# Getting a PDF of the Current Version of a Form 471

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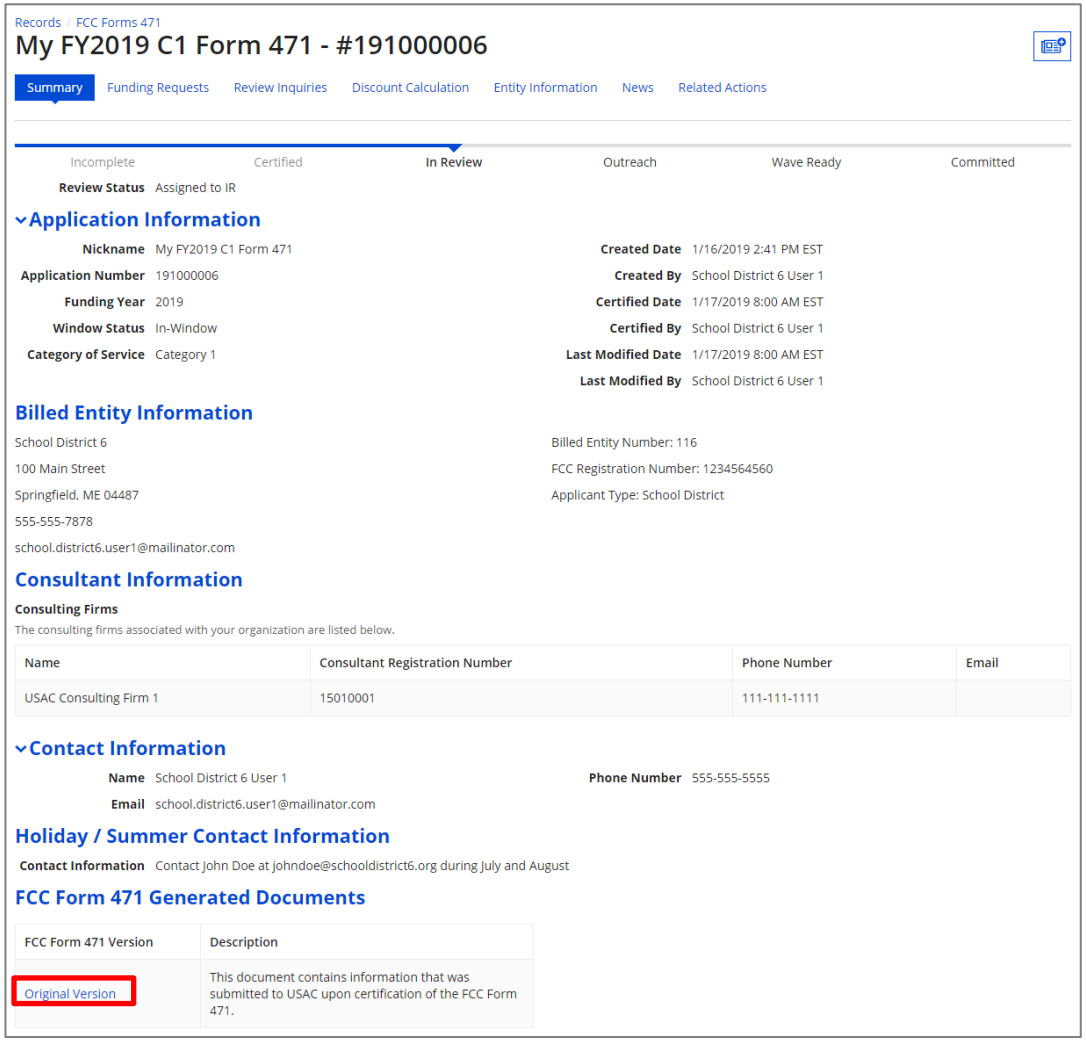
# The Basics

# 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
**Application Number** 191000006
**Funding Year** 2019
**Window Status** In-Window
**Category of Service** Category 1

**Created Date** 1/16/2019 2:41 PM EST
**Created By** School District 6 User 1
**Certified Date** 1/17/2019 8:00 AM EST
**Certified By** School District 6 User 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
100 Main Street
Springfield, ME 04487
555-555-7878
school.district6.user1@mailinator.com

Billed Entity Number: 116
FCC Registration Number: 1234564560
Applicant Type: School District

**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
**Email** school.district6.user1@mailinator.com
**Phone Number** 555-555-5555

**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.

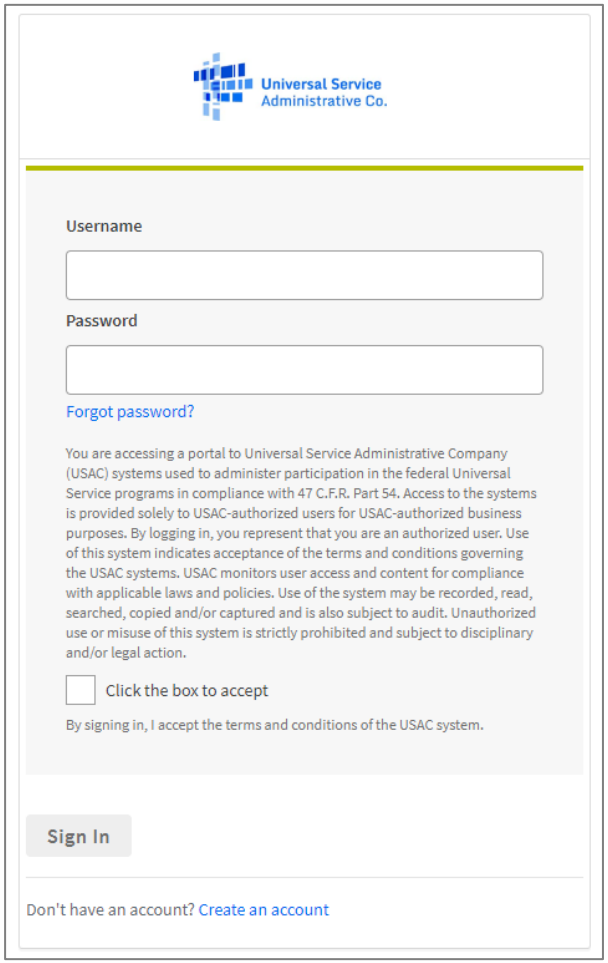
If the link has expired, you can always generate a new current version (and restore the link) by clicking on the "DOWNLOAD CURRENT PDF" button.

