

# SPIN Changes

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# The Basics

# What is a SPIN Change?

## **Corrective SPIN Changes**

A corrective SPIN change is a notification to USAC that the SPIN associated with a Funding Request Number (FRN) is not correct because:

- The applicant or USAC made a data entry error
- A change occurred that was not initiated by the applicant such as the original service provider merging with or being acquired by another company

## **Operational SPIN Changes**

An operational SPIN change is a request to change the service provider associated with an FRN as a result of a deliberate decision by the applicant to change the service provider supplying the services for an FRN

# When do I request a SPIN change?

## Corrective SPIN Changes

- Must be submitted *no earlier* than the date of your Receipt Acknowledgment Letter (RAL) unless you have been contacted by USAC for clarification about this application
- Must be submitted *no later* than the last date to submit an invoice
- Can be requested while an application is under review or after commitment has been made

## Operational SPIN Changes

- Must be submitted *no earlier* than the date of your Funding Commitment Decision Letter (FCDL)
- Must be submitted *no later* than the last date to submit an invoice
- Should be requested in advance of the change actually taking place so that USAC has time to process the request before the submission of any invoices for services rendered by the new provider

# When is a Corrective change allowed?

A Corrective SPIN Change is allowed when:

- USAC or the applicant made a data entry error and a service provider's name or SPIN is incorrectly listed in a Receipt Acknowledgment Letter (RAL) or a Funding Commitment Decision Letter (FCDL)
- The service provider has more than one SPIN and the wrong one was indicated
- A service provider's SPIN has changed due to the merger of companies
- A service provider's SPIN has changed due to the acquisition of one company by another

# When is an Operational change allowed?

An Operational SPIN Change is allowed when:

- It is allowed under the applicant's state and local procurement rules
- It is allowable under the terms of any contract between the applicant and its original service provider
- The applicant has notified its original service provider of its intent to change service providers
- There is a legitimate reason to change providers (e.g. breach of contract or the service provider is unable to perform the requested services)
- The newly selected service provider received the next highest point value in the original bid evaluation. If the applicant did not receive multiple bids, the applicant must submit a statement explaining that it received only one or no bids

***NOTE: Changing service providers because the services are available at a lower cost from another provider or because you now wish to do business with a provider that did not originally participate in the competitive bidding process are not considered legitimate reasons for change, and requests citing such reasons will be denied.***

# Where do I request a SPIN change?

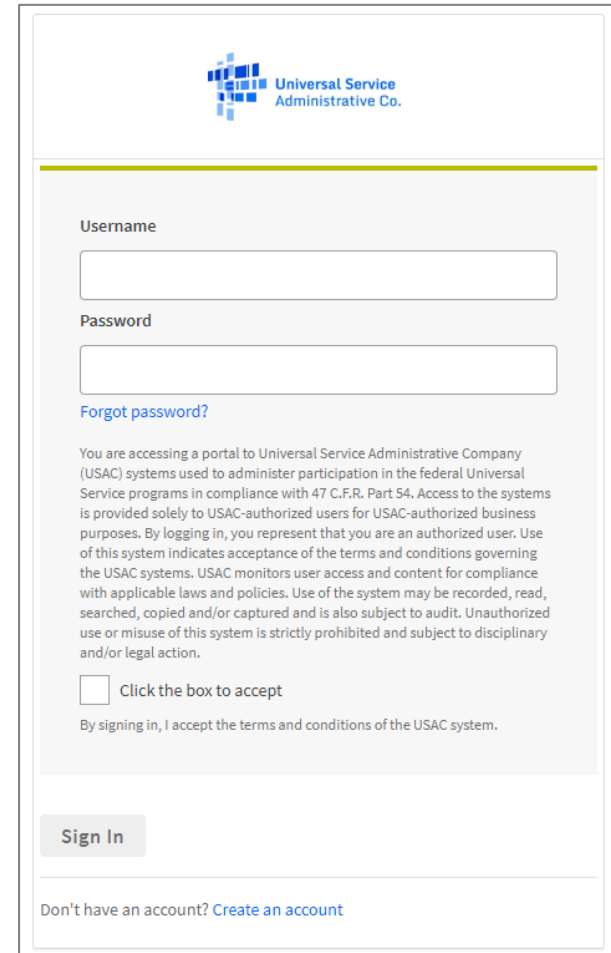
You make a request by accessing the account in the EPC Portal for the Billed Entity that is affected.

