E-Rate Newbie Training

FALL / WINTER 2020-2021
E-Rate

I am new to E-Rate.

• What is E-Rate?
• Where do I Start?
• Where do I go to find out about E-Rate?
• Who can help me?
• Am I going to regret this?
What is E-Rate?

E-Rate is a discount program.
E-Rate is not a grant program.
A grant provides pre-purchase funding.
A discount program provides post-purchase funding.
You have to receive the services before you can get E-Rate funding.
This is why E-Rate is called a discount program.
What are you?

You are a school district
You are a parent
You are a billed entity
You are a recipient of services
You may be a member of a consortium
You are a governing authority with local control
# Billed Entity Number (BEN) vs Entity Number

<table>
<thead>
<tr>
<th><strong>BILLED ENTITY NUMBER</strong> – ANYONE WHO PAYS THE BILL</th>
<th><strong>ENTITY NUMBER</strong> – AN ENTITY THAT RECEIVES E-RATE DISCOUNTED SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schools don’t pay the bills and don’t have a BEN</td>
<td>Schools receive services and have an entity number</td>
</tr>
<tr>
<td>Districts pays the bills and have a BEN</td>
<td>Districts receive services and have an entity number</td>
</tr>
<tr>
<td>MDE pays the bills and have a BEN</td>
<td>MDE does not receive services and does not have an entity number</td>
</tr>
</tbody>
</table>
MDE is the Consortium Lead who purchases Internet on your behalf.

The district is a locally controlled Governing Authority who pays the bills (Billed Entity). The district also receives services.

The schools are the eligible recipients of services.
MDE has a BEN because MDE pays invoices.

The district has a BEN because the district pays Invoices.

MDE does not have an Entity #s because they do not receive services.

Districts have Entity #s because they receive services.

Schools have Entity #s because they receive services.
Step 1 – Understand how important E-Rate is to the State of Mississippi

$758,172,518 committed since the program started in 1998, 23 years ago

Average of $33 million awarded to Mississippi each year
Step 2 – Understand what E-Rate is all about

• Established by Congress, Directed by the FCC, Managed by USAC

• Provides funding for specific services
  • Internet Access
  • WAN circuits and WAN equipment
  • Internal Connections (LAN equipment and cabling)
  • Maintenance of Internal Connections
  • Managed Wi-Fi
Step 3 – Understand what E-Rate will fund

To know what E-Rate will fund you must understand the Eligible Service List (ESL)

ESL Changes every year

https://www.usac.org/e-rate/applicant-process/before-you-begin/eligible-services-list/

If a product or service is not listed on the ESL as eligible, then it is safe to assume it is NOT eligible.
Eligible Services List (ESL)

The Eligible Services List (ESL) for each funding year provides guidance on the eligibility of products and services under the Schools and Libraries Program.

- ESL Glossary
- Frequently Asked Questions
- 2020 Eligible Services List
- 2019 Eligible Services List
- 2018 Eligible Services List

The ESL is organized into two primary sections plus a miscellaneous section:

- Category One
  - Data Transmission Services and/or Internet Access
- Category Two
  - Internal Connections (IC), Managed Internal Broadband Services (MIBS), and Basic Maintenance
Step 4 – Understand how services are categorized?

Category 1 (C1)
- Funded first with remaining dollars going to C2
- Internet Access, WAN circuits/equipment

Category 2 (C2)
- LAN equipment, cabling, fiber between buildings, maintenance of LAN equipment, Wi-Fi, managed Wi-Fi.
- Each school has a C2 budget based upon $167.00 per student for the 5 year cycle
- Each library has a C2 budget based upon $4.50 per sq. ft.
Step 5 – Understand how you get your E-Rate dollars

- You can receive your discounts on your invoice
  - You simply pay your non-discount amount
  - Service Provider files a form to have USAC pay them directly for your discounted amount

- You can pay for services in full and receive a reimbursement
  - After paying for services in full, you will file a form and USAC will send a deposit directly into your district bank account

E-Rate is a discount program.
Now, how do we classify E-Rate?

Is E-Rate an accounting program?