# Download the Current Version

# Download the Current Version

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

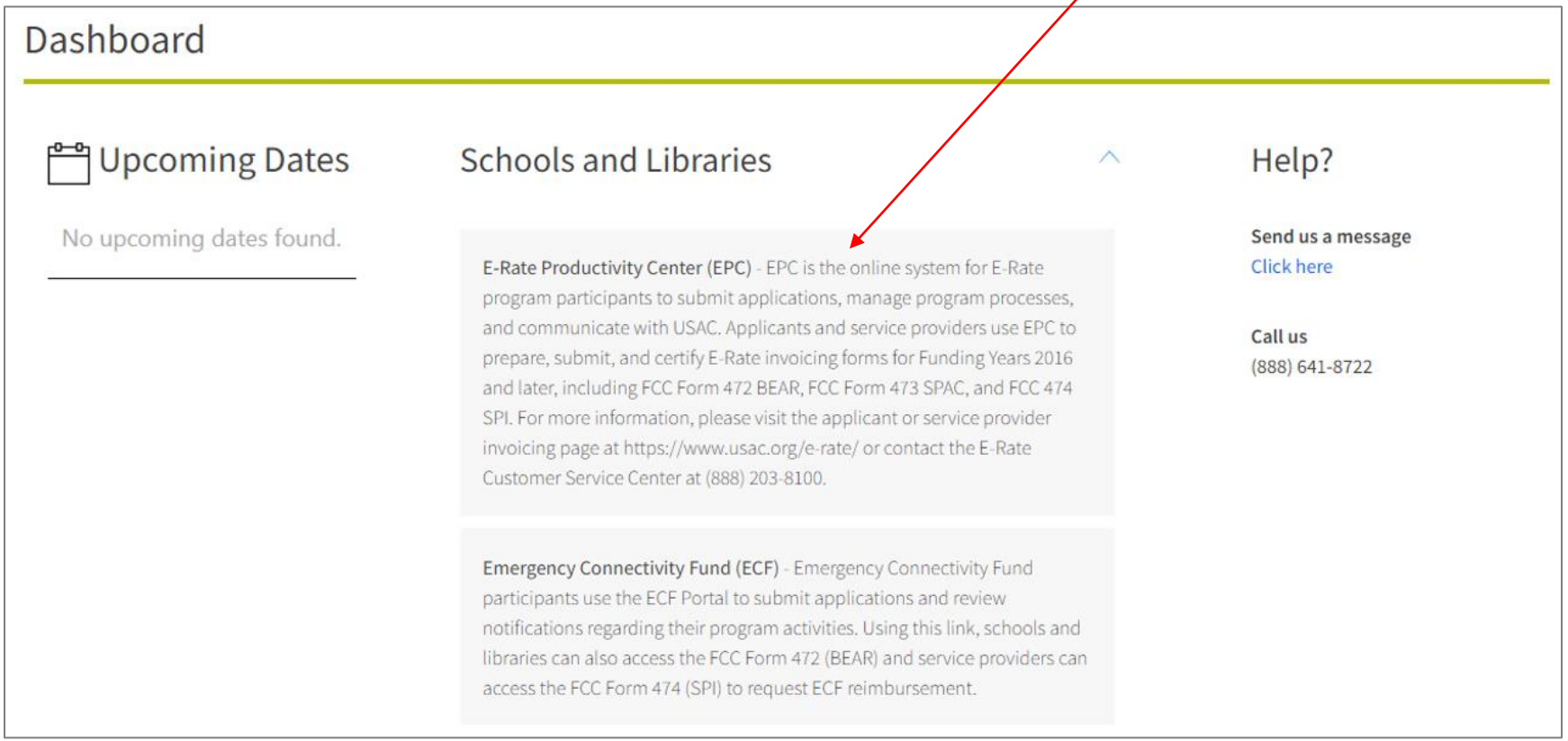
② Log into One Portal with your username (your full email address) and One Portal password



# Download the Current Version

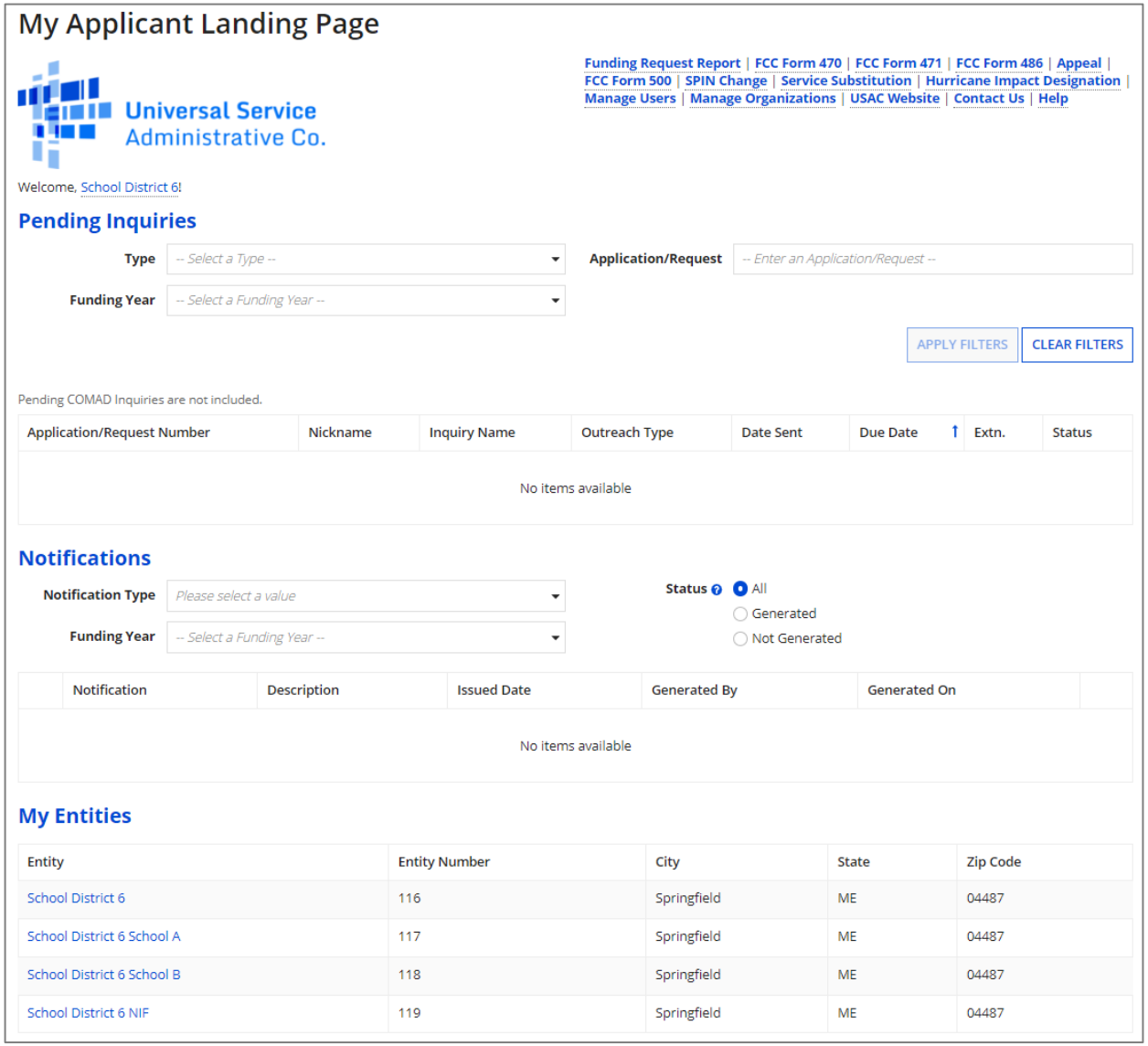
③ Complete the steps as prompted to obtain and enter a one-time verification code

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)”



