



#

E-RATE

# How To File the E-Rate Form 486

Lorrie Germann, State E-Rate Coordinator

# Form 486 Overview

- **Form 486 has two purposes:**
  - It informs the SLD that they are authorized to pay invoices (either BEAR or SPIFs), and
  - It informs the SLD that your library is CIPA compliant
- **Can only be filed after the FCDL has been issued (after funding has been committed)**
- **BEAR and vendor (SPI) invoices cannot be paid until the Form 486 has been submitted**
  - FY 2018 BEARs and SPIs can't be submitted until July 1, 2018
- **Vendors will *usually* not discount bills until the Form 486 has been submitted/approved**

# Form 486 in EPC

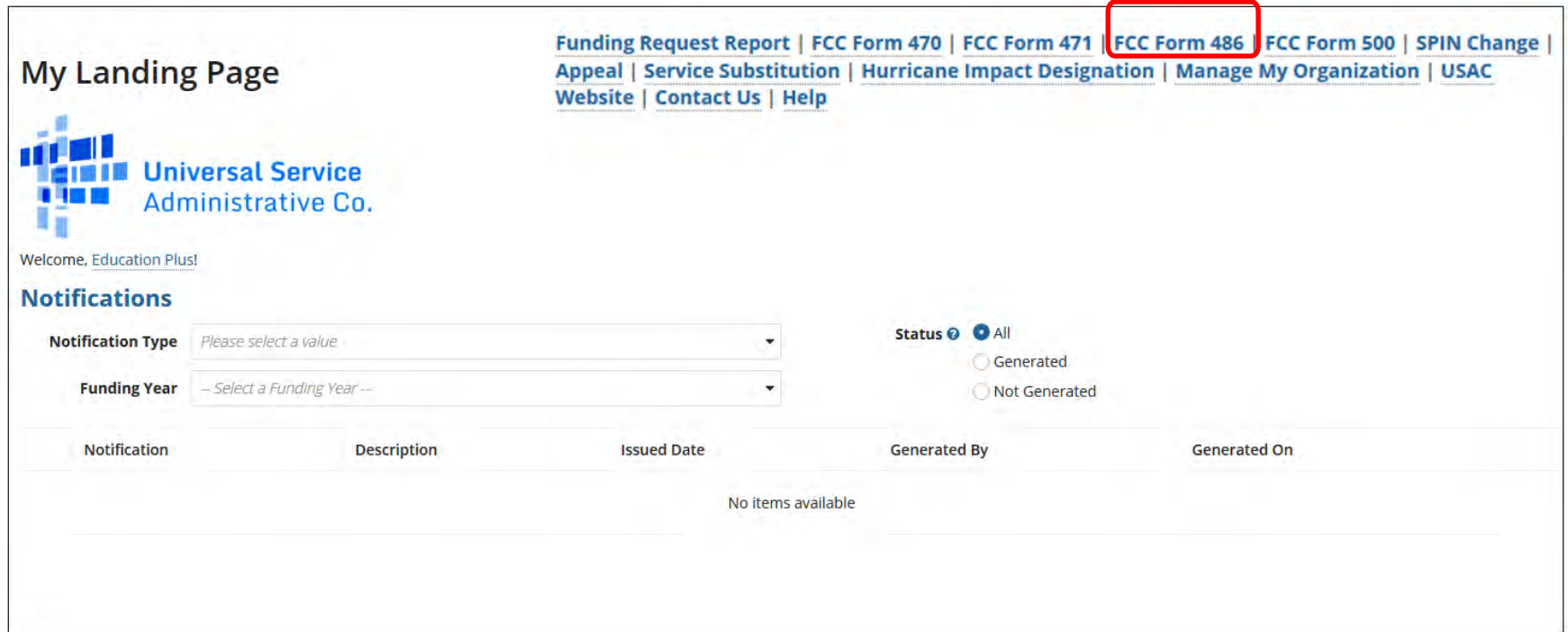
- **All Form 486s must be filed in the EPC portal**
- **Form 486 Approval Letters are e-mailed to applicant**
  - Letters also are available under Notifications on the EPC Landing Page
  - No paper 486 Approval Letters will be mailed
- **Form 486 is streamlined:**
  - Form pre-populates FRNs and service start dates based on the approved 471(s)
    - Applicants will select relevant FRNs and will not enter any new data
  - Certifications will change based on applicant type (school, library or consortium)
  - Form is short, and the easiest of all the E-Rate applications
- **Vendors will receive 486 Notifications in their vendor portals**

