

FCC Form 500

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The Basics

What is the FCC Form 500?

If you need to accomplish any of the following, file a Form 500:

- To adjust the funding year Service Start Date reported on a previously filed FCC Form 486 (you should file the Form 486 first)
- To adjust the contract expiration date listed on the FCC Form 471
- To cancel a Funding Request Number (FRN)
- To reduce the amount of an FRN
- To request a service delivery extension for non-recurring services
- To notify USAC of an equipment transfer from a closed location to another eligible location that occurs less than three years from the purchase date

When do I file the Form 500?

The Form 500 cannot be filed until USAC has issued a Funding Commitment Decision Letter (FCDL) for the FRN that needs to be modified.

You should still file the FCC Form 486 to notify USAC that services started and invoicing can proceed.

Because changes that result from filing an FCC Form 500 will affect other parts of the application process, you should file the form as soon as you become aware of new circumstances that require adjustment to an FRN and before the affected event occurs.

Examples:

- Service delivery deadline extensions must be submitted on or before the service delivery deadline
- Invoices will be disrupted if services are delivered after an “un-extended” contract expiration date

Where do I file the Form 500?

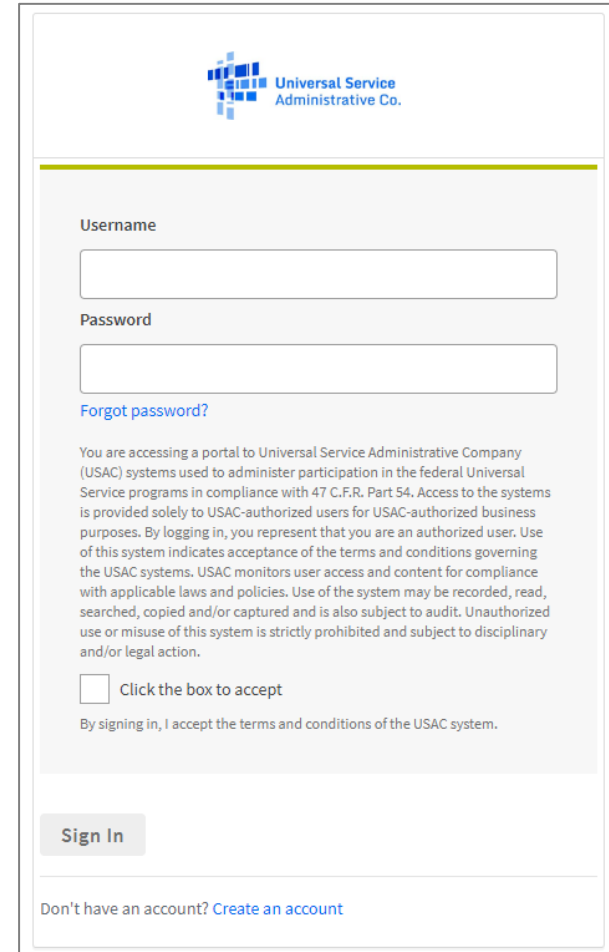
You file the Form 500 by accessing the account in the EPC Portal for the Billed Entity that is affected.

This is usually the school district, unless an entity is considered to be an independent school.

Filing a Form 500

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 content area is a light gray box. Inside this box, there are 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 paragraph 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 gray box is a "Sign In" button. Below the gray box is a link that says "Don't have an account? [Create an account](#)".

Universal Service Administrative Co.

Username

Password

[Forgot password?](#)

