

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.

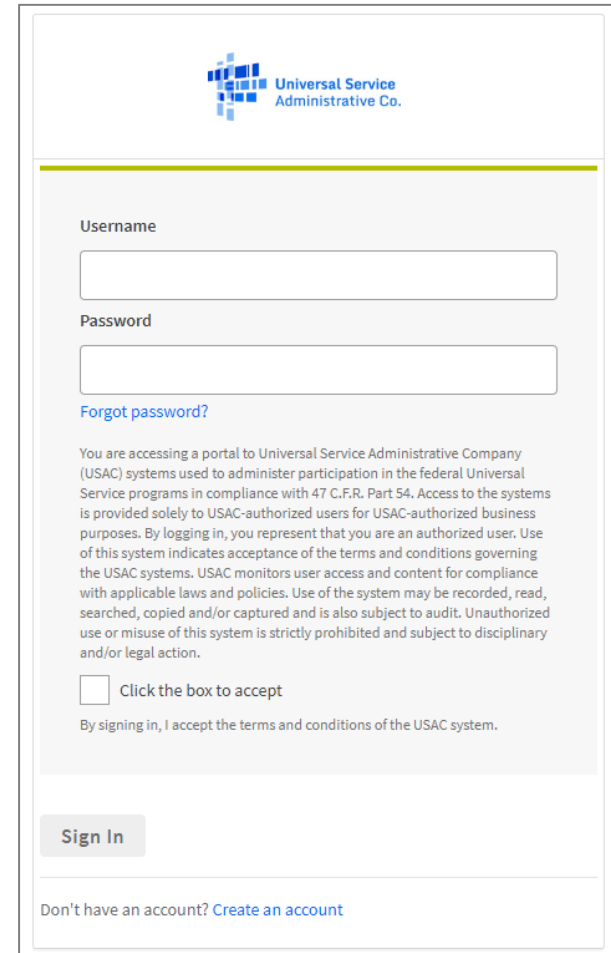
The link to the current version will disappear unless you or another user on your account has viewed it at some point during the two-month time period after it was first generated.

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) portal. At the top right is the USAC logo. Below it, there are two input fields: 'Username' and 'Password'. A link for 'Forgot password?' is located below the password field. A large block of text provides a disclaimer about the portal's use, stating that access is for authorized users only and that unauthorized use is prohibited. Below this text is a checkbox labeled 'Click the box to accept' and a line of text stating 'By signing in, I accept the terms and conditions of the USAC system.' At the bottom left of the form is a 'Sign In' button. At the bottom right is a link for 'Don't have an account? Create an account'.

Universal Service Administrative Co.

Username

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

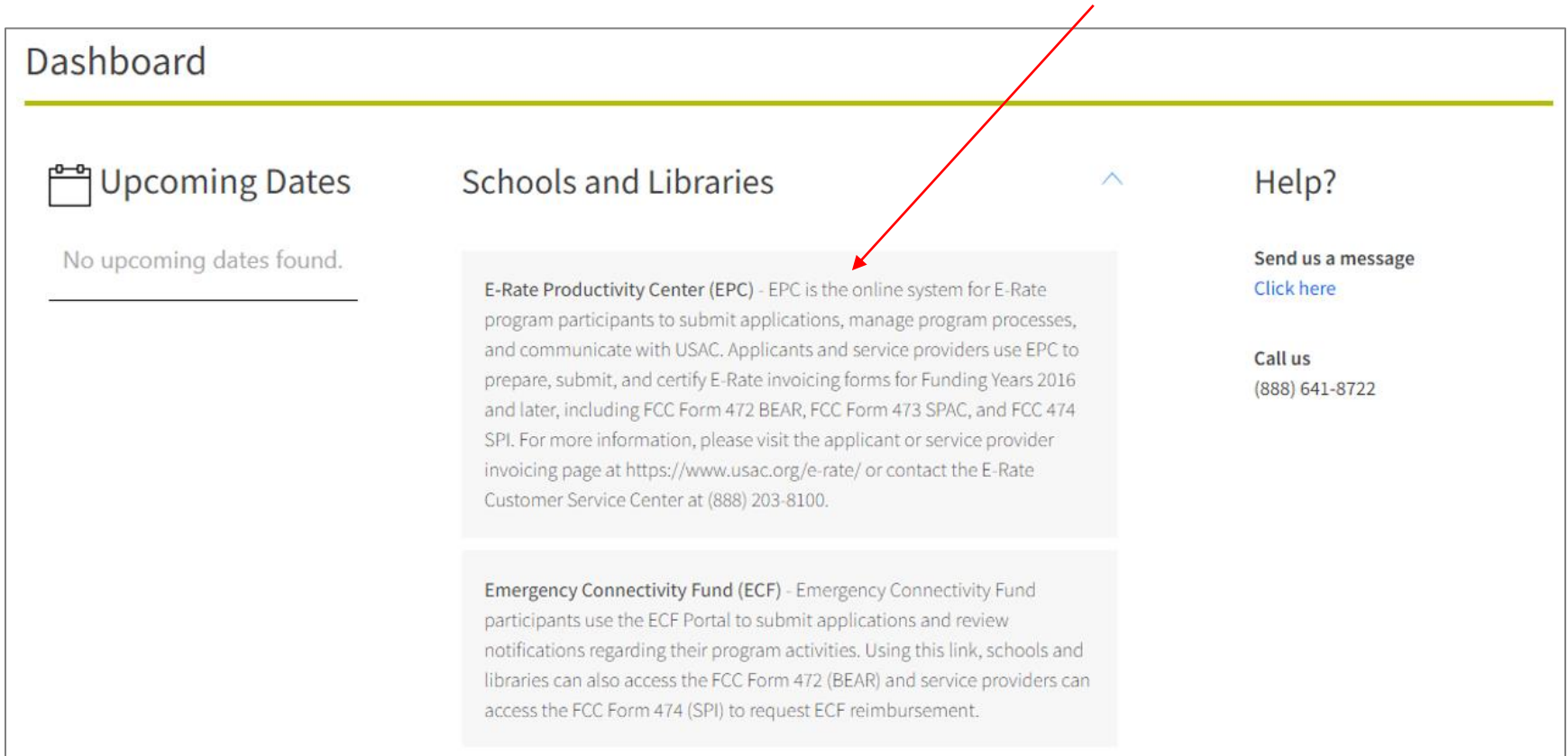
By signing in, I accept the terms and conditions of the USAC system.

