

# Updating Your EPC Profile for FY2025 During the Administrative Window

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# The Basics

# What is the Administrative Window?

*The Administrative Window is a designated timeframe for applicants to update EPC profiles in preparation for the upcoming FCC Form 471 Application Filing Window. Once the Administrative Window closes, profiles are locked down for use by all applicants.*

During the Administrative Window, independent schools and school districts must update their EPC profiles with student count data (enrollment and NSLP numbers) and must make any organization relationship changes such as the list of schools belonging to a district.

Student count data is reported for two purposes:

1. to calculate your E-Rate discount
2. to calculate your Category 2 Budget

It is extremely important that you make your profile updates during the Administrative Window as it is generally impossible to do so once the window closes.

**FY2025 Administrative Window**

**OPENS: October 15, 2024**

**CLOSES: just before the FY2025 Form 471 Window opens in early 2025**

# What if my district's organizational structure has changed?

Contact the state E-Rate coordinator for assistance in the following situations:

- A school district has split:  
schools that have left one school district will need to be detached and moved to their new district
- School districts have merged:  
schools will need to be attached to their new parent school district
- A new school has opened:  
a new billed entity number will need to be created for any new schools

## **Maine State E-Rate Coordinator for Schools:**

Anne Perloff  
(207) 581-3584  
[anne.perloff@maine.edu](mailto:anne.perloff@maine.edu)

# What should I be updating?

## Changes that can be made during the Admin Window

Account Administrator – verify this is the appropriate person and replace with a new user if necessary

Update entity contact information, FCC registration number

Update user permissions

Add new entities or close entities via a customer service case

Update entity relationships (such as child schools)

Update entity sub types

Update student counts

Request an increase to your Category 2 Budget

# School Districts

# What data should districts update?

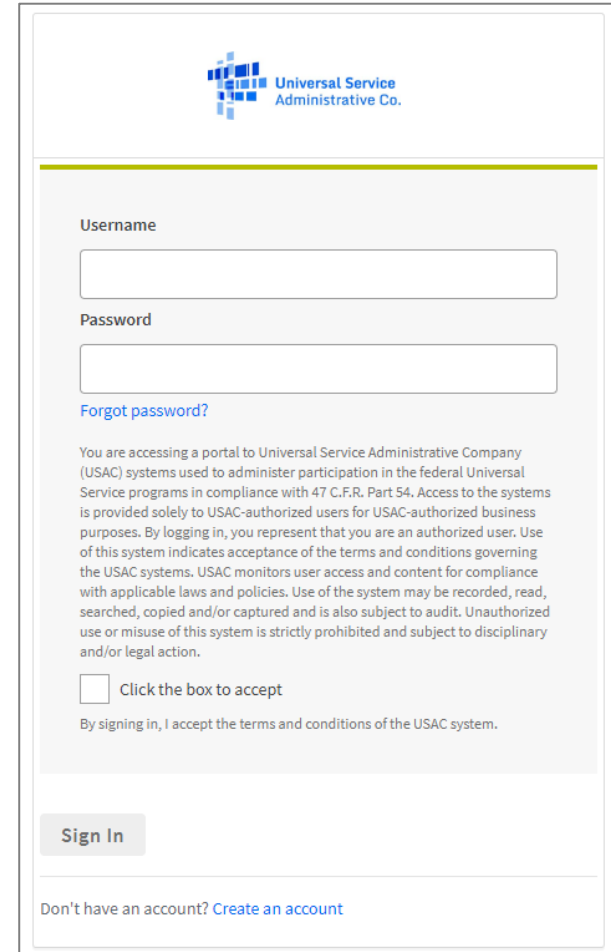
School districts report student counts for two purposes:

1. To calculate your district's E-Rate discount percentage → **REQUIRED ANNUALLY** ←
  - entered on the summary page for each school in your district
2. To update data for your district's Category 2 Budget  
→ **REQUIRED FIRST YEAR APPLYING FOR C2** ←  
→ **OPTIONAL SUBSEQUENT YEARS** ←
  - either entered per school or as an aggregate
    - if your district has 10 or fewer sites: enter C2 data for each school
    - if your district has 11 or more sites: enter C2 data as an aggregated, single number for the entire district
  - you only need to update these student counts once for your 5 Year C2 Budget
    - If you previously entered budget data for the FY2021 – FY2025 cycle, you are not required to update it
    - If you wish to – if your student data has fluctuated to your benefit, such as an increased student enrollment – you **may** request to update your district C2 budget data



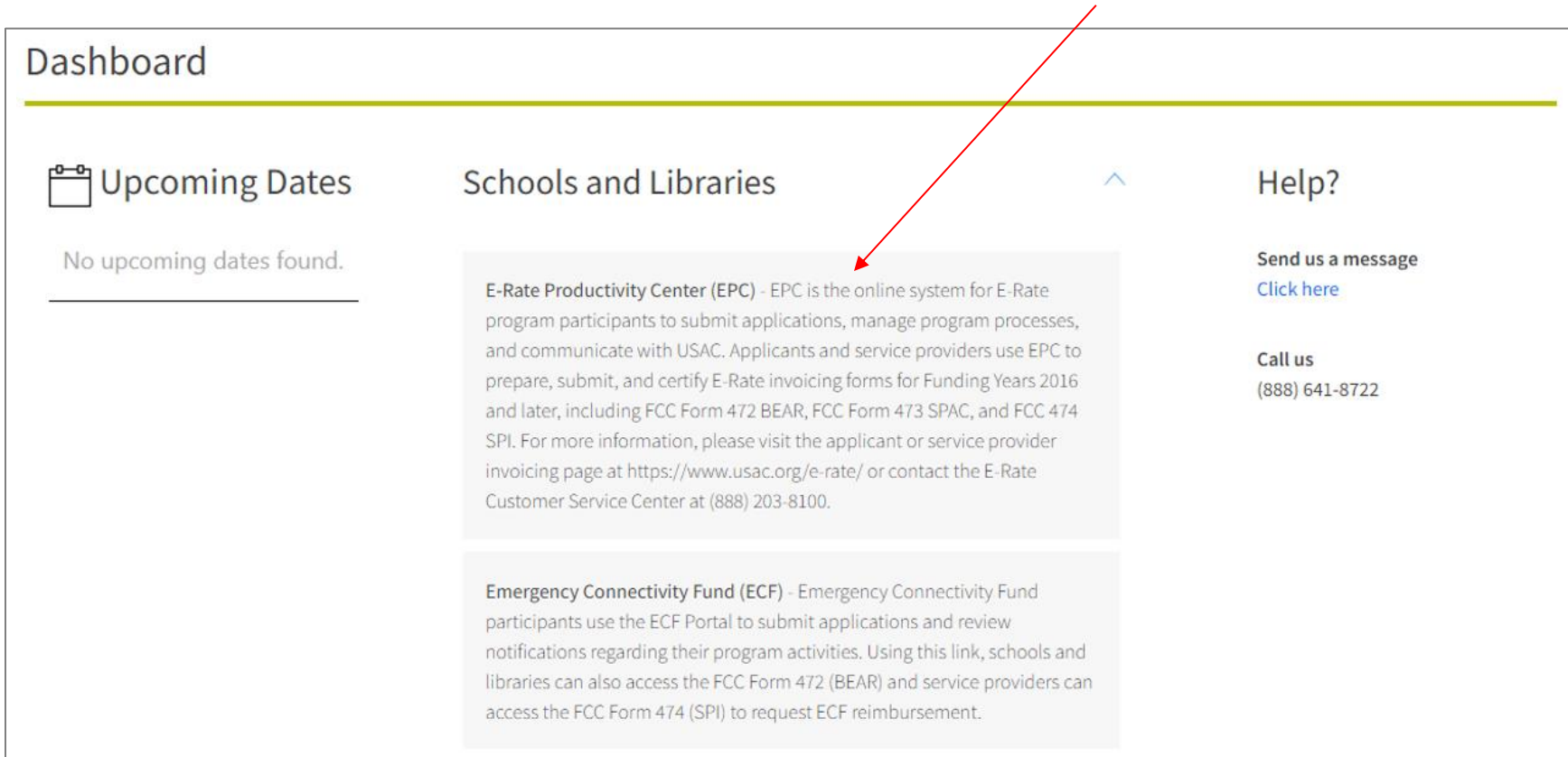
① Navigate to  
<https://forms.universalservice.org/portal>

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



The screenshot shows the login portal for the Universal Service Administrative Co. At the top, there is a logo consisting 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 login area has a light gray background. It contains two input fields: "Username" and "Password". Below the "Password" field is a blue link that says "Forgot password?". Below the input fields is a paragraph of text: "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." Below this text is a checkbox and the text "Click the box to accept". Below the checkbox is the text "By signing in, I accept the terms and conditions of the USAC system." At the bottom of the login area is a gray button with the text "Sign In". Below the button is a link that says "Don't have an account? [Create an account](#)".

- 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 'Upcoming Dates' with a calendar icon and the text 'No upcoming dates found.' in the center. In the middle is 'Schools and Libraries' with an upward arrow icon. On the right is 'Help?' with links for 'Send us a message' (Click here) and 'Call us' (888) 641-8722. Below the 'Schools and Libraries' section, there are two gray blocks. The top block is for the 'E-Rate Productivity Center (EPC)' and the bottom block is for the 'Emergency Connectivity Fund (ECF)'. A red arrow points from the text in step ④ to the 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

Your 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](#) |  
[IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) |  
[Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, School District 6!

### Pending Inquiries

Type -- Select a Type --

Funding Year -- Select a Funding Year --

Application/Request -- Enter an Application/Request ID or Nickname --

APPLY FILTERS

CLEAR FILTERS

Pending COMAD Inquiries are not included.

Application/Request Number	Type	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
<a href="#">School District 6</a>	116	Springfield	ME	04487
<a href="#">School District 6 School A</a>	117	Springfield	ME	04487
<a href="#">School District 6 School B</a>	118	Springfield	ME	04487
<a href="#">School District 6 NIF</a>	119	Springfield	ME	04487


# *School Districts:* Updating NSLP Data in the EPC Profile

→ REQUIRED ANNUALLY ←

# Districts: NSLP Data

① On the Landing Page, scroll to the “My Entities” section and click on the link for the first school to be updated

## My Applicant Landing Page



Universal Service  
Administrative Co.

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, School District 6!

### Pending Inquiries

Type -- Select a Type --

Application/Request -- Enter an Application/Request ID or Nickname --

Funding Year -- Select a Funding Year --

APPLY FILTERS

CLEAR FILTERS

Pending COMAD Inquiries are not included.

Application/Request Number	Type	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
<a href="#">School District 6</a>	116	Springfield	ME	04487
<a href="#">School District 6 School A</a>	117	Springfield	ME	04487
<a href="#">School District 6 School B</a>	118	Springfield	ME	04487
<a href="#">School District 6 NIF</a>	119	Springfield	ME	04487

The summary page for that school will display

# Districts: NSLP Data

Records / Applicant Entities

#117 - School District 6 School A

MANAGE ORGANIZATION

MANAGE ANNEXES

Summary

Modifications

Additional Information

Category Two Budget

Contracts

FCC Forms

News

Related Actions

Organization Details

Name

School District 6 School A

Entity Number

117

FCC Registration Number

1234564560

Applicant Type

School

Status

Active

Contact Information

Physical Address

123 South Street  
Springfield, ME 04487  
Washington

Mailing Address

123 South Street  
Springfield, ME 04487  
Washington

Phone Number

555-555-5556

Email

school.district6.user1@mailinator.com

Website URL

Applicant Information

Latitude

Not Found

Longitude

Not Found

Urban/Rural Status

Not Found

School Sub-Type

☒ Public School

☐ Private School

☐ Pre-K

☐ Head Start

☐ Adult Education

☐ Juvenile Justice

☐ Dormitory

☐ Charter School

☐ Tribal School

☐ New Construction School

☐ Swing Space

☐ Detention Center

☐ General-Use School

☐ ESA School

☐ BIE

☐ ESA School District with no Schools

User-Entered Latitude

User-Entered Longitude

User-Entered Urban/Rural Status

Rural

Community Eligibility Program (CEP)?

