

E-RATE PRODUCTIVITY CENTER (EPC) APPLICANT USER GUIDE

Filing the FCC Form 498

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E-RATE PRODUCTIVITY CENTER (EPC) APPLICANT USER GUIDE

Filing the FCC Form 498

Purpose of FCC Form 498

The FCC Form 498 is used to collect contact, remittance, and payment information for service providers and applicants that receive support from the federal universal service programs. For greater flexibility, this form allows service providers to use the same information for all of the programs, different contact and remittance information for each of the four programs, or multiple contact and remittance information. You must report any changes to this information on a revised FCC Form 498 to prevent any delays in notification and the timeliness of disbursements.

To provide eligible services under this program, service providers must file an FCC form 498 to receive a Service Provider Identification Number (SPIN, also known as a 498 ID) from USAC and certify that they will comply with program rules. In addition, all Schools and Libraries (E-rate) Program applicants (billed entities) receiving payments via the Billed Entity Applicant Reimbursement (BEAR) process need to file the FCC Form 498 in the E-rate Productivity Center (EPC) to receive payment.

Assistance in Completing the FCC Form 498

You may direct any questions about completing this form to USAC via the following options:

Website: <http://www.usac.org/about/tools/contact/default.aspx>

Email: CustomerSupport@usac.org

Telephone: 888-641-8722

Fax: 888-637-6226

User Accounts

The applicant must submit a customer service case to request that USAC establish user accounts for a School or Library Official or General Financial Contact. Applicants can submit a case via the **Contact Us** link in EPC or call the Client Service Bureau (CSB) at (888) 203-8100.

User Roles and Permissions

User rights are provided on a form by form basis. The designated rights are:

- **School or Library Official** - Full Rights: The user can create, edit, and certify these forms.

- **General Financial Contact** - Partial Rights: The user can create (start) and edit these forms; however, they are not able to certify the form. Upon the completion of data entry, the system will be automatically route to full rights users in your organization to await certification.
- **No Access** - No Rights: The user cannot sign.

Note: The account administrator for your organization can modify user's permissions.

Certification Requirements

The FCC Form 498 *must* be certified by a School or Library Official for the following occurrences:

1. To create an FCC Form 498.
2. To revise an existing FCC Form 498.
3. To deactivate an existing FCC Form 498.

Form Prerequisite

Prior to accessing EPC, you must have:

- Applied for a user account by contacting the Client Service Bureau at (888) 203-8100.
- Received an email invitation from admin@portal.usac.org with the subject **USAC EPC-Account Creation**.
- Followed the instructions in the email to setup your username (your email address) and password to sign in.

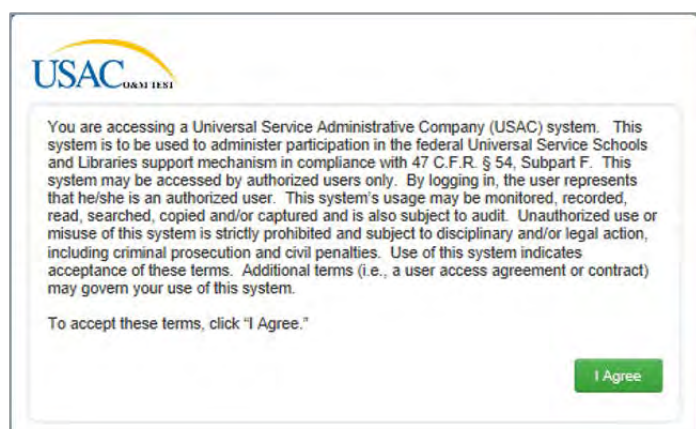
Note: You will not be able to access the EPC system without a username and password OR user permissions to a designated form.

Applicant Login

1. Access the system via <https://portal.usac.org>.

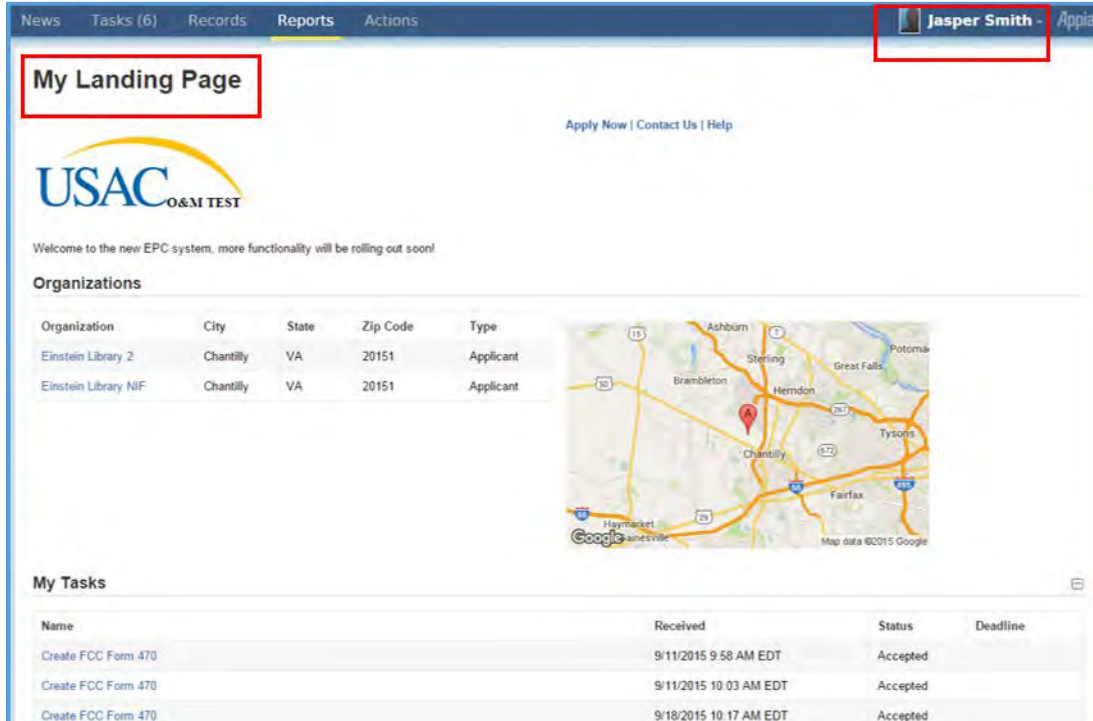


The screenshot shows the USAC login page. At the top left is the USAC logo with the tagline 'UNIVERSAL SERVICE ADMINISTRATIVE COMPANY'. Below the logo is a form with the following elements: a 'Username' label above a text input field containing 'jaspersmith@mailinator.com' with a clear button (x); a 'Password' label above a password input field with masked characters; a checked checkbox labeled 'Remember me on this computer'; a blue link 'Reset Your Password'; and a green 'Sign In' button.

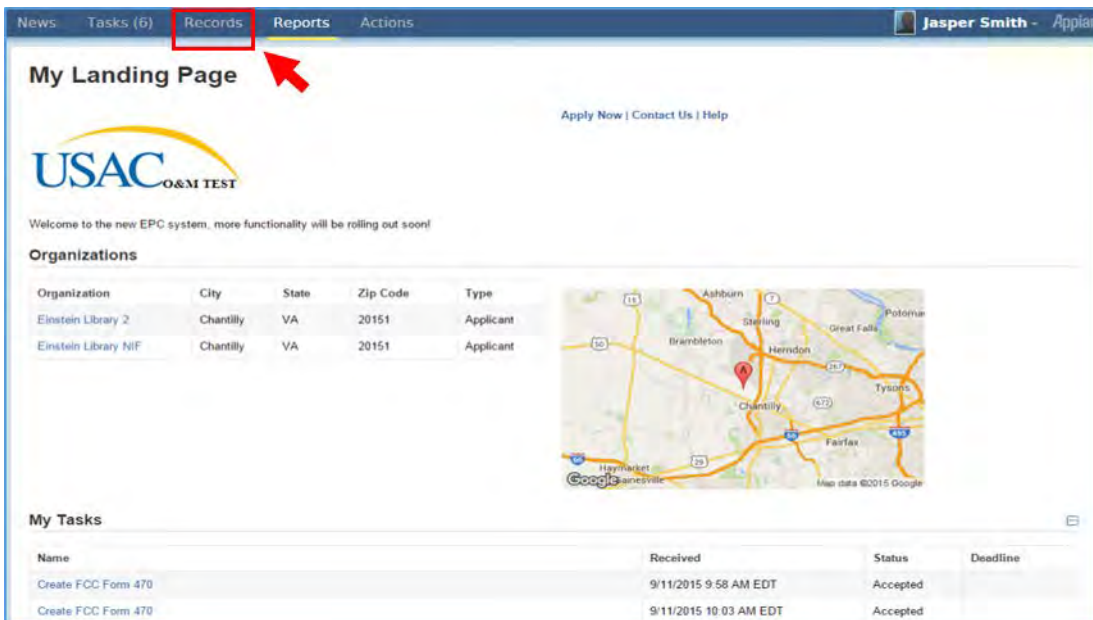


The screenshot shows the USAC terms of service agreement page. At the top left is the USAC logo. Below the logo is a text box containing the following text: 'You are accessing a Universal Service Administrative Company (USAC) system. This system is to be used to administer participation in the federal Universal Service Schools and Libraries support mechanism in compliance with 47 C.F.R. § 54, Subpart F. This system may be accessed by authorized users only. By logging in, the user represents that he/she is an authorized user. This system's usage may be monitored, 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, including criminal prosecution and civil penalties. Use of this system indicates acceptance of these terms. Additional terms (i.e., a user access agreement or contract) may govern your use of this system.' Below the text is a green 'I Agree.' button.

