

Manage User Permissions

*Note: Only the Account Administrator
can change user permissions*

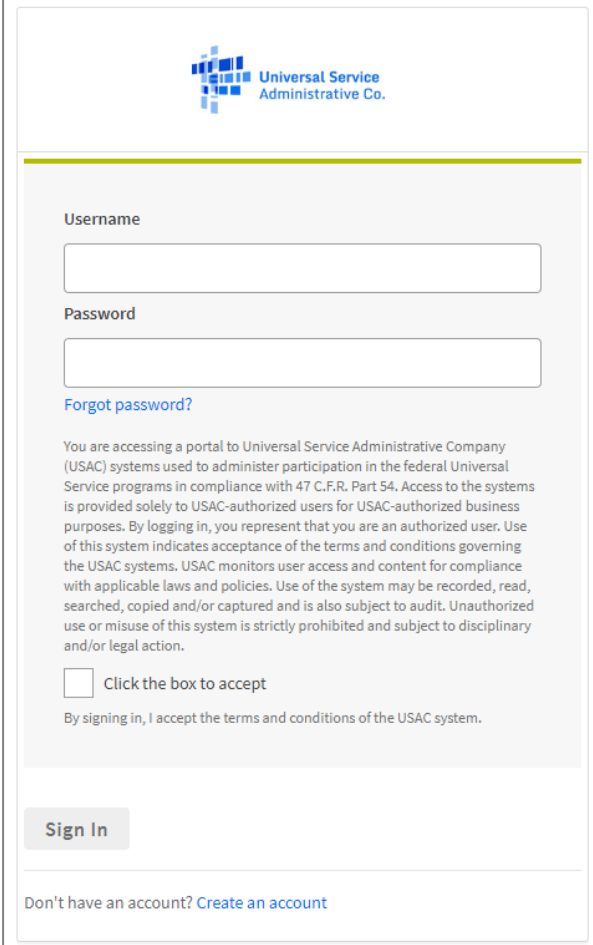
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Log Into EPC

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

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



The screenshot shows the login page for the Universal Service Administrative Co. (USAC). At the top right is the USAC logo and name. Below a green horizontal line are two input fields: "Username" and "Password". Below the password field is a blue link for "Forgot password?". A paragraph of terms and conditions follows, stating that access is for authorized users and that use is subject to audit. Below the text is a checkbox labeled "Click the box to accept" and a line of text: "By signing in, I accept the terms and conditions of the USAC system." At the bottom of the form area is a grey "Sign In" button. Below the form area is a link: "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, access EPC either through the
 - A pop-up (click on the “Continue” button) or
 - B the dashboard (click on the block for EPC)

NOTE: which one you see is dependent on whether you only have access to EPC with your email address or if that email address also has been given BEAR access

Make Your Selection

- Select **Continue** to go to your program's system.
- Select **Manage My Authentication Settings** to update either your email address or phone number to access your account.

[Manage My Authentication Settings](#) **Continue**

Universal Service Administrative Co. Sign Out

anne.perloff@maine.edu

Dashboard

Upcoming Dates **Schools and Libraries** **Help?**

No upcoming dates found.

E-rate Productivity Center (EPC) - E-rate Program participants use the E-rate Productivity Center to manage program processes, receive notifications and to contact customer service.


FCC Form 472 (BEAR) - Applicants file an FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form) to request reimbursement from USAC for the discount amount of the eligible products or services that the applicant has received and paid for in full.

Send us a message
[Click here](#)

Call us
(888) 641-8722

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My Applicant Landing Page



**Universal Service
Administrative Co.**

[Funding Request Report](#) |
 [FCC Form 470](#) |
 [FCC Form 471](#) |
 [FCC Form 486](#) |
 [Appeal](#) |
 [FCC Form 500](#) |
 [SPIN Change](#) |
 [Service Substitution](#) |
 [Hurricane Impact Designation](#) |
 [Manage Users](#) |
 [Manage Organizations](#) |
 [USAC Website](#) |
 [Contact Us](#) |
 [Help](#)

Welcome, [School District 6!](#)

Pending Inquiries

Type -- Select a Type --

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

Funding Year -- Select a Funding Year --

APPLY FILTERS CLEAR FILTERS

Pending COMAD Inquiries are not included.

| Application/Request Number | Nickname | Inquiry Name | Outreach Type | Date Sent | Due Date ↑ | Extn. | Status |
|----------------------------|-----------------------|----------------------------------|----------------------------|-----------------------|------------|-------|-----------------|
| 191000006 | My FY2019 C1 Form 471 | For use when validating a school | E-Rate Information Request | 11/7/2019 2:44 PM EST | 11/22/2019 | 0 | Response Needed |
| 191000006 | My FY2019 C1 Form 471 | For use when validating a school | E-Rate Information Request | 11/7/2019 2:53 PM EST | 11/22/2019 | 0 | Response Needed |