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

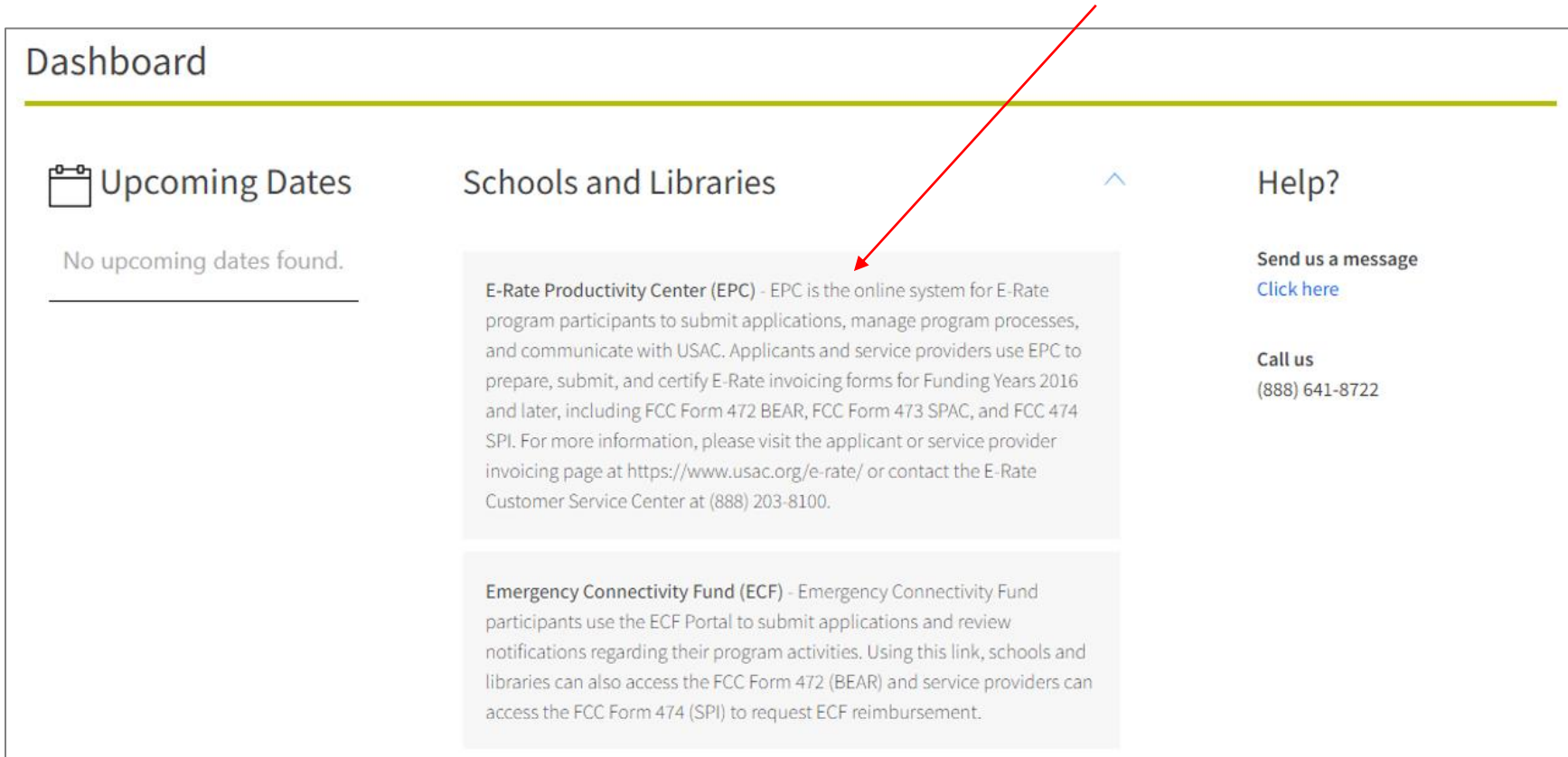
☐ Click the box to accept

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

Sign In


Don't have an account? [Create an account](#)

- ③ Complete the steps as prompted to obtain and enter a one-time verification code
- ④ Once you have successfully logged into One Portal and are viewing its dashboard, access EPC by clicking on the gray block for “E-Rate Productivity Center (EPC)”




The screenshot shows the One Portal dashboard. At the top is a yellow header bar. Below it, the dashboard is divided into three main sections. On the left is a section titled 'Upcoming Dates' with a calendar icon and the text 'No upcoming dates found.' in the center. In the middle is a section titled 'Schools and Libraries' with an upward-pointing arrow icon. This section contains two gray blocks. The top block is titled 'E-Rate Productivity Center (EPC)' and contains text explaining that EPC is the online system for E-Rate program participants to submit applications, manage program processes, and communicate with USAC. It also mentions that 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, it provides a link to <https://www.usac.org/e-rate/> or contact the E-Rate Customer Service Center at (888) 203-8100. The bottom block is titled 'Emergency Connectivity Fund (ECF)' and contains text explaining that ECF Portal participants use the ECF Portal to submit applications and review notifications regarding their program activities. It also mentions that schools and libraries can access the FCC Form 472 (BEAR) and service providers can access the FCC Form 474 (SPI) to request ECF reimbursement. On the right is a section titled 'Help?' with two links: 'Send us a message' with a blue link 'Click here', and 'Call us' with the phone number '(888) 641-8722'. A red arrow points from the text in the instructions to the 'E-Rate Productivity Center (EPC)' block.

Dashboard

 Upcoming Dates

No upcoming dates found.

Schools and Libraries 

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

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


Help?

Send us a message
[Click here](#)

Call us
(888) 641-8722

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 --

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									

⑤ Select the “FCC Form 500” link on your landing page

My Applicant Landing Page



Universal Service Administrative Co.

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								

[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](#)

Form 500 Section One: General Information

*First, you will review and enter
some general information.*

General Information

When you begin the form, the basic information about the billed entity will automatically populate from the organization's EPC profile.

Create FCC Form 500

486 Training Ind. School_1000010 (BEN: 15412)

General Information

Detailed Information

Certification

> Paperwork Reduction Act

Submitting Organization Details

486 Training Ind. School_1000010

BEN: 15412

1 Main Street

FCC Registration Number: 0123456789

Washington, DC 20005

012-345-6789

Create FCC Form 500

486 Training Ind. School_1000010 (BEN: 15412)

General Information

Detailed Information

Certification

> Paperwork Reduction Act Submitting Organization Details

486 Training Ind. School_1000010

BEN: 15412

1 Main Street

FCC Registration Number: 0123456789

Washington, DC 20005

012-345-6789

Form Details

Is this FCC Form 500 being filed to request a change to an FRN filed for FY 2015 and prior? *

← ① Select the “NO” button to indicate that this is not for FY2015 or earlier

Nickname *

Contact Information

Main Contact Person *

Please select a main contact person by typing the contact person's name or email address.

Create FCC Form 500

486 Training Ind. School_1000010 (BEN: 15412)

General Information

Detailed Information

Certification

> Paperwork Reduction Act

Submitting Organization Details

486 Training Ind. School_1000010

1 Main Street

Washington, DC 20005

012-345-6789

BEN: 15412

FCC Registration Number: 0123456789

Form Details

Is this FCC Form 500 being filed to request a change to an FRN filed for FY 2015 and prior? *

YES

NO ✓

Nickname *

Contact Information

Main Contact Person *

Please select a main contact person by typing the contact person's name or email address.

