

Schools and Libraries (E-Rate) Program
Service Provider Identification Number (SPIN) Change
Submission Guide

(Funding Year 2016 and Forward)

May 2025

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SPIN Change Overview

- A SPIN change is a change in the service provider or service provider identification number (SPIN) specified on the FCC Form 471. A SPIN is a unique number identifying a service provider in the E-Rate Productivity Center (**EPC**). The SPIN is also known as a service provider's 498 ID.
- A SPIN change may either be a corrective SPIN change or an operational SPIN change.
- A **corrective SPIN change** request is a notification to USAC that the SPIN associated with a Funding Request Number (FRN) is not correct.
 - The wrong service provider was entered on the original FRN due to a data entry error.
 - The service provider was acquired by another provider.
 - The service provider has consolidated multiple SPINs into a single SPIN.
 - The service provider requests to change a SPIN to an affiliated SPIN.
- An **operational SPIN change** is a request to change the actual service provider associated with an FRN. The change in service providers is the result of a deliberate decision by the applicant because the current service provider can no longer provide the services requested or for other reasons such as:
 - The quality of service is unacceptable.
 - The service provider has gone out of business.
 - The service provider is not able to deliver the terms of the contract.

When to File

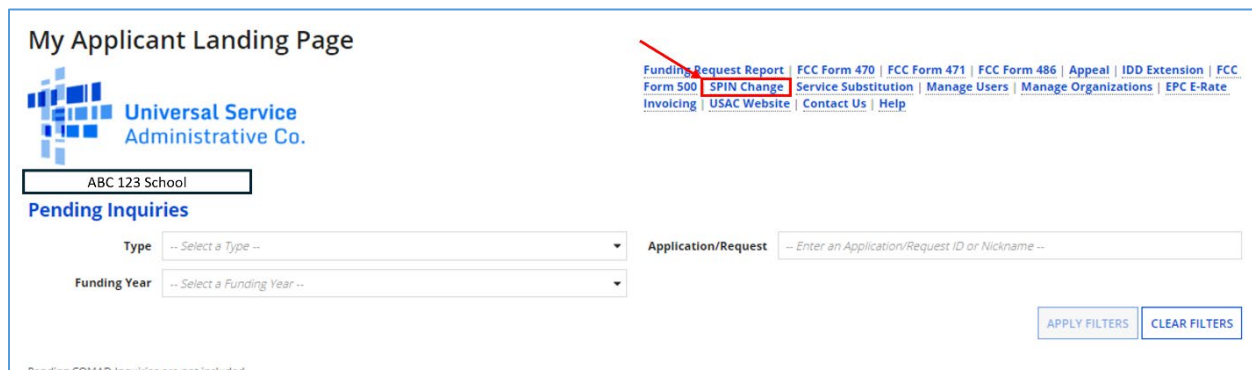
- You must file no earlier than the date of your Receipt Acknowledgement Letter (**RAL**) and no later than an FRN's Invoice Deadline Date (**IDD**), the last date to submit invoices.
- You will receive the RAL in your EPC **News** Feed after certifying the FCC Form 471. You can submit a corrective SPIN change request through the RAL modification process while your FCC Form 471 is still under review. Review the [FCC Form 471 Receipt Acknowledgment Letter Modification Guide](#) for more information on this process.

Additional Notes on SPIN Changes

- If you decide to submit a SPIN change request, you must also comply with the FCC Form 486 (Receipt of Service Confirmation and Children's Internet Protection Act Certification Form) filing deadline.
- If you file a SPIN change near an FRN's IDD, you are encouraged to request an Invoice Deadline Extension that extends the FRN's IDD while the SPIN change is being processed.
- You cannot file a SPIN change for an FRN that was previously denied. The denial of an FRN must be addressed through filing an appeal.
- For corrective SPIN changes involving a merger or acquisition of service providers, include supporting documentation showing the merger or acquisition that occurred.
- For operational SPIN changes, you are required to provide a legitimate operational SPIN change reason, supporting documentation for the SPIN change reason, and a vendor evaluation matrix showing results of your competitive bidding process, among other requirements. To learn more about operational SPIN changes and their requirements, visit <https://www.usac.org/e-rate/applicant-process/before-youre-done/spin-changes/operational-spin-changes/>.
- Approved SPIN change requests are capped at the original funding commitment amount previously funded on the FCC Form 471.
- In general, applicants file SPIN change requests. Service providers may implement Global Corrective SPIN changes as the result of mergers, acquisitions, or SPIN consolidations by updating their FCC Form 498 with USAC. For guidance, the service provider can call USAC Customer Support at (888) 641-8722, option 4.

Start the SPIN Change Filing Process

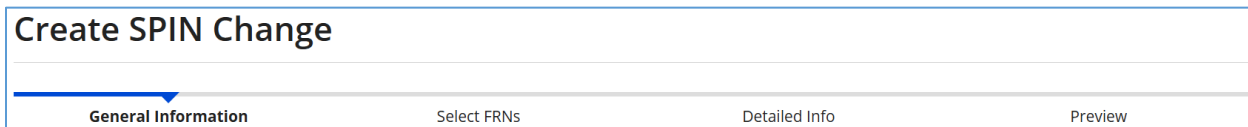
- 1) Begin the process of filing your SPIN change request by clicking “SPIN Change” in the top-right of your EPC Applicant Landing Page.



The screenshot shows the 'My Applicant Landing Page' for 'ABC 123 School'. In the top right navigation bar, the 'SPIN Change' link is highlighted with a red box and a red arrow. Other links include Funding, Request Report, FCC Form 470, FCC Form 471, FCC Form 486, Appeal, IDD Extension, FCC Form 500, Service Substitution, Manage Users, Manage Organizations, EPC E-Rate Invoicing, USAC Website, Contact Us, and Help. Below the navigation bar, there are filters for 'Type' and 'Funding Year', and an 'Application/Request' search field. At the bottom right are 'APPLY FILTERS' and 'CLEAR FILTERS' buttons. A note at the bottom left states 'Pending COMAD inquiries are not included.'

- 2) Review sections below for specific navigation steps to file your Corrective or Operational SPIN change request.

Sections to Complete to file a SPIN Change



The screenshot shows the 'Create SPIN Change' form with four sections: 'General Information', 'Select FRNs', 'Detailed Info', and 'Preview'. The 'General Information' section is currently selected and highlighted with a blue bar.

