Navigating EPC

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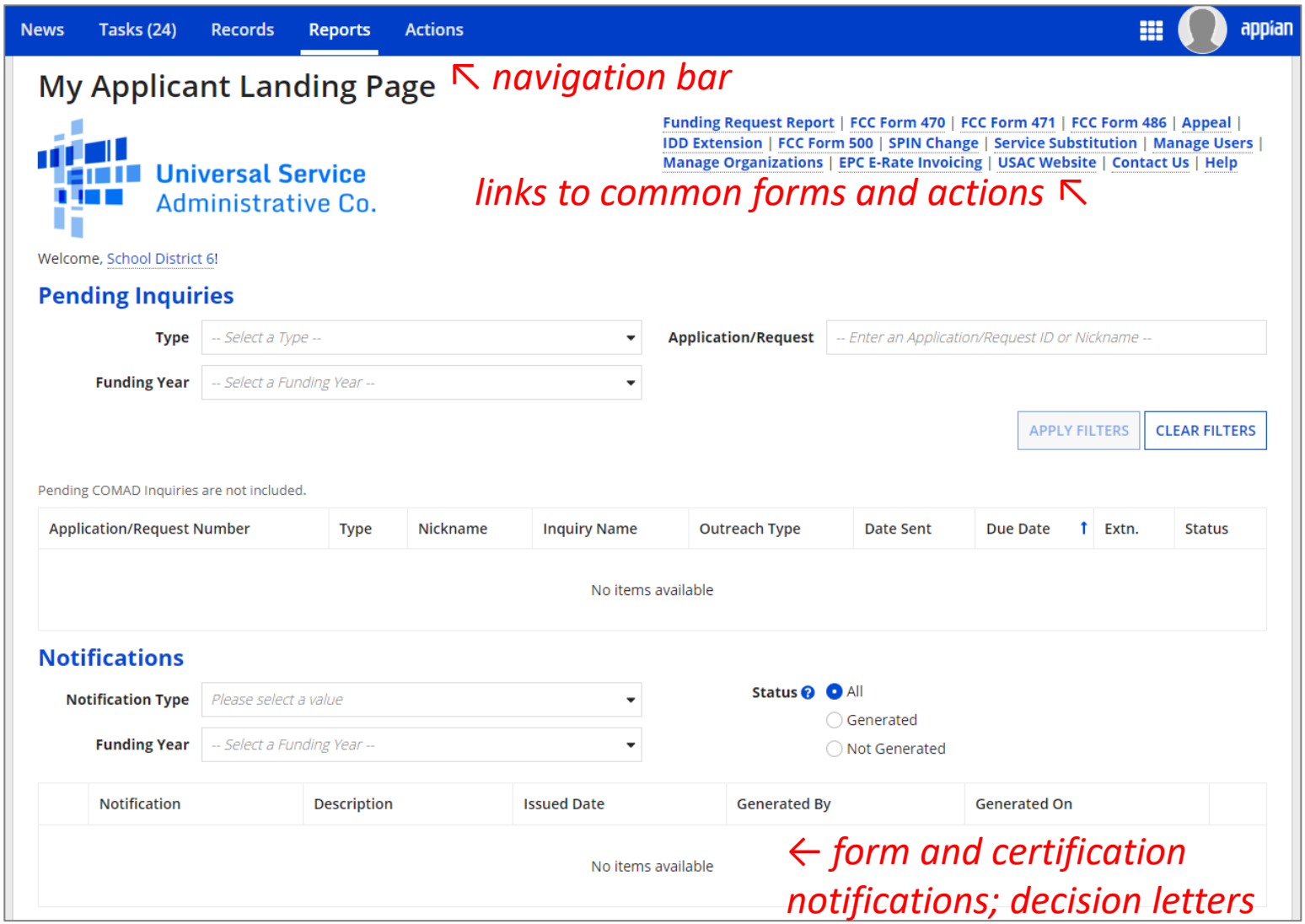
The Landing Page

The Landing Page is the first page that displays upon logging into your EPC account

Landing Page

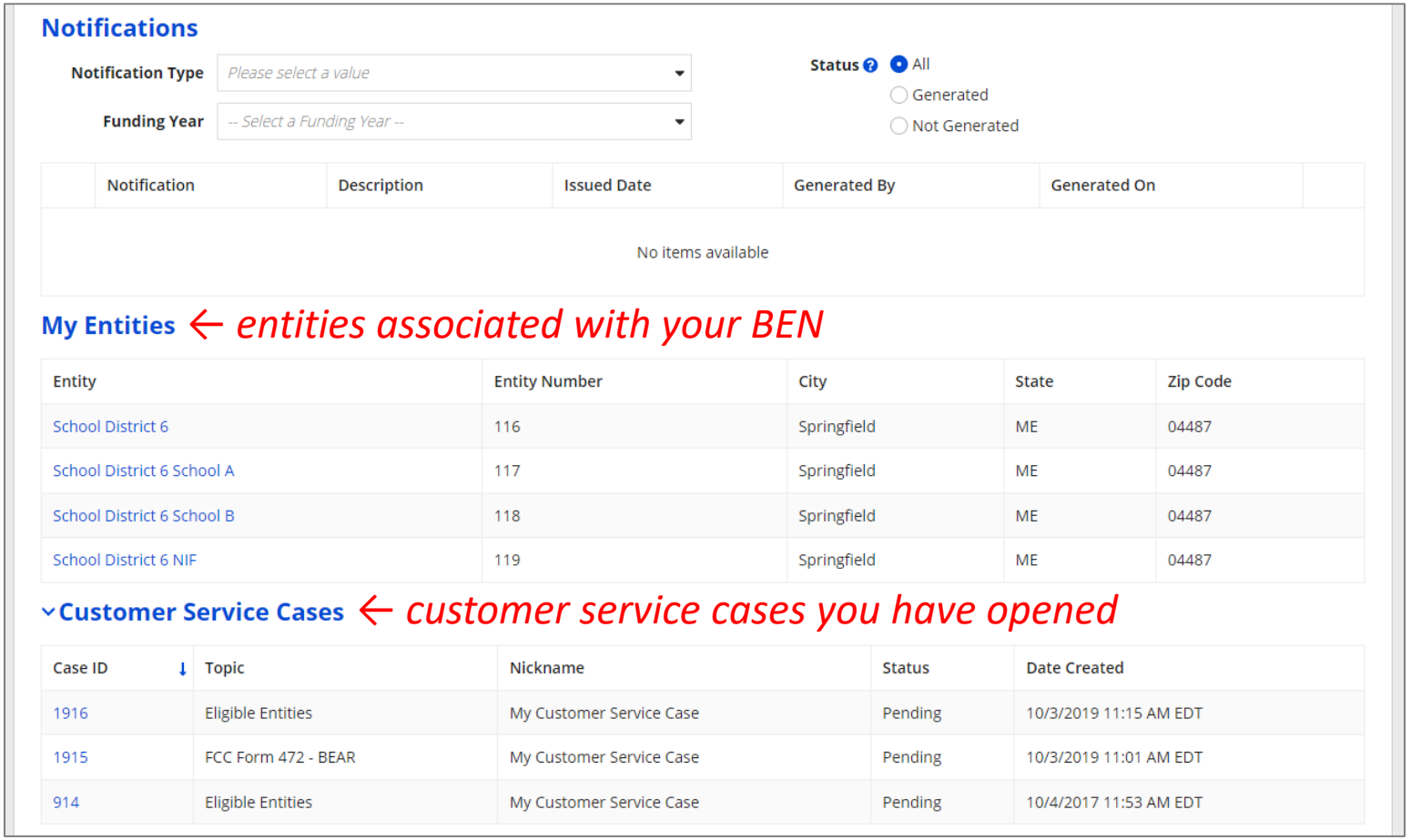
top section of Landing Page:



← *pending inquiries that need to be completed and submitted*

Landing Page

middle section of Landing Page:



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 ← *entities associated with your BEN*