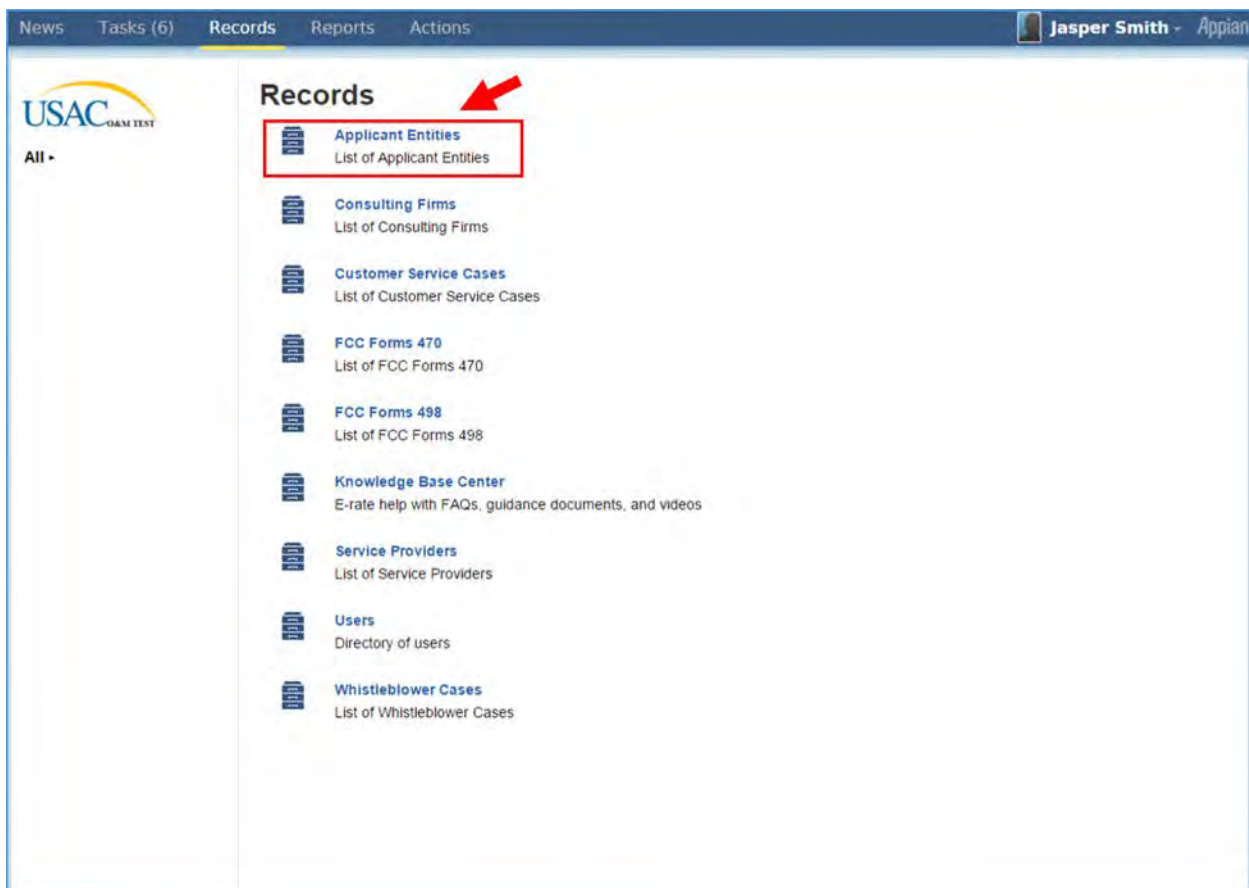
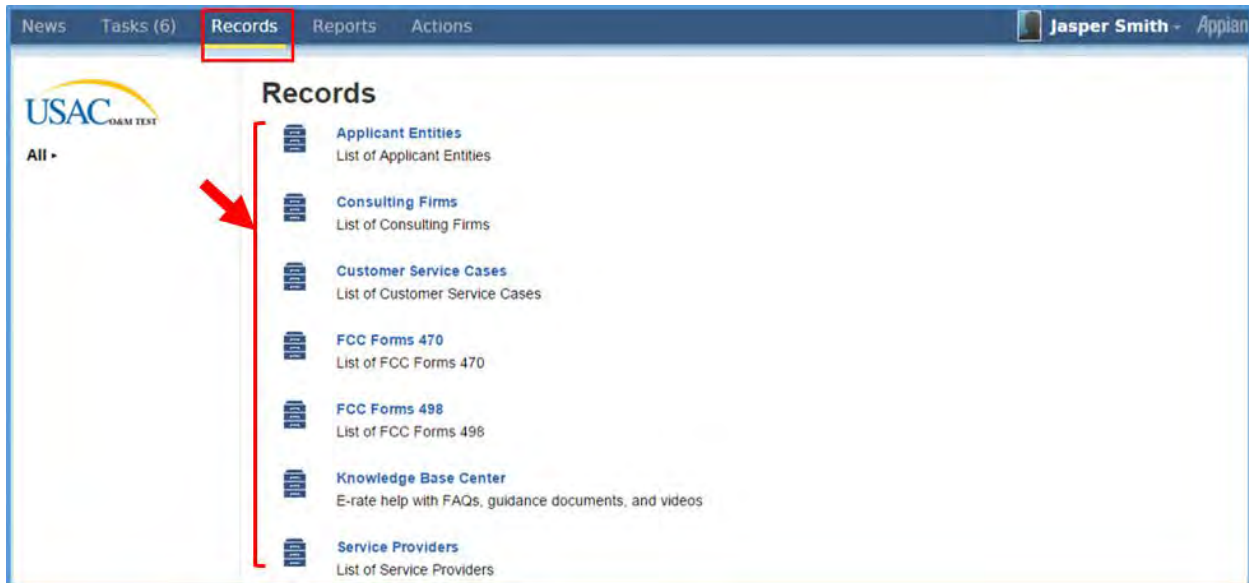
2. Enter your **Username** and **Password** and then *click* the **Sign In** button to display the system access information.
3. *Click* the **I Agree** button to display your **Landing Page**.



Create an FCC Form 498



1. *Click* the **Records** tab. The **Records** page displays a list of records.



2. Click the **Applicant Entities** link. The selected entity's page displays.

Records / Applicant Entities
#106 - Einstein Library 2

Organization Details

Name	Einstein Library 2	Applicant Type	Library
Entity Number	106	Status	Active
FCC Registration Number	2222287854		

Contact Information

Physical Address	2450 Stonecroft Blvd Chantilly, VA 20151	Phone Number	703-555-1212
Mailing Address	2450 Stonecroft Blvd Chantilly, VA 20151	Email	einsteinlib@abc.com
		Website URL	

Account Administrator

Name	Paul Petit
------	------------

General Contact

Name	Paul Petit
------	------------

3. Select the **Related Actions** link. The Related Actions options displays.

Records / Applicant Entities
#106 - Einstein Library 2

- Manage Organization**
This function allows you to update information about an entity or BEN.
- Create a Customer Service Case**
This function allows you to submit a question about an E-rate form or topic. You can also submit a specific request or an attachment.
- Manage Annexes**
This function allows you to designate an annex for an individual school or library.
- Manage Organization Relationships**
Process to relate an Organization to another Organization
- Create FCC Form 470**
This function allows you to create an FCC Form 470 for your entity.
- Create FCC Form 498**
This function allows you to create an FCC Form 498 for your entity.

4. Select the **Create FCC Form 498** link. The **Create a FCC Form 498** page displays.

Basic Information

The Basic Information page requests information regarding the **Application Nickname** and **Organization Information**.



5. *Enter* information into all fields.
6. *Click* the **Save and Continue** button.

General Financial Contact

The General Financial Contact page requests information on the organization's contacts.

News Tasks (6) Records Reports Actions Jasper Smith - Appian

Create a 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.

Einstein Library 2 - James Einstein - 44300022

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

General Financial Contact of Einstein Library 2

Enter General Financial Contact*

James Einstein
einsteinconsultantwrong@mailinator.com

Jasper Smith
jaspersmith123@mailinator.com

Save the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Delete Form Previous Save and Continue

7. Enter information into the appropriate field.

Note: This information will automatically populate the contact information when the name of an assigned contact is entered, as shown below.

Einstein Library 2 - James Einstein - 44300022

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

General Financial Contact of Einstein Library 2

Enter General Financial Contact*

James Einstein

First James	Street Address 14 Park Ave
Middle Initial	Address Line 2
Last Einstein	City New York
Phone Number 212-555-1212	State NY
Phone Number Extension	Zip Code 10120
E-mail einsteinconsultantright@mailinator.com	Zip Code Extension

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.