No

Alternative Discount Method

None

Does this organization have an endowment?

No

Number of Full Time Students

100

Total Number of Students Eligible for National School Lunch Program (NSLP)

50

② Click on the “MANAGE ORGANIZATION” button to proceed

Slide 14

*An editable version of the summary page will display*

# Districts: NSLP Data

Records / Applicant Entities

## #117 - School District 6 School A

Summary Modifications Additional Information Category Two Budget Contracts FCC Forms News **Related Actions**

### Modify An Organization

**Name \***

School District 6 School A

**Physical Address**

**Address Line 1 \***

123 South Street

**Address Line 2**

**City \***

Springfield

**State \***

ME

**Organization Type**

Applicant

**Zip Code \***

04487

**Zip Code Extension**

Click the button below to get standard USPS address

**County \***

Other

Please ensure that the address, city, state, and zip code are correct

**Please Specify \***

Washington

Please enter the name of the county and ensure that it is spelled correctly

**VERIFY MY ADDRESS**

③ Select a county if one is not already listed here

④ Then scroll down the page to the "School Information" section

# Districts: NSLP Data

## School Information

**School Sub-Type \***

☒ Public School

☐ Private School

**Check All That Apply** [Show Help](#)

☐ Pre-K

☐ Head Start

☐ Adult Education

☐ Juvenile Justice

☐ Dormitory

☐ Charter School

☐ Tribal School

**Number of Full Time Students \***

100

**Community Eligibility Program (CEP)? \***

☐ Yes

☒ No

**Does this organization have an endowment? \***

☐ Yes

☒ No

**Is this school part of a school district?**

Yes

☐ New Construction School

☐ Swing Space

☐ Detention Center

☐ General-Use School

☐ ESA School

☐ BIE

**Total Number of Students Eligible for National School Lunch Program (NSLP) ? \***

50

**Alternative Discount Method \***

None

Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP

At a minimum, you should annually update:

- 1 the number of full time students
- 2 the total number of students eligible for NSLP



# Districts: NSLP Data

## School Information

**School Sub-Type \***

☒ Public School

☐ Private School

**Check All That Apply** [Show Help](#)

☐ Pre-K

☐ Head Start

☐ Adult Education

☐ Juvenile Justice

☐ Dormitory

☐ Charter School

☐ Tribal School

**Is this school part of a school district?**

Yes

☐ New Construction School

☐ Swing Space

☐ Detention Center

☐ General-Use School

☐ ESA School

☐ BIE

**Number of Full Time Students \***

100

**Total Number of Students Eligible for National School Lunch Program (NSLP) ? \***

50

**Community Eligibility Program (CEP)? \***

☐ Yes

☒ No

**Alternative Discount Method \***

None

Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP

⑤ Edit the fields for the “Number of Full Time Students” and the “Total Number of Students Eligible for National School Lunch Program (NSLP)”

*For best results, use the numbers reported to the Maine State Department of Education for the current academic year. During PIA review, USAC will validate your discount by comparing your profile data to DoE data.*

# Districts: NSLP Data

<b>Number of Full Time Students *</b> <input type="text" value="110"/>	<b>Total Number of Students Eligible for National School Lunch Program (NSLP) ? *</b> <input type="text" value="60"/>
<b>Community Eligibility Program (CEP)? *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	<b>Alternative Discount Method *</b> <input type="text" value="None"/>
<small>Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP</small>	
<b>Does this organization have an endowment? *</b> <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>State School Code</b> <input type="text"/>	
<b>State LEA Code</b> <input type="text"/>	
<b>NCES Public State Code</b> <input type="text"/>	
<b>NCES Public District Code</b> <input type="text"/>	
<b>NCES Public Building Code</b> <input type="text"/>	
<b>Category Two (C2) Budget Information</b> <p>We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.</p>	
<b>Total Students for C2 Budget *</b> <input type="text" value="120"/>	
<b>FCC Registration Number ?</b> <input type="text" value="1234564560"/>	
<input type="button" value="CANCEL"/>	<b>⑥ Click on the “SUBMIT” button to save the changes</b> → <input type="button" value="SUBMIT"/>

## Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

**Modification Nickname \***

CANCEL

SUBMIT

⑦ Enter a Modification Nickname to remind yourself what changes were made

## Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

**Modification Nickname \***

Updated NSLP for School A

CANCEL

SUBMIT

⑧ Click on the “SUBMIT” button

# Districts: NSLP Data

Records / Applicant Entities

## #117 - School District 6 School A



MANAGE ORGANIZATION

MANAGE ANNEXES

Summary

Modifications

Additional Information

Category Two Budget

Contracts

FCC Forms

News

Related Actions

### Organization Details

**Name** School District 6 School A

**Entity Number** 117

**FCC Registration Number** 1234564560

**Applicant Type** School

**Status** Active

### Contact Information

**Physical Address** 123 South Street  
Springfield, ME 04487  
Washington

**Phone Number** 555-555-5556

**Email** school.district6.user1@mailinator.com

**Mailing Address** 123 South Street  
Springfield, ME 04487  
Washington

**Website URL**

### Applicant Information

**Latitude** Not Found

**Longitude** Not Found

**Urban/Rural Status** Not Found

**School Sub-Type** ☒ Public School

☐ Private School

☐ Pre-K

☐ Head Start

☐ Adult Education

☐ Juvenile Justice

☐ Dormitory

☐ Charter School

☐ Tribal School

☐ New Construction School

☐ Swing Space

☐ Detention Center

☐ General-Use School

☐ ESA School

**User-Entered Latitude**

**User-Entered Longitude**

**User-Entered Urban/Rural Status** Rural

**Community Eligibility Program (CEP)?** No

**Alternative Discount Method** None

**Does this organization have an endowment?** No


**Number of Full Time Students** 110

**Total Number of Students Eligible for National School Lunch Program (NSLP)** 60

*The summary page will re-display with the updated NSLP information*

# Districts: NSLP Data

## My Applicant Landing Page



Universal Service  
Administrative Co.

Welcome, [School District 6!](#)

[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](#)

### 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
<a href="#">School District 6</a>	116	Springfield	ME	04487
<a href="#">School District 6 School A</a>	117	Springfield	ME	04487
<a href="#">School District 6 School B</a>	118	Springfield	ME	04487
<a href="#">School District 6 NIF</a>	119	Springfield	ME	04487

⑨ Repeat this process for each school in your organization

**NOTE:** NIFs do not have their own enrollment or NSLP data

 NETWORKMAINE

Updating Your EPC Profile


Slide 22

# *School Districts:* Checking for Discount Rate Errors

# Districts: Discount Errors

① On the Landing Page, scroll to the “My Entities” section and click on the link for your school district

## My Applicant Landing Page



Universal Service  
Administrative Co.

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, School District 6!

### Pending Inquiries

Type -- Select a Type --

Funding Year -- Select a Funding Year --

Application/Request -- Enter an Application/Request ID or Nickname --

APPLY FILTERS

CLEAR FILTERS

Pending COMAD Inquiries are not included.

Application/Request Number	Type	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
<a href="#">School District 6</a>	116	Springfield	ME	04487
<a href="#">School District 6 School A</a>	117	Springfield	ME	04487
<a href="#">School District 6 School B</a>	118	Springfield	ME	04487
<a href="#">School District 6 NIF</a>	119	Springfield	ME	04487



# Districts: Discount Errors

Records / Applicant Entities

## #116 - School District 6

 [CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) [...](#)

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

### Organization Details

**Name** School District 6

**Entity Number** 116

**FCC Registration Number** 1234564560

**Applicant Type** School District

**Status** Active

### Contact Information

**Physical Address** 100 Main Street  
Springfield, ME 04487

**Mailing Address** 100 Main Street  
Springfield, ME 04487

**Phone Number** 555-555-7878

**Email** school.district6.user1@mailinator.com

**Website URL**

### Account Administrator

**Name** School District 6 User 1

### General Contact

**Name** School District 6 User 1

### Applicant Attributes

**School District Sub-Type** ☒ Public School District  
☐ Private School District  
☐ Charter School District  
☐ ESA School District

**State School Code**

**State LEA Code**

**NCES Public State Code**

**NCES Public District Code**

**NCES Public Building Code**

**Does this organization have an endowment?** No

② Click on the "Discount Rate" link in the menu at the top

# Districts: Discount Errors

*The discount rate for the school district displays*

**NOTE:**

*Category One and Category Two discounts may be different depending on which band your NSLP percentage falls in.*

[Records](#) / [Applicant Entities](#)

## #116 - School District 6

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) **[Discount Rate](#)** [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

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### Requested Discount Rate - School District 6 (BEN: 116) - FY2020

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
340	175	51%	Rural	80%	80%

SHOW ENTITIES

# Districts: Discount Errors

Records / Applicant Entities

## #17008896 - ANDOVER PUBLIC SCHOOLS

Summary Additional Information **Discount Rate** Contracts FCC Forms News Related Actions

### ⚠ Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2019

The information in your organization's profile is not sufficient to calculate your Discount Rate.

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
229	88	38%			

SHOW ENTITIES

*If you see an error message instead of the discount for your school district, there is an issue with one or more of the schools in your district*

# Districts: Discount Errors

Records / Applicant Entities

## #17008896 - ANDOVER PUBLIC SCHOOLS



Summary Additional Information **Discount Rate** Contracts FCC Forms News Related Actions

### ⚠ Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2019

The information in your organization's profile is not sufficient to calculate your Discount Rate.

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
229	88	38%			

SHOW ENTITIES

③ Click on the “SHOW ENTITIES” button to display a list of the schools in the district

# Districts: Discount Errors

*One or more of your schools is likely missing information  
or is unable to accurately calculate a discount*

Records / Applicant Entities

## #17008896 - ANDOVER PUBLIC SCHOOLS



[Summary](#) [Additional Information](#) [Discount Rate](#) [Contracts](#) [FCC Forms](#) [News](#) [Related Actions](#)

### ▲ Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2019

The information in your organization's profile is not sufficient to calculate your Discount Rate.

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
229	88	38%			

HIDE ENTITIES

### Entity Details

Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP	Urban/Rural Status	Alternative Discount
ANDOVER ELEMENTARY SCHOOL	4001	229	88		None

# Districts: Discount Errors

Records / Applicant Entities

## #17008896 - ANDOVER PUBLIC SCHOOLS



Summary Additional Information **Discount Rate** Contracts FCC Forms News Related Actions

### ▲ Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2019

The information in your organization's profile is not sufficient to calculate your Discount Rate.