Funding Year *

-- Select a Funding Year --

-- Select a Funding Year --

2016

2017

② If this form is regarding FY2016 or later, select the Funding Year

Create FCC Form 500 - Funding Year 2016

486 Training Ind. School_1000010 (BEN: 15412)

General Information

Detailed Information

Certification

> Paperwork Reduction Act

Submitting Organization Details

486 Training Ind. School_1000010

1 Main Street

Washington, DC 20005

012-345-6789

BEN: 15412

FCC Registration Number: 0123456789

Form Details

Is this FCC Form 500 being filed to request a change to an FRN filed for FY 2015 and prior? *

YES

NO ✓

Funding Year *

2016

Nickname *

Contact Information

Main Contact Person *

Please select a main contact person by typing the contact person's name or email address.

③ Enter a nickname that will serve as a reminder for the FRNs or requests you are including

Create FCC Form 500 - Funding Year 2016

486 Training Ind. School_1000010 (BEN: 15412) - My Form 500

General Information

Detailed Information

Certification

> Paperwork Reduction Act

Submitting Organization Details

486 Training Ind. School_1000010

1 Main Street

Washington, DC 20005

012-345-6789

BEN: 15412

FCC Registration Number: 0123456789

Form Details

Is this FCC Form 500 being filed to request a change to an FRN filed for FY 2015 and prior? *

Funding Year *

2016

YES

NO ✓

Nickname *

My Form 500

Contact Information

Main Contact Person *

f



Full Rights User School 1000010


486_full_rights_user_ind_school_1000010@testmail.usac.org

④ Begin typing the name or email address for a contact person and the system will search for and display matches. Select the desired contact.

General Information

Contact Information

Main Contact Person *

 Full Rights User School 1000010 x

Please select a main contact person by typing the contact person's name or email address.

Full Rights User School 1000010

486_full_rights_user_ind_school_1000010@testmail.usac.org

123-456-7890 x

Filters

Application Number

Enter part/all of FCC Form 471 Application #

Application Nickname

Enter part/all of FCC Form 471 Application Nickname

Category of Service

---Please Select A Category---

CLEAR SEARCH FILTERS

SEARCH

Please associate only one FCC Form 471 to this FCC Form 500.

<input type="checkbox"/>	Application Number	Application Nickname	Category of Service
<input type="checkbox"/>	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Category 1
<input type="checkbox"/>	161002506	471_EPC-2485_5-Dec-2016 04:25:49	Category 1

⑤ Check the box to the left of ONE desired Form 471 to include on this form

General Information

Please associate only one FCC Form 471 to this FCC Form 500.

<input type="checkbox"/>	Application Number	↓	Application Nickname	Category of Service
<input checked="" type="checkbox"/>	161002976		471_EPC-2485_19-Dec-2016 11:35:28	Category 1
<input type="checkbox"/>	161002506		471_EPC-2485_5-Dec-2016 04:25:49	Category 1

Selected Application

Application Number

161002976

Application Nickname

471_EPC-2485_19-Dec-2016 11:35:28

Type of Change

I want to change the service start date. * [\(More Info\)](#)

Complete if you wish to change the Service Start Date you listed on a previously filed FCC Form 486. This action will NOT increase funding.

YES

NO

I want to change the contract expiration date. * [\(More Info\)](#)

Complete if the contract expiration date has changed and you wish to report the change to USAC. This action will NOT increase funding but you could combine it with a funding reduction.

YES

NO

I want to request more time to get the services delivered and/or installed. * [\(More Info\)](#)

Complete if you are requesting an extension of the deadline for delivery and installation of non-recurring services or to complete Category One special construction and light the new fiber. For most non-recurring services, you must submit this request to USAC on or before the September 30 following the close of the funding year. For an extension of the deadline to complete Category One special construction and light the associated fiber, you must submit this request to USAC on or before the June 30 of the funding year. This action will NOT increase funding.

YES

NO

I want to cancel one or more of the FRNs. *

YES

NO

I want to partially reduce the funding in one or more of the FRNs. *

YES

NO

I want to notify USAC that I have moved equipment to another location. * [\(More Info\)](#)

Complete this section if you are transferring equipment from a closed entity to other eligible entities within three years of the date of purchase. Both the transferring and receiving entities must maintain detailed records documenting the transfer and the reason for the transfer for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification).

YES

NO

⑥ Click on the “YES” button for each type of change you wish to perform and the “NO” button for each of the others changes

NOTE: You must select either “YES” or “NO” for each question

General Information

Selected Application

Application Number

161002976

Application Nickname

471_EPC-2485_19-Dec-2016 11:35:28

Type of Change

I want to change the service start date. * [\(More Info\)](#)

Complete if you wish to change the Service Start Date you listed on a previously filed FCC Form 486. This action will NOT increase funding.

YES✓

NO

I want to change the contract expiration date. * [\(More Info\)](#)

Complete if the contract expiration date has changed and you wish to report the change to USAC. This action will NOT increase funding but you could combine it with a funding reduction.