Is E-Rate a technology program?
Step 6 – Understand what Forms are required by E-Rate

Form 470 – is part of the procurement to establish a contract
Form 471 – is your request for funding
Form 486 – services have started and you are CIPA compliant
Form 498 – allows USAC to send a check directly to your bank
Form 472 – BEAR, filed by you to get a reimbursement Check
Form 479 – certifications to Consortium Lead of CIPA compliance
Form 500 – to return unused funding and other functions
Form 474 – filed by Service Providers to have discounted amount paid to them directly (SPI method)
Form 473 – filed by Service Providers annually to certify they will comply with program rules
Step 7 – Understand the Process: E-Rate

ESL → 470 → Contract → 471 → Review Process

FCDL → 486 → BEARs SPIs
What are your needs?

Check with your schools to identify their needs
• More Bandwidth?
• Expanded Wi-Fi?
• More Laptops?

• Check with your Budget Officer to see what your Technology Budget looks like
  • Don’t ever try to go where your budget can’t take you

• Check your C2 Budget Tool to see if you have and remaining C2 budget if you are purchase C2 services

• Check with your Superintendent to see what your districts goals are in relation to what your students or library patrons actually need
  • Don’t ever try to go where the Superintendent does not want to go
Of those needs, which ones will E-Rate fund?

**Bandwidth, Wi-Fi, Laptops**

- Are these services E-Rate eligible? Some are, some aren’t.
  - How do you find out? ESL
- Also verify that the services are allowable under your existing contract and that the contract covers next year.
  - IF not, perform a procurement.
Of those needs, which ones will E-Rate fund?

• Bandwidth
  • What is my current utilization?
  • What is my next increment?

• Expanded Wi-Fi
  • Where are my weak spots?
  • Will my internet access support more devices?
  • Do I have any remaining Category 2 Budget to spend on Wi-Fi?
Do you have a contract to purchase services?

If you are using one of the State Master Contracts (SMCs) then you simply cite the State’s 470 and use the contract.

If you are using your own contract, then verify it covers the services you are seeking and that it is still valid for next year (contract has not expired or will expire before the end of the funding year).

If your contract is expiring and you do not want to use one of the SMCs, then you must perform your own procurement to establish an E-Rate Eligible Contract by posting your own Form 470.
How will you request E-Rate funding?

Once the Window for filing Form 471s opens you will be able to file a Form 471 requesting discounts for E-Rate eligible services. The Window is usually open for approximately 60 - 75 days.

After you have submitted and certified your Form 471, it will be reviewed by USAC and they will contact you if they have any questions.

Always answer their questions, and don’t argue.
Who approves the funding?

USAC hires a contractor through a competitive bid process. Currently the contract is with MAXIMUS. MAXIMUS has employees that review the application by performing a Program Integrity Assurance (PIA) review. That is why we say, “We have a call from PIA asking questions about our application.”

Applications go through multiple levels of review which is why we may get the same question more than once.

Applications cannot be funded until all questions from PIA have been answered.
How do they inform you of your funding:

Once your application has made its way through all levels of PIA review, and all questions have been satisfactorily answered, USAC will issue a notification to you.

The USAC notification is called a Funding Commitment Decision Letter (FCDL).

You will get the FCDL if you are funded, or if you are denied.
Once funded, how do you start the services.

Once you have received your FCDL, you should contact your service provider to verify that they too have been notified of your funding.

Just like any other purchase you make for your schools or libraries, your obligation to purchase is not official until you issue a Purchase Order.

You would file your 486 after you receive your FCDL (not before).
How do you get your discounts?

You, the applicant, have a choice, and you must inform your service provider of your choice prior to filing your 471 (via e-mail).

- Reimbursement - You can pay for your services in full and then file a BEAR (Billed Entity Applicant Reimbursement). USAC will issue a Reimbursement check deposited directly into your district bank account
  - You can file BEARs monthly, quarterly, annually....

- Discount - You can inform your SP that you want to be invoiced only for your non-discounted portion and the SP will invoice USAC directly for the discounted portion
Where do you start?
Well, find yourself first.