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



# Requesting a SPIN Change

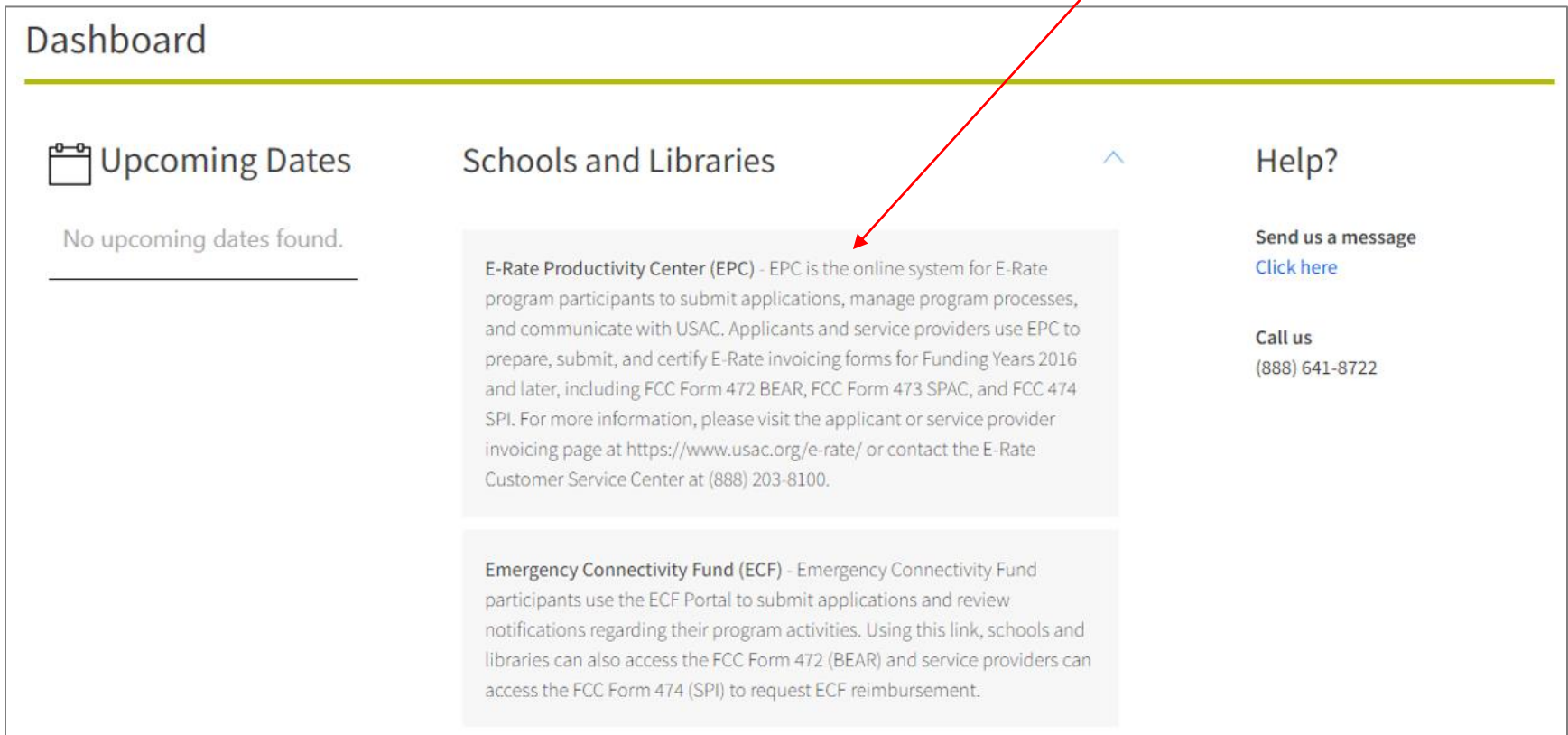
- ① Navigate to  
<https://forms.universalservice.org/portal>
- ② Log into One Portal with your username  
(your full email address) and One Portal password



