

Getting a PDF of the Current Version of a Form 471

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The Basics

The Original Version of a Form 471

Once you certify a Form 471, a PDF file is available to be downloaded from EPC from the “FCC Form 471 Generated Documents” section of the form’s summary page.

Records / FCC Forms 471
My FY2019 C1 Form 471 - #191000006

Summary Funding Requests Review Inquiries Discount Calculation Entity Information News Related Actions

Incomplete Certified **In Review** Outreach Wave Ready Committed

Review Status Assigned to IR

Application Information

Nickname My FY2019 C1 Form 471 **Created Date** 1/16/2019 2:41 PM EST
Application Number 191000006 **Created By** School District 6 User 1
Funding Year 2019 **Certified Date** 1/17/2019 8:00 AM EST
Window Status In-Window **Certified By** School District 6 User 1
Category of Service Category 1 **Last Modified Date** 1/17/2019 8:00 AM EST
Last Modified By School District 6 User 1

Billed Entity Information

School District 6 Billed Entity Number: 116
100 Main Street FCC Registration Number: 1234564560
Springfield, ME 04487 Applicant Type: School District
555-555-7878
school.district6.user1@mailinator.com

Consultant Information

Consulting Firms
The consulting firms associated with your organization are listed below.

Name	Consultant Registration Number	Phone Number	Email
USAC Consulting Firm 1	15010001	111-111-1111	

Contact Information

Name School District 6 User 1 **Phone Number** 555-555-5555
Email school.district6.user1@mailinator.com

Holiday / Summer Contact Information

Contact Information Contact John Doe at johndoe@schooldistrict6.org during July and August

FCC Form 471 Generated Documents

FCC Form 471 Version	Description
Original Version	This document contains information that was submitted to USAC upon certification of the FCC Form 471.

This file is the original version and it displays the data on the form at the time the applicant certified the form. This version will not change.

The Current Version of a Form 471

Subsequent to certification, changes to your form may occur as a result of approved Receipt Acknowledgment Letter (RAL) modifications, PIA review, FCC Form 486 review, appeals, SPIN changes, service substitutions, and other post-commitment actions.

A current version of the form with any approved changes to date can also be downloaded. This version will display the net result of all changes to the data on the form since the form was committed.

Note: The current version option is only available for FCC Forms 471 certified for FY2019 and later

When can I get a current version?

The current version will not be available before the form is included in a commitment wave.

RAL modifications and changes that occur during PIA review will not be visible before the form goes through the commitment process.

How can I get a current version?

Simply click on the “DOWNLOAD CURRENT PDF” button --- read the rest of this guide for specific steps.

What if the form changes again?

When you generate a current version, that version will NOT be updated automatically with any subsequent changes. If there are changes to the data on the form, you must regenerate the current version by clicking on the "UPDATE CURRENT PDF" button to see them.

Earlier PDFs of the current version are not stored. When you click on the "UPDATE CURRENT PDF" button, the current version you generated the last time will be replaced by a new current version that shows the net result of all changes up to that moment.

If you want to view, download, or print the earlier version first, click on the link to the current version instead of clicking on the "UPDATE CURRENT PDF" button.

To preserve a record of each change individually, you must download or print a current version after each time a change occurs.

Can I get the current version again?

The current version link expires about two months after you first generate it.

The link to the current version will disappear unless you or another user on your account has viewed it at some point during the two-month time period after it was first generated.

