# FY2021 FCC Form 486

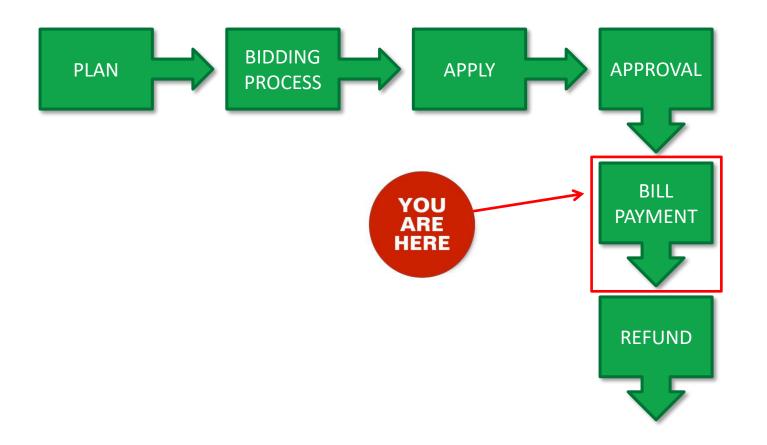


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# Where does the Form 486 fall in the E-Rate process?







# The Basics



# What is the FCC Form 486?

An indication that services for a particular Funding Request Number (FRN) have started

- Notifies USAC that services have started and that invoices for the E-Rate discount portion of those services can be processed and paid
- Reports the status of the applicant's compliance with the Children's Internet Protection Act (CIPA)



# When can I file a Form 486?

- The Form 486 cannot be filed until a Funding Commitment Decision Letter (FCDL)
  has been received.
- Additionally, applicants should wait until the delivery of approved services has started as that is one of the things that is certified when completing the form.
- However, the Form 486 must be certified no later than 120 days after the service start date *or* 120 days after the date of the FCDL, whichever is later.

**Words of Caution:** Filing late can result in a reduction in funding. The later the filing date, the greater the reduction.



# Where do I file a Form 486?

You must file the Form 486 by accessing the account in the EPC Portal for the Billed Entity that received the funding commitment.

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



# How many separate forms do I file?

### Your choice!

Each FRN from your Form 471(s) is treated separately and you will need to indicate the start of services for each one.

 You may file a separate Form 486 for each FRN as you receive funding commitments

OR

You may include several funded FRNs on a single Form 486

**Words of Caution:** Be aware that the Form 486 for each FRN has a distinct deadline! Don't miss a deadline while waiting for all of your funding commitments to come in.

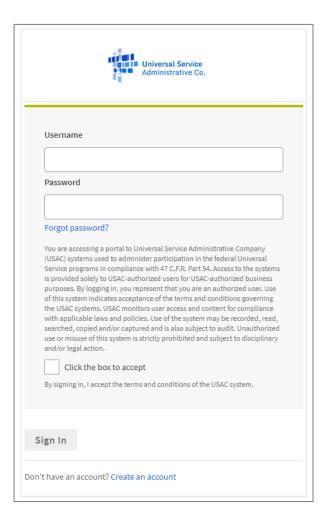


# Creating the Form 486



# **Form 486**

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





# **Form 486**

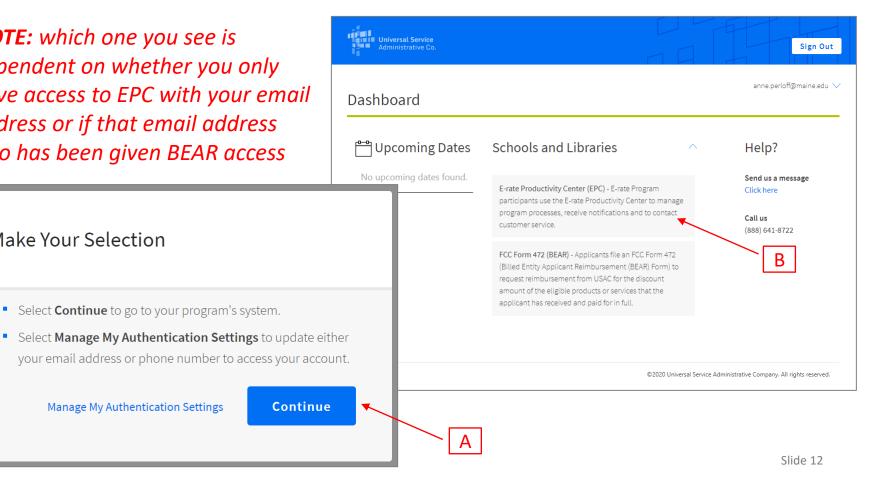
- (3) Complete the steps as prompted to obtain and enter a one-time verification code
- Once you have successfully logged into One Portal, access EPC either through the
- pop-up (click on the "Continue" button) or
- B | the dashboard (click on the block for EPC)

