

Prepare to Invoice E-Rate

File Forms



Beginning in August 2026, all program participants requesting reimbursement must have an active SAM.gov Unique Entity Identifier (UEI) on their FCC Form 498 AND a valid bank account associated with their UEI. **Service providers MUST file a SPAC for disbursements to occur.** Applicants should verify a SPAC has been filed.

To receive FCC Form 474 (BEAR) disbursements, applicants must:

- Use the invoicing mode selected on their FCC Form 471 or changed invoicing mode (FCC Form 500)
- Receive a Funding Commitment Decision Letter (FCDL) or a have a Revised Funding Commitment Decision Letter (RFCDL)
- File an FCC Form 486 to certify service start and compliance with the Children's Internet Protection Act

To receive FCC Form 472 (SPI) disbursements, service providers must:

- File an FCC Form 473 (SPAC) for each 498 ID / Service Provider Identification Number (SPIN) every funding year payment is requested

Mind Your Deadline



- Invoices must be submitted before E-Rate's invoice filing deadline, generally:
 - October 28 for recurring services and
 - January 28 for non-recurring services
- Applicants can find their invoice deadline dates by searching their Funding Request Number (FRN) in the Records tab of the E-Rate Productivity Center (EPC).
- Applicants may request a one-time automatic 120-day deadline extension if needed.

Pay for Services



- Applicants invoicing via BEAR must pay their service provider in full **before** invoicing USAC.
- Service providers invoicing via SPI must have received payment for the applicant's non-discounted portion.

Amounts invoiced to USAC must reflect **actual charges** and not committed amounts.

Know Your EPC Permissions



- There are three user permissions in EPC. Only **full-rights users** (the highest level) may submit and certify invoices.
 - USAC recommends that organizations have at least 2 full-rights users.
 - EPC account administrators set user permissions. Use the [E-Rate FRN Status Tool FY 2016+](#) to identify your organization's account administrator.

Permission Level	View Invoices	Create Invoices	Certify Invoices	View Outreach	Respond to Outreach
Full	✓	✓	✓	✓	✓
Partial	✓	✓		✓	
View Only	✓			✓	



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For more information and helpful resources visit usac.org/e-rate/learn.