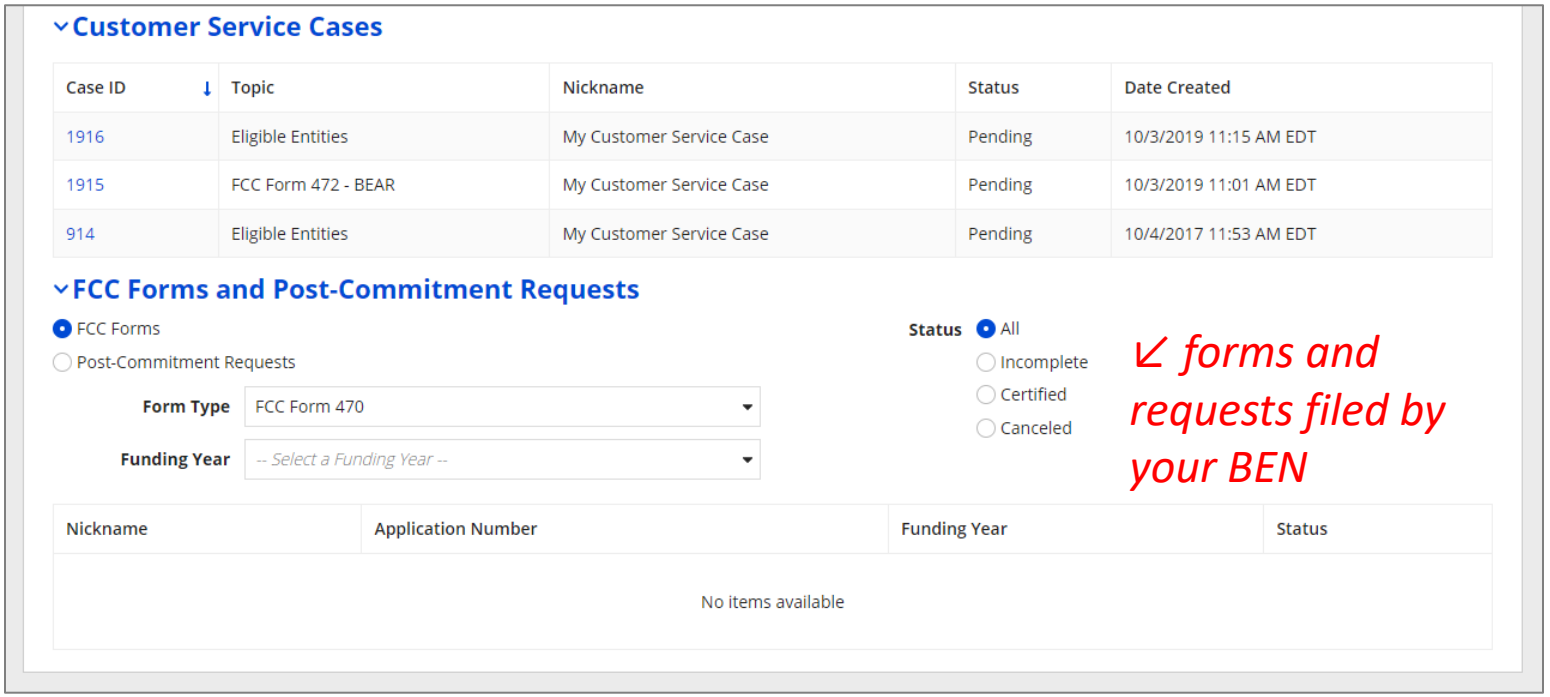
Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

Customer Service Cases ← *customer service cases you have opened*

Case ID	Topic	Nickname	Status	Date Created
1916	Eligible Entities	My Customer Service Case	Pending	10/3/2019 11:15 AM EDT
1915	FCC Form 472 - BEAR	My Customer Service Case	Pending	10/3/2019 11:01 AM EDT
914	Eligible Entities	My Customer Service Case	Pending	10/4/2017 11:53 AM EDT

Landing Page

bottom section of Landing Page:

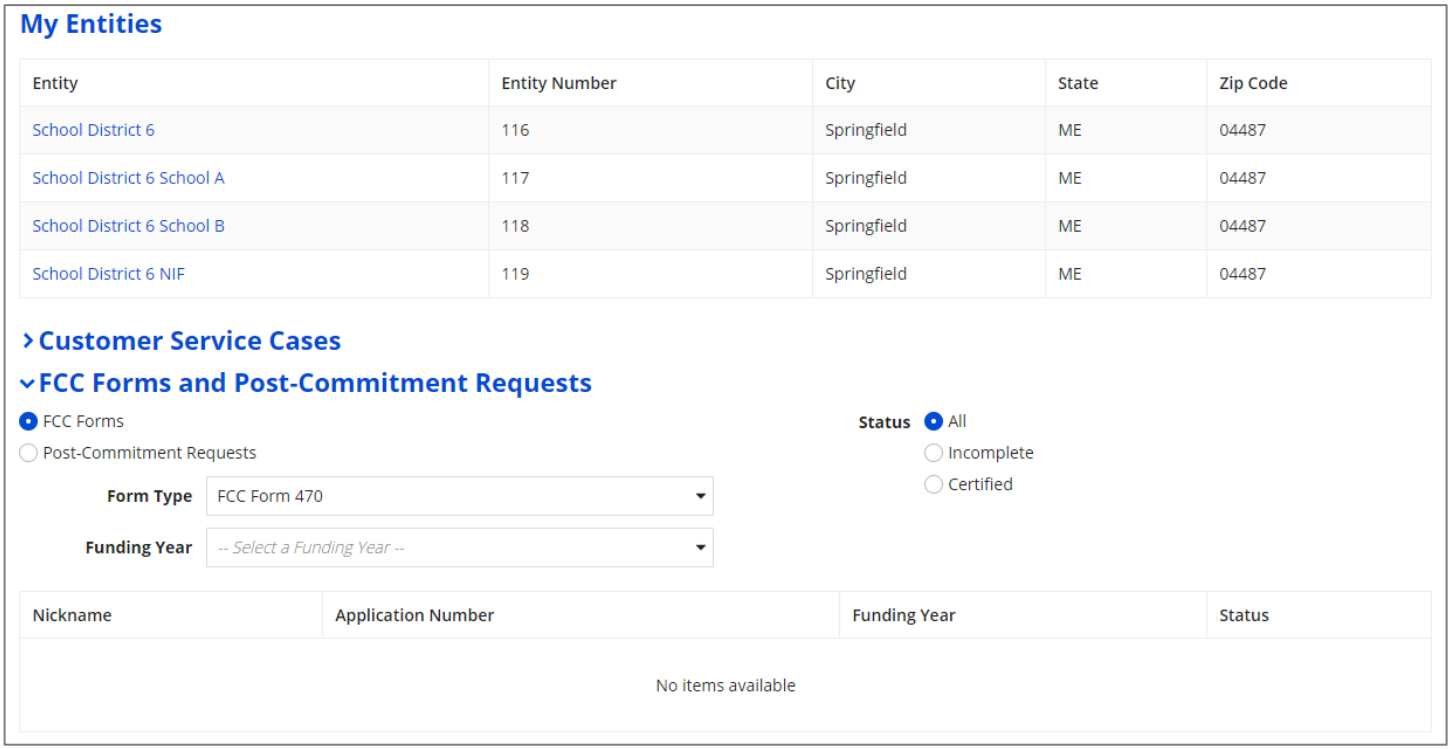


↙ *forms and requests filed by your BEN*

Landing Page

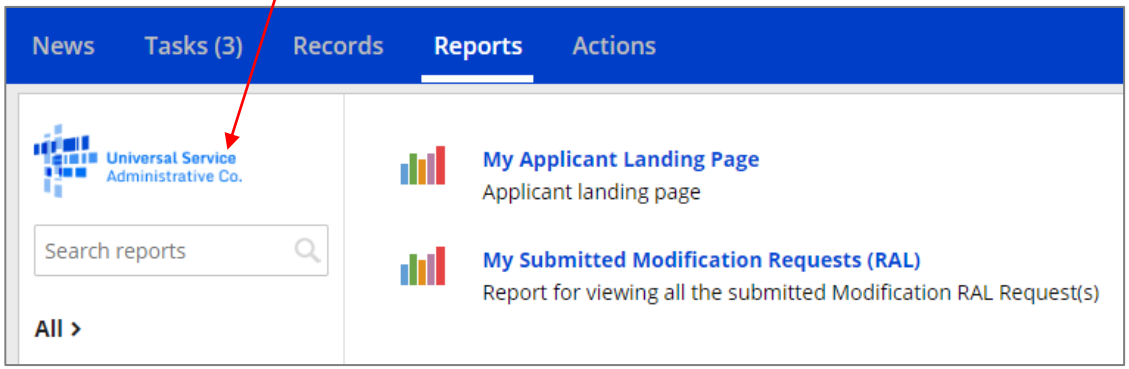
Click on an "›" button to expand a section

