

# Schools and Libraries (E-rate) Program

## FCC Form 470 Search User Guide

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# SCHOOLS AND LIBRARIES (E-RATE) PROGRAM

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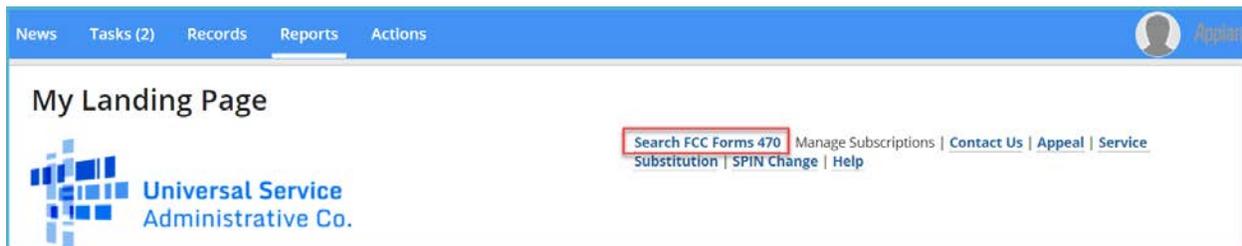
**Last Modified:** April 2018

## How to Search for FCC Forms 470 in EPC

Any user with an E-rate Productivity Center (EPC) account can search for and view certified FCC Forms 470 using a number of different criteria. Criteria include, for example, funding year, service type(s), state, or zip code.

### Service Providers

Log in to EPC. Service provider users will see **Search FCC Forms 470** in the top right-hand menu of their landing page and can click this link to access the search function.



### All Other Users

Log in to EPC, click the **Actions** tab, and select **Search and Export Certified FCC Forms 470**.

## Search and Export Certified FCC Forms 470

1. Enter the search criteria:
  - Funding Year
  - Date Posted Online\*
  - Service Type(s)
  - Applicant Type\*
  - Zip Code
  - State\*

*\*mandatory field*

2. Click **Continue**.

- The search results display the date posted, applicant name, form number, category of service, service type, function, and a column indicating whether a request for proposal (RFP) or RFP document is associated with the form.

SAVE DRAFT

### Search for FCC Forms 470

Clicking the FCC Form 470 link will open the page in a new tab.

Date Posted	Applicant Name	FCC Form 470	Service Category	Service Type	Service Function	RFP
1/11/2018	SCHOOL	1800	Category 1	Internet Access and/or Telecommunications	Cellular Voice	No
1/11/2018	SCHOOL	1800	Category 1	Internet Access and/or Telecommunications	Internet Access: ISP Service Only	No
1/11/2018	SCHOOL	1800	Category 1	Internet Access and/or Telecommunications	Voice Service (Analog, Digital, Interconnected VOIP, etc.)	No
1/8/2018		1800	Category 2	Internal Connections	Switches	No
1/8/2018		1800	Category 2	Basic Maintenance of Internal Connections	Switches	No

5 items

CLOSE PREVIOUS EXPORT SEARCH RESULTS

## View the Applicant Information

Information about the applicant is available by clicking the link in the column, **Applicant Name**. This provides additional information about the applicant such as contact information. If you would like to keep your search results open while browsing various forms, right click on the applicant name and select **Open in New Tab**.

## View the Form and RFP Documents

Click the form number to open the FCC Form 470 record.

This view provides you with all of the information provided by the applicant for the FCC Form 470. If the applicant provided an RFP or other supporting documents, you can also view those documents in the **Services Requested** section of the form. To do so, click on the **View RFP Documents** link.

**Services Requested**

**Category 1: Internet Access and/or Telecommunications**

Type	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Installation and Initial Configuration?	Maintenance Indicator	Associated RFP
Internet Access and/or Telecommunications	Internet Access & Transport Bundled	11	1	Circuits	500 Mbps	1 Gbps	Yes	Yes	<a href="#">View RFP Documents</a>
Internet Access and/or Telecommunications	Internet Access: ISP Service Only	11			500 Mbps	1 Gbps	Yes	Yes	<a href="#">View RFP Documents</a>
Internet Access and/or Telecommunications	Leased Lit Fiber	11	1	Circuits	500 Mbps	1 Gbps	Yes	Yes	<a href="#">View RFP Documents</a>

**Category One Narrative**  
 DISQUALIFICATION FACTOR: All Questions and Bids must be submitted via the online system at www. .com/rfp  
 INTERNET ACCESS DISQUALIFICATION FACTOR: Any and all installation charges must be identified on your bid. If you submit a bid indicating that installation charges may apply without listing those charges, we will consider your bid incomplete and disqualify your bid.

