Add the Organization UEI
to an Existing Form 498

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The Basics

What is happening?

USAC is completing a full transition from the use of a Data Universal Numbering System (DUNS) number to a SAM.gov-assigned Unique Entity Identifier (UEI) for the collection of payment information for E-Rate disbursements

All service providers and E-Rate participants who use the Billed Entity Applicant Reimbursement (BEAR) invoicing method to receive E-Rate disbursements must have an active SAM.gov UEI on their FCC Form 498 and must have a valid bank account associated with their UEI

Do I need to do anything?

SPI Filers

If you only use the SPI method and do not receive any direct disbursements, you are not required to be registered in SAM.gov and obtain a UEI, but your service provider(s) must do so

BEAR Filers

If you use the BEAR invoicing method to request direct disbursements, you are required to be registered in SAM.gov, have an active UEI, and include the UEI number on the FCC Form 498 in EPC

1. entities are required to have an active SAM.gov UEI

AND

2. applicants must submit a new FCC Form 498 or modify their existing FCC Form 498 if they will be using the BEAR method of reimbursement

What are the UEI guidelines?

The FCC Form 498 will only accept the applicant's UEI if **ALL** of the following criteria are met:

- the SAM.gov registration for your entity is active
- the Employer Identification Number (EIN) for the UEI matches the EIN for the FCC Registration Number
- the EIN for the UEI matches the EIN on the FCC Form 498
- The bank account listed for the UEI matches the bank account listed on the FCC Form 498

Locate an Existing UEI

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What is SAM.gov?

SAM is a web based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's partners in support of federal awards, grants, and electronic payment processes

Entities can use SAM.gov to:

- Register their entity and request a UEI
- Make any updates to their legal business name and physical address associated with the UEI
- Renew their UEI

How do I find the UEI?

If your organization is currently registered in SAM.gov with either an active or inactive registration you have already been assigned a UEI and can view it within SAM.gov

Depending on your role and permissions your entity may appear in your SAM.gov workspace or you may need to use the public facing search tools to locate your entity

How do I find the UEI? (continued)

Once located, the record looks like the following example

UEI

expiration date

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What do I need to verify?

- Verify that the Employer Identification Number (EIN) for your UEI, the FCC Registration Number, and the FCC Form 498 all match
- Verify that the bank account listed for the UEI and on the FCC Form 498 matches

FCC Form 498		SAM.GOV		FCC Registration Number
EIN	← must match →	EIN	← must match →	EIN
UEI	← must match →	UEI		
		↑ must be linked to UEI		
bank account	← must match →	bank account		
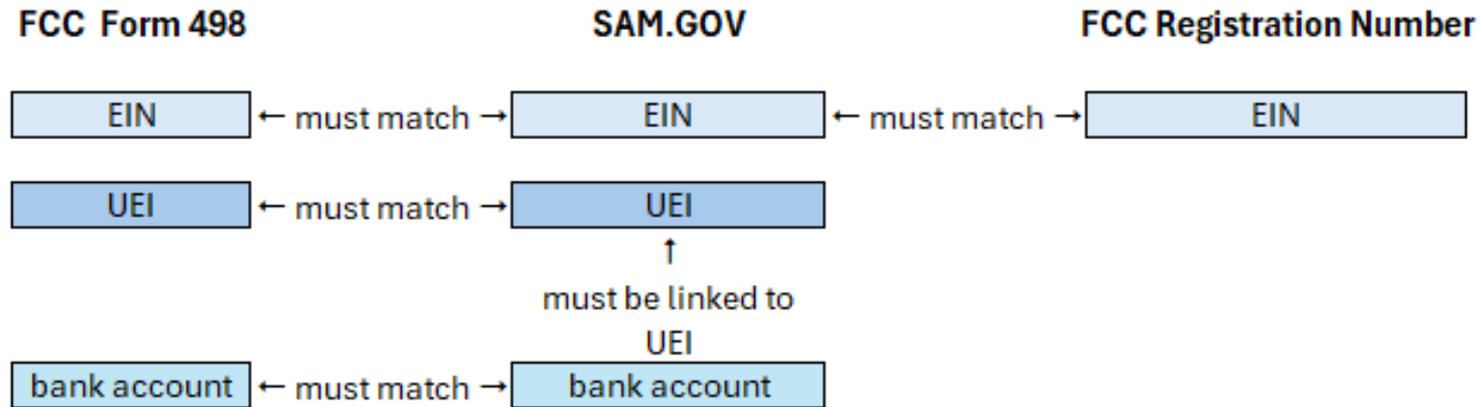
USAC cannot view applicant UEIs in SAM.gov and will have
to rely on the applicant to investigate any mismatches
between what is listed in SAM.gov and what is listed in EPC

What if I do not have a UEI?