The screenshot shows the login portal for the Universal Service Administrative Company (USAC). 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 containing the following elements:

- Username**: A text label above a white rectangular input field.
- Password**: A text label above a white rectangular input field.
- Forgot password?**: A blue hyperlink below the password field.
- Terms and Conditions**: A paragraph of text explaining the purpose of the portal and the user's responsibilities. It states that access is provided solely to USAC-authorized users and that logging in represents acceptance of the terms and conditions governing the USAC systems. It also mentions that unauthorized use or misuse is strictly prohibited and subject to disciplinary and/or legal action.
- Acceptance**: A checkbox followed by the text "Click the box to accept".
- Disclaimer**: A line of text stating "By signing in, I accept the terms and conditions of the USAC system."
- Sign In**: A gray button with the text "Sign In" in white.
- Create Account**: A line of text at the bottom stating "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 describing the system for E-Rate program participants. The bottom block is titled 'Emergency Connectivity Fund (ECF)' and contains text describing the portal for ECF participants. A red arrow points from the top right of the slide towards the 'E-Rate Productivity Center (EPC)' block. On the right side of the dashboard is a section titled 'Help?' with two links: 'Send us a message' with a 'Click here' link, and 'Call us' with the phone number '(888) 641-8722'.

**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.**

Welcome, School District 6!

### Pending Inquiries

Type

Application/Request

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 “SPIN Change” link on your landing page

**My Applicant Landing Page**



Universal Service Administrative Co.

Welcome, [School District 6!](#)

**Pending Inquiries**

Type

Funding Year

Application/Request

[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								

# Section One: General Information

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

# General Information

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

## Create SPIN Change

General Information

Select FRNs

Detailed Info

Preview

### Submitting Organization Details

NETWORKMAINE

BEN: 16055092

5752 Neville Hall

FCC Registration Number: 0019855857

Room 250

Orono, ME 04469

207-581-3507

jeffl@maine.edu

### SPIN Change Details

Nickname \*

SPIN Change Type \*

### Contact Information

Main Contact Person \*

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

CANCEL

CONTINUE

# General Information

- ① Enter a nickname that will serve as a reminder for the request you are making

## Create SPIN Change

General Information

Select FRNs

Detailed Info

Preview

### Submitting Organization Details

NETWORKMAINE

5752 Neville Hall

Room 250

Orono, ME 04469

207-581-3507

jeffl@maine.edu

BEN: 16055092

FCC Registration Number: 0019855857

### SPIN Change Details

Nickname \*

SPIN Change Type \*

-- Select a Value --

### Contact Information

Main Contact Person \*

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

CANCEL

CONTINUE



# General Information

② Select “SPIN Change” from the “SPIN Change Type” menu  
(you will never choose SRC as Maine does not have state replacement contract)