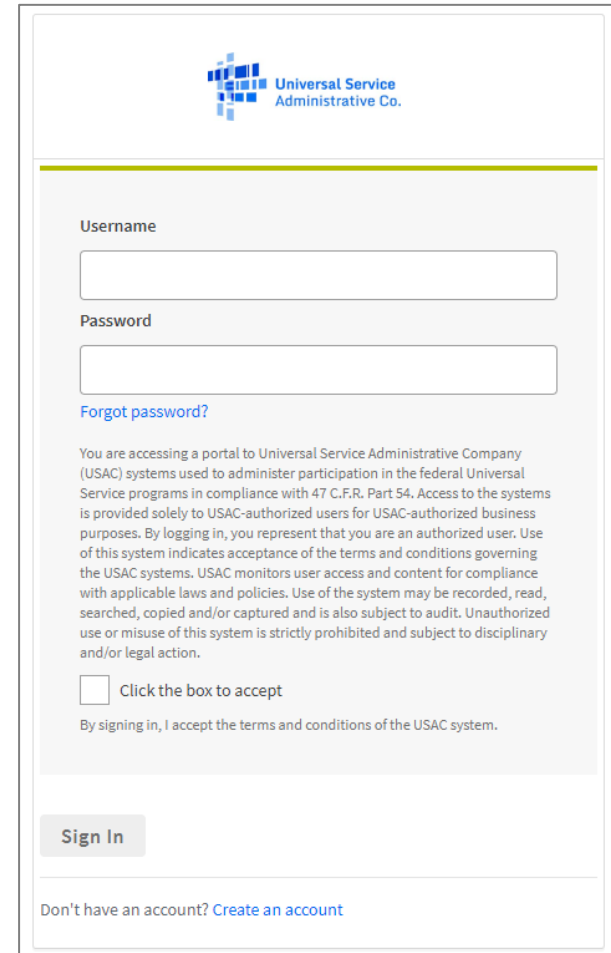
If the link has expired, you can always generate a new current version (and restore the link) by clicking on the "DOWNLOAD CURRENT PDF" button.

Download the Current Version

Download the Current Version

① Navigate to
<https://forms.universalservice.org/portal>

② Log into One Portal with your username
(your full email address) and One Portal password



The screenshot shows the login page for the Universal Service Administrative Co. (USAC). At the top right is the USAC logo, which consists of a grid of blue squares of varying sizes, followed by the text "Universal Service Administrative Co.". Below the logo is a horizontal yellow line. The main content area is a light gray box containing the following elements: a "Username" label above a text input field; a "Password" label above another text input field; a blue link "Forgot password?"; a paragraph of terms and conditions text; a checkbox labeled "Click the box to accept"; and a line of text "By signing in, I accept the terms and conditions of the USAC system." Below this is a gray "Sign In" button. At the bottom of the gray box is a blue link "Don't have an account? Create an account".

Download the Current Version

- ③ Complete the steps as prompted to obtain and enter a one-time verification code
- ④ Once you have successfully logged into One Portal, access EPC either through the
 - A pop-up (click on the “Continue” button) or
 - B the dashboard (click on the block for EPC)

NOTE: which one you see is dependent on whether you only have access to EPC with your email address or if that email address is also associated with a BEAR PIN

Make Your Selection

- Select **Continue** to go to your program's system.
- Select **Manage My Authentication Settings** to update either your email address or phone number to access your account.

[Manage My Authentication Settings](#) **Continue**

Universal Service Administrative Co. Sign Out

anne.perloff@maine.edu

Dashboard

Upcoming Dates **Schools and Libraries** **Help?**

No upcoming dates found.

E-rate Productivity Center (EPC) - E-rate Program participants use the E-rate Productivity Center to manage program processes, receive notifications and to contact customer service.

FCC Form 472 (BEAR) - Applicants file an FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form) to request reimbursement from USAC for the discount amount of the eligible products or services that the applicant has received and paid for in full.

Send us a message
[Click here](#)


Call us
(888) 641-8722

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The EPC Landing Page will display

My Applicant Landing Page



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Hurricane Impact Designation](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, [School District 6!](#)

Pending Inquiries

Type: Application/Request:

Funding Year:

Pending COMAD Inquiries are not included.

