

Filing the FCC Form 472 (BEAR) in the EPC; a step-by-step guide

- [Log into your One Portal dashboard](#) (enter your username and password and receive a code via the two-step authentication process).
- You will select the **EPC portal** and then, from the Applicant Landing Page, you can click on the square box at the top right, beside the user icon.
- Then, select “EPC invoice.”

My Applicant Landing Page

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

Universal Service Administrative Co.

Welcome, ABC SCHOOL DISTRICT

Pending Inquiries

Type: Application/Request:
 Funding Year:

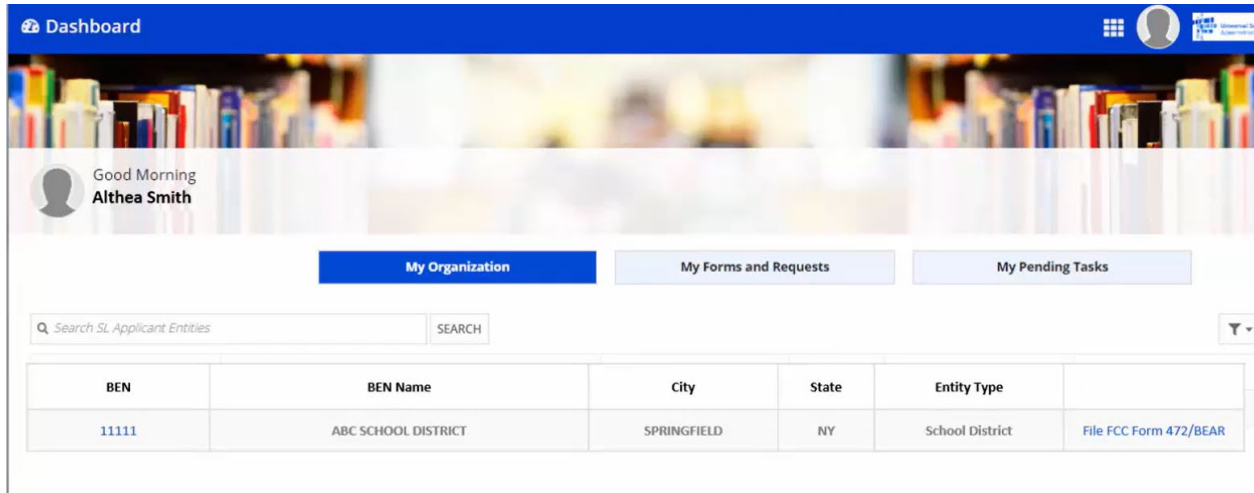
Pending COMAD Inquiries are not included.

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

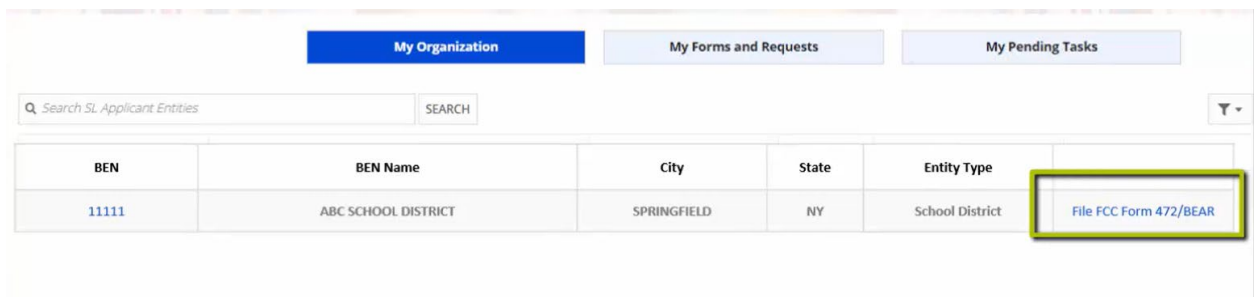
EPC Invoice

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

This will take you to the Dashboard.



(For libraries who applied for the Emergency Connectivity Funds, this dashboard layout will look familiar).



- To begin your BEAR form, click on the **File FCC Form 472/BEAR** link beside your entity.

****Note: If the link to file the BEAR form doesn't show up for a user, then they don't have the permissions to file a BEAR form for that entity.** They will need to get the Account Administrator to log into the EPC portal to Manage Organization and update the user permissions to full rights/privileges to submit all forms.