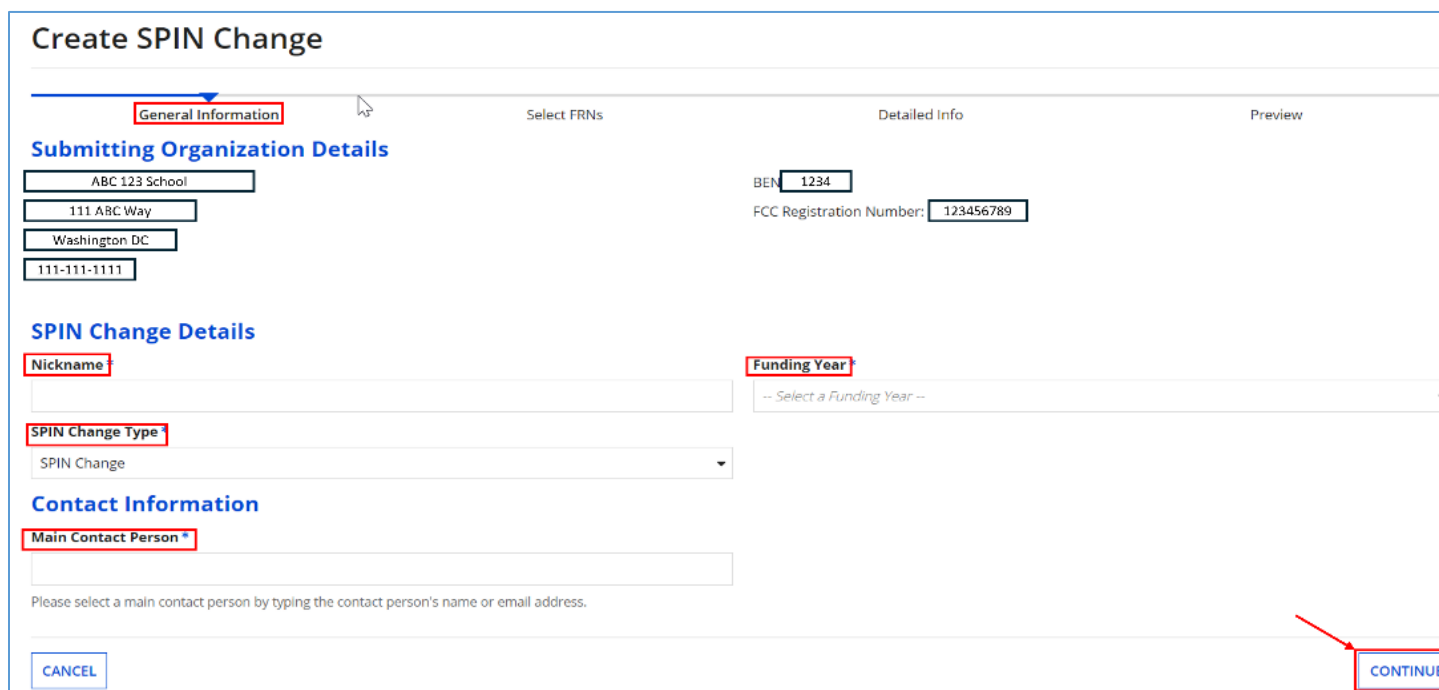
When filing your Corrective or Operational SPIN change, provide and review information in the following 4 sections of the online form:

- **General Information:** Include the SPIN change request nickname, select the relevant Funding Year (**FY**) of the FRN(s), indicate the SPIN change type that can be either SPIN Change or State Replacement Contract (**SRC**) SPIN change, and enter the Main Contact Person for your entity.
- **Select FRNs:** Associate the FRN(s) with your SPIN change.
- **Detailed Info:** Select the reason that requires you to file a SPIN change, enter the new SPIN for the FRN(s), and answer whether your current service provider delivered services on the FRN(s).
- **Preview:** Review the information you included before filing your SPIN change.

Scenario #1: File a Corrective SPIN Change

Provide General Information

- 1) Confirm that your “Submitting Organization Details” are correct. They appear at the top of the form in the top-left and right-of-center.
- 2) Provide information in the following fields under “SPIN Change Details”:
 - a. Nickname: Enter the SPIN change request nickname.
 - b. Funding Year: Select the relevant FY of the FRN(s) you wish to include.
 - c. SPIN Change Type: Indicate if your request is a SPIN Change or SRC SPIN Change.
- 3) In the “Contact Information” section, enter the Main Contact Person for your entity.
- 4) In the bottom-right corner, click **Continue** to move forward to the “Select FRNs” page.



Create SPIN Change

General Information | Select FRNs | Detailed Info | Preview

Submitting Organization Details

ABC 123 School
111 ABC Way
Washington DC
111-111-1111

BEN 1234
FCC Registration Number: 123456789

SPIN Change Details

Nickname
Funding Year
-- Select a Funding Year --

SPIN Change Type
SPIN Change

Contact Information

Main Contact Person *

Please select a main contact person by typing the contact person's name or email address.

CANCEL CONTINUE

Select the FRN(s)

- 1) On the “Select FRNs” page, check the box(es) next to the FRN(s) in the “Filters” section that you wish to associate with your SPIN change. After checking the box(es), click “Add FRNs” in the bottom-right to include the FRN(s) in your request.

Create SPIN Change
Use the filters below to search and select FRNs to associate.

General Information **Select FRNs** Detailed Info Preview

Submitting Organization Details

ABC 123 School
111 ABC Way
Washington DC
111-111-1111

BEN: 1234
FCC Registration Number: 123456789

Filters

Application Number
Enter entire FCC Form 471 Application Number

FRN
Enter entire Funding Request Number

SPIN
Enter entire SPIN Number

Category of Service
--Select Filter by Application Category of Service--

SPIN Name
Enter entire SPIN Name

ADD ALL (4) FRNS **CLEAR SEARCH FILTERS** **SEARCH**

FRN	Application Number	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/> 111111111	123456789	First Light Internet	Category 1	143026172	FirstLight Fiber, Inc.
<input type="checkbox"/> 111111111	123456789	Comcast Internet DIA	Category 1	143003990	Comcast Business Communications
<input type="checkbox"/> 111111111	123456789	Velocity WAN 2024-25	Category 1	143050823	Sherpa Fiber, LLC
<input type="checkbox"/> 111111111	123456789	Palo Alto EPlus	Category 2	143006553	ePlus Technology, Inc.

ADD (0) FRNS

Selected FRNs

FRN	Application Number	FRN Nickname	Category of Service
No FRNs Currently Associated			

You must associate at least one Funding Request

REMOVE (0) FRNS

- 2) After you associate FRN(s) with your SPIN change, the “Selected FRNs” grid displays the associated FRN(s) as reflected in the screenshot below. In the bottom-right corner, click **Continue** to move forward to the “Detailed Info” page.

Selected FRNs

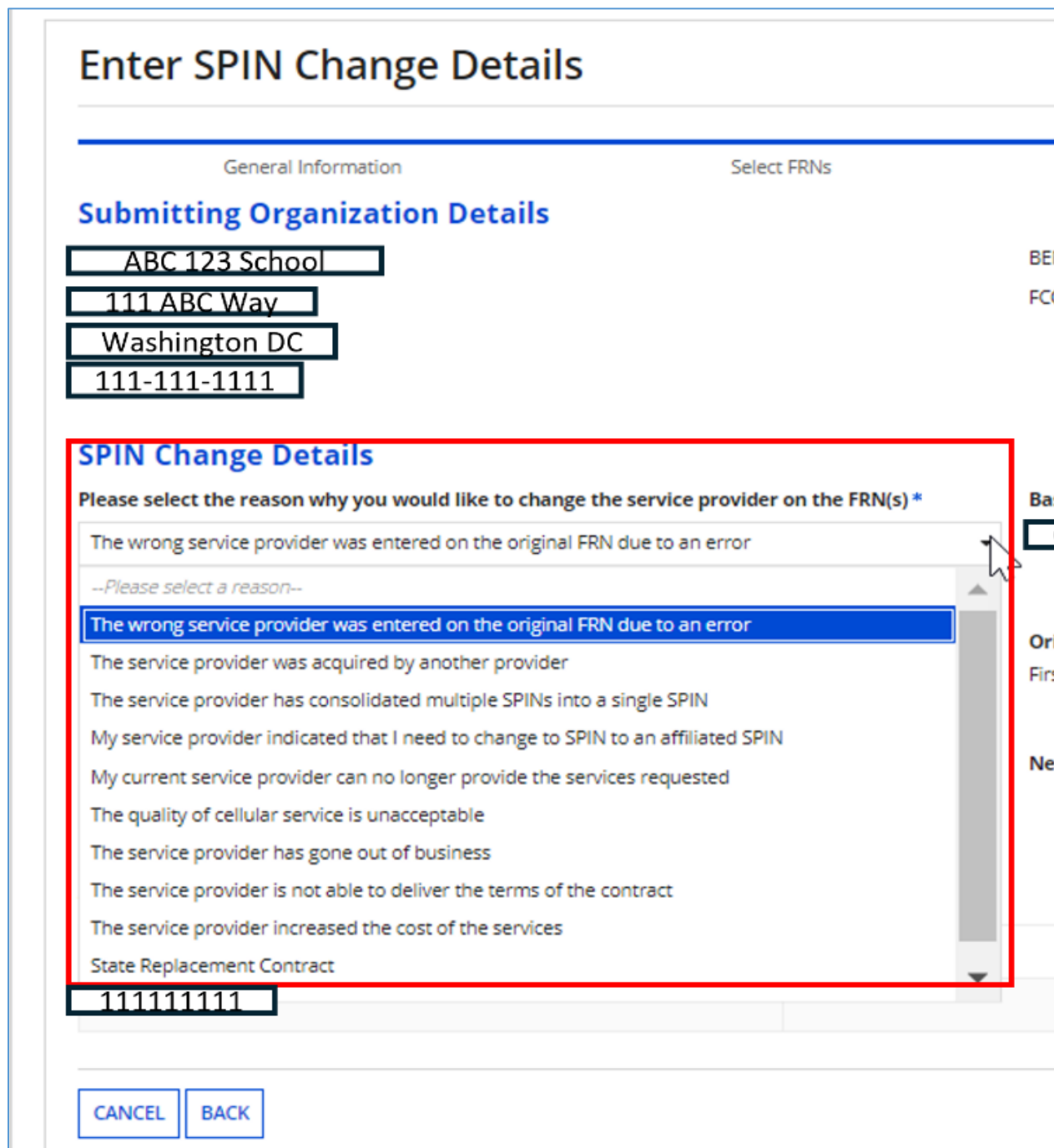
FRN	Application Number	FRN Nickname	Category of Service
<input type="checkbox"/> 111111111	123456789	FRN Nickname	Category 1