Sign In

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 and are viewing its dashboard, access EPC by clicking on the gray block for “E-Rate Productivity Center (EPC)”



The screenshot shows the One Portal dashboard. At the top is a yellow header bar. Below it, the dashboard is divided into three main sections. On the left is a section titled 'Upcoming Dates' with a calendar icon and the text 'No upcoming dates found.' in the center. In the middle is a section titled 'Schools and Libraries' with an upward-pointing arrow icon. This section contains two gray blocks. The top block is titled 'E-Rate Productivity Center (EPC)' and contains text describing the system for E-Rate participants. The bottom block is titled 'Emergency Connectivity Fund (ECF)' and contains text describing the portal for ECF participants. On the right is a section titled 'Help?' with two links: 'Send us a message' with a 'Click here' link, and 'Call us' with the phone number '(888) 641-8722'. A red arrow points from the top right towards the 'E-Rate Productivity Center (EPC)' block.

Dashboard

Upcoming Dates
No upcoming dates found.

Schools and Libraries

E-Rate Productivity Center (EPC) - EPC is the online system for E-Rate program participants to submit applications, manage program processes, and communicate with USAC. Applicants and service providers use EPC to prepare, submit, and certify E-Rate invoicing forms for Funding Years 2016 and later, including FCC Form 472 BEAR, FCC Form 473 SPAC, and FCC 474 SPI. For more information, please visit the applicant or service provider invoicing page at <https://www.usac.org/e-rate/> or contact the E-Rate Customer Service Center at (888) 203-8100.

Emergency Connectivity Fund (ECF) - Emergency Connectivity Fund participants use the ECF Portal to submit applications and review notifications regarding their program activities. Using this link, schools and libraries can also access the FCC Form 472 (BEAR) and service providers can access the FCC Form 474 (SPI) to request ECF reimbursement.

Help?


Send us a message
[Click here](#)

Call us
(888) 641-8722

Download the Current Version

The EPC Landing Page will display

My Applicant Landing Page



**Universal Service
Administrative Co.**

[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 -- Select a Type --

Application/Request -- Enter an Application/Request --

Funding Year -- Select a Funding Year --

[APPLY FILTERS](#) [CLEAR FILTERS](#)

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 Please select a value

Funding Year -- Select a Funding Year --

Status ? ☒ All
☐ Generated
☐ Not Generated

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 ☐ Post-Commitment Requests

Status ☒ All ☐ Incomplete ☐ Certified

Form Type FCC Form 470 ▼

Funding Year -- Select a 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

Download 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
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

< 1 – 5 of 8 >

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

Application Number 191015021

Funding Year 2019

Category of Service Category 1

Created Date 2/25/2019 12:53 PM EST

Created By Anne Perloff

Certified Date 3/4/2019 3:09 PM EST

Certified By Jeffrey Letourneau

Last Modified Date 3/4/2019 3:09 PM EST

Last Modified By Jeffrey Letourneau

Billed Entity Information

NETWORKMAINE

5752 Neville Hall

Room 250

Orono, ME 04469

207-581-3507

jeffl@maine.edu

Billed Entity Number: 16055092

FCC Registration Number: 0019855857

Applicant Type: Consortium

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

Email anne.perloff@maine.edu

Phone Number 207-581-3584

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.