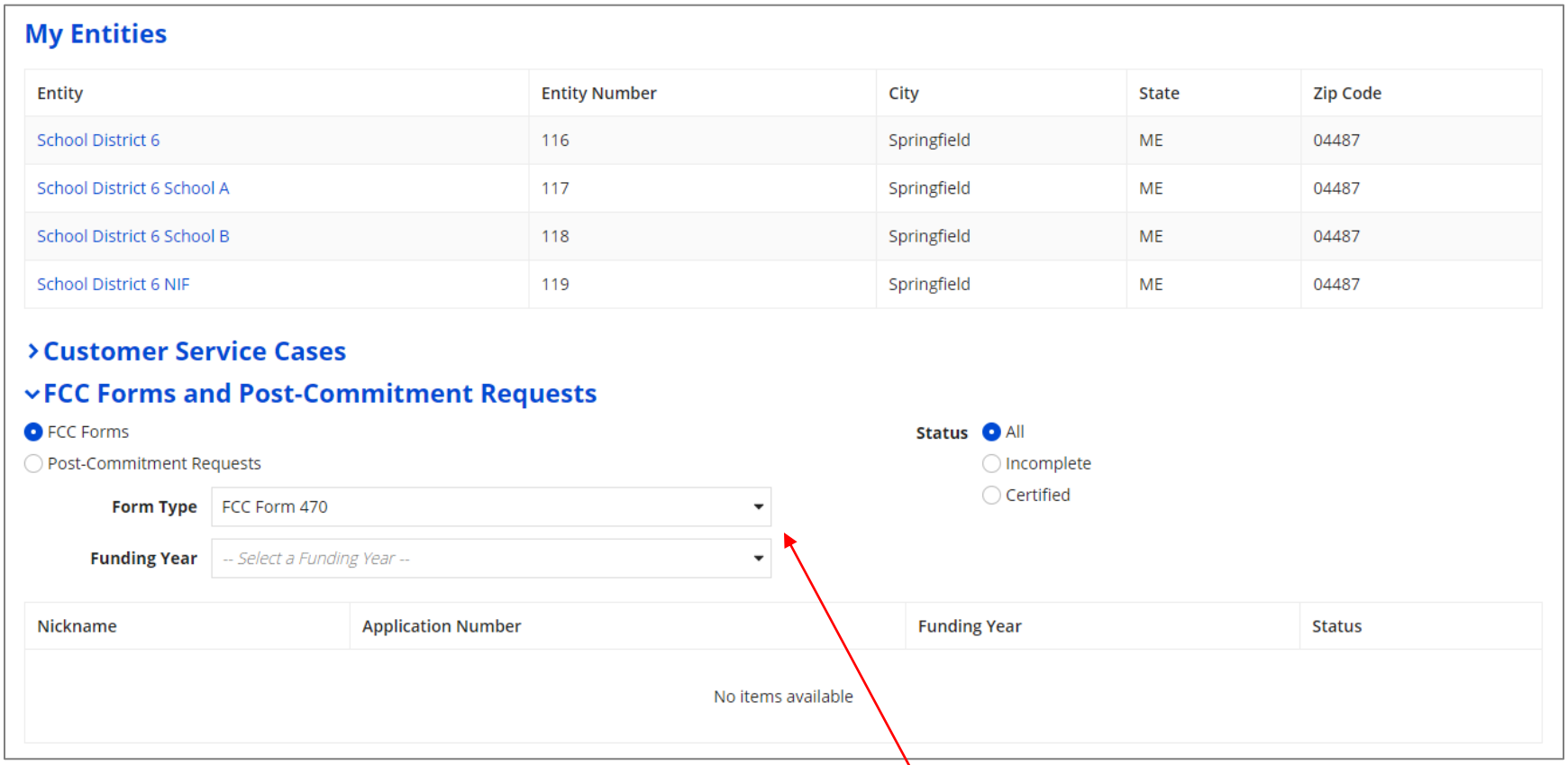
# Download the Current Version

*The EPC Landing Page will display*



# 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

**Form Type** FCC Form 470

**Funding Year** -- Select a Funding Year --

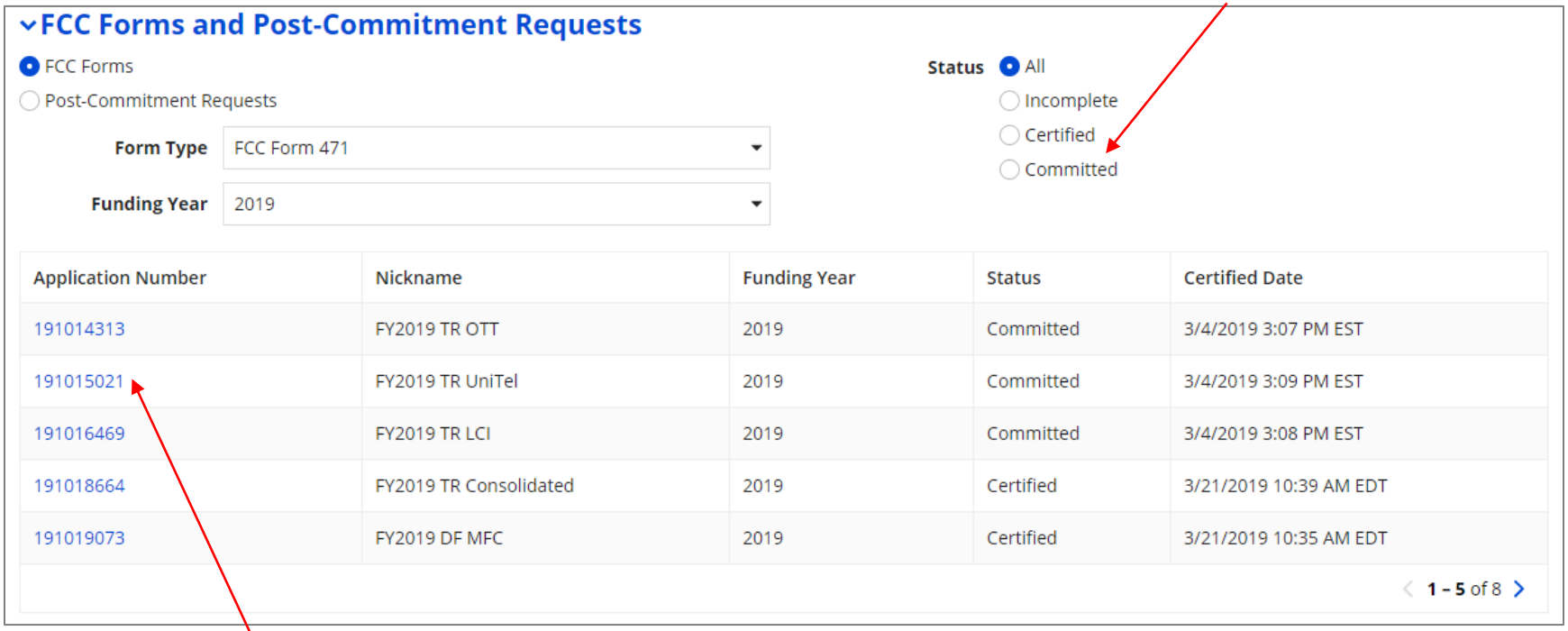
**Status** (•) All ( ) Incomplete ( ) Certified