REMOVE (0) FRNS

CANCEL **BACK** **CONTINUE**

Indicate Your SPIN Change Reason and Requested, New SPIN

- 1) On the “Detailed Info” page, select the SPIN change request reason from the drop-down menu.



Enter SPIN Change Details

General Information Select FRNs

Submitting Organization Details

ABC 123 School

111 ABC Way

Washington DC

111-111-1111

SPIN Change Details

Please select the reason why you would like to change the service provider on the FRN(s) *

The wrong service provider was entered on the original FRN due to an error

--Please select a reason--

The wrong service provider was entered on the original FRN due to an error

The service provider was acquired by another provider

The service provider has consolidated multiple SPINs into a single SPIN

My service provider indicated that I need to change to SPIN to an affiliated SPIN

My current service provider can no longer provide the services requested

The quality of cellular service is unacceptable

The service provider has gone out of business

The service provider is not able to deliver the terms of the contract

The service provider increased the cost of the services

State Replacement Contract

111111111

CANCEL BACK

- Under the “New Service Provider Information (SPIN)” section near the bottom-left of the “Detailed Info” page, enter your requested, new SPIN. After you enter your new SPIN, the “New Service Provider Name” field near the bottom-right of the page displays the service provider name corresponding to your new SPIN.

Enter SPIN Change Details

General Information
Select FRNs
Detailed Info
Preview

Submitting Organization Details

ABC 123 School
111 ABC Way
Washington, DC
111-111-1111

BEN: 1234
FCC Registration Number: 123456789

SPIN Change Details

Please select the reason why you would like to change the service provider on the FRN(s) *

The wrong service provider was entered on the original FRN due to an error

Based on the information that you have provided your SPIN change type is

Corrective SPIN Change

Original Service Provider Information

Original Service Provider Information Number (SPIN)
143005588
Original Service Provider Name
CDW Government LLC

New Service Provider Information

New Service Provider Information Number (SPIN) *

143028945

New Service Provider Name
Lead Data Technologies, Inc

Supply Services

To complete the SPIN Change request for the listed FRN(s), please click on the FRN number hyperlink.

FRN	Services Delivered	Status
111111111		

CANCEL
BACK
PREVIEW

Next, in the “Supply Services” section near the bottom of the page, click the blue hyperlink under the “FRN” column to answer additional questions and provide more information regarding your SPIN change request.

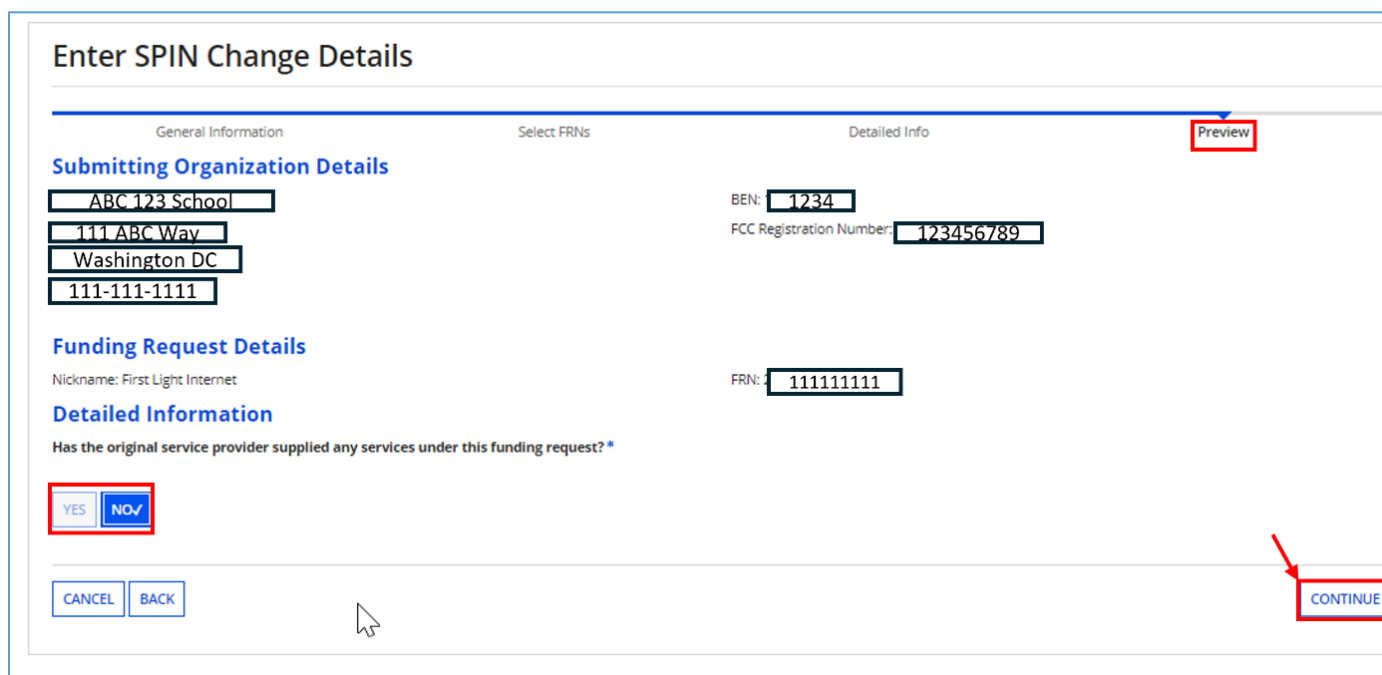
Note that in the “Supply Services” section under the “Status” column in the bottom-right of the screenshot above, a yellow exclamation mark appears because the applicant has not yet outlined their requested changes.

Provide Information in the “Supply Services” Section

- 1) After clicking the blue hyperlink on the previous screen, answer the following question regarding the service provider listed on the approved FCC Form 471 for the selected FRN:

Has the original service provider supplied any services under this funding request?