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
229	88	38%			

HIDE ENTITIES

### Entity Details

Organization	BEN	Total Number Of Students Enrolled In School	Total Number Of Students in School Eligible For NSLP	Urban/Rural Status	Alternative Discount
<a href="#">ANDOVER ELEMENTARY SCHOOL</a>	4001	229	88		None

④ Click on the link for a school with an issue to go to that school's summary page

# Districts: Discount Errors

⑤ Click on the school's "MANAGE ORGANIZATION" button and fix any issues that are causing the discount not to calculate

Records / Applicant Entities

## #4001 - ANDOVER ELEMENTARY SCHOOL

[Summary](#) [Additional Information](#) [Contracts](#) [FCC Forms](#) [News](#) [Related Actions](#)

[MANAGE ORGANIZATION](#) [MANAGE ANNEXES](#)

### Organization Details

<b>Name</b>	ANDOVER ELEMENTARY SCHOOL	<b>Applicant Type</b>	School
<b>Entity Number</b>	4001	<b>Status</b>	Active
<b>FCC Registration Number</b>			

### Contact Information

<b>Physical Address</b>	85 PINE STREET ANDOVER, ME 04216 OXFORD	<b>Phone Number</b>	207-392-4381
<b>Mailing Address</b>	PO BOX 70 ANDOVER, ME 04216-0070 OXFORD	<b>Email</b>	
		<b>Website URL</b>	


# Districts: Discount Errors

⑥ Return to the “Discount Rate” section for the school district and verify that the discount now displays

[Records](#) / [Applicant Entities](#)

## #17008896 - ANDOVER PUBLIC SCHOOLS

[Summary](#) [Additional Information](#) [Discount Rate](#) [Contracts](#) [FCC Forms](#) [News](#) [Related Actions](#)



### Requested Discount Rate - ANDOVER PUBLIC SCHOOLS (BEN: 17008896) - FY2019

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
229	88	38%	Rural	70%	70%

[SHOW ENTITIES](#)



# *School Districts:*

## Entering Category 2 Enrollment Data in the EPC Profile *By School*

→ REQUIRED FIRST YEAR APPLYING FOR C2 IN THE CURRENT BUDGET CYCLE ←  
→ OPTIONAL SUBSEQUENT YEARS ←

### **Notes:**

*For a district with 10 or fewer schools, EPC can calculate a higher C2 budget by utilizing the funding floor if any of your schools has less than 150 students. Use the “by school” method to report your student counts for each school in order to take advantage of the higher budget calculation.*

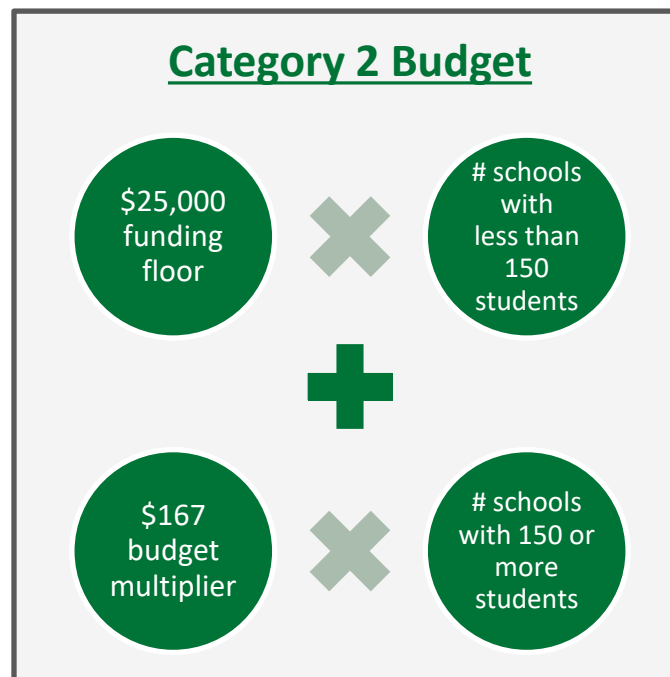
*If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers.*

# When should I use this method?

Districts with 10 or fewer sites can calculate their C2 budgets on a **per-school basis** by entering student counts separately for each eligible site

Doing so allows you to take advantage of the higher budget amount for each building (the funding floor VS the budget multiplier \* enrollment)


**district  
with 10 or  
fewer sites >>>**



# Districts: C2 Data By School

① On the Landing Page, scroll to the “My Entities” section and click on the link for your district

## My Applicant Landing Page



Universal Service  
Administrative Co.

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, School District 6!

### Pending Inquiries

Type -- Select a Type --

Application/Request -- Enter an Application/Request ID or Nickname --

Funding Year -- Select a Funding Year --

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

Pending COMAD Inquiries are not included.

Application/Request Number	Type	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
<a href="#">School District 6</a>	116	Springfield	ME	04487
<a href="#">School District 6 School A</a>	117	Springfield	ME	04487
<a href="#">School District 6 School B</a>	118	Springfield	ME	04487
<a href="#">School District 6 NIF</a>	119	Springfield	ME	04487

# Districts: C2 Data By School

*The summary page for your school district will display*

Records / Applicant Entities

#116 - School District 6

CREATE A NEW USER

ADD OR REMOVE EXISTING USERS

MANAGE USER PERMISSIONS

SummaryCustomer ServiceModificationsAdditional InformationDiscount RateCategory Two BudgetContractsFCC FormsFRN AppealsNewsRelated Actions

Organization Details

Name

School District 6

Entity Number

116

FCC Registration Number

1234564560

Applicant Type

School District

Status

Active

Contact Information

Physical Address

100 Main Street  
Springfield, ME 04487

Mailing Address

100 Main Street  
Springfield, ME 04487

Phone Number

555-555-7878

Email

school.district6.user1@mailinator.com

Website URL

Account Administrator

Name

School District 6 User 1

General Contact

Name

School District 6 User 1

# Districts: C2 Data By School

## Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? [?](#)

- ☐ One number for my whole district
- ☒ A number for each school in the district

Sum of Student Counts of all Schools in the District

340

School Information

Entity Number or  
Name

--Please enter an entity name(at least 3 characters) or an entity number--

APPLY FILTERS

CLEAR FILTERS

Entity Number	Entity Name	Total Students for C2 Budget	Is the student count estimated? <a href="#">?</a>	Eligible for C2 budget ?
117	School District 6 School A	110	N/A	✓
118	School District 6 School B	230	N/A	✓

② Scroll down the page to the “Category Two (C2) Budget Information” section to review the student count information currently in your profile

*NOTE: the “Sum of Student Counts” is automatically summed from the counts of the individual schools in your district*

# Districts: C2 Data By School

③ To make changes to the student count information, return to the top of the page

[Records](#) / [Applicant Entities](#)

#116 - School District 6

CREATE A NEW USER

ADD OR REMOVE EXISTING USERS

MANAGE USER PERMISSIONS

...

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News Related Actions

### Organization Details

<b>Name</b>	School District 6	<b>Applicant Type</b>	School District
<b>Entity Number</b>	116	<b>Status</b>	Active
<b>FCC Registration Number</b>	1234564560		

### Contact Information

<b>Physical Address</b>	100 Main Street Springfield, ME 04487	<b>Phone Number</b>	555-555-7878
<b>Mailing Address</b>	100 Main Street Springfield, ME 04487	<b>Email</b>	school.district6.user1@mailinator.com
		<b>Website URL</b>	

### Account Administrator

<b>Name</b>	School District 6 User 1
-------------	--------------------------

### General Contact

<b>Name</b>	School District 6 User 1
-------------	--------------------------

# Districts: C2 Data By School

④ Click on the “...” button and choose the “Manage Organization” option from the menu

Records / Applicant Entities

## #116 - School District 6

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms

CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USER PERMISSIONS ...

### Organization Details

<b>Name</b>	School District 6	<b>Applicant Type</b>	School District
<b>Entity Number</b>	116	<b>Status</b>	Active
<b>FCC Registration Number</b>	1234564560		

### Contact Information

<b>Physical Address</b>	100 Main Street Springfield, ME 04487	<b>Phone Number</b>	555-555-7878
<b>Mailing Address</b>	100 Main Street Springfield, ME 04487	<b>Email</b>	school.district6.user1@maili
		<b>Website URL</b>	

- Manage Organization
- Modify Account Administrator
- Create a Customer Service Case
- Manage General Contact
- Manage Organization Relationships
- Create FCC Form 470
- Create FCC Form 471
- Create FCC Form 486
- Manage Contracts
- Create Appeal
- Create SPIN Change Request
- Create Service Substitution Request

# Districts: C2 Data By School

*An editable version of the summary page for your school district will display*

[Records](#) / [Applicant Entities](#)

## #116 - School District 6

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

### Modify An Organization

**Name \***

**Physical Address**

**Address Line 1 \***

**Address Line 2**

**City \***

**State \***

**Organization Type**

Applicant

**Zip Code \***

**Zip Code Extension**

**County \***

Please select a County

Please ensure that the address, city, state, and zip code are correct



# Districts: C2 Data By School

## Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

**How does the district report its student count for Category Two budget?** ? \*

☐ One number for my whole district

☒ A number for each school in the district

**Sum of Student Counts of all Schools in the District**

340

### School Information

**Entity Number or Name**

--Please enter an entity name(at least 3 characters) or an entity number--

APPLY FILTERS CLEAR FILTERS

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ?	Eligible for C2 budget?	
117	School District 6 School A	110	N/A	✓	EDIT
118	School District 6 School B	230	N/A	✓	EDIT

« < 1-2 of 2 > »

⑤ Scroll down the page to the “Category Two (C2) Budget Information” section

# Districts: C2 Data By School

### Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? ? \*

☐ One number for my whole district

☒ A number for each school in the district

Sum of Student Counts of all Schools in the District

340

### School Information

Entity Number or Name

--Please enter an entity name(at least 3 characters) or an entity number--

APPLY FILTERS CLEAR FILTERS

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ?	Eligible for C2 budget?	
117	School District 6 School A	110	N/A	✓	EDIT
118	School District 6 School B	230	N/A	✓	EDIT

« < 1-2 of 2 > »

⑥ The option for “A number for each school in the district” is selected by default - if it is not currently selected, choose it now in order to proceed with this method

⑦ Click on the “EDIT” button for a school to modify that school’s data for C2 budget calculations

# Districts: C2 Data By School

## Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? ? \*

- ☐ One number for my whole district
- ☒ A number for each school in the district

Sum of Student Counts of all Schools in the District

340

## School Information

Entity Number or Name

--Please enter an entity name(at least 3 characters) or an entity number--

⑧ Enter the new number of students for this school

APPLY FILTERS

CLEAR FILTERS

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ?	Eligible for C2 budget?	
117	School District 6 School A	<input type="text" value="120"/>	N/A	✓	UPDATE
118	School District 6 School B	230	N/A	✓	EDIT

« < 1-2 of 2 > »

⑨ Then click on the “UPDATE” button

# Districts: C2 Data By School

## Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? ? \*

- ☐ One number for my whole district
- ☒ A number for each school in the district

Sum of Student Counts of all Schools in the District

340

The student count is not recalculated until you submit all your updates

## School Information

Entity Number or Name

--Please enter an entity name(at least 3 characters) or an entity number--

APPLY FILTERS

CLEAR FILTERS

Updates made to the C2 information for your schools in the table below are going to be saved once you click on the Submit button on this screen.

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ?	Eligible for C2 budget?	
117	School District 6 School A	120	N/A	✓	EDIT
118	School District 6 School B	230	N/A	✓	EDIT

« < 1-2 of 2 > »

FCC Registration Number ?