# Deadline for Filing Form 486

- **120 days after FCDL date or Service Start Date listed on Form 486, whichever is later**
  - For Category 1 FRNs, the earliest deadline is usually October 29<sup>th</sup> , which includes funding letters issued on/before July 1<sup>st</sup>.
- **Penalty for late Form 486 filing:**
  - **USAC adjusts the Service Start Date to 120 days from the Form 486 filing date**
    - Essentially this means USAC will deduct 1 months' worth of funding for each 30 days that the 486 is submitted late
  - **If the deadline is missed, USAC will issue a '486 Urgent Reminder Notice' in EPC Newsfeed**
    - Applicants then have 15 additional calendar days to submit the 486 without penalty

# Finding the Form 486 in EPC

After the FCDL has been received, you may file the Form 486. Go to the USAC webpage at <https://www.usac.org/e-rate/>, and log into EPC. From your Landing Page, click on FCC Form 486 in upper right corner.



The screenshot shows the USAC EPC Landing Page. In the top right corner, a navigation bar contains several links: [Funding Request Report](#), [FCC Form 470](#), [FCC Form 471](#), [FCC Form 486](#), [FCC Form 500](#), [SPIN Change](#), [Appeal](#), [Service Substitution](#), [Hurricane Impact Designation](#), [Manage My Organization](#), [USAC Website](#), [Contact Us](#), and [Help](#). The link for [FCC Form 486](#) is highlighted with a red rectangular box, and a red arrow points from the top right towards this box. Below the navigation bar, the page title is "My Landing Page" and the USAC logo is displayed. The main content area includes a "Notifications" section with filters for "Notification Type" and "Funding Year", and a "Status" filter with options for "All", "Generated", and "Not Generated". A table with columns for "Notification", "Description", "Issued Date", "Generated By", and "Generated On" is shown, but it is currently empty with the message "No items available".

# Nickname/Contact Name

## Create FCC Form 486

General Information

Select FRNs

Detailed Info

Certification

Preview

### Submitting Organization Details

Local County Public Library  
123 Main St.  
Any Town, OH 45000  
555-222-0000  
jane.doe@mylib.org

BEN: 130079

FCC Registration Number: 0020669420

Select the Funding Year

### FCC Form 486 Details

Nickname \*

Nickname: This is something you make up.

FY2022 Cat 1 & 2

Funding Year \*

2022

### Contact Information

Main Contact Person \*

Please select a main contact person by typing the contact person's name or email address.

Contact Person: Select from one of the EPC users by typing the first few letters of the person's first name. Click on "Continue"

CANCEL

CONTINUE

# Selecting FRNs: Don't User Filter

**Note on Filter:** You do **NOT** need to use the **Filter**; the FRNs that have been funded for FY2022 will display at the bottom of the screen. The Filter is only available if you have a long list of FRNs and need to search for a single one.

Also, you can include **BOTH** Category 1 and Category 2 FRN's on the same 486.

Simply  
select  
"Add All  
FRNs"

**Filters**

**Application Number**  
Enter entire FCC Form 471 Application Number

**Category of Service**  
--Select Filter by Application Category of Service--

**FRN**  
Enter entire Funding Request Number

**FRN Status**  
Funded

**ADD ALL (3) FRNS** **CLEAR SEARCH FILTERS** **SEARCH**

<input type="checkbox"/>	FRN	↑ Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	2299026772	221020356	FY2022 - Bandwidth-ISP - 80% Schools	Category 1	Funded
<input type="checkbox"/>	2299026775	221020362	FY2022 - Bandwidth-ISP - 70% Schools	Category 1	Funded
<input type="checkbox"/>	2299026776	221020366	FY2022 - Bandwidth-ISP - 60% Schools	Category 1	Funded

**ADD (0) FRNS**

# Adding FRNs

Click "Add ALL FRNs" and the FRNs will be moved to the "Selected FRNs" list at the bottom of the page.