Application/Request Number	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available							

Notifications

Notification Type: Status: All Generated Not Generated

Funding Year:

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

Download the Current Version

⑤ On the Landing Page, scroll to the “FCC Forms and Post-Commitment Requests” section

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

> Customer Service Cases

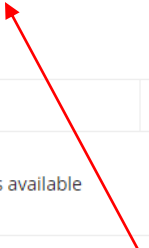
▼ FCC Forms and Post-Commitment Requests

FCC Forms Status All
 Post-Commitment Requests Incomplete
 Certified

Form Type:

Funding Year:

Nickname	Application Number	Funding Year	Status
No items available			



⑥ First change the “Form Type” menu to display “FCC Form 471” and then select the Funding Year

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If you wish, change the status option selection to just display committed forms

▼ FCC Forms and Post-Commitment Requests

FCC Forms
 Post-Commitment Requests

Form Type: FCC Form 471
Funding Year: 2019

Status: All
 Incomplete
 Certified
 Committed

Application Number	Nickname	Funding Year	Status	Certified Date
191014313	FY2019 TR OTT	2019	Committed	3/4/2019 3:07 PM EST
191015021	FY2019 TR UniTel	2019	Committed	3/4/2019 3:09 PM EST
191016469	FY2019 TR LCI	2019	Committed	3/4/2019 3:08 PM EST
191018664	FY2019 TR Consolidated	2019	Certified	3/21/2019 10:39 AM EDT
191019073	FY2019 DF MFC	2019	Certified	3/21/2019 10:35 AM EDT

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⑦ Click on the form number of a committed form to display it

Download the Current Version

The Summary Page of the form will display

Records / FCC Forms 471

FY2019 TR UniTel - #191015021



Summary Funding Requests Review Inquiries Discount Calculation Entity Information News Related Actions

Incomplete Certified In Review Outreach Wave Ready **Committed**

Application Information

Nickname FY2019 TR UniTel	Created Date 2/25/2019 12:53 PM EST
Application Number 191015021	Created By Anne Perloff
Funding Year 2019	Certified Date 3/4/2019 3:09 PM EST
Category of Service Category 1	Certified By Jeffrey Letourneau
	Last Modified Date 3/4/2019 3:09 PM EST
	Last Modified By Jeffrey Letourneau

Billed Entity Information

NETWORKMAINE	Billed Entity Number: 16055092
5752 Neville Hall	FCC Registration Number: 0019855857
Room 250	Applicant Type: Consortium
Orono, ME 04469	
207-581-3507	
jeffl@maine.edu	

Consultant Information

There are currently no consulting firms associated with your organization. If this is in error, please update your organization profile.

Contact Information

Name Anne Perloff	Phone Number 207-581-3584
Email anne.perloff@maine.edu	

Holiday / Summer Contact Information

Contact Information Terri Dow - terri.dow@maine.edu

FCC Form 471 Generated Documents

FCC Form 471 Version	Description
Original Version	This document contains information that was submitted to USAC upon certification of the FCC Form 471.

An updated version of the FCC Form 471 PDF is now available for download. This update is only available for applications that have been committed. This Current Version document will include any changes made during the PIA review process, and can be re-generated again in the future if any additional changes are made through Appeals, FCC Forms 500 or other post-commit requests.

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- ⑧ Scroll to the bottom of the page and locate the “FCC Form 471 Generated Documents” section

FCC Form 471 Generated Documents

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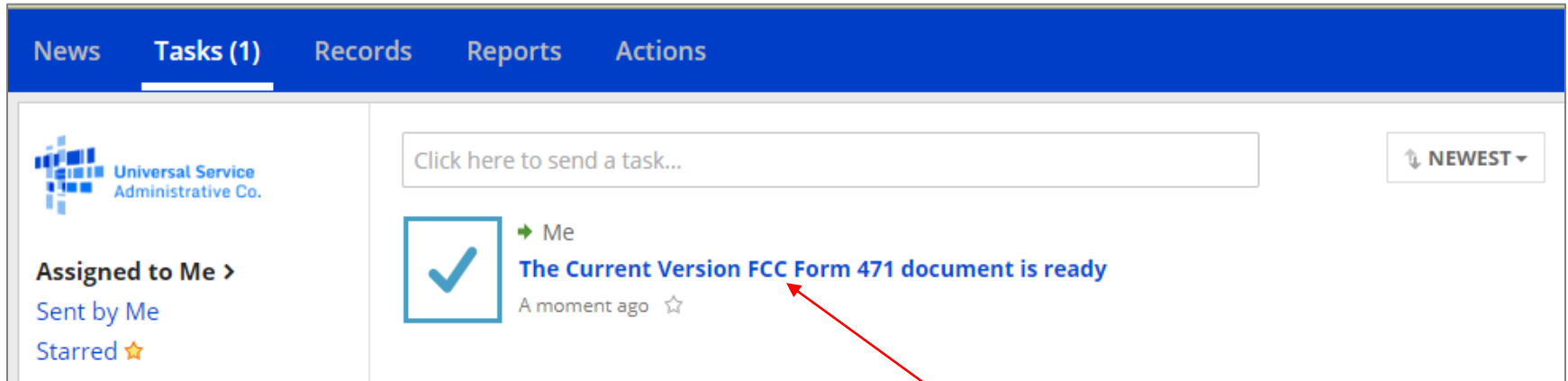
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⑩ Click on the “Tasks” link in the blue bar to view/refresh the list of tasks (you may need to do this several times)