## Create SPIN Change

General Information

Select FRNs

Detailed Info

Preview

### Submitting Organization Details

NETWORKMAINE

5752 Neville Hall

Room 250

Orono, ME 04469

207-581-3507

jeffl@maine.edu

BEN: 16055092

FCC Registration Number: 0019855857

### SPIN Change Details

Nickname \*

SPIN Change Type \*

-- Select a Value --

### Contact Information

Main Contact Person \*

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

CANCEL

CONTINUE

## Create SPIN Change

General Information

Select FRNs

Detailed Info

Preview

### Submitting Organization Details

NETWORKMAINE

5752 Neville Hall

Room 250

Orono, ME 04469

207-581-3507

jeffl@maine.edu

BEN: 16055092

FCC Registration Number: 0019855857

### SPIN Change Details

Nickname \*

My SPIN Change

SPIN Change Type \*

SPIN Change

### Contact Information

Main Contact Person \*

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

CANCEL

Funding Year \*

-- Select a Funding Year --

-- Select a Funding Year --

2016

2017

2018

2019

2020

2021

2022

2023

③ Select the Funding Year

CONTINUE

## Create SPIN Change

General Information

Select FRNs

Detailed Info

Preview

### Submitting Organization Details

NETWORKMAINE

5752 Neville Hall

Room 250

Orono, ME 04469

207-581-3507

jeffl@maine.edu

BEN: 16055092

FCC Registration Number: 0019855857

### SPIN Change Details

Nickname \*

My SPIN Change

Funding Year \*

2023

SPIN Change Type \*

SPIN Change

### Contact Information

Main Contact Person \*

a



Anne Perloff

anne.perloff@maine.edu



Jeffrey Letourneau

jeffl@maine.edu

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.

CONTINUE

## Create SPIN Change

General Information

Select FRNs

Detailed Info

Preview

### Submitting Organization Details

NETWORKMAINE

5752 Neville Hall

Room 250

Orono, ME 04469

207-581-3507

jeffl@maine.edu

BEN: 16055092

FCC Registration Number: 0019855857

### SPIN Change Details

Nickname \*

My SPIN Change

Funding Year \*


2023

SPIN Change Type \*

SPIN Change

### Contact Information

Main Contact Person \*

 Anne Perloff X

Anne Perloff

anne.perloff@maine.edu

207-581-3584

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

CANCEL

CONTINUE

⑤ Click on the “CONTINUE” button to proceed

# Section Two: Select FRNs

*Next, you will select the FRNs that are affected by this request.*

# Select FRNs

## Select FRNs

Use the filters below to search and select FRNs to associate.

General Information

Select FRNs

Detailed Info

Preview

### Submitting Organization Details

Harper Valley Public Library  
2500 Sunset Blvd  
Los Angeles, CA 66697  
800-556-8795  
harpervpl@aaa.com

BEN: 183  
FCC Registration Number: 1231231234

### Filters

**Application Number**

**Category of Service**

**FRN**

**SPIN Name**

**SPIN**

ADD ALL (1) FRNS

CLEAR SEARCH FILTERS

SEARCH

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/>	1699008442	161003417	800	Category 1	240000002	USAC Service Provider Firm 8

ADD (0) FRNS

### ▲ Selected FRNs

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service
No FRNs Currently Associated				

You must associate at least one Funding Request

CANCEL

BACK

CONTINUE

REMOVE (0) FRNS

*A list of the FRNs for the chosen funding year will display*

① Choose the FRNs that you want to include on this request

**A** To add all of the FRNs in the list to this request:  
click on the “ADD ALL (X) FRNS” button at the top of the list

ADD ALL (1) FRNS

CLEAR SEARCH FILTERS

SEARCH

<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/>	1699008442		161003417	800	Category 1	240000002	USAC Service Provider Firm 8

ADD (0) FRNS

**B** To add specific FRNs to this request:  
check the box to the left of each desired FRN and then  
click on the “ADD (X) FRNS” button at the bottom of the list

**NOTE:** “(x)” on each of the button descriptions designates the  
number of FRNs selected or available for a particular action

② Verify that the FRNs you want to include are now also listed in the “Selected FRNs” section at the bottom of the page

ADD ALL (1) FRNS

CLEAR SEARCH FILTERS

SEARCH

<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/>	1699008442		161003417	800	Category 1	240000002	USAC Service Provider Firm 8

ADD (0) FRNS

### Selected FRNs

<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service
<input type="checkbox"/>	1699008442		161003417	800	Category 1

REMOVE (0) FRNS

CANCEL

BACK

CONTINUE

**NOTE:** To remove one or more of the selected FRNs, check the box to the left of the FRN(s) you want to remove, then click on the “REMOVE (X) FRNS” button