Click on an "⌄" button to collapse a section

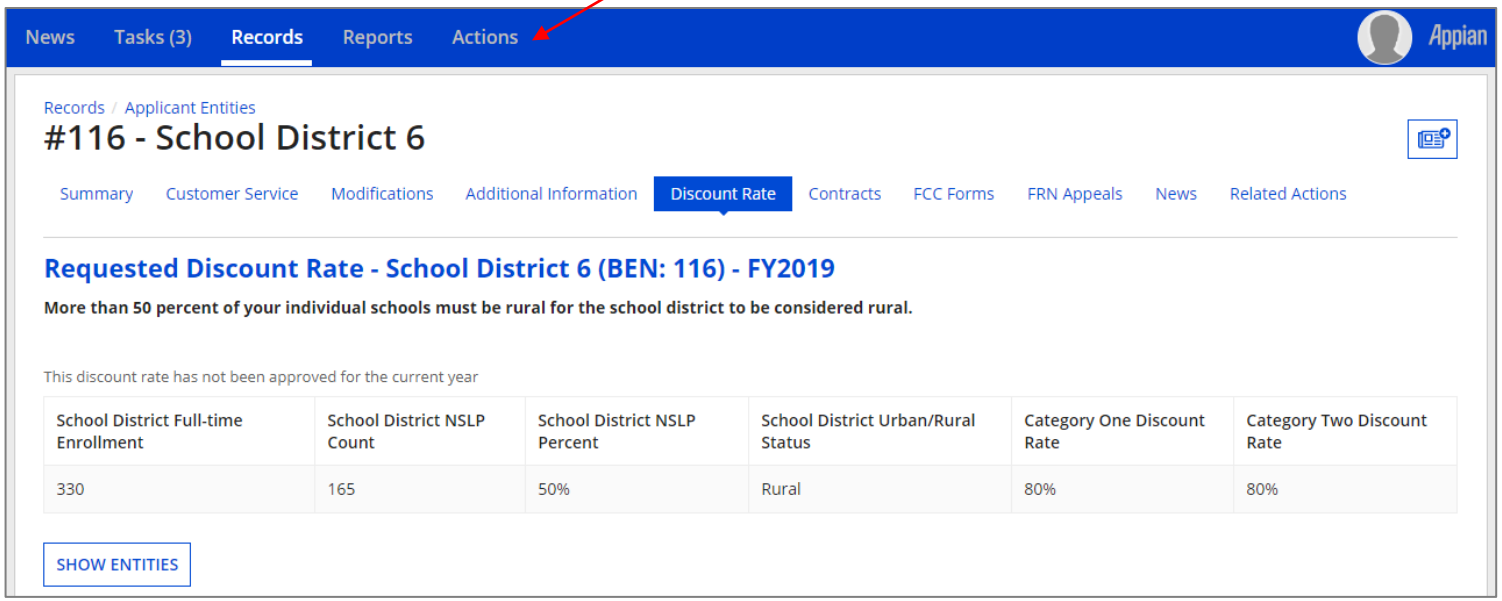


Landing Page

Click on the USAC logo to return to the Landing Page



If you are on a page without a logo, first click on any of the items in the blue bar at the top of the window and then click on the USAC logo to return to the Landing Page

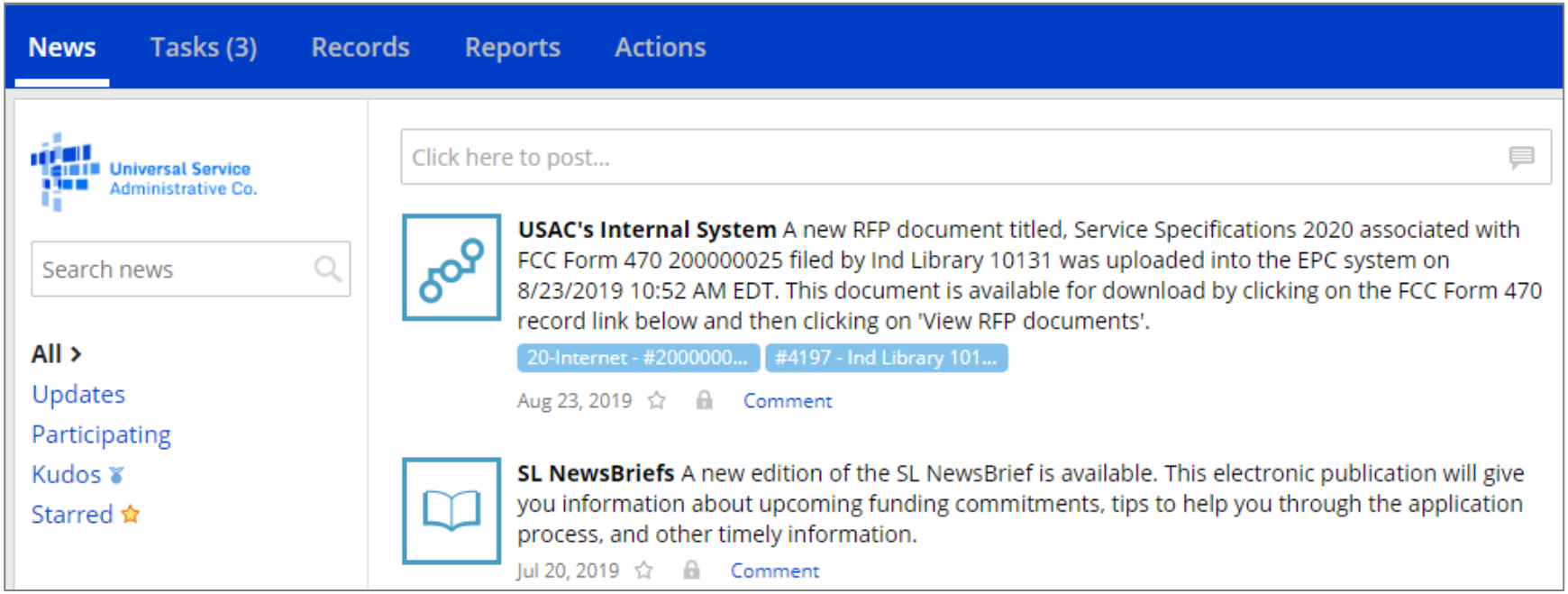


The Top Navigation Bar

Top Nav: News

The News Page displays a list of current news items such as:

- Notifications on actions taken in EPC
- All USAC notification letters
- The weekly Schools and Libraries News Brief
- Organization relationship, entity, and user changes
- Posts that you, your followers, or users that you follow have made