Delete Form Previous **Save and Continue**

8. Click the **Save and Continue** button.

Organization Numbers

The Organization Numbers page requests **Further Details (Federal Employee Identification Number, Dun and Bradstreet Number (DUNS), and FCC Registration Number)** information.



News Tasks (6) Records Reports Actions Jasper Smith - Appian

Create a 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.

Einstein Library 2 - James Einstein - 443000022

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*
101221345

Dun and Bradstreet Number (DUNS)*
076123454

FCC Registration Number
222287854

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.

Delete Form Previous **Save and Continue**

9. Enter the appropriate information into each field.

10. Click the **Save and Continue** button.

Remittance Information

The Remittance Information page requests your **Remittance Contact**, **Contact Information** and **Financial Information**.

The screenshot shows a web application interface for creating an FCC Form 498. The top navigation bar includes 'News', 'Tasks (6)', 'Records', 'Reports', and 'Actions'. The user is identified as 'Jasper Smith' with the role 'Appian'. The main heading is 'Create a FCC Form 498'. Below this is a sub-heading 'Einstein Library 2 - James Einstein - 44300022'. A horizontal menu contains several tabs: 'Basic Information', 'General Financial Contact', 'Organization Numbers', 'Remittance Information' (highlighted with a red box), 'Associated BENs', 'Principal Communication Types', and 'School or Library Official Certification'. The 'Remittance Information' section contains a checkbox 'Is the Remittance Contact the same as the General Financial Contact?' with 'Yes' selected. Below this are three sections: 'Contact Information' with fields for First Name, Last Name, Middle Initial, Title, Phone Number, Phone Number Extension, and Email Address; 'Financial Information' with fields for Remittance Financial Institution, Financial Institution Account Number for ACH, and ACH Financial Institution Transit Number. At the bottom, there are buttons for 'Delete Form', 'Previous', and 'Save and Continue'. A small note at the bottom of the form states: '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.'

11. Enter information into the appropriate fields.

Note: Selecting the **Yes** check box will automatically populate the **Contact Information** fields.

News
Related Actions -
Customer Service Cases
Annexes
Related Entities
Consulting Firms
Consortia Organizations
Modifications
FCC Forms 470

Einstein Library 2 - James Einstein - 443000022

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

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?
 Yes

Contact Information

First Name James	Phone Number 212-555-1212
Last Name Einstein	Phone Number Extension
Middle Initial	Email Address einsteinconsultantright@mailinator.com
Title Consultant	

News | Tasks (6) | **Records** | Reports | Actions | Jasper Smith - Appian

Summary
News
Related Actions -
Customer Service Cases
Annexes
Related Entities
Consulting Firms
Consortia Organizations
Modifications
FCC Forms 470

Create a 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.

Einstein Library 2 - James Einstein - 443000022

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

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?
 Yes

Contact Information

First Name James	Phone Number 212-555-1212
Last Name Einstein	Phone Number Extension
Middle Initial	Email Address einsteinconsultantright@mailinator.com
Title Consultant	

Financial Information

Remittance Financial Institution * Chase Bank NA	Financial Institution Account Number for ACH * 101010101010
ACH Financial Institution Transit Number * 000100010	

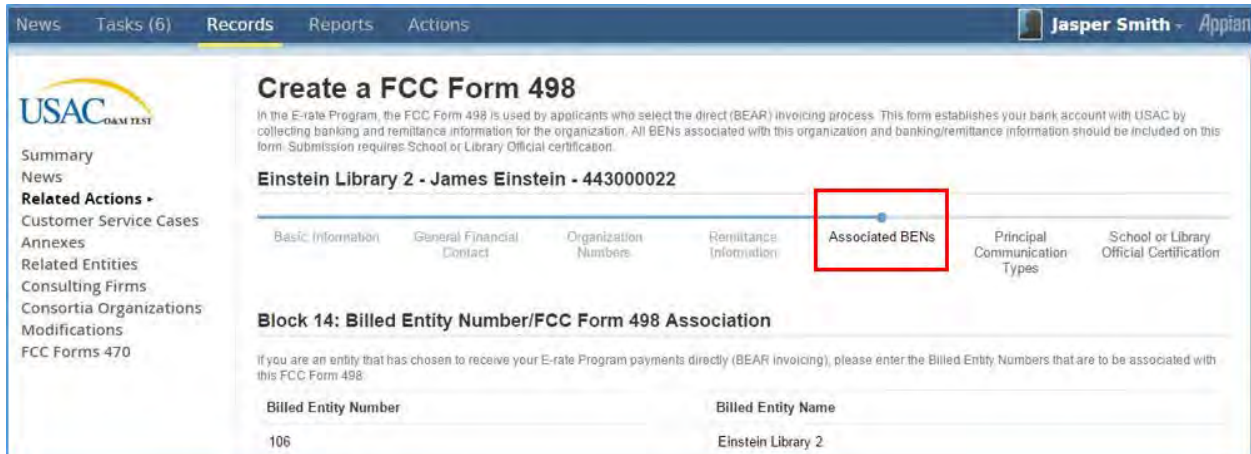
Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Delete Form | Previous | **Save and Continue**

12. Click the **Save and Continue** button.

Associated BENs

The associated Billed Entity Number (BEN) page requests information regarding the current BEN, Billed Entity Name, and an option for any additional BENs who will use this bank account during the BEAR process.



Create a 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.

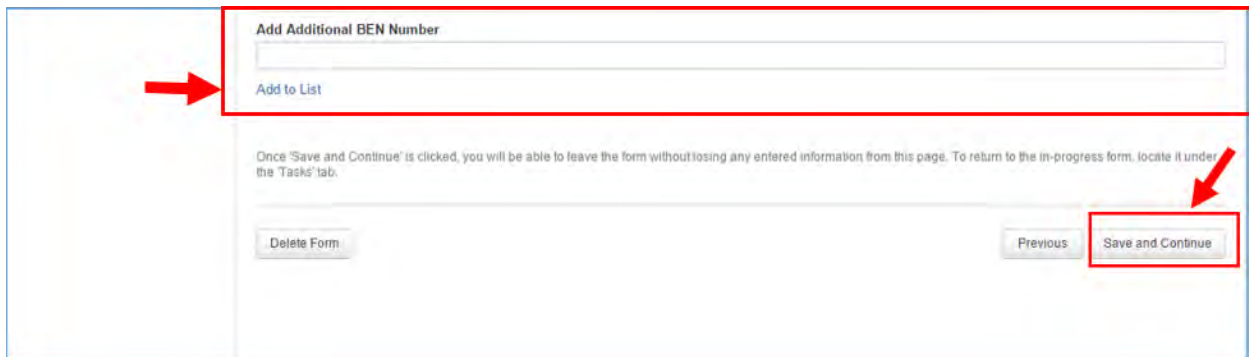
Einstein Library 2 - James Einstein - 443000022

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

Block 14: Billed Entity Number/FCC Form 498 Association

If you are an entity that has chosen to receive your E-rate Program payments directly (BEAR invoicing), please enter the Billed Entity Numbers that are to be associated with this FCC Form 498.

Billed Entity Number	Billed Entity Name
106	Einstein Library 2



Add Additional BEN Number

[Add to List](#)

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.

Delete Form | Previous | **Save and Continue**

13. Enter information into the appropriate fields.
14. Click the **Add to List** link if an additional BEN Number is necessary.
15. Click the **Save and Continue** button.

Principal Communication Types

The Principal Communication Types page displays the **Service Identification** information. For applicants this will always be prepopulated.

Note: Information shown on this page automatically populates from previous captured data.

The screenshot shows the 'Create a FCC Form 498' page for 'Einstein Library 2 - James Einstein - 443000022'. The 'Service Identification' section is highlighted with a red box. It contains a dropdown menu for 'Principal Communication Type' with the value 'School/Library or other Billed Entity Recipient' selected. Below this section are three buttons: 'Delete Form', 'Previous', and 'Continue to Certification'.

16. Review **Service Identification** information.

17. Select from the following options:

- a. Click **Delete Form** button to end the certification process.
- b. Click the **Previous** button to return to the **Associated BENs** page.
- c. Click **Continue to Certification** button to proceed with certification. A popup message displays.

The screenshot shows the same 'Create a FCC Form 498' page, but with a confirmation popup message displayed. The message reads: 'Once submitted for certification, information in this FCC Form 498 can only be edited by a School or Library Official until it is certified. Do you wish to continue?'. Below the message are two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with a red box and an arrow.

18. *Click* the **No** button to exit the message and return to the **Principal Communication Types** page.

Note: Only the School or Library Official can certify the FCC Form 498. The General Financial Contact can only submit the form.

19. *Click* the **Yes** button to continue. Selecting this option displays the School or Library Official Certification page.

School or Library Official Certification

The School or Library Official Certification page requests that a School or Library Official review the form for accuracy and, if in agreement, to certify the information.