DOWNLOAD CURRENT PDF

Download the Current Version

- 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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[DOWNLOAD CURRENT PDF](#)

- ⑨ Click on the “DOWNLOAD CURRENT PDF” button

Download the Current Version

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)

Universal Service Administrative Co.

Assigned to Me >
Sent by Me
Starred ★

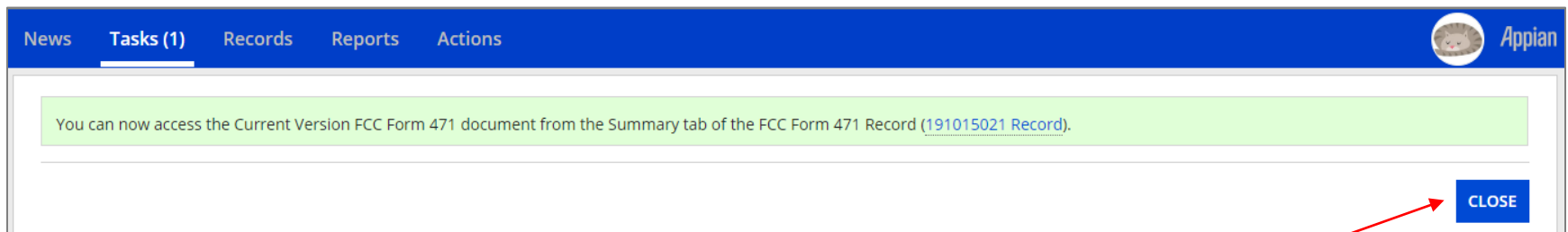
Click here to send a task...

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

Download the Current Version

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).

The Current Version document can be downloaded again to include any updates made through post-commit requests (i.e., Appeals, FCC Forms 500, SPIN changes, Service Substitutions). **EPC will not save prior versions of the Current Version PDF.** Be sure to save the existing Current Version before updating.

[UPDATE CURRENT PDF](#)

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
Administrative Co.**

[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 -- Select a Type --

Application/Request -- Enter an Application/Request --

Funding Year -- Select a Funding Year --

APPLY FILTERS

CLEAR FILTERS

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 Please select a value

Funding Year -- Select a Funding Year --

Status ? ☒ All
☐ Generated
☐ Not Generated

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

Update the Current Version

② 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 ☐ Post-Commitment Requests

Status ☒ All ☐ Incomplete ☐ Certified

Form Type FCC Form 470 **Funding Year** -- Select a 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
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

< 1 – 5 of 8 >

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

Update the Current Version

The Summary Page of the form will display

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

Application Number

191014313

Funding Year

2019

Category of Service

Category 1

Created Date

2/22/2019 12:05 PM EST

Created By

Anne Perloff

Certified Date

3/4/2019 3:07 PM EST

Certified By

Jeffrey Letourneau

Last Modified Date

3/4/2019 3:07 PM EST

Last Modified By

Jeffrey Letourneau

Billed Entity Information

NETWORKMAINE

5752 Neville Hall

Room 250

Orono, ME 04469

207-581-3507

jeffl@maine.edu

Billed Entity Number: 16055092

FCC Registration Number: 0019855857

Applicant Type: Consortium

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.
Current Version	This document contains the most recent commitment information up to when it was downloaded (8/27/2019 8:45 AM EDT).

The Current Version document can be downloaded again to include any updates made through post-commit requests (i.e., Appeals, FCC Forms 500, SPIN changes, Service Substitutions). **EPC will not save prior versions of the Current Version PDF.** Be sure to save the existing Current Version before updating.

UPDATE CURRENT PDF

Slide 27

Update the Current Version

- ⑤ Scroll to the bottom of the page and locate the “FCC Form 471 Generated Documents” section

FCC Form 471 Generated Documents

FCC Form 471 Version	Description
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[UPDATE CURRENT PDF](#)

NOTE: This current version is the most recently generated one. The only way to preserve different versions of the form is to download a copy after each change. Click on the “Current Version” link to save a copy of this version before updating it.

- ⑥ Click on the “UPDATE CURRENT PDF” button

Update the Current Version

⑦ 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 ☆

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

Update the Current Version

You can now access the Current Version FCC Form 471 document from the Summary tab of the FCC Form 471 Record ([191014313 Record](#)).

CLOSE

⑨ Click on the “CLOSE” button

Update the Current Version

⑩ Return to the summary page for the form

How to get there:

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- 2) Then click on the USAC logo to return to the landing page
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FCC Form 471 Generated Documents

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