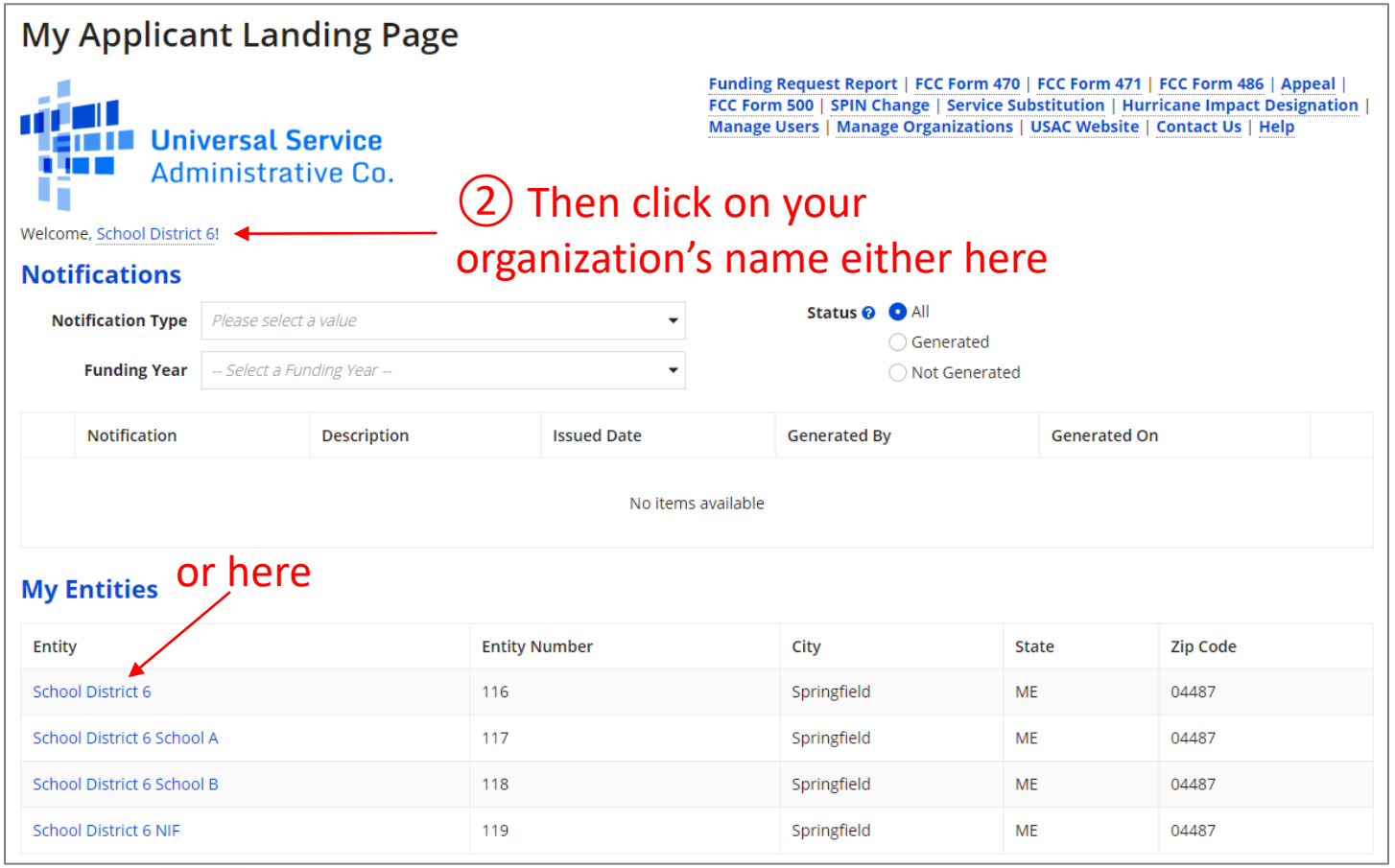


News

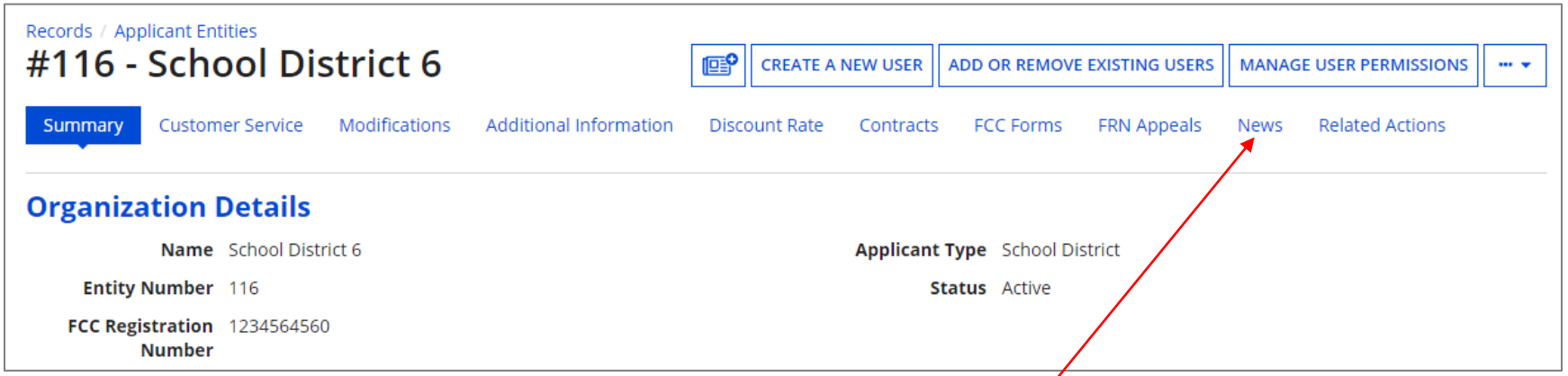
The News Page when accessed from the Top Navigation bar displays news items from every single entity that is in EPC.

To view only News items pertinent to your organization:

① Ignore the link in the Top Navigation bar and return to the Landing Page



News



③ Click on the “News” link in the menu

Records / Applicant Entities

#116 - School District 6

Summary | Customer Service | Modifications | Additional Information | Discount Rate | Contracts | FCC Forms | FRN Appeals | **News** | Related Actions

USAC's Internal System School District 6's FCC Form 470 - 200000001 for Funding Year 2020 was successfully posted to the USAC website on 7/1/2019. This posting begins the required 28 day competitive bidding process. The allowable contract date is 7/29/2019.

It is important that you review this form now to make sure the products and services you require have been correctly posted and, if necessary, take any appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form but not others. For fields that allow a correction, you will be able to edit the information in the form field directly.

To determine what corrections are allowable and why, see the "List of correctable ministerial and clerical errors" on our website.

NEXT STEPS
- Make sure that you wait 28 days before you select your service provider(s) and sign any contracts.
- Use the Form 470 Application Number shown above in any Form 471, Block 5 Funding
- Request that cites this Form 470. Share this number with those s **...More**

My FY2020 Form 470 - ... | #116 - School District 6

Jul 1, 2019 ☆ Comment More Info

E-rate Productivity Center This Receipt Acknowledgement Letter (RAL) is an acknowledgement that USAC has received School District 6's FCC Form 471 - 191000007 for Funding Year 2019 on 1/17/2019. Each service provider featured on this form will also be notified of the information submitted for the service provider.

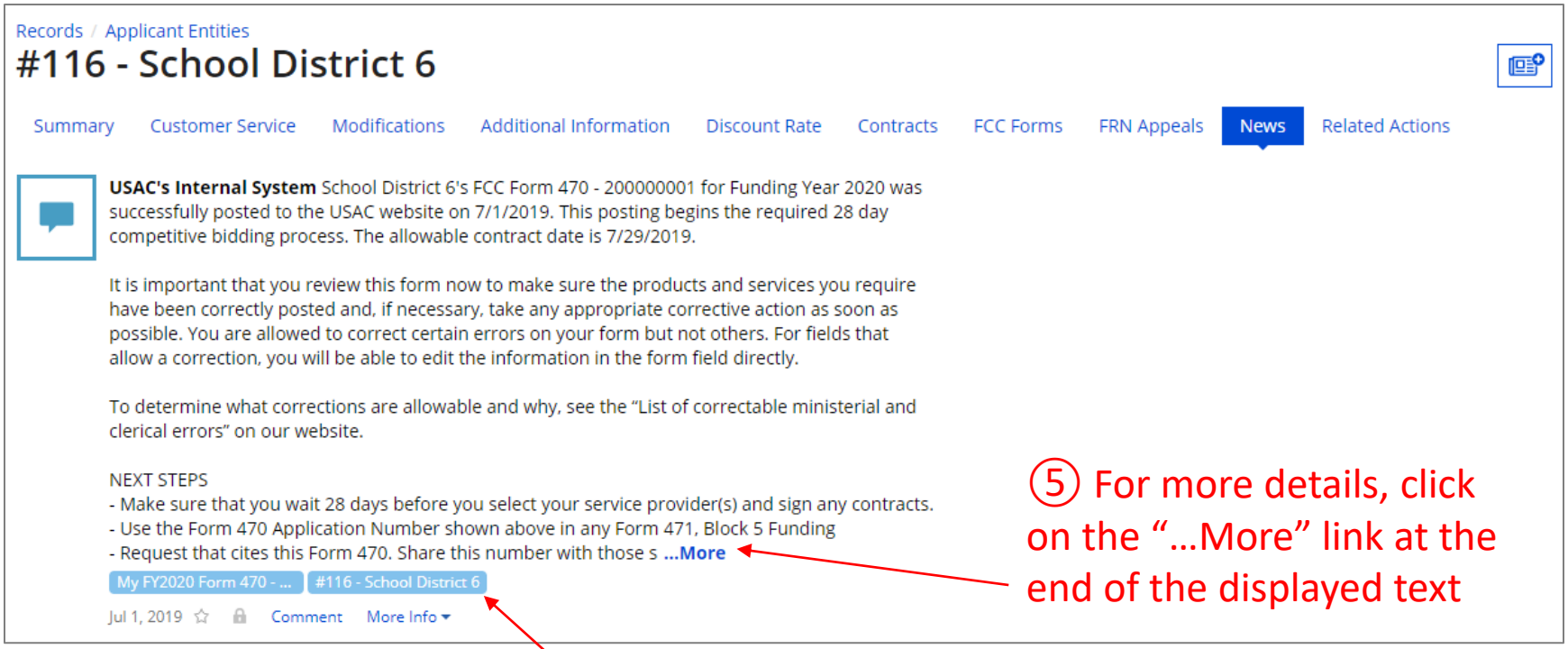
It is important that you review this form now to make sure the products and services you have listed on your FCC Form 471 are correct and complete, and if necessary, take the appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form, but not others. For fields that allow a correction, you will be able to edit the information in the form field directly. To determine what corrections are allowed and why, see the "List of Correctable Ministerial and Clerical Errors" on our website.

NEXT STEPS
- Gather the documentation you used to complete your form and the entries in your profile (e.g., NSLP numbers, list of entities receiving services, Category Two cost a **...More**