The screenshot shows the 'Create a FCC Form 498' page in a web application. The user is logged in as Jasper Smith. The page title is 'Create a FCC Form 498'. Below the title, there is a description of the form and its purpose. The main content area shows a progress bar with several steps: Basic Information, General Financial Contact, Organization Numbers, Remittance Information, Associated BENs, Principal Communication Types, and School or Library Official Certification. The 'School or Library Official Certification' step is highlighted with a red box. Below the progress bar, there is a 'Review Data' section with a red box around the text: 'Please carefully review the data entered on the form for accuracy, FCC Form 498 #443000022'.

20. Review the information by clicking the **FCC Form 498** link. The form displays for review.
21. Close the form after reviewing information.

The screenshot shows the 'Create a FCC Form 498' page in a web application. The user is logged in as Jasper Smith. The page title is 'Create a FCC Form 498'. Below the title, there is a description of the form and its purpose. The main content area shows a progress bar with several steps: Basic Information, General Financial Contact, Organization Numbers, Remittance Information, Associated BENs, Principal Communication Types, and School or Library Official Certification. The 'School or Library Official Certification' step is highlighted with a red box. Below the progress bar, there is a 'Review Data' section with a red box around the text: 'Please carefully review the data entered on the form for accuracy, FCC Form 498 #443000022'. Below this, there are two check boxes: 'I have reviewed this form and have determined the information to be accurate.' and 'I certify'. Both check boxes are selected. Below the check boxes, there is a red arrow pointing to the 'Certify' button.

22. Select both **check boxes** in the Review Data section, if acceptable.

Note: Both check boxes must be selected to continue the certification process.

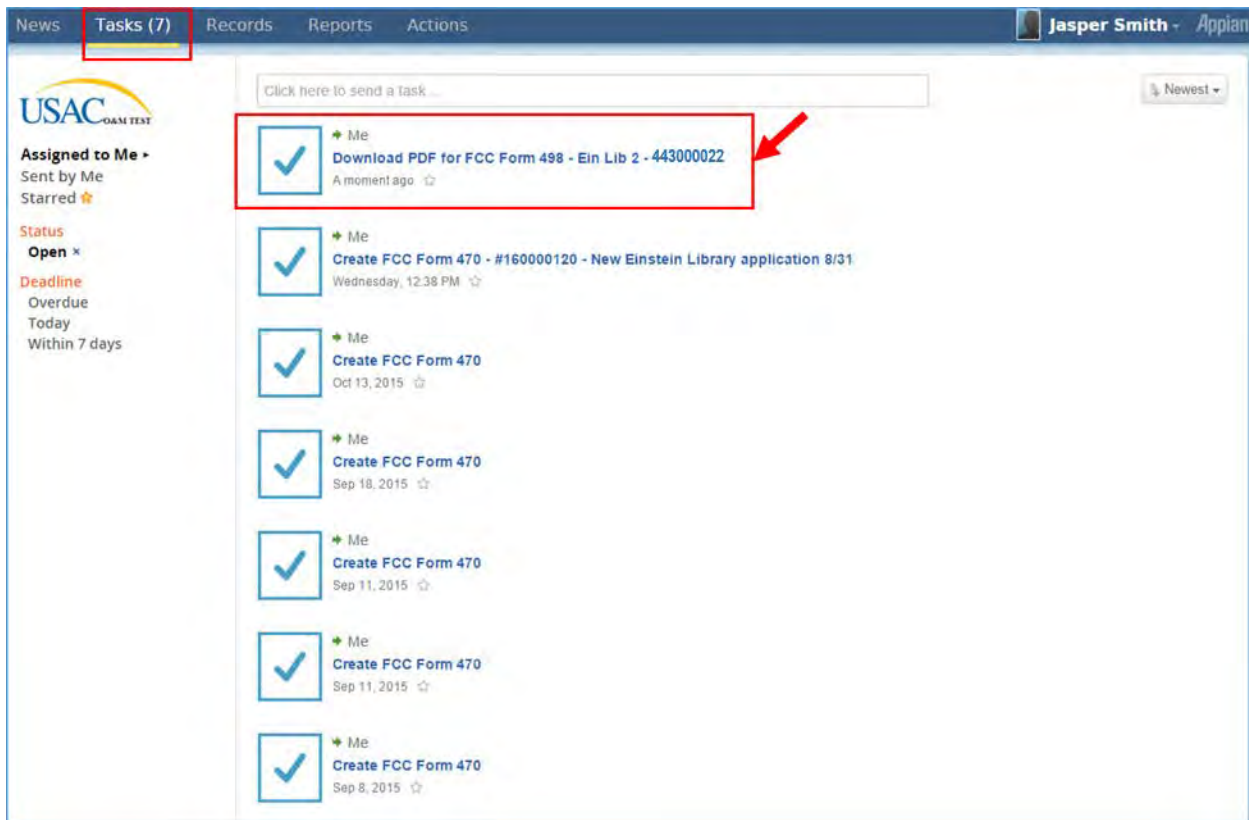
23. Select from the following options:
 - a. Click the **Reject and Delete Form** button to discontinue the Create a FCC Form 498 process. All of the information entered will be deleted.

- b. Click the **Previous** button to return to the **Principal Communication Types** page.
- c. Click the **Certify** button to complete the Create a Form 498 process. Selecting this option displays the **Tasks** tab.

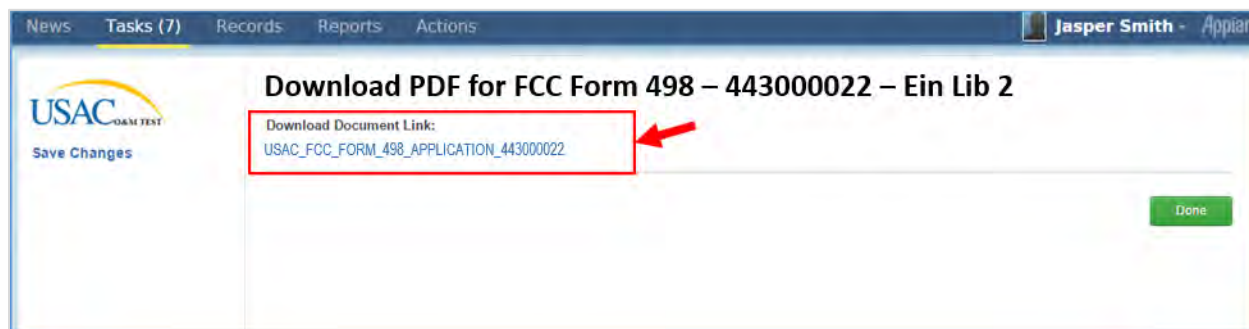
Note: If the Certify button is selected, a download link will appear under the **Tasks** tab when the PDF version of the certified form is ready to be downloaded.

View Form

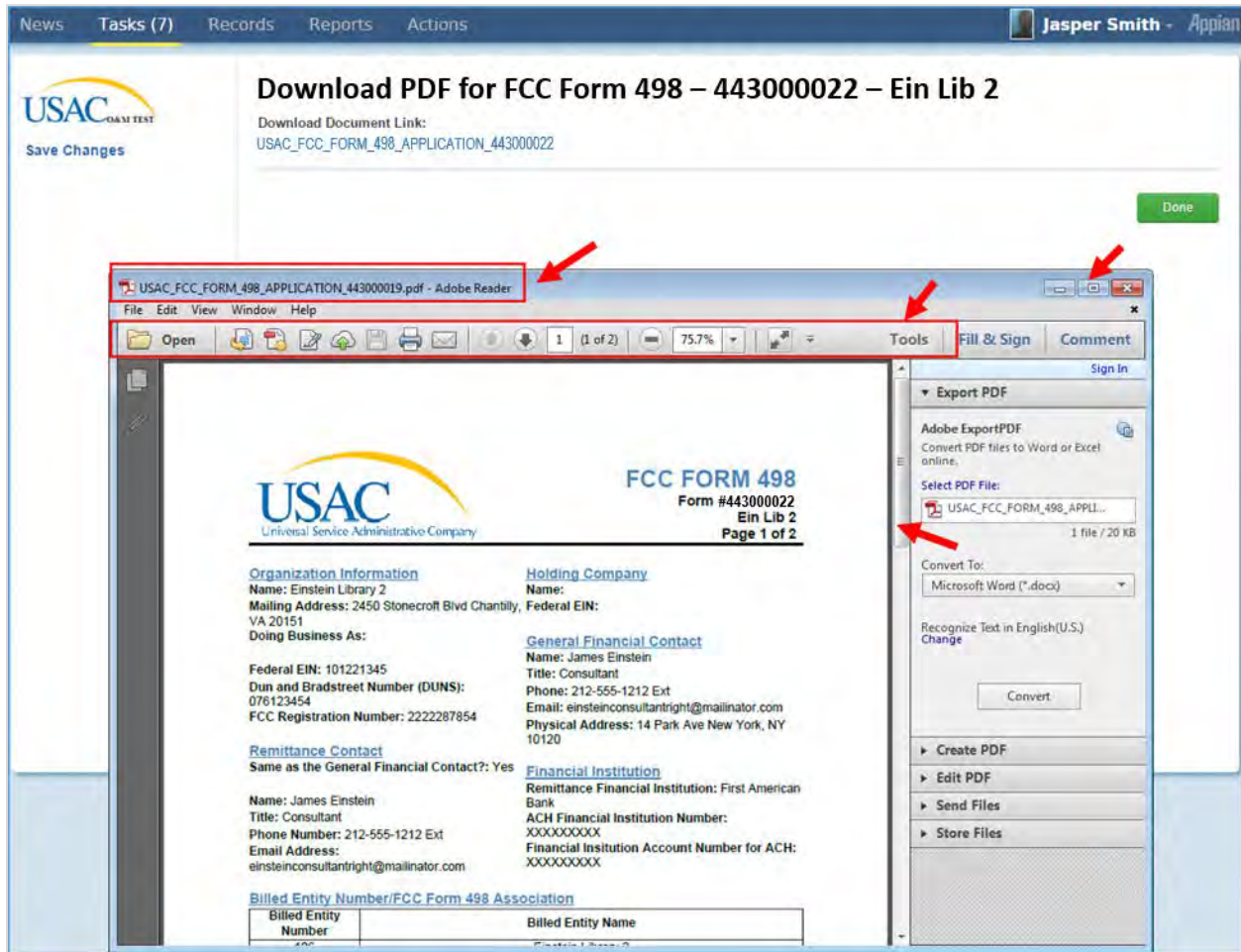
The **Tasks** tab displays the user's tasks categorized by **Assigned to Me**, **Status**, and **Deadline**.