YES✓

NO

I want to request more time to get the services delivered and/or installed. * [\(More Info\)](#)

Complete if you are requesting an extension of the deadline for delivery and installation of non-recurring services or to complete Category One special construction and light the new fiber. For most non-recurring services, you must submit this request to USAC on or before the September 30 following the close of the funding year. For an extension of the deadline to complete Category One special construction and light the associated fiber, you must submit this request to USAC on or before the June 30 of the funding year. This action will NOT increase funding.

YES✓

NO

I want to cancel one or more of the FRNs. *

YES✓

NO

I want to partially reduce the funding in one or more of the FRNs. *

YES✓

NO

I want to notify USAC that I have moved equipment to another location. * [\(More Info\)](#)

Complete this section if you are transferring equipment from a closed entity to other eligible entities within three years of the date of purchase. Both the transferring and receiving entities must maintain detailed records documenting the transfer and the reason for the transfer for at least 10 years (or whatever retention period is required by the rules in effect at the time of this certification).

YES✓

NO

CANCEL

⑦ Click on the
“CONTINUE”
button to proceed

CONTINUE



Form 500 Section Two: Detailed Information

Each type of change selected in the previous screen will now appear as a separate step to be completed on the Form 500.

The first type of change selected will display.

The progress bar at the top will indicate each type of change selected in the previous screen.

486 Training Ind. School_1000010 (BEN: 15412) - My Form 500 - Form #161002976

General
Information

Service Start Date
Change

Contract Expiration
Date Change

Service Delivery
Extension

Cancel FRN

Reduce FRN

Equipment
Transfer

Certification

The next slides are examples of each type of change. When completing your own Form 500, only the changes that you selected will appear.

Service Start Date

Service Start Date Change:

- ① Add the FRNs that you want to include to the Selected FRNs table
- ② Enter the new service start date
- ③ Enter an explanation and upload supporting documentation
- ④ Click on the “CONTINUE” button

General Information

Service Start Date Change

Contract Expiration Date Change

Service Delivery Extension

Cancel FRN

Reduce FRN

Equipment Transfer

Certification

Submitting Organization Details

486 Training Ind. School_1000010

1 Main Street

Washington, DC 20005

012-345-6789

BEN: 15412

FCC Registration Number: 0123456789

Filters

FRN

Enter entire Funding Request Number

FRN Nickname

Enter FRN Nickname

Category of Service

--Select Filter by Application Category of Service--

SPIN

Enter entire SPIN Number

SPIN Name

Enter entire SPIN Name

ADD ALL (4) FRNS

CLEAR SEARCH FILTERS

SEARCH

<input type="checkbox"/>	FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/>	1699003173	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1
<input type="checkbox"/>	1699003174	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1
<input type="checkbox"/>	1699003175	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1
<input type="checkbox"/>	1699003176	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1

ADD (0) FRNS

Selected FRNs

<input type="checkbox"/>	FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name	Original SSD	New SSD
No items available									

You must associate at least one Funding Request

REMOVE (0) FRNS

Please provide an explanation or further detail about why you are requesting a change to your service start date.

0 out of 2000 characters

Upload supporting documentation

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			

Upload Document

CANCEL

BACK

CONTINUE

Contract Date

Contract Expiration Date Change:

- ① Add the FRNs that you want to include to the Selected FRNs table
- ② Enter the new contract expiration date
- ③ Enter an explanation and upload supporting documentation
- ④ Click on the “CONTINUE” button

General Information

Service Start Date Change

Contract Expiration Date Change

Service Delivery Extension

Cancel FRN

Reduce FRN

Equipment Transfer

Certification

Submitting Organization Details

486 Training Ind. School_1000010
1 Main Street
Washington, DC 20005
012-345-6789

BEN: 15412
FCC Registration Number: 0123456789

Filters

FRN

FRN Nickname

Category of Service
--Select Filter by Application Category of Service--

SPIN

SPIN Name

ADD ALL (4) FRNS

CLEAR SEARCH FILTERS

SEARCH

<input type="checkbox"/>	FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/>	1699003173	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1
<input type="checkbox"/>	1699003174	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1
<input type="checkbox"/>	1699003175	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1
<input type="checkbox"/>	1699003176	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1

ADD (0) FRNS

Selected FRNs

<input type="checkbox"/>	FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name	Original CED	New CED
No items available									

You must associate at least one Funding Request

REMOVE (0) FRNS

Please provide an explanation of why you are requesting the change of your contract expiration date. ⓘ

0 out of 2000 characters

Upload supporting documentation ⓘ

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			

Upload Document

CANCEL

BACK

CONTINUE

Service Delivery Extension:

- ① Add the FRNs that you want to include to the Selected FRNs table
- ② Answer the service provider questions
- ③ Upload supporting documentation
- ④ Click on the “CONTINUE” button

General Information
Service Start Date Change
Contract Expiration Date Change
Service Delivery Extension
Cancel FRN
Reduce FRN
Equipment Transfer
Certification

Submitting Organization Details

486 Training Ind. School_1000010
1 Main Street
Washington, DC 20005
012-345-6789

BEN: 15412
FCC Registration Number: 0123456789

Filters

FRN

Enter entire Funding Request Number

SPIN

Enter entire SPIN Number

FRN Nickname

Enter FRN Nickname

SPIN Name

Enter entire SPIN Name

Category of Service

--Select Filter by Application Category of Service--

ADD ALL (4) FRNS

CLEAR SEARCH FILTERS

SEARCH

<input type="checkbox"/>	FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/>	1699003173	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1
<input type="checkbox"/>	1699003174	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1
<input type="checkbox"/>	1699003175	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1
<input type="checkbox"/>	1699003176	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1

ADD (0) FRNS

Selected FRNs

<input type="checkbox"/>	FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/>	1699003173	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1

REMOVE (0) FRNS

Service Provider Questions

Was the service provider unable to complete delivery and installation for reasons beyond their control?