1234564560

CANCEL

SUBMIT

⑩ Repeat this process for each school in your organization that you need to update

⑪ Then click on the "SUBMIT" button

# Districts: C2 Data By School

⑫ Enter a Modification Nickname to remind yourself what changes were made

## Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

**Modification Nickname \***

CANCEL

SUBMIT

# Districts: C2 Data By School

## Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

**Modification Nickname \***

C2 Budget Count Updates

CANCEL

SUBMIT

⑬ Then click on the “SUBMIT” button

# Districts: C2 Data By School

*The summary page for your school district will display*

Records / Applicant Entities

#116 - School District 6

CREATE A NEW USER

ADD OR REMOVE EXISTING USERS

MANAGE USER PERMISSIONS

SummaryCustomer ServiceModificationsAdditional InformationDiscount RateCategory Two BudgetContractsFCC FormsFRN AppealsNewsRelated Actions

Organization Details

Name

School District 6

Entity Number

116

FCC Registration Number

1234564560

Applicant Type

School District

Status

Active

Contact Information

Physical Address

100 Main Street  
Springfield, ME 04487

Phone Number

555-555-7878

Mailing Address

100 Main Street  
Springfield, ME 04487

Email

school.district6.user1@mailinator.com

Website URL

Account Administrator

Name

School District 6 User 1

General Contact

Name

School District 6 User 1

# *School Districts:*

## Entering Category 2 Enrollment Data in the EPC Profile *By Aggregate*

→ REQUIRED FIRST YEAR APPLYING FOR C2 IN THE CURRENT BUDGET CYCLE ←  
→ OPTIONAL SUBSEQUENT YEARS ←

### **Notes:**

*For a district with 10 or fewer schools, EPC can calculate a higher C2 budget by utilizing the funding floor if any of your schools has less than 150 students. If you opt to report your student count as one district-wide aggregate number, EPC will not allow you to do this.*

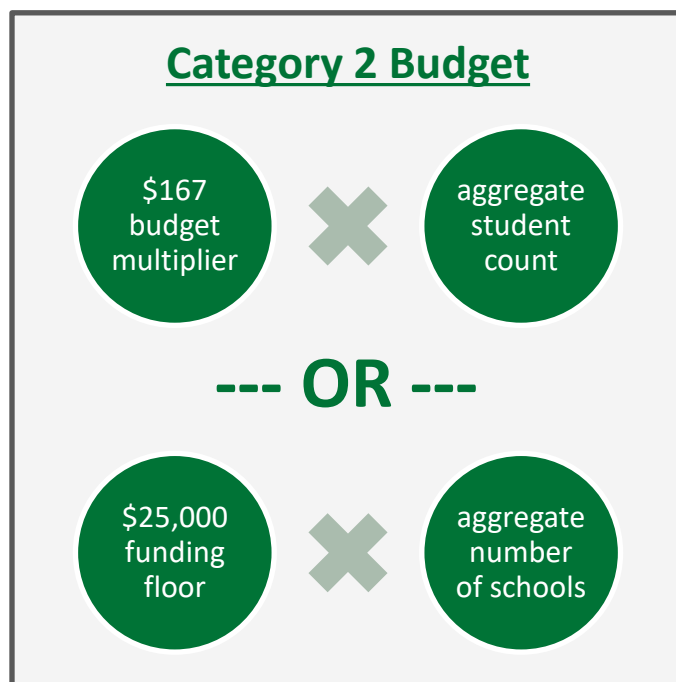
*If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers.*



# When should I use this method?

Choose this option if your district has 11 or more sites. Using this method, you only need to enter the total number of students throughout the district without detailing the precise number for the individual schools. Your C2 budget will be calculated using the district's **aggregate student count** and the aggregate funding floor (the funding floor \* the aggregate number of schools).

**district  
with 11 or  
more sites >>>**



***Words of Caution:***  
*This is not advisable for  
districts with 10 or  
fewer schools!*


*If you have 10 or fewer  
sites, you can choose  
this method, however,  
your budget might  
calculate as a lower  
amount than what you  
are actually entitled to.*

the district C2 budget is the greater of these two calculations

# Districts: C2 Data By Aggregate

① On the Landing Page, scroll to the “My Entities” section and click on the link for your district

## My Applicant Landing Page



Universal Service  
Administrative Co.

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, School District 6!

### Pending Inquiries

Type -- Select a Type --

Application/Request -- Enter an Application/Request ID or Nickname --

Funding Year -- Select a Funding Year --

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

Pending COMAD Inquiries are not included.

Application/Request Number	Type	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
<a href="#">School District 6</a>	116	Springfield	ME	04487
<a href="#">School District 6 School A</a>	117	Springfield	ME	04487
<a href="#">School District 6 School B</a>	118	Springfield	ME	04487
<a href="#">School District 6 NIF</a>	119	Springfield	ME	04487

# Districts: C2 Data By Aggregate

*The summary page for your school district will display*

Records / Applicant Entities

#116 - School District 6

CREATE A NEW USER

ADD OR REMOVE EXISTING USERS

MANAGE USER PERMISSIONS

...

SummaryCustomer ServiceModificationsAdditional InformationDiscount RateCategory Two BudgetContractsFCC FormsFRN AppealsNewsRelated Actions

Organization Details

NameSchool District 6

Entity Number116

FCC Registration Number1234564560

Applicant TypeSchool District

StatusActive

Contact Information

Physical Address100 Main Street  
Springfield, ME 04487

Mailing Address100 Main Street  
Springfield, ME 04487

Phone Number555-555-7878

Emailschool.district6.user1@mailinator.com

Website URL

Account Administrator

NameSchool District 6 User 1

General Contact

NameSchool District 6 User 1

# Districts: C2 Data By Aggregate

## Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? ⓘ

- ☐ One number for my whole district
- ☒ A number for each school in the district

Sum of Student Counts of all Schools in the District

340

School Information

Entity Number or  
Name

--Please enter an entity name(at least 3 characters) or an entity number--

APPLY FILTERS

CLEAR FILTERS

Entity Number	Entity Name	Total Students for C2 Budget	Is the student count estimated? ⓘ	Eligible for C2 budget ?
117	School District 6 School A	110	N/A	✓
118	School District 6 School B	230	N/A	✓

② Scroll down the page to the “Category Two (C2) Budget Information” section to review the student count information currently in your profile

# Districts: C2 Data By Aggregate

③ To make changes to the student count information, return to the top of the page

Records / Applicant Entities

#116 - School District 6

CREATE A NEW USER

ADD OR REMOVE EXISTING USERS

MANAGE USER PERMISSIONS

SummaryCustomer ServiceModificationsAdditional InformationDiscount RateCategory Two BudgetContractsFCC FormsFRN AppealsNewsRelated Actions

Organization Details

**Name** School District 6

**Entity Number** 116

**FCC Registration Number** 1234564560

**Applicant Type** School District

**Status** Active

Contact Information

**Physical Address** 100 Main Street  
Springfield, ME 04487

**Mailing Address** 100 Main Street  
Springfield, ME 04487

**Phone Number** 555-555-7878

**Email** school.district6.user1@mailinator.com

**Website URL**

Account Administrator

**Name** School District 6 User 1

General Contact

**Name** School District 6 User 1

# Districts: C2 Data By Aggregate

④ Click on the “...” button and choose the “Manage Organization” option from the menu

Records / Applicant Entities

## #116 - School District 6

CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USER PERMISSIONS ...

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms

### Organization Details

<b>Name</b>	School District 6	<b>Applicant Type</b>	School District
<b>Entity Number</b>	116	<b>Status</b>	Active
<b>FCC Registration Number</b>	1234564560		

### Contact Information

<b>Physical Address</b>	100 Main Street Springfield, ME 04487	<b>Phone Number</b>	555-555-7878
<b>Mailing Address</b>	100 Main Street Springfield, ME 04487	<b>Email</b>	school.district6.user1@maili
		<b>Website URL</b>	

- Manage Organization
- Modify Account Administrator
- Create a Customer Service Case
- Manage General Contact
- Manage Organization Relationships
- Create FCC Form 470
- Create FCC Form 471
- Create FCC Form 486
- Manage Contracts
- Create Appeal
- Create SPIN Change Request
- Create Service Substitution Request

# Districts: C2 Data By Aggregate

*An editable version of the summary page for your school district will display*

[Records](#) / [Applicant Entities](#)

## #116 - School District 6

[Summary](#)[Customer Service](#)[Modifications](#)[Additional Information](#)[Discount Rate](#)[Category Two Budget](#)[Contracts](#)[FCC Forms](#)[FRN Appeals](#)[News](#)[Related Actions](#)

### Modify An Organization

**Name \***

**Organization Type**  
Applicant

**Physical Address**

**Address Line 1 \***

**Address Line 2**

**City \***

**State \***


**Zip Code \***

**Zip Code Extension**

**County \***

Please select a County

Please ensure that the address, city, state, and zip code are correct

 NETWORKMAINE

Updating Your EPC Profile

Slide 55

# Districts: C2 Data By Aggregate

### Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

**How does the district report its student count for Category Two budget?** ? \*

☐ One number for my whole district

☒ A number for each school in the district

**Sum of Student Counts of all Schools in the District**

340

### School Information

**Entity Number or Name**

--Please enter an entity name(at least 3 characters) or an entity number--

APPLY FILTERS CLEAR FILTERS

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ?	Eligible for C2 budget?	
117	School District 6 School A	110	N/A	✓	EDIT
118	School District 6 School B	230	N/A	✓	EDIT

« < 1-2 of 2 > »

⑤ Scroll down the page to the “Category Two (C2) Budget Information” section



# Districts: C2 Data By Aggregate

### Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

How does the district report its student count for Category Two budget? ? \*

☐ One number for my whole district ← ⑥ Select the option for “One number for my whole district”

☒ A number for each school in the district

Sum of Student Counts of all Schools in the District

340

### School Information

Entity Number or Name

--Please enter an entity name(at least 3 characters) or an entity number--

APPLY FILTERS CLEAR FILTERS

Entity Number	Entity Name	Total Students for C2 budget	Is the student count estimated? ?	Eligible for C2 budget?	
117	School District 6 School A	110	N/A	✓	EDIT
118	School District 6 School B	230	N/A	✓	EDIT

« < 1-2 of 2 > »

**Note:** For a district with 10 or fewer schools, EPC can calculate a higher C2 budget by utilizing the funding floor if any of your schools has 149 or fewer students. If you opt to report your student count as one district-wide aggregate number, EPC will not allow you to do this.

# Districts: C2 Data By Aggregate

### Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

**How does the district report its student count for Category Two budget?** ? \*

☒ One number for my whole district

☐ A number for each school in the district

**District Student Count \***

**FCC Registration Number** ?

1234564560

CANCEL

SUBMIT

⑦ Enter the total number of students in the district

# Districts: C2 Data By Aggregate

### Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

**How does the district report its student count for Category Two budget?** ? \*

☒ One number for my whole district

☐ A number for each school in the district

**District Student Count \***

**FCC Registration Number** ?

⑧ Click on the "Submit" button

# Districts: C2 Data By Aggregate

⑨ Enter a Modification Nickname to remind yourself what changes were made

## Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

**Modification Nickname \***

CANCEL

SUBMIT

# Districts: C2 Data By Aggregate

## Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

**Modification Nickname \***

C2 Budget Count Updates

CANCEL

SUBMIT

⑩ Then click on the “SUBMIT” button

# Districts: C2 Data By Aggregate

*The summary page for your school district will display*

Records / Applicant Entities

#116 - School District 6

CREATE A NEW USER

ADD OR REMOVE EXISTING USERS

MANAGE USER PERMISSIONS

...

SummaryCustomer ServiceModificationsAdditional InformationDiscount RateCategory Two BudgetContractsFCC FormsFRN AppealsNewsRelated Actions

Organization Details

NameSchool District 6

Entity Number116

FCC Registration Number1234564560

Applicant TypeSchool District

StatusActive

Contact Information

Physical Address100 Main Street  
Springfield, ME 04487

Mailing Address100 Main Street  
Springfield, ME 04487

Phone Number555-555-7878

Emailschool.district6.user1@mailinator.com

Website URL

Account Administrator

NameSchool District 6 User 1

General Contact

NameSchool District 6 User 1

# Districts: C2 Data By Aggregate

*Once you have chosen to list C2 counts as a district aggregate, you cannot update individual school C2 counts without selecting the option for “A number for each school in the district” on the district’s summary page*

*If the “One number for my whole district” option has been selected, the school summary pages will display the following message:*

## Category Two (C2) Budget Information

Your school district ([116 - School District 6](#)) manages the student count for its Category Two budget as one number for the district. You can manage it in the school district's entity record.