**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

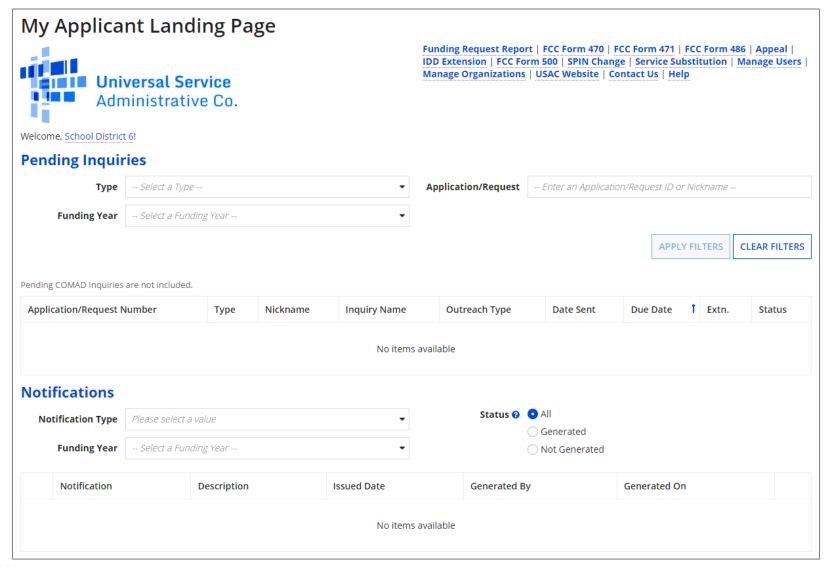
Select Continue to go to your program's system.