YES NO

Was the service provider unwilling to complete delivery and installation after USAC withheld payment for more than 60 days on an invoice for those services?

YES NO

Upload supporting documentation

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			

Upload Document

CANCEL BACK

CONTINUE

Cancel FRN

Cancel FRN:

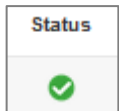
- ① Add the FRNs that you want to cancel to the Selected FRNs table
- ② Enter an explanation and upload supporting documentation
- ③ Click on the “CONTINUE” button
- ④ Click on the “YES” button on the following pop-up

You have indicated that you are cancelling your FRN(s) and are returning all of the committed funds to USAC. Once you take this step, you will not be able to get the funds back. Do you wish to proceed?

Reduce FRN

Reduce FRN:

- ① Add the FRNs that you want to reduce to the Selected FRNs table
- ② Click on the link for an FRN
- ③ Click on the link for the FRN line item
- ④ Modify quantities and/or dollar amounts and click on the “SAVE” button
- ⑤ “Click on the SAVE FRN LINE ITEM DETAILS” button
- ⑥ Verify that the status is now a green check
- ⑦ Enter an explanation and upload supporting docs
- ⑧ Click on the “CONTINUE” button



General Information

Service Start Date Change

Contract Expiration Date Change

Service Delivery Extension

Cancel FRN

Reduce FRN

Equipment Transfer

Certification

Submitting Organization Details

486 Training Ind. School_1000010

1 Main Street

Washington, DC 20005

012-345-6789

BEN: 15412

FCC Registration Number: 0123456789

Filters

FRN

Enter entire Funding Request Number

FRN Nickname

Enter FRN Nickname

Category of Service

--Select Filter by Application Category of Service--

ADD ALL (4) FRNS

SPIN

Enter entire SPIN Number

SPIN Name

Enter entire SPIN Name

CLEAR SEARCH FILTERS

SEARCH

<input type="checkbox"/>	FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/>	1699003173	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1
<input type="checkbox"/>	1699003174	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1
<input type="checkbox"/>	1699003175	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1
<input type="checkbox"/>	1699003176	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1

ADD (0) FRNS

Selected FRNs

To complete the Reduce FRN details for the listed FRN(s), please click on the FRN number hyperlink.

☐ FRN

No FRNs are selected.

REMOVE (0) FRNS

Please provide an explanation of why you are requesting the partial reduction of one or more of your FRNs.

0 out of 2000 characters

Upload supporting documentation

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			
Upload Document			

CANCEL

BACK

CONTINUE

Equip Transfer

Equipment Transfer:

- ① Add the FRNs that you want to include to the Selected FRNs table
- ② Click on the link for an FRN
- ③ Provide the details of the equipment transfer
- ④ Click on the “SAVE” button
- ⑤ Verify that the status is now a green check
- ⑥ Enter an explanation and upload supporting documentation
- ⑦ Click on the “CONTINUE” button

Status



[General Information](#) [Service Start Date Change](#) [Contract Expiration Date Change](#) [Service Delivery Extension](#) [Cancel FRN](#) [Reduce FRN](#) **Equipment Transfer** [Certification](#)

Submitting Organization Details

486 Training Ind. School_1000010
1 Main Street
Washington, DC 20005
012-345-6789

BEN: 15412
FCC Registration Number: 0123456789

Filters

FRN

SPIN

FRN Nickname

SPIN Name

Category of Service

[ADD ALL \(4\) FRNS](#) [CLEAR SEARCH FILTERS](#) [SEARCH](#)

<input type="checkbox"/>	FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/>	1699003173	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1
<input type="checkbox"/>	1699003174	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1
<input type="checkbox"/>	1699003175	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1
<input type="checkbox"/>	1699003176	161002976	471_EPC-2485_19-Dec-2016 11:35:28	Cat 1 Funding Request Nickname	Category 1	14010001	USAC Service Provider Organization 1

[ADD \(0\) FRNS](#)

Selected FRNs

To complete the Equipment Transfer details for the listed FRN(s), please click on the FRN number hyperlink.

<input type="checkbox"/>	FRN	Status
No FRNs are selected.		

[REMOVE \(0\) FRNS](#)

Please provide an explanation of why you have moved equipment to another location. ⓘ

0 out of 2000 characters

Upload supporting documentation ⓘ

Document	Description	Uploaded On	Remove
No Supporting Documents have been uploaded			

[Upload Document](#)

[CANCEL](#) [BACK](#) [CONTINUE](#)

Form 500 Section Three: Certification

Finally, you will certify the form.

The certification page will display

FCC Form 500 - Funding Year 2016

486 Training Ind. School_1000010 (BEN: 15412) - My Form 500 - Form #161002976

General Information

Service Start Date
Change

Contract Expiration
Date Change

Service Delivery
Extension

Cancel FRN

Reduce FRN

Certification

Billed Entity Information

486 Training Ind. School_1000010

1 Main Street

Washington, DC 20005

012-345-6789

Billed Entity Number: 15412

FCC Registration Number: 0123456789

Applicant Type: School

Certifications

- ☐ I certify that I am authorized to submit this form on behalf of the above-named billed entity, that I have examined this request, and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- ☐ I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services.
- ☐ I will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the later of the last day of the applicable funding year or the service delivery deadline for the funding request (1) any and all records that I rely upon to complete this form and (2) all documents necessary to demonstrate compliance with the statutory or regulatory requirements for the schools and libraries universal service support program. I recognize that I may be audited pursuant to this application and the applicant must produce such records as required by 47 C.F.R. § 54.516.

