498/499 ID Registration

Overview for Service Providers

April 13, 2021
Housekeeping

- Follow the email instructions for audio options
- The audience will remain on mute
- Enter questions at any time using the “Questions” box in the GoToWebinar panel
- If your audio or slides freeze, restart the webinar
- Relevant documents found in the “Handouts” box in the GoToWebinar panel
- This webinar is being recorded and will be posted on the “Webinar” page on USAC’s website
Meet Our Team

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Webinar Overview

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

• 498 ID & 499 ID Purpose
• Form 498 Registration
• Form 499-A Registration
• Online Resources
• Help
498 ID & 499 ID

What are these IDs?
Purpose of These IDs

**499 ID**
- Takes it's name from the registration form – FCC Form 499-A
- Identification used to contribute to the Universal Service Fund

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

Universal Service Fund
**ID Differences**

### 498 ID

_aka_

SPIN (Service Provider Identification Number)

Nine digit number beginning with “143” (i.e. 143999999)

**Who** - Telecommunications Providers, Schools, Libraries

**Why** - to receive funding from any of the 4 programs USAC administers: *Rural Health Care, High Cost, Lifeline, Schools and Libraries*

**How** - Complete Form 498

### 499 ID

_aka_

Filer ID or 499 Filer ID

Six digit number beginning with an “8” (i.e. 889993)

**Who** - All telecommunications Providers, including VoIP service providers and resellers

**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!
ID Registration

Understanding the Sections
Paper Forms & Instructions

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

Click on the words “Service Providers”
From the top right hand of page

A mega menu will display with further menu selections for Service Providers.
Paper Forms & Instructions

Select “Forms & Instructions” from the drop down mega menu.
Forms & Instructions

These are all of the forms for service providers at a company level. They are not forms for USF program participation.

Paper copies of the forms and their instructions can be found on this page.

Instructions are at the front of each of these documents. The actual form is at the end.

Click on the name to open up a .pdf document.
498 ID Registration

Understanding the Sections
Paper Form 498

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)
Program Selection

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.
Questions
498 ID Online Registration

Service Providers
Information Needed Prior to Registration

• Federal Employer Identification Number (FEIN) aka Tax ID Number
• FCC Registration Number (FRN) aka CORES ID FCC Registration Number (FRN)
  o You can register with the FCC here:
    ◇ https://www.fcc.gov/licensing-databases/fcc-registration-commission-registration-system
• Dunn and Bradstreet Number (DUNS)
• Bank routing number and account number for funds to be deposited.
• Banking verification documentation (cancelled check or letter from bank)

Registration Process – Service Providers

• Submit an FCC Form 498 online with USAC through E-File
Online Registration

Registration is completed online. Paper copies of the form are not accepted.

Start by going to the USAC home webpage: usac.org

Click on the blue “Sign In” button at the top of the page.
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”.
Online Registration

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

It’s the first option in the list.

Once you start this data entry, you must complete it during the session. The system will not save partial registrations!
Registration Data Entry

This is the first page of the online data entry program. You’ll need to use the scroll bar to see all of the form.

Select the universal service programs you wish to participate in.

If you provide telecommunication services, you will be required to enter a 499 Filer ID.
Registration Data Entry

At the bottom of the page, you will be required to select the services you sell as well as the type of company.

Highlight the selection in the left hand box, use the arrows in the middle of the screen to move them over to the right hand box.

Use the arrows on the right hand side to rank the selection in order of importance.

NOTE: A list and description of the principal business activities can be found in the Form 498 instructions, beginning on page 16. Activities that are telecommunications will require you to register for a 499 Filer ID.
Common 498 Registration Mistake

If your company only provides cabling and hardware services, select the activity ‘Non Traditional Provider’.

This selection is not tied to a telecommunications activity therefore the requirement of having a 499 Filer ID is bypassed.
Registration Data Entry

This is the second page of data entry. The information collected here is further contact information at the company level.