Dashboard

FCC Form 472

OMB Number: 3060-0856 Form 472

Basic Information | Invoice Line Item Summary | Preview | Certify Form 472

ABC SCHOOL DISTRICT (BEN: 11111)

Billed Entity Information

ABC SCHOOL DISTRICT
123 Main Street
SPRINGFIELD, NY 11111

Billed Entity Number: 11111
FCC Registration Number: 11111
Applicant Type: School District

111-111-1111

Applicant FCC Form 498 ID: *

Please select an FCC Form 498

Please select an FCC Form 498

1111111111

Invoice Nickname

Please enter an invoice nickname here: *

Contact Information

Are you the main contact person?

YES NO

DISCARD FORM SAVE & CONTINUE

- You will need to use the drop-down menu to select the corresponding 498 ID (likely, there is only one for the single library. There could be multiple options for a system).
- Then, give the form a nickname (similar to how you file other forms in the EPC portal).
- If you are the main contact, you would select “yes”. If you are not the main contact, select “no” and then begin typing another username to list them as the contact.
- Once the contact information is selected, click ‘save and continue’.

Dashboard

FCC Form 472

OMB Number: 3060-0856 Form 472

Basic Information | Invoice Line Item Summary | Preview | Certify Form 472

ABC SCHOOL DISTRICT (BEN: 11111) – invoice2021 - #BEAR202200218

Invoice Line Item

Invoice Line Item	FCC Form 471 Application Number	Funding Request Number (FRN)	Billing Frequency (FRN)
No items available			

+ ADD LINE ITEM EDIT LINE ITEM REMOVE LINE ITEM

BACK DISCARD FORM SAVE & CONTINUE

- Click “Add Line Item” to begin adding FRN lines for invoicing.

- Using the drop-down menu, you will need to select the funding year for which you're seeking reimbursement.

Dashboard

FCC Form 472

Basic Information | Invoice Line Item Summary

ABC SCHOOL DISTRICT (BEN: 11111) – invoice2021 - #BEAR

Invoice Line Item

Select Funding Year

2021

Select FRN

Please select a row to auto-populate the form details below.

FCC Form 471 Application Number	Funding Request Number	Funding Request Description	F
			A

- You will need to find the FRN(s) for which you're seeking reimbursement and click on it to add additional information regarding the invoicing.

Dashboard

number	number	nickname	Amount			Rate (%)
111111111	1111111111	School1internet	\$2052.00	143000000	Telecom, Inc.	90%
222222222	2222222222	School2internet	\$14,000.00	143000000	Telecom, Inc.	40%
333333333	3333333333	School3internet	\$14,000.00	143000000	Telecom, Inc.	60%

Add New Invoice Line

Form 471 Application Number: 111111111 | Funding Request Number: 111111111

Billing Frequency *
Please select a value

Total Undiscounted Amount for Service *
Please enter the amount billed to USAC

Discount Amount Billed to USAC
(Total Undiscounted Amount For Service * Discount Rate)

Customer Billed Date
mm/dd/yyyy

Shipping Date to Customer or Last Day of Work Performed
mm/dd/yyyy

Supporting Documentation
UPLOAD Drop files here

CANCEL SAVE

- You will then enter information regarding your reimbursement request similar to what you usually enter in a BEAR form (i.e bill frequency, customer billed date, total undiscounted amount, etc.)

Add New Invoice Line

Form 471 Application Number 111111111	Funding Request Number 111111111
Billing Frequency* Monthly	Total Undiscounted Amount for Service* \$190.00
Use this field for recurring services. The date entered should be the date of the first vendor invoice related to the services included on this line item.	Discount Amount Billed to USAC \$171.00 (Total Undiscounted Amount For Service * Discount Rate)
Customer Billed Date 08/01/2021	
Shipping Date to Customer or Last Day of Work Performed mm/dd/yyyy	
Supporting Documentation UPLOAD Drop files here	

**Note: If you need to upload any files to support your invoicing, you can click on the “upload” button to add supporting documentation.

- Once information is entered, click ‘save.’
- This takes you back to the invoicing line-item page. From here, you can add another line to invoice, if you wish OR if you’re ready to move on, you can click ‘save & continue’.

Dashboard

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information
Invoice Line Item Summary
Preview
Certify Form 472

ABC SCHOOL DISTRICT (BEN: 11111) – invoice2021 - #BEAR202200218

Invoice Line Item

	Invoice Line Item	FCC Form 471 Application Number	Funding Request Number (FRN)	Billing Frequency (FRN)
<input type="checkbox"/>	1	111111111	111111111	Monthly

+ ADD LINE ITEM
EDIT LINE ITEM
X REMOVE LINE ITEM

BACK
DISCARD FORM
SAVE & CONTINUE

**Note: If you’re seeking multiple months (instead of the whole year), you would add a line item for each month you’re requesting reimbursement. Some libraries request reimbursement monthly, quarterly, semi-annually, etc. How often you want to invoice is up to you.