# Select FRNs

ADD ALL (1) FRNS

CLEAR SEARCH FILTERS

SEARCH

<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/>	1699008442		161003417	800	Category 1	240000002	USAC Service Provider Firm 8

ADD (0) FRNS

### Selected FRNs

<input type="checkbox"/>	FRN	↑	Application Number	FRN Nickname	Category of Service
<input type="checkbox"/>	1699008442		161003417	800	Category 1

REMOVE (0) FRNS

CANCEL

BACK

CONTINUE

③ Click on the “CONTINUE” button to proceed

# Section Three: Detailed Information

*Next, you will provide some detailed information about the request.*

## Enter SPIN Change Details

General Information

Select FRNs

Detailed Info

Preview

### Submitting Organization Details

Harper Valley Public Library

2500 Sunset Blvd

Los Angeles, CA 66697

800-556-8795

harpervpl@aaa.com

BEN: 183

FCC Registration Number: 1231231234

### SPIN Change Details

Please select the reason why you would like to change the service provider on the FRN(s)

•

--Please select a reason--

--Please select a reason--

- The wrong service provider was entered on the original FRN due to an error
- The service provider was acquired by another provider
- The service provider has consolidated multiple SPINs into a single SPIN
- My service provider indicated that I need to change to SPIN to an affiliated SPIN
- My current service provider can no longer provide the services requested
- The quality of cellular service is unacceptable
- The service provider has gone out of business
- The service provider is not able to deliver the terms of the contract
- The service provider increased the cost of the services
- Other

① Select the reason for the change

Original Service Provider Name

USAC Service Provider Firm 8

New Service Provider Name

1699008442

Status



CANCEL

BACK

PREVIEW

## Enter SPIN Change Details

General Information

Select FRNs

Detailed Info

Preview

### Submitting Organization Details

Harper Valley Public Library

2500 Sunset Blvd

Los Angeles, CA 66697

800-556-8795

harpervpl@aaa.com

BEN: 183

FCC Registration Number: 1231231234

### SPIN Change Details

Please select the reason why you would like to change the service provider on the FRN(s)

Based on the information that you have provided your SPIN change type is ?

Corrective SPIN Change

The wrong service provider was entered on the original FRN due to an error

### Original Service Provider Information

Original Service Provider Information Number (SPIN)

240000002

Original Service Provider Name

USAC Service Provider Firm 8

### New Service Provider Information

New Service Provider Information Number (SPIN) ? \*

New Service Provider Name

② Enter the SPIN  
for the new service  
provider

### Supply Services

To complete the SPIN Change request for the listed FRN(s), please click on the FRN number hyperlink.

FRN	Services Delivered	Status
<a href="#">1699008442</a>		!

CANCEL

BACK

PREVIEW

## Enter SPIN Change Details

General Information

Select FRNs

Detailed Info

Preview

### Submitting Organization Details

Harper Valley Public Library

2500 Sunset Blvd

Los Angeles, CA 66697

800-556-8795

harpervpl@aaa.com

BEN: 183

FCC Registration Number: 1231231234

### SPIN Change Details

Please select the reason why you would like to change the service provider on the FRN(s)

•

The wrong service provider was entered on the original FRN due to an error

Based on the information that you have provided your SPIN change type is

Corrective SPIN Change

### Original Service Provider Information

Original Service Provider Information Number (SPIN)

240000002

Original Service Provider Name

USAC Service Provider Firm 8

### New Service Provider Information

New Service Provider Information Number (SPIN) \*

240000001 x

New Service Provider Name

USAC Service Provider Firm 7

### Supply Services

To complete the SPIN Change request for the listed FRN(s), please click on the FRN number hyperlink.