Manage My Authentication Settings

Make Your Selection

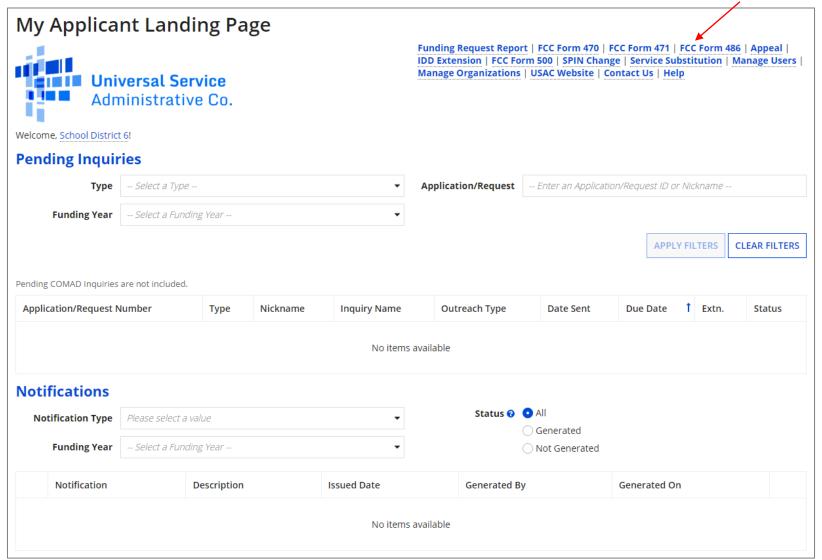


### Your EPC Landing Page will display





5 Select the "FCC FORM 486" link on your landing page to begin a new FCC Form 486



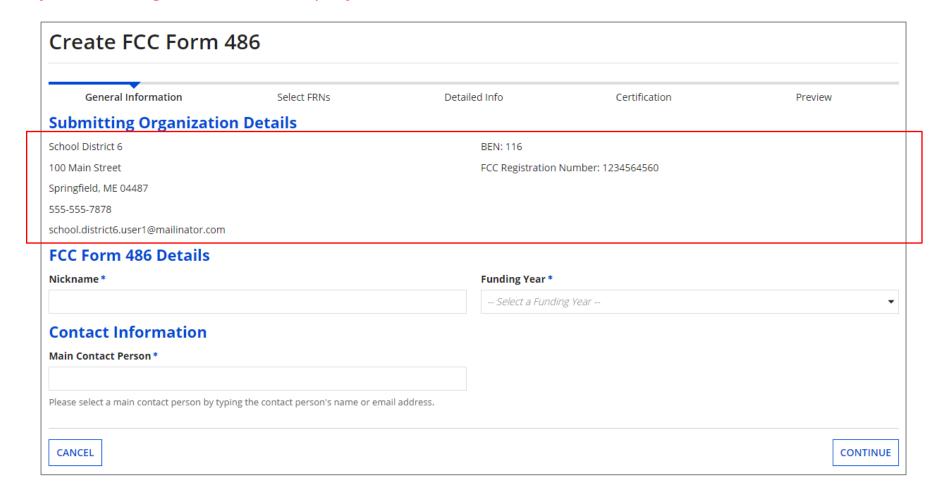


# Form 486 Section One: General Information

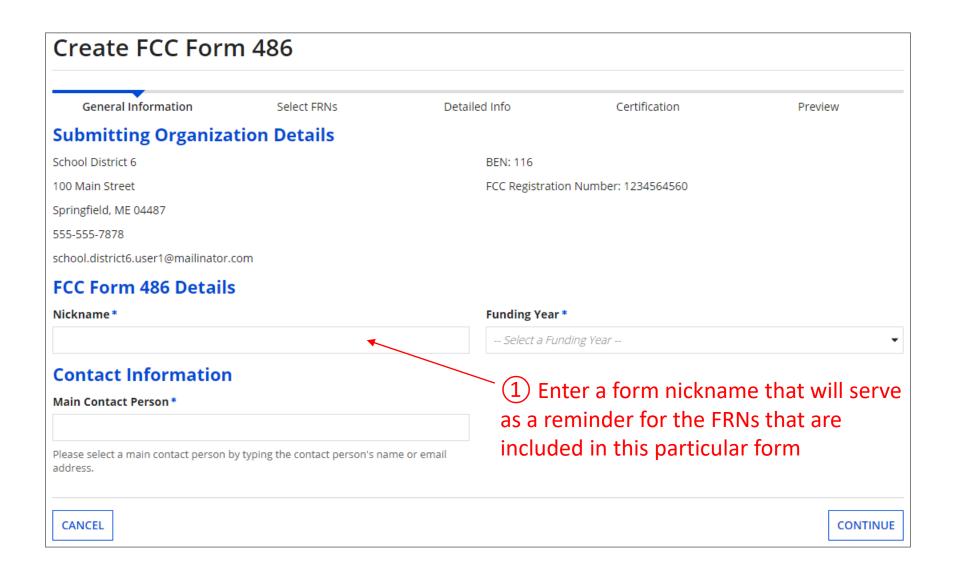
First, you will review and enter some general information.



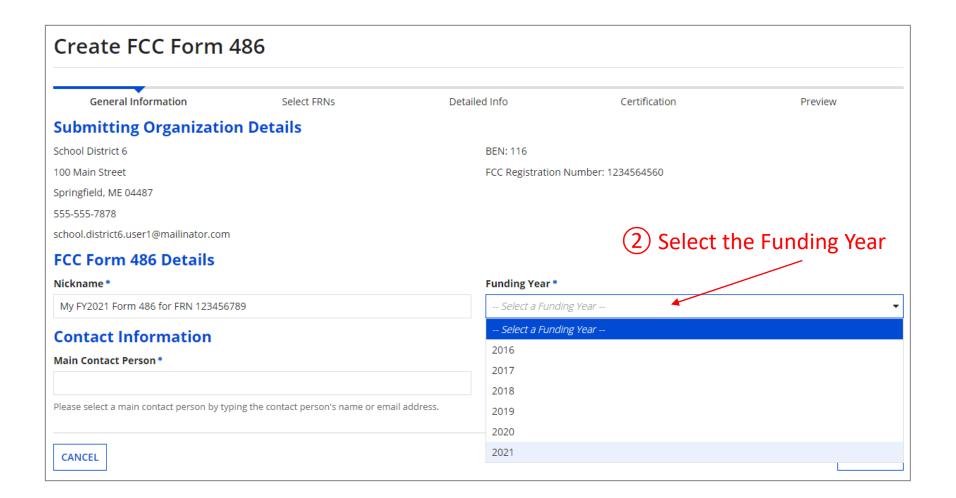
When you begin the FCC Form 486, the basic information about the billed entity, including the Billed Entity Number (BEN), name, and address will automatically populate from the organization's EPC profile.



