

# Create a New EPC User

*Note: Only the Account Administrator can create a new user*

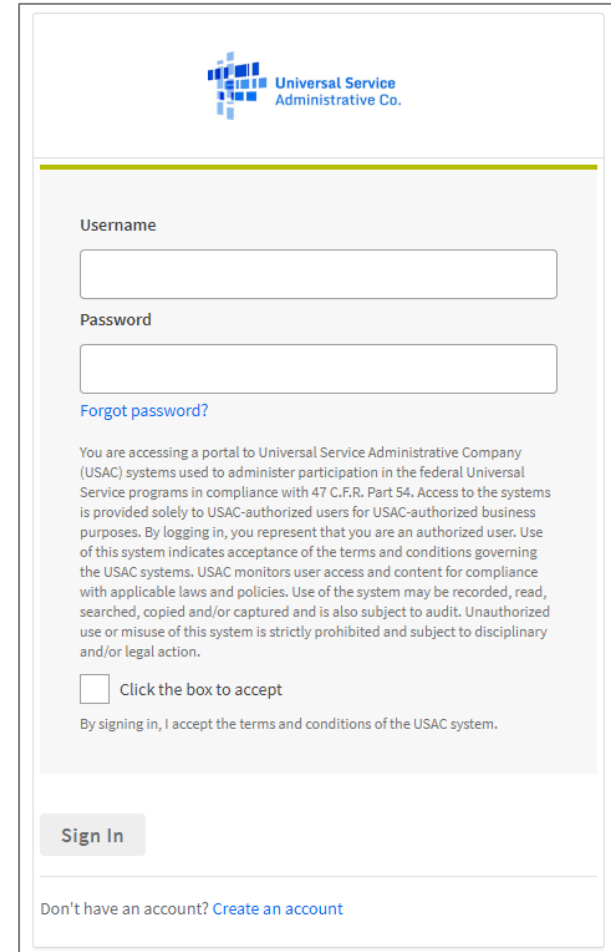
# Table of Contents

Topic	Page
Log In	3
Manage Users	7
Next Steps	13

# Log In

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 interface for the Universal Service Administrative Co. (USAC). At the top right is the USAC logo, which consists of a blue grid of squares of varying sizes, followed by the text "Universal Service Administrative Co." in a sans-serif font. 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?". A paragraph of text follows, stating: "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". Underneath that 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 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)”

## 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

## 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

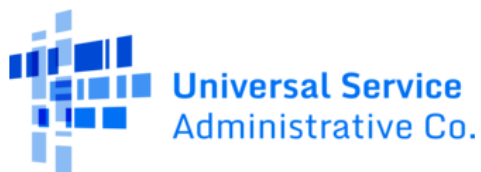
Notification	Description	Issued Date	Generated By	Generated On
No items available				

### 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

# Manage Users

## My Applicant Landing Page



[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](#)

① Click on the “Manage Users” link on your landing page

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									



## Manage Users

### Existing Organizations

<input type="checkbox"/>	Billed Entity Name	City	State
<input type="checkbox"/>	School District 6	Springfield	ME

CANCELCREATE A NEW USERADD AND REMOVE EXISTING USERSMANAGE USER PERMISSIONS

② Check the check box next to the name of your organization

③ Then click on the “CREATE A NEW USER” button

# Manage Users

④ Complete the fields with name and contact information for the new user

### Create A User for School District 6

#### User Details

User Type  
Applicant

First Name *	Job Title *
<input type="text"/>	<input type="text"/>
Last Name *	Phone Number *
<input type="text"/>	<input type="text"/>
Middle Initial	Phone Extension
<input type="text"/>	<input type="text"/>

#### Email

Email *	Confirm Email *
<input type="text"/>	<input type="text"/>

will be used as the username for the new account

#### Address

Address Line 1 *	County
<input type="text" value="100 Main Street"/>	<input type="text" value="Penobscot"/>
Address Line 2	Zip Code *
<input type="text"/>	<input type="text" value="04487"/>
City *	Zip Code Extension
<input type="text" value="Springfield"/>	<input type="text"/>
State *	
<input type="text" value="ME"/>	

#### User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.
- Post-Commitment Full and Partial rights user can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.

Apply All	470 Permission	471 Permission	BEAR/472 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
<input type="text"/>	<input type="text" value="View Only"/>	<input type="text" value="View Only"/>	<input type="text" value="View Only"/>	<input type="text" value="No Access"/>	<input type="text" value="View Only"/>	<input type="text" value="View Only"/>	<input type="text" value="View Only"/>

⑤ Select the permissions you want to give this user for each specific form and activity or use the “Apply All” selection to apply the same permission to all forms and activities at once

⑥ Click on the “CONTINUE” button

## ⑦ Review the information on the Confirm User Details page

### Confirm User Details

#### User Details

**User Type** Applicant

**First Name** John **Job Title** E-Rate God

**Last Name** Doe **Phone Number** 207-555-5555

**Middle Initial** **Phone Extension**

#### Email

**Email** jdoe@gmail.com

#### Address

**Address Line 1** 100 Main Street **County** Penobscot

**Address Line 2** **Zip Code** 04487

**City** Springfield **Zip Code Extension**

**State** ME

#### User Permissions

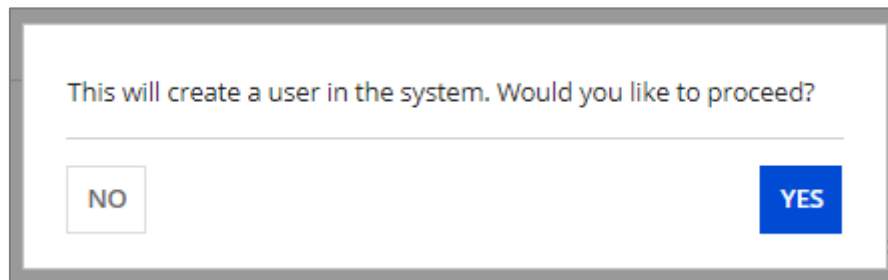
Apply All	470 Permission	471 Permission	BEAR/472 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
▼	Full ▼	Full ▼	Full ▼	School or Library Official ▼	Full ▼	Full ▼	Full ▼

PREVIOUS CANCEL

SUBMIT

## ⑧ Click on the “SUBMIT” button to confirm the information

- ⑨ Click on the “Yes” button in the pop-up window to proceed



# Next Steps

The new user will receive an email invitation to sign in to EPC, create a password, and accept the terms and conditions.

Once the user accepts the terms and conditions, they will have access to the functionality that the role you assigned to them permits.

The user must accept the terms and conditions before you can modify their role or assign them additional roles, such as Account Administrator or General Contact.