News **Tasks (1)** Records Reports Actions

Universal Service Administrative Co.

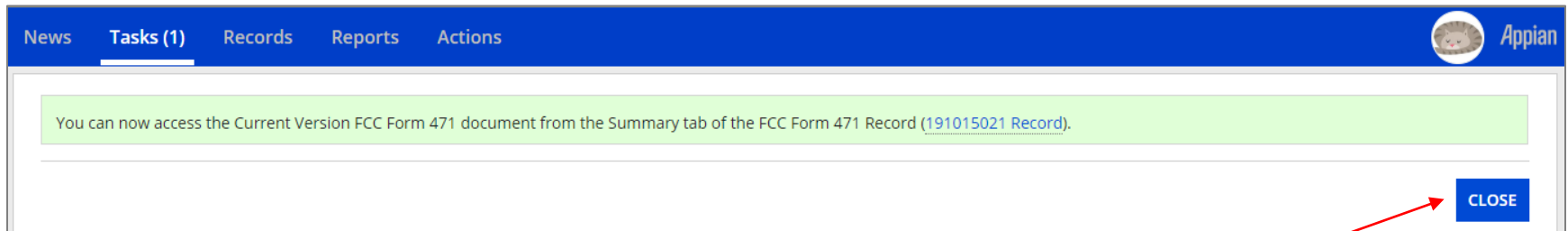
Assigned to Me >
Sent by Me
Starred ★

Click here to send a task... NEWEST ▾

→ Me
The Current Version FCC Form 471 document is ready
A moment ago ☆

⑪ Click on the link for the task for the current version document

Download the Current Version



⑫ Click on the “CLOSE” button

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⑬ Return to the summary page for the form

How to get there:

- 1) Click on any link in the blue navigation bar
- 2) Then click on the USAC logo to return to the landing page
- 3) Scroll to the "FCC Forms and Post-Commitment Requests" section
- 4) Use the drop down menus to select "FCC Form 471" and the appropriate Funding Year
- 5) Click on the link for the form
- 6) You are now on the summary page for the form

Download the Current Version

⑭ Scroll down to the “FCC Form 471 Generated Documents” section

FCC Form 471 Generated Documents

FCC Form 471 Version	Description
Original Version	This document contains information that was submitted to USAC upon certification of the FCC Form 471.
Current Version	This document contains the most recent commitment information up to when it was downloaded (10/30/2019 9:11 AM EDT).

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⑮ Click on the “Current Version” link and follow the prompts to save the PDF file to your computer

NOTE: *If you don't see a link to the current version, the link has expired. Repeat the previous steps to generate the PDF.*

Download the Current Version

The bottom of the last page of the PDF document will display the certification timestamp and the date and time that this particular current version was created

Certified Timestamp	04-March-2019 15:09:56 EST
Current Version Created	30-October-2019 09:11:54 EDT


Update the Current Version

*If updates have been made to your form since the last version you downloaded, you can update the PDF and download it to reflect those changes. **EPC will not save prior versions of the Current Version PDF.***

Update the Current Version

① Go to the Landing Page

My Applicant Landing Page



**Universal Service
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Welcome, [School District 6!](#)

Pending Inquiries

Type Application/Request
Funding Year

Pending COMAD Inquiries are not included.

