E-Rate Invoicing

October 13, 2023
AGENDA

• Implementation dates
• Key features
• What is changing/remaining the same
• High level Invoice Submission
• Support through the Implementation
• Key reminders
Systems Consolidation Timeline
**Implementation Dates**

- **October 30 at 11:59 p.m. ET**
  - Invoicing access closes

- **October 30 and earlier**
  - Invoices submitted in SL Legacy Systems
  - SL Legacy Systems no longer accessible

- **Oct. 31 to Nov. 2**
  - EPC Available

- **Nov. 3 to Nov. 6**
  - EPC **not** Available

- **November 7**
  - Users able to submit invoices in EPC

- **November 7 and later**
  - Invoices submitted in EPC

- **November 9**
  - First disbursements processed from EPC
Consolidation of E-Rate SL Legacy systems

- All E-Rate invoicing forms will be moved into EPC as part of the systems consolidation effort:
  - FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR))
  - FCC Form 474 (Service Provider Invoice (SPI) and (eSPI))
  - FCC Form 473 (Service Provider Annual Certification (SPAC))
Implementation and Black Out Dates

- **Before October 30, 2023**
  - Invoices for Funding Year (FY) 2016 and later submitted in SL Legacy systems before **October 30, 2023**, and not paid by the cutover date, will be migrated into EPC by USAC.
Implementation and Black Out Dates

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  - For **FY 2015 and earlier**, users will attach a fillable FCC Form 472 or 474 and **customer service case** in EPC.
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  • System cutover - Access to invoicing in EPC will be unavailable for all users.
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Key Features

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• Ability to proactively include bills during submission, potentially allowing more time to review.
• Notifications about invoice submission status are in your EPC News Feed.
• Helpful tools for obtaining invoicing details and statuses.
What is staying the same

- E-Rate Invoice program processes and rules
- Information and documentation submitted
- Eligibility of equipment and services
- 7 days to respond to outreach
- Ten-year document retention
- Invoice deadlines
- Disbursements will continue to be made twice a week
Pop Quiz
After the system consolidation is complete, how will you submit invoice for FY2015 and prior?
After the system consolidation is complete, how will you submit invoice for FY2015 and prior?

**Answer:** There will be a downloaded form file that will be completed and submitted via a customer service case in EPC.
Invoice Submission Process
What is the applicant invoicing process?

Competitive Bidding
Apply for Discounts
Start Services
Invoice USAC
Billed Entity Applicant Reimbursement (BEAR) Form

• Pay your customer bill in full and maintain documentation associated with your FCC Form 472 (BEAR Form).
  • The Commission records retention period is at least 10 years from last date of the applicable funding year or the service delivery deadline for the funding request.

• Only invoice USAC for the approved equipment/services delivered to the approved Recipient(s) of Service at the quantities and rates not to exceed what was listed on the FCC Form 471.

• Respond timely to any USAC invoice review questions.

• Certify and update the FCC Form 498 to provide your banking information and backup documents to the FCC for review.
Service Provider Invoice (SPI) form

• Applicants pay only your non-discounted share of costs on the customer bill (the bill from your service provider).

  • The Commission records retention period is **at least 10 years** from last date of the applicable funding year or the service delivery deadline for the funding request.

• Your service provider will invoice USAC for the discount amount using the FCC Form 474 (SPI Form).

• Respond timely to any USAC invoice review questions.
Service provider verifications

• FCC Form 473 – The Service Provider Annual Certification (SPAC)
  • Service providers file annually certifying they will comply with program rules and guidelines.
  • A new SPAC form must be on file each funding year a service provider participates in the E-Rate program.
  • A SPAC is required for each Service Provider Identification Number (SPIN)/498 ID.
  • The FCC Form 473 must be filed before USAC will pay invoices.
Filing FCC Form 498

Pertinent financial information is collected via the FCC Form 498 allowing disbursements.

- Applicant invoicing via a 472/BEAR will receive a 498ID.
- Service providers invoicing via a 474/SPI will receive a Service Provider Identification Number (SPIN/498 ID).

Applicants:

- File a 498ID through EPC
- Complete and certify the form.
  - Only an Official from the School or Library can perform all required actions (initiate, submit, modify, deactivate and certify).
  - A General Contact can complete, but not certify the form.
- Please note: EPC will automatically copy the 498 General Contact information into the Remittance Contact fields.
  - If the Official and General contact are different people, remember to modify the entries in the Remittance Contact fields before the form is certified.
- Applicants and service providers may consult the User Guide to help with filing the FCC Form 498.
When to File an Invoice

Invoices must be submitted before the invoice filing deadline.

