# 498/499 ID Basics for Service Providers

Webinar

July 9, 2020



**Universal Service** Administrative Co

### Housekeeping

- Follow the email instructions for audio options
- 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

### <u>498 ID</u>

Takes it's name from the registration form - FCC Form 498

Identification used to *receive* Universal Service funding

### <u>499 ID</u>

Takes it's name from it's registration form – FCC Form 499-A

Identification used to *contribute* to the Universal Service Fund



## **ID Difference**

### **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

### 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

### **Find the Form 498**

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.



The Universal Service Fund helps communities and people across the U.S. stay connected to the information, resources, and care they need.



USAC administers the Universal Service Fund under the direction of the Federal Communications Commission (FCC).

### **Find the Form 498**

Select Forms & Instructions from the drop down mega menu 

About	E-rate	Rural Health Care	Lifeline	High Cost	Service Provide
Contributing	to the USF	Making Payments	Participa	ting in a USF	Learn
Who Must Cont	ribute	How to Pay	Program		Webinars
Register for a 49	99 ID	Contribution Factors	Register fo	or a 498 ID	Videos
Manage Your 49	99 ID	Invoices	Manage Yo	our 498 ID	FAQs
Forms to File		Late Payments, DCIA, Red	Disbursen	nent Schedules	Contact Us
When to File		Light	DATA Act		
What to Expect	After Filing	Billing Disputes	Resource	25	
Making Revisio	ns	Credit Balance Refunds	Forms & Ir	nstructions	
		Annual True Up Process	Upcoming	Dates	
		Non-USAC Payments	Announce	ments	
		Request Invoice Copy	Quick Link	cs	
			Glossary o	of Terms	

### Form 498 & Instructions

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.



end of the document.

*These documents are provided for reference only*, as the forms must be completed online through USAC's E-File system

### Paper Form 498

File elect	tronically at http://usac.org/about/tools/e-file.aspx/	
FCC Form 498	Generative metadore	OMB 3060-0824
Service Provider And Billed Entity	Identification Number and General C	Contact Information
-	Form	
Ectimat	ted Average Burden Hours Per Response: 1.6 hours	
POD Form 499 is used to collect contact and reintrance information for Healthy, this form allows service providers to use the same general contact and remittance information. Please report any changes to this information making faise statements on this form can be punished by fine or forfeiture	service providers and applicants that receive support from the Federal Universa is Information for all their contacts and the same remittance data collected for ea in on a revised FOC Form 498 to prevent any delays in notification and the time , under the Communications AL, 47 U.S.C. Secs. 502, 503(b), or fine or imprise Code, 18 U.S.C. Sec. 1001.	I service support programs. For greater sch of the four programs or multiple contact liness of disbursements. Persons wilhuly priment under Title 18 of the United States
Please read instructions, locate	Provider Type	n.
Please check one box below		See Instruction Section III.A
Service Provider	School/Library or other Billed Entity	
	Submission Type	
Please check one box below	Submission type	See Instruction Section III B
Original Application for ECC Form 498 ID	Revision to existing ECC Form 498 on file with I	ISAC
	Newsloring Poor Point 450 ID Section 10	1000
Request for PCC Form 498 ID Merger/Co	nsolidation Request for PCC Form 496 ID Deactivation	
		See Instruction Section III.C
Service Provider Identification Number (FCC Form 49 (To be inserted by USAC for first time applications. Requ	IF ID)	
499 Filer ID		
(Required if your company is required to file the FCC	Form 499)	
Block 1: Organization Information [All Fie		
block I. organization mormation [Air ric		See Instruction Section III.D
Company Name or Billed Entity		
2		
Name Entity or Company is Doing Business As (DBA) or	Formerly Known As (FKA)	
3 Check this Box if the Company is part of or maintains	s affiliate companies and complete page 2.	
4		
Street Address		
5 Address Line 2		—
6 <u>7</u>	8	
City State	Zip Code + 4	
Block 2: General Contact Information [All		
Block 2. Ceneral contact mornation [An	Thems REGORED]	See Instruction Section III.E
9 First: Middle Initial: General Contact (Company Preparer Name)	Last: 10 Title	
11 <u>(</u> )		
Phone Number Ext.		
Street Address		
13 Address Line 2		
1415	16	
City State	Zip Code + 4	
E-mail Address		—
Block 3: Federal EIN, DUNS and FCC Reg	istration Number [All Fields REQUIRED]	
18 Enter Federal Employer Identification Number	19 Corporation Partnership (Check applicable corporate structure.)	See Instruction Section III.F Other
(Federal EIN or Tax ID Number)		