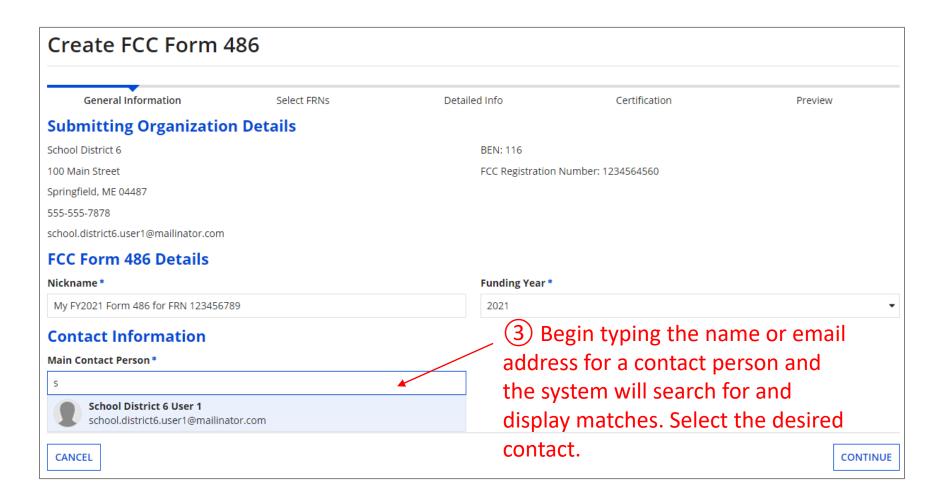






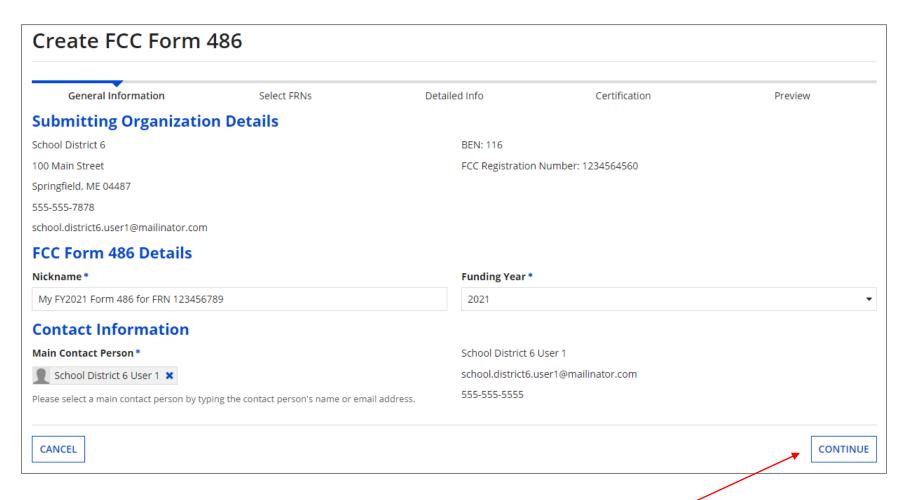






**NOTE:** Only those individuals who have been associated with your organization in EPC can be the contact person for this form

ETWORKMAINE



4) Then click on the "CONTINUE" button to proceed



# Form 486 Section Two: Select FRNs

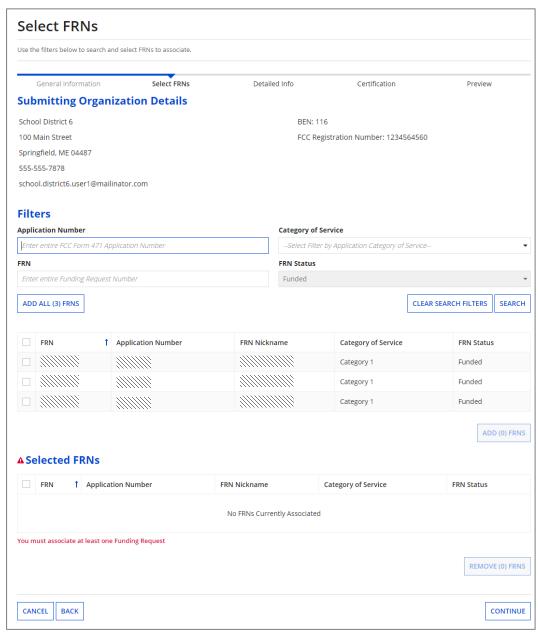
Next, you will select the FRNs to include on this form.

**NOTE:** You can only include FRNs for which you have received an FCDL



You will see a list of the FRNs for the chosen funding year for which
a) a funding commitment has been issued but
b) an FCC Form 486 has not yet been certified

The system warns that you must associate at least one Funding Request to this Form 486

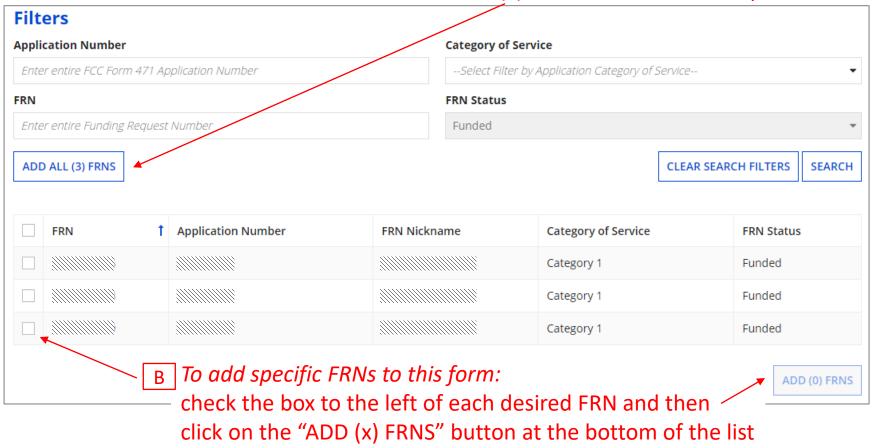




1 Choose the FRNs that you want to include on this form

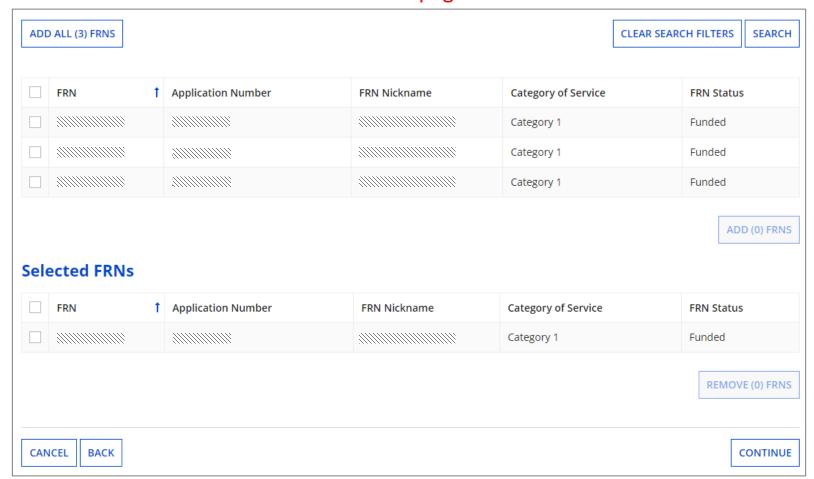
ETWORKMAINE

A To add all of the FRNs in the list to this form: click on the "ADD ALL (x) FRNS" button at the top of the list