- 24. Click the **Download PDF for FCC Form 498** link. The **Download PDF for FCC Form 498** page displays.




25. Click the **Download Document Link**. Your **USAC FCC Form 498 Application** displays in PDF format.



26. Use the **Scroll** bar to view document OR *click* the **Maximize** button to enlarge the document.

Note: Select options on the PDF toolbar to **Open**, **Save**, or **Print** the document, if preferred.

 **FCC FORM 498**
Form #443000022
Ein Lib 2
Page 1 of 2

Organization Information
Name: Einstein Library 2
Mailing Address: 2450 Stonecroft Blvd Chantilly, VA 20151
Doing Business As:
Federal EIN: 101221345
Dun and Bradstreet Number (DUNS): 076123454
FCC Registration Number: 2222287854

Holding Company
Name:
Federal EIN:

General Financial Contact
Name: James Einstein
Title: Consultant
Phone: 212-555-1212 Ext
Email: einsteinconsultantright@mailinator.com
Physical Address: 14 Park Ave New York, NY 10120

Remittance Contact
Same as the General Financial Contact?: Yes
Name: James Einstein
Title: Consultant
Phone Number: 212-555-1212 Ext
Email Address: einsteinconsultantright@mailinator.com

Financial Institution
Remittance Financial Institution: First American Bank
ACH Financial Institution Number: XXXXXXXX
Financial Institution Account Number for ACH: XXXXXXXX

Billed Entity Number/FCC Form 498 Association

Billed Entity Number	Billed Entity Name
106	Einstein Library 2

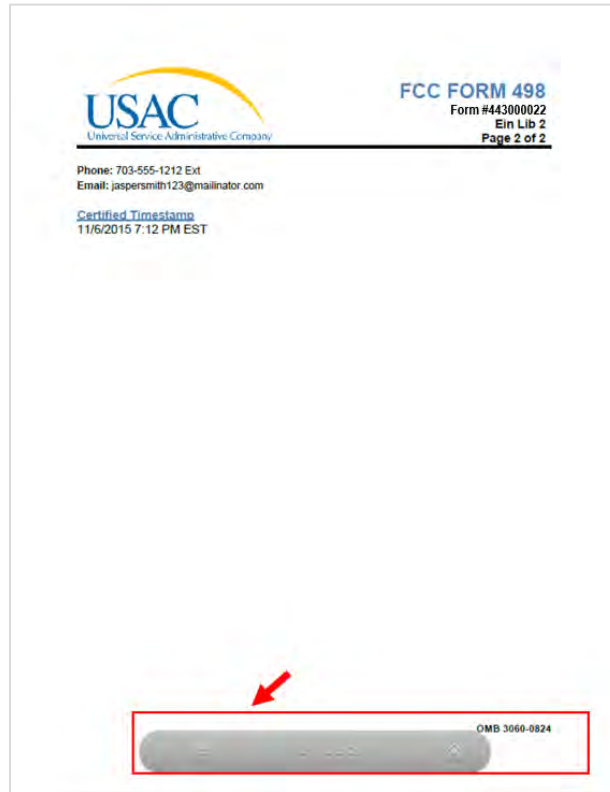
Service Identification
Principle Communication Type: School/Library or other Billed Entity Recipient

Certifications
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.

Certifying Officer
Name: Jasper Smith

OMB 3060-0824

27. Select the following options from the page toolbar, if applicable:
- a. Click the **Save** button to save a copy of the document for your records.
 - b. Click **Print** button to print the document.
 - c. Click the **Minus (-)** button to minimize the view.
 - d. Click the **Plus (+)** button to enlarge view.
 - e. Click the **Home** button to return to the Home page view.

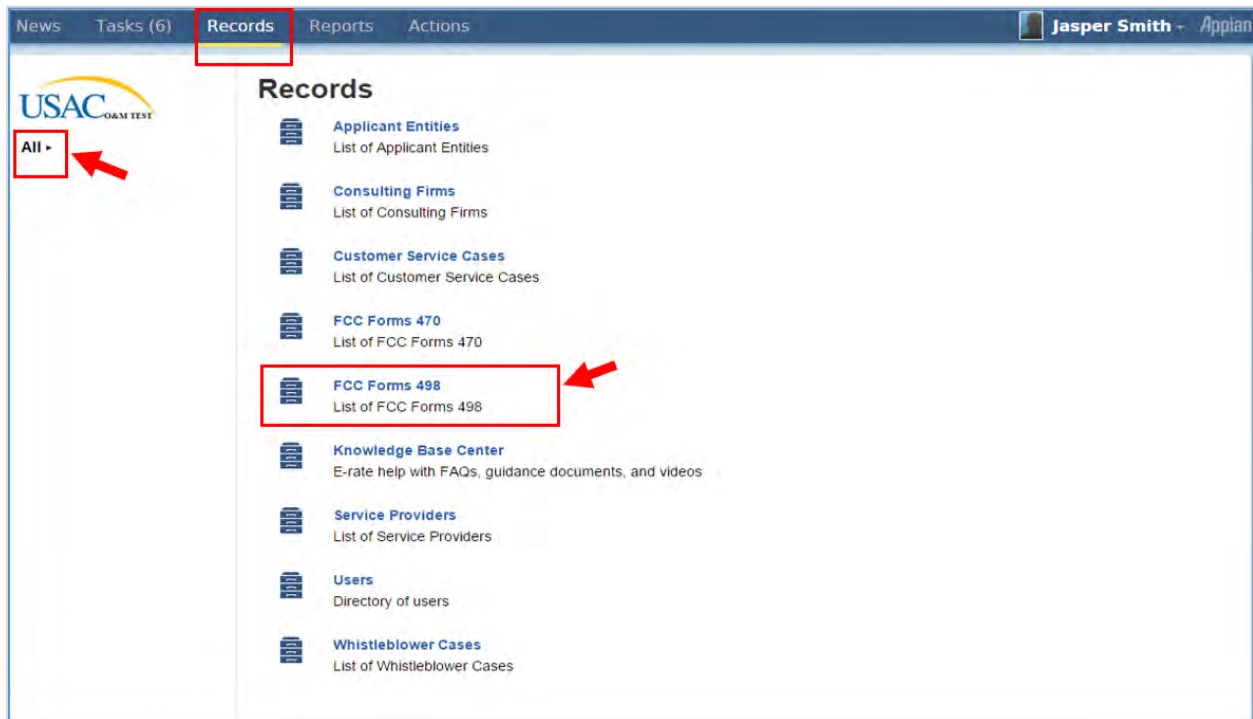


- 28. Complete your selected options and then *exit* **Download PDF for FCC Form 498** page.
- 29. Click the **Done** button. The **Records** tab will display.



Modify FCC Form 498

The information in the FCC Form 498 document can be modified. The **Records** tab will display your records and the status of each record.



1. Click the **drop-down** arrow next to the **ALL** topic OR *click* the **FCC Forms 498** link. The three Status options and records display.