Click on the link for the school district to go to the district’s summary page

# School Districts: Requesting a Replacement C2 Budget

→ OPTIONAL ←

## **Note:**

*If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers to increase your C2 budget.*

*You can choose to request a budget update in any or all funding years within the budget cycle.*

*Be aware that unless you specifically request a budget recalculation, the C2 budget student count for the school district will remain fixed throughout the cycle.*



# Am I required to do this?

To simplify the C2 budget system, once you have validated your C2 enrollment data, your C2 budget is fixed until the end of the 5 year budget cycle (FY2021 – FY2025) unless you specifically request an updated replacement budget.

- If you have no need or desire to update your C2 budget or if this is your first year applying for C2 funding in the current budget cycle, then you do not need to do anything additional to your C2 enrollment number.
- If you want to adjust your C2 budget during the current budget cycle because student enrollment has increased or you added a child entity, you will need to complete the steps outlined in the following pages to request a recalculation of your budget.

# How do I do change my C2 budget?

## Step 1: Modify your billed entity details

- Add or remove dependent school entities
- Update C2 budget student counts

**Note:** *You may be able to update the C2 budget fields during the filing window, but plan on completing this step as part of the Administrative Window tasks.*

## Step 2: Then submit a request for a replacement budget based on that enrollment

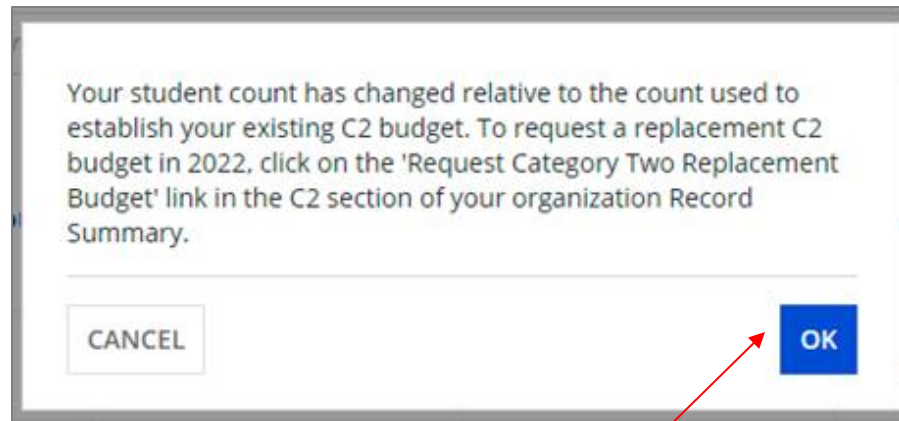
**Note:** *Only full-rights users can request replacement budgets. Partial-rights users can update organization details, but only users with full rights permissions will be able to update the C2 budget.*

*If you fail to submit the request during the Administrative Window, you can also do it via a Receipt Acknowledgment Letter (RAL) after you certify your Form 471, but it is far better to complete this process before the Administrative Window closes.*

# Districts: Replacement C2 Budget

① Complete the steps outlined in the appropriate “School Districts: Entering Category 2 Enrollment Data in the EPC Profile” section of this guide (by school or by aggregate) to modify the C2 budget enrollment numbers entered in your profile.

Once you click on the “SUBMIT” button, you will see a message describing the next step. At this point you have updated the numbers but still need to request a replacement budget based on those numbers.



② Click on the “OK” button

# Districts: Replacement C2 Budget

③ Go to the school district's summary page


(you may already be on this page depending on your last action)

## *How to get there:*

- 1) Click on the “News” link in the menu at the top of the page
- 2) Click on the USAC logo to go to your Landing Page
- 3) Click on the link for the school district's name

[Records](#) / [Applicant Entities](#)

## #116 - School District 6

 [CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) [...](#)

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

### Organization Details

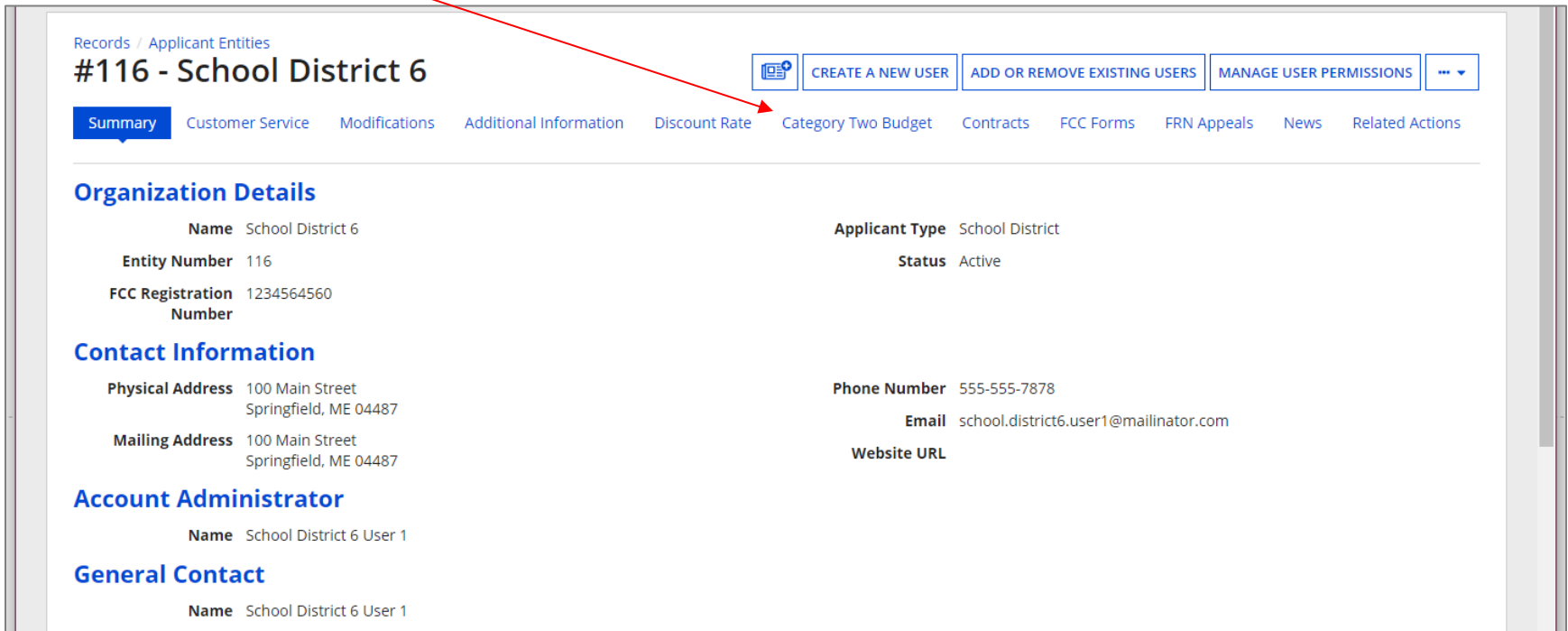
<b>Name</b>	School District 6	<b>Applicant Type</b>	School District
<b>Entity Number</b>	116	<b>Status</b>	Active
<b>FCC Registration Number</b>	1234564560		

### Contact Information

<b>Physical Address</b>	100 Main Street Springfield, ME 04487	<b>Phone Number</b>	555-555-7878
<b>Mailing Address</b>	100 Main Street Springfield, ME 04487	<b>Email</b>	school.district6.user1@mailinator.com
		<b>Website URL</b>	

# Districts: Replacement C2 Budget

④ Click on the “Category Two Budget” link



Records / Applicant Entities

## #116 - School District 6

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

[CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) [...](#)

### Organization Details

<b>Name</b>	School District 6	<b>Applicant Type</b>	School District
<b>Entity Number</b>	116	<b>Status</b>	Active
<b>FCC Registration Number</b>	1234564560		

### Contact Information

<b>Physical Address</b>	100 Main Street Springfield, ME 04487	<b>Phone Number</b>	555-555-7878
<b>Mailing Address</b>	100 Main Street Springfield, ME 04487	<b>Email</b>	school.district6.user1@mailinator.com
		<b>Website URL</b>	

### Account Administrator

<b>Name</b>	School District 6 User 1
-------------	--------------------------

### General Contact

<b>Name</b>	School District 6 User 1
-------------	--------------------------

# Districts: Replacement C2 Budget

## Category Two Budget Status

Category Two Budget information presented below reflects data starting in FY2016.

GET CATEGORY 2 BUDGET INFORMATION

⑤ Click on the “GET CATEGORY 2 BUDGET INFORMATION” button

# Districts: Replacement C2 Budget

## Category Two Budget Status

Category Two Budget information presented below reflects data starting in FY2016.

✓ 2021 - 2025

✓ 2021 - 2022 (Budgeted Entity)

> Show column definitions

Budget Status	Budget	Total In-Review Requested Costs	Total Committed Costs	Total In-Review Requested and Committed Costs	Remaining Budget	
Preliminary	\$142,618.00	\$25,150.86	\$0.00	\$25,150.86	\$117,467.14	<a href="#">View Details</a>

Your student count has changed relative to the count used to establish your existing C2 budget. To request a replacement C2 budget in 2024, click [Request Replacement C2 Budget](#).

⑥ Note the message indicating that you have made changes to the C2 enrollment count and then click on the “Request Replacement C2 Budget” link

# Districts: Replacement C2 Budget

- ⑦ Review the potential replacement budget that is based on the updated student counts that you have entered

### Request Replacement Category Two Budget

**#145 - School District 12345678901234567890**

To request this replacement C2 budget, click 'Request Replacement Budget'. Otherwise, click Cancel.

[> Show Column Definitions](#)

**Budget Established in 2021**

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
825	Preliminary	\$137,775.00	\$125,169.00	\$12,606.00

**Replacement Budget, If Requested, for Funding Years 2022 to 2025**

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
845	Forecast	\$141,115.00	\$125,169.00	\$15,946.00

- ⑧ If you wish to update your budget as projected, click on the “REQUEST REPLACEMENT BUDGET” button



# Districts: Replacement C2 Budget

*If you wish to remove the request for a replacement budget, you can return to the “Request Replacement Category Two Budget” screen through the following path: School Summary Page >>> “Related Actions” link >>> “Request Replacement Category Two Budget” link*

### Request Replacement Category Two Budget

**#132761 - SCHOOL DISTRICT DEMONSTRATION 111**

To remove this replacement C2 budget, click 'Remove Replacement Budget'. Otherwise, click Cancel.

> [Show Column Definitions](#)

**Budget Established in 2021**

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
854	Preliminary	\$142,618.00	\$25,150.86	\$117,467.14

**Replacement Budget, if Requested, for Funding Years 2024 to 2025**

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
2387	Forecast	\$398,629.00	\$25,150.86	\$373,478.14

Click on the “REMOVE REPLACEMENT BUDGET” button to remove the previous replacement budget request

Note that this button will no longer be available after you certify your first C2 application for this funding year. Reach out to your PIA reviewer if you wish to remove the replacement budget you have requested.

