

Parent and Child Spotlight - Update Entities

How to Update a Parent Entity Profile

- From the landing page, click the parent entity name, either from the Welcome message at the top of the page or the first entry in the **My Entities** section.

My Applicant Landing Page

Training
Universal Service
Administrative Co.

Welcome, School District 400100

Pending Inquiries

Type: -- Select a Type --
Funding Year: -- Select a Funding Year --
Application/Request: -- Enter an Application/Request ID or Nickname --

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								

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

Entity	Entity Number	City	State	Zip Code
School District 400100	17308	Washington	DC	20005
School 1 In District 400100	18006	DC	DC	20005
School 2 In District 400100	18007	DC	DC	20005
School 3 In District 400100	18008	DC	DC	20005

How to Update a Parent Entity Profile

Parent entity name – detail 1 to locate parent entity name

The screenshot shows the 'My Applicant Landing Page' for Universal Service Administrative Co. The page includes a logo, navigation links for 'Funding Request Report', 'Form 500', 'SPIN Change', and 'Help', and a 'Pending Inquiries' section with dropdown menus for 'Type' and 'Funding Year'. A red box highlights the welcome message: 'Welcome, School District 400100!'.

My Applicant Landing Page

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Universal Service Administrative Co.

[Funding Request Report](#) | [Form 500](#) | [SPIN Change](#) | [Help](#)

Welcome, School District 400100!

Pending Inquiries

Type: -- Select a Type -- Application/Request

Funding Year: -- Select a Funding Year --

How to Update a Parent Entity Profile

Parent entity name – detail 2 to locate parent entity name

Notifications

Notification Type

Funding Year

Notification	Description	Issued Date
No items available		

My Entities

Entity	Entity Number
School District 400100	17308
School 1 In District 400100	18006
School 2 In District 400100	18007
School 3 In District 400100	18008

How to Update a Parent Entity Profile

- From the parent entity's profile page, choose **MANAGE ORGANIZATION**.
 - You can also choose **Related Actions** and then choose **Manage Organization** from the resulting list.



Records / Applicant Entities
#17308 - School District 400100

[MANAGE ORGANIZATION](#) [CREATE A CUSTOMER SERVICE CA...](#)

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Discount Rate](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#) [Related Actions](#)

Organization Details

Name	School District 400100	Applicant Type	School District
Entity Number	17308	Status	Active
FCC Registration Number	0123456789		

Contact Information

Physical Address	700 12th St NW #900 Washington, DC 20005	Phone Number	123-456-7890
Mailing Address	700 12th St NW #900 Washington, DC 20005	Email	sd_400100@testmail.usac.org
		Website URL	

Account Administrator

An Account Administrator has not been indicated.

General Contact

A General Contact has not been indicated.

How to Update a Parent Entity Profile

- You can then update many of the fields in the organization's entity profile.

Records / Applicant Entities
#17308 - School District 400100

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

Modify An Organization

Name *
School District 400100

Organization Type
Applicant

Physical Address

Address Line 1 *
700 12th St NW #900

Address Line 2

City *
Washington

State *
DC

Zip Code *
20005

Zip Code Extension

County *
Please select a County

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

How to Update a Child Entity Profile

- From the landing page's **My Entities** section, click the child entity name.

My Applicant Landing Page

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Administrative Co.

Welcome, School District 400100

Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 486 | Appeal | IDD Extension | FCC Form 500 | SPIN Change | Service Substitution | Manage Organizations | USAC Website | Contact Us | Help

Pending Inquiries

Type: Application/Request:

Funding Year:

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	Extn.	Status
No items available								

Notifications

Notification Type: Status: All
 Generated
 Not Generated

Funding Year:

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 400100	17308	Washington	DC	20005
School 1 In District 400100	18006	DC	DC	20005
School 2 In District 400100	18007	DC	DC	20005
School 3 In District 400100	18008	DC	DC	20005

How to Update a Child Entity Profile

Child entity name – detail to locate child entity name

Notifications

Notification Type

Funding Year

Notification	Description	Issued Date
No items available		

My Entities

Entity	Entity Number
School District 400100	17308
School 1 In District 400100	18006
School 2 In District 400100	18007
School 3 In District 400100	18008

How to Update a Child Entity Profile

- From the child entity profile, click **MANAGE ORGANIZATION**.
 - You can then update the child entity in the same way you updated the parent entity.

Records / Applicant Entities
#18006 - School 1 In District 400100

[Summary](#) [Additional Information](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [News](#) [Related Actions](#)



Organization Details

Name	School 1 In District 400100	Applicant Type	School
Entity Number	18006	Status	Active
FCC Registration Number	0123456789		

Contact Information

Physical Address	700 12th St NW #900 DC, DC 20005 District Of Columbia	Phone Number	123-456-7890
Mailing Address	700 12th St NW #900 DC, DC 20005 District Of Columbia	Email	s1_in_sd_400100@testmail.usac.org
		Website URL	

Applicant Attributes

Latitude	Not Found	User-Entered Latitude	
Longitude	Not Found	User-Entered Longitude	
Urban/Rural Status	Not Found	User-Entered Urban/Rural Status	Rural
School Sub-Type	<input checked="" type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Pre-K	Community	No