Notifications

Notification Type Please select a value

Status All
 Generated
 Not Generated

Funding Year -- Select a Funding Year --

| Notification | Description | Issued Date | Generated By | Generated On |
|--------------------|-------------|-------------|--------------|--------------|
| No items available | | | | |

My Entities


| Entity | Entity Number | City | State | Zip Code |
|----------------------------|---------------|-------------|-------|----------|
| School District 6 | 116 | Springfield | ME | 04487 |
| School District 6 School A | 117 | Springfield | ME | 04487 |
| School District 6 School B | 118 | Springfield | ME | 04487 |
| School District 6 NIF | 119 | Springfield | ME | 04487 |

Manage User Permissions

Manage Permissions

My Applicant Landing Page

[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](#)



Universal Service Administrative Co.

Welcome, [School District 6!](#)

Pending Inquiries

Type:

Application/Request:

Funding Year:

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

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| Application/Request Number | Nickname | Inquiry Name | Outreach Type | Date Sent | Due Date ↑ | Extrn. | Status |
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Notifications

Notification Type:

Funding Year:

Status: All
 Generated
 Not Generated

| Notification | Description | Issued Date | Generated By | Generated On |
|--------------------|-------------|-------------|--------------|--------------|
| No items available | | | | |

My Entities

| Entity | Entity Number | City | State | Zip Code |
|----------------------------|---------------|-------------|-------|----------|
| School District 6 | 116 | Springfield | ME | 04487 |
| School District 6 School A | 117 | Springfield | ME | 04487 |
| School District 6 School B | 118 | Springfield | ME | 04487 |
| School District 6 NIF | 119 | Springfield | ME | 04487 |

① On the landing page, scroll to the “My Entities” section and click on the link for your organization. In most cases, this will be the school district.

Manage Permissions

The organization's dashboard will display

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 | Applicant Type | School District |
| Entity Number | 116 | Status | Active |
| FCC Registration Number | 1234564560 | | |

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 |
|-------------|--------------------------|

Applicant Attributes

| | | | |
|----------------------------------|--|--|----|
| School District Sub-Type | <input checked="" type="checkbox"/> Public School District | Does this organization have an endowment? | No |
| | <input type="checkbox"/> Private School District | | |
| | <input type="checkbox"/> Charter School District | | |
| | <input type="checkbox"/> ESA School District | | |
| State School Code | | | |
| State LEA Code | | | |
| NCES Public State Code | | | |
| NCES Public District Code | | | |
| NCES Public Building Code | | | |

Manage Permissions

② Click on the “MANAGE USER PERMISSIONS” button

Records / Applicant Entities

#116 - School District 6

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

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| Entity Number | 116 | Status | Active |
| FCC Registration Number | 1234564560 | | |

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

Applicant Attributes

| | | | |
|----------------------------------|--|--|----|
| School District Sub-Type | <input checked="" type="checkbox"/> Public School District | Does this organization have an endowment? | No |
| | <input type="checkbox"/> Private School District | | |
| | <input type="checkbox"/> Charter School District | | |
| | <input type="checkbox"/> ESA School District | | |
| State School Code | | | |
| State LEA Code | | | |
| NCES Public State Code | | | |
| NCES Public District Code | | | |
| NCES Public Building Code | | | |



Manage Permissions

Words of Caution: Even the Account Administrator needs to be assigned Full Rights in order to certify a form

Manage User Permissions

Organization Details

Name School District 6
Address 100 Main Street
Springfield, ME 04487
Penobscot
Mailing Address 100 Main Street
Springfield, ME 04487
Penobscot

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.

| Name | Email | Apply All | 470 Permission | 471 Permission | BEAR/472 Permission | 498 Permission | Post-Commitment Permission | 486 Permission | Appeals Permission |
|--------------------------|---------------------------------------|-----------|----------------|----------------|---------------------|------------------------------|----------------------------|----------------|--------------------|
| School District 6 User 1 | school.district6.user1@mailinator.com | ▼ | Full ▼ | Full ▼ | Full ▼ | School or Library Official ▼ | Full ▼ | Full ▼ | Full ▼ |
| John Doe | jdoh@gmail.com | ▼ | Full ▼ | Full ▼ | Full ▼ | School or Library Official ▼ | Full ▼ | Full ▼ | Full ▼ |
| Test_498 user | test_498user@usac.org | ▼ | Full ▼ | Full ▼ | View Only ▼ | School or Library Official ▼ | Full ▼ | Full ▼ | Full ▼ |

CANCEL

SUBMIT

③ Select the permissions you want to give each user for a specific form/activity or all forms/activities

- Full rights users can create, edit, and certify forms
- Partial rights users can create and edit forms, but cannot certify them
- View Only users can see forms, and cannot create or edit them

④ Click on the "SUBMIT" button