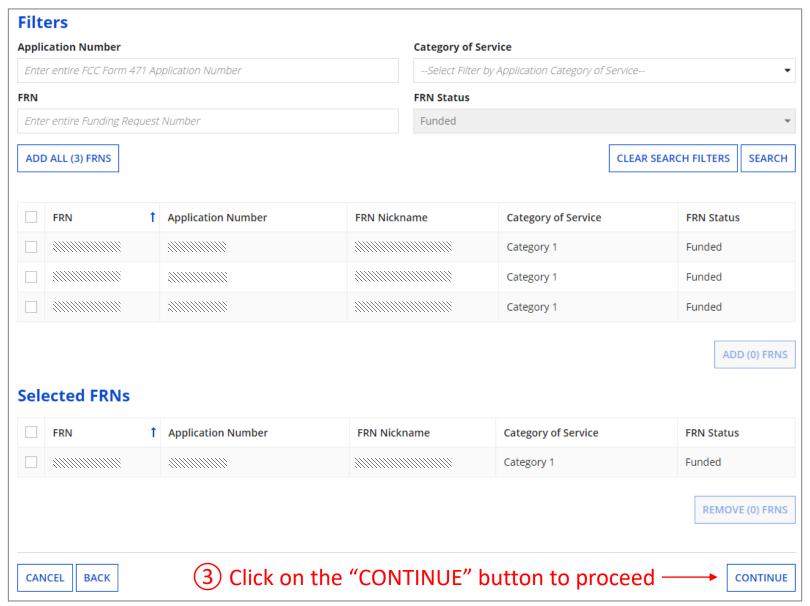


**NOTE:** "(x)" on each of the button descriptions designates the number of FRNs selected or available for a particular action

② Verify that the FRNs you want to include on this form are now also listed in the "Selected FRNs" section at the bottom of the page



**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





# Form 486 Section Three: Detailed Info

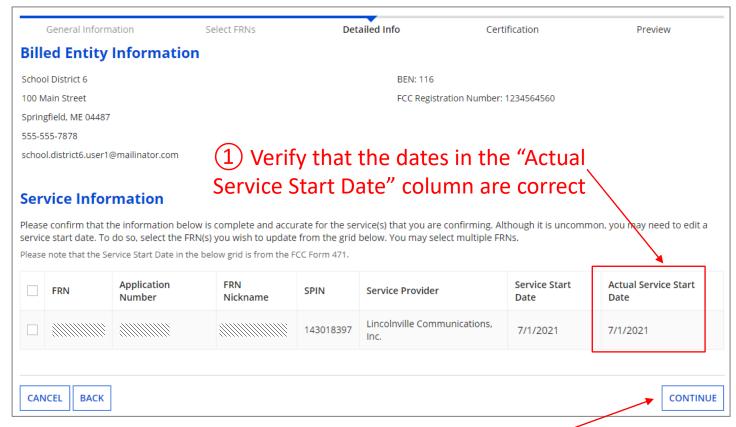
Next, you will report the service start date for each of the funded FRNs you selected.



### **Detailed Info**

A list of the selected FRNs and the service start dates that you reported on the FCC Form 471 for those FRNs will display

**NOTE:** If you need to change a date, check the box for the FRN and enter the correct date. **BE CAREFUL!** You cannot enter an actual service start date that is earlier than the service start date reported on the FCC Form 471.



2 Click on the "CONTINUE" button to proceed



# Form 486 Section Four: Certification

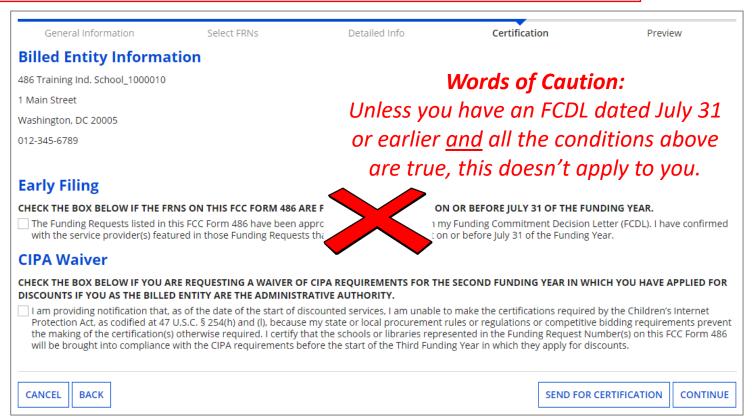
Next, you will certify your compliance with program rules and CIPA regulations.



