

Schools and Libraries (E-rate) Program FCC Form 470 Search User Guide

TABLE OF CONTENTS

How to Search for FCC Forms 470 in EPC	. 3
Service Providers	. 3
All Other Users	.3
Search and Export Certified FCC Forms 470	. 3
View the Applicant Information	.4
View the Form and RFP Documents	.4
Exporting Search Results	.5
Opening the Exported Results	.7

SCHOOLS AND LIBRARIES (E-RATE) PROGRAM

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.

3. 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.

	Form 470 link will open the page i	n a new tab.				
Date Posted 1	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	Inspire State Constants, 12	1800	Category 2	Internal Connections	Switches	No
1/8/2018		18001	Category 2	Basic Maintenance of Internal Connections	Switches	No

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.

cegory in internet Access	s and/or Telecommunication	s							
уре	Function	Number Entities	Quantity	Unit	Min Capacity	Max Capacity	Installation and Initial Configuration?	Maintenance Indicator	Associate d RFP
nternet Access and/or elecommunications	Internet Access & Transport Bundled	11	1	Circuits	500 Mbps	1 Gbps	Yes	Yes	View RFP Documents
nternet Access and/or elecommunications	Internet Access: ISP Service Only	11			500 Mbps	1 Gbps	Yes	Yes	View RFP Documents
nternet Access and/or	1	44	1	Circuito	E00 Mbos	1 Chos	Ves	Vec	View RFP
elecommunications	Leased Lit Fiber		1	Circuits	500 Mbps	Toops	Tes	Tes	Document
elecommunications tegory One Narrative SQUALIFICATION FACTOR: TERNET ACCESS DISQUALI ing those charges, we will ere are no Services Reque	Leased Lit Hiber All Questions and Bids must b FICATION FACTOR: Any and all consider your bid incomplete sted For Category 2	e submitted via t installation char and disqualify yo	the online ges must be id our bid.	system at entified on	www. your bid. If y	.com/r ou submit a t	fp id indicating that installatio	on charges may ap	Document

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.

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

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.

News Tasks (4)	Records Reports Actions	
Universal Service	Click here to send a task	1. NEWEST -
Assigned to Me > Sent by Me		
Starred ☆	► Me	-
STATUS Open X	FCC Form 470 Search Results - 1/17/2018 12:46 PM EST 5 minutes ago 分	

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

News	Tasks (4)	Records	Reports	Actions	🔹 🗶 Appian
🖺 SA	VE DRAFT				
Do	wnload	FCC Fo	orm 47	0 Search Results	
The se Profile Docun	arch results dis , Consulting Firr nents related da	play the most c n Profile and A ishboard on the	urrent main co pplicant Entity e appropriate F	ntact details, consultant details, consulting firm details, and applicant entity details by pulling information from the Contact User Profile. Con Profile respectively. If you would like to review an FCC Form 470 with the data that was present upon certification, please navigate to the Ger FCC Form 470 record and click the Original Version document link.	sultant User herated
FCC Fo	orm 470 Export	at 12_51_47_93	7 1-17-2018		
					CLOSE

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

Records / FCC Forms 470 Form 470 - #180000341	
Summary Generated Documents News Related Actions	
Generated FCC Forms 470	
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.

🗱 🖬 S · C · 📼		Book1 - Excel	? 🖂 – 🗆 🗙
FILE HOME INSERT PAGE LAYOUT	FORMULAS DATA REVIEW VIEW	ACROBAT	
∎ From Access ↓ From Web From Other ↓ From Text Existing Connections Refresh All ~	© Connections 2↓ ZA2 Properties B Edit Links Z↓ Sort Filter 7 Adv	ar Erst to Columns S Data Validation - Consolidate	Group Ungroup Subtotal
Get External Data	Connections Sort & Filter	Data Tools	Outline 🕞 🔨
A1 • : $\times \checkmark f_x$			~
A B C D	E F G H	I J K L M N	O P Q R
1			
2			
3			
5			

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**.

Text Import Wizard - Step 1 of 3	ନ୍ତ	23
The Text Wizard has determined that your data is Fixed Width.		
If this is correct, choose Next, or choose the data type that best describes your data.		
Original data type		
Choose the file type that best describes your data:		
Tixed width - Heids are anglied in coldnins with spaces between each field.		
Start import at row: 1 File origin: 437 : OEM United States		•
✓ My data has headers.		
Preview of file C:\Users\susan_ladwig\\FCC Form 470 CSV Export at 8_38_34_707 9-24-2015.CS	iV.	
1 Funding year Application Number Application Nickname Applicant Name 2 2016 160000334 Rose Test 8/3 - Update Application Nickname Washingt 3 2016 160000286 Form 470 submitted by Partial Rights user Washington 4 Aaron Washington Acct Admin Washington High School 2002 L Street N 5 2016 160000286 Form 470 submitted by Partial Rights user Washington	Bill on Hi High W Wa High	.e ^ .g
<		•
Cancel < Back Next >	<u>F</u> in	ish

- 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**.)

This screen lets you s preview below.	et the delimiters your data contains. You can see how your text is affected in the
Delimiters	
Tab	
Se <u>m</u> icolon	Treat consecutive delimiters as one
Comma 📃	Text auxilian
Space	
☑ <u>O</u> ther:	
	•

8. Click Next.

9. Leave the column data format at the default (General). Click Finish.



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

Import Data				
Select how you want to view this data in your workbook.				
📰 🔘 Table				
🗊 🔘 PivotTable Report				
📑 💿 PivotChart				
📄 🔘 Only Create Connection				
Where do you want to put the data?				
Existing worksheet:				
= \$A\$1				
Mew worksheet				
Add this data to the Data Model				
Properties OK Cancel				

The spreadsheet opens with the data from the exported file.