Name Full Rights User School 1000010

Phone 123-456-7890

Title Training

Email 486_full_rights_user_ind_school_1000010@testmail.usac.org

Employer 486 Training Ind. School_1000010

Address 1 Main Street

Date Oct 25, 2017

Washington,DC 20005

CANCEL

BACK

SEND FOR CERTIFICATION

CERTIFY

FCC Form 500 - Funding Year 2016

486 Training Ind. School_1000010 (BEN: 15412) - My Form 500 - Form #161002976

General Information

Service Start Date
Change

Contract Expiration
Date Change

Service Delivery
Extension

Cancel FRN

Reduce FRN

Certification

Billed Entity Information

486 Training Ind. School_1000010

1 Main Street

Washington, DC 20005

012-345-6789

Billed Entity Number: 15412

FCC Registration Number: 0123456789

Applicant Type: School

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Name Full Rights User School 1000010

Phone 123-456-7890

Title Training

Email 486_full_rights_user_ind_school_1000010@testmail.usac.org

Employer 486 Training Ind. School_1000010

Address 1 Main Street

Date Oct 25, 2017

Washington, DC 20005

CANCEL

BACK

SEND FOR CERTIFICATION

CERTIFY

① Check each
certification
check box

② Click on the "CERTIFY" button

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

③ Read the message regarding the certification and click on the “YES” button

*A “Receipt Confirmation” page will display, verifying that the form has been created.
You can also view a copy of the form from this page.*

FCC Form 500 #51 - My Form 500 has been successfully created
[Click here to view FCC Form 500 record dashboard](#)

Viewing a Submitted Form 500

*An FCC Form 500 Confirmation Notification will be added to the **News Feed**. This letter is an acknowledgment that the form has been received, not a decision on your submission.*



E-Rate Productivity Center FCC Form 500 Confirmation Notification

This confirmation notification is an acknowledgement that USAC has received 486 Training Ind. School_1000010's FCC Form 500 #37 for Funding Year 2016 on 7/27/2017. Each of the service providers for each of the FRNs on this form will also be receive a copy of this confirmation. Once we have successfully processed this form, you will receive another notification called the FCC Form 500 Notification Letter, which will indicate whether we were able to make the requested changes.

It is important that you review this request now to make sure the information you have filed is accurate.

Click on the date/time at the bottom of this FCC Form 500 Confirmation Letter to see a printable version.

NEXT STEPS

- Gather the documentation you used to complete your request so that you can respond to any questions from USAC about your request.
- Retain documentation showing that you have complied with all E-rate program rules for at least 10 years after the later of the last day of the applicable funding year or the service delivery deadline for the relevant funding request.
- You can view your entire Form 500 by clicking the link below.

Please keep a copy of this confirmation for your records.

#15412 - 486 Training I...

#14010001 - USAC Serv...

Jul 27, 2017 ☆ 🔒 Comment More Info ▼

How to get here:

- 1) Landing Page
- 2) Click on the link for your independent school or school district
- 3) Choose the "News" link in the menu at the top of the page

To locate and view the Form 500 itself:

① Go to the Landing Page and locate the “**FCC Forms and Post-Commitment Requests**” section at the bottom of the page

▼ FCC Forms and Post-Commitment Requests

☒ FCC Forms

☐ Post-Commitment Requests

Form Type

FCC Form 470

Funding Year

-- Select a Funding Year --

Status ☒ All

☐ Incomplete

☐ Certified

Nickname	Application Number	Funding Year	Status
No items available			

② Select “Form 500” from the “Form Type” menu

③ Select the funding year

▼ FCC Forms and Post-Commitment Requests

☒ FCC Forms
☐ Post-Commitment Requests

Form Type FCC Form 500 ▼

Funding Year 2016 ▼

Status ☒ All
☐ In Review
☐ Review Completed
☐ Notification Issued

Form Number	Nickname	Funding Year
37	My Form 500	2016

▼ **FCC Forms and Post-Commitment Requests**

☒ FCC Forms **Status** ☒ All
☐ Post-Commitment Requests ☐ In Review
☐ Review Completed
☐ Notification Issued

Form Type FCC Form 500 ▼

Funding Year 2016 ▼


Form Number	Nickname	Funding Year
37	My Form 500	2016

④ Click on a form number to display the form

The form record will display the current status of the decision

[Records](#) / [FCC Forms 500](#)

My Form 500 - #37



[Summary](#) [Associated FRNs](#) [Review Inquiries](#) [News](#) [Related Actions](#)

In-Review

Outreach

Wave Ready

Committed

Status Descriptions:

- ***In Review*** – USAC received your form and is processing it
- ***Outreach*** – USAC has requested additional information and requires a response from you
- ***Wave Ready*** – USAC has completed the review and will issue a decision letter soon
- ***Committed*** – USAC issued a Revised Funding Commitment Decision Letter (RFCDL) with a decision on your appeal

Next Steps

During the Form 500 review process, USAC may need you to answer questions and/or provide additional information to support your form.

