Managing Entities

E-rate 2022 Handbook

Aug. 27, 2021

North Carolina Department of
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Manage Entities:

- Names
- Addresses
- Urban/Rural
- Latitude/Longitude
- Phone
- Student Counts
- NSLP/CEP

Complete this task BEFORE beginning a Form 471.

Accessing the EPC Portal and Updating Entities

Accessing EPC

EBB Program providers, EPC users and BEAR Form filers: If this is your first time logging in to One Portal, please read this information carefully.

USAC has added multifactor authentication (MFA) to increase the security of our Universal Service Fund (USF) IT applications. The first time you sign into an application, the system will prompt you to set up MFA for your account. To do this:

1. Click the blue **Continue** button below.
2. Click the **Forgot Password** link.
3. Enter your Username (your email address) and click **Reset via Email**.
4. When you receive the email, click the link to create a password. Your password must be at least eight characters long and include one lowercase letter, one uppercase letter, one number, and one special character.
5. Accept the system's terms of use and click **Sign In**.
6. On the next page, confirm the email associated with your account and click **Send Email**.
7. Check your email for a verification code.
8. Enter the code and click **Verify**.

After logging in, you will see USAC's new single portal application dashboard if you have access to more than one application. On this page you can access all of the USF applications associated with your log in. This means users no longer have to sign into multiple applications to interact with different USF programs.

Click on Continue to access the EPC Login Screen

You may also want to bookmark the "Settings" page to add a cell phone number to your account. This will allow you to receive verification codes via either email or text message when you log in in the future.

To learn more about USAC's MFA and to find a list of all USF IT applications included in the single portal, visit USAC's website. If you cannot access the email associated with your account and need to set up a new log in, please contact your organization's USF administrator. If you need to reset your password, click the "forgot password" link. More detailed instructions are available in this video.

Continue

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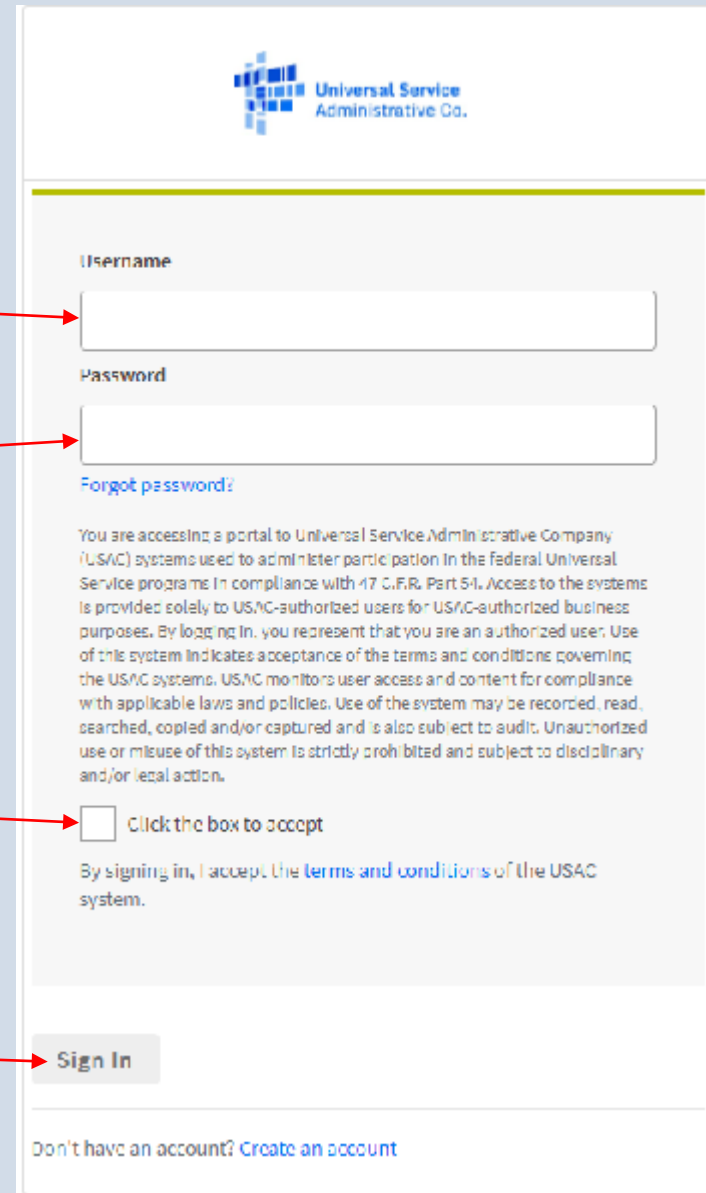
Accessing EPC

