USAC
Universal Service Administrative Company®

Schools and Libraries (E-rate) Program
APPLICATION PROCESS

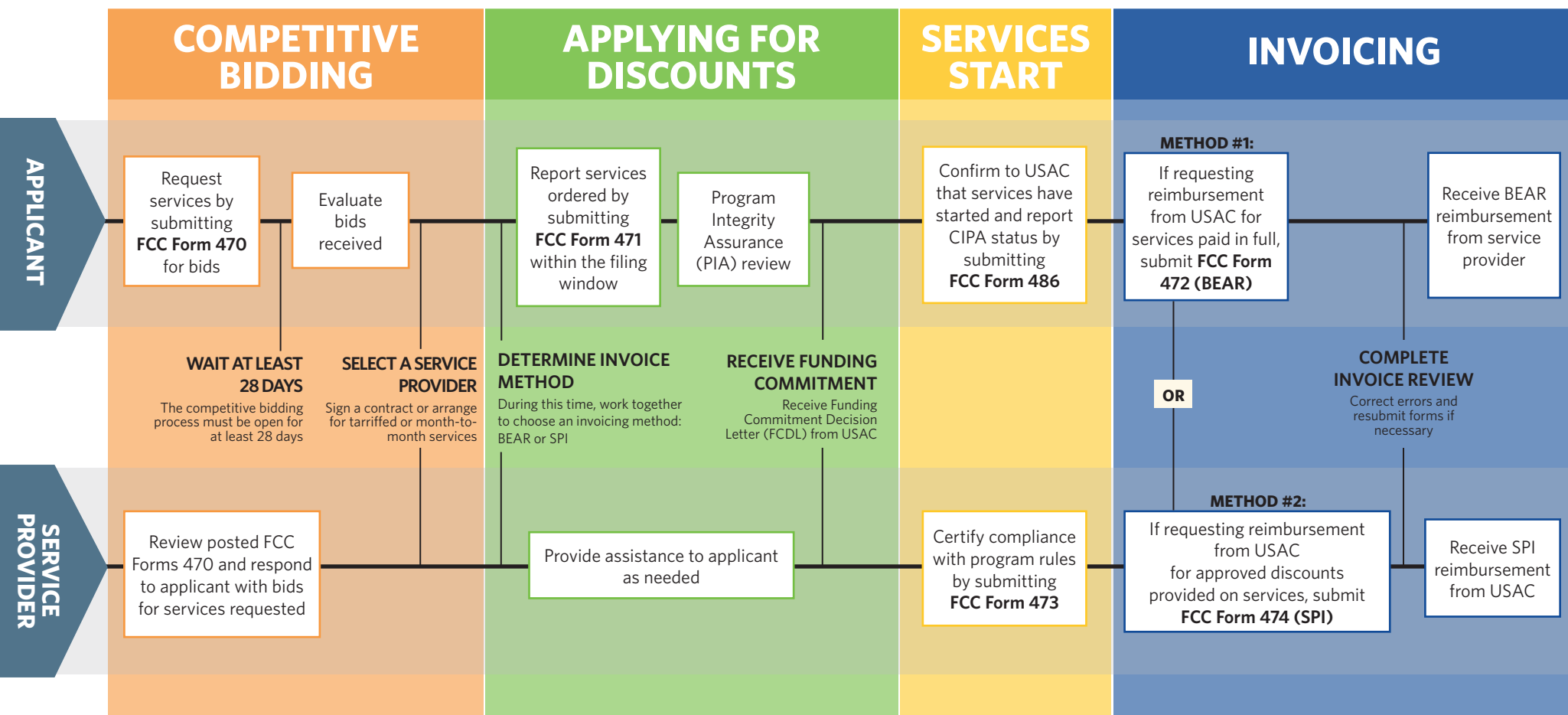## BEFORE YOU BEGIN:

APPLICANTS: Applicants must first have an entity number and an E-rate Productivity Center (EPC) account.

SERVICE PROVIDERS: Service providers must first obtain a Service Provider Identification Number (SPIN) by submitting FCC Form 498.

	COMPETITIVE BIDDING	APPLYING FOR DISCOUNTS	SERVICES START	INVOICING

APPLICANT

- Request services by submitting **FCC Form 470** for bids
- Evaluate bids received
- Report services ordered by submitting **FCC Form 471** within the filing window
- Program Integrity Assurance (PIA) review
- Confirm to USAC that services have started and report CIPA status by submitting **FCC Form 486**

METHOD #1:
- If requesting reimbursement from USAC for services paid in full, submit **FCC Form 472 (BEAR)**
- Receive BEAR reimbursement from service provider

WAIT AT LEAST 28 DAYS
The competitive bidding process must be open for at least 28 days

SELECT A SERVICE PROVIDER
Sign a contract or arrange for tarriffed or month-to-month services

DETERMINE INVOICE METHOD
During this time, work together to choose an invoicing method: BEAR or SPI

RECEIVE FUNDING COMMITMENT
Receive Funding Commitment Decision Letter (FCDL) from USAC

COMPLETE INVOICE REVIEW
Correct errors and resubmit forms if necessary

OR

SERVICE PROVIDER

- Review posted FCC Forms 470 and respond to applicant with bids for services requested
- Provide assistance to applicant as needed
- Certify compliance with program rules by submitting **FCC Form 473**

METHOD #2:
- If requesting reimbursement from USAC for approved discounts provided on services, submit **FCC Form 474 (SPI)**
- Receive SPI reimbursement from USAC

FOR MORE INFORMATION:

- Website: The application process is broken down in detail for both underlined applicants and underlined service providers on the Schools and Libraries Program website (www.usac.org/sl).
- Glossary of Terms: Definitions for program terms and acronyms.