

This table provides details about where to complete the steps of the invoicing process on the EPC invoicing page. Many of these paths are completed using the My Organization, My Forms and Requests, and My Pending Tasks tabs. For more details on these steps, refer to the training module location provided.

EPC Invoicing Dashboard Tab		Alternative Path	eLM Location
SUBMITTING	Submit the BEAR/472 FY16 or later	My Organization tab > Locate Billed Entity Number (BEN) > Click File FCC Form 472/BEAR	Applicant Course 1 > Module 2
	Submit the SPI/474	My Organization tab > Locate SPIN number > Click File FCC Form 474/SPI	SP Course 1 > Module 2
	Submit deadline extension requests	My Organization tab > Locate BEN number > Click ... dropdown > Click Invoice Deadline Date Extension Request	Applicant Course 2 > Module 2 2 SP Course 3 > Module 2
	View/Change Access	Log into EPC > Click Manage User > Check appropriate BEN > Click option below	Applicant /SP Course 1 > Module 2 2 SP Course 1 > Module 2
	Certify a pending BEAR/472/474	My Forms and Requests tab > Locate BEN number > Click FCC Form 472 number > Click CERTIFY	Applicant Course 1 > Module 2 2 SP Course 1 > Module 2
REVIEWING	Respond to outreach	My Forms and Requests tab > Locate BEN number > Click FCC Form 472 number > Related Action tab	Applicant Course 2 > Module 2 2 SP Course 3 > Module 2
	See actions needed for invoice	My Forms and Requests tab > Locate BEN number > Click the FCC Form 472 number > Invoice Line-Item tab	Applicant Course 2 > Module 2 2 SP Course 3 > Module 2
	View Status of a Line	My Forms and Requests tab > Locate BEN number > Click FCC Form 472 number > Invoice Line-Item tab	Applicant Course 2 > Module 2 2 SP Course 3 > Module 2
	See what has not been certified	My Forms and Requests tab > Locate BEN number > Click FCC Form 472 number > Invoice Line-Item tab	Applicant Course 2 > Module 2 2 SP Course 3 > Module 2
PAYMENT	View Amount Disbursed	My Forms and Requests tab > Locate BEN number > Click FCC Form 472 number > Invoice Line-Item tab	FRN Status Tool > Click Funding Request Number dropdown > Enter FRN > View Disbursed column
	View Reason for Reduction/Denial	My Forms and Requests tab > Locate BEN number > Click FCC Form 472 number > Invoice Line-Item tab	Applicant Course 2 > Module 2 2 SP Course 3 > Module 2
	Appeal an Invoice	My Organization tab > Locate BEN number > Click ... dropdown > Click Create Appeal	Applicant Course 2 > Module 2 2 SP Course 3 > Module 2
OTHER	Submit a Customer Case with a Question/Concern	My Organization tab > Locate BEN number > Click Create a Customer Service Case	My Forms and Requests tab > Locate BEN number > Click Create a Customer Service Case
	Cancel a Pending Invoice	My Organization tab > Locate BEN number > Click Create a Customer Service Case	My Forms and Requests tab > Locate BEN number > Click Create Customer Service Case
	View Remittance Statements	Log into EPC > View News tab > Remittance statement	Applicant Course 2 > Module 2 2 SP Course 3 > Module 2
	View remaining balance of funds available for C2	My Forms and Requests tab > Locate BEN number > Click Category Two Budget > See Category Two Budget Information > Remaining Budget	FRN Status Tool > Click Funding Request Number dropdown > Enter FRN > Subtract column AQ from AA