FRN	Services Delivered	Status
1699008442		

CANCEL BACK

③ Click on the link for an FRN

PREVIEW

## ④ Respond to any additional questions

**NOTE:** Questions will vary depending on the reason you gave for the request as well as your responses here

### Enter SPIN Change Details

General Information

Select FRNs

**Detailed Info**

Preview

#### Submitting Organization Details

Harper Valley Public Library

2500 Sunset Blvd

Los Angeles, CA 66697

800-556-8795

harpervpl@aaa.com

BEN: 183

FCC Registration Number: 1231231234

#### Funding Request Details

Nickname: 800

FRN: 1699008442

#### Detailed Information

Has the original service provider supplied any services under this funding request? \*

YES

NO

CANCEL

BACK

CONTINUE

## Enter SPIN Change Details

General Information

Select FRNs

**Detailed Info**

Preview

### Submitting Organization Details

Harper Valley Public Library

2500 Sunset Blvd

Los Angeles, CA 66697

800-556-8795

harpervpl@aaa.com

BEN: 183

FCC Registration Number: 1231231234

### Funding Request Details

Nickname: 800

FRN: 1699008442

### Detailed Information

Has the original service provider supplied any services under this funding request? \*

YES

NO ✓

CANCEL

BACK

CONTINUE

⑤ Click on the “CONTINUE” button to proceed

## Enter SPIN Change Details

General Information

Select FRNs

Detailed Info

Preview

### Submitting Organization Details

Harper Valley Public Library  
2500 Sunset Blvd  
Los Angeles, CA 66697  
800-556-8795  
harpervpl@aaa.com

BEN: 183  
FCC Registration Number: 1231231234

### SPIN Change Details

Please select the reason why you would like to change the service provider on the FRN(s)

The wrong service provider was entered on the original FRN due to an error

Based on the information that you have provided your SPIN change type is

Corrective SPIN Change

### Original Service Provider Information

Original Service Provider Information Number (SPIN)  
240000002

Original Service Provider Name  
USAC Service Provider Firm 8

### New Service Provider Information

New Service Provider Information Number (SPIN)

240000001

New Service Provider Name

USAC Service Provider Firm 7

### Supply Services

To complete the SPIN Change request for the listed FRN(s), please click on the FRN number hyperlink.

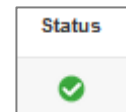
FRN	Services Delivered	Status
1699008442	No	✓

CANCEL

BACK

PREVIEW

⑥ Verify that the status for the FRN is now a green check





## Enter SPIN Change Details

General Information

Select FRNs

Detailed Info

Preview

### Submitting Organization Details

Harper Valley Public Library  
2500 Sunset Blvd  
Los Angeles, CA 66697  
800-556-8795  
harpervpl@aaa.com

BEN: 183  
FCC Registration Number: 1231231234

### SPIN Change Details

Please select the reason why you would like to change the service provider on the FRN(s)

The wrong service provider was entered on the original FRN due to an error

Based on the information that you have provided your SPIN change type is

Corrective SPIN Change

### Original Service Provider Information

Original Service Provider Information Number (SPIN)  
240000002

Original Service Provider Name  
USAC Service Provider Firm 8

### New Service Provider Information

New Service Provider Information Number (SPIN)

240000001

New Service Provider Name

USAC Service Provider Firm 7

### Supply Services

To complete the SPIN Change request for the listed FRN(s), please click on the FRN number hyperlink.

FRN	Services Delivered	Status
<a href="#">1699008442</a>	No	✓

CANCEL

BACK

PREVIEW

- ⑦ Repeat for all listed FRNs
- ⑧ Then click on the “PREVIEW” button to proceed

# Section Four: Preview

*Finally, you will preview and submit the request.*

The SPIN change request will display

SPIN Change

General Information

Select FRNs

Detailed Info

Preview

Request Details

Nickname

My Spin Change

Funding Year

2016

Billed Entity Information

Harper Valley Public Library

2500 Sunset Blvd

Los Angeles, CA 66697

800-556-8795

harpervpl@aaa.com

Billed Entity Number: 183

FCC Registration Number: 1231231234

Applicant Type: Library

Main Contact

Name

Harper Library Full Rights

Email

harperlibrary.full@mailinator.com

Phone Number

555-555-5555

SPIN Change Details

Please select the reason why you would like to change the service provider on the FRN(s)