- 2) If you answer “No” to this question, you do not need to provide additional information. Click **Continue** in the bottom-right corner to navigate back to the “Detailed Info” page.



Enter SPIN Change Details

General Information Select FRNs Detailed Info **Preview**

Submitting Organization Details

ABC 123 School
111 ABC Way
Washington DC
111-111-1111

BEN: 1234
FCC Registration Number: 123456789

Funding Request Details

Nickname: First Light Internet
FRN: 111111111

Detailed Information

Has the original service provider supplied any services under this funding request? *

YES **NO**

CANCEL BACK CONTINUE

- 3) Note that if you answer “Yes” to this question, the screen pictured below will display, asking you to provide the pre-discount Monthly and One-Time Eligible Charges, and the Service Start Dates (**SSD**) and Service End Dates (**SED**) for your original and new SPIN. This information is used to define the service periods for each service provider.

Enter SPIN Change Details

General Information
Select FRNs
Detailed Info
Preview

Submitting Organization Details

ABC 123 School
111 ABC Way
Washington DC
111-111-1111

BEN: 1234
FCC Registration Number: 123456789

Funding Request Details

Nickname: First Light Internet
FRN: 111111111

Detailed Information

Has the original service provider supplied any services under this funding request? *

YES
NO

For Monthly Services

Monthly pre-discount amount from the original service provider *
Monthly pre-discount amount for the new service provider *
When did the old service provider stop providing service? *
When did the new service provider start to provide services? *

For One-Time Services

One-time pre-discount amount from the original service provider *
One-time pre-discount amount for the new service provider *
When did the old service provider stop providing service under this FRN? *
When did the new service provider start to provide services under this FRN? *

CANCEL
BACK
CONTINUE

The meanings of the “For Monthly Services” fields shown in the center of the screenshot above are the following:

- **Monthly pre-discount amount from the original service provider:** Enter the Monthly Recurring Eligible Charges for the original SPIN approved on your FCC Form 471.
- **When did the old service provider stop providing service?:** Enter the SED of the original SPIN.
- **Monthly pre-discount amount for the new service provider:** Enter the Monthly Recurring Eligible Charges for your requested, new SPIN.
- **When did the new service provider start to provide services?:** Enter the SSD of your new SPIN.

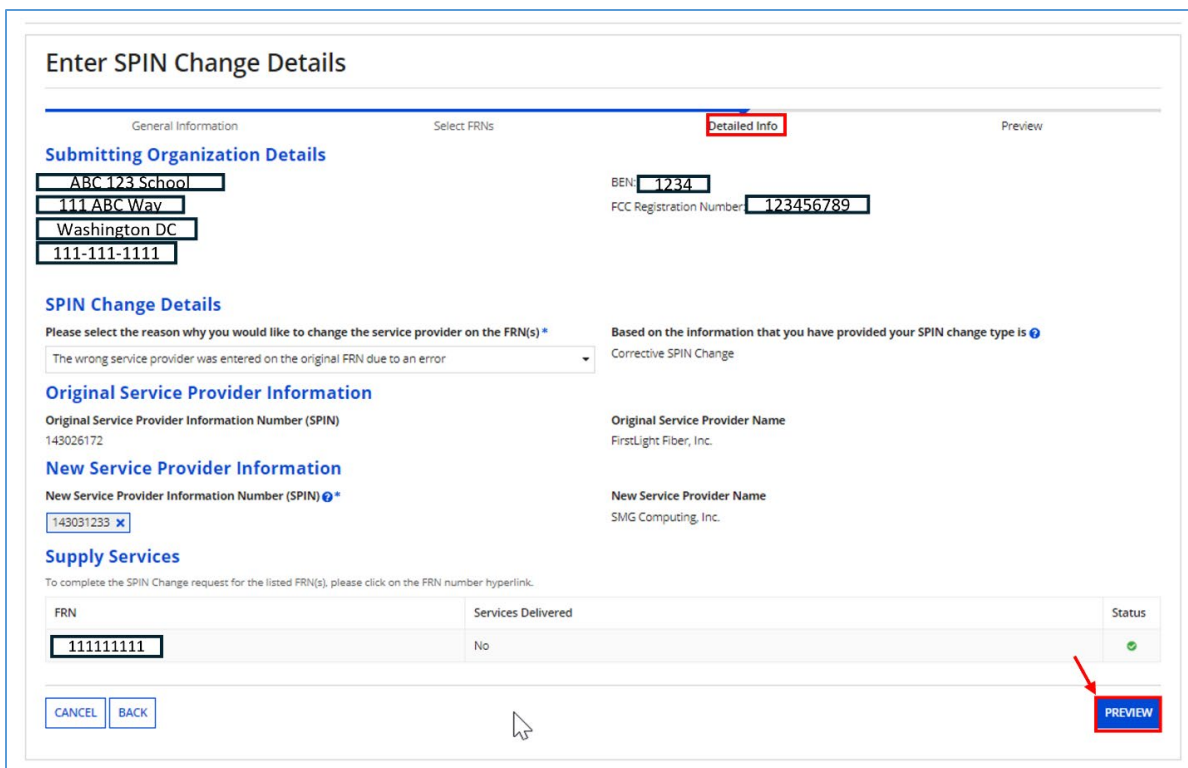
The meanings of the “For One-Time Services” fields shown near the bottom of the screenshot above are the following:

- **One-time pre-discount amount from the original service provider:** Enter the One-Time Eligible Charges for the original SPIN approved on your FCC Form 471.
- **When did the old service provider stop providing service under this FRN?:** Enter the SED of the original SPIN.

- **One-time pre-discount amount for the new service provider:** Enter the One-Time Eligible Charges for your requested, new SPIN.
- **When did the new service provider start to provide services under this FRN?:** Enter the SSD of your new SPIN.

Click **Continue** in the bottom-right corner to navigate back to the “Detailed Info” page.

- 4) After you provide information in the “Supply Services” section, click **Preview** in the bottom-right corner of the “Detailed Info” page to move forward to the “Preview” page.



The screenshot shows the 'Enter SPIN Change Details' form with the 'Detailed Info' tab selected. The form is divided into several sections:

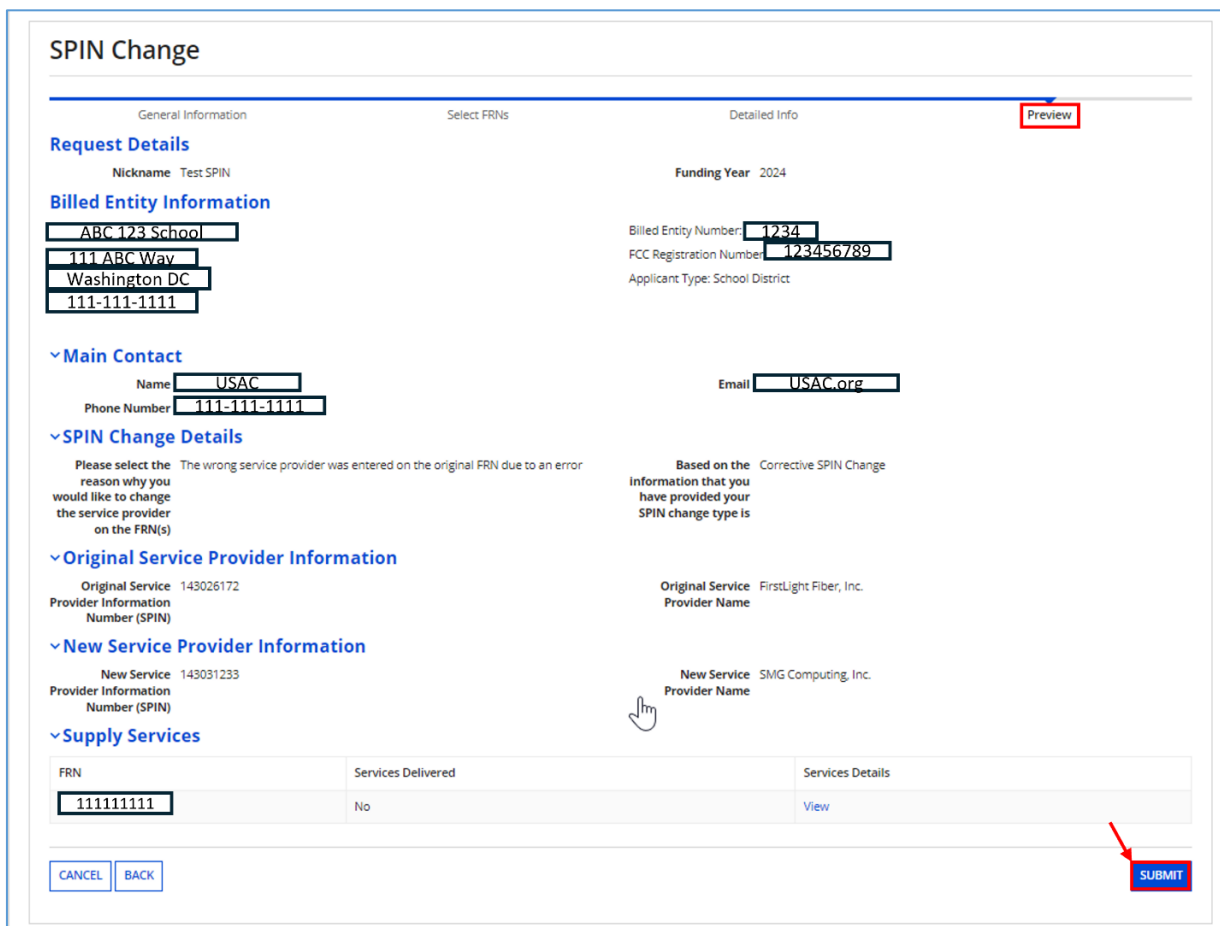
- Submitting Organization Details:** Includes fields for organization name (ABC 123 School), address (111 ABC Way, Washington DC), and phone number (111-111-1111). It also has fields for BEN (1234) and FCC Registration Number (123456789).
- SPIN Change Details:** A dropdown menu shows 'The wrong service provider was entered on the original FRN due to an error'. A note indicates the change type is 'Corrective SPIN Change'.
- Original Service Provider Information:** Original Service Provider Information Number (SPIN) is 143026172. Original Service Provider Name is FirstLight Fiber, Inc.
- New Service Provider Information:** New Service Provider Information Number (SPIN) is 143031233. New Service Provider Name is SMG Computing, Inc.
- Supply Services:** A table with columns FRN, Services Delivered, and Status. The first row shows FRN 111111111, Services Delivered 'No', and Status 'Yes' (indicated by a green checkmark).

At the bottom, there are 'CANCEL' and 'BACK' buttons on the left, and a 'PREVIEW' button on the right, which is highlighted with a red arrow.

Review the “Preview” Page Before Filing

- 1) On the SPIN change “Preview” page, review the information you provided on the previous 4 pages. After you confirm that this information is correct, click **Submit** in the bottom-right corner to file your SPIN change.

An example of the “Preview” page for a Corrective SPIN Change is shown below.



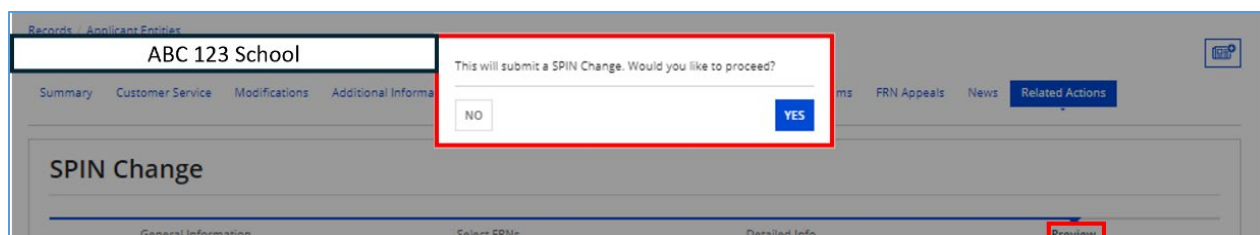
The screenshot shows the "SPIN Change" preview page. At the top, there are tabs for "General Information", "Select FRNs", "Detailed Info", and "Preview" (which is highlighted with a red box). Below the tabs, the page is divided into several sections:

- Request Details:** Nickname: Test SPIN, Funding Year: 2024.
- Billed Entity Information:** ABC 123 School, 111 ABC Way, Washington DC, 111-111-1111. Billed Entity Number: 1234, FCC Registration Number: 123456789, Applicant Type: School District.
- Main Contact:** Name: USAC, Phone Number: 111-111-1111, Email: USAC.org.
- SPIN Change Details:** Please select the reason why you would like to change the service provider on the FRN(s). The wrong service provider was entered on the original FRN due to an error. Based on the information that you have provided your SPIN change type is: Corrective SPIN Change.
- Original Service Provider Information:** Original Service Provider Information Number (SPIN): 143026172, Original Service Provider Name: FirstLight Fiber, Inc.
- New Service Provider Information:** New Service Provider Information Number (SPIN): 143031233, New Service Provider Name: SMG Computing, Inc.
- Supply Services:** A table with columns FRN, Services Delivered, and Services Details. The FRN is 111111111, Services Delivered is No, and Services Details is View.

At the bottom, there are buttons for "CANCEL", "BACK", and "SUBMIT" (which is highlighted with a red box and an arrow).

2) Before filing your Corrective SPIN change, provide an answer to the following prompt:

This will submit a SPIN Change. Would you like to proceed?



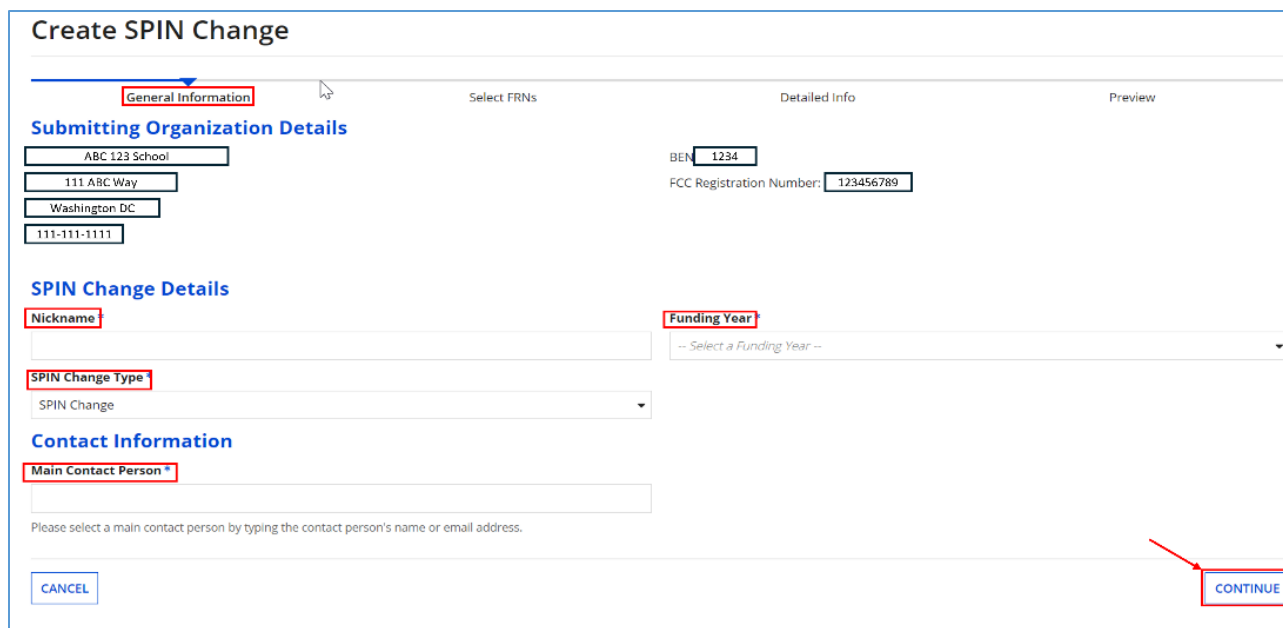
The screenshot shows a confirmation prompt: "This will submit a SPIN Change. Would you like to proceed?". There are two buttons: "NO" and "YES". The "YES" button is highlighted with a red box. Below the prompt, the "SPIN Change" page is visible, with the "Preview" tab highlighted.