• Generally, the date is October 28 for recurring services and January 28 for non-recurring services.
  
• Current Invoice Deadline Date (IDD) are posted in EPC on the FRN detail screen.

The IDD is no later than 120 days after the latest of the following:

• Service Delivery Deadline (SDD) is the last date to receive service.

• Date of the FCC Form 486 Notification Letter.

• Date of the approved post-commitment RFCDL.

• Date of an approved appeal RFCDL for a previously denied or reduced funding request.
**FCC Form 472/474 Invoice Submission**

**Invoicing Dashboard**

**FCC Form 472**

<table>
<thead>
<tr>
<th>Basic Information</th>
<th>Invoice Line Item Summary</th>
<th>Preview</th>
<th>Certify Form 472</th>
</tr>
</thead>
</table>

**Little Red Library (BEN: 17032077) - LRL - #BEAR202200390**

**Invoice Line Item**

<table>
<thead>
<tr>
<th>Invoice Line Item Number</th>
<th>FCC Form 471 Application Number</th>
<th>Funding Request Number (FRN)</th>
<th>Billing Frequency (FRN)</th>
</tr>
</thead>
</table>

No items available

[+ ADD LINE ITEM](#)  
[EDIT LINE ITEM](#)  
[REMOVE LINE ITEM](#)

[BACK](#)  
[DISCARD FORM](#)  

[SAVE & CONTINUE](#)
# FCC Form 472/474 Invoice Submission

## FCC Form 472

### Basic Information

<table>
<thead>
<tr>
<th>Little Red School District (BEN: 17032076) - Test - #BEAR202200398</th>
</tr>
</thead>
</table>

### Invoice Line Item Summary

**Select Funding Year**

<table>
<thead>
<tr>
<th>Year</th>
<th>2022</th>
</tr>
</thead>
</table>

### Add New Invoice Line

**Bill to**

- **Billing Frequency**
  - Please select a value
  - Use this field for recurring services. The date entered should be the date of the first vendor invoice related to these services included on this line item.
- **Customer Billed Date**
  - Use the date of the first vendor invoice related to the services included on this line item.
- **Shipping Date to Customer or Last Day of Work Performed**
  - Use the date of the first vendor invoice related to the services included on this line item.
- **Supporting Documentation**
  - Use this field for any additional documentation related to the services included on this line item.

**Funding Request Number (FRN)**

<table>
<thead>
<tr>
<th>FRN</th>
<th>221029437</th>
</tr>
</thead>
</table>

**Total Undiscounted Amount for Service**

<table>
<thead>
<tr>
<th>Amount</th>
<th>$1,000.00</th>
</tr>
</thead>
</table>

**Discount Amount Billed to USAC**

<table>
<thead>
<tr>
<th>Amount</th>
<th>$0.00 ($1,000.00 * 0%)</th>
</tr>
</thead>
</table>

**Discount Rate**

<table>
<thead>
<tr>
<th>Rate</th>
<th>0%</th>
</tr>
</thead>
</table>

---

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### FCC Form 472/474 Invoice Submission

#### Little Red School District (BEN: 17032076) - Test - #BEAR202200398

### Invoice Line Item

<table>
<thead>
<tr>
<th>Select Funding Year</th>
<th>2022</th>
</tr>
</thead>
</table>

#### Add New Invoice Line

<table>
<thead>
<tr>
<th>Form 471 Application Number</th>
<th>221099407</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Funding Request Number (FRN)</th>
<th>22990008085</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Funding Request Number (FRN)</th>
<th>22990008083</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Funding Request Nickname</th>
<th>Little Red Fiber</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funding Request Amount</td>
<td>$940.00</td>
</tr>
<tr>
<td>Service Provider Identification Number (SPIN)</td>
<td>8088000088</td>
</tr>
<tr>
<td>Service Provider Name</td>
<td>Rising Hood Communications</td>
</tr>
<tr>
<td>Discount Rate</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Billing Frequency**