| 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

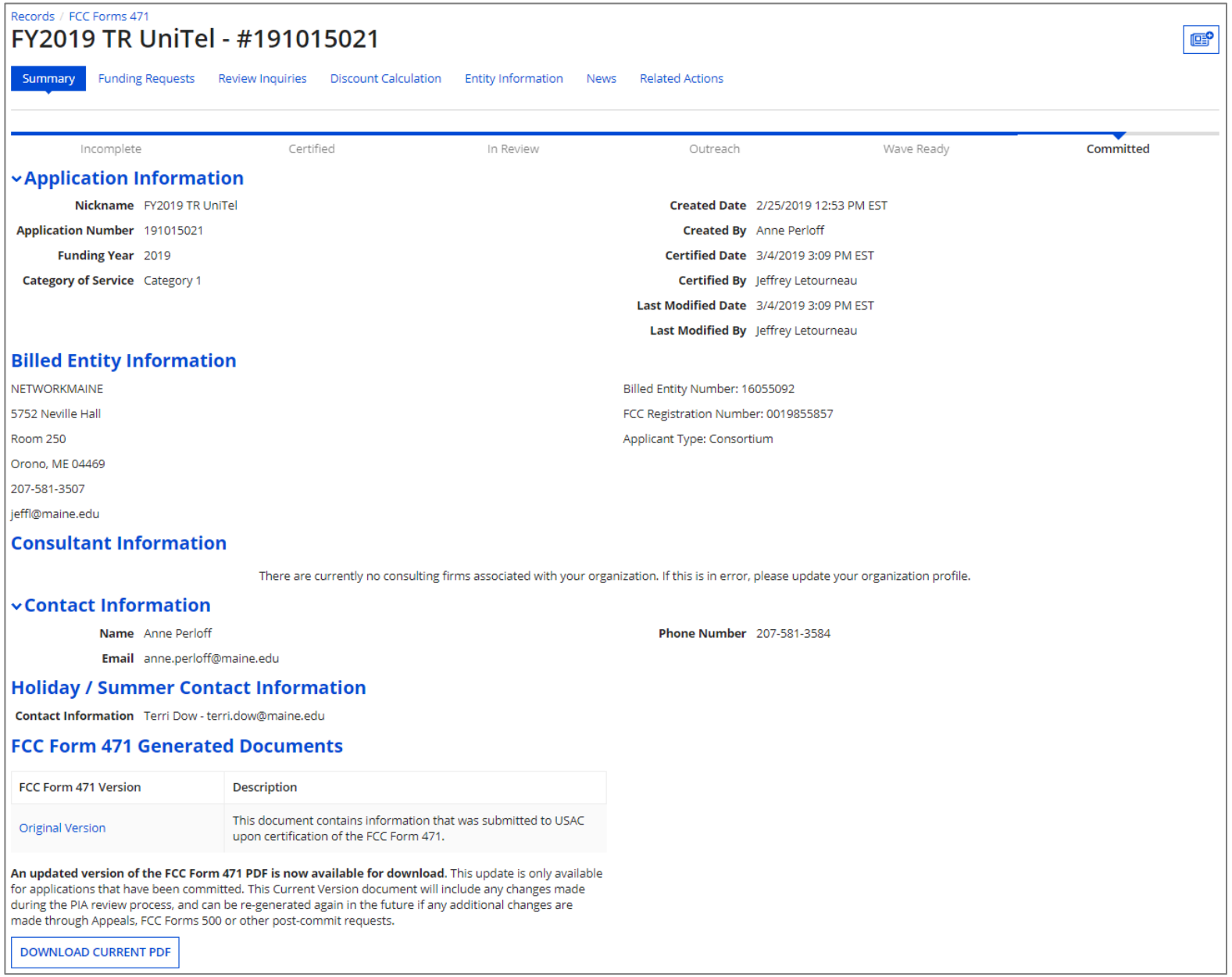
*If you wish, change the status option selection to just display committed forms*




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

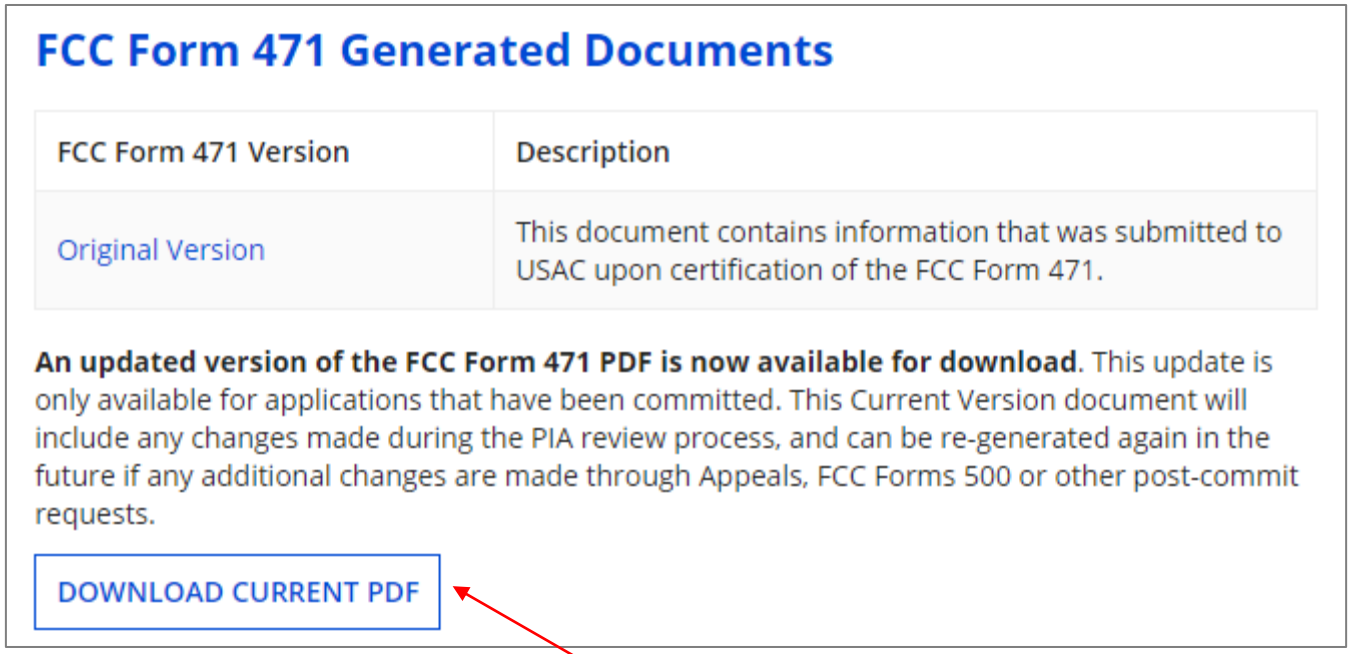
| FCC Form 471 Version | Description |
|---|---|
| Original Version | This document contains information that was submitted to USAC upon certification of the FCC Form 471. |

**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

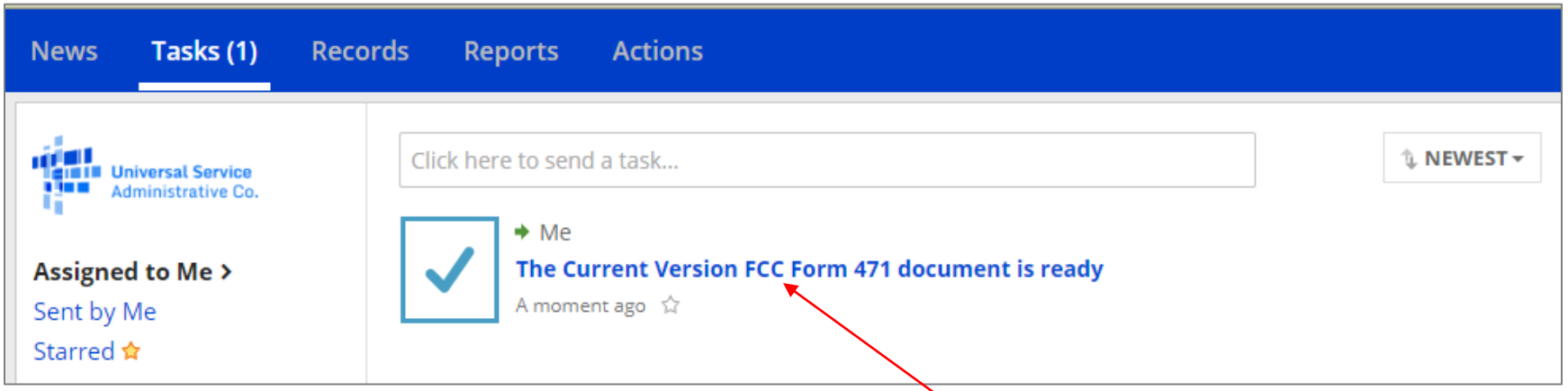
⑧ Scroll to the bottom of the page and locate the "FCC Form 471 Generated Documents" section