In the event this occurs, all full-rights and partial-rights users who have been given post-commitment rights will be sent an email notifying them to review and respond to questions.

① Display the Form 500

Records / FCC Forms 500

My Form 500 - #37

Summary

Associated FRNs

Review Inquiries

News

Related Actions

In-Review

Outreach

Wave Ready

Committed

Funding Commitment Adjustment Request Form

▼ FCC Form 500 Details

View Status (+)

Funding Year

2016

Submitting Organization

486 Training Ind. School_1000010 (BEN: 15412)

Created By

Full Rights User School 1000010

Created On

7/27/2017 8:48 AM EDT

▼ Main Contact

Name

Full Rights User School 1000010

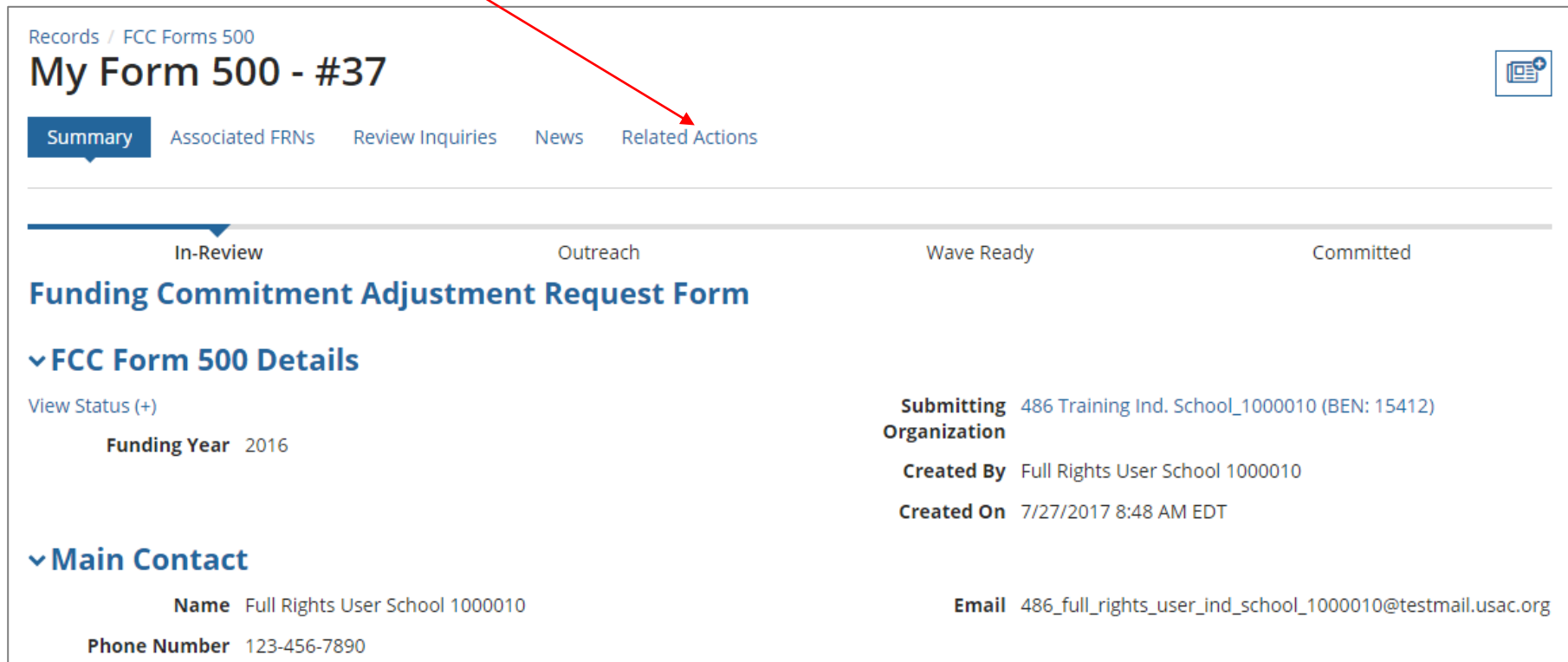
Phone Number

123-456-7890

Email

486_full_rights_user_ind_school_1000010@testmail.usac.org

② Click on the “Related Actions” link in the menu at the top of the page



Records / FCC Forms 500

My Form 500 - #37

Summary Associated FRNs Review Inquiries News **Related Actions**

In-Review Outreach Wave Ready Committed

Funding Commitment Adjustment Request Form

▼ FCC Form 500 Details

View Status (+)

Funding Year 2016

Submitting Organization 486 Training Ind. School_1000010 (BEN: 15412)

Created By Full Rights User School 1000010

Created On 7/27/2017 8:48 AM EDT

▼ Main Contact

Name Full Rights User School 1000010

Phone Number 123-456-7890




Email 486_full_rights_user_ind_school_1000010@testmail.usac.org

- ③ Click on the “Respond to Inquiries” link to proceed to a list of reviewer questions

Records / FCC Forms 500

My Form 500 - #37

Summary Associated FRNs Review Inquiries News **Related Actions**

-  **Respond to Inquiries**
Answer Reviewer Questions
-  **Request Cancellation**
Cancel this request.
-  **Request Extension**
Click here to request an extension.