# Independent Schools

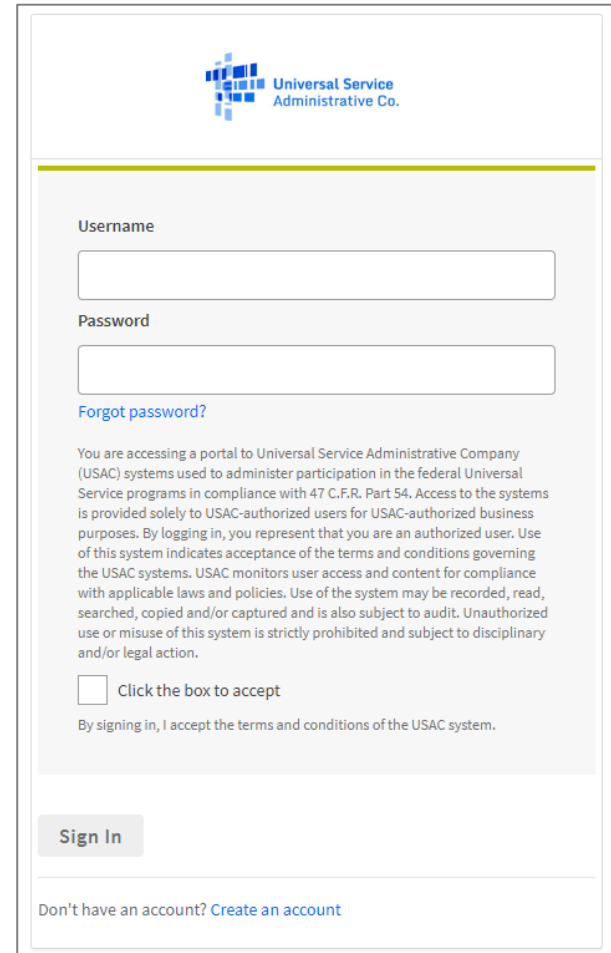
# What data should schools update?

Independent schools report student counts for two purposes:

1. To calculate your school's E-Rate discount percentage → **REQUIRED ANNUALLY** ←
2. To update data for your school's Category 2 Budget  
→ **REQUIRED FIRST YEAR APPLYING FOR C2** ←  
→ **OPTIONAL SUBSEQUENT YEARS** ←
  - you only need to update these student counts once for your 5 Year C2 Budget
    - If you previously entered budget data for the FY2021 – FY2025 cycle, you are not required to update it
    - If you wish to – if your student data has fluctuated to your benefit, such as an increased student enrollment – you **may** request to update your school C2 budget data

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

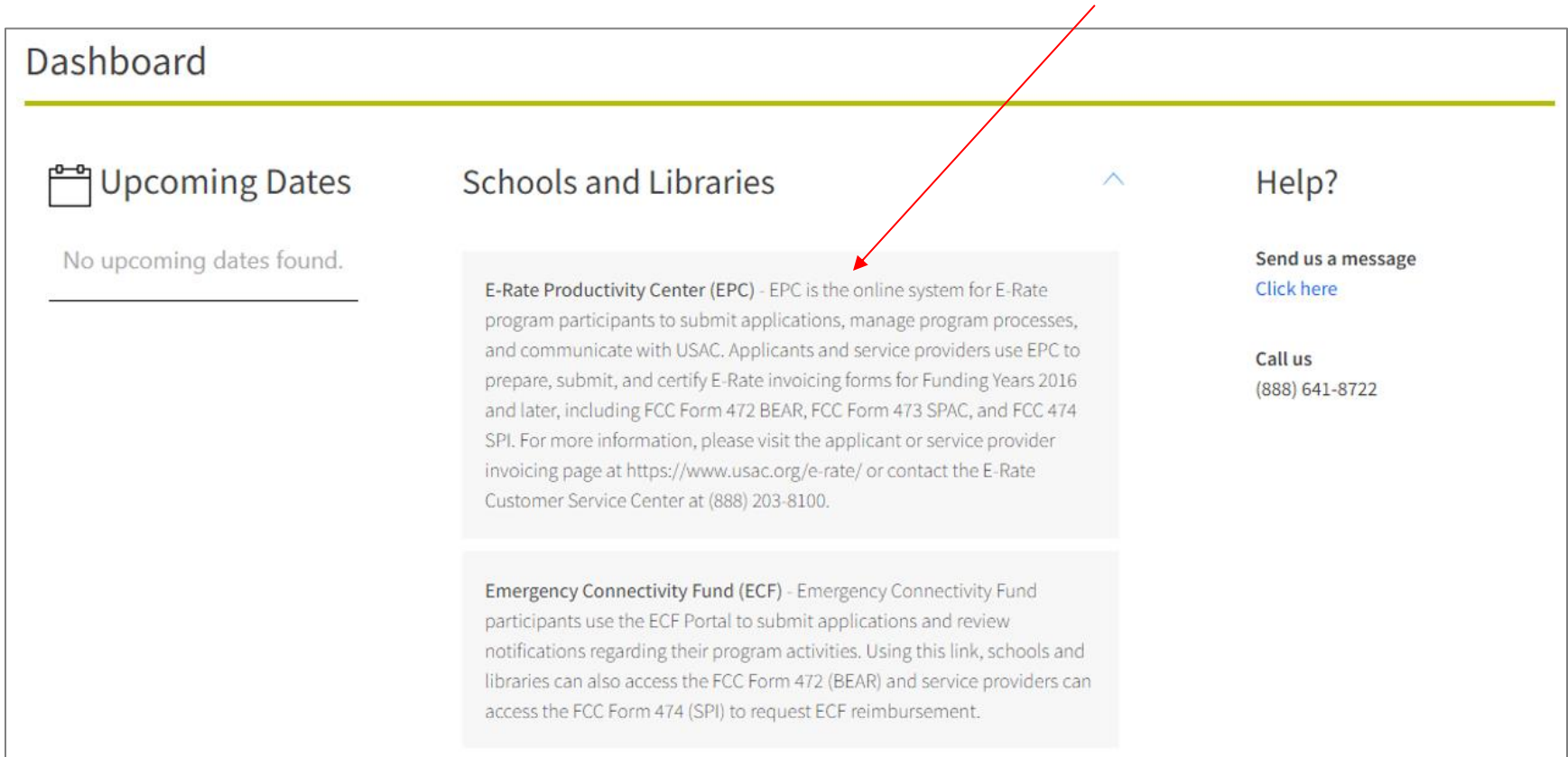
② Log into One Portal with your username  
(your full email address) and One Portal password



The screenshot shows the login portal for the Universal Service Administrative Co. At the top, there is a logo consisting 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 login area has a light gray background. It contains two input fields: "Username" and "Password". Below the "Password" field is a blue link that says "Forgot password?". Below the input fields is a paragraph of text: "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." Below this text is a checkbox and the text "Click the box to accept". Below the checkbox is the text "By signing in, I accept the terms and conditions of the USAC system." At the bottom of the login area is a gray button labeled "Sign In". Below the "Sign In" button is a link that says "Don't have an account? [Create an account](#)".

# Independent Schools

- 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 'Dashboard' of the One Portal. It features a yellow header bar. Below the header, there are three main sections: 'Upcoming Dates' on the left, 'Schools and Libraries' in the center, and 'Help?' on the right. The 'Upcoming Dates' section shows 'No upcoming dates found.' The 'Schools and Libraries' section contains two gray blocks. The top block is titled 'E-Rate Productivity Center (EPC)' and describes the system for submitting applications and managing program processes. A red arrow points to this block. The bottom block is titled 'Emergency Connectivity Fund (ECF)' and describes the portal for submitting applications and reviewing notifications. The 'Help?' section includes links to 'Send us a message' and 'Click here', and a 'Call us' section with the phone number (888) 641-8722.

**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

Your 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](#) |  
[IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) |  
[Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, School District 6!

### Pending Inquiries

Type

Application/Request

Funding Year

APPLY FILTERS

CLEAR FILTERS

Pending COMAD Inquiries are not included.

Application/Request Number	Type	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
<a href="#">School District 6</a>	116	Springfield	ME	04487
<a href="#">School District 6 School A</a>	117	Springfield	ME	04487
<a href="#">School District 6 School B</a>	118	Springfield	ME	04487
<a href="#">School District 6 NIF</a>	119	Springfield	ME	04487

# *Independent Schools:* Updating NSLP Data in the EPC Profile

→ REQUIRED ANNUALLY ←

# Independent Schools: NSLP Data

## My Applicant Landing Page

**Universal Service  
Administrative Co.**

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, Independent School 5!

### Pending Inquiries

Type -- Select a Type --

Funding Year -- Select a Funding Year --

Application/Request -- Enter an Application/Request ID or Nickname --

APPLY FILTERSCLEAR FILTERS

Pending COMAD Inquiries are not included.

Application/Request Number	Type	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
<a href="#">Independent School 5</a>	10513	Springfield	ME	04487

① On the Landing Page, scroll to the “My Entities” section and click on the link for your school



# Independent Schools: NSLP Data

*The summary page for your school will display*

② Click on the “...” button and choose the “Manage Organization” option from the menu

Records / Applicant Entities

## #10513 - Independent School 5

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms

**Organization Details**

**Name** Independent School 5

**Entity Number** 10513

**FCC Registration Number** 0123456789

**Contact Information**

**Physical Address** 100 Main Street  
Springfield, ME 04487

**Mailing Address** 100 Main Street  
Springfield, ME 04487

**Account Administrator**

**Name** Independent School 5 User 1

**General Contact**

**Name** Independent School 5 User 1

**Applicant Type** School

**Status** Active

**Phone Number** 111-222-3333

**Email** independent.school5.user1@

**Website URL**

CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USER PERMISSIONS ...

- Manage Organization
- Modify Account Administrator
- Create a Customer Service Case
- Manage General Contact
- Manage Annexes
- Manage Organization Relationships
- Create FCC Form 470
- Create FCC Form 471
- Create FCC Form 486
- Manage Contracts
- Create Appeal
- Create SPIN Change Request

# Independent Schools: NSLP Data

*An editable version of the summary page will display*

Records / Applicant Entities  
**#10513 - Independent School 5**

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News **Related Actions**

### Modify An Organization

<b>Name *</b> <input type="text" value="Independent School 5"/>	<b>Organization Type</b> Applicant
<b>Physical Address</b>	
<b>Address Line 1 *</b> <input type="text" value="100 Main Street"/>	<b>Zip Code *</b> <input type="text" value="04487"/>
<b>Address Line 2</b> <input type="text"/>	<b>Zip Code Extension</b> <input type="text"/>
<b>City *</b> <input type="text" value="Springfield"/>	<small>Click the button below to get standard USPS address</small>
<b>State *</b> <input type="text" value="ME"/>	<b>County *</b> <input type="text" value="Penobscot"/>
<small>Please ensure that the address, city, state, and zip code are correct</small>	
<b>VERIFY MY ADDRESS</b>	

④ Then scroll down the page to the “School Information” section

③ Select a county if one is not already listed here

# Independent Schools: NSLP Data

## School Information

**School Sub-Type \***

☐ Public School

☒ Private School

**Check All That Apply** [Show Help](#)

☐ Pre-K

☐ Head Start

☐ Adult Education

☐ Juvenile Justice

☐ Dormitory

☐ Charter School

**Is this school part of a school district?**

No

☐ Tribal School

☐ New Construction School

☐ Swing Space

☐ Detention Center

☐ General-Use School

**Number of Full Time Students \***

2500

**Community Eligibility Program (CEP)? \***

☐ Yes

☒ No

**Does this organization have an endowment? \***

☐ Yes

☒ No

**Total Number of Students Eligible for National School Lunch Program (NSLP) ? \***

1800

**Alternative Discount Method \***

None

Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP

At a minimum, you should annually update:

- 1 the number of full time students
- 2 the total number of students eligible for NSLP

# Independent Schools: NSLP Data

## School Information

**School Sub-Type \***  
☐ Public School  
☒ Private School

**Check All That Apply** [Show Help](#)  
☐ Pre-K  
☐ Head Start  
☐ Adult Education  
☐ Juvenile Justice  
☐ Dormitory  
☐ Charter School

**Is this school part of a school district?**  
No

☐ Tribal School  
☐ New Construction School  
☐ Swing Space  
☐ Detention Center  
☐ General-Use School

**Number of Full Time Students \***

**Total Number of Students Eligible for National School Lunch Program (NSLP) ? \***

**Community Eligibility Program (CEP)? \***  
☐ Yes  
☒ No

**Alternative Discount Method \***  
  
Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP

**Does this organization have an endowment? \***  
☐ Yes  
☒ No

⑤ Edit the fields for the “Number of Full Time Students” and the “Total Number of Students Eligible for National School Lunch Program (NSLP)”