⑨ Click on the "DOWNLOAD CURRENT PDF" button

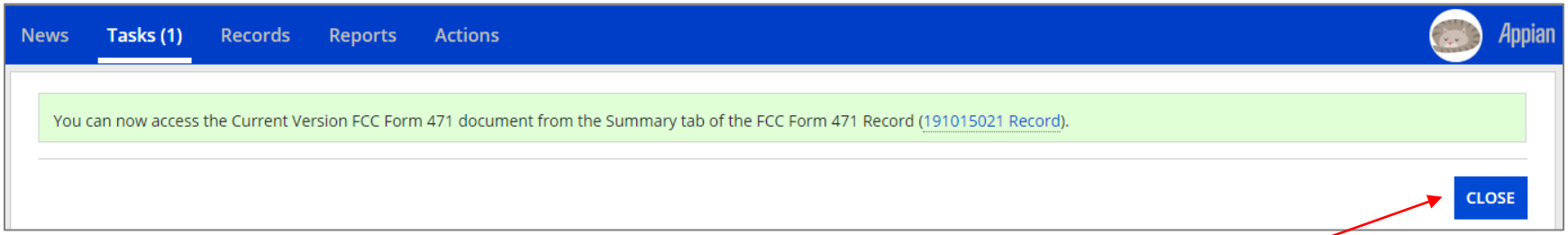
# Download the Current Version

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)




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

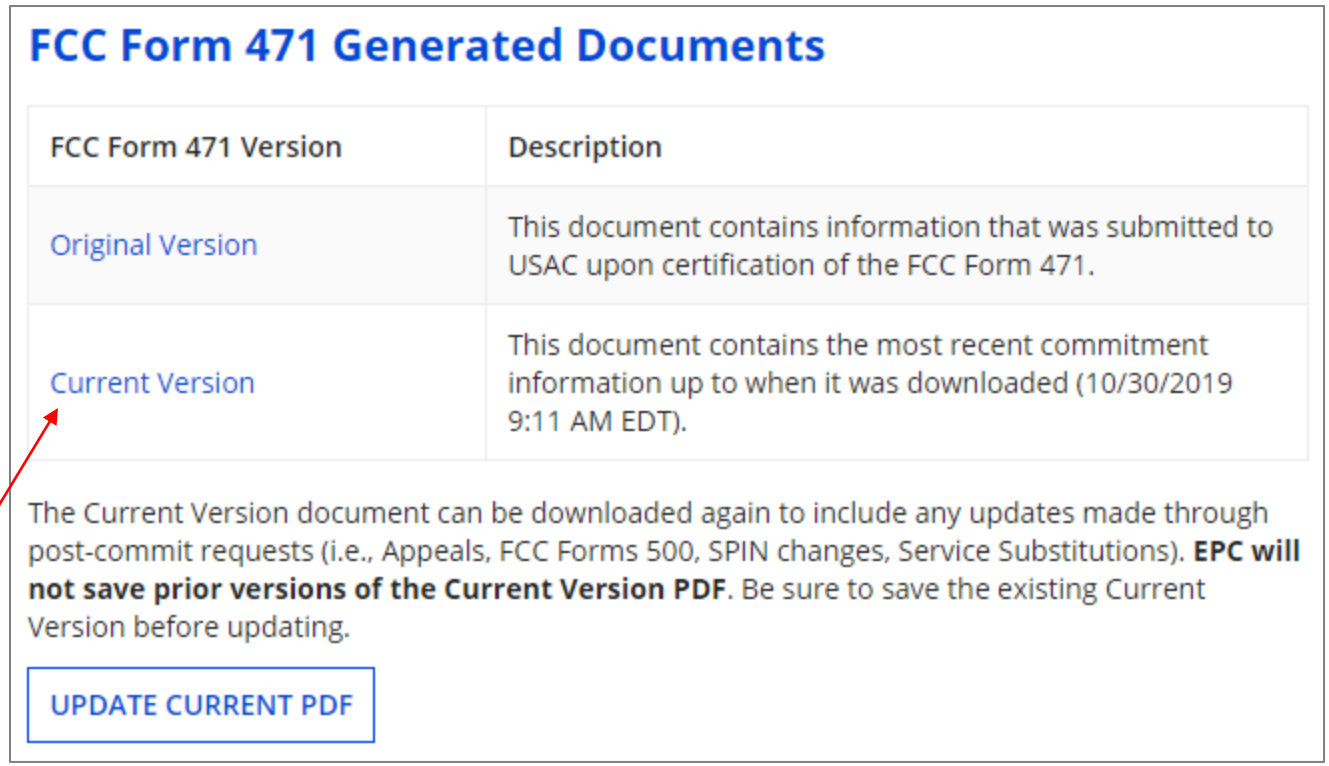
⑬ Return to the summary page for the form

***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*

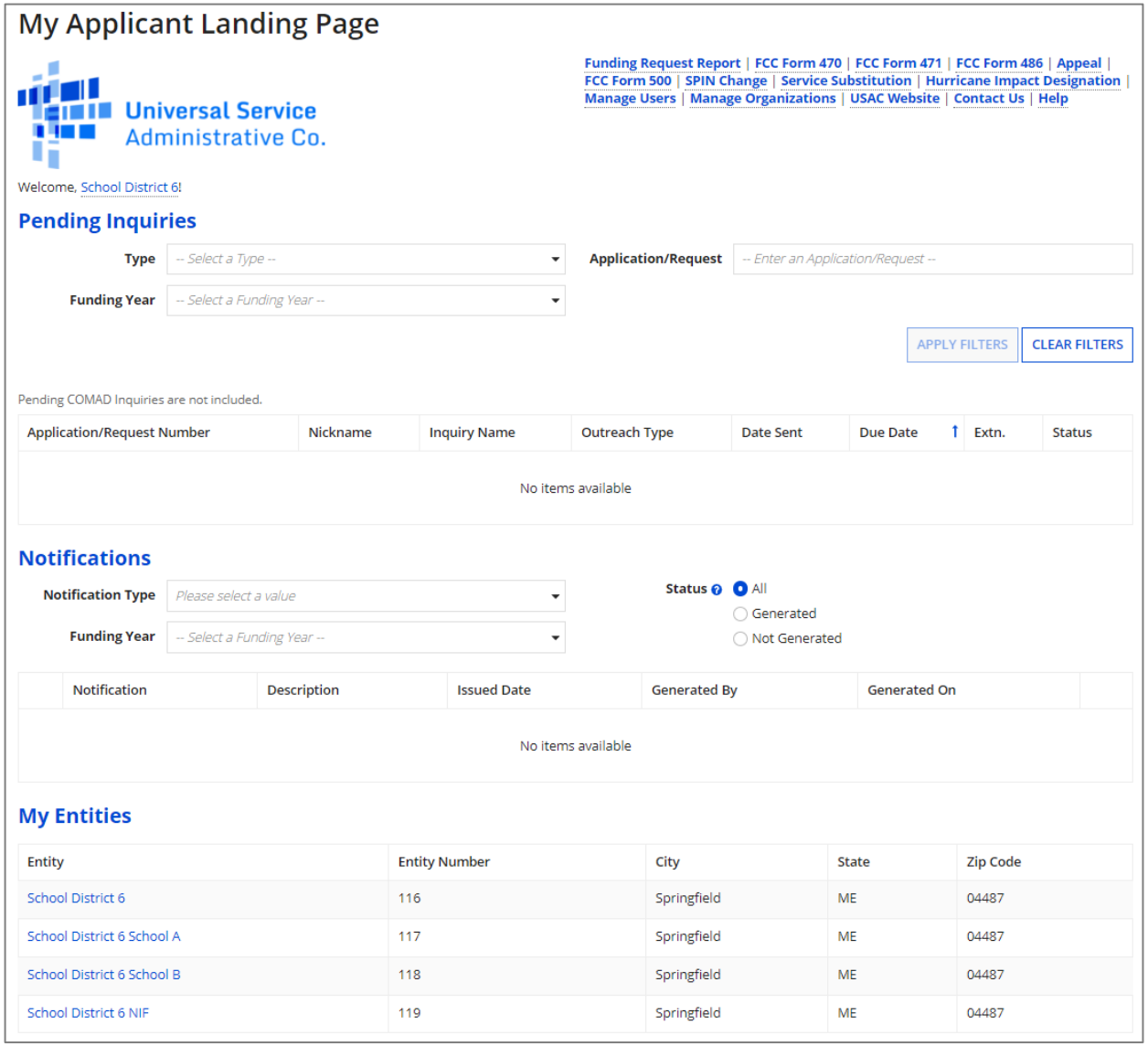
| | |
|---|---|
| Certified Timestamp | 04-March-2019 15:09:56 EST |
| Current Version Created | 30-October-2019 09:11:54 EDT |