There are no Services Requested For Category 2

**Service Request RFP Documents** ←

The **Service Request RFP Documents** section will appear below the **Services Requested** section with a list of the RFP documents.

Click on the link for the document you would like to view.

## Exporting Search Results

To view your search results again, click the **Search FCC Forms** on your landing page and re-enter your search criteria. If you opened the FCC Forms 470 in different tabs, you can return to the original tab in your browser.

1. To export the search results, click the **Export to Excel** button at the bottom right of the search results page.

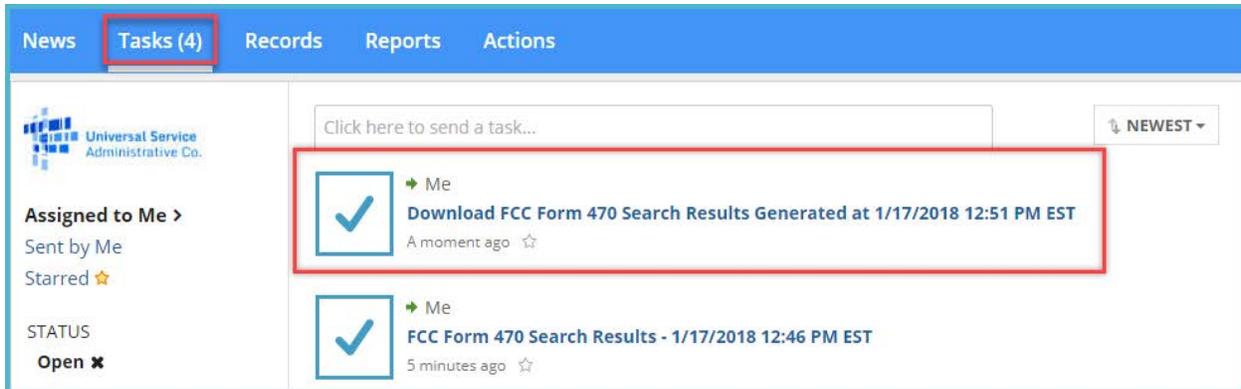
**Search for FCC Forms 470**  
 Clicking the FCC Form 470 link will open the page in a new tab.

Date Posted	Applicant Name	FCC Form 470	Service Category	Service Type	Service Function	RFP
7/3/2017	School District	180000035	Category 1	Internet Access and/or Telecommunications	Voice Service (Analog, Digital, Interconnected VOIP, etc)	No
7/3/2017	School District	180000035	Category 1	Internet Access and/or Telecommunications	Internet Access and Transport Bundled	Yes
7/3/2017	School District	180000035	Category 1	Internet Access and/or Telecommunications	Self-provisioning	Yes
7/3/2017	School District	180000035	Category 2	Internal Connections	Router	Yes
7/3/2017	School District	180000035	Category 2	Basic Maintenance of Internal Connections	Router	Yes
7/3/2017	School District	180000035	Category 2	Internal Connections	Switches	Yes

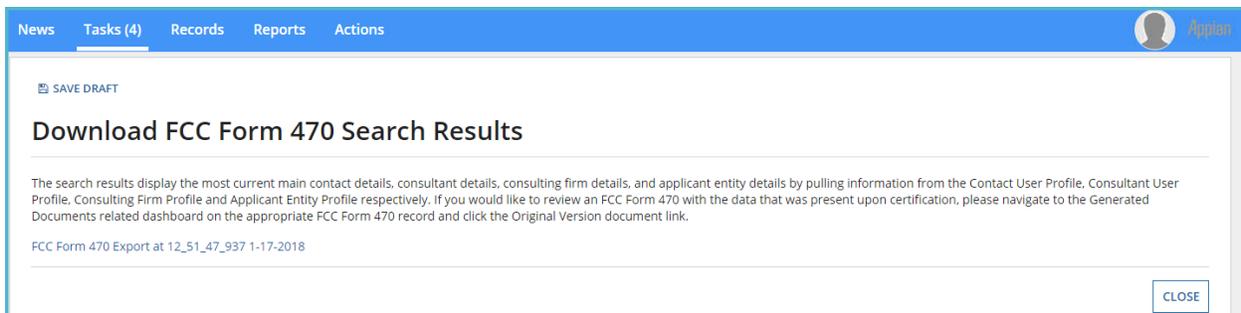
6 items

CLOSE PREVIOUS **EXPORT SEARCH RESULTS**

2. To view the exported results, select **Tasks** on the main menu. The export will be available as a download link on your **Tasks** list.