My FY2019 C2 Form 47... | #116 - School District 6

Jan 17, 2019 ☆ Comment More Info

News

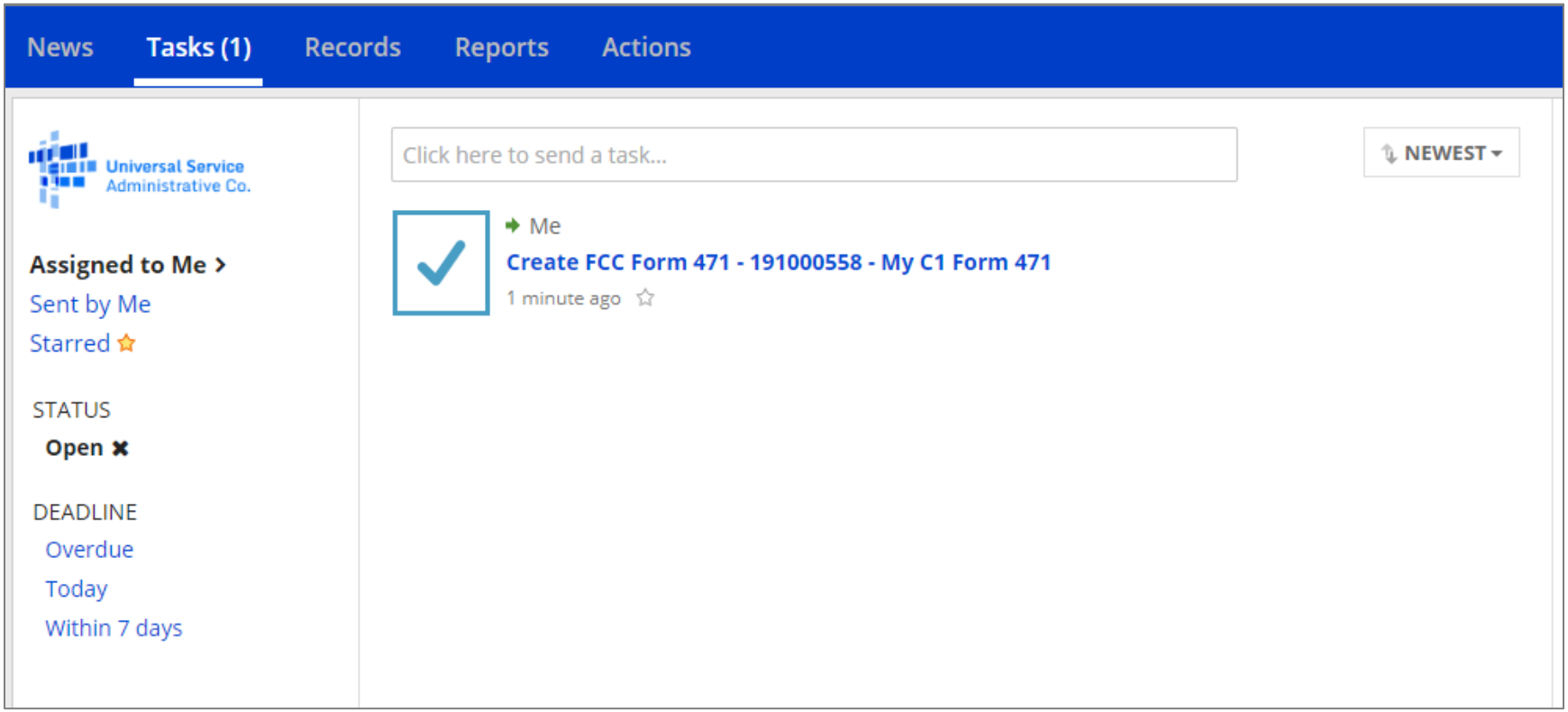


⑤ For more details, click on the "…More" link at the end of the displayed text

⑥ For related forms, entities, and service providers, click on the blue bubbles at the bottom of the news item

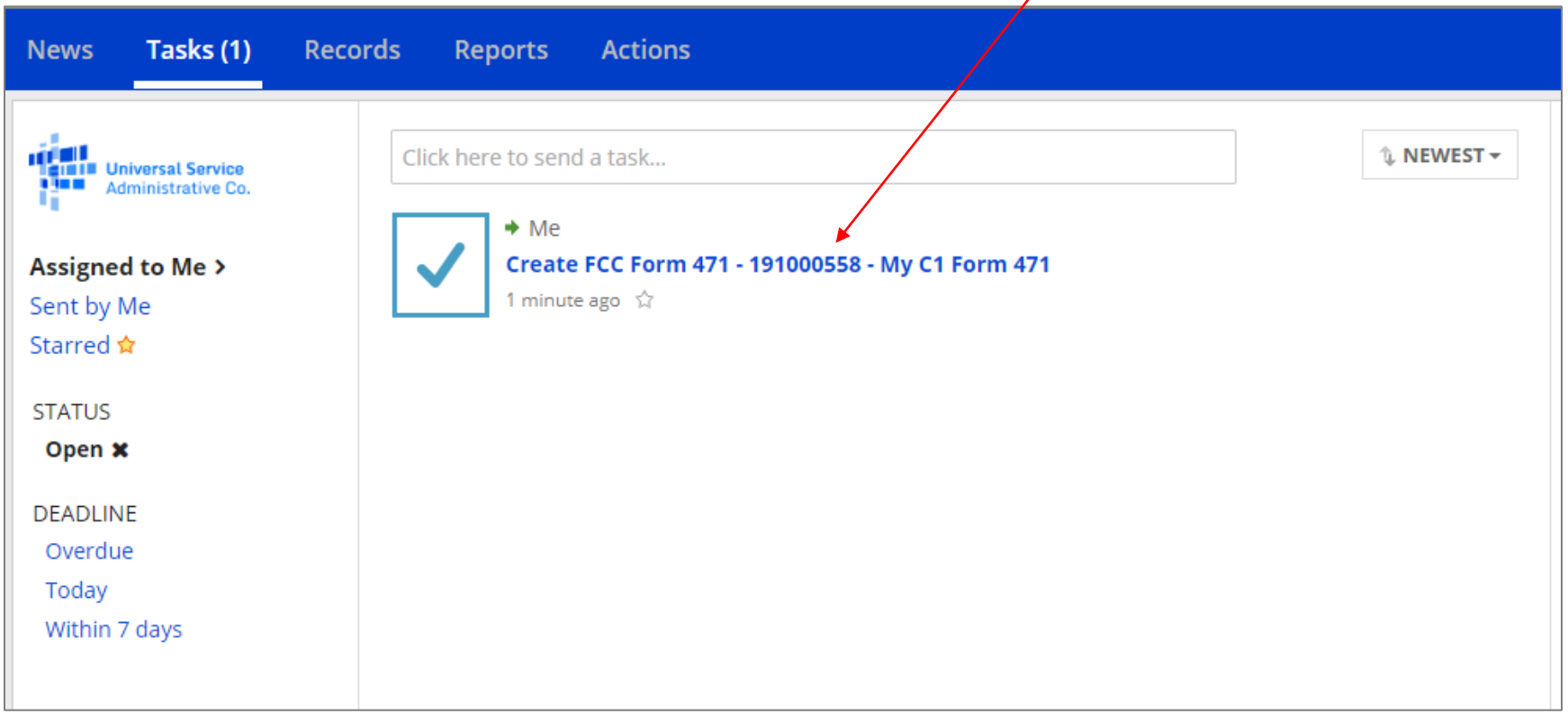
Top Nav: Tasks

The Tasks Page displays a list of tasks assigned to you by the system and other users in your organization, including forms that have been started but not completed and responding to PIA requests