- Enter your Username

- Enter your Password

- Click the box to accept the T&Cs

- Click Sign In

Username

Password

Forgot password?

You are accessing a portal to Universal Service Administrative Company (USAC) systems used to administer participation in the federal Universal Service programs in compliance with 47 C.F.R. Part 54. Access to the systems is provided solely to USAC-authorized users for USAC-authorized business purposes. By logging in, you represent that you are an authorized user. Use of this system indicates acceptance of the terms and conditions governing the USAC systems. USAC monitors user access and content for compliance with applicable laws and policies. Use of the system may be recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action.

☐ Click the box to accept

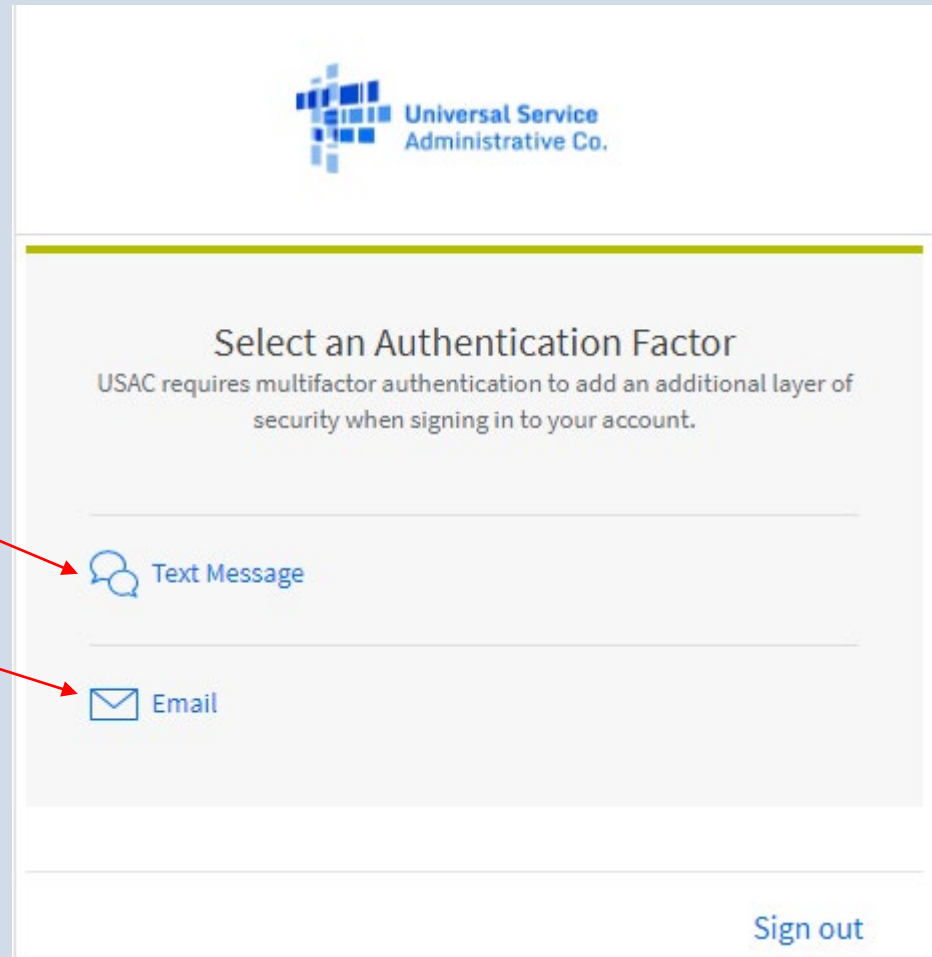By signing in, I accept the terms and conditions of the USAC system.