- Please select a value

**Customer Billed Date**

- mm/dd/yyyy

**Shipping Date to Customer or Last Day of Work Performed**

- mm/dd/yyyy

**Supporting Documentation**

- Upload

**Total Undiscounted Amount for Service**

- Please enter the amount billed to USAC

**Discount Amount Billed to USAC**

<table>
<thead>
<tr>
<th>Total Undiscounted Amount For Service</th>
<th>Discount Rate</th>
</tr>
</thead>
</table>

**UNDO**

**CANCEL**

**SAVE**
FCC Form 472/474 Invoice Submission
FCC Form 472/474 Invoice Submission
FCC Form 472/474 Invoice Submission

FCC Form 472

Basic Information

Selective Funding Year
2022

Invoice Line Item Summary

Little Red School District (BEN: 17032076) - Test - #BEAR202200398

Invoice Line Item

Select Funding Year
2022

Select FRN
Please select a row to auto-populate the form details below:

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>2210394037</td>
<td>2299050085</td>
<td>Little Red Fiber</td>
<td>$940.00</td>
<td>04880088</td>
<td>Rising Hope Communications</td>
<td>00%</td>
</tr>
<tr>
<td>2210394040</td>
<td>2299050083</td>
<td>Little Red Fiber</td>
<td>$1,000.00</td>
<td>04880088</td>
<td>Rising Hope Communications</td>
<td>00%</td>
</tr>
</tbody>
</table>

Add New Invoice Line

Form 471 Application Number
2210394037

Billing Frequency *
Please select a value

Customer Billed Date
mm/dd/yyyy

Shipping Date to Customer or Last Day of Work Performed
mm/dd/yyyy

Supporting Documentation

Upload

Total Undiscounted Amount for Service *

Discount Amount Billed to USAC

(Total Undiscounted Amount For Service * Discount Rate)
### FCC Form 472/474 Invoice Submission

**FCC Form 472**

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<table>
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<tr>
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</tr>
</thead>
</table>

**Invoice Line Summery**

<table>
<thead>
<tr>
<th>Select Funding Year</th>
<th>2020</th>
<th></th>
</tr>
</thead>
</table>

**Select FRN**

Please select a row to auto-populate the form details below.

<table>
<thead>
<tr>
<th>FCC Form 471 Application Number</th>
<th>Funding Request Number (FRN)</th>
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</tr>
</thead>
<tbody>
<tr>
<td>221039437</td>
<td>2299080885</td>
<td>Little Red Fiber</td>
<td>$940.00</td>
<td>004808088</td>
</tr>
<tr>
<td>221039440</td>
<td>2299080883</td>
<td>Little Red Fiber</td>
<td>$1,000.00</td>
<td>002200038</td>
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<tr>
<td></td>
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</tr>
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</table>

**Supporting Documentation**

Upload Drop file here

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FCC Form 472/474 Invoice Submission
### FCC Form 472/474 Invoice Submission

**FCC Form 472**

**Basic Information**

**Invoice Line Item Summary**

**Little Red School District (BEN: 17032076) - Test - #BEAR202200398**

#### Invoice Line Item

- **Select Funding Year:** 2022

- **Select FRN**
  - Please select a row to auto-populate the form details below.

| FCC Form 471 Application Number | Funding Request Number (FRN) | Funding Request Nickname | Funding Request Amount | Service Provider Identification Number (SPIN) | Service Provider Name
<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
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<tr>
<td>221039437</td>
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<td>Little Red Fiber</td>
<td>$1,000.00</td>
<td>8088080808</td>
<td>Rising Hood Communications</td>
</tr>
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- **Form 471 Application Number:** 221039437

- **Funding Request Number:** 2299058085

**Billing Frequency**

- Please select a value

**Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.**

**Customer Billed Date**

**Shipping Date to Customer or Last Day of Work Performed**

**Supporting Documentation**

**Total Undiscounted Amount for Service**

- Please enter the amount billed to USAC

**Discount Amount Billed to USAC**

- (Total Undisbursed Amount For Service * Discount Rate)
FCC Form 472/474 Invoice Submission

**FCC Form 472**

![FCC Form 472 Image]

**Basic Information**

**Invoice Line Item Summary**

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</thead>
<tbody>
<tr>
<td>2022</td>
<td>221093637</td>
<td>Little Fiber</td>
<td>$940.00</td>
<td>0888008080</td>
<td>Rising Hood Communications</td>
<td>0%</td>
</tr>
<tr>
<td></td>
<td>221093640</td>
<td>Little Red Fiber</td>
<td>$1,000.00</td>
<td>0888008080</td>
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**Add New Invoice Line**