1 Only if applicable: check the "Early Filing" box

### Check this box only if:

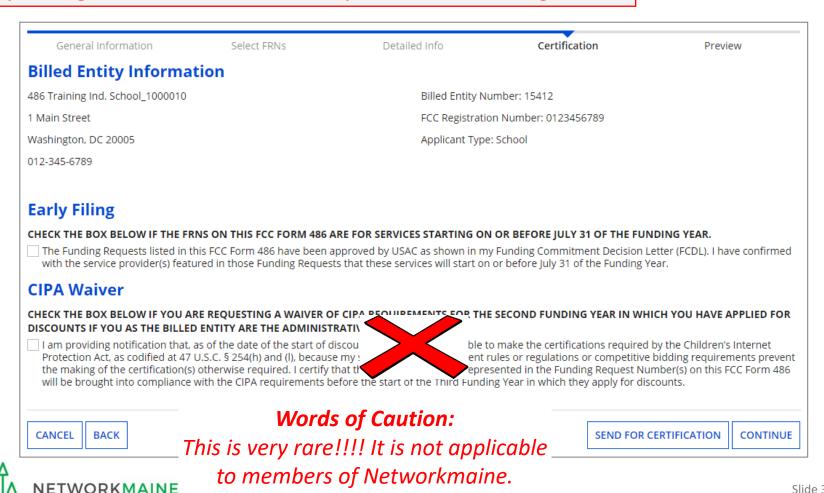
- a) you are submitting this form before services have started and
- b) those services will actually begin during July and
- c) you can truthfully certify your compliance with CIPA regulations and
- d) this form is certified before July 31



(2) Only if applicable: check the "CIPA Waiver" box

### Check this box only if:

- a) this is only your organization's 2nd year applying for E-Rate and
- b) your organization is still not in compliance with CIPA regulations



- 3 Proceed by doing one of the following ...
- A If you have full rights and are certifying this form: click on the "CONTINUE" button to proceed to certification
- B If you are not a full rights user or are not the one charged with certifying this form: click on the "SEND FOR CERTIFICATION" button to create a task for all full-rights users to certify this form





You can certify the form yourself if you were able to click "CONTINUE" on the previous screen.

Otherwise, any full-rights user can go to the **Tasks** tab or the **Tasks** section of the organization's landing page and click on the "Certify FCC Form 486 - (nickname)" task.

General Information	Select FRNs	Detailed Info	Certification	Preview	
<b>Billed Entity Informa</b>	tion				
486 Training Ind. School_1000010		Billed Entity N	Billed Entity Number: 15412		
1 Main Street		FCC Registration	FCC Registration Number: 0123456789		
Washington, DC 20005		Applicant Type	Applicant Type: School		
012-345-6789					
Certifications					
I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.					
that are treated as sharing in th application and will retain for at	e services receive an appropri least ten years (or whatever r nding year or the service delive	ate share of benefits from those etention period is required by th ery deadline for the funding requ	oon ensuring that the most disadv services. I recognize that I may be e rules in effect at the time of this uest any and all records, including	audited pursuant to this certification) after the latter of	
CIPA Certifications					
I certify that as of the date of the has (have) complied with the recommendation.		a. the recipient(s) of service repr nternet Protection Act, as codified		umber(s) on this FCC Form 486	
	ed in the Funding Request Nur ertaking such actions, includin	mber(s) on this Form 486: (FOR S ig any necessary procurement pr	net Protection Act, as codified at 4: CHOOLS and FOR LIBRARIES IN TH ocedures, to comply with the requ	IE FIRST FUNDING YEAR FOR	
I certify that as of the date of the represented in the Funding Requirements			on Act does not apply because the at services only for telecommunica		
CANCEL BACK				PREVIEW	



General Information Select FRNs Detailed Info Certification Preview

#### **Billed Entity Information**

486 Training Ind. School\_1000010 Billed Entity Number: 15412

1 Main Street FCC Registration Number: 0123456789

Washington, DC 20005 Applicant Type: School

012-345-6789

# 4 Check the check box for each of the certifications in the "Certifications" section

#### Certifications

- ✓ I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- ✓ I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.

#### **CIPA Certifications**

- O I certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- O I certify that as of the date of the start of discounted services: Pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service represented in the Funding Request Number(s) on this Form 486: (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.
- O I certify that as of the date of the start of discounted services: The Children's Internet Protection Act does not apply because the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 is (are) receiving discount services only for telecommunications services.

CANCEL

BACK

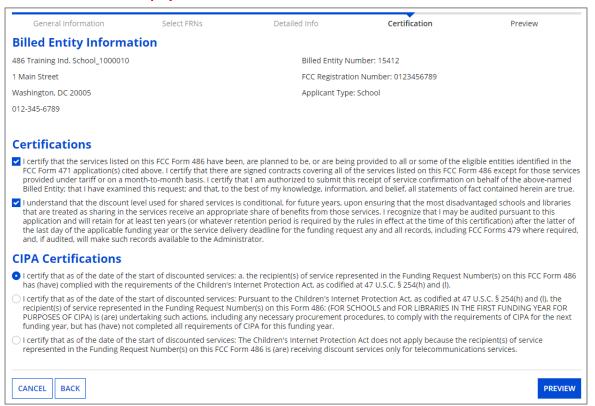
**PREVIEW** 



5 Select the appropriate CIPA certification in the "CIPA Certifications" section

**Words of Caution:** Read the CIPA certifications carefully and make sure you choose the correct one. There are three options:

- Choose option 1 if your organization is CIPA compliant (most common)
- Choose option 2 if this is your organization's first year applying for E-Rate and you are working towards becoming CIPA compliant
- Choose option 3 if you are only applying for Telecommunications Services and do not need to comply with CIPA



General Information Select FRNs Detailed Info Certification Preview

#### **Billed Entity Information**

486 Training Ind. School 1000010 Billed Entity Number: 15412

1 Main Street FCC Registration Number: 0123456789

Washington, DC 20005 Applicant Type: School

012-345-6789

#### Certifications

- ✓ I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- ✓ I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.