Sign In

Don't have an account? Create an account

Sample Login Screen

Multifactor Authentication (MFA)

When you created your user account, you entered one or two methods for USAC to confirm your identity

- A telephone number for text messaging
- An email address for email messaging

Select the method you prefer USAC to use to send your verification code

Universal Service Administrative Co.

Select an Authentication Factor

USAC requires multifactor authentication to add an additional layer of security when signing in to your account.

Text Message

Email

Sign out

Confirm Contact Information

If you chose a text message confirm the TN information provided and click Send Passcode

If you chose an email message confirm the email address provided and click Send Email

MFA, cont.

Universal Service Administrative Co.

Receive a passcode via text message

USAC requires multifactor authentication to add an additional layer of security when signing in to your account.

✓ Passcode has been sent to the following phone number!

Phone number

+1 XXX-XXX-1671

Enter passcode

123456   Re-send Passcode

Enter the passcode sent to you

Click Verify

Verify

Sign out

Your Dashboard

Dashboard

Sign Out

ⓘ In accordance with the Supply Chain orders, new certifications have been added to the following forms: RHC - FCC Form 463 and the Telecom invoice, E-rate FCC Form 473, and High Cost & Lifeline - FCC Form 481. Service providers are required to submit these annual certifications. For additional information, visit the USAC Supply Chain page. ✕

Upcoming Dates

No upcoming dates found.

Schools and Libraries ∧

E-rate Productivity Center (EPC) - E-rate Program participants use the E-rate Productivity Center to manage program processes, receive notifications and to contact customer service.

FCC Form 472 (BEAR) - Applicants file an FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form) to request reimbursement from USAC for the discount amount of the eligible products or services that the applicant has received and paid for in full.

Emergency Connectivity Fund (ECF) - Emergency Connectivity Fund participants use the ECF Portal to submit applications for reimbursement and review notifications regarding their program activities.

Help?

Send us a message
Click here

Call us
(888) 641-8722

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To access your location's E-rate home page click on the top grey box

The other options will be covered in other training sessions.

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My Landing Page

Click on **USAC icon** at any time to return to Landing Page.

Click on the name of your district or school after Welcome !

Discount Rate

Click on "Discount Rate". You must update the profile of each school each year so the most recent year's discount rate will display.

Records / Applicant Entities

#10038 - School District 10806

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

Requested Discount Rate - School District 10806 (BEN: 10038) - FY2018

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
5	4	80%	Rural	90%	85%	10%

Discount Rate

The information in your organization's profile is not sufficient to calculate your Discount Rate.

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
2174	310	14%				

Show Entities

View indicates profile is missing needed information.

Updating Entity Profiles

From the Landing Page, under the "My Entities" section, click on the entity name to update profile.

*You Must Update Each Entity in Your Profile!

Updating Entity Profile

Records / Applicant Entities

#18255 - Dakota Ave School
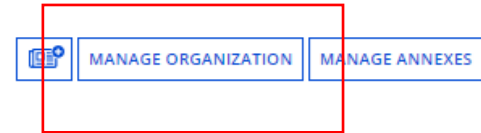
MANAGE ORGANIZATION   MANAGE ANNEXES

Summary   Additional Information   Category Two Budget   Contracts   FCC Forms   News   Related Actions

Organization Details

Name Dakota Ave School

Entity Number 18255

FCC Registration Number 0123456789

Applicant Type School

Status Active

Contact Information

Physical Address 700 12th St NW #900 DC, DC 20005

Phone Number 123-456-7890

Click on "Manage Organization" to update information

Modify an Organization

#18255 - Dakota Ave School

Summary   Additional Information   Category Two Budget   Contracts   FCC Forms   News   **Related Actions**

Modify An Organization

Name *

Dakota Ave School

Organization Type

Applicant

Physical Address

Address Line 1 *

700 12th St NW #900

Address Line 2

City *

DC

State *

DC

Zip Code *

20005

Zip Code Extension

Click the button below to get standard USPS address

County *

District Of Columbia

Please ensure that the address, city, state, and zip code are correct

VERIFY MY ADDRESS

Verify information. Correct, if needed.

