

Manage User Permissions

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

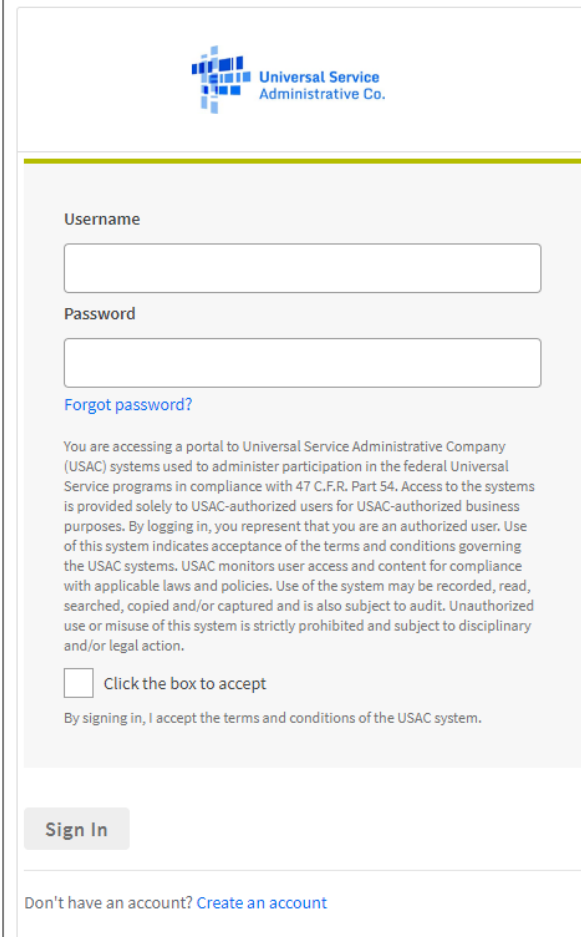
Table of Contents

Topic	Page
Log Into EPC	3
Manage User Permissions	7

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". A blue link "Forgot password?" is positioned below the password field. A paragraph of terms and conditions follows, starting with "You are accessing a portal to Universal Service Administrative Company (USAC) systems...". 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 left is a grey "Sign In" button. At the bottom right is a blue 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 is also associated with a BEAR PIN


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**

The screenshot shows the dashboard of the Universal Service Administrative Co. with a blue header containing the logo and a 'Sign Out' button. The user's email address, 'anne.perloff@maine.edu', is displayed in the top right. The main content area is titled 'Dashboard' and features three columns: 'Upcoming Dates' (with a calendar icon and the text 'No upcoming dates found.'), 'Schools and Libraries' (with an upward arrow icon), and 'Help?' (with links for 'Send us a message' and 'Call us'). The 'Schools and Libraries' column contains two grey boxes. The top box is for the 'E-rate Productivity Center (EPC)' and the bottom box is for 'FCC Form 472 (BEAR)'. A red arrow points from a red box labeled 'B' to the EPC box. A second red arrow points from a red box labeled 'A' to the 'Continue' button in the 'Make Your Selection' pop-up.

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

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Application/Request:

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

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Notifications

Notification Type:

Funding Year:

Status: All
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 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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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

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	FCC Registration Number	1234564560
Address	100 Main Street Springfield, ME 04487	Organization Type	Applicant
Mailing Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
		Email	school.district6.user1@mailinator.com

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	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
School District 6 User 1	school.district6.user1@mailinator.com		Full	Full	School or Library Official	Full	Full	Full

④ Click on the "SUBMIT" button

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

- 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, but cannot create or edit them