<input type="checkbox"/>	FRN	↑ Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	2299026772	221020356	FY2022 - Bandwidth-ISP - 80% Schools	Category 1	Funded
<input type="checkbox"/>	2299026775	221020362	FY2022 - Bandwidth-ISP - 70% Schools	Category 1	Funded
<input type="checkbox"/>	2299026776	221020366	FY2022 - Bandwidth-ISP - 60% Schools	Category 1	Funded

**Selected FRNs**

<input type="checkbox"/>	FRN	↑ Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	2299026772	221020356	FY2022 - Bandwidth-ISP - 80% Schools	Category 1	Funded
<input type="checkbox"/>	2299026775	221020362	FY2022 - Bandwidth-ISP - 70% Schools	Category 1	Funded
<input type="checkbox"/>	2299026776	221020366	FY2022 - Bandwidth-ISP - 60% Schools	Category 1	Funded

Click **Continue**



# Confirm that Data is Accurate

## Service Information

Please confirm that the information below is complete and accurate for the service(s) that you are confirming. Although it is uncommon, you may need to edit a service start date. To do so, select the FRN(s) you wish to update from the grid below. You may select multiple FRNs.

Please note that the Service Start Date in the below grid is from the FCC Form 471.

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
<input type="checkbox"/>	2299026772	221020356	FY2022 - Bandwidth-ISP - 80% Schools	143043002	Educational Technology Association	7/1/2022	7/1/2022
<input type="checkbox"/>	2299026775	221020362	FY2022 - Bandwidth-ISP - 70% Schools	143043002	Educational Technology Association	7/1/2022	7/1/2022
<input type="checkbox"/>	2299026776	221020366	FY2022 - Bandwidth-ISP - 60% Schools	143043002	Educational Technology Association	7/1/2022	7/1/2022

CANCEL

BACK

CONTINUE

If all data is accurate, simply click **Continue**.

# Confirm that Data is Accurate

**Service Information**

Please confirm that the information below is complete and accurate for the service(s) that you are confirming. Although it is uncommon, you may need to edit a service start date. To do so, select the FRN(s) you wish to update from the grid below. You may select multiple FRNs.

Please note that the Service Start Date in the below grid is from the FCC Form 471.

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
<input checked="" type="checkbox"/>	2299026772	221020356	FY2022 - Bandwidth-ISP - 80% Schools	143043002	Educational Technology Association	7/1/2022	7/1/2022
<input type="checkbox"/>	2299026775	221020362	FY2022 - Bandwidth-ISP - 70% Schools	143043002	Educational Technology Association	7/1/2022	7/1/2022
<input type="checkbox"/>	2299026776	221020366	FY2022 - Bandwidth-ISP - 60% Schools	143043002	Educational Technology Association	7/1/2022	7/1/2022

**Actual Service Start Date for the Selected FRN(s)**

**If you need to change the Service Start Date to a date LATER than what you listed on the 471, check the box next to the FRN #, enter the revised date, and click on “Update Selected FRNS Start Date”. Note: If this is for C1, USAC will reduce your funding if you push back your service start date.**

# Early Filing/CIPA Waiver?

**Early Filing:** If the FCDL is received prior to July 31 and if your services will begin prior to July 31 (or equipment received before July 31), you should check the Early Filing box. Otherwise, don't check.

**CIPA Waiver:** **Do not check the CIPA waiver box.** If you are not CIPA compliant, but if asking for bandwidth circuits only, you will provide that certification later in the application.

**Early Filing**

CHECK THE BOX BELOW IF THE FRNS ON THIS FCC FORM 486 ARE FOR SERVICES STARTING ON OR BEFORE JULY 31 OF THE FUNDING YEAR.

The Funding Requests listed in this FCC Form 486 have been approved by USAC as shown in my Funding Commitment Decision Letter (FCDL). I have confirmed with the service provider(s) featured in those Funding Requests that these services will start on or before July 31 of the Funding Year.

**CIPA Waiver**

CHECK THE BOX BELOW IF YOU ARE REQUESTING A WAIVER OF CIPA REQUIREMENTS FOR THE SECOND FUNDING YEAR IN WHICH YOU HAVE APPLIED FOR DISCOUNTS IF YOU AS THE BILLED ENTITY ARE THE ADMINISTRATIVE AUTHORITY.