*For best results, use the numbers reported to the Maine State Department of Education for the current academic year. During PIA review, USAC will validate your discount by comparing your profile data to DoE data.*

# Independent Schools: NSLP Data

<b>Number of Full Time Students *</b>	<b>Total Number of Students Eligible for National School Lunch Program (NSLP) ? *</b>
<input type="text" value="2500"/>	<input type="text" value="1900"/>
<b>Community Eligibility Program (CEP)? *</b>	<b>Alternative Discount Method *</b>
<input type="radio"/> Yes	<input type="text" value="None"/>
<input checked="" type="radio"/> No	<small>Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP</small>
<b>Does this organization have an endowment? *</b>	
<input type="radio"/> Yes	
<input checked="" type="radio"/> No	
<b>NCES Private School ID</b>	
<input type="text"/>	

## Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

<b>Total Students for C2 Budget *</b>
<input type="text" value="2500"/>
<b>FCC Registration Number ?</b>
<input type="text" value="0123456789"/>

⑥ Click on the “SUBMIT” button to save the changes

# Independent Schools: NSLP Data

## Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

**Modification Nickname \***

CANCELSUBMIT

⑦ Enter a Modification Nickname to remind yourself what changes were made

# Independent Schools: NSLP Data

## Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

**Modification Nickname \***

Updated NSLP

CANCEL

SUBMIT

⑧ Click on the “SUBMIT” button

# Independent Schools: NSLP Data

Records / Applicant Entities

## #10513 - Independent School 5



CREATE A NEW USER

ADD OR REMOVE EXISTING USERS

MANAGE USER PERMISSIONS



Summary

Customer Service

Modifications

Additional Information

Discount Rate

Category Two Budget

Contracts

FCC Forms

FRN Appeals

News

Related Actions

### Organization Details

Name Independent School 5

Entity Number 10513

FCC Registration Number 0123456789

Applicant Type School

Status Active

### Contact Information

Physical Address 100 Main Street  
Springfield, ME 04487  
Penobscot

Phone Number 111-222-3333

Email independent.school5.user1@mailinator.com

Website URL

Mailing Address 100 Main Street  
Springfield, ME 04487  
Penobscot

### Account Administrator

Name Independent School 5 User 1

### General Contact

Name Independent School 5 User 1

### Applicant Information

Latitude Not Found

Longitude Not Found

Urban/Rural Status Not Found

School Sub-Type ☐ Public School

☒ Private School

☐ Pre-K

☐ Head Start

☐ Adult Education

☐ Juvenile Justice

☐ Dormitory

☐ Charter School

☐ Tribal School

☐ New Construction School

☐ Swing Space

☐ Detention Center

☐ General-Use School

☐ ESA School

☐ BIE

User-Entered Latitude

User-Entered Longitude

User-Entered Urban/Rural Status Urban

Community Eligibility Program (CEP)? No

Alternative Discount Method None

Does this organization have an endowment? No

Number of Full Time Students 2500

Total Number of Students Eligible for National School Lunch Program (NSLP) 1900


*The summary page will re-display with the updated NSLP information*



# *Independent Schools:* Checking for Discount Rate Errors

# Independent Schools: Discount Errors

## My Applicant Landing Page



Universal Service  
Administrative Co.

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, [Independent School 5!](#)

### Pending Inquiries

Type -- Select a Type --

Funding Year -- Select a Funding Year --

Application/Request -- Enter an Application/Request ID or Nickname --

APPLY FILTERS

CLEAR FILTERS

Pending COMAD Inquiries are not included.

Application/Request Number	Type	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
<a href="#">Independent School 5</a>	10513	Springfield	ME	04487

① On the Landing Page, scroll to the “My Entities” section and click on the link for your school

# Independent Schools: Discount Errors

Records / Applicant Entities

## #10513 - Independent School 5

[CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) [...](#)

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

### Organization Details

**Name** Independent School 5  
**Entity Number** 10513  
**FCC Registration Number** 0123456789

**Applicant Type** School  
**Status** Active

### Contact Information

**Physical Address** 100 Main Street  
Springfield, ME 04487  
**Mailing Address** 100 Main Street  
Springfield, ME 04487

**Phone Number** 111-222-3333  
**Email** independent.school5.user1@mailinator.com  
**Website URL**

### Account Administrator

**Name** Independent School 5 User 1

### General Contact

**Name** Independent School 5 User 1

### Applicant Attributes

**Latitude** Not Found  
**Longitude** Not Found  
**Urban/Rural Status** Not Found

**School Sub-Type**

- ☐ Public School
- ☒ Private School
- ☐ Pre-K
- ☐ Head Start
- ☐ Adult Education
- ☐ Juvenile Justice
- ☐ Dormitory
- ☐ Charter School
- ☐ Tribal School
- ☐ New Construction School
- ☐ ESA School
- ☐ BIE
- ☐ ESA School District with no Schools

**Is this school part of a school district?** No

**NCES Private School ID**

**User-Entered Latitude**

**User-Entered Longitude**

**User-Entered Urban/Rural Status** Urban

**Community Eligibility Program (CEP)?** No

**Alternative Discount Method** None

**Does this organization have an endowment?** No

**Number of Full Time Students** 2500

**Total Number of Part-Time Students** 0

**Peak Number of Part-Time Students** 0

**Total Number of Students Eligible for National School Lunch Program (NSLP)** 1800

② Click on the  
“Discount Rate”  
link in the menu  
at the top



# Independent Schools: Discount Errors

*The discount rate for the independent school displays*

**NOTE:**

*Category One and Category Two discounts may be different depending on which band your NSLP percentage falls in.*

[Records](#) / [Applicant Entities](#)

#10513 - Independent School 5

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

Requested Discount Rate - Independent School 5 (BEN: 10513) - FY2020

This discount rate has not been approved for the current year.

School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
2500	1900	76%	Urban	90%	85%

# Independent Schools: Discount Errors

Records / Applicant Entities

## #10513 - Independent School 5

Summary Additional Information **Discount Rate** Contracts FCC Forms News Related Actions

### ▲ Requested Discount Rate - Independent School 5 (BEN: 10513) - FY2019

The information in your organization's profile is not sufficient to calculate your Discount Rate.

This discount rate has not been approved for the current year.

School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate

*If you see an error message instead of the discount, there is an issue with the profile information for your school*

# Independent Schools: Discount Errors

③ Click on the “Summary” link

Records / Applicant Entities

## #10513- Independent School 5

Summary Additional Information Discount Rate Contracts FCC Forms News Related Actions

### ⚠ Requested Discount Rate - Independent School 5 (BEN: 10513) - FY2019

The information in your organization's profile is not sufficient to calculate your Discount Rate.

This discount rate has not been approved for the current year.

School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate

# Independent Schools: Discount Errors

Records / Applicant Entities

## #10513 - Independent School 5

CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USER PERMISSIONS ...

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms

### Organization Details

**Name** Independent School 5

**Entity Number** 10513

**FCC Registration Number** 0123456789

### Contact Information

**Physical Address** 100 Main Street  
Springfield, ME 04487

**Mailing Address** 100 Main Street  
Springfield, ME 04487

### Account Administrator

**Name** Independent School 5 User 1

### General Contact

**Name** Independent School 5 User 1

**Applicant Type** School

**Status** Active

**Phone Number** 111-222-3333

**Email** independent.school5.user1@

**Website URL**

- Manage Organization
- Modify Account Administrator
- Create a Customer Service Case
- Manage General Contact
- Manage Annexes
- Manage Organization Relationships
- Create FCC Form 470
- Create FCC Form 471
- Create FCC Form 486
- Manage Contracts
- Create Appeal
- Create SPIN Change Request

④ Click on the “...” button and choose the “MANAGE ORGANIZATION” option

⑤ Fix any issues causing the discount not to calculate

# Independent Schools: Discount Errors

⑥ Return to the “Discount Rate” section for the school and verify that the discount now displays

[Records](#) / [Applicant Entities](#)

#10513 - Independent School 5

Summary

Customer Service

Modifications

Additional Information

Discount Rate

Category Two Budget

Contracts

FCC Forms

FRN Appeals

News

Related Actions

Requested Discount Rate - Independent School 5 (BEN: 10513) - FY2020

This discount rate has not been approved for the current year.

School Enrollment	School NSLP Count	School NSLP Percent	School Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate
2500	1900	76%	Urban	90%	85%



# *Independent Schools:* Entering Category 2 Enrollment Data in the EPC Profile

→ REQUIRED FIRST YEAR APPLYING FOR C2 IN THE CURRENT BUDGET CYCLE ←  
→ OPTIONAL SUBSEQUENT YEARS ←

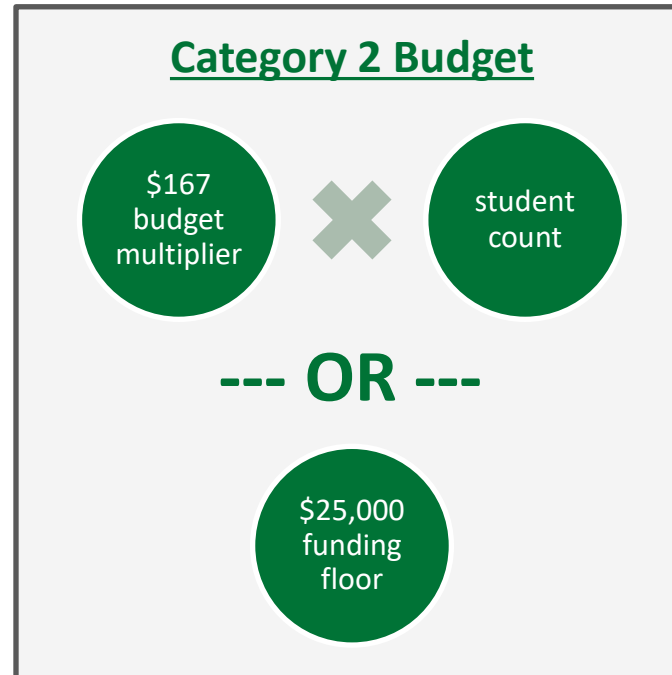
***Note:***

*If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers.*

# What is my C2 Budget?

The C2 budget for independent schools is based on the total number of students


independent schools >>>



the C2 budget is the greater of these two calculations

# Independent Schools: C2 Data

## My Applicant Landing Page



Universal Service  
Administrative Co.

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [EPC E-Rate Invoicing](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, [Independent School 5](#)!

### Pending Inquiries

Type

-- Select a Type --

Application/Request

-- Enter an Application/Request ID or Nickname --

Funding Year

-- Select a Funding Year --

APPLY FILTERS

CLEAR FILTERS

Pending COMAD Inquiries are not included.

Application/Request Number	Type	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
<a href="#">Independent School 5</a>	10513	Springfield	ME	04487

① On the Landing Page, scroll to the “My Entities” section and click on the link for your school

 NETWORKMAINE

Updating Your EPC Profile

Slide 99

# Independent Schools: C2 Data

*The summary page for your school will display*

Records / Applicant Entities

#10513 - Independent School 5

CREATE A NEW USER

ADD OR REMOVE EXISTING USERS

MANAGE USER PERMISSIONS

...

