Housekeeping

• Audio is available through your computer’s speakers
• The audience will remain on mute
• Enter questions at any time using the “Questions” box
• If your audio or slides freeze, restart the webinar
• A copy of the slide deck available in the “handouts” section of the webinar panel
Webinar Overview

In this webinar, designed for Service Providers new to USAC, we’ll cover the basics of the 498 ID and the 499 ID, their difference and how to request them.
Agenda

1. 498 ID & 499 ID Purpose
2. Form 498 Registration
3. Form 499-A Registration
4. Questions
498 ID & 499 ID

What are these IDs?
**What The IDs Are**

**498 ID**
Takes it’s name from the registration form - FCC Form 498
Identification used to *receive* Universal Service funding

**499 ID**
Takes it’s name from it’s registration form – FCC Form 499-A
Identification used to *contribute* to the Universal Service Fund
498 Identification Number
aka
SPIN (Service Provider Identification Number), 498 ID
Nine digit number beginning with “143” (i.e. 143999999)

Who - Telecommunications Providers, Service Providers, Schools, Libraries

Why - to participate in any of the 4 programs USAC administers: Rural Health Care, High Cost, Lifeline, Schools and Libraries

How - Complete Form 498

Companies that have a 498 ID don’t necessarily have to have a 499 ID, and vice versa!

499 Filer ID
aka
Filer ID, 499 ID, 6 digit number
Six digit number beginning with an “8” (i.e. “889993”)

Who - Telecommunications Providers, including VoIP service providers

Why - to contribute to the Universal Service Fund

How - Complete Form 499-A
498 ID Registration

Understanding the Sections
Navigate to USAC’s website:
www.usac.org

Select Service Providers
From the top right hand of page

Select Forms
from the left hand navigation menu
The paper copy of the instructions as well as the form itself are listed in the section ‘FCC Forms’.

Click on the name to open up a .pdf document.
The Form 498 is a total of 11 pages

The purpose of this form is to collect information from service providers and billed entities that receive support from the High Cost, Lifeline, Rural Health Care, and Schools and Libraries Programs.

Page 1 Information Collected

• Company Identification
• General Contact Info
• Federal EIN (tax number)
• Dunn and Bradstreet Number (DUNS)
• FCC Registration Number (CORES ID)
Some programs require more information in addition to these standard requirements.

**ALL** programs require you to upload banking validation documentation!
On this page, service providers have the option to tell USAC that they want any disbursement payments made to them by USAC to OFFSET their contributor payment requirements.
Information Needed Prior to Registration

Information you need prior to registering!

- Federal Employer Identification Number (FEIN) aka Tax ID Number
- FCC Registration Number (FRN) aka CORES ID
- Dunn and Bradstreet Number (DUNS)
- Banking verification documentation

Registration Process – Service Providers

- Submit an FCC Form 498 with USAC through E-File

Registration Process – Applicants (e.g. libraries or school districts)

- Request access to EPC by calling the Client Service Bureau at 888-203-8100.
- Submit an FCC Form 498 with USAC through EPC
498 ID Registration

Applicants
Start by going to the USAC home page www.usac.org

Find the blue “Log In” button at the top of the page.

Select “EPC” from the drop down menu.

Registration is completed on-line. No paper copies accepted.

NOTE! New users to EPC will need to get a username and password first by calling the SLD’s Client Service Bureau at 888-203-8100.
Once the user is logged in to EPC, from the “Landing Page”, you’ll select from the top row, the tab titled “Records”.

**EPC Form 498 – Registration**

*Instructions for Applicants*
The resulting screen in EPC will list the records related to this applicant.

From this list, you will select the one titled “Applicant Entries”.

Instructions for Applicants
Select ‘Related Actions’ from the left hand navigation.

Click on ‘Create FCC Form 498’.

Follow the online directions and start entering the data.

It’s not going to look like the paper form, but the online data entry program will ask you for the same information that is required on the paper form.

At the end, you’ll be prompted to upload your banking validation documentation. It’s important to do this – USAC won’t review the form without one.
Questions ?
498 ID Registration

Service Providers
Start by going to the USAC home page
www.usac.org

Find the blue “Log In” button at the top of the page.