Application/Request Number	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available							

Notifications

Notification Type Status All
 Generated
 Not Generated
Funding Year

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

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My Entities

Entity	Entity Number	City	State	Zip Code
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School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

> Customer Service Cases

▼ FCC Forms and Post-Commitment Requests

FCC Forms **Status** All

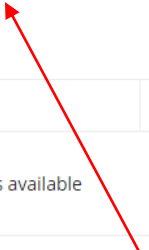
Post-Commitment Requests Incomplete

Certified

Form Type

Funding Year

Nickname	Application Number	Funding Year	Status
No items available			



③ First change the “Form Type” menu to display “FCC Form 471” and then select the Funding Year

Update the Current Version

If you wish, change the status option selection to just display committed forms

▼ FCC Forms and Post-Commitment Requests

FCC Forms
 Post-Commitment Requests

Form Type: FCC Form 471
Funding Year: 2019

Status: All
 Incomplete
 Certified
 Committed

Application Number	Nickname	Funding Year	Status	Certified Date
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< 1 - 5 of 8 >


④ Click on the form number of a committed form to display it

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Records / FCC Forms 471

FY2019 TR OTT - #191014313



Summary Funding Requests Review Inquiries Discount Calculation Entity Information News Related Actions

Incomplete Certified In Review Outreach Wave Ready **Committed**

Application Information

Nickname FY2019 TR OTT	Created Date 2/22/2019 12:05 PM EST
Application Number 191014313	Created By Anne Perloff
Funding Year 2019	Certified Date 3/4/2019 3:07 PM EST
Category of Service Category 1	Certified By Jeffrey Letourneau
	Last Modified Date 3/4/2019 3:07 PM EST
	Last Modified By Jeffrey Letourneau

Billed Entity Information

NETWORKMAINE	Billed Entity Number: 16055092
5752 Neville Hall	FCC Registration Number: 0019855857
Room 250	Applicant Type: Consortium
Orono, ME 04469	
207-581-3507	
jeffl@maine.edu	

Consultant Information

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Contact Information

Name Anne Perloff	Phone Number 207-581-3584
Email anne.perloff@maine.edu	

Holiday / Summer Contact Information

Contact Information Terri Dow - terri.dow@maine.edu

FCC Form 471 Generated Documents

FCC Form 471 Version	Description
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- ⑥ Click on the “UPDATE CURRENT PDF” button

Update the Current Version

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News **Tasks (1)** Records Reports Actions

Universal Service Administrative Co.

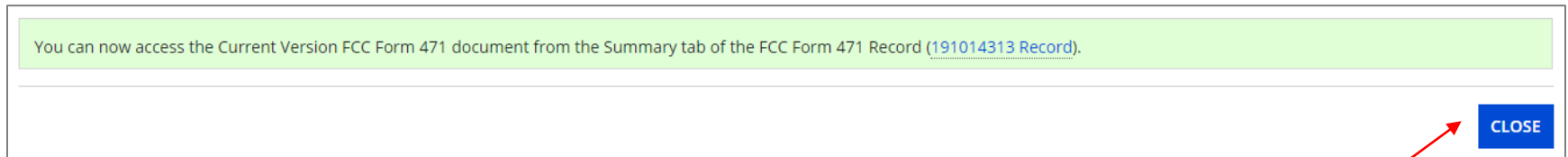
Assigned to Me >
Sent by Me
Starred ★

Click here to send a task... NEWEST ▾

→ Me
The Current Version FCC Form 471 document is ready
A moment ago ☆

⑧ Click on the link for the task for the current version document

Update the Current Version



⑨ Click on the "CLOSE" button

Update the Current Version

⑩ Return to the summary page for the form

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Certified Timestamp	04-March-2019 15:07:24 EST
Current Version Created	30-October-2019 09:27:32 EDT