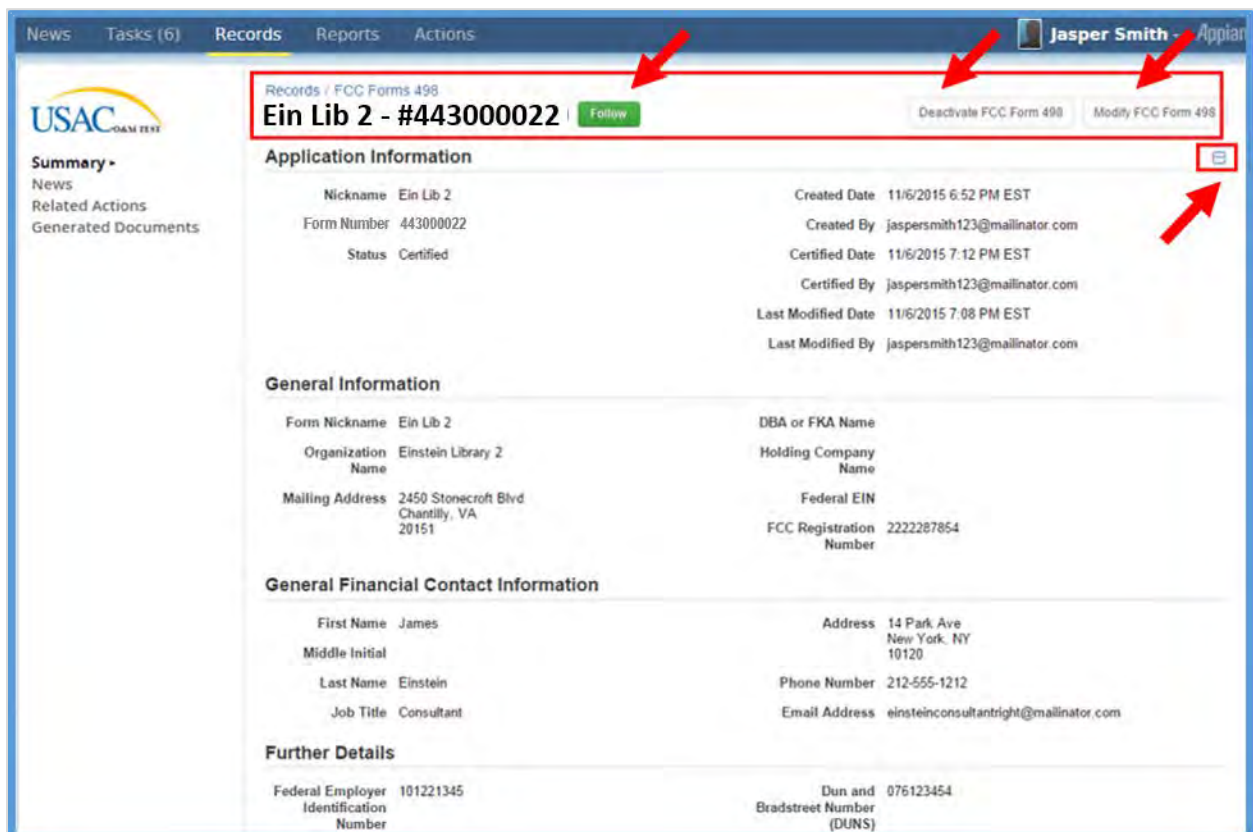


The **Nickname** and **Form Number** assigned to the form will display under the **Forms 498** topic.



2. Click the **Nickname** (Example: *Ein Lib 2 – 44300022*) link. The form information displays.

Note: The **Search** field can also be used to retrieve records when multiple records exist.

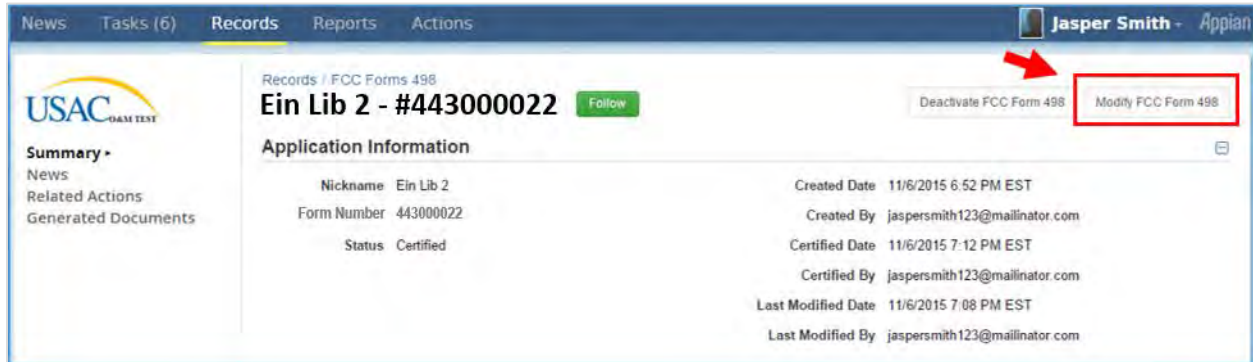


Note: A **Follow** button displays. Click the **Follow** button to see news related to this record in your news feed (optional).

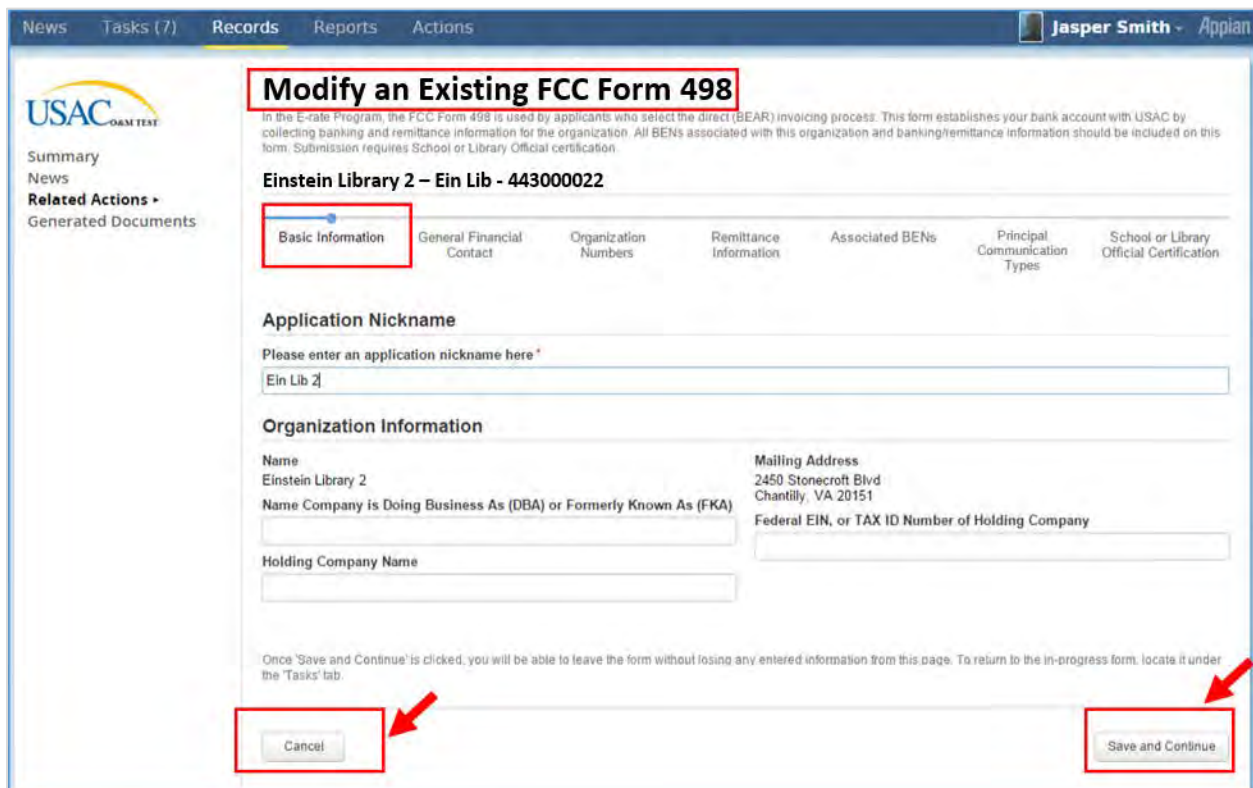
3. Click the **Collapse (-)/Expand (+)** button to adjust the view.

Note: Do not select the **Deactivate FCC Form 498** button to modify the form.

4. Click the **Modify FCC Form 498** button to update existing information.



When you select the **Modify FCC Form 498** button, the **Modify an Existing Form 498** page displays. The modification process will take you through the original steps (Basic Information, General Financial Contact, Organization Numbers, Remittance, Associated BENs, Principal Communication Types, and School or Library Official Certification pages).



5. Review or update information displayed in the **Basic Information** page.
6. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
7. Click the **Save and Continue** button. Selecting this button will display the **General Financial Contact** page.

News Tasks (7) **Records** Reports Actions Jasper Smith - Appian

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.

Einstein Library 2 – Ein Lib - 443000022

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

General Financial Contact of Einstein Library 2

Enter General Financial Contact*

James Einstein x

First James	Street Address 14 Park Ave
Middle Initial	Address Line 2
Last Einstein	City New York
Phone Number 212-555-1212	State NY
Phone Number Extension	Zip Code 10120
E-mail einsteinconsultantright@mailinator.com	Zip Code Extension

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.

8. *Review or update* information displayed on the **General Financial Contact** page.
9. *Click* the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
10. *Click* the **Previous** button to return to the **Basic Information** page.
11. *Click* the **Save and Continue** button. Selecting this button will display the **Organization Numbers** page.

News Tasks (7) **Records** Reports Actions Jasper Smith - Appian

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.