Select “E-File” from the drop down menu.

Registration is completed on-line. No paper copies accepted.
E-File Form 498 – Online Registration

Instructions for Service Providers

SCROLL to the bottom of the page to find the selection ‘New Service Provider – 498 ID’.

It’s the first option in the list.
E-File 498 Online Registration

Company Name

Tax ID number

USF Program(s) company will participate in

Services provided

Instructions for Service Providers
Select ‘**Trainings & Outreach**’ from the left hand navigation menu.

Select ‘**Online Learning Library**’ from the gray bar menu.
E-File 498 Registration Video

Complete Walkthrough - How to Register using the E-File System

FCC Form 498

Register for a New 498 ID
Register for a New 498 ID
3:28 minutes | November 2018

Add or Remove 498 User as Company Officer
2:39 minutes | December 2015

Update Banking Info as a Company Officer
1:45 minutes | November 2015

Revise an FCC Form 498 as a General Contact
2:52 minutes | September 2015

Revise an FCC Form 498 as a Company Officer
2:45 minutes | September 2015

Request a 498 ID Deactivation as a Company Officer
2:44 minutes | September 2015

Overview of FCC Form 498
5:53 minutes | August 2013

Instructions for Service Providers
498 ID Registration RECAP
Form 498 – Registration Recap

Two Categories. Two Registration Systems!

**Applicants** e.g. libraries, schools, school districts ➔ Use EPC to register

**Service Providers** e.g. CLECS, VoIP providers ➔ Use E-File to register

Both systems can be accessed from [www.usac.org](http://www.usac.org)  
Top of page, blue Log In button
1. USAC will review and approve the Form within 72 business hours
2. Email confirmation will be sent to Company Officer certifying the form, identifying the new 498 ID.
3. FCC Form 498 can be updated at any time
4. If revising banking information, new banking documents need to be submitted
5. The Company Officer has **FOURTEEN** days to “Certify” the Form
ABOUT THE SERVICE PROVIDERS

USAC makes approved disbursements from the universal service programs to service providers based on the information they provide on the FCC Form 498, Service Provider and Billed Entity Identification Number and General Contact Information Form.

The FCC Form 498 is used to collect contact and remittance information for service providers that receive support from the universal service fund programs.

This section of the site will assist service providers in managing their 498 ID (formerly known as SPIN) data, perform research on pending payments, and the impacts of billing and collections on service provider payments.

LATEST NEWS

FCC Announces 2nd Quarter 2023 Broadband Grant Factor Decrease to 16.8 Percent

Upload Form 498 Banking Verification Documents – After you certify your FCC Form 498, you must upload a copy of relevant financial documents.
Check 498 ID Status

1. Applicants -
   • Schools and Libraries ➔ Tools ➔ Search for 498 ID Status

2. Service Providers
   • Log in to E-File ➔ Information Center for Service Providers
Questions?
EPC Assistance Information

ABOUT THE PROGRAM
Getting Started
Eligible Services List
Document Retention
Appeals & Audits
Glossary of Terms (PDF)
FAQs

RESOURCES & TOOLS
E-rate Productivity Center
Forms
Reference Area
Tools
Latest News
Trainings & Outreach
Contact Us

FY2019 Application Filing Window Is Now Closed

APPLICANT PROCESS

E-RATE PRODUCTIVITY CENTER (EPC)
FY2019 Filing Window
EPC Maintenance Schedule
EPC Training Site

About EPC
EPC is the account and application management portal for the Schools and Libraries (E-rate) Program. E-rate Program participants use this tool to manage program processes, receive notifications and to contact customer service.

General Guidance
- Videos – Visit our Online Learning Library
- Form User Guides – Visit our Forms page
- EPC Access Agreement (Commercial End User Agreement)
- View the application process flowchart to keep track of where you are in the applicant or service provider process.

Web Browsers

Call Client Service Bureau Phone: (888) 203-8100
499 Filer ID Registration

How to Register
Navigate to USAC’s website: www.usac.org

Select **Contributors** from the top right hand of page

Select **Forms** from the left hand navigation menu
Official Name for FCC Form 499-A is official named: “Annual Telecommunications Reporting WORKSHEET”, but everyone calls it the “Form 499-A”.

The paper copy of the instructions as well as the form itself are listed in the section ‘FCC Forms’.

Click on the name to open up a .pdf document.
### Page 1 Information Collected

- Company Identification
- Telecommunications services provided
- Company address
- Federal EIN (tax ID)
- Affiliates
- FCC Registration Number (CORES ID)
- All company or trade names the filer does business as
Page 2 Information Collected

- Form Preparer Contact
- Company Contact
- Billing Contact
- DC Agent
  ✓ Required for carriers and VoIP providers
  ✓ Must be a DC address
Page 3 Information Collected

- Company Officer
- Jurisdictions
- The date the company started providing telecom or VoIP services

Year the filer started providing telecommunications.

This date can be in the past.
Information to have prior to starting your 499 ID Registration

- FCC Registration Number (FRN)
  - You can register with the FCC here: https://www.fcc.gov/licensing-databases/fcc-registration-commission-registration-system
  - The information you enter on your 499 registration Form MUST MATCH the information associated with your FRN in the FCC’s CORES system

- All carriers and VoIP providers registering for a 499 Filer ID must identify a “DC Agent for Service of Process”. The physical location address of the DC Agent must be in “Washington, DC” as well as having a DC-based area code.

- Registration consists of completing a Form 499-A, with only the administrative information. No revenue information required for initial registration.

- You can save partially completed 499-A forms for up to 30 days, prior to “officially” submitting it to USAC.
Start by going to the USAC home page
www.usac.org

Find the blue “Log In” button at the top of the page.

Select “E-File” from the drop down menu.

Registration is completed on-line. No paper copies accepted.
SCROLL to the bottom of the page to find the selection ‘New Contributor/Registration in Progress’.
499 ID Registration Process

1. Submit an FCC Form 499-A with USAC through E-File
   - For registration purposes, you will not be required to enter revenue information.
2. Filer will have the opportunity to Save before submitting
3. New registration must be completed within 30 days
4. USAC will review form within 72 business hours
5. If the reviewer has any questions, they will be sent via email from ‘Form499@usac.org’.
Select the telecommunications services your company provides by moving them from the box on the left over to the box on the right.
Enter the EIN or tax ID number
Page requiring main company identification details.

Please include all trade names used.
Online form will prompt the user if any information is missing or entered in an incorrect format; highlighting fields with errors and displaying error messages in a red box.

Several more entry screens of different contact information is required; form preparer, company officers, billing contact, DC Agent for Process.
Upon completion of all required contact information, the system will prompt you to review the form.

A pop up window will display a .pdf version of the form with the data input.

Certify to submit the form to USAC and this screen will appear upon successful submission.
499 ID Registration – Next Steps

1. Upon USAC approval – 2 emails will be sent to Company Officer
   • Assignment of 499 ID & Required 499 filings (both Quarterly and Annual)
   • Company Officer User ID setup

2. The Company Officer should set up authorized users in E-File (Form Preparers or persons responsible for paying contributor invoices)

3. **Make a note of the filing deadlines!**
   • 1st day of February, May, August and November (Form 499-Q)
   • April 1st (Form 499-A)
Questions ?
Online Learning Library

- Common topics
- Quick videos
- Copy of webinar recordings

<table>
<thead>
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http://www.usac.org/cont/about/outreach/online-learning.aspx
Service Providers New to USAC
499-Q Basics will be repeated quarterly
498/499 ID Basics for Service Providers (also repeated quarterly)

Sign up through our “Trainings & Outreach” webpage!

Service Providers -> Trainings & Outreach -> Upcoming Events

For More Assistance

✓ Call Customer Support    Phone: (888) 641-8722, Option 4
   Hours: Monday-Friday 9 AM to 5 PM ET

✓ Submit an email to CustomerSupport@usac.org

✓ Visit our online learning library