- Once you're ready to certify your BEAR form, click on "continue to certification." Again, this will depend on the user permissions.

Dashboard

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary **Preview** Certify Form 472

ABC SCHOOL DISTRICT (BEN: 11111) – invoice2021 - #BEAR202200218

Please review the FCC Form 472 by clicking on the link below to ensure that all of the invoices being requested are correct before sending or going to the certification page regarding this FCC Form 472.

[FCC Form 472 Record - BEAR202200218](#)

BACK DISCARD FORM SEND FOR CERTIFICATION **CONTINUE TO CERTIFICATION**

- The final step is to complete the certifications. Applicants must review and make the certifications before clicking on 'certify and submit'. This is the exact same process as in the old system.

Dashboard

FCC Form 472

OMB Number 3060-0856 Form 472

Basic Information Invoice Line Item Summary Preview **Certify Form 472**

ABC SCHOOL DISTRICT (BEN: 11111) – invoice2021 - #BEAR202200218

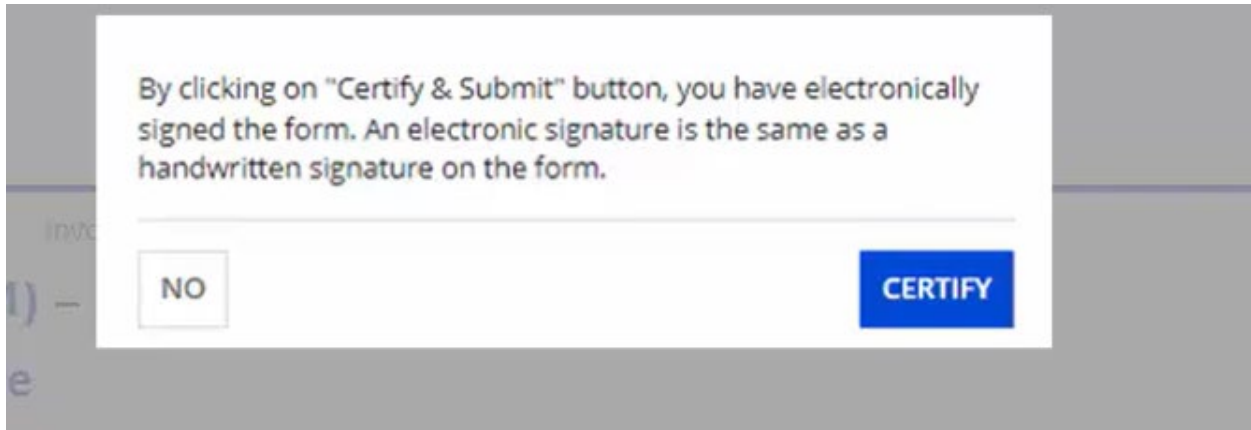
Billed Entity Certifications & Signature

I declare under penalty of perjury that the foregoing is true and correct and that I am authorized to submit this Billed Entity Applicant Reimbursement Form on behalf of the eligible schools, libraries, or consortia of those entities represented on this Form, and I certify to the best of my knowledge, information, and belief, as follows.

- The discount amounts listed in this Billed Entity Applicant Reimbursement Form represent charges for eligible services and/or equipment delivered to and used by eligible schools, libraries, or consortia of those entities for educational purposes, on or after the service start date reported on the associated FCC Form 486.
- The discount amounts listed in this Billed Entity Applicant Reimbursement Form were already billed by the Service Provider and paid for by the Billed Entity Applicant on behalf of eligible schools, libraries, and consortia of those entities.
- The discount amounts listed in this Billed Entity Applicant Reimbursement Form are for eligible services and/or equipment approved by the Fund Administrator pursuant to a Funding Commitment Decision Letter (FCDL).
- I acknowledge that I may be audited pursuant to this application and will retain for at least 10 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 that I rely upon to complete this form.
- I certify that, in addition to the foregoing, this Billed Entity Applicant is in compliance with the rules and orders governing the schools and libraries universal service support program, and I acknowledge that failure to be in compliance and remain in compliance with those rules and orders may result in the denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with the rules and orders governing the schools and libraries universal service support program could result in civil or criminal prosecution by law enforcement authorities.

BACK CERTIFY & SUBMIT

- As before, you will get the pop-up message asking you if you're sure you want to submit.



- If you are, you should click 'certify.'

You will see a message indicating that you have successfully filed your BEAR form.



This full demo video is available at: <https://player.vimeo.com/video/775848570>

To see additional videos pertaining to the Legacy System Consolidation process, you can visit here: <https://www.usac.org/e-rate/learn/videos/#E-Rate-System-Consolidation>