#### **CIPA Certifications**

- I certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
- O I certify that as of the date of the start of discounted services: Pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service represented in the Funding Request Number(s) on this Form 486: (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.
- I certify that as of the date of the start of discounted services: The Children's Internet Protection Act does not apply because the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 is (are) receiving discount services only for telecommunications services.

CANCEL BACK

6 Click on the "PREVIEW" button

PREVIEW



# Form 486 Section Five: Preview

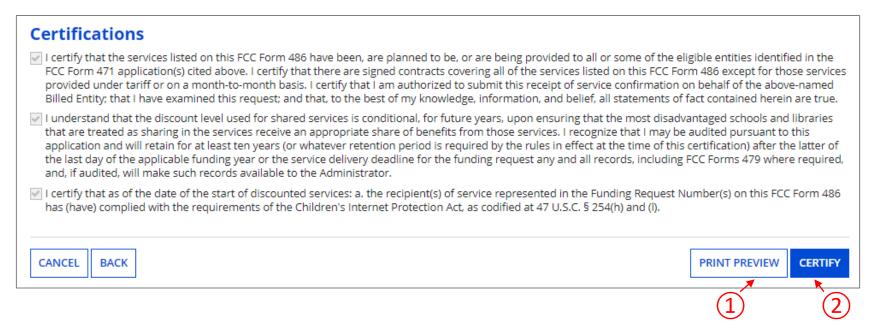
Next, you will preview and certify the form.



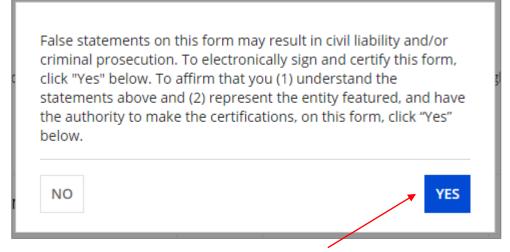
# **Preview**

Scroll to the bottom of the page, where you will see two buttons: "PRINT PREVIEW" and "CERTIFY"

- 1 Click on the "PRINT PREVIEW" button and follow the instructions in the popup window to review and print a copy of your form
- 2 Then click on the "CERTIFY" button to certify your form



### **Preview**



Read the warning in the popup message and click on the "YES" button to continue



### **Preview**

Once you certify your form, a "Certifier Information" page will display, verifying that the form was certified.

You can also print a copy of the form from this page.

### **Certifier Information**

You have successfully filed FCC Form 486 #238399 for FY 2021

Click here to view and print the FCC Form 486

#### **Certification Date**

7/12/2021 8:14 AM EDT

### **Authorized Person**

Name Anne Perloff

Title E-Rate Coordinator

**Employer** NETWORKMAINE

Address 5752 Neville Hall, Room 255

University of Maine Orono, ME 04469

Phone 207-581-3584

Email anne.perloff@maine.edu





Once a Form 486 is filed, it will appear twice in the **Notifications** section on the organization's landing page:

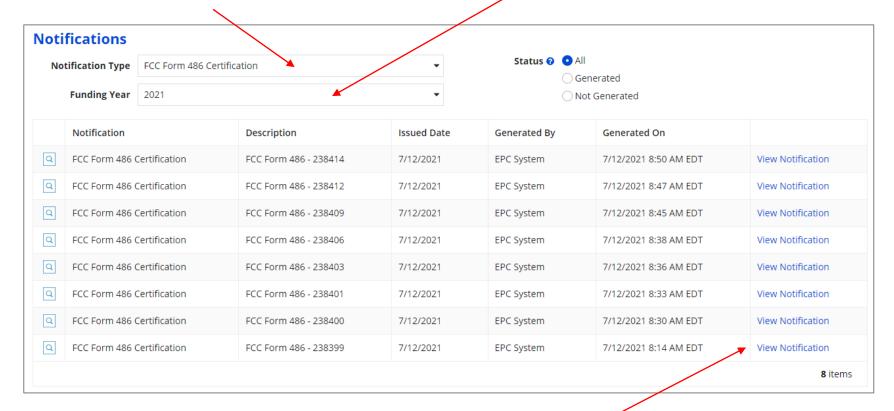
- 1. FCC Form 486 Certification: notification that the form has been certified by the applicant
- 2. FCC Form 486 Notification Letter: notification that the form has been reviewed and approved by USAC

