

Manage User Permissions

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

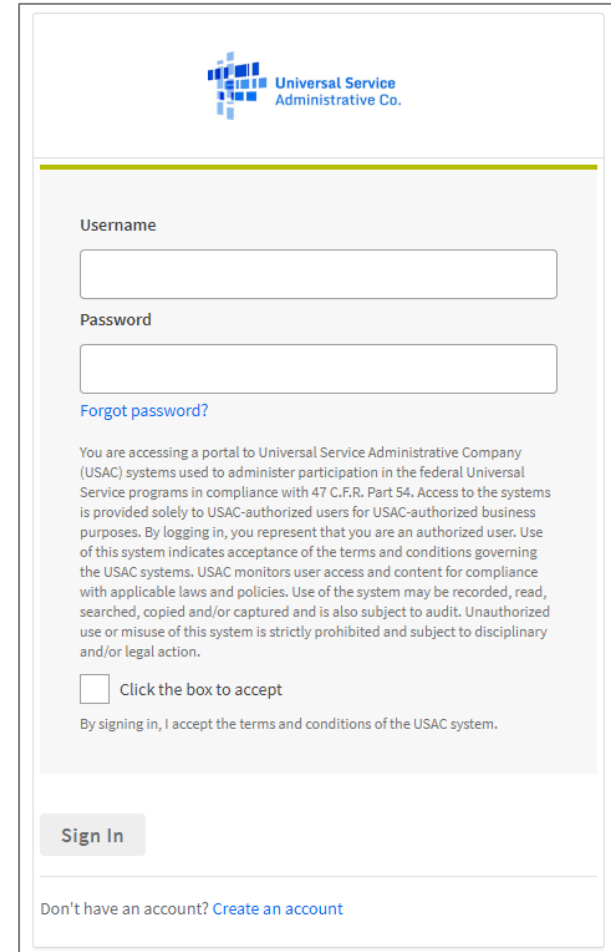
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Log In

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. Below it, there are two input fields: one for 'Username' and one for 'Password'. A blue link 'Forgot password?' is located below the password field. A large block of text provides a disclaimer about the system's use, stating that access is for authorized users only and that unauthorized use is prohibited. Below this text is a checkbox labeled 'Click the box to accept' and a line of text stating 'By signing in, I accept the terms and conditions of the USAC system.' At the bottom of the form is a 'Sign In' button. Below the button, there is a link '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 'Dashboard' of the One Portal. It features a yellow horizontal line at the top. Below the line, 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 has a calendar icon and the text '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 online system for E-Rate program participants. 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 'Call us'. A red arrow points from the top right towards 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

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

Funding Year

Application/Request

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

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

Manage User Permissions

Manage Permissions


① On the Landing Page, click on either organization name link

A in the “Welcome ___!” line

B in the “My Entities” section

In most cases this will be the school district unless the organization is listed in EPC as an independent school

My Applicant Landing Page



Universal Service
Administrative Co.

Welcome, School District 6! **A**

Pending Inquiries

Type -- Select a Type -- Application/Request -- Enter an Application/Request ID or Nickname --

Funding Year -- Select a Funding Year --

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 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 B	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

 NETWORKMAINE

Manage User Permissions



Slide 8

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
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▼ Applicant Attributes


School District Sub-Type	<input checked="" type="checkbox"/> Public School District <input type="checkbox"/> Private School District <input type="checkbox"/> Charter School District <input type="checkbox"/> ESA School District	Does this organization have an endowment?	No
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** ...

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 <input type="checkbox"/> Private School District <input type="checkbox"/> Charter School District <input type="checkbox"/> ESA School District	Does this organization have an endowment?	No
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	<input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>	School or Library Official <input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>
John Doe	jdoe@gmail.com	<input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>	School or Library Official <input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>
Test_498 user	test_498user@usac.org	<input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>	View Only <input type="checkbox"/>	School or Library Official <input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>	Full <input type="checkbox"/>

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