The wrong service provider was entered on the original FRN due to an error

Based on the information that you have provided your SPIN change type is

Corrective SPIN Change

Original Service Provider Information

Original Service Provider Information Number (SPIN)

240000002

Original Service Provider Name

USAC Service Provider Firm 8

New Service Provider Information

New Service Provider Information Number (SPIN)

240000001

New Service Provider Name

USAC Service Provider Firm 7

Supply Services

FRN	Services Delivered	Services Details
1699008442	No	<a href="#">View</a>

CANCEL

BACK

SUBMIT

## SPIN Change

General Information
Select FRNs
Detailed Info
Preview

### Request Details

Nickname My Spin Change
Funding Year 2016

### Billed Entity Information

Harper Valley Public Library
Billed Entity Number: 183
2500 Sunset Blvd
FCC Registration Number: 1231231234
Los Angeles, CA 66697
Applicant Type: Library
800-556-8795
harpervpl@aaa.com

### ▼Main Contact

Name Harper Library Full Rights
Email harperlibrary.full@mailinator.com
Phone Number 555-555-5555

### ▼SPIN Change Details

Please select the reason why you would like to change the service provider on the FRN(s)
The wrong service provider was entered on the original FRN due to an error

Based on the information that you have provided your SPIN change type is
Corrective SPIN Change

### ▼Original Service Provider Information

Original Service Provider Information Number (SPIN) 240000002
Original Service Provider Name USAC Service Provider Firm 8

### ▼New Service Provider Information

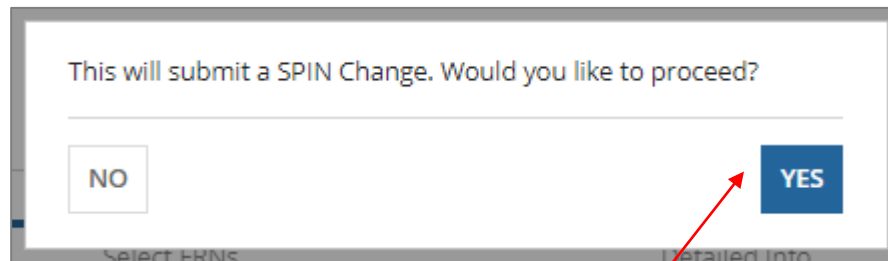
New Service Provider Information Number (SPIN) 240000001
New Service Provider Name USAC Service Provider Firm 7

### ▼Supply Services

FRN	Services Delivered	Services Details
1699008442	No	<a href="#">View</a>

CANCEL BACK

SUBMIT



② To confirm that you would like to submit the request, click on the “YES” button in the pop-up window

*A “Receipt Confirmation” page will display, verifying that the request has been submitted.*

*You can also view a copy of the request from this page.*

**SPIN Change #1181 - My Spin Change has been successfully created**

**Thank you. We have received your SPIN change request and a confirmation will appear in your news feed shortly.**

**[Click here to view the SPIN Change record dashboard](#)**

# Viewing a Submitted SPIN Change Request

*A SPIN Change Confirmation Letter will be added to the **News Feed**. This letter is an acknowledgment that the request has been received, not a decision on your submission.*



## E-Rate Productivity Center SPIN Change Confirmation Letter

Confirmation Letter is an acknowledgement that USAC has received 486 Training Ind. School\_1000010's SPIN Change number - 38 for Funding Year 2016 on 7/28/2017. Each service provider featured on this request will be able to view this confirmation letter.

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 SPIN Change Confirmation Letter to see a printable version.

### NEXT STEPS

- Gather the documentation you used to complete your request so that you can respond to questions from USAC about your request
- Retain documentation showing that you have complied with all standards, with all statutes and E-rate program rules for at least 10 years after the last day of service delivered.
- You can view your entire SPIN Change request by clicking the link below.