3. Click the link to the task.
4. A page with a link to a ZIP file opens.



5. Click the link to download a ZIP file that contains four Excel spreadsheets with form and organization data. The file contains:
  - Consortia information;
  - Consulting information;
  - FCC Form 470 information; and
  - Organization information.

Name	Type	Compressed size
Consortia Information Export at 12_51_39_505 1-17-2018	Microsoft Excel Comma Separated Values File	1 KB
Consulting Information CSV Export at 12_51_43_818 1-17-2018	Microsoft Excel Comma Separated Values File	1 KB
FCC Form 470 CSV Export at 12_51_45_878 1-17-2018	Microsoft Excel Comma Separated Values File	1 KB
Organization Information Export at 12_51_41_759 1-17-2018	Microsoft Excel Comma Separated Values File	1 KB

**NOTE:** If you do not have an application on your computer to open a ZIP file, see your system administrator for additional help.

- The file “FCC Form 470 CSV Export at...” is the main data file. This file contains the bulk of the FCC Form 470 data. The file lists a single service request per row, and each row contains the FCC Form 470 number. All of the files also contain the FCC Form 470 number on each row, so that you can tie the data together.

- The file “Consortia Information Export...” contains information about the billed entities that are listed on consortia FCC Forms 470.
- The file “Consulting Information...” includes information about any consulting firm associated with the FCC Forms 470.
- The file “Organization Information...” includes further details about the applicants that filed the FCC Forms 470.

**NOTE:** The search results display the most current main contact details for both the applicant and the consulting firm(s). To view the data that was present when the form was certified, navigate to the **Records** tab on the main menu, select **FCC Forms 470**, search the form, then select **Generated Documents** from the form menu. From there, you can view a PDF version of the original FCC Form 470.

The screenshot shows a web interface for 'Records / FCC Forms 470'. The main heading is 'Form 470 - #180000341'. Below the heading are four tabs: 'Summary', 'Generated Documents' (which is selected and highlighted in blue), 'News', and 'Related Actions'. Under the 'Generated Documents' tab, there is a section titled 'Generated FCC Forms 470' containing a table with two columns: 'FCC Form 470 Version' and 'Upload Date'. The table has one row with the values 'Original Version' and '12/14/17 9:02 AM'.

FCC Form 470 Version	Upload Date
Original Version	12/14/17 9:02 AM

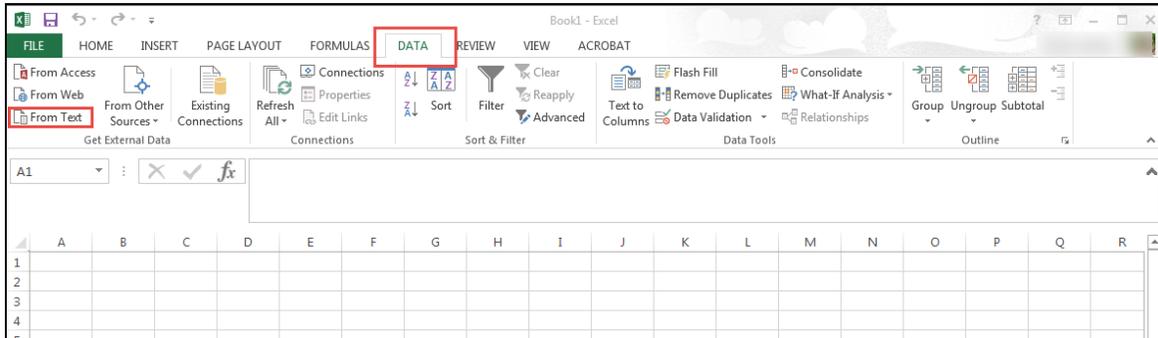
## Opening the Exported Results

You will need to use Excel or another spreadsheet application to view the exported results.