**Form 471 Application Number**

| 221093637           |

**Billing Frequency**

- Select a value

**Customer Billed Date**

- mm/dd/yyyy

**Shipping Date to Customer or Last Day of Work Performed**

- mm/dd/yyyy

**Supporting Documentation**

- Upload Drop file here

**Total Undiscounted Amount for Service**

- Please enter the amount billed to USAC

**Discount Amount Billed to USAC**

- (Total Undiscounted Amount for Service x Discount Rate)
# FCC Form 472/474 Invoice Submission

## FCC Form 472

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### Billing Frequency

**Please select a value:**

- [ ] 12 Month
- [ ] 24 Month
- [ ] Other

*Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.*

### Customer Billed Date

**mm/dd/yyyy**

### Shipping Date to Customer or Last Day of Work Performed

**mm/dd/yyyy**

### Supporting Documentation

[UPLOAD]

[Drop File Here]
**FCC Form 472/474 Invoice Submission**

### FCC Form 472

**Basic Information**

**Invoice Line Item Summary**

**Little Red School District (BEN: 17032076) - Test - #BEAR202200398**

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<td>Rising Hood Communications</td>
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#### Add New Invoice Line

**Form 471 Application Number**

221039437

**Billing Frequency**

*Please select a value for billing frequency.*

**Customer Billed Date**

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**Shipping Date to Customer or Last Day of Work Performed**

**Supporting Documentation**

[UPLOAD] Drop file here

_FINISHED_
FCC Form 472/474 Invoice Submission
FCC Form 472/474 Invoice Submission
Invoice Status Overview

**Incomplete**
An Invoice has been created but not certified

**Certified**
The invoice has been submitted and certified and **one or more invoice lines have yet to be processed** by USAC

**Processed**
All lines of the invoice have been processed and paid  
*This includes denials*

**Cancelled**
The invoice has been **discarded before submission** OR has been **cancelled after it was submitted and certified**
Pop Quiz
An Applicant has chosen to invoice via a 472/BEAR. When is the applicant required to pay their service provider?
An Applicant has chosen to invoice via a 472/BEAR. When is the applicant required to pay their service provider?

**A:** After USAC has paid the applicant

**B:** The Applicant is required to pay their bill in Full before Invoicing USAC
An Applicant has chosen to invoice via a 472/BEAR. When is the applicant required to pay their service provider?