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)

### **Paper Form 498 – Program Selection**



### **Paper Form 498 – Distribution Offsets**

#### Disbursement Offsets and Healthcare Connect Certification

Block 15: Offsetting Disbursement Payments Against Federal Universal Service Contribution Obligations For High Cost Participants

See Insuration Section III.3 The following information pertains only to telecommunications companies participating in the High Cost Program. A telecommunications company may choose to offset Its payment against its Federal universal service contribution. A telecommunications company must have an FCC Form 499 Filer ID number in order to offset its High Cost Program payments against its Federal universal service contribution. In order to obtain an FCC Form 499 Filer ID number, visit http://www.usac.org/contribus/sforms/idefault.aspx and select FCC Form 499. You do not need an FCC Form 499 Filer ID number to be issued a FCC Form 498 ID.

89 Yes, I want my High Cost Program disbursement payments to be offset against my Federal universal service contribution obligations. This box must be checked in order to receive offsets. The Default is "No."

Block 16: Offsetting Disbursement Payments Against Federal Universal Service Contribution Obligations For Lifeline/Lifeline Participants

See Instruction Section III.3 The following information pertains only to telecommunications companies participating in the Lifeline Program. A telecommunications company may choose to offset its payment against its Federal universal service contribution. A telecommunications company must have an FCC Form 499 Filer ID number in order to offset its Lifeline Program payments against its Federal universal service contribution. In order to obtain an FCC Form 499 Filer ID number, visit http://www.sac.orgioontrobiofforms/ideatu.aspx and select FCC Form 499. You do not need an FCC Form 499 Filer ID in order to be issued a FCC Form 499 Filer ID in order to be issued a FCC Form 499 Filer ID in order to be issued a FCC Form 499 Filer ID in order to be issued a FCC Form 499 Filer ID in order to be issued a FCC Form 499 Filer ID in order to be issued a FCC Form 499 Filer ID in order to be issued a FCC Form 499 Filer ID.

90 Yes, I want my High Cost Program disbursement payments to be offset against my Federal universal service contribution obligations. This box must be checked in order to receive offsets. The Default is "No."

Block 17: Offsetting Disbursement Payments Against Federal Universal Service Contribution Obligations For Rural Healthcare Participants

See Instruction Section III.O

The following information pertains only to telecommunications companies participating in the Rural Health Care Program. In accordance with FCC rule section 54.679 regarding Rural Health Care payments, a telecommunications company may choose to offset its payment against its Federal universal service contribution. A telecommunications company must have an FCC Form 499 Filer ID number in order to offset its Rural Health Care Program payments against its Federal universal service contribution. In order to obtain an FCC Form 499 Filer ID number, visit http://www.usac.org/cont/tools/forms/default.aspx and select FCC Form 499. You do not need an FCC Form 499 Filer ID number. For Form 499 Filer ID number, visit http://www.usac.org/cont/tools/forms/default.aspx and select FCC Form 499. You do not need an FCC Form 499 Filer ID number.

91 Yes, I want my Rurai Heath Care Program disbursement payments to be offset against my Federal universal service contribution obligations. This box must be checked in order to receive offsets. The Default is "No."

#### Block 18: Certification to Assist Health Care Providers

See Instruction Section III.1

In accordance with FCC rule section 54.640(b), service providers participating in the Healthcare Connect Fund Program must certify, as a condition of receiving support, that they will provide to health care providers, on a timely basis, all information and documents regarding supported equipment, facilities, or services that are necessary for the health care provider to submit required forms or respond to FCC or USAC inquiries. USAC may withhold disbursements to the service provider if the service provider, after written notice from USAC, fails to comply with this requirement.

92 locrity, as a condition of receiving support under the Heathcare Connect Fund Program, that the above-named service provider will provide to heath care providers, on a timely basis, all information and documents regarding the supported equipment, facility(ies), or service(s) that are necessary for the heath care provider to submit required forms or respond to FCC or USA (Inquires.)