Einstein Library 2 – Ein Lib - 443000022

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 *
101221345

Dun and Bradstreet Number (DUNS) *
076123454

FCC Registration Number
222287854

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.

12. Review or update information displayed on the **Organization Numbers** page.
13. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
14. Click the **Previous** button to return to the **General Financial Contact** page.
15. Click the **Save and Continue** button. Selecting this button will display the **Remittance Information** page.

News Tasks (7) **Records** Reports Actions Jasper Smith - Applan

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.

Einstein Library 2 – Ein Lib - 443000022

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

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?
 Yes

Contact Information

First Name James	Phone Number 212-555-1212
Last Name Einstein	Phone Number Extension
Middle Initial	Email Address einsteinconsultantright@mailinator.com
Title Consultant	

Financial Information

Remittance Financial Institution * First American Bank	Financial Institution Account Number for ACH * 123456789
ACH Financial Institution Transit Number * 123000567	

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.

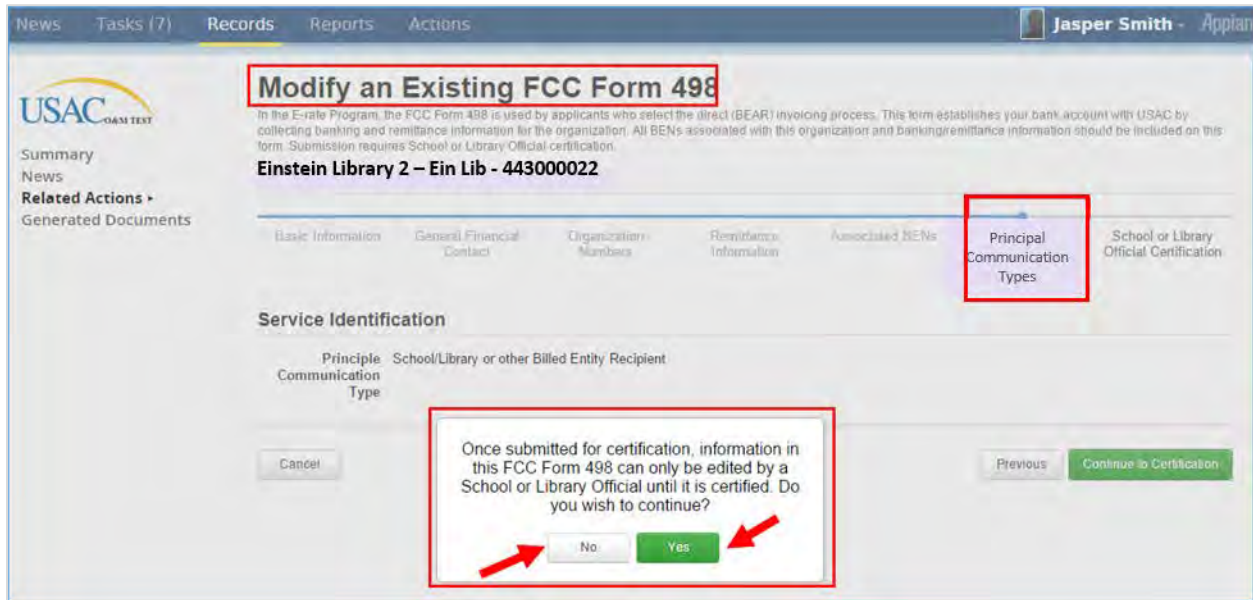
Cancel Previous Save and Continue

16. Review or update information displayed on the **Remittance Information** page.
17. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
18. Click the **Previous** button to return to the **Organization Numbers** page.
19. Click the **Save and Continue** button. Selecting this button will display the **Associated BENs** page.

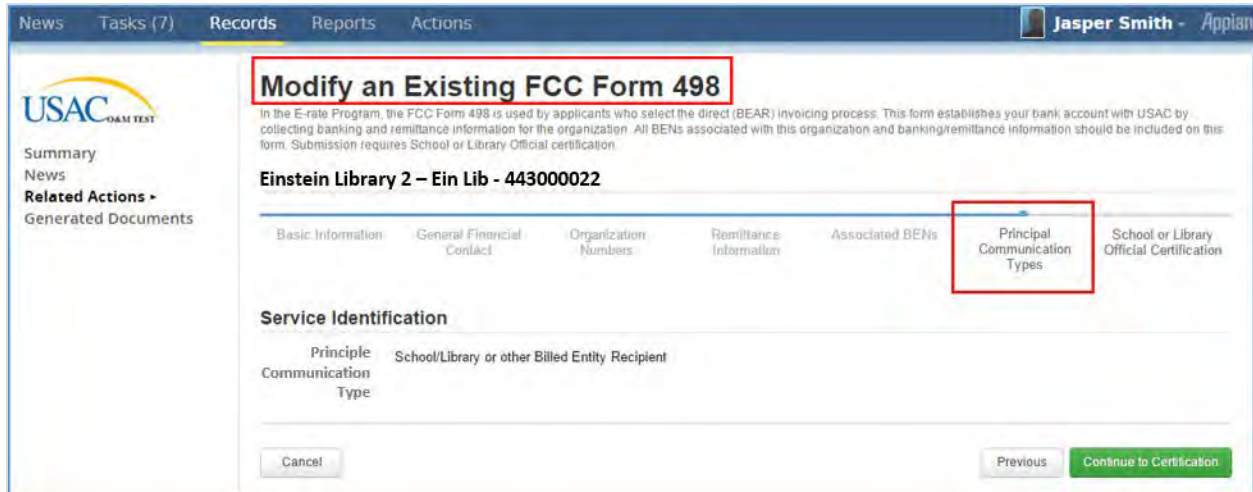
20. Review or update information displayed on the **Associated BENs** page.
21. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
22. Click the **Previous** button to return to the **Remittance Information** page.
23. Click the **Save and Continue** button. Selecting this button will display the **Principal Communication Types** page.

24. Review information displayed on the **Principal Communication Types** page.
25. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
26. Click the **Previous** button to return to the **Associated BENs** page.

27. Click the **Continue to Certification** button. Selecting this button will display a **Submittal warning message**.



28. Click the **No** button to exit the modification submittal process. Selecting this option returns the user to the **Principal Communication Types** page.



29. Click the **Yes** button to Continue to Certification. Selecting the **Yes** button displays the **School or Library Official Certification** page.

News Tasks (7) **Records** Reports Actions Jasper Smith - Appian

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.

Einstein Library 2 -- Ein Lib - 443000022

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 #443000022

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, 47 U.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 Ein Lib 2

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

Reject Changes Previous **Certify**

30. Review information displayed on the **School or Library Official Certification** page.

31. Click the **FCC Form 498 #** link to display the modified form.

News Tasks (7) **Records** Reports Actions Jasper Smith - Appian

Records / FCC Forms 498

Ein Lib 2 - #443000022 Follow

This FCC Form 498 is currently in the creation or modification process. All sections will be populated after the form has been certified.

Application Information

Nickname	Ein Lib 2	Created Date	11/6/2015 6:52 PM EST
Form Number	443000022	Created By	jaspersmith123@mailinator.com
Status	In Progress	Certified Date	11/6/2015 7:12 PM EST
		Certified By	jaspersmith123@mailinator.com
		Last Modified Date	11/6/2015 7:35 PM EST
		Last Modified By	jaspersmith123@mailinator.com

General Information

Form Nickname	Ein Lib 2	DBA or FKA Name	Einstein Library Inc
Organization Name	Einstein Library 2	Holding Company Name	Einstein Holding
Mailing Address	2450 Stonecroft Blvd Chantilly, VA 20151	Federal EIN	102222222
		FCC Registration Number	2222287854

General Financial Contact Information

First Name	James	Address	14 Park Ave New York, NY 10120
Middle Initial		Phone Number	212-555-1212
Last Name	Einstein	Email Address	einsteinconsultantright@mailinator.com
Job Title	Consultant		

Further Details	
Federal Employer Identification Number	101221345
Dun and Bradstreet Number (DUNS)	076123454
Remittance Contact Information	
Remittance Contact Information is the same as General Financial Contact Information	
Financial Institution Information	
Remittance Financial Institution	First American Bank
ACH Financial Institution Account Number	123456789
ACH Financial Institution Transit Number	123000567
Service Identification	
Principle Communication Type	School/Library or other Billed Entity Recipient

32. Review the modified form for accuracy, and then close the form to return to the **School or Library Official Certification** 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.

Einstein Library 2 – Ein Lib - 44300022

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 #44300022

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, 47 U.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 Ein Lib 2.

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

Reject Changes | Previous | **Certify**

33. Select both **check boxes** in the **Review Data** section, if acceptable.

Note: Both check boxes must be selected to continue the certification process.

34. Select from the following options:

- d. Click the **Reject Changes** button to discontinue the Modify an Existing FCC Form 498 process and discard the updated information entered.
- e. Click the **Previous** button to return to the **Principal Communication Types** page.
- f. Click the **Certify** button to complete the **Modify an Existing Form 498** process. Selecting this option displays the **Tasks** tab.