A: After USAC has paid the applicant

B: The Applicant is required to pay their bill in Full before Invoicing USAC
<table>
<thead>
<tr>
<th>Applicant Invoice Notifications (FY2016+)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Notification:</strong></td>
</tr>
<tr>
<td>Invoice Pending Certification</td>
</tr>
<tr>
<td>Information Request</td>
</tr>
<tr>
<td>Received from USAC for an Invoice Line</td>
</tr>
<tr>
<td>Deadline Extended for Response to</td>
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<tr>
<td>Information Request</td>
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<tr>
<td>BEAR Notification Letter*</td>
</tr>
<tr>
<td>BEAR Remittance Statement*</td>
</tr>
<tr>
<td>Applicant QDR*</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
</tr>
<tr>
<td>Notification that an invoice requires</td>
</tr>
<tr>
<td>certification by a Full Rights user</td>
</tr>
<tr>
<td>Notification that an invoice line has a</td>
</tr>
<tr>
<td>USAC inquiry responding to a request</td>
</tr>
<tr>
<td>Notification that additional time has</td>
</tr>
<tr>
<td>been granted to respond to an invoice</td>
</tr>
<tr>
<td>line</td>
</tr>
<tr>
<td>A letter notifying the invoice line or</td>
</tr>
<tr>
<td>lines submitted using the BEAR mode</td>
</tr>
<tr>
<td>have been processed</td>
</tr>
<tr>
<td>A letter notifying the amount approved</td>
</tr>
<tr>
<td>for payment for a processed invoice</td>
</tr>
<tr>
<td>line or lines</td>
</tr>
<tr>
<td>A quarterly summary of disbursement</td>
</tr>
<tr>
<td>activity for a particular BEN number for</td>
</tr>
<tr>
<td>invoice lines submitted using both the</td>
</tr>
<tr>
<td>BEAR and SPI mode</td>
</tr>
<tr>
<td><strong>Generated:</strong></td>
</tr>
<tr>
<td>A Partial Rights user creates an invoice</td>
</tr>
<tr>
<td>and sends it to a Full Rights user to</td>
</tr>
<tr>
<td>certify</td>
</tr>
<tr>
<td>A USAC reviewer sends new communication</td>
</tr>
<tr>
<td>regarding an invoice line</td>
</tr>
<tr>
<td>A USAC reviewer updates the response</td>
</tr>
<tr>
<td>due date for an invoice line that was</td>
</tr>
<tr>
<td>granted an extension</td>
</tr>
<tr>
<td>After each payment file batch is run,</td>
</tr>
<tr>
<td>typically at the end of every Monday and</td>
</tr>
<tr>
<td>Thursday</td>
</tr>
<tr>
<td>After each payment file batch is run,</td>
</tr>
<tr>
<td>typically at the end of every Monday and</td>
</tr>
<tr>
<td>Thursday</td>
</tr>
<tr>
<td>At the end of every quarter (Jan, Apr,</td>
</tr>
<tr>
<td>Jul, and Aug) if the BEN has invoicing</td>
</tr>
<tr>
<td>activity that quarter</td>
</tr>
<tr>
<td><strong>Method of Delivery:</strong></td>
</tr>
<tr>
<td>Create FCC Form 472 task in My Pending</td>
</tr>
<tr>
<td>Tasks tab assigned to Full Rights users</td>
</tr>
<tr>
<td>Email alert to Full Rights user that a</td>
</tr>
<tr>
<td>new task has been assigned</td>
</tr>
<tr>
<td>Email to Partial and Full Rights users</td>
</tr>
<tr>
<td>with invoice permissions for the BEN</td>
</tr>
<tr>
<td>Invoice Line Number listed for Full Rights users in My Pending Inquiries tab</td>
</tr>
<tr>
<td>Email to Partial and Full Rights users</td>
</tr>
<tr>
<td>with invoice permissions for the BEN</td>
</tr>
<tr>
<td>Invoice Line Number listed for Full Rights users in My Pending Inquiries tab</td>
</tr>
<tr>
<td>Email to all users with invoice</td>
</tr>
<tr>
<td>permissions for the BEN</td>
</tr>
<tr>
<td>Email to General Financial Contact listed</td>
</tr>
<tr>
<td>on FCC Form 498</td>
</tr>
<tr>
<td>News post visible to General Financial</td>
</tr>
<tr>
<td>Contact on FCC Form 498</td>
</tr>
<tr>
<td>News post visible to all users with</td>
</tr>
<tr>
<td>invoice permissions for the BEN</td>
</tr>
<tr>
<td>News post visible to all users with</td>
</tr>
<tr>
<td>invoice permissions for the BEN</td>
</tr>
</tbody>
</table>

*For invoices with a funding year of 2015 and earlier, the BEAR Notification Letter, BEAR Remittance Statement, and Applicant QDR will be continue to be sent via mail.*
# Service Provider Invoice Notifications (FY2016+)