# 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



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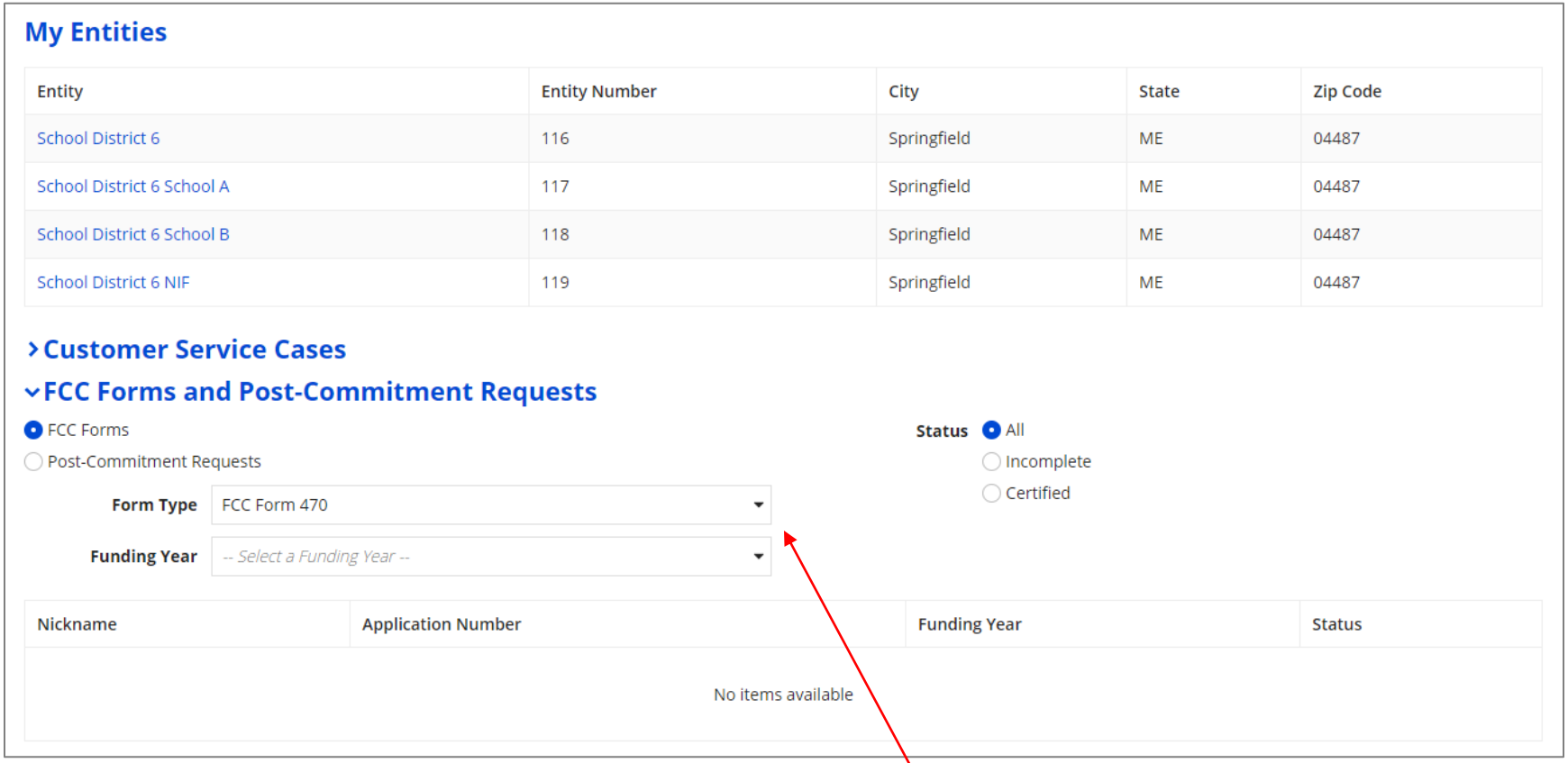
② On the Landing Page, scroll to the “FCC Forms and Post-Commitment Requests” section




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

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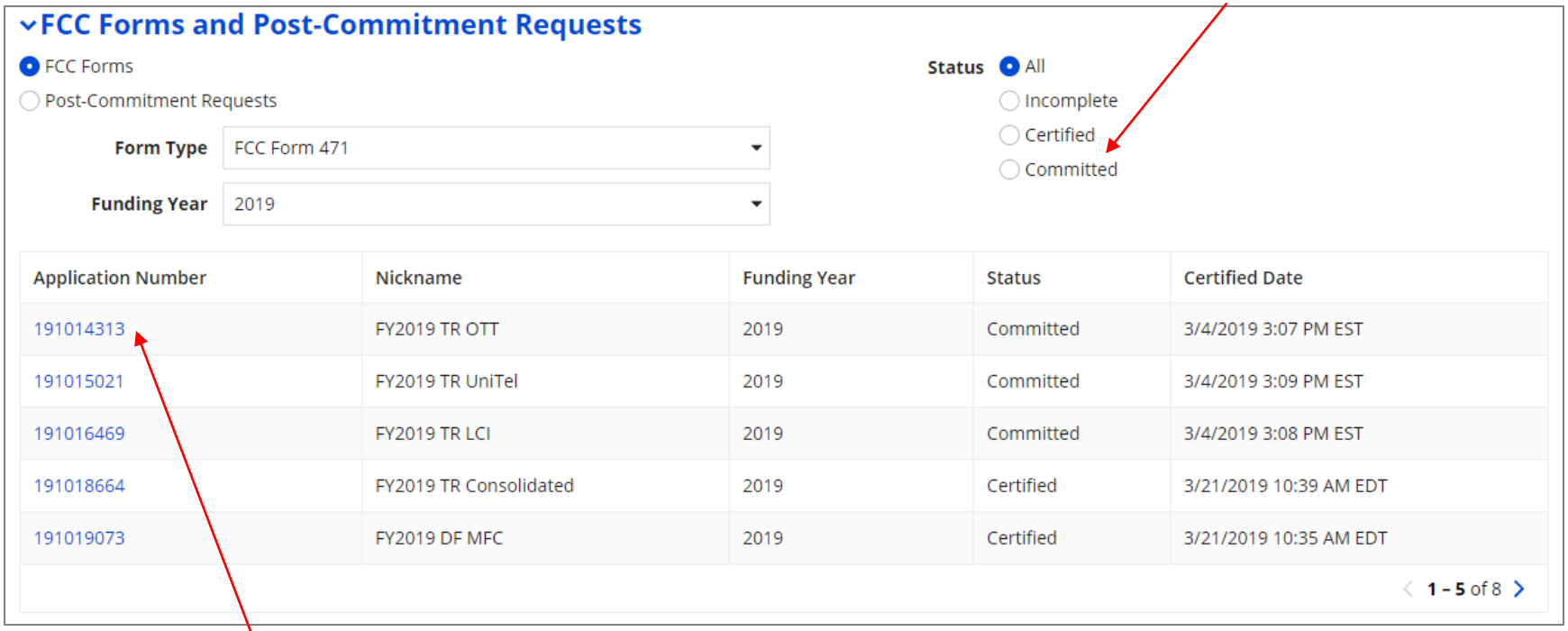


