

Contributor Office Hours

How To Manage Your 499 ID

June 10, 2021



Universal Service
Administrative Co.

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 is in the **“Handouts”** section of webinar panel.



Meet Our Team

Amy Kavelman

Senior Telecom Industry Analyst | Finance

Amy is a member of the 499 analyst team responsible for reviewing the FCC Form 499-As submitted to USAC.

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Agenda

- Introduction
- Change Company Info
- Deactivate ID
- Email Address Changes
- Questions
- Assistance Resources

New Webinar Format

- Office Hours will be held monthly.
- Brief presentation of a common topic at the beginning
- Open the floor to questions from attendees
 - Attendees type their question in the 'Questions' box in the GoToWebinar panel
 - USAC staff will repeat the question so everyone can hear
 - USAC staff will answer the question, keeping identify of the asker private
 - If question contains specific company information, USAC staff will follow-up with an email, keeping the question private.

Company Information Changed

Information Changes that Require USAC

- If a company needs to update their **EIN** or **Company Name**, only a USAC employee can make that change.
 - Filer should send request to 'Form499@usac.org' and include a copy of an updated W-9 showing the requested change.
 - Filer should have already updated their FCC Cores ID (FRN).
 - <https://apps.fcc.gov/cores/userLogin.do>

The FCC's FRN information must match your requested change!

Information Changes Manage by Filer

- **Most Important!** Billing Address Changes
 - At this time, paper copies of the full invoice are mailed through the postal service, so it's important to keep that address current.
- Affiliate Company/Holding Company Changes
- Company Officer Updates including contact information

Update information on the most recent FCC Form 499-A, registration section.

IF we are in an open period for the FCC Form 499-Q, you can update billing address on that form.

Deactivate the 499 Filer ID

How to Deactivate the 499 Filer ID

- Active 499 Filer IDs are required to keep current with filing FCC Form 499-A and 499-Q.
- If the company has been sold, merged or has gone out of business, it is the filer's responsibility to notify us to deactivate the 499 Filer ID.
- Path: Usac.org → Service Providers → [Manage Your 499 Filer ID](#)
- Select the form that works for your company's situation.
- The form is not interactive with E-File, USAC's data entry system. Follow the instructions on the form to submit it!

Email Address Changes

Email Address Change

Your email address is your login to E-File, USAC's online data entry system.

If your email address changes, you should have your company officer add a new user, with the new email address.

Once added, the company officer should then remove the old user id that uses the old email address.

If your company officer leaves, a new company officer will need to be added.

If you have more than one company officer, they can add new and delete old.

If there was only one company officer, will need to 'add new account'.

See Videos → E-File Navigation → [How to Add a New Company Officer](#)

Questions?

For More Assistance



Call Customer Support at:

[\(888\) 641-8722 Option 4](tel:(888)641-8722)

Monday – Friday, 9 a.m. – 5 p.m. EST



Send and email to: Form499@usac.org



Visit the Service Provider's [Learn](#) page



Summer Office Hours

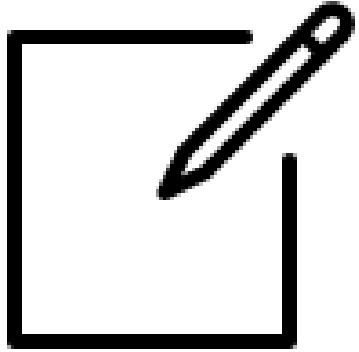
July 13 - Topic: Annual True Up and Credit Balance Refunds

August 5 - How to Make Revisions to Your Form 499s

September 9 - How to Add and Remove Authorized Users

- **All webinars start at 2 p.m. ET and last an hour.**
- **To register, please visit our [Webinar webpage](#).**

Take Our Survey



- We want to hear about your webinar experience.
- Expect an email from noreply@alchemer.com with a unique survey link in 1-2 business days.
- We appreciate your feedback!

Thank You!





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