<table>
<thead>
<tr>
<th>Notification</th>
<th>Description</th>
<th>Generated:</th>
<th>Method of Delivery:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice Pending Certification</td>
<td>Notification that an invoice requires certification by a Full Rights user</td>
<td>A Partial Rights user creates an invoice and sends it to a Full Rights user to certify</td>
<td>✅ Create FCC Form 474 task in My Pending Tasks tab assigned to Full Rights users</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>✉️ Email alert to Full Rights user that a new task has been assigned</td>
</tr>
<tr>
<td>Information Request</td>
<td>Notification that an invoice line has an inquiry form USAC that requires a</td>
<td>A USAC reviewer sends new communication regarding an invoice line</td>
<td>✉️ Email to Partial and Full Rights users with invoice permissions for the SPIN</td>
</tr>
<tr>
<td>Received from USAC for an Invoice Line</td>
<td>response</td>
<td></td>
<td>✅ Invoice Line Number listed for Full Rights users in My Pending Inquiries tab</td>
</tr>
<tr>
<td>Deadline Extended for Response to Information</td>
<td>Notification that additional time has been granted to respond to an</td>
<td>A USAC reviewer updates the response due date for an invoice line that was granted an extension</td>
<td>✉️ Email to Partial and Full Rights users with invoice permissions for the SPIN</td>
</tr>
<tr>
<td>Request</td>
<td>inquiry for an invoice line</td>
<td></td>
<td>✅ Invoice Line Number listed for Full Rights users in My Pending Inquiries tab</td>
</tr>
<tr>
<td>Invoice Status Report</td>
<td>A report of the validation status of all certified invoice lines associated</td>
<td>After each payment file batch is run, typically at the end of every Monday and Thursday</td>
<td>✉️ Email to all users with invoice permissions for the SPIN</td>
</tr>
<tr>
<td></td>
<td>with the SPIN number that have been through invoice data validation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPI Remittance Statement*</td>
<td>A letter notifying users of the amount approved for payment for a processed</td>
<td>After each payment file batch is run, typically at the end of every Monday and Thursday</td>
<td>✉️ Email to Remittance Statement Contact listed on FCC Form 498</td>
</tr>
<tr>
<td></td>
<td>invoice line or lines</td>
<td></td>
<td>Visible in the E-File Portal to Remittance Statement Contact on FCC Form 498</td>
</tr>
<tr>
<td>ESPI Upload Ready for Review</td>
<td>Notification that the validation results for an ESPI file upload are ready to</td>
<td>The automated file format validation process for an ESPI file upload is complete in EPC</td>
<td>✉️ Email to the Full Rights users who uploaded the ESPI file</td>
</tr>
<tr>
<td></td>
<td>be reviewed by a Full Rights user</td>
<td></td>
<td>✅ Review ESPI Upload Result task in My Pending Tasks tab assigned to the Full Rights user</td>
</tr>
</tbody>
</table>

*See the [Retrieving Remittance Statements in E-File Video Tutorial](#) for instructions on accessing this notification from the E-File Portal*
Invoicing Status Tools
## Methods for Checking Invoice Status

<table>
<thead>
<tr>
<th>Method</th>
<th>Invoice Status</th>
<th>Invoice Line Status</th>
<th>View Unpaid Invoice Status</th>
<th>View Paid Invoice Status</th>
<th>View Status of SPI Invoice</th>
<th>View Multiple Invoices/Lines</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPC E-Rate Invoicing Dashboard</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Invoice Line Summary Status Report</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✗</td>
<td>✔</td>
</tr>
<tr>
<td>Open Data Disbursement Lookup Tool</td>
<td>✔</td>
<td>✔</td>
<td>✗</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

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How We Will Support You
How We Will Support You

To ease the learning curve, USAC has created a multi-pronged plan to support you throughout the E-Rate systems consolidation, including:

• Invoicing Webinars
  • E-Rate Systems Consolidation Kickoff slide deck
  • Training Overview Webinar slide deck
• Interactive eLearning Modules (eLMs)
  • For Applicants
  • For Service Providers
• A series of office hour sessions after you’ve completed the eLMs
  • Register here
• Website updates
Electronic Learning Modules (eLMs)

A new addition to the E-Rate learning tools.

• New Learning Format.
• Interactive Learning Tool.
• Focused on EPC invoicing concepts.
• Available on demand and self-paced.
• Comprise aspects that appeal to different learning styles:
  • Kinesthetic - learn by doing;
  • Visual - learn by seeing/reading; and
  • Auditory - learn by hearing.
• Include Job Aids with key concepts and reminders that can be downloaded or printed.
Office Hour Sessions

Ask our subject matter experts any questions you have after completing the eLMs.

- Submission of FCC Form 472 (BEAR) and FCC Form 474 (SPI and ESPI) forms.
- How communication is sent and received based on the EPC users’ permission levels.
- New reports and tools that empower you to obtain invoice status details.
- Specific to FCC Form 472 (BEAR) and FCC Form 474 (SPI) filers.
Website Support

• We will continue to update the website to support your learning.
• Practice filing invoices in our updated BEAR and SPI Training environments.
• Read our Special Edition E-Rate Systems Consolidation News Briefs
  • Subscribe to the E-Rate News Brief here
Important Reminders

• Ensure your EPC Access is working
• Complete E-Learning Modules
• Attend Office Hour sessions
• Review and update user rights with your Admin
• Submit your invoices in the legacy system before October 30th
• Invoicing for FY2016 and later will be submitted in EPC starting 11/7
• Invoicing for FY2015 and earlier will be submitted via a customer service case
Thank You!