An FCC Form 486 Notification Letter will also be emailed to the form's certifier



### To view the FCC Form 486 Certification:

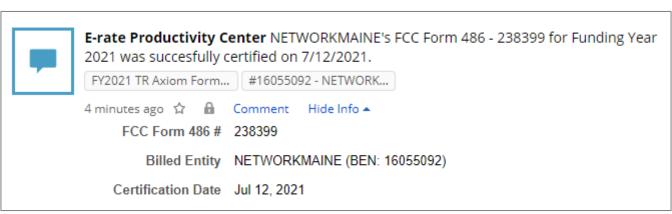
- 1 In the **Notifications** section of the landing page, use the "Notification Type" drop down menu to select "FCC Form 486 Certification"
- 2 Then use the "Funding Year" drop down menu to select the year



3 Click on a "View Notification" link to be taken to the notification in the organization's **News** feed



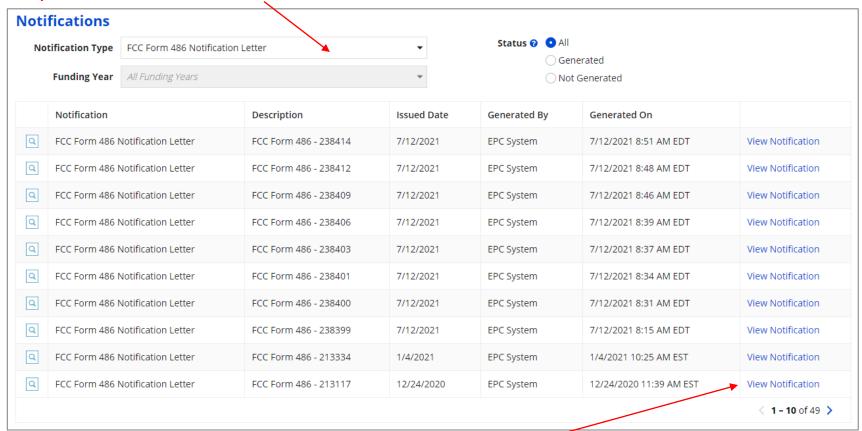
# In the **News** section, applicants will see the notification that the Form 486 was certified





### To view the FCC Form 486 Notification Letter:

1 In the *Notifications* section of the landing page, use the "Notification Type" drop down menu to select "FCC Form 486 Notification Letter"



2 Click on a "View Notification" link to be taken to the notification in the organization's **News** feed





E-rate Productivity Center USAC has received and reviewed FCC Forms 486 containing Funding Request Numbers (FRNs) included in the attached files. You may receive additional FCC Form 486 notifications about funding requests that you identified in other FCC Forms 486. Each service provider included on the FCC Form 486 Notification Letter will also be provided with the information in this notification.

Please read the attached FCC Form 486 Notification Letter and corresponding Excel file for important information about any changes made to the form and/or the FRNs.

#### NEXT STEPS

- If not determined already, we recommend applicants and service providers discuss invoicing options, and ensure that both parties are familiar with the invoice deadline date.
- Applicants have the option of receiving a bill from service providers for any nondiscounted portion, as stated in program rules. Program rules also require participants to maintain documentation for at least 10 years after the last day of the applicable funding year or the service delivery deadline for the funding request, whichever is later.

Please keep a copy of this notification for your records. To print this notification, click on the date below, and use your browser's print function.

#### Sincerely,

Universal Service Administrative Co.



NETWORKMAINE FCC Form 486 Notification Letter PDF 15 KB



FCC Form 486 - 238399 - FY2021 TR Axiom Form 486

#16055092 - NETWORK...

FY2021 TR Axiom Form.. 2 minutes ago ☆ Comment

FCC Form 486 #: 238399

Billed Entity: NETWORKMAINE (BEN: 16055092)

Certification Date: Jul 12, 2021

# Wrapping Up

In the **News** section, applicants will see the short text announcement of the FCC Form 486 *Notification Letter, the* letter itself, and a link to the filed Form 486

A. The short text of the notification letter

B. The Form 486 **Notification Letter** (the text link next to the *picture of a document)* 

C. A link to the filed form (the name of the Form 486 in the blue bubble)





**E-rate Productivity Center** USAC has received and reviewed FCC Forms 486 containing Funding Request Numbers (FRNs) included in the attached files. You may receive additional FCC Form 486 notifications about funding requests that you identified in other FCC Forms 486. Each service provider included on the FCC Form 486 Notification Letter will also be provided with the information in this notification.

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#### Sincerely,

Universal Service Administrative Co.



NETWORKMAINE FCC Form 486 Notification Letter

PDF 15 KB



FCC Form 486 - 238399 - FY2021 TR Axiom Form 486 XI SX 4 KR

#16055092 - NETWORK... FY2021 TR Axiom Form...

2 minutes ago 🏠 🔒 Comment Hide Info 🔺

FCC Form 486 #: 238399

Billed Entity: NETWORKMAINE (BEN: 16055092)

Certification Date: Jul 12, 2021

# Wrapping Up

3 Click on the text link next to the picture of a document to download the FCC Form 486 Notification Letter in PDF format



# What do I save for my files?

- **★** Save all records for at least 10 years from the last date of service ★
- A copy of the completed Form 486
- FCC Form 486 Notification Letter
- Documentation supporting CIPA compliance