Use the scroll bar of your browser’s window to move the page up and down. It doesn’t fit on one screen!
Registration Data Entry

There will be a data entry page for each program you have selected to participate in.

For each program, you must provide banking information for where you want your disbursement funds to be deposited.

Also, each program can have a different contact person that differs from the main contact for the company. That information is entered on this page.

Continue data entry for each program. Once completed, you will be asked for the company officer’s information.
498 ID Registration Recap
Two Categories. Two Registration Systems

**Applicants** e.g. libraries, schools, school districts ➔ Use EPC to register
Request access to EPC by calling the Client Service Bureau at 888-203-8100.

**Service Providers** e.g. CLECS, VoIP providers ➔ Use E-File to register
From USAC’s webpage, [www.usac.org](http://www.usac.org) - top of page, blue Sign In button
Registration Timeline

- The Company Officer has **FOURTEEN** days to “Certify” the Form
- USAC will review and approve the Form within 72 business hours once we receive your banking documents.
- Email confirmation will be sent to Company Officer certifying the form, identifying the new 498 ID.
- FCC Form 498 can be updated at any time
- If revising banking information, new banking documents need to be submitted
Upload Banking Info

If you do not upload your banking validation documents during registration, USAC has a quick link to use.

This is also used when updating your banking information on an existing 498 ID.

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

Select ‘Quick Links’ from the mega menu
Check Status

- Sign in to E-File - Check Information Center for Service Providers
- Call Customer Operations – 888-641-8722, Option 4
  - Hours: Monday – Friday 9 a.m. – 5 p.m. ET
Questions
499 Filer ID Registration

How to Register
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.
Review Paper Form 499-A

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
## Review Paper Form 499-A

### Page 3 Information Collected
- Company Officer
- Jurisdictions
- The date the company started providing telecom or VoIP services
  - This date can be in the past.

### Table: 2021 FCC Form 499-A Telecommunications Reporting Worksheet (Reporting 2020 Revenues) - Page 3

<table>
<thead>
<tr>
<th>Block</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>219</td>
<td>File 499 ID (if from Line 101)</td>
</tr>
<tr>
<td>220</td>
<td>Legal name of filer (from Line 102)</td>
</tr>
<tr>
<td>221</td>
<td>First Name, Middle Initial, Last Name (Chief Executive Officer or highest ranking company official if the filer does not have a chief executive officer)</td>
</tr>
<tr>
<td>222</td>
<td>Business address of individual named on Line 221 (check if same as Line 109 if none)</td>
</tr>
<tr>
<td>223</td>
<td>Second ranking company official, such as Chairman (must be someone other than the individual listed on Line 221)</td>
</tr>
<tr>
<td>224</td>
<td>Business address of individual named on Line 224 (check if same as Line 109 if none)</td>
</tr>
<tr>
<td>225</td>
<td>Third ranking company official, such as President or Secretary (must be someone other than individuals listed on Lines 221, 222, and 223)</td>
</tr>
<tr>
<td>226</td>
<td>Business address of individual named on Line 226 (check if same as Line 109 if none)</td>
</tr>
</tbody>
</table>

### Instructions
- Fillers must refer to Blocks 1, 2 and 6 if there are any changes in this section. See Instructions for more details.
Questions
499 Filer ID Registration

Online Data Entry
Register Online

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’.
Register Online

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

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

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

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’.
Register Online

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

It’s the second option in the list.
Register Online

• Select the telecommunications services your company provides by moving them from the box on the left over to the box on the right.

• For the FCC Form 499-A, a list of the service activities along with their descriptions is found in Appendix B, page 51 of the instructions.
Register Online

Enter the EIN or tax ID number. It must match the number listed on the FCC’s FRN registration.
Register Online

Data entry page requiring company identification details.

Please include all trade names used.

For helpful tips, click the circle with the ‘?’.
Register Online

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.
Register Online

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 Resources
Online Learning Resources

- Webinars
- Quick videos
- FAQ
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 Form499@usac.org

✓ Visit our ‘Learn’ section