Clicking “No” returns to the “Preview” page. Clicking “Yes” will file your SPIN change.

Scenario #2: File an Operational SPIN Change

Provide General Information

- 1) Confirm that your “Submitting Organization Details” are correct. They appear at the top of the form in the top-left and right-of-center.
- 2) Provide information in the following fields under “SPIN Change Details”:
 - a. Nickname: Enter the SPIN change request nickname.
 - b. Funding Year: Select the relevant FY of the FRN(s) you wish to include.
 - c. SPIN Change Type: Indicate if your request is a SPIN Change or SRC SPIN Change.
- 3) In the “Contact Information” section, enter the Main Contact Person for your entity.
- 4) In the bottom-right corner, click “Continue” to move forward to the “Select FRNs” page.



Create SPIN Change

General Information | Select FRNs | Detailed Info | Preview

Submitting Organization Details

ABC 123 School
111 ABC Way
Washington DC
111-111-1111

BEN 1234
FCC Registration Number: 123456789

SPIN Change Details

Nickname
[Text Field]

Funding Year
-- Select a Funding Year --

SPIN Change Type
SPIN Change

Contact Information

Main Contact Person *
[Text Field]

Please select a main contact person by typing the contact person's name or email address.

CANCEL CONTINUE

Select the FRN(s)

- 1) On the “Select FRNs” page, check the box(es) next to the FRN(s) in the “Filters” section that you wish to associate with your SPIN change. After checking the box(es), click “Add FRNs” in the bottom-right to include the FRN(s) in your request.

Create SPIN Change
Use the filters below to search and select FRNs to associate.

General Information **Select FRNs** Detailed Info Preview

Submitting Organization Details

ABC 123 School
111 ABC Way
Washington DC
111-111-1111

BEN: 1234
FCC Registration Number: 123456789

Filters

Application Number
Enter entire FCC Form 471 Application Number

FRN
Enter entire Funding Request Number

SPIN
Enter entire SPIN Number

Category of Service
--Select Filter by Application Category of Service--

SPIN Name
Enter entire SPIN Name

ADD ALL (4) FRNS CLEAR SEARCH FILTERS SEARCH

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/>	111111111	123456789	First Light Internet	Category 1	143026172	FirstLight Fiber, Inc.
<input type="checkbox"/>	111111111	123456789	Comcast Internet DIA	Category 1	143003990	Comcast Business Communications
<input type="checkbox"/>	111111111	123456789	Velocity WAN 2024-25	Category 1	143050823	Sherpa Fiber, LLC
<input type="checkbox"/>	111111111	123456789	Palo Alto EPlus	Category 2	143006553	ePlus Technology, Inc.

ADD (0) FRNS

Selected FRNs

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service
No FRNs Currently Associated				

You must associate at least one Funding Request

REMOVE (0) FRNS

- 2) After you associate FRN(s) with your SPIN Change, the “Selected FRNs” grid displays the associated FRN(s) as reflected in the screenshot below.

In the bottom-right corner, click **Continue** to move forward to the “Detailed Info” page.

Selected FRNs

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service
<input type="checkbox"/>	111111111	123456789	FRN Nickname	Category 1

REMOVE (0) FRNS

CANCEL BACK CONTINUE

Provide Detailed Information

- 1) On the “Detailed Info” page, under the “SPIN Change Details” section shown near the center of the screenshot below, select the SPIN change request reason from the drop-down.

Enter SPIN Change Details

General Information
Select FRNs

Submitting Organization Details

ABC 123 School
111 ABC Way
Washington DC
111-111-1111

BEN:
FCC Regis:

SPIN Change Details

Please select the reason why you would like to change the service provider on the FRN(s) *

The wrong service provider was entered on the original FRN due to an error
--Please select a reason--
The wrong service provider was entered on the original FRN due to an error
The service provider was acquired by another provider
The service provider has consolidated multiple SPINs into a single SPIN
My service provider indicated that I need to change to SPIN to an affiliated SPIN
My current service provider can no longer provide the services requested
The quality of cellular service is unacceptable
The service provider has gone out of business
The service provider is not able to deliver the terms of the contract
The service provider increased the cost of the services
State Replacement Contract

Based on
Original
FirstLight
New Ser

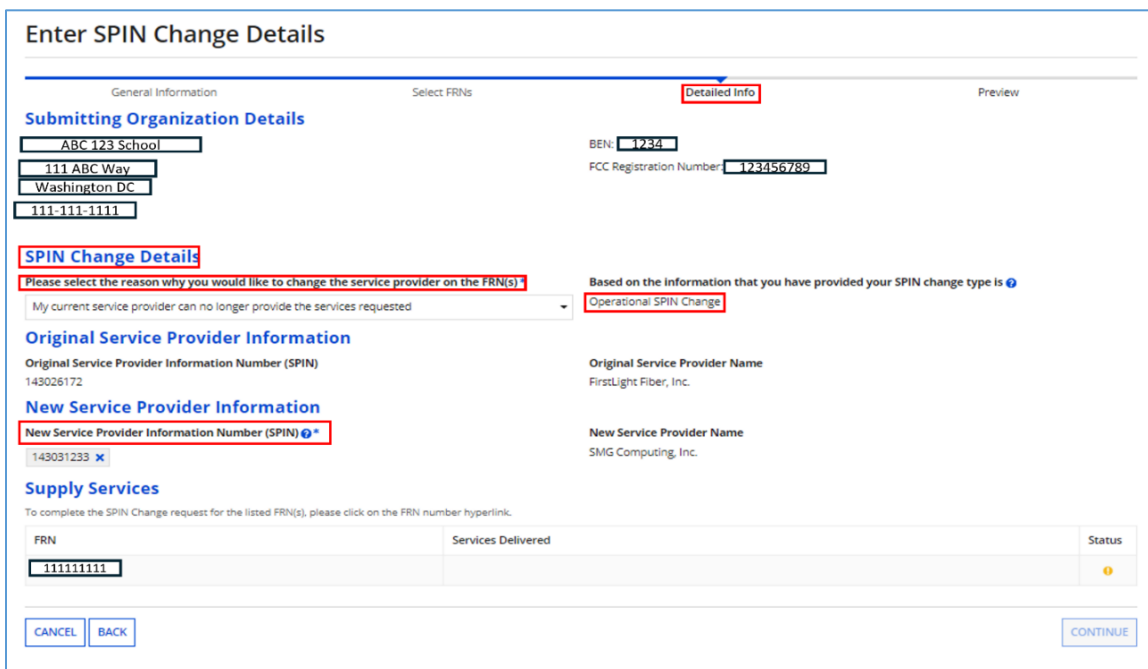
1111111111

CANCEL BACK

- 2) After selecting the SPIN change reason, the SPIN change type appears on the “Detailed Info” page, shown in the center-right of the screenshot below.