Block 19: Offsetting Disbursement Payments Against Federal Universal Service Contribution Obligations For Schools and Libraries Participants

See Instruction Section III.L The foliowing information pertains only to telecommunications companies participating in the Schools and Libraries Program. In accordance with FCC rule section 54.515 regarding Schools and Libraries Program payments, a telecommunications company may choose to offset its Schools and Libraries Program payment against

93 Yes, I want my Schools and Libraries Program disbursement payments to be offset against my Federal

universal service contribution obligations. This box must be checked in order to receive offsets. The Default is "No."

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 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 (cancelled check or letter from bank)

### **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

## **EPC Form 498 – Registration**

# Start by going to the USAC home page <u>www.usac.org</u>

Find the blue **"Sign In"** button at the top of the page.

Select **"EPC Only"** 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.



The Universal Service Fund helps communities and people across the U.S. stay connected to the information, resources, and care they need.

FC

USAC administers the Universal Service Fund under the direction of the Federal Communications Commission (FCC).

## **EPC Form 498 – Registration**

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**

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** 

## **E-File Form 498 – Registration**

# Start by going to the USAC home page <u>www.usac.org</u>

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.



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FC

USAC administers the Universal Service Fund under the direction of the Federal Communications Commission (FCC).



### **E-File Form 498 – Online Registration**

	0	rn	3	m	0
03	C		а		

Password

#### Forgot password?

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

#### Click the box to accept

By signing in, I accept the terms and conditions of the USAC system.

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'.** 

Sign In

Don't have an account? Create an account

Instructions for Service Providers

## E-File Form 498 – Online Registration

Universal Service Administrative Co.		
Who am I?		
l am a		Help?
Service Provider - 498 ID	$\checkmark$	Send us a message Click here
Service Provider - 499 ID	$\checkmark$	Call us
Rural Health Care Applicant	$\checkmark$	(888) 641-8722
E-rate Participant	$\checkmark$	
498 Company Officer	$\sim$	
499 Company Officer	$\sim$	

On this page, select the option 'Service Provider – 498 ID'.

It's the first option in the list.

Back

### **E-File 498 Online Registration**



Continue

Instructions for Service Providers

## E-File Form 498 Registration Training Video

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 the Form 498.



Learn Webinars

Videos 🔨

FAQs 🗸

☆ Videos

FCC Form 498 FCC Form 499-A FCC Form 499-O

Helpful Tips

Payment Instructions

### FCC Form 498

These quick videos will guide the user how on topics pertaining to the FCC Form 498, which is used by service providers to provide USAC with contact and banking information.



498 ID Overview

5:53 minutes



Register for a New 498 ID 3:28 minutes



General Contacts: Making Revisions 2:52 minutes











Company Officer: Request Deactivation 2:44 minutes

### Instructions for Service Providers

# **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 <u>www.usac.org</u> Top of page, blue <u>Sign In</u> 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

## **Upload Banking Documentation**

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

<b>Univ</b> Admi	ersal Service inistrative Co.		Subscribe	Payments Sign In V	Q
About	E-rate	Rural Health Care	Lifeline	High Cost	Service Providers

USAC | Service Providers | Resources | Quick Links

### Quick Links

#### ■ Upload FCC Form 498 Banking Validation Documents 📿

After certifying your FCC Form 498, if the form contained any changes to banking information, you must upload a copy of a cancelled check or bank statement.

#### Dunn & Bradstreet 1/2

All service providers registering for a 498 ID must include a Dunn & Bradstreet number.

■ FCC Cores Database 🗹

FCC COmmission REgistration System (CORES). In this system the company can register and maintain its FCC Registration Number (FRN) as well as view financial standing with the FCC (Red or Green Light Status). The company must have a login to access the information.

■ FCC 499 Filer Database 🗹

FCC's public database containing 499 Filer ID information. This includes whether a filer is a direct contributor to the Universal Service Fund.