1. Open Excel or your spreadsheet application.
2. Open a blank worksheet.
3. In Excel, select the **Data** tab.

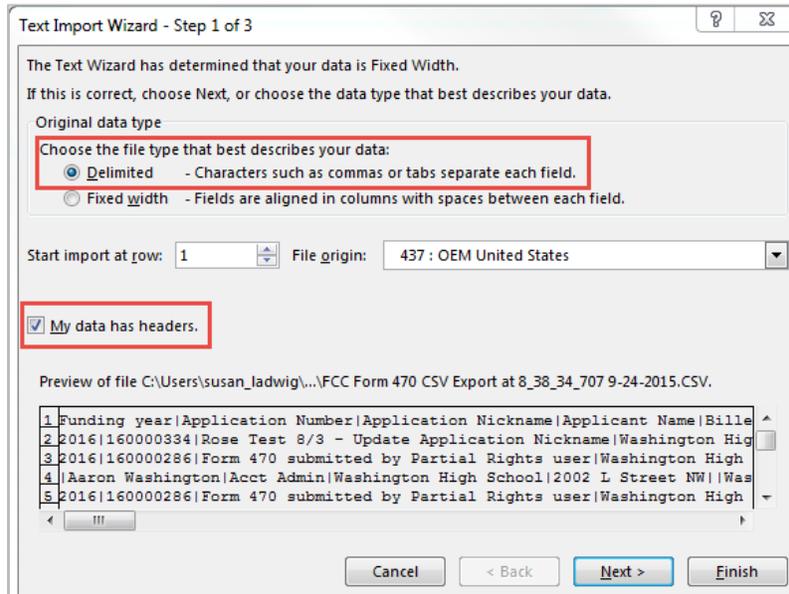
**NOTE:** For another spreadsheet application, follow the application instructions to import a pipe-delimited text file.

4. Select **From Text**.



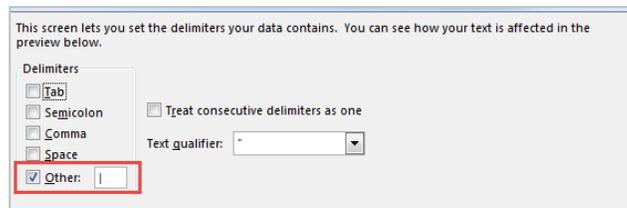
Navigate to the CSV file you want to open and click **Import**. Select **Delimited** for the file type.

5. Click the checkbox next to **My data has headers**.

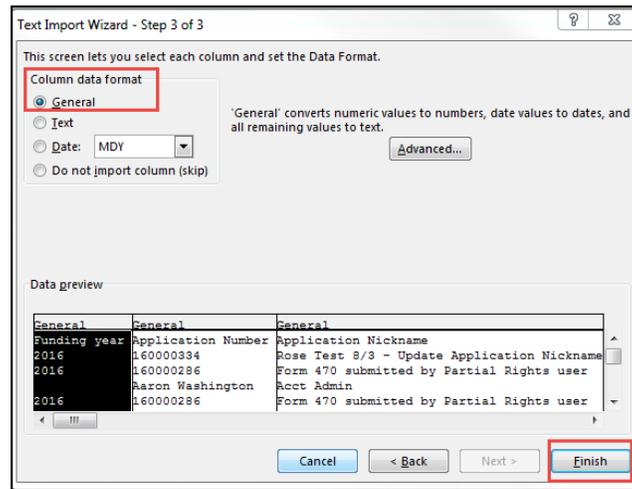


6. Click **Next**.

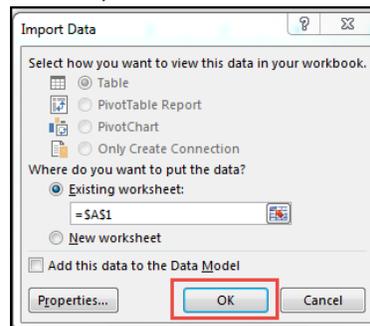
7. Under Delimiters, check **Other** and enter the | character. (If you do not have the | character on your keyboard, you can find and copy the | character by going to the **Insert** menu in Word or Excel and choosing **Symbol**.)



- Click **Next**.
- Leave the column data format at the default (General). Click **Finish**.



- In the **Import Data** pop-up window, click **OK**.



The spreadsheet opens with the data from the exported file.