Under the “New Service Provider Information” section near the bottom-left of the “Detailed Info” page, enter your requested, new SPIN. After you enter your new SPIN, the “New Service Provider Name” field near the bottom-right of the page displays the service provider name corresponding to your new SPIN.

Next, in the “Supply Services” section near the bottom of the page, click the blue hyperlink under the “FRN” column to answer additional questions and provide more information regarding your SPIN change request.



Enter SPIN Change Details

General Information Select FRNs **Detailed Info** Preview

Submitting Organization Details

ABC 123 School
111 ABC Way
Washington DC
111-111-1111

BEN: 1234
FCC Registration Number: 123456789

SPIN Change Details

Please select the reason why you would like to change the service provider on the FRN(s):
My current service provider can no longer provide the services requested

Based on the information that you have provided your SPIN change type is: Operational SPIN Change

Original Service Provider Information

Original Service Provider Information Number (SPIN): 143026172
Original Service Provider Name: FirstLight Fiber, Inc.

New Service Provider Information

New Service Provider Information Number (SPIN): 143031233
New Service Provider Name: SMIG Computing, Inc.

Supply Services

To complete the SPIN Change request for the listed FRN(s), please click on the FRN number hyperlink.

FRN	Services Delivered	Status
111111111		!

CANCEL BACK CONTINUE

Note that in the “Supply Services” section under the “Status” column in the bottom-right of the screenshot above, a yellow exclamation mark appears because the applicant has not yet outlined their requested changes.

Provide Information in the “Supply Services” Section

- 1) After clicking the blue hyperlink on the previous screen, answer the following questions:
 - Has the original service provider supplied any services under this funding request?
 - Did you receive more than one bid for these services?

These questions ask whether your original service provider delivered services on the FRN for which you are completing the “Supply Services” section, and if you received more than one bid from service providers during the competitive bidding process.

Enter SPIN Change Details

General Information
Select FRNs
Detailed Info
Preview

Submitting Organization Details

ABC 123 School
111 ABC Way
Washington DC
111-111-1111

BEN: 1234
FCC Registration Number: 123456789

Funding Request Details

Nickname: First Light Internet
FRN: 111111111

Detailed Information

Has the original service provider supplied any services under this funding request? *

YES/
NO

Did you receive more than one bid for these services? *

YES/
NO

Narrative
Please provide a detailed explanation of why you are changing your service provider
0 / 255 Characters | This field is optional

For Monthly Services

Monthly pre-discount amount from the original service provider *
When did the old service provider stop providing service? *
mm/dd/yyyy
Monthly pre-discount amount for the new service provider *
When did the new service provider start to provide services? *
mm/dd/yyyy

For One-Time Services

One-time pre-discount amount from the original service provider *
When did the old service provider stop providing service under this FRN? *
mm/dd/yyyy
One-time pre-discount amount for the new service provider *
When did the new service provider start to provide services under this FRN? *
mm/dd/yyyy

CANCEL
BACK
CONTINUE

- 2) Note that if you answer “Yes” to this question, the screen pictured below will display, asking you to provide the pre-discount Monthly and One-Time Eligible Charges, and the Service Start Dates (**SSD**) and Service End Dates (**SED**) for your original and new SPIN. This information is used to define the service periods for each service provider.

The meanings of the “For Monthly Services” fields shown in the center of the screenshot above are the following:

- **Monthly pre-discount amount from the original service provider:** Enter the Monthly Recurring Eligible Charges for the original SPIN approved on your FCC Form 471.

- **When did the old service provider stop providing service?:** Enter the SED of the original SPIN.
- **Monthly pre-discount amount for the new service provider:** Enter the Monthly Recurring Eligible Charges for your requested, new SPIN.
- **When did the new service provider start to provide services?:** Enter the SSD of your new SPIN.

The meanings of the “For One-Time Services” fields shown near the bottom of the screenshot above are the following:

- **One-time pre-discount amount from the original service provider:** Enter the One-Time Eligible Charges for the original SPIN approved on your FCC Form 471.
- **When did the old service provider stop providing service under this FRN?:** Enter the SED of the original SPIN.
- **One-time pre-discount amount for the new service provider:** Enter the One-Time Eligible Charges for your requested, new SPIN.
- **When did the new service provider start to provide services under this FRN?:** Enter the SSD of your new SPIN.

If you answer “No” to the first question (i.e., has your original service provider supplied any services under this FRN?), the “For Monthly Services” and “For One-Time Services” sections will not appear.

- 3) For the second question (i.e., did you receive more than one bid for these services?), if you answer “Yes”, you must provide competitive bidding documentation (i.e., bid matrix) showing that the newly selected service provider received the next highest point value in the original bid evaluation. You can upload documents at the bottom of the “Additional Questions” page in the “Supporting Documentation” section (see below).
- 4) Provide an optional SPIN change narrative and click **Continue** in the bottom-right corner to navigate back to the “Detailed Info” page.

- 5) After providing information in the “Supply Services” section, click “Continue” in the bottom-right corner of the “Detailed Info” page to move forward to the “Additional Questions” page, covered next.

Enter SPIN Change Details

General Information
Select FRNs
Detailed Info
Preview

Submitting Organization Details

ABC 123 School
111 ABC Way
Washington DC
111-111-1111

BEN: 1234
FCC Registration Number: 123456789

SPIN Change Details

Please select the reason why you would like to change the service provider on the FRN(s) *

My current service provider can no longer provide the services requested

Based on the information that you have provided your SPIN change type is

Operational SPIN Change

Original Service Provider Information

Original Service Provider Information Number (SPIN)

143026172

Original Service Provider Name

FirstLight Fiber, Inc.

New Service Provider Information

New Service Provider Information Number (SPIN) *

143031233

New Service Provider Name

SMG Computing, Inc.

Supply Services

To complete the SPIN Change request for the listed FRN(s), please click on the FRN number hyperlink.

FRN	Services Delivered	Status
111111111	Yes	✓

CANCEL
BACK
CONTINUE

Answer Certification Questions

- 1) Only for Operational SPIN changes, click “Yes” or “No” on the “Additional Questions” page to make your certifications to the following 4 questions covered on Page #4 of this user guide:
 - Are the changes requested allowed under all applicable state and local procurement rules?
 - Are the changes allowable under the terms of the contract, if any, between the applicant and its original service provider?
 - Have you notified your original service provider of your intent to change service providers?

- If your service provider is no longer in business, have you attempted to contact them?

Enter SPIN Change Details

General Information
Select FRNs
Detailed Info
Preview

Submitting Organization Details

ABC 123 School
111 ABC Way
Washington DC
111-111-1111

BEN: 1234
FCC Registration Number: 123456789

Additional Questions

Are the changes requested allowed under all applicable state and local procurement rules? *

YES NO

Have you notified your original service provider of your intent to change service providers? *

YES NO

Are the changes allowable under the terms of the contract, if any, between the applicant and its original service provider? *

YES NO

If your service provider is no longer in business, have you attempted to contact them? *

YES NO

Supporting Documentation

Please provide a copy of the bid evaluation worksheet or other documentation that shows the final ranking of the bids received for these services
You must upload at least one Supporting Document. You may upload as many documents as necessary.

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			

Upload Document

CANCEL BACK PREVIEW

- 2) You must answer all four questions to move forward.
- 3) You can optionally upload documents at the bottom of the “Additional Questions” page in the “Supporting Documentation” section.