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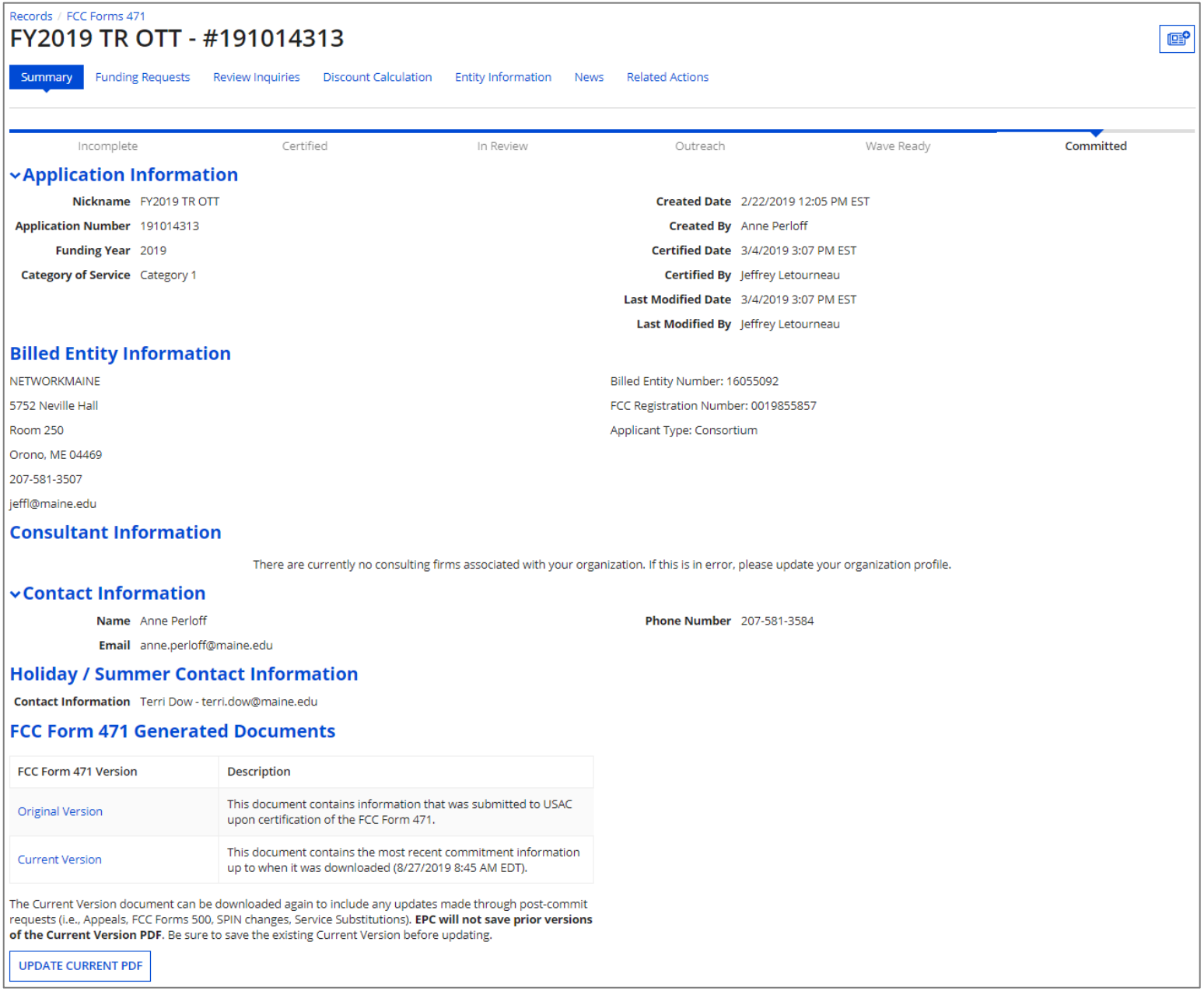

Records / FCC Forms 471

## 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
**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
**Email** anne.perloff@maine.edu
**Phone Number** 207-581-3584

### Holiday / Summer Contact Information

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

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|---|---|
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UPDATE CURRENT PDF

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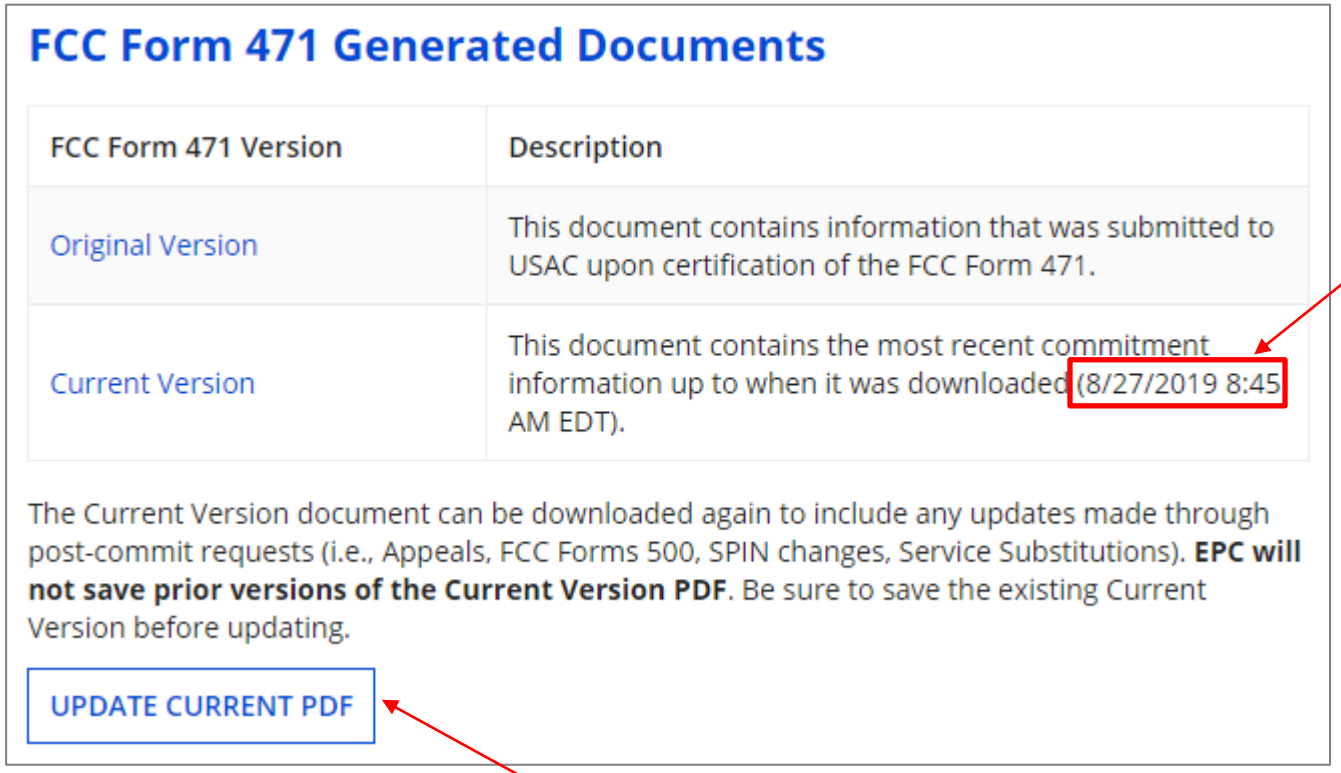