I am providing notification that, as of the date of the start of discounted services, I am unable to make the certifications required by the Children's Internet Protection Act (CIPA), 17 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the schools or libraries represented in the Funding Request Number(s) on this FCC Form 486 will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

**If you have Full Rights and are certifying the application, click Continue.** (If you don't have Full Rights, you must "Send for Certification" so a Full Rights EPC User can certify the Form 486.)

Send for Certification **Continue**

# General Certifications – All Applicants

Check the top 2 Certification boxes - required for all applicants.

## 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.

Scroll down to the CIPA Certifications.



# CIPA Certifications

## Be Careful!!!

ONLY check the first circle to signify that you are CIPA compliant. Do NOT check the 2<sup>nd</sup> or 3<sup>rd</sup> buttons!

*If you are **NOT** CIPA compliant and are only receiving discounts on telecom services, which includes bandwidth circuits, check the 3<sup>rd</sup> box.*

### 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).
- 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

PREVIEW

Click Preview.

# FCC Form 486 Preview

**Form Details**

Nickname FY2022 Funding Year 2022

**Billed Entity Information**

COUNTY DISTRICT LIBRARY  
117 S JACKSON ST  
NEW LEXINGTON, OH 43764

Billed Entity Number: 129000  
FCC Registration Number: 0011623568  
Applicant Type: Library System

**Main Contact**

Name Lorrie Germann Email jane.smith@county.library.org  
Phone Number 740-253-1153

**Service Information**

FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
2299026772	221020356	FY2022 - Bandwidth-ISP - 80% Schools	143043002	Educational Technology Association	7/1/2022	7/1/2022
2299026775	221020362	FY2022 - Bandwidth-ISP - 70% Schools	143043002	Educational Technology Association	7/1/2022	7/1/2022
2299026776	221020366	FY2022 - Bandwidth-ISP - 60% Schools	143043002	Educational Technology Association	7/1/2022	7/1/2022

**Certifications**

The Funding Requests listed in this FCC Form 486 have been approved by USAC as shown in my Funding Commitment Decision Letter (FCDL). I have confirmed with the service provider(s) featured in those Funding Requests that these services will start on or before July 31 of the Funding Year.

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.

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 (i).

[CANCEL](#) [BACK](#) [PRINT PREVIEW](#) [CERTIFY](#)

Note: If you click on "Print Preview", there will be certifications not previously displayed. These are for other applicant types. Click on "Certify".

# Confirmation Page After Certifying

## Certifier Information

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**You have successfully filed FCC Form 486 #96209**

[Click here to view and print the FCC Form 486](#)

### Certification Date

7/15/2022 2:00 EDT

### Authorized Person

<b>Name</b>	Jane Doe
<b>Title</b>	Director
<b>Employer</b>	Local County Library
<b>Address</b>	123 Main St. Any Town, OH 45000
<b>Phone</b>	555-222-0000
<b>Email</b>	jane.doe@mylib.org

# Form 486 Approval via E-mail

The Form 486 Notification Letter will be e-mailed to the 486 contact



**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 non-discounted 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 **...More**



Local County Library FCC Form 486 Notification Letter  
PDF 71 KB



FCC Form 486 - 120714 - FY2018 Circuits Only - 486  
XLSX 9 KB

#17000247- Circuits ... FY2018 Circuits ...

Aug 25, 2018 ☆ 🔒 Comment More Info ▾



# Form 486 Approval in EPC

At the top of your EPC Landing Page under "Notifications", select 'Form 486 Notification Letter'

**My Consultant Landing Page**

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [FCC Form 500](#) | [SPIN Change](#)  
[Appeal](#) | [Service Substitution](#) | [Manage My Organization](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

**Universal Service Administrative Co.**

Welcome, [Education Plus!](#)

[> Pending Inquiries](#)

### Notifications

**Notification Type**

**Funding Year**

**Status**  All  
 Generated  
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On	
FCC Form 486 Notification Letter	FCC Form 486 - 182900	7/15/2022	EPC System	7/15/2022 10:29 AM	<a href="#">View Notification</a>



**Do you have questions?**

# Contact Information



**For E-Rate Support and Information,  
please contact:**

**Lorrie Germann: 740-253-1153**

E-mail: [lorrie.germann@education.ohio.gov](mailto:lorrie.germann@education.ohio.gov)

*To subscribe to the E-Rate list, send an email with  
no message to [join-erate@list.em.ohio.gov](mailto:join-erate@list.em.ohio.gov).*