Examples of supporting documents include your competitive bidding worksheet, documents from your service provider, and an explanation of your request. Click **Preview** in the bottom-right corner to move forward to the “Preview” page, covered next.

Review the “Preview” Page Before Filing

- 1) On the SPIN change “Preview” page, review the information you provided on the previous 4 pages. After you confirm that this information is correct, click **Submit** in the bottom-right corner to file your SPIN change.

An example of the “Preview” page for an Operational SPIN change is shown below.

SPIN Change

General Information

Select FRNs

Detailed Info

Preview

Request Details

Nickname: Test SPIN

Funding Year: 2024

Billed Entity Information

ABC 123 School

111 ABC Way

Washington DC

111-111-1111

Billed Entity Number: 1234

FCC Registration Number: 123456789

Applicant Type: School District

Main Contact

Name: USAC

Phone Number: 111-111-1111

Email: USAC.org

SPIN Change Details

Please select the reason why you would like to change the service provider on the FRN(s)

My current service provider can no longer provide the services requested

Based on the information that you have provided your SPIN change type is

Operational SPIN Change

Original Service Provider Information

Original Service Provider Information Number (SPIN): 143026172

Original Service Provider Name: FirstLight Fiber, Inc.

New Service Provider Information

New Service Provider Information Number (SPIN): 143031233

New Service Provider Name: SMG Computing, Inc.

Supply Services

FRN	Services Delivered	Services Details
111111111	Yes	View

Additional Questions

Are the changes requested allowed under all applicable state and local procurement rules?

Yes

Are the changes allowable under the terms of the contract, if any, between the applicant and its original service provider?

Yes

Have you notified your original service provider of your intent to change service providers?

Yes

If your service provider is no longer in business, have you attempted to contact them?

Yes

Supporting Documentation

Please provide a copy of the bid evaluation worksheet or other documentation that shows the final ranking of the bids received for these services

Document	Description	Uploaded On
Test doc.msg		7/22/2024 8:39 AM EDT

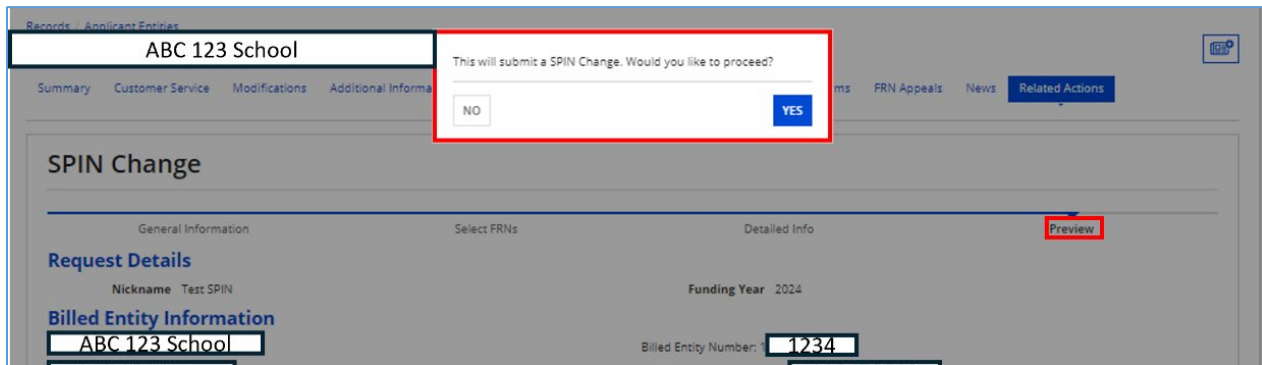
CANCEL

BACK

SUBMIT

2) Before filing your Operational SPIN change, provide an answer to the following prompt:

This will submit a SPIN Change. Would you like to proceed?

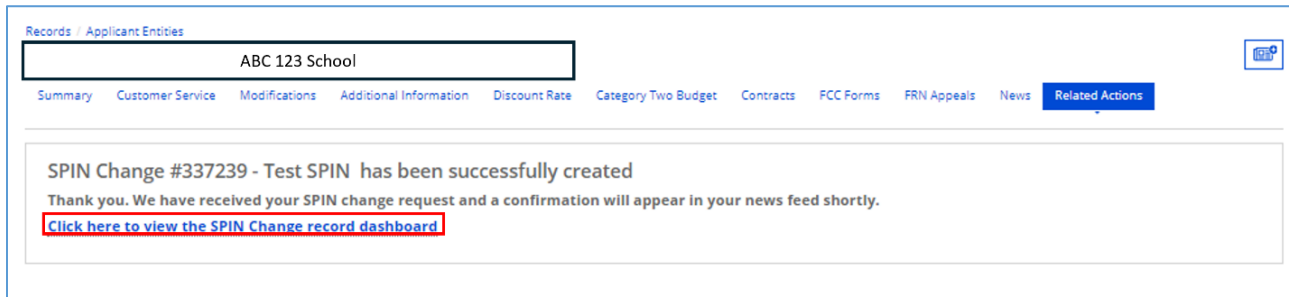


The screenshot shows a web interface for 'ABC 123 School'. A modal dialog box is open with the title 'This will submit a SPIN Change. Would you like to proceed?'. It contains two buttons: 'NO' and 'YES'. The 'YES' button is highlighted with a red box. Below the dialog, the 'SPIN Change' section is visible, showing 'Request Details' with 'Nickname: Test SPIN' and 'Funding Year: 2024'. The 'Billed Entity Information' section shows 'ABC 123 School' and 'Billed Entity Number: 1234'. A 'Preview' button is also visible in the top right corner of the main content area.

Clicking “No” returns to the “Preview” page. Clicking “Yes” will file your SPIN change.

After Filing Your SPIN Change

- The next screen confirms your filing and provides your request number. Click the blue hyperlink shown in the screenshot below to move forward to your SPIN change request’s “Summary” page.



The screenshot shows a confirmation message on the 'ABC 123 School' page. The message states: 'SPIN Change #337239 - Test SPIN has been successfully created. Thank you. We have received your SPIN change request and a confirmation will appear in your news feed shortly.' Below the message is a blue hyperlink: 'Click here to view the SPIN Change record dashboard', which is highlighted with a red box. The top navigation bar includes links for 'Summary', 'Customer Service', 'Modifications', 'Additional Information', 'Discount Rate', 'Category Two Budget', 'Contracts', 'FCC Forms', 'FRN Appeals', 'News', and 'Related Actions'.

SPIN Change Decisions

For FY2016 and forward, USAC issues you and your service provider a Revised Funding Commitment Decision Letter (**RFCDL**) after your SPIN change is processed. You can access your SPIN change RFCDL in your EPC **News** Feed.

On your RFCDL, the FRN(s) on your SPIN change may receive one of the following decisions that are explained below:

- **Approved:** Your requested modification(s) to the FRN(s) on the SPIN change was made and your request is approved.
- **Canceled:** You requested to cancel your SPIN change, and this request was approved.
- **Dismissed:** Your requested modification(s) to the FRN(s) on the SPIN change was not made because of a specific reason. For example, the SPIN change request in question is a duplicate of another SPIN change that was previously approved or denied.
- **Denied:** The request to change the SPIN is not allowable. Refer to the rationale of a specific FRN for the details of the denial.
- **Partially Approved:** A portion of the request was approved. For example, one FRN on your SPIN change request received an “Approved” decision while another FRN has a “Dismissed” decision. Review the SPIN change RFCDL in detail to view the decision for each FRN.

You may appeal USAC’s decision on your SPIN change. You must first file an appeal with USAC and obtain USAC’s decision before appealing to the FCC. If USAC denies your appeal, you may then appeal the decision to the FCC.