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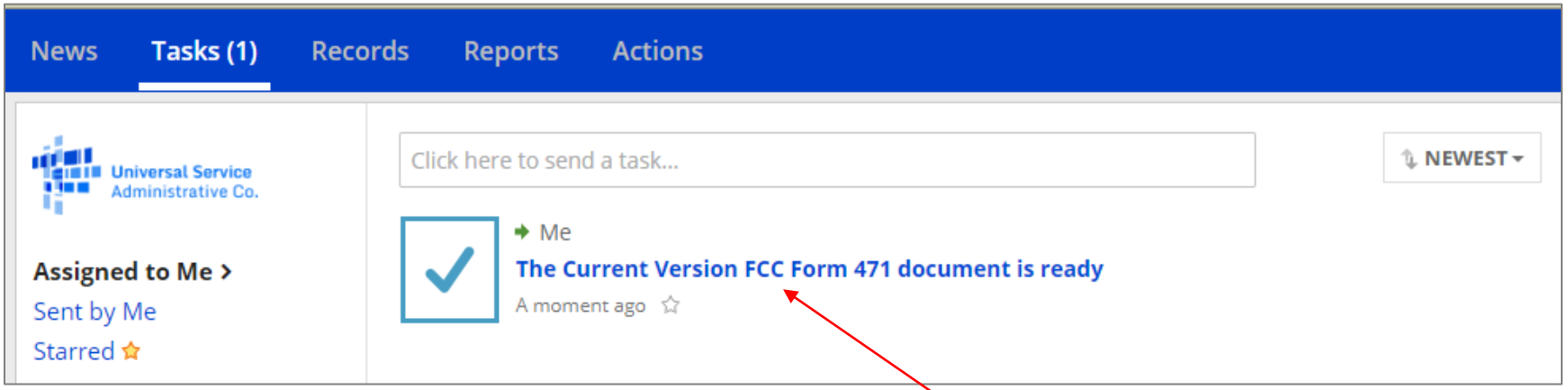


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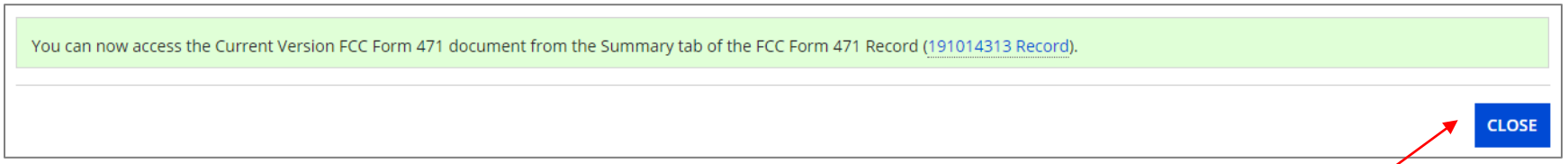


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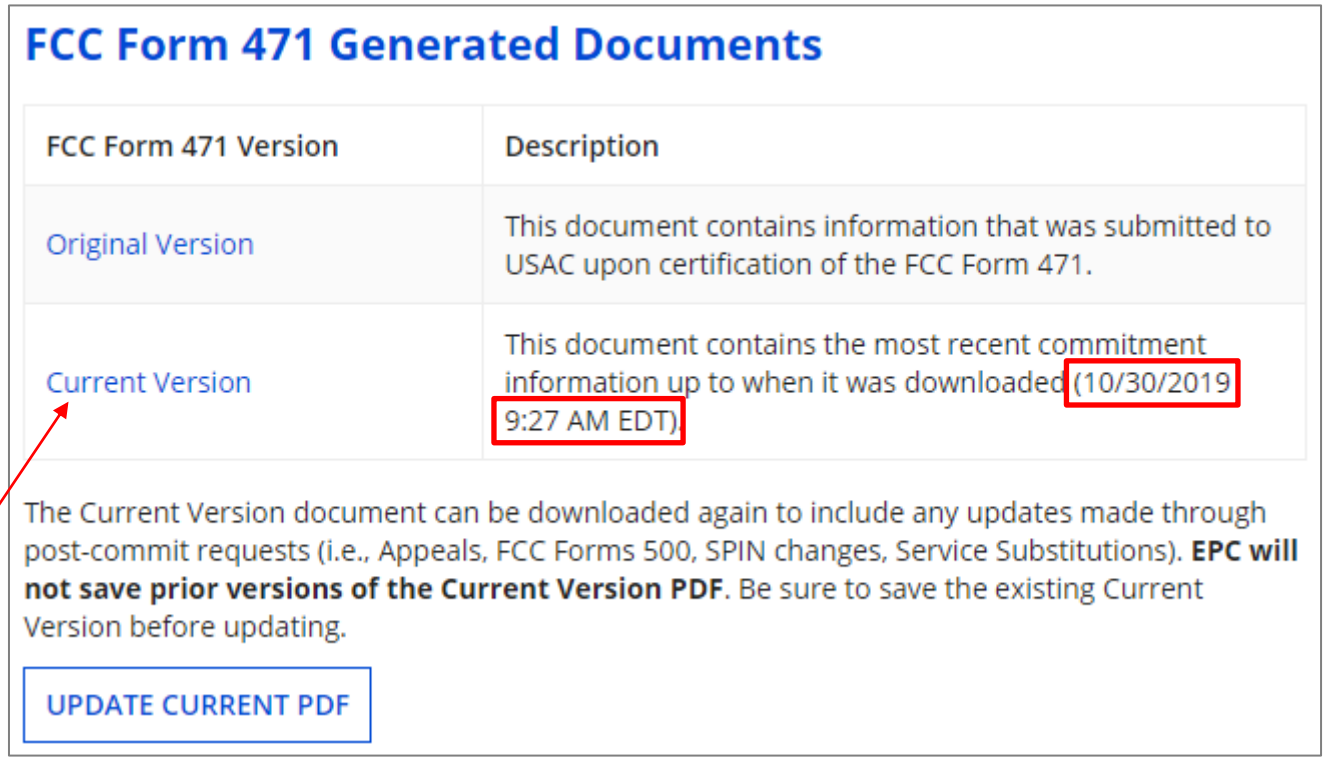

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| | |
|---|---|
| **Certified Timestamp** | 04-March-2019 15:07:24 EST |
| **Current Version Created** | 30-October-2019 09:27:32 EDT |