On any given day, you may have three funding years to be worried about. So today you have:

• Funding Year 2019 started July 1, 2019 and ended June 30, 2020
• Funding year 2020 (current year) started July 1, 2020 and will end June 30, 2021
• Funding Year 2021 **PROCESS** starts now, and the funding year will end June 30, 2022
• **All correspondence with PIA and other reviews are through EPC (E-Rate Productivity Center)**
What is the current status for each funding year?

• FY2019
  • Did someone file the 486?
  • Was a BEAR filed to seek reimbursement?
  • Did my service provider file the SPI?
  • If there were remaining unused funds, did someone file a 500 to return dollars?

• FY2020
  • What has been funded?
  • Have the services started?
  • Has a 486 been filed?

• FY2021
  • What needs to be applied for next year?
  • Do I have a contract that covers next year?
  • Do I have any remaining C2 budget for next year?
How do you find what you have just inherited?

www.e-ratecentral.com

www.usac.org/sl
E-Rate Central

We provide a comprehensive range of E-rate consulting services for applicants. Find out how our E-rate consultants can help you.

Learn More

News of the Week
October 26, 2020
- Funding Status - FY 2020
- Category 2 Budget Information in EPC Profiles
- E-Rate Updates and Reminders
  - Upcoming E-Rate Dates
  - Multiple-User Portal Verification Codes
- USAC News Brief Dated October 23 – Reminders and Notices

More Newsletters
Subscribe

Try our state funding or BEN Search Tools to find out information about your state or BEN

State Funding

Funding History Search
Enter BEN or SPN
USAC – Schools & Libraries

COVID-19 Update: USAC remains open for business—Washington, DC office closed. Learn more about USF program responses

E-rate
Ensuring that schools and libraries across the U.S. are connected to information and resources through the internet

Manage Your Account
Access your E-rate Productivity Center (EPC) account, submit forms, and file your invoices by logging into One Portal.

Resources
- Eligible Services List
- Tools
- Weekly SL News Brief
- Training
- Announcements

Upcoming Dates
- 11/04 2020
  - Training: 2020 Training Kickoff Event
- 11/04 2020
  - Training: E-rate Program Overview Webinar

See full calendar
Questions
The Portal
Agenda

What is EPC?
What is an AA?
Establishing/resetting passwords
Landing page
Changing AA permission to Full Rights
Adding EPC Users
Reviewing schools and NIFs
Reviewing enrollment/NSLP data
What is EPC?

EPC = E-rate Productivity Center – https://forms.universalservice.org/portal/login

All E-rate forms, letters and interactions are located in the EPC Portal system

Advantages?
- All forms, submitted documentation and requests will be archived in a single location
- Forms will be pre-populated with information
- Lots of data will be entered into EPC prior to filing the application
- Supposed to provide streamlined reviews
Establishing Your Initial EPC Account

USAC created an EPC account in their database for each applicant entity and identified an Account Administrator.

To receive your EPC Account Administrator call Client Service Bureau at 1-888-203-8100.

Your initial account does not have a password set. You must select Forgot Password on initial access to EPC.
What is the Account Administrator’s Role?

The AA can perform these functions:

- Create Users
- Assign Users’ Rights/Permissions
- Join Consortia
- Link to Your Consultant
- Enter Enrollment/NSLP Data
- Change AA to another user
Who is the Account Administrator?

The Account Administrator is the person designated as the district contact for the EPC Portal

- unless it is a consultant

Each AA should have received an e-mail from USAC indicating that their EPC Account had been created and that they should establish their password

- If you are the AA, contact CSB at 888-203-8100 to have AA account set up in their system
How to Change the AA to Someone Else

Two methods:

1) If the current AA has set up their password, they can log-in to the system and change AA authority to another User

2) If the AA is no longer with the district the new AA must contact CSB and give full contact information to be set as the new AA

For 2, the new AA will then receive an e-mail from EPC inviting them to establish their EPC password (it looks like this...)
Hello,

Your USAC E-rate Productivity Center (EPC) account has been created with the username: [Form 471 signer email address]

To log in with your new username, navigate to: https://portal.usac.org/suite/
Please select the forgot password option and follow ensuing directions.