### **Check 498 ID Status**

- 1. Applicants -
  - E-rate  $\rightarrow$  Tools  $\rightarrow$  Search for 498 ID Status

- 2. Service Providers
  - Sign in to E-File → Information Center for Service Providers

# **Questions ?**



## **EPC** Assistance Information

<b>Universal Service</b> Administrative Co.		Subscribe Payments Sign In 🗸	Q
About E-rate	Rural Health Care	Lifeline High Cost	Service Providers
Get Started	Service Provider Process	Resources	Learn
Applicant Process	Before You Begin	Weekly SL News Brief	Videos
Before You Begin	Obtain a SPIN (498 ID)	Announcements	Webinars
Competitive Bidding	Perpending to Bids	Upcoming Dates	FAQs
Selecting Service Providers	Winning the Bid	E-rate Productivity Center (EPC)	Trainings
Applying for Discounts	Starting Services	Forms	Online Training
Application Review	Invoicing	Tools	Regional Trainings
Starting Services	Before You're Done	Glossary of Terms	Tribal Training
Invoicing		Appeals & Audits	EPC Training
Before You're Done		, pp cars of nation	BEAR Training

Contact Us

### ✓ 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.



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USAC administers the Universal Service Fund under the direction of the Federal Communications Commission (FCC).

### **Find the Form 499**

Select Forms & Instructions from the drop down mega menu

About	E-rate	Rural Health Care	Lifeline	High Cost	Service Provide
Contributing to t	he USF	Making Payments	Participa Program	ting in a USF	Learn
Who Must Contribut	e	How to Pay	1 togram		Webinars
Register for a 499 ID		Contribution Factors	Register fo	or a 498 ID	Videos
Manage Your 499 ID		Invoices	Manage Yo	our 498 ID	FAQs
Forms to File		Late Payments DCIA Red	Disbursen	ient Schedules	
When to File		Light	DATA Act		Contact Us
when to File		Billing Disputes	Resource	25	
What to Expect After	Filing	Credit Balance Refunds	Forms & In	astructions	
Making Revisions		Annual True Up Process	Points & I		
			Upcoming	y Dates	
		Non-USAC Payments	Announce	ments	
		Request Invoice Copy	Quick Link	s	
			Glossary o	f Terms	

### **Form 499 & Instructions**

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.



#### Resources

Forms 🔨

Forms & Instructions

**Prior Year Forms** 

USAC-Designed Forms and Templates

Upcoming Dates

Announcements

Quick Links

Glossary of Terms

Appeals and Audits

Multi-Factor Authentication

### Forms & Instructions

This list of forms pertain to service providers for purposes of contributing to the USF and registering to receive disbursements.

FCC Form 498 FCC Form 498 and Instructions 🕞 Due Date Submit at any time	Who Must File Service providers participating in USF Programs Learn more
FCC Form 499-A FCC Form 499A and Instructions 🕞 Due Date April 1	Who Must File All 499 Filer IDs Learn more
FCC Form 499-Q FCC Form 499-Q and Instructions 🕞 Due Date Feb 1, May 1, Aug 1, Nov 1	Who Must File All contributors to USF Learn more

The links open a .pdf document that contain the instructions to the form, with a copy of the form at the end of the document.

*These documents are provided for reference only*, as the forms must be completed online through USAC's E-File system