If you do not have a current SAM.gov UEI OR you have a SAM.gov UEI but no connected bank account, you must visit SAM.gov and follow the registration process through to completion

Because this process can take up to six weeks, USAC recommends starting as soon as possible

For questions on how to register or renew, contact SAM.gov directly at 866-606-8220

For additional questions, contact the Contributors/Service Providers Customer Service Center at (888) 641-8722

When do accounts expire?

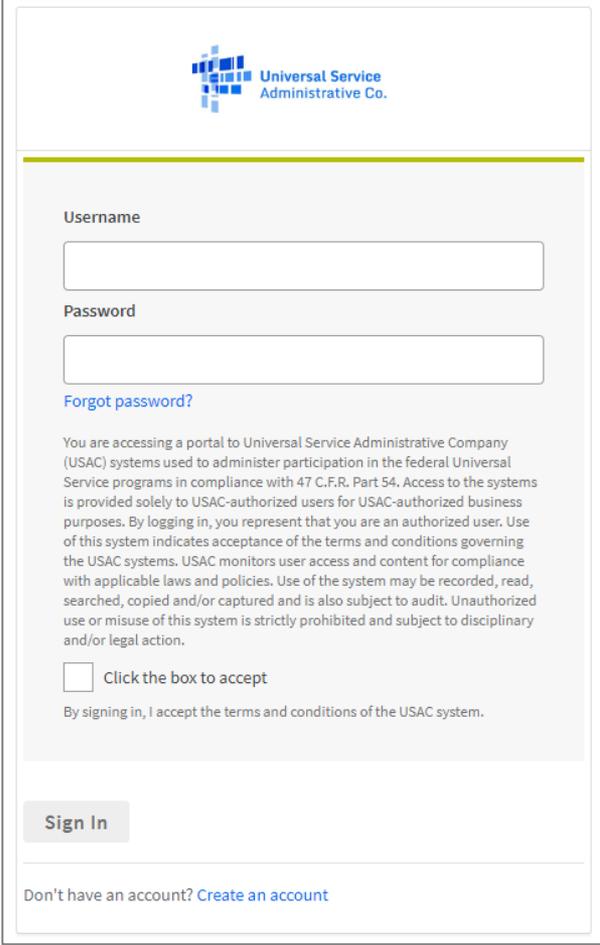| Expirations	
SAM.gov	UEI
requires annual renewal, or the account is deactivated • transition from using DUNS numbers to using UEIs does not impact your entity's SAM.gov expiration date or when you need to renew your registration • keep your information current • payments will not be processed if the SAM.gov registration is not updated and/or has expired	once an entity is assigned a UEI through SAM.gov, the UEI will never expire

Add the UEI to the Form

*You must have School or Library Official
user permissions to modify the Form 498*

Add the UEI

① Navigate to
https://forms.universalservice.org/portal

② Log into One Portal with your username
(your full email address) and One Portal password

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)"

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

Add the UEI

⑤ Go to the "Records" tab in the blue navigation bar and then choose the "FCC Forms 498" option

⑥ A list of all Form 498s for your entity will appear

⑦ Select the form to be modified (note that in progress forms may only be modified by going to the "Tasks" tab and selecting the task to create that form)

⑧ When the form displays, click on the "MODIFY FCC FORM 498" button

⑨ Work your way through the various pages of the form until you reach the "Organization Numbers" page

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

NETWORKMAINE - Form 498 Networkmaine - 443000154

| Basic Information | General Financial Contact | **Organization Numbers** | Remittance Information | Associated BENs | Principal Communication Types | School or Library Official Certification |