Thank you.

Universal Service Administration Company
EPC page on the USAC website

COVID-19 Update: USAC remains open for business—Washington, DC office closed. Learn more about USF program responses

Manage Your Account
Access your E-rate Productivity Center (EPC) account, submit forms, and file your invoices by logging into One Portal.

Sign In

Resources
- Eligible Services List
- Tools
- Weekly SL News Brief
- Training
- Announcements

Upcoming Dates
- 10/29 2020 Starting Services FY2020 FCC Form 486 Deadline
- 11/04 2020 Training 2020 Training Kickoff Event
See full calendar
EPC users and BEAR Form filers: If this is your first time logging in to One Portal, please read this information carefully.

USAC has added multifactor authentication (MFA) to increase the security of our Universal Service Fund (USF) IT applications. The first time you sign into an application, the system will prompt you to set up MFA for your account. To do this:

1. Click the blue Continue button below.
2. Click the Forgot Password link.
3. Enter your Username (your email address) and click Reset via Email.
4. When you receive the email, click the link to create a password. Your password must be at least eight characters long and include one lowercase letter, one uppercase letter, one number, and one special character.
5. Accept the system’s terms of use and click Sign In.
6. On the next page, confirm the email associated with your account and click Send Email.
7. Check your email for a verification code.
8. Enter the code and click Verify.

After logging in, you will see USAC’s new single portal application dashboard if you have access to more than one application. On this page you can access all of the USF applications associated with your log in. This means users no longer have to sign into multiple applications to interact with different USF programs.

From the dashboard, you can visit the “Settings” page to add a cell phone number to your account. This will allow you to receive verification codes via either email or text message when you log in in the future.

To learn more about USAC’s MFA and to find a list of all USF IT applications included in the single portal, visit USAC’s website. If you cannot access the email associated with your account and need to set up a new log in, please contact your organization’s USF administrator. If you need to reset your password, click the “forgot password” link. More detailed instructions are available in this video.
EPC Log-In Screen Looks Like:

Click “Sign In”
What Are Your EPIC Log-In Credentials?

Username = Authorized Person’s E-mail Address
  ◦ Must be specific to a person’s email address
  ◦ Must be all lowercase

Password =

There is no Password!

Click on “Forgot Password”
Establishing/Resetting Your Password

The next screen will look like this:

Enter username again (which is your e-mail address), and click Send Email to reset password.
Password Reset

After you click ‘Send Email’ to reset your password, the system will send a temporary link to that e-mail address (which is only valid for 15 min.)

Click on the temporary link which will take you to this screen:
Password Reset

The system will then take you to the Login screen. Enter your username and password to access EPC.

Note: EPC Passwords are only valid for 60 days, so you’ll have to reset them often.
Go to this URL for EPC Log-In:
https://forms.universalservice.org/portal/login
Email Authentication

USAC requires multifactor authentication to add an additional layer of security when signing in to your account.

Email Address

 Send Email
Make Your Selection

- Select **Continue** to go to your program's system.
- Select **Manage My Authentication Settings** to update either your email address or phone number to access your account.

Manage My Authentication Settings  Continue
Landing Page

My Landing Page

Welcome, MISSISSIPPI STATE DEPT OF ED!

Notifications

Notification Type
Please select a value

Funding Year
-- Select a Funding Year --

Status
All

- Generated
- Not Generated

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<tr>
<th>Notification</th>
<th>Description</th>
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No items available

My Entities

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<th>Entity</th>
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<tbody>
<tr>
<td>MISSISSIPPI STATE DEPT OF ED</td>
<td>128642</td>
<td>JACKSON</td>
<td>MS</td>
<td>39201</td>
</tr>
</tbody>
</table>

Customer Service Cases
News

SL NewsBriefs A new edition of the SL NewsBrief is available. This electronic publication will give you information about upcoming funding commitments, tips to help you through the application process, and other timely information.