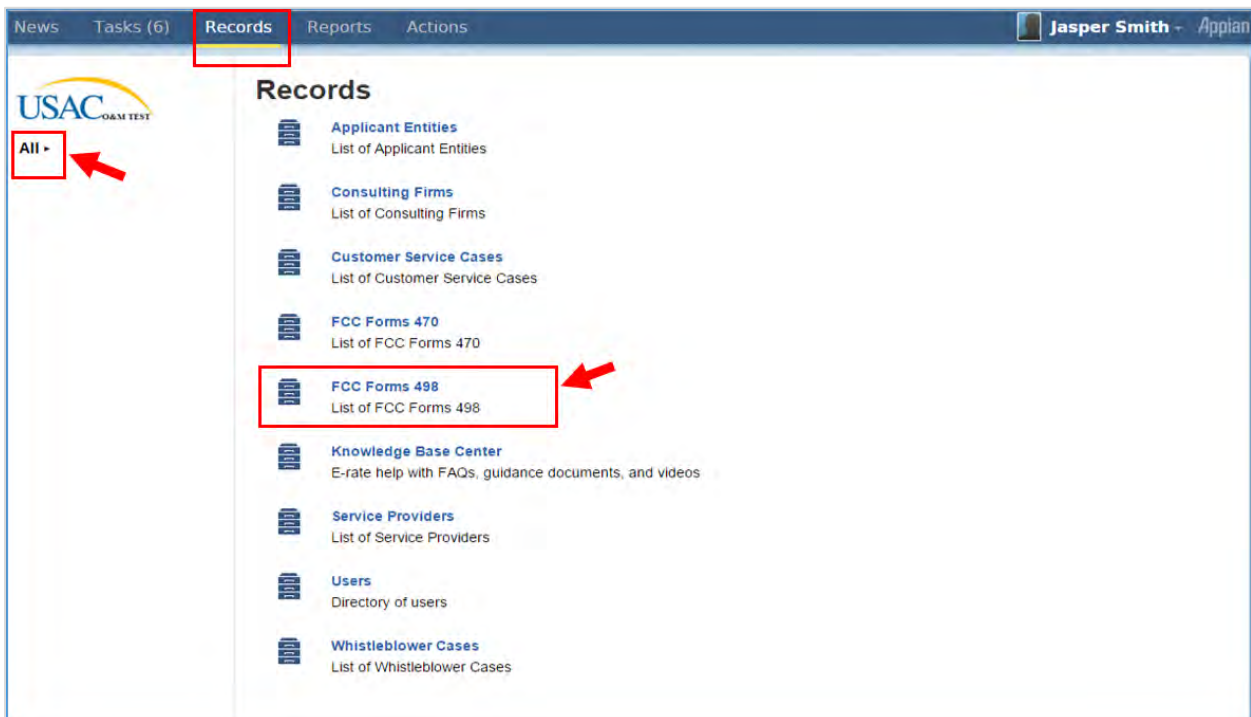
Note: If the **Certify** button is selected, a download link will appear under the **Tasks** tab when the PDF version of the certified form is ready to be downloaded.

35. See [View Form](#) section to view the user's tasks categorized by **Assigned to Me**, **Status** and **Deadline**.

Note: You can download the modified FCC Form 498 by following the steps in the **View Form** section.

Deactivate FCC Form 498

The information in the FCC Form 498 document can be deactivated. The **Records** tab will display your records and the status of each record.



The screenshot shows the USAC O&M TEST application interface. The top navigation bar includes 'News', 'Tasks (6)', 'Records', 'Reports', and 'Actions'. The 'Records' tab is selected and highlighted. The left sidebar contains the USAC logo and a dropdown menu labeled 'All -', which is highlighted with a red box and a red arrow. The main content area displays a list of records under the heading 'Records'. The 'FCC Forms 498' link is highlighted with a red box and a red arrow. Other links in the list include 'Applicant Entities', 'Consulting Firms', 'Customer Service Cases', 'FCC Forms 470', 'Knowledge Base Center', 'Service Providers', 'Users', and 'Whistleblower Cases'.

1. Click the **drop-down** arrow next to the **ALL** topic OR *click* the **FCC Forms 498** link. The three Status options and records displays.



The **Nickname** and **Form Number** assigned to the form will display under the Forms 498 topic.



2. Click the **Nickname** (Example: *Ein Lib 2 – 443000022*) link. The form information displays.

Note: The **Search** field can also be used to retrieve records when multiple records exist.

Records / FCC Forms 498
Ein Lib 2 - #443000022 Follow Deactivate FCC Form 498 Modify FCC Form 498

Application Information

Nickname	Ein Lib 2	Created Date	11/6/2015 6:52 PM EST
Form Number	443000022	Created By	jaspersmith123@mailinator.com
Status	Certified	Certified Date	11/6/2015 7:12 PM EST
		Certified By	jaspersmith123@mailinator.com
		Last Modified Date	11/6/2015 7:08 PM EST
		Last Modified By	jaspersmith123@mailinator.com

General Information

Form Nickname	Ein Lib 2	DBA or FKA Name	
Organization Name	Einstein Library 2	Holding Company Name	
Mailing Address	2450 Stonecroft Blvd Chantilly, VA 20151	Federal EIN	
		FCC Registration Number	2222287854

General Financial Contact Information

First Name	James	Address	14 Park Ave New York, NY 10120
Middle Initial		Phone Number	212-555-1212
Last Name	Einstein	Email Address	einsteinconsultantright@mailinator.com
Job Title	Consultant		

Further Details

Federal Employer Identification Number	101221345	Dun and Bradstreet Number (DUNS)	076123454
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Note: A **Follow** button displays. *Select the **Follow** button to view news related to this record in your news feed (Optional).*

3. *Click the **Collapse (-)/Expand (+)** button to adjust the view.*

Note: **Do not** select the **Modify FCC Form 498** button to modify the form if you are deactivating this form.

4. *Click the **Deactivate FCC Form 498** button to disable the form. The **Deactivate FCC Form 498: (Nickname)** page displays.*

Records / FCC Forms 498
Ein Lib 2 - #443000022 Follow Deactivate FCC Form 498 Modify FCC Form 498

Application Information

Nickname	Ein Lib 2	Created Date	11/6/2015 6:52 PM EST
Form Number	443000022	Created By	jaspersmith123@mailinator.com
Status	Certified	Certified Date	11/6/2015 7:12 PM EST
		Certified By	jaspersmith123@mailinator.com
		Last Modified Date	11/6/2015 7:08 PM EST
		Last Modified By	jaspersmith123@mailinator.com

5. Click the **drop-down** arrow to select the **Deactivation Reason**. The selected Deactivation Reason displays.

- Select a Reason ---
- This company is going out of business
- This company is in business but no longer participates in universal service programs
- This company is being sold
- This company has merged with another company
- This company has consolidated with another company

6. Select from the following options:

- a. Click the **Cancel** button to discontinue the Deactivation process and keep the form in its current status.
- b. Click the **Submit** button to deactivate the form. The form displays a Deactivated status.

The screenshot shows a web application interface for USAC. The top navigation bar includes 'News', 'Tasks (8)', 'Records', 'Reports', and 'Actions'. The user is logged in as 'Jasper Smith - Applian'. The main content area displays details for 'Records / FCC Forms 498' with the title 'Ein Lib 2 - #44300022' and a 'Follow' button. A red arrow points to the 'Status' field, which is 'Deactivated' and highlighted with a red box. Below this, the 'Deactivation Reason' is provided: 'This company is in business but no longer participates in universal service programs'. The form is organized into several sections: Application Information, General Information, General Financial Contact Information, Further Details, Remittance Contact Information, Financial Institution Information, and Service Identification.

Application Information	
Nickname	Ein Lib 2
Form Number	443000022
Status	Deactivated
Deactivation Reason	This company is in business but no longer participates in universal service programs
Created Date	11/6/2015 6:52 PM EST
Created By	jaspersmith123@mailinator.com
Certified Date	11/6/2015 7:37 PM EST
Certified By	jaspersmith123@mailinator.com
Last Modified Date	11/6/2015 7:42 PM EST
Last Modified By	jaspersmith123@mailinator.com

General Information	
Form Nickname	Ein Lib 2
Organization Name	Einstein Library 2
Mailing Address	2450 Stonecroft Blvd Chantilly, VA 20151
DBA or FKA Name	Einstein Library Inc.
Holding Company Name	Einsstein Holding
Federal EIN	102222222
FCC Registration Number	2222287854

General Financial Contact Information	
First Name	James
Middle Initial	
Last Name	Einstein
Job Title	Consultant
Address	14 Park Ave New York, NY 10120
Phone Number	212-555-1212
Email Address	einsteinconsultantright@mailinator.com

Further Details	
Federal Employer Identification Number	101221345
Dun and Bradstreet Number (DUNS)	076123454

Remittance Contact Information is the same as General Financial Contact Information

Financial Institution Information	
Remittance Financial Institution	First American Bank
ACH Financial Institution Transit Number	123000567
ACH Financial Institution Account Number	123456789

Service Identification	
Principle Communication Type	School/Library or other Billed Entity Recipient