Further Details

Federal Employer Identification Number *

▓▓▓▓▓▓▓▓▓▓

Dun and Bradstreet Number (DUNS)

▓▓▓▓▓▓▓▓▓▓

FCC Registration Number

0019855857

SAM.gov Unique Entity ID (UEI) *

SAM.gov Electronic Funds Transfer (EFT) Optional

VERIFY   EDIT

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

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Basic Information	General Financial Contact	**Organization Numbers**	Remittance Information	Associated BENs	Principal Communication Types	School or Library Official Certification

Further Details

Federal Employer Identification Number *

[▨▨▨▨▨▨▨▨]

Dun and Bradstreet Number (DUNS)

[▨▨▨▨▨▨▨▨]

FCC Registration Number

0019855857

SAM.gov Unique Entity ID (UEI) *

[   ]

SAM.gov Electronic Funds Transfer (EFT) Optional

[   ]

VERIFY EDIT

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

⑩ Enter your UEI number (make sure all details that must match do!)

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NETWORKMAINE - Form 498 Networkmaine - 443000154

Basic Information | General Financial Contact | **Organization Numbers** | Remittance Information | Associated BENs | Principal Communication Types | School or Library Official Certification

Further Details

Federal Employer Identification Number *

[░░░░░░░░░░░]

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[░░░░░░░░░░░]

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[   ]

⑪ Click on the "VERIFY" button ⟶ [VERIFY] [EDIT]

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

[CANCEL]   [PREVIOUS] [SAVE AND CONTINUE]

Add the UEI

NETWORKMAINE - Form 498 Networkmaine - 443000154

Basic Information   General Financial Contact   **Organization Numbers**   Remittance Information   Associated BENs   Principal Communication Types   School or Library Official Certification

Further Details

Federal Employer Identification Number *

▨▨▨▨▨▨▨▨▨▨

Dun and Bradstreet Number (DUNS)

▨▨▨▨▨▨▨▨▨▨

FCC Registration Number

0019855857

⑫ Look for the green check mark

SAM.gov Unique Entity ID (UEI) ✅

▨▨▨▨▨▨▨▨▨▨

SAM.gov Electronic Funds Transfer (EFT) Optional

VERIFY   EDIT

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CANCEL   PREVIOUS   SAVE AND CONTINUE

⑬ Click on the "SAVE AND CONTINUE" button

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⑭ Work your way through the rest of the pages of the form until you reach the "Principal Communication Types" page

Modify an Existing FCC Form 498

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NETWORKMAINE - Form 498 Networkmaine - 443000154

| Basic Information | General Financial Contact | Organization Numbers | Remittance Information | Associated BENs | **Principal Communication Types** | School or Library Official Certification |

Service Identification

Principal Communication Type — School/Library or other Billed Entity Recipient

CANCEL   PREVIOUS   **CONTINUE TO CERTIFICATION**

⑮ Click on the "CONTINUE TO CERTIFICATION" button

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Add the UEI

⑯ Click on the "YES" button in the popup window

Modify an Existing FCC Form 498

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NETWORKMAINE - Form 498 Networkmaine - 443000154

Basic Information	General Financial Contact	Organization Numbers	Remittance Information	Associated BENs	Principal Communication Types	School or Library Official Certification

Review Data

Please carefully review the data entered on the form for accuracy.

FCC Form 498 #443000154 ← ⑰ Click on the link to download a PDF version. Review it for any errors.

☐ I have reviewed this form and have determined the information to be accurate.

I certify that I am a School or Library Official of the above-named entity, and that I am authorized to submit this FCC Form 498 data on behalf of the above named entity.

Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, as amended, 47U.S.C. Secs. 220(e), 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

☐ I certify.

Select the checkbox to certify your FCC Form 498 Form 498 Networkmaine

A download link will appear under Tasks when the PDF version of the certified form is ready to be downloaded

REJECT CHANGES   PREVIOUS   CERTIFY

⑱ Check the two check boxes

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REJECT CHANGES   PREVIOUS   CERTIFY

⑲ Click on the "CERTIFY" button

⑳ You should receive an email stating that your 498 ID is approved