Top Nav: Tasks

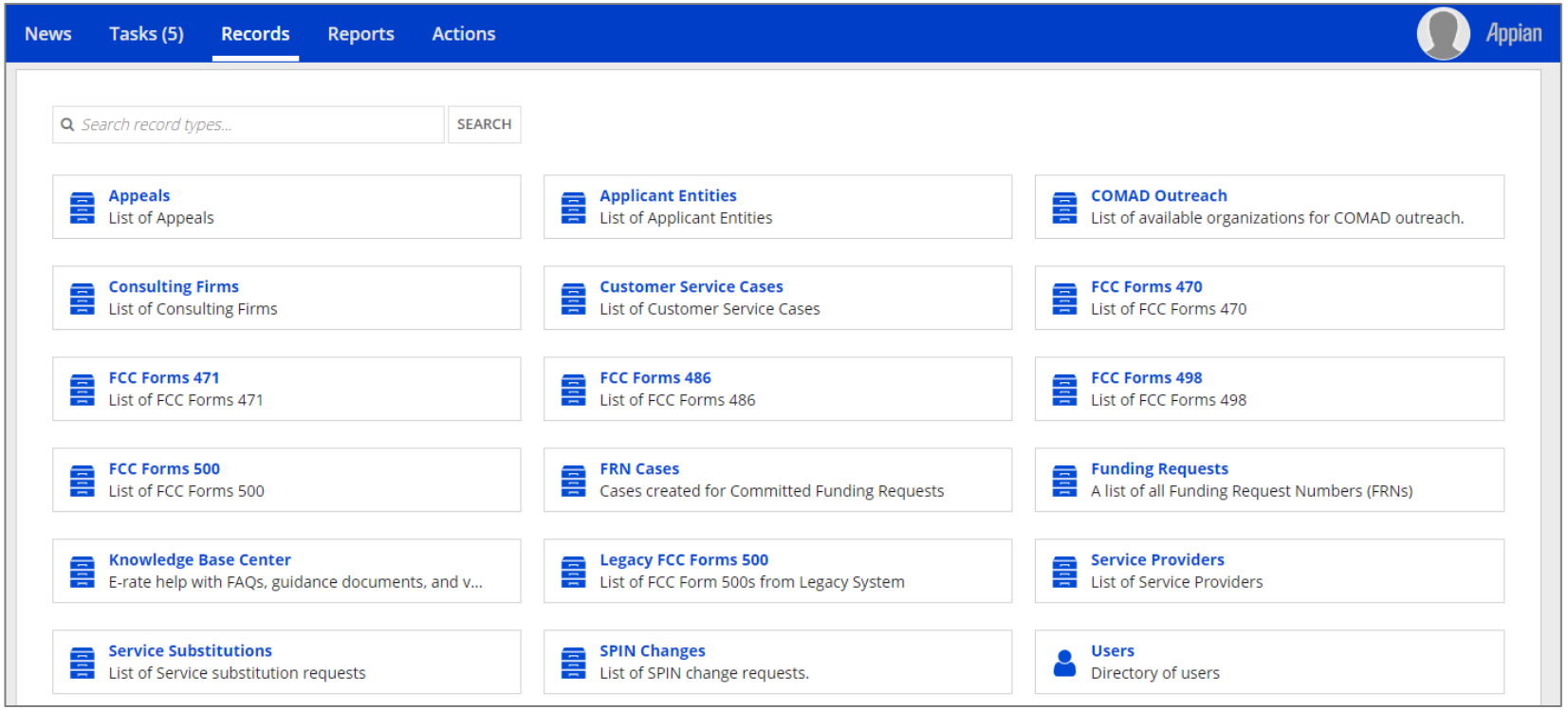
① Click on a task to work on it



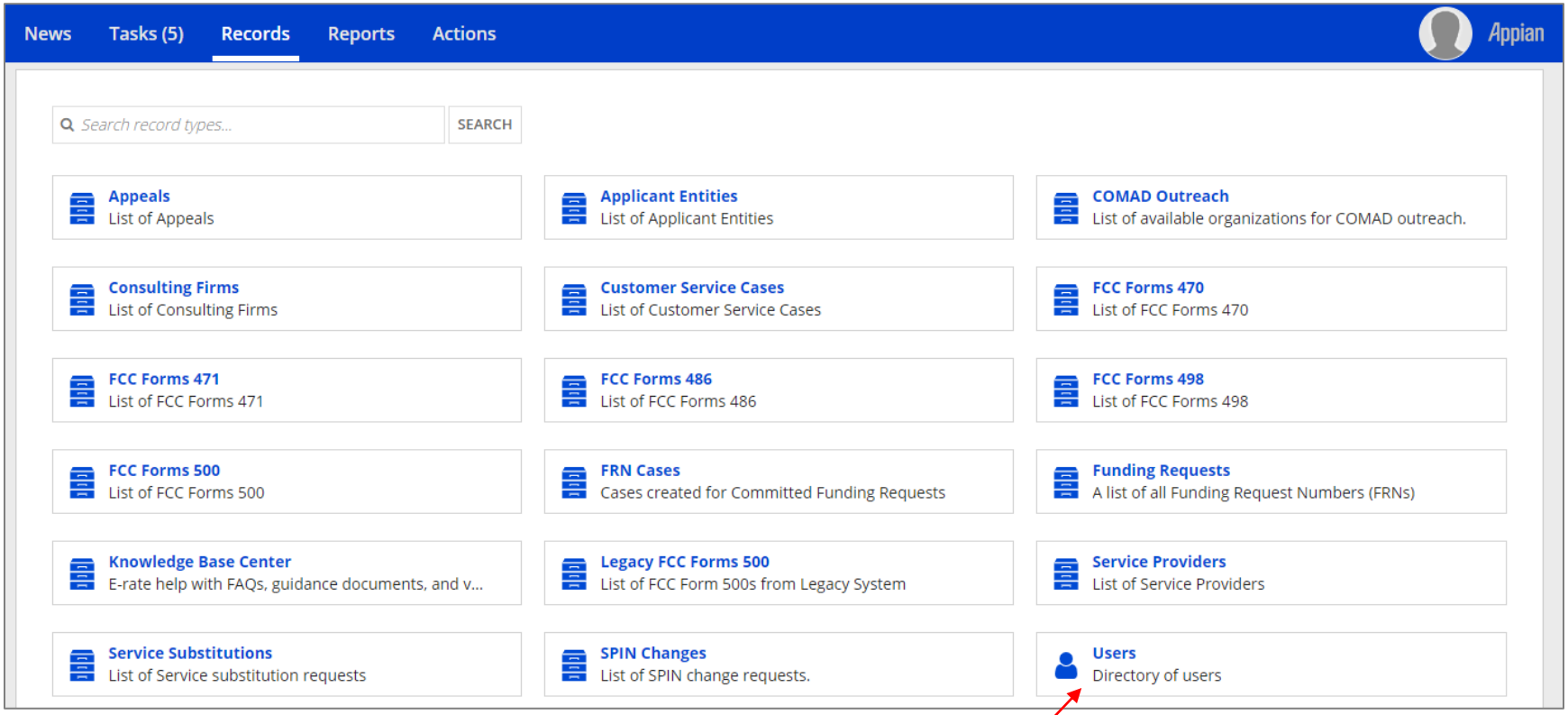
Top Nav: Records

The Records Page contains all the records within EPC, and features lists of related groups of information such as:

- Applicant Entities
- Customer Service Cases
- Program Forms



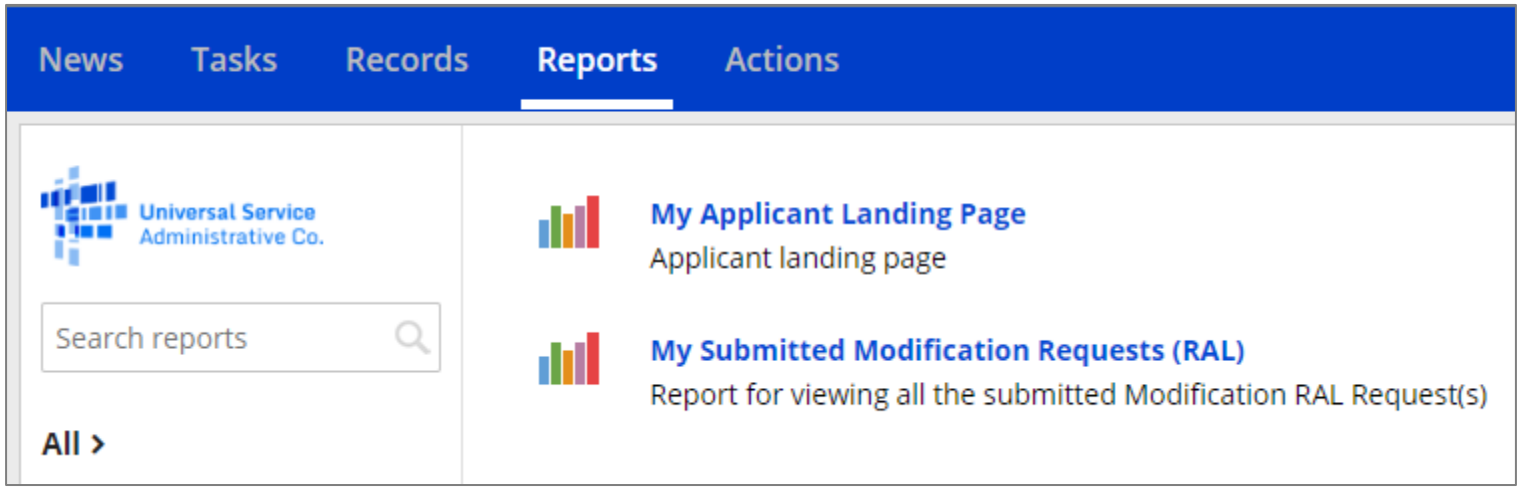
Top Nav: Records



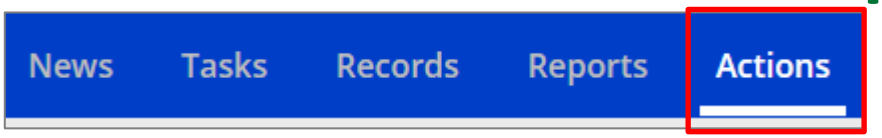
① Click on a record type to view a list of records of that type

Top Nav: Reports

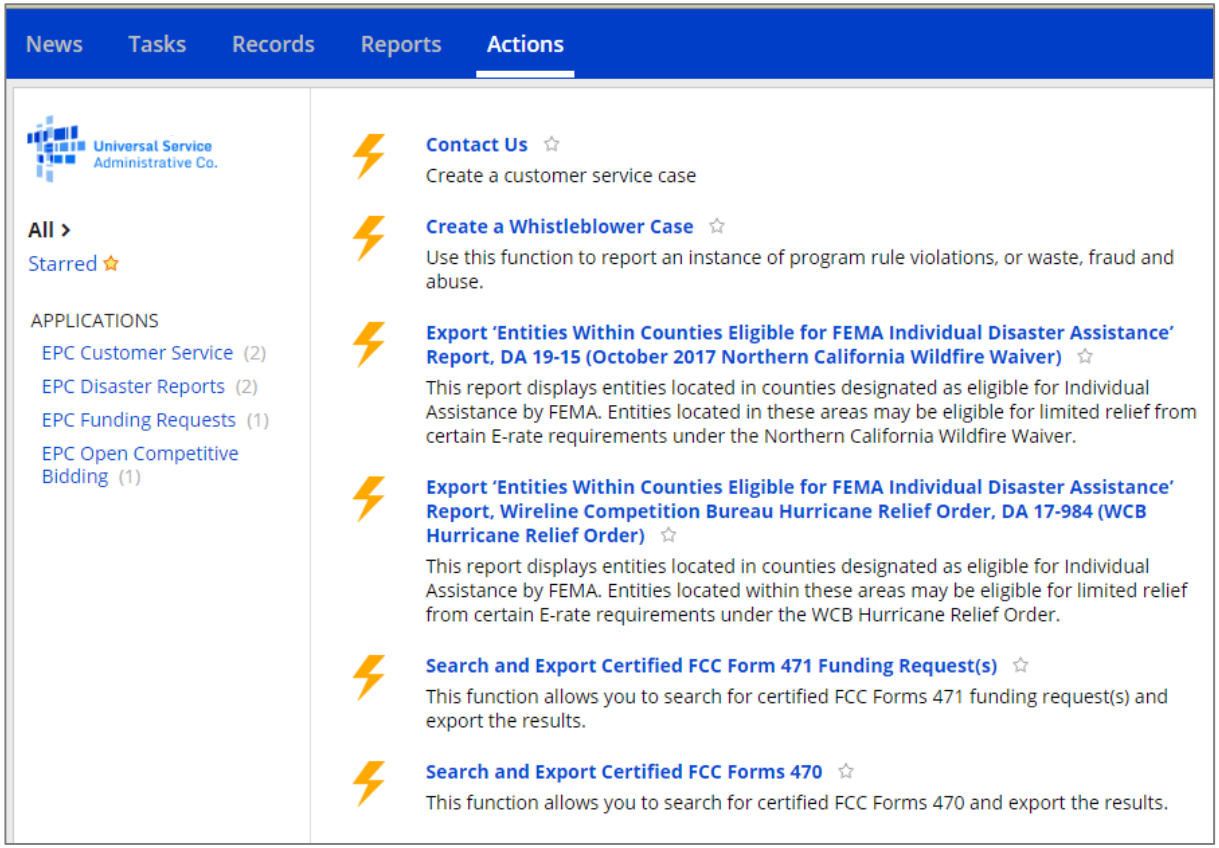
The Reports Page provides access to your EPC Landing Page and RAL modification requests