Read this NewsBrief to learn about the upcoming FCC Form 486 webinar, URL changes to some legacy functions, and the IT Enhancement Feedback page.

SL NewsBriefs A new edition of the SL NewsBrief is available. This electronic publication will give you information about upcoming funding commitments, tips to help you through the application process, and other timely information.

Read this NewsBrief to learn how to search the SL News Brief archive and how to respond to PIA review questions in EPC.

USAC's Internal System A new RFP document titled, Q and A Putnam City Schools associated with FCC Form 470 190020776 filed by PUTNAM CITY INDEPENDENT SCHOOL DISTRICT 1 was uploaded into the EPC system on 4/17/2019 9:40 AM CDT. This document is available for download by clicking on the FCC Form 470 record link below and then clicking on 'View RFP documents'.
Tasks

Shows current active tasks
Records
Reports

My Landing Page
Applicant landing page

My Submitted Modification Requests (RAL)
Report for viewing all the submitted Modification RAL Request(s)
Actions

Contact Us
Create a customer service case

Create a Whistleblower Case
Use this function to report an instance of program rule violations, or waste, fraud and abuse.

Export ‘Entities Within Counties Eligible for FEMA Individual Disaster Assistance’ Report. DA 19-15 (October 2017 Northern California Wildfire Waiver)
This report displays entities located in counties designated as eligible for Individual Assistance by FEMA. Entities located in these areas may be eligible for limited relief from certain E-rate requirements under the Northern California Wildfire Waiver.

Export ‘Entities Within Counties Eligible for FEMA Individual Disaster Assistance’ Report, Wireline Competition Bureau Hurricane Relief Order, DA 17-984 (WCB Hurricane Relief Order)
This report displays entities located in counties designated as eligible for Individual Assistance by FEMA. Entities located within these areas may be eligible for limited relief from certain E-rate requirements under the WCB Hurricane Relief Order.

Search and Export Certified FCC Form 471 Funding Request(s)
This function allows you to search for certified FCC Forms 471 funding request(s) and export the results.

Search and Export Certified FCC Forms 470
This function allows you to search for certified FCC Forms 470 and export the results.
Creating Forms

All forms except the Billed Entity Applicant Reimbursement (BEAR) form are found in EPC on the Landing Page.
Creating Forms

Forms

- Form 470 – The Description of Services Requested and Certification Form is an FCC form that schools and libraries complete to request services and establish eligibility.
- Form 471 - The Services Ordered and Certification Form is an FCC form that schools and libraries use to report services ordered and discounts requested for those services.
- Form 486 - The Receipt of Service Confirmation and Children’s Internet Protection Act Certification Form is an FCC form that schools and libraries file to inform USAC that services have begun, and of their CIPA compliance.
- Form 500 - The Funding Commitment Adjustment Request Form is filed by schools and libraries to notify USAC of reductions to or cancellations of approved FRNs and/or changes to reported Service Start Dates or Contract Expiration Dates, to request a service delivery extension for non-recurring services, or to notify USAC of an allowable equipment transfer.
Form 470

FCC Form 470 - Funding Year 2019

Billed Entity Information
School District 10
100 Main Street
Natchez, MS 39120
555-555-3333
school.district10.user1@mailinator.com

Billed Entity Number: 132
FCC Registration Number: 1231231232

Application Nickname
Please enter an application nickname here.*

DISCARD FORM
SAVE & SHARE
SAVE & CONTINUE
Form 471

FCC Form 471 - Funding Year 2019

School District 10 (BEN: 132)

Basic Information

Entity Information

Funding Requests

Certify

Where applicable, we've completed this section of the form based on information from your applicant entity's profile. If any of the non-editable information is incorrect, or you wish to change the information, please update your profile first by going to your entity record, clicking Manage Organization from the Related Actions menu. If you do not have access to Manage Organization, please contact your applicant entity's account administrator or create a customer service case to request updates to your applicant entity's profile.

FCC Notice Required By The Paperwork Reduction Act (OMB Control Number: 3060-0806)

Billed Entity Information

School District 10

100 Main Street

Natchez, MS 39120

555-555-3333

Billed Entