monthly Tax Cost	\$0.00	One-Time Tax Cost	\$250.00
Monthly Installation/Activation/Configuration Cost	\$0.00	One-Time Installation/Activation/Configuration Cost	\$0.00
Monthly Product/Service Cost	\$0.00	One-Time Product/Service Cost	\$0.00
Monthly Ineligible Costs	\$0.00	One-Time Ineligible Costs	\$0.00
Monthly Eligible Costs	\$0.00	One-Time Eligible Costs	\$250.00
Months of Service	36	Quantity	1
Quantity	0	Total Eligible One-time Costs	\$250.00
Total Eligible Monthly Costs	\$0.00		

Product/Service Summary	
Total Eligible Monthly Costs	\$0.00
Total Eligible One-Time Costs	\$250.00
Total Pre-Discount Eligible Line Item Cost	\$250.00

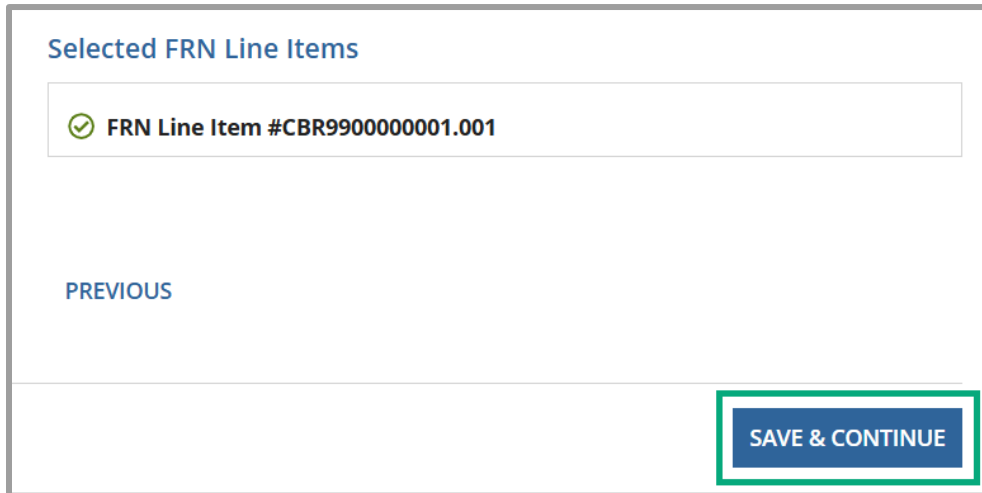
CANCEL
DISCARD CHANGES
SAVE CHANGES

Figure 25 | In the **Cost Calculation** grid, edit any fields for which you are requesting a modification, then select **Save Changes**.



## Review

After completing the Request Details page for all selected change types, select the **Save & Continue** button to advance to the Review page to certify the accuracy of the information entered. See Figure 26.



Selected FRN Line Items

✓ FRN Line Item #CBR9900000001.001

PREVIOUS

SAVE & CONTINUE

Figure 26 | After completing all sections of the Request Details page, **Save & Continue** to advance to the Review page.

To review the form:

1. Click the form link to open the Pilot FCC Form 488 record in a new tab for review.
2. The options on the Review page depend on whether you have been given partial or a full-rights user permissions.

### Review as a Partial Rights User

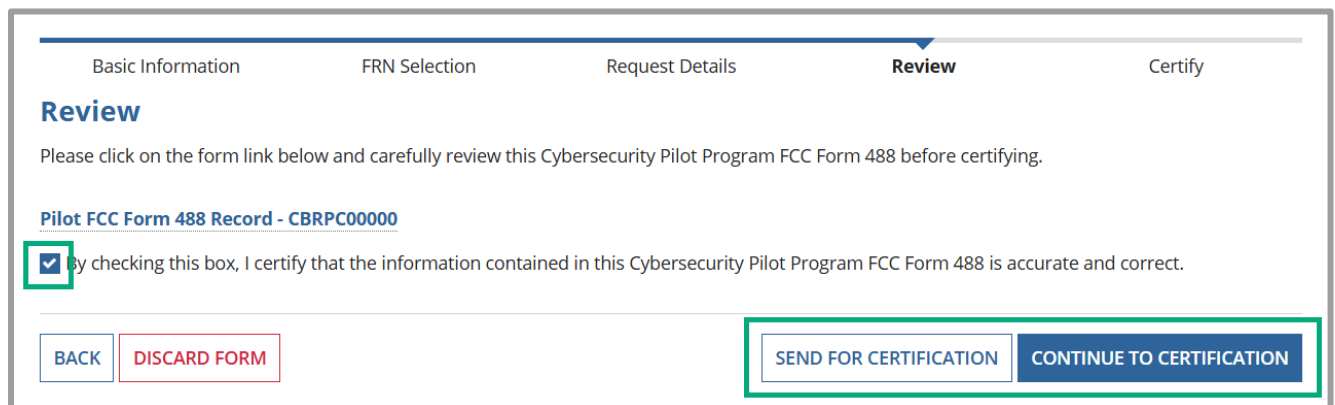
As a partial rights user, you do not have permission to certify the Pilot FCC Form 488 and will need to send it to a full rights user for certification. To send the form to a full rights user, click **Send for Certification**. When the system notifies you that your form will be sent to the full rights user(s) in your organization and asks if you wish to proceed, select Yes to send the form for certification. The form will disappear from your tasks list and you will not be able to re-open or revise the form unless a full-rights user reassigns the form to you for further editing.

### Review as a Full Rights User

If you are a full rights user that has received a Pilot FCC Form 488 for certification, navigate to the **My Pending Tasks** tab in the Cybersecurity Pilot Program Portal to find Pilot FCC Forms 488 that have been sent to you for certification.

Full rights users that receive a Pilot FCC Form 488 from a partial rights user and full rights users that are completing the form themselves have two options depending on whether they are the full rights user that will be certifying the form or will be sending it to another full rights user for certification. On the **Review** page:

1. If you will be sending the form to another full rights user for certification: Select **Send for Certification** to send the form to another full rights user(s) in your organization. When the system notifies you that your form will be sent to the full rights user(s) in your organization and asks if you wish to proceed, select **Yes** to send the form for certification. If you choose this option, the form will disappear from your tasks list and you will not be able to re-open or revise the form unless a full-rights user reassigns the form to you for further editing.
2. If you are the full rights user that will be certifying the form: Check the box to certify that the information in the Pilot FCC Form 488 Record is accurate and correct. Select **Continue to Certification** to continue to the **Certify** page.



Basic Information      FRN Selection      Request Details      **Review**      Certify

### Review

Please click on the form link below and carefully review this Cybersecurity Pilot Program FCC Form 488 before certifying.

[Pilot FCC Form 488 Record - CBRPC00000](#)

☒ By checking this box, I certify that the information contained in this Cybersecurity Pilot Program FCC Form 488 is accurate and correct.

[BACK](#)
[DISCARD FORM](#)
[SEND FOR CERTIFICATION](#)
[CONTINUE TO CERTIFICATION](#)

Figure 27 | Check the box to confirm that the information contained in your Pilot FCC Form 488 is accurate and correct, then **Send for Certification** or **Continue to Certification**.

## Certify

Carefully read the certification text. Check each box to confirm that you understand and will comply/have complied with the certification.

### Billed Entity Certifications & Signature

#### I certify under oath that

- ☒ I am authorized to submit this form on behalf of the above-named participant or service provider and that based on information known to me or provided to me by employees responsible for the data being submitted, I hereby certify that the data set forth in the application has been examined and is true, accurate, and complete. I acknowledge that any false statement on this application or on any other documents submitted by this participant or service provider can be punished by fine or forfeiture under the Communications Act (47 U.S.C. §§ 502, 503(b)), or fine or imprisonment under Title 18 of the United States Code (18 U.S.C. § 1001), or can lead to liability under the False Claims Act (31 U.S.C. §§ 3729-3733).
- ☒ In addition to the foregoing, this participant or service provider is in compliance with the rules and orders governing the Schools and Libraries Cybersecurity Pilot Program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of funding, cancellation of funding commitments, and/or recoupment of past disbursements. I acknowledge that failure to comply with the rules and orders governing the Schools and Libraries Cybersecurity Pilot Program could result in civil or criminal prosecution by law enforcement authorities.
- ☒ By signing this form, I certify that the information contained in this form is true, complete, and accurate, and the projected expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise (U.S. Code Title 18, §§ 1001, 286-287 and 1341, and Title 31, §§ 3729-3730 and 3801-3812).

Figure 28 | On the **Certify** page, in the **Billed Entity Certifications and Signature** section, check each checkbox to confirm that you understand and will comply/have complied with each certification.

After completing each certification section, click **Certify & Submit**. This action is equivalent to providing your electronic signature. When the system asks if you are ready to certify your Pilot FCC Form 488, select **Yes** to certify and submit.

When you select **Yes** in response to the confirmation message, the form will be certified and will be submitted to USAC. The form will disappear from your tasks list and you will not be able to re-open or revise the form after it has been certified.

### *Certifications*

Certification text follows for your reference.

I certify under oath that:

- I am authorized to submit this form on behalf of the above-named participant or service provider and that based on information known to me or provided to me by employees responsible for the data being submitted, I hereby certify that the data set forth in the application has been examined and is true, accurate, and complete. I acknowledge that any false statement on this application or on any other documents submitted by this participant or service provider can be punished by fine or forfeiture under the Communications Act (47 U.S.C. §§ 502, 503(b)), or fine or imprisonment under Title 18 of the United States Code (18 U.S.C. § 1001), or can lead to liability under the False Claims Act (31 U.S.C. §§ 3729-3733).
- In addition to the foregoing, this participant or service provider is in compliance with the rules and orders governing the Schools and Libraries Cybersecurity Pilot Program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of funding, cancellation of funding commitments, and/or recoupment of past disbursements. I acknowledge that failure to comply with the rules and orders governing the Schools and Libraries Cybersecurity Pilot Program could result in civil or criminal prosecution by law enforcement authorities.
- By signing this form, I certify that the information contained in this form is true, complete, and accurate, and the projected expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims, or otherwise (U.S. Code Title 18, §§ 1001, 286-287 and 1341, and Title 31, §§ 3729-3730 and 3801-3812).

## After Certifying and Submitting

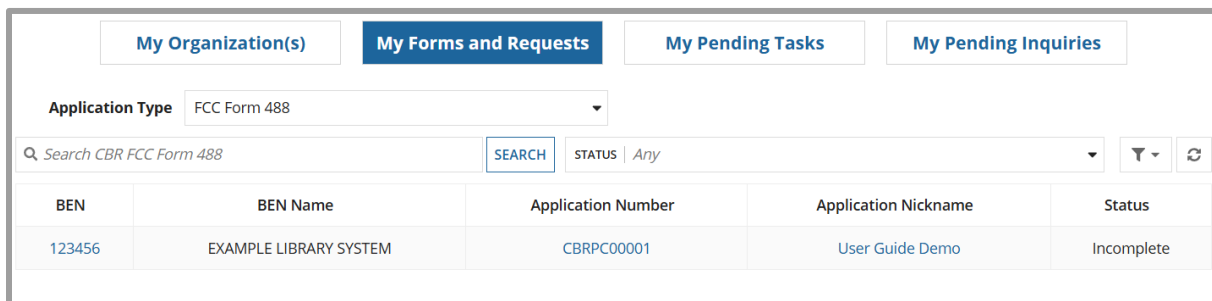
After you have certified your Pilot FCC Form 488 and it is received by USAC, it is considered submitted and all users with full, partial, or view-only access rights to the form will receive a certification acknowledgement email. This notification confirms that the form has been certified and submitted.

### Check Form Status

Once a Pilot FCC Form 488 has been submitted, you can view the form record in the Cybersecurity Pilot Program Portal:

1. From the CBR Dashboard, navigate to the **My Forms and Requests** tab.
2. From the **Application Type** dropdown, select **FCC Form 488**.

In the grid, each Pilot FCC Form 488 is represented as a row. In the **Status** column, a form may be **Incomplete**, **Certified**, **In Review**, **Committed**, or **Canceled**. To navigate this grid, you can search, filter by status, or click any column heading to sort by that field in ascending or descending order.



BEN	BEN Name	Application Number	Application Nickname	Status
123456	EXAMPLE LIBRARY SYSTEM	CBRPC00001	User Guide Demo	Incomplete

Figure 29 | Select **FCC Form 488** from the **Application Type** dropdown to check form status in the **My Forms and Requests** tab of the CBR Dashboard.

### Respond to Inquiries

To ensure compliance with the FCC's rules, the Pilot FCC Form 488 will be subject to USAC review. Pilot participants can expect USAC to reach out to the contact(s) listed on the Pilot FCC Form 488 to inquire about information provided on the form and/or to request additional supporting documentation. You have 7 calendar days to respond to questions from USAC reviewers.

To respond to inquiries through the Cybersecurity Pilot Program Portal, navigate to the **My Pending Inquiries** tab.

Select **Respond to Inquiry** in the last column of any row to view and respond to that inquiry. Enter a response in the **Note** field. Select **Upload** to add attachment(s). Select **Submit** to send your response.

## Form Assistance

If you have any questions about the Pilot FCC Form 488, please contact the USAC Customer Service Center (CSC) at (888) 203-8100 between 8 a.m. and 8 p.m. E.T., Monday through Friday.

You can also create a customer service case in EPC via the **Contact Us** link on your EPC landing page. On the customer service case form, select the topic **Cybersecurity Pilot**.

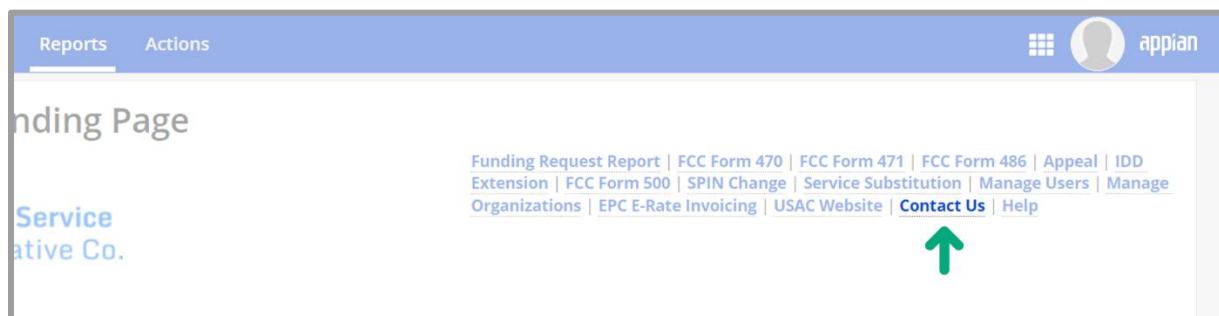


Figure 30 | Click **Contact Us** on your EPC landing page to create a customer service case.