Required fields are indicated by *

Address

Physical Address

Address Line 1 *
700 12th St NW #900

Address Line 2

City *
DC

State *
DC

Zip Code *
20005

Zip Code Extension

Click the button below to get standard USPS address

County *
District Of Columbia

Please ensure that the address, city, state, and zip code are correct

VERIFY MY ADDRESS

To compute the correct latitude and longitude, click once in the Address Line 1. Press the space bar once, and then click into the Address Line 2. Watch the "Verify My Address" button light up.

Verify My Address

Physical Address

Address Line 1 *
700 12TH ST NW STE 900

Zip Code *
20005

Address Line 2

Zip Code Extension
3948

Click the button below to get standard USPS

City *
WASHINGTON

County *
Please select a County

State *
DC

Please ensure that the address, city, state, an

VERIFY MY ADDRESS

The system will respond with "Use Recommended Address" Select Yes

Recommended Address

700 12TH ST NW STE 900
WASHINGTON
DC 20005-3948

Use Recommended Address ❓
🔘 Yes
◯ No

Urban/Rural Updated

The system will determine this location's Latitude/Longitude and Urban/Rural Status on your behalf.

Update as needed…

☑ Mailing address is the same as physical address.

Address Line 1
700 12TH ST NW STE 900

Zip Code
20005

Address Line 2

Zip Code Extension
3948

City
WASHINGTON

County
District Of Columbia

State
DC

Other Methods of Contact

Phone Number *

123-456-7890

Phone Number Extension

Ex. 000-000-0000

Email

s2_in_sd_400183@testmail.usac.org

Website URL

Update as needed…cont.

School Information

School Sub-Type *
- ● Public School
- ○ Private School

Is this school part of a school district?

Yes

Check All That Apply Show Help

- ☐ Pre-K
- ☐ Head Start
- ☐ Adult Education
- ☐ Juvenile Justice
- ☐ Dormitory
- ☐ Charter School
- ☐ Tribal School

- ☐ New Construction School
- ☐ Swing Space
- ☐ Detention Center
- ☐ General-Use School
- ☐ ESA School
- ☐ BIE

Change yearly upon receipt of SVF

Number of Full Time Students *

150

Total Number of Students Eligible for National School Lunch Program (NSLP) ? *

145

Community Eligibility Program (CEP)? *

○ Yes

● No

Alternative Discount Method *

None ▾

Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP

Does this organization have an endowment? *

○ Yes

● No

Enter data according to numbers sent to you by NC.

School Codes

State School Code

State LEA Code

NCES Public State Code

NCES Public District Code

NCES Public Building Code

Category 2 Budget Information

Category Two (C2) Budget Information

We calculate your Category Two budget and your discount rate separately, and so we collect separate numbers for each. You are allowed to re-use your Category Two student count from year to year within a Category Two budget cycle, so this number needs to be updated less frequently than the student count for your discount rate.

Total Students for C2 Budget •

150

The number of students shown in this box may not match the entry above. The reason: This is the number used by USAC to calculate the five year funding cycle budget.

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FCC Registration Number

FCC Registration Number ❓

0123456789

FCC Registration Number is needed only for your **District Office** or one FCCRN for your charter school.
Need to get a FCCRN? Go to
https://apps.fcc.gov/coresWeb/simpleSearch.do

Organization Modification Nickname

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

CANCEL   SUBMIT

Enter a nickname or description of the changes made and click on "Submit" to return to the Organization Details page. Repeat process for all schools!