Please keep a copy of this confirmation for your records.

[My SPIN Change - #38](#) [#15412 - 486 Training I...](#) [#14010001 - USAC Serv...](#) [#14010002 - USAC Serv...](#)

Jul 28, 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 SPIN Change request 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 TypeFCC Form 470

Funding Year-- Select a Funding Year --

Status

☒ All☐ Incomplete☐ Certified

Nickname	Application Number	Funding Year	Status
No items available			

② Select the “Post-Commitment Requests” option button

### ▼ FCC Forms and Post-Commitment Requests

☐ FCC Forms

☒ Post-Commitment Requests

Request Type

Appeals

Funding Year

-- Select a Funding Year --

Status

☒ All

☐ Approved

☐ Denied

☐ Canceled

☐ Partially Approved

☐ Dismissed

☐ Partially Denied

Request Number	Requestor	Nickname	Funding Year	Status	Creation Date
No items available					

③ Select “SPIN Change” from the “Request Type” menu

④ Select the funding year

▼ FCC Forms and Post-Commitment Requests

☐ FCC Forms

☒ Post-Commitment Requests

**Request Type**

**Funding Year**

**Status** ☒ All

☐ Approved

☐ Denied

☐ Canceled

☐ Partially Approved

☐ Dismissed

☐ Partially Denied

Request Number	Requestor	Nickname	Funding Year	Status	Creation Date
38	486_full_rights_user_ind_school_1000010@testmail.usac.org	My SPIN Change	2016		7/28/2017 10:08 AM EDT

## ▼ FCC Forms and Post-Commitment Requests

☐ FCC Forms

☒ Post-Commitment Requests

Request Type

SPIN Change

Funding Year

2016

Status ☒ All

☐ Approved

☐ Denied

☐ Canceled

☐ Partially Approved

☐ Dismissed

☐ Partially Denied

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④ Click on a request number to display it

*The request record will display the current status of the decision*

[Records](#) / [SPIN Changes](#)

## My SPIN Change - #38

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 SPIN Change review process, USAC may need you to answer questions and/or provide additional information to support your request.

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 SPIN Change request

Records / SPIN Changes

My SPIN Change - #38

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Associated FRNs

Review Inquiries

News

Related Actions

In-Review

Outreach

Wave Ready

Committed

Request Details

View Status (+)

Funding Year

2016

Submitting Organization

486 Training Ind. School\_1000010 (BEN: 15412)

Created By

Full Rights User School 1000010

Created On

7/28/2017 10:08 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 / SPIN Changes

My SPIN Change - #38

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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 / SPIN Changes

## My SPIN Change - #38

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

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

*A **Review Inquiries** dashboard will display listing all pending and submitted inquiries. Each SPIN Change request 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.*

# Next Steps

Records / SPIN Changes

## Lorem Ipsum - #1141



Summary

Associated FRNs

News

Related Actions

In-Review

Outreach

Wave Ready

Committed

### Request Details

View Status (+)

Funding Year 2017

Submitting Organization Smoke Test Independent School (BEN: 17225025)

Created By Smoke Test User

Created On 9/20/2017 9:16 AM EDT

### Main Contact

Name Gerald Smith

Email smoketestuser@example.com

Phone Number 789-520-4562

### SPIN Change Details

Please select the reason why you would like to change the service provider on the FRN(s)

The wrong service provider was entered on the original FRN due to an error

Based on the information that you have provided your SPIN change type is

Corrective SPIN Change

### Original Service Provider Information

Original Service Provider Information Number (SPIN) 240000001

Original Service Provider Name USAC Service Provider Firm 7

### New Service Provider Information

New Service Provider Information Number (SPIN) 240000002

New Service Provider Name USAC Service Provider Firm 8

View Supply Services (+)

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

*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! XL SX 50 KB](#)

Wednesday, 9:38 AM [Comment](#) [More Info](#)