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News Related Actions

### Organization Details

<b>Name</b>	Independent School 5	<b>Applicant Type</b>	School
<b>Entity Number</b>	10513	<b>Status</b>	Active
<b>FCC Registration Number</b>	0123456789		

### Contact Information

<b>Physical Address</b>	100 Main Street Springfield, ME 04487 Penobscot	<b>Phone Number</b>	111-222-3333
<b>Mailing Address</b>	100 Main Street Springfield, ME 04487 Penobscot	<b>Email</b>	independent.school5.user1@mailinator.com
		<b>Website URL</b>	

### Account Administrator

<b>Name</b>	Independent School 5 User 1
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### General Contact

<b>Name</b>	Independent School 5 User 1
-------------	-----------------------------

# Independent Schools: C2 Data

② Scroll down the page to the “Category Two (C2) Budget Information” section to review the student count information currently in your profile

## Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

**Total Students for C2** 2500  
**Budget**

# Independent Schools: C2 Data

③ To make changes to the student count information, return to the top of the page

Records / Applicant Entities

#10513 - Independent School 5

CREATE A NEW USER

ADD OR REMOVE EXISTING USERS

MANAGE USER PERMISSIONS

...

SummaryCustomer ServiceModificationsAdditional InformationDiscount RateCategory Two BudgetContractsFCC FormsFRN AppealsNewsRelated Actions

Organization Details

NameIndependent School 5

Entity Number10513

FCC Registration Number0123456789

Applicant TypeSchool

StatusActive

Contact Information

Physical Address100 Main Street  
Springfield, ME 04487  
Penobscot

Mailing Address100 Main Street  
Springfield, ME 04487  
Penobscot

Phone Number111-222-3333

Emailindependent.school5.user1@mailinator.com

Website URL

Account Administrator

NameIndependent School 5 User 1

# Independent Schools: C2 Data

④ Click on the “...” button and choose the “Manage Organization” option from the menu

Records / Applicant Entities

## #10513 - Independent School 5

CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USER PERMISSIONS ...

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms

### Organization Details

<b>Name</b>	Independent School 5	<b>Applicant Type</b>	School
<b>Entity Number</b>	10513	<b>Status</b>	Active
<b>FCC Registration Number</b>	0123456789		

### Contact Information

<b>Physical Address</b>	100 Main Street Springfield, ME 04487	<b>Phone Number</b>	111-222-3333
<b>Mailing Address</b>	100 Main Street Springfield, ME 04487	<b>Email</b>	independent.school5.user1@
		<b>Website URL</b>	

### Account Administrator

**Name** Independent School 5 User 1

### General Contact

**Name** Independent School 5 User 1

- Manage Organization
- Modify Account Administrator
- Create a Customer Service Case
- Manage General Contact
- Manage Annexes
- Manage Organization Relationships
- Create FCC Form 470
- Create FCC Form 471
- Create FCC Form 486
- Manage Contracts
- Create Appeal
- Create SPIN Change Request

# Independent Schools: C2 Data

*An editable version of the summary page for your school will display*

[Records](#) / [Applicant Entities](#)

## #10513 - Independent School 5

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

### Modify An Organization

**Name \***

**Physical Address**

**Address Line 1 \***

**Address Line 2**

**City \***

**State \***

**Organization Type**

Applicant

**Zip Code \***

**Zip Code Extension**

Click the button below to get standard USPS address

**County \***

Please ensure that the address, city, state, and zip code are correct

[VERIFY MY ADDRESS](#)



# Independent Schools: C2 Data

⑤ Scroll down the page to the “Category Two (C2) Budget Information” section

### Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

**Total Students for C2 Budget \***

**FCC Registration Number** ⓘ

# Independent Schools: C2 Data

⑥ Enter the new number of students

**Category Two (C2) Budget Information**

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

**Total Students for C2 Budget \***

**FCC Registration Number ?**

⑦ Then click on the "SUBMIT" button

# Independent Schools: C2 Data

⑧ Enter a Modification Nickname to remind yourself what changes were made

## Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

**Modification Nickname \***

CANCEL

SUBMIT

# Independent Schools: C2 Data

## Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

**Modification Nickname \***

C2 Budget Count Updates

CANCEL

SUBMIT

⑨ Then click on the “SUBMIT” button

# *Independent Schools:* Requesting a Replacement C2 Budget

→ OPTIONAL ←

**Note:**

*If you previously entered C2 enrollment data for the FY2021 – FY2025 cycle, you are not required to update it unless you wish to in order to take advantage of increased enrollment numbers to increase your C2 budget.*

*You can choose to request a budget update in any or all funding years within the budget cycle.*

*Be aware that unless you specifically request a budget recalculation, the C2 budget student count for the school will remain fixed throughout the cycle.*

# Am I required to do this?

To simplify the C2 budget system, once you have validated your C2 enrollment data, your C2 budget is fixed until the end of the 5 year budget cycle (FY2021 – FY2025) unless you specifically request an updated replacement budget.

- If you have no need or desire to update your C2 budget or if this is your first year applying for C2 funding in the current budget cycle, then you do not need to do anything additional to your C2 enrollment number.
- If you want to adjust your C2 budget during the current budget cycle because student enrollment has increased, you will need to complete the steps outlined in the following pages to request a recalculation of your budget.

# How do I do change my C2 budget?

**Step 1:** Update your C2 budget student enrollment

**Note:**

*You may be able to update the C2 budget fields during the filing window, but plan on completing this step as part of the Administrative Window tasks.*

**Step 2:** Then submit a request for a replacement budget based on that enrollment

**Note:**

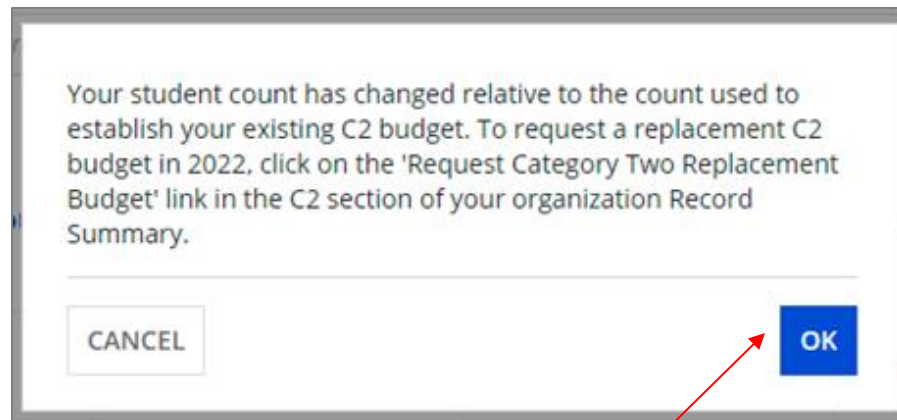
*Only full-rights users can request replacement budgets. Partial-rights users can update organization details, but only users with full rights permissions will be able to update the C2 budget.*

*If you fail to submit the request during the Administrative Window, you can also do it via a Receipt Acknowledgment Letter (RAL) after you certify your Form 471, but it is far better to complete this process before the Administrative Window closes.*

# Independent Schools: Replacement C2 Budget

① Complete the steps outlined in the “Independent Schools: Entering Category 2 Enrollment Data in the EPC Profile” section of this guide to modify the C2 budget enrollment number entered in your profile.

Once you click on the “SUBMIT” button, you will see a message describing the next step. At this point you have updated the enrollment number but still need to request a replacement budget based on those numbers.



② Click on the “OK” button



# Independent Schools: Replacement C2 Budget

③ Go to the school's summary page

(you may already be on this page depending on your last action)

## *How to get there:*

- 1) Click on the “News” link in the menu at the top of the page
- 2) Click on the USAC logo to go to your Landing Page
- 3) Click on the link for the independent school's name

Records / Applicant Entities

#10513 - Independent School 5

CREATE A NEW USER

ADD OR REMOVE EXISTING USERS

MANAGE USER PERMISSIONS

...

Summary

Customer Service

Modifications

Additional Information

Discount Rate

Category Two Budget

Contracts

FCC Forms

FRN Appeals

News

Related Actions

### Organization Details

Name

Independent School 5

Entity Number

10513

FCC Registration Number

0123456789

Applicant Type

School

Status

Active

### Contact Information

Physical Address

100 Main Street  
Springfield, ME 04487  
Penobscot

Mailing Address

100 Main Street  
Springfield, ME 04487  
Penobscot

Phone Number

111-222-3333

Email


independent.school5.user1@mailinator.com

Website URL

### Account Administrator

Name

Independent School 5 User 1

 NETWORKMAINE

Updating Your EPC Profile

Slide 113

# Independent Schools: Replacement C2 Budget

④ Click on the “Category Two Budget” link

Records / Applicant Entities

## #10513 - Independent School 5

[CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) [...](#)

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

### Organization Details

<b>Name</b>	Independent School 5	<b>Applicant Type</b>	School
<b>Entity Number</b>	10513	<b>Status</b>	Active
<b>FCC Registration Number</b>	0123456789		

### Contact Information

<b>Physical Address</b>	100 Main Street Springfield, ME 04487 Penobscot	<b>Phone Number</b>	111-222-3333
<b>Mailing Address</b>	100 Main Street Springfield, ME 04487 Penobscot	<b>Email</b>	independent.school5.user1@mailinator.com
		<b>Website URL</b>	

### Account Administrator

<b>Name</b>	Independent School 5 User 1
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# Independent Schools: Replacement C2 Budget

## Category Two Budget Status

Category Two Budget information presented below reflects data starting in FY2016.

GET CATEGORY 2 BUDGET INFORMATION

⑤ Click on the “GET CATEGORY 2 BUDGET INFORMATION” button

# Independent Schools: Replacement C2 Budget

## Category Two Budget Status

Category Two Budget information presented below reflects data starting in FY2016.

✓ 2021 - 2025

✓ 2021 - 2022 (Budgeted Entity)

> Show column definitions

Budget Status	Budget	Total In-Review Requested Costs	Total Committed Costs	Total In-Review Requested and Committed Costs	Remaining Budget	
Preliminary	\$142,618.00	\$25,150.86	\$0.00	\$25,150.86	\$117,467.14	<a href="#">View Details</a>

Your student count has changed relative to the count used to establish your existing C2 budget. To request a replacement C2 budget in 2024, click [Request Replacement C2 Budget](#).

⑥ Note the message indicating that you have made changes to the C2 enrollment count and then click on the “Request Replacement C2 Budget” link

# Independent Schools: Replacement C2 Budget

- ⑦ Review the potential replacement budget that is based on the updated student counts that you have entered

## Request Replacement Category Two Budget

**#145 - School District 12345678901234567890**

To request this replacement C2 budget, click 'Request Replacement Budget'. Otherwise, click Cancel.

[> Show Column Definitions](#)

**Budget Established in 2021**

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
825	Preliminary	\$137,775.00	\$125,169.00	\$12,606.00

**Replacement Budget, If Requested, for Funding Years 2022 to 2025**

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
845	Forecast	\$141,115.00	\$125,169.00	\$15,946.00

- ⑧ If you wish to update your budget as projected, click on the “REQUEST REPLACEMENT BUDGET” button

# Independent Schools: Replacement C2 Budget

*If you wish to remove the request for a replacement budget, you can return to the “Request Replacement Category Two Budget” screen through the following path: BEN Summary Page >>> “Related Actions” link >>> “Request Replacement Category Two Budget” link*

### Request Replacement Category Two Budget

**#132761 - SCHOOL DISTRICT DEMONSTRATION 111**

To remove this replacement C2 budget, click 'Remove Replacement Budget'. Otherwise, click Cancel.

[> Show Column Definitions](#)

**Budget Established in 2021**

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
854	Preliminary	\$142,618.00	\$25,150.86	\$117,467.14

**Replacement Budget, if Requested, for Funding Years 2024 to 2025**

# Students Requested	Budget Status	Budget	Total In-Review Requested and Committed Costs	Remaining Budget
2387	Forecast	\$398,629.00	\$25,150.86	\$373,478.14

Click on the “REMOVE REPLACEMENT BUDGET” button to remove the previous replacement budget request

Note that this button will no longer be available after you certify your first C2 application for this funding year. Reach out to your PIA reviewer if you wish to remove the replacement budget you requested.