Top Nav: Actions



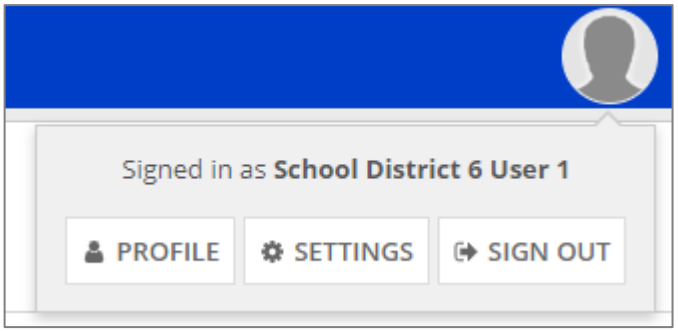
The Actions Page displays a list of actions you might wish to take such as filing a Customer Service Case. This is a place to initiate a process.



Top Nav: Your Account

An icon displays in the right corner of either a silhouette or a picture if you applied one to your profile

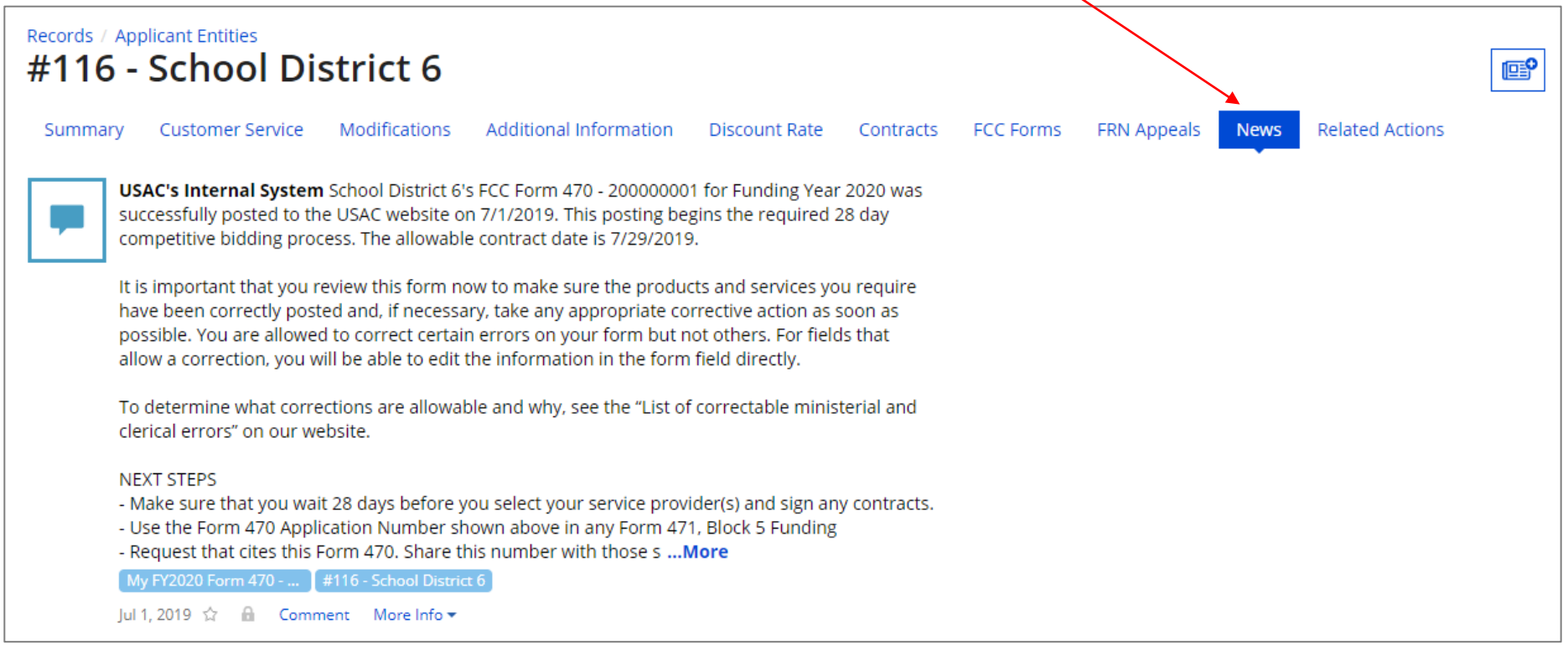
Clicking on the icon displays options to edit your profile, settings, and to sign out



Additional Navigation

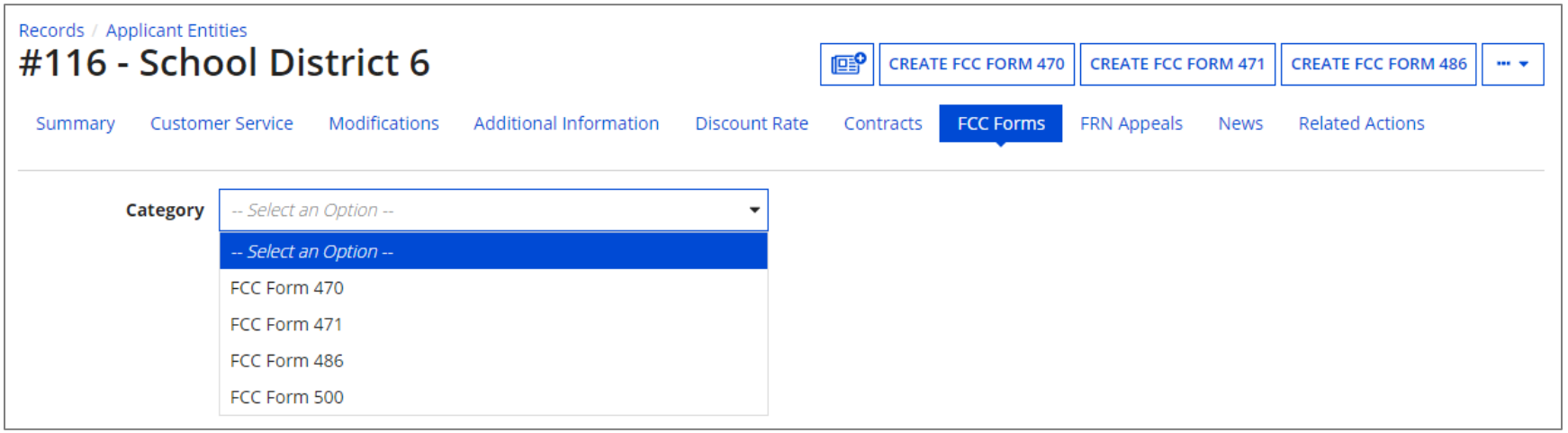
Additional Navigation

Many pages will display navigational links along the top of the page underneath the page header

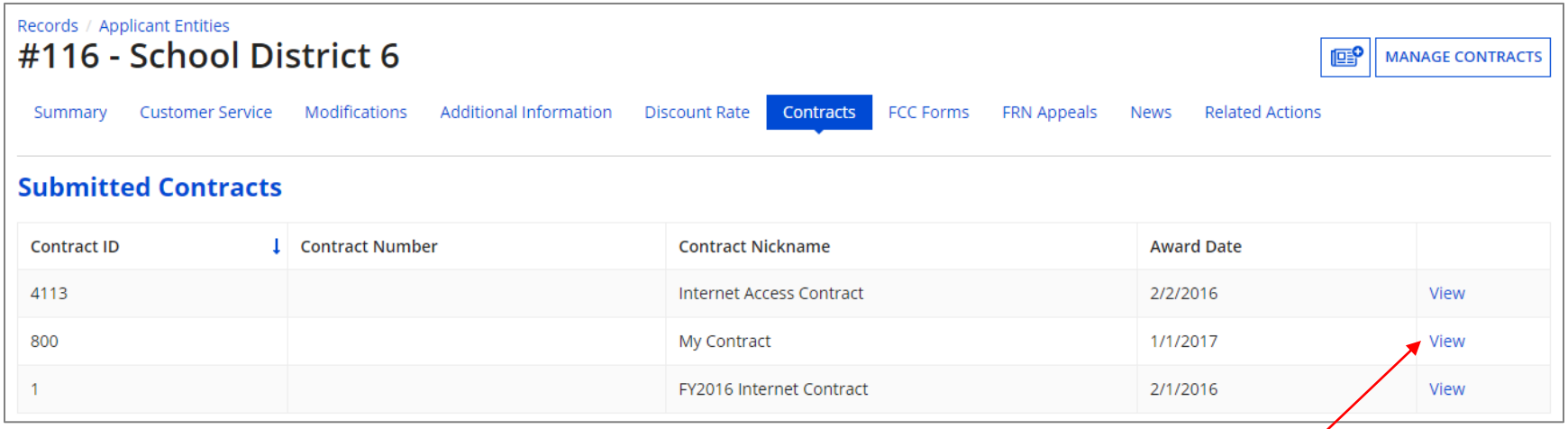


Additional Navigation

Many pages will require users to select additional options from drop down menus and buttons



