498/499 ID Basics for Service Providers

Webinar

February 25, 2020
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?
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

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**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

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

Understanding the Sections
USAC’s website redesign happened in November 2019.

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

Hover over Service Providers
From the top right hand of page

Mega Menu will display with further menu selections for Service Providers.
Select *Forms & Instructions* from the drop down mega menu.
The paper copy of the instructions as well as the form itself are listed on this webpage.

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](http://www.usac.org).

Find the blue “Sign 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.

*Instructions for Applicants*
Once the user is logged in to EPC, from the “Landing Page”, you’ll select from the top row, the tab titled “Records”.

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.
498 ID Registration

Service Providers
Start by going to the USAC home page [www.usac.org](http://www.usac.org).

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

Select “All Users” from the drop down menu.

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

*Instructions for Service Providers*
E-File Form 498 – Online Registration

USAC refers to this screen as the ‘E-File login page’.

SCROLL to the bottom of the page and select the option ‘Create an account’.
On this page, select the option ‘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 ‘Videos’ from the drop down mega menu

Select ‘FCC Form 498’ from the left hand navigation menu to a list of helpful videos pertaining to Form 498.
498 ID 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 Sign 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
If you do not upload your banking validation documents during registration, USAC has a quick link to use.

From the main USAC webpage, hover over ‘Service Providers’

Select ‘Quick Links’ from the mega menu
Check 498 ID Status

1. Applicants -
   • E-rate → Tools → Search for 498 ID Status

2. Service Providers
   • Sign in to E-File → Information Center for Service Providers
In early August 2019, the FCC released the DATA ACT which added a new field to the FCC Form 498, identifying an organization’s business type.

1. Existing service providers and applicants MUST revise their 498 form to include the organization’s business type.

2. USAC has sent emails to with the instructions

3. If you haven’t done so now, please take the time to update your Form 498.

4. This does not directly impact *new* 498 IDs, as the process automatically steps the user through the fields, this new one is included in the process!
Questions ?
# EPC Assistance Information

**Universal Service Administrative Co.**

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<td>Appeals &amp; Audits</td>
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**Call Client Service Bureau**  
Phone: (888) 203-8100
499 Filer ID Registration

How to Register
Find the Form 499

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

Hover over Service Providers
From the top right hand of page

Mega Menu will display with further menu selections for Service Providers.
Select *Forms & Instructions* from the drop down mega 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

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#### 2018 FCC Form 499-A Telecommunications Reporting Worksheet (Reporting 2017 Revenues)

**Block 2-A: Regulatory Contact Information**

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**Block 2-B: Agent for Service of Process**

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**Note:**
- All carriers and providers of interconnected and non-interconnected VoIP must complete Lines 209 through 213.
- During the year, a company must complete Blocks 1, 2, and 4 if any changes in the contact lies are made.

**Persons Making Willful False Statements in the Worksheet Can Be Punished by Fine or Imprisonment Under Title 18 of the United States Code, 18 U.S.C. 1001.**
### 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.
499 ID Registration Information

Information to have prior to starting your 499 ID Registration

• FCC Registration Number (FRN)
  o You can register with the FCC here: https://www.fcc.gov/licensing-databases/fcc-registration-commission-registration-system
  o 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](http://www.usac.org)

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

Select “All Users” from the drop down menu.

Registration is completed on-line. No paper copies accepted.
USAC refers to this screen as the ‘E-File login page’.

SCROLL to the bottom of the page and select the option ‘Create an account’.
E-File Form 499 – Online Registration

On this page, select the option ‘Service Provider – 499 ID’.

It’s the second option in the list.
Submit an FCC Form 499-A with USAC through E-File
• For registration purposes, you will not be required to enter revenue information.

Filer will have the opportunity to save their data entry before submitting

New registration must be completed within 30 days

USAC will review form within 72 business hours

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.
Form 499 – Online Registration

Enter the EIN or tax ID number
Form 499 – Online Registration

Page requiring main company identification details.

Please include all trade names used.
Form 499 – Online Registration

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.
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!
   • 1\textsuperscript{st} day of February, May, August and November (Form 499-Q)
   • April 1\textsuperscript{st} (Form 499-A)
Questions ?
Quarterly Trainings

- 499Q Basics
- 498/499 ID Basics

Previous webinar recordings also stored here.
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