*A **Review Inquiries** dashboard will display listing all pending and submitted inquiries. Each Form 500 also has a “**Review Inquiries**” link which will display the dashboard. You will view and respond to any inquiries in the same manner that PIA review inquiries are handled.*

When your form has been reviewed and a decision has been made on your request, the form status will display as "Committed"

Records / FCC Forms 500

Lorem Ipsum - #1140

Summary Associated FRNs News Related Actions

In-Review Outreach Wave Ready **Committed**

Funding Commitment Adjustment Request Form

▼ FCC Form 500 Details

View Status (+)

Funding Year 2017

Submitting Organization Smoke Test Independent School (BEN: 17225025)

Created By Smoke Test User

Created On 9/20/2017 8:58 AM EDT

▼ Main Contact

Name Gerald Smith

Email smoketestuser@example.com

Phone Number 789-520-4562

▼ Service Start Date Change

FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name	Original SSD	New SSD
1799000165	171003359	Lorem Ipsum	Lorem Ipsum 10	Category 1	240000003	USAC Service Provider Firm 9	7/1/2017	7/1/2017

Narrative: Lorem Ipsum

▼ Contract Expiration Date Change

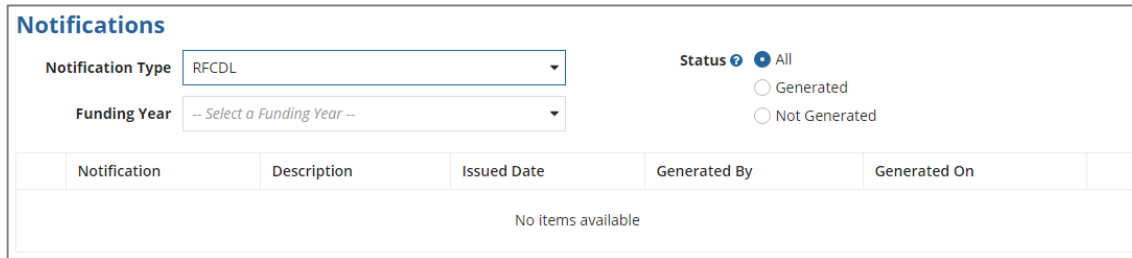
FRN	Application Number	Application Nickname	FRN Nickname	Category of Service	SPIN	SPIN Name	Original CED	New CED
1799000167	171003359	Lorem Ipsum	Lorem Ipsum 11	Category 1	143033219	CBC, Inc.	9/6/2018	8/28/2018

Narrative: Lorem Ipsum

A Revised Commitment Decision Letter (RFCDL) with a decision on your requests will be issued – read this letter carefully for full details on the decision

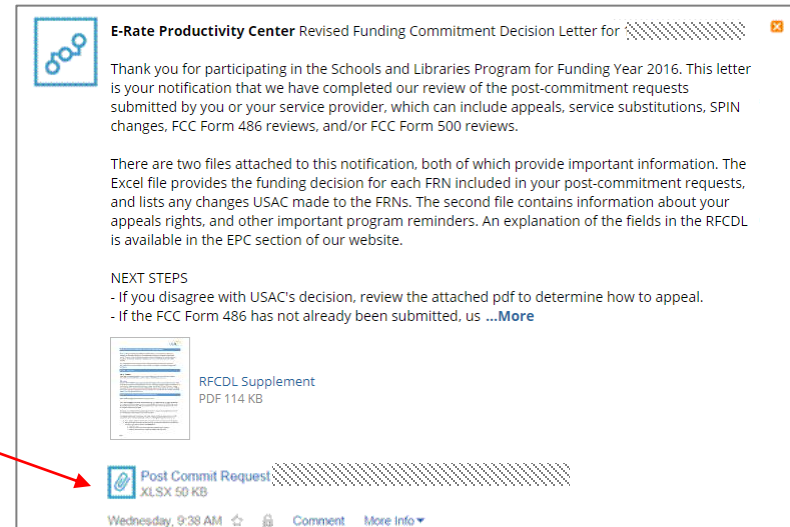
To view an RFCDL:

- ① Go to the Landing Page and locate the **Notifications** section
- ② Use the “Notification Type” drop down menu to select “RFCDL”



Notification	Description	Issued Date	Generated By	Generated On
No items available				

- ③ Then use the “Funding Year” drop down menu to select the funding year
- ④ Click on the link for the desired RFCDL
- ⑤ Read the displayed RFCDL and download the included Excel file containing the decision




E-Rate Productivity Center Revised Funding Commitment Decision Letter for [redacted]


Thank you for participating in the Schools and Libraries Program for Funding Year 2016. This letter is your notification that we have completed our review of the post-commitment requests submitted by you or your service provider, which can include appeals, service substitutions, SPIN changes, FCC Form 486 reviews, and/or FCC Form 500 reviews.

There are two files attached to this notification, both of which provide important information. The Excel file provides the funding decision for each FRN included in your post-commitment requests, and lists any changes USAC made to the FRNs. The second file contains information about your appeals rights, and other important program reminders. An explanation of the fields in the RFCDL is available in the EPC section of our website.

NEXT STEPS

- If you disagree with USAC's decision, review the attached pdf to determine how to appeal.
- If the FCC Form 486 has not already been submitted, us [...More](#)

 **RFCDL Supplement**
PDF 114 KB

 **Post Commit Request!**
XLXS 50 KB

Wednesday, 9:38 AM ☆ 📄 Comment More Info ▼