#### 2020 FCC Form 499-A Telecommunications Reporting Worksheet (Reporting 2019 Revenues)

APPROVED BY OMB 3060-0855

### Paper Form 499

>>>	Please	read	instructions	before	comp	leting.<<<	

		A	nnual Filin	g – due Ap	ril 1, 20	20			
	Block 1: Contributor Identifica	tion Information Duri	ng the year.	filers must	refile Bl	ocks 1, 2 and	6 if there are any changes in Lines	104 or 112. See Instructions.	
101	Filer 499 ID [If you don't know your number, contact the administrator at (888) 641-8722. If you are a new filer, write "NEW" in this block and a Filer 499 ID will be assigned to you.]								
102	Legal name of filer								_
103	IRS employer identification number	r				[Enter 9 dig	it number]		
104	Name filer is doing business as								
105	Telecommunications activities of fi	ler [Select up to 5 boxes that best describe the re	porting enti	ty. Enter nu	imbers s	tarting with '	"1" to show the order of importance	- see instructions.]	
	Audio Bridging (teleconferencin	g) Provider	CAP/C	CLEC			Cellular/PCS/SMR (wireless to	elephony inc. by resale)	
	Coaxial Cable	Incumbent LEC	Interco	onnected Vo	IP		□ Interexchange Carrier (IXC)	Local Reseller	
	□ Non-Interconnected VoIP	Operator Service Provider	Paging	ş			Payphone Service Provider	Prepaid Card	
	Private Service Provider	Satellite Service Provider	□ Shared	I-Tenant Ser	vice Pro	wider / Build	ing LEC	SMR (dispatch)	
	Toll Reseller	Wireless Data	Other	Local			Other Mobile	Other Toll	
	If Other Local, Other Mobile or Oth	her Toll is checked							_
	describe carrier type / services provided:								
106.1	Affiliated Filers Name/Holding Company Name (All affiliated companies must show the same name on this line.)					Check if filer has no affiliates			
106.2	2 Affiliated Filers Name/Holding Company Name IRS employer identification number					[Enter 9	digit number]		_
107	FCC Registration Number (FRN) [https://apps.fcc.gov/cores/userLogin.do]								
	[For assistance, contact the CORES help desk at 877-480-3201 or CORES@fcc.gov]				[Enter 1	0 digit number]			
108	Management company [if filer is m	anaged by another entity]							
109	Complete mailing address of report	ing entity corporate headquarters	Stre	cet1					
			Stre	cet2					
			City	cet3		State	Zin (nostal code)	Country	
110	Complete business address for custo	omer inquiries and complaints	Stre	eet1		State	Zip (postar code)	Country	_
			Stro	cet2					
		check if same address as Line 10	09 🗌 Stra	cet3					
			Cit	у		State	Zip (postal code)	Country	
111	Telephone number for customer con	mplaints and inquiries [Toll-free number if avail	able]				- ext	-	
112	List all trade names used in the past	3 years in providing telecommunications. Inclu	de all names	s by which y	ou are k	nown by cus	tomers.		-
	a			g					4
	b			h					4
	c			1					+
	a			J					-
	6			1					-
	<u></u>	Use additional sheets if name	any Each 6	lar must pro	wide all	names used	for telecommunications activities		+
DI	EDSONS MAKING WILLEFT FALS	E STATEMENTS IN THE WORKSHEET CAN	DE DUNIE	LED BY F	INE OP	IMDDISCOM	MENT UNDER TITLE 18 OF THE	UNITED STATES CODE: 18 U.S.C. \$ 1001	_
PI	ERSONS MAKING WILLFUL FALS	E STATEMENTS IN THE WORKSHEET CAN	DE PUNIS	neu bi F	INE OK	IMPRISON	MENT ONDER TITLE 18 OF THE	UNITED STATES CODE, 18 U.S.C. § 1001	

### 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

### Paper Form 499

2	020 FCC Form 499-A Telecommunications Rep	orting Work	sheet (R	eporti	ng 201	9 Revenues)				Page 2
Block	2-A: Regulatory Contact Information									
201	Filer 499 ID [from Line 101]									
202	Legal name of filer [from Line 102]									
203	Person who completed this Worksheet	First				MI Last				
204	Telephone number of this person	(	)		-	ext -				
205	Fax number of this person	(	)		-					
206	Email of this person   not for public release									
207	Contact person name, office name, and mailing address of a corporate office to which correspondence regarding this Telecommunications Reporting Worksheet should be sent. check if same name as Line 203	Office Email   not fo Street1	r public relea	ıse		Attn: First name Phone ( ) -	ext-	MI Fax ( )	Last	
	check if same address as Line 109 $\ \square$	Street2 Street3 City		State		Zip (postal code)	Country			
208	Billing address and billing contact person [Plan administrators will send bills for contributions to this address. Please attach a written request for alternative billing arrangements.] check if name and address same as Line 207	Company Email   not fo Street1 Street2 Street3 City	r public relea	150   		Attn: First name Phone ( ) -	ext-	MI Fax ( )	Last -	
208.1	Email address partnining to ITSP regulatory for issuer	City		State		Zip (postal code)	Country			
Block	2-B: Agent for Service of Process	All carriers and filers must refil	l providers of e Blocks 1, 2	f intercor 2, and 6 i	nected and f there are	nd non-interconnected VoIP n e any changes in this section.	nust comple See Instruct	te Lines 209 th ions	hrough 213.	During the year, these
209	D.C. Agent for Service of Process	Company				Attn: First name		MI	Last	
210	Telephone number of D.C. agent	(	)		-	ext -				
211	Fax number of D.C. agent	(	)		-					
212	Email of D.C. agent									
213	Complete business address of D.C. agent for hand service of documents	Street1 Street2 Street3 City		State	DC	Zip				
214	Local/alternate Agent for Service of Process (optional)	Company				Attn: First name		MI	Last	
215	Telephone number of local/alternate agent	(	)		-	ext -				
216	Fax number of local/alternate agent	(	)		-					
217	Email of local/alternate agent									
218	Complete business address of local/alternate agent for hand service of documents	Street1 Street2 City		State		Zip (postal code)	Country			
PE	RSONS MAKING WILLFUL FALSE STATEMENTS IN THE WOR	RKSHEET CAN H	BE PUNISHE	ED BY F	INE OR	IMPRISONMENT UNDER 1	<b>TTLE 18 O</b>	F THE UNITE	ED STATES	S CODE, 18 U.S.C. § 1001

### Page 2 Information Collected

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

Paper	Form	<b>499</b>
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### Page 3 Information Collected

- Company Officer
- Jurisdictions

Page 3

 The date the company started providing telecom or VoIP services

	check if same as Line 109	City State	Zin (nostal code) Country		sorvicos
223	Second ranking company officer, such as Chairman	First	MI Last		SEIVICES
	(Must be someone other than the individual listed on Line 221)				
224	Business address of individual named on Line 223	Street1			
		Street2 Street3			
	check if same as Line 109	City State	Zip (postal code) Country		
225	Third ranking company officer, such as President or Secretary	First	MI Last		
	(Must be someone other than individuals listed on Lines 221 and 222)				
226	Business address of individual named on Line 225	Street1			
	check if same as Line 109	Street2			
		Street3 City State	Zin (nostal code) Country		
227	Indicate jurisdictions in which the filer provides service. Include	jurisdictions in which service was provided in f	the past 15 months		
	and jurisdictions in which service is likely to be provided in the n	ext 12 months.			
	Alabama Guam	Massachusetts	New York	Tennessee	
	Alaska Hawaii	Michigan	North Carolina	Texas	
	🗌 American Samoa 🗌 Idaho	Midway Atoll	North Dakota	Utah	
	Arizona 🗌 Illinois	Minnesota	Northern Mariana Islands	U.S. Virgin Islands	Vaar tha filar startad
	Arkansas Indiana	Mississippi	Ohio	U Vermont	fedr the mer started
	California 🗌 Iowa	Missouri	Oklahoma	□ Virginia	providing
	Colorado Dohnston Atoll	Montana	□ Oregon	U Wake Island	
	Connecticut Kansas	Nebraska	Pennsylvania	□ Washington	telecommunications.
	Delaware Kentucky	Nevada	Puerto Rico	U West Virginia	
	District of Columbia	New Hampshire	Rhode Island	U Wisconsin	
	□ Florida □ Maine	New Jersey	South Carolina	U Wyoming	This date can be in the
	Georgia Maryland	New Mexico	South Dakota		
228	Year and month filer first provided (or expects to provide) telecor	nmunications in the U.S.	Check if prior to 1/1/1999, otherwise: Year	Month	← past.
PE	RSONS MAKING WILLFUL FALSE STATEMENTS IN THE WO	ORKSHEET CAN BE PUNISHED BY FINE (	OR IMPRISONMENT UNDER TITLE 18 OF THE UNITE	D STATES CODE, 18 U.S.C. § 1001	

Filers must refile Blocks 1, 2 and 6

if there are any changes in this section. See Instructions.

Last

MI

2020 FCC Form 499-A Telecommunications Reporting Worksheet (Reporting 2019 Revenues)

First

Street1 Street2

Block 2-C: FCC Registration and Contact Information

the filer does not have a chief executive officer)

Business address of individual named on Line 221

Chief Executive Officer (or, highest ranking company officer if

Filer 499 ID [from Line 101]

Legal name of filer [from Line 102]

219

220

221

222

### 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.

## Form 499 – Registration

Start by going to the USAC home page

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.



The Universal Service Fund helps communities and people across the U.S. stay connected to the information, resources, and care they need.



USAC administers the Universal Service Fund under the direction of the Federal Communications Commission (FCC).



### **E-File Form 499 – Online Registration**

	0	rn	3	m	0
03	C		а		

Password

#### Forgot password?

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

#### Click the box to accept

By signing in, I accept the terms and conditions of the USAC system.

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'.** 

Sign In

Don't have an account? Create an account

Instructions for Service Providers

## E-File Form 499 – Online Registration

Universal Service Administrative Co.		
Who am I?		
l am a		Help?
Service Provider - 498 ID	$\checkmark$	Send us a message Click here
Service Provider - 499 ID	$\checkmark$	Call us
Rural Health Care Applicant	$\sim$	(888) 641-8722
E-rate Participant	$\sim$	
498 Company Officer	$\sim$	
499 Company Officer	$\sim$	

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

It's the second option in the list.

Back

## **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. Register with a valid company officer email address NOT a generic one.
  - Email addresses that go to a generic box will not be accepted.
- 3. Filer will have the opportunity to save their data entry before submitting
- 4. New registration must be completed within 30 days
- 5. USAC will review form within 72 business hours
- 6. If the reviewer has any questions, they will be sent via email from 'Form499@usac.org'.

### **Form 499 – Online Registration**

: Home			
CUMENTS	GETTING STARTED		
rm 499-A Instructions			CREturning Users – Log in using EI
	Welcome, new filers!		
	Before You Register with USAC		
	You must first select some services that your company will l	be offering.	
	List of Services Access points used in a local area network (LAN) Antennas, cabling, connectors, and related comp Asynchronous Transfer Mode (ATM) Broadband over Power Lines Cable Modem Caching Cellular, personal communications service (PCS), Centrex Coade and	Selected Services	

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



### E-FILE

USAC Home

DOCUMENTS	FILER REGISTRATION LOG IN—ENTER	EIN	Enter the FIN or tax ID number
Form 499-A Instructions	Please enter your company's IRS Employee Identification Number (EIN) to get started.		
	Continue		

#### CONTRIBUTOR IDENTIFICATION INFORMATION

## Form 499 – Online Registration

In this section, please provide the following identification information.

Legal Name	Θ	Test Company
IRS Employer Identification Number	Θ	99-0000000
Name Filer is Doing Business as (DBA)	Θ	The Best Test
Management Company	Θ	Test Management
FCC Registration Numbers	Θ	002577067
		*
Trade Names	Θ	+
Corporate Headquarters Mailing Address	Θ	
Do you want to enter foreign address?	⊖ Yes ● No	
700 12th Street NW		Washington
Suite 900		DC 🔽 20005 ×
Street Address Line 3		United States
Save & Return to Summary	Save & Continue	Save & Clos

Page requiring main company identification details.

Please include all trade names used.

### Form 499 – Online Registration

#### CONTACT INFORMATION FOR CUSTOMER INQUIRIES

Please enter Company Information for customer inquiries and complaints.



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.



### E-FILE

#### NEW FILER REGISTRATION COMPLETE

Thank you for completing New Filer Registration. USAC will review your information to make sure everything is correct.

Within two business days, USAC will issue your Filer ID via email to the FCC Form 499 Preparer and Company Officer. The Company Officer will also receive information about using E-File, including how to log in, establish users, and manage FCC Forms 499-A/Q.

If you have any questions, please call USAC Customer Operations at (888) 641-8722.

Return to Home Page

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. <u>Make a note of the filing deadlines!</u>
  - 1<sup>st</sup> day of February, May, August and November (Form 499-Q)
  - April 1<sup>st</sup> (Form 499-A)

# **Questions ?**



## **Webinar Training Announcements**

Quarterly Trainings

- 499Q Basics
- 498/499 ID Basics

Previous webinar recordings also stored here.

Admir	nistrative Co.				
About	E-rate	Rural Health Care	Lifeline	High Cost	Service Providers
Contributing to the USF Who Must Contribute Register for a 499 ID Manage Your 499 ID Forms to File		Making Payments How to Pay	Participating in a USF Program Register for a 498 ID Manage Your 498 ID		Learn Webinars
		Contribution Factors			Videos
		Late Payments, DCIA, Red Light	Disbursen DATA Act	Disbursement Schedules DATA Act	
When to File What to Expect A	fter Filing	Billing Disputes	Resource	25	
Making Revisions		Annual True Up Process	Forms & Ir Upcoming	nstructions g Dates	
		Non-USAC Payments Request Invoice Copy	Announce Quick Link	ments rs	
			Glossary o	of Terms	
			Appeals ar Multi-Fact	nd Audits or Authentication	

## **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 <u>CustomerSupport@usac.org</u>

✓ Visit our <u>online learning library</u>