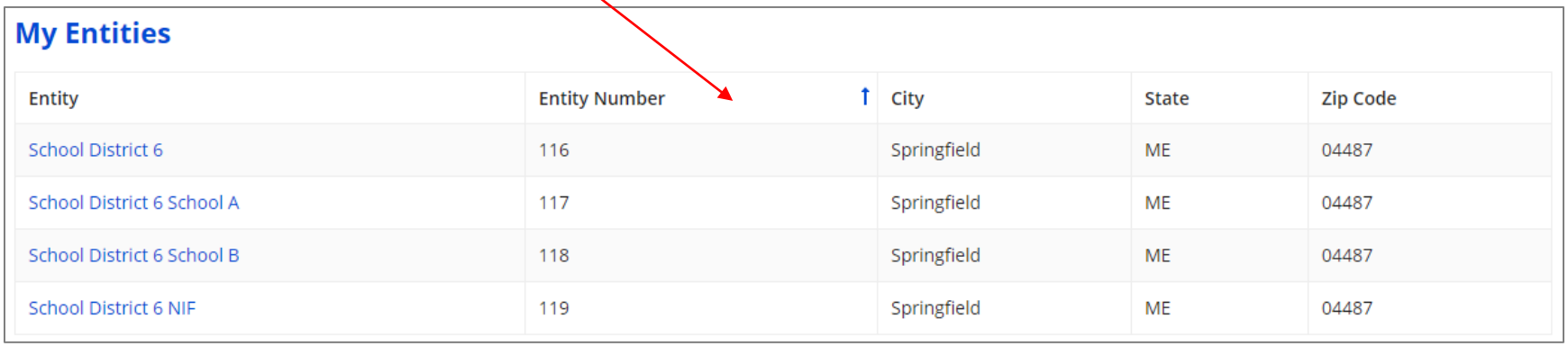
Additional Navigation



Items may appear in tables with a “View” link that displays the item when clicked

Additional Navigation

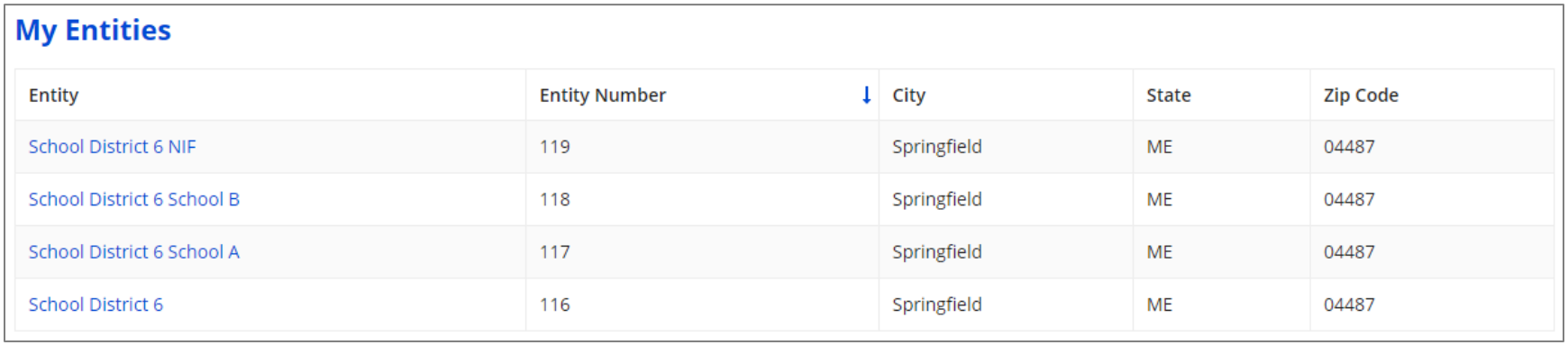
Tables can be sorted by clicking on a column header cell



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

Click on that header cell again to sort it in descending order instead of ascending

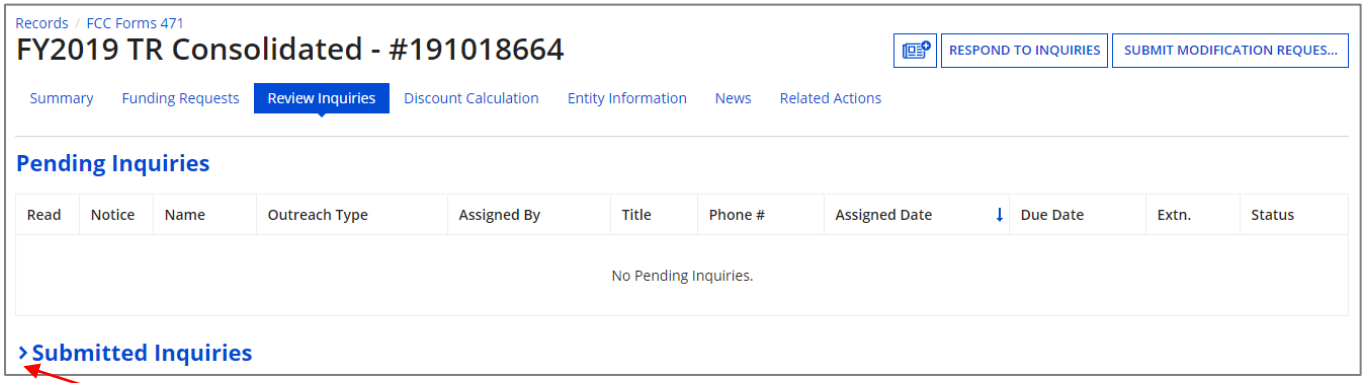


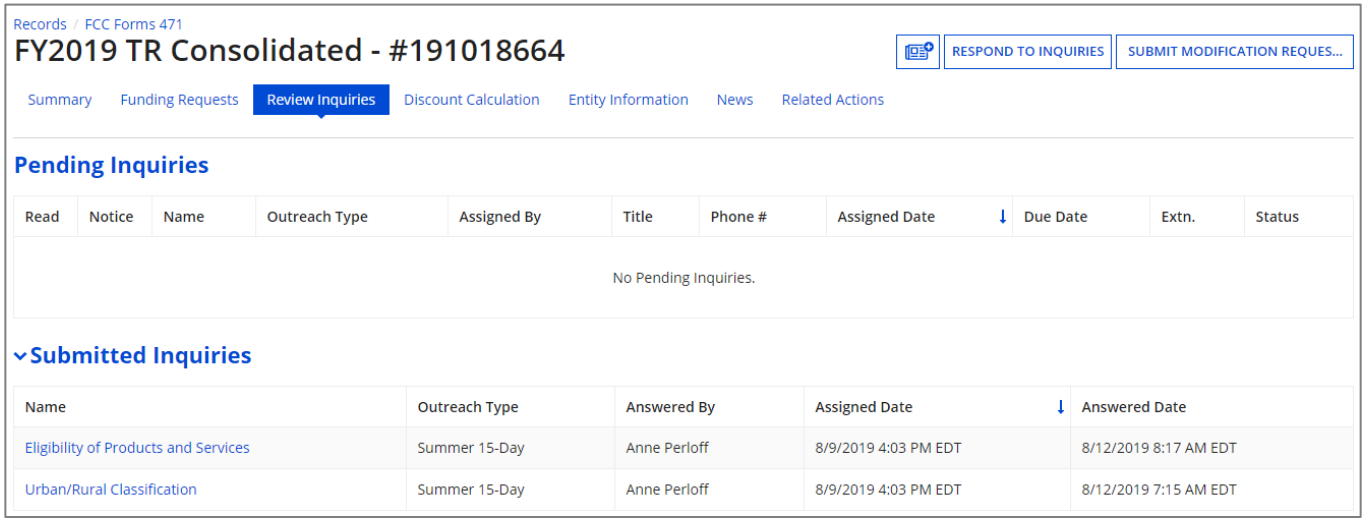
My Entities

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

Additional Navigation

Items may be grouped in sections that are hidden by default



Click on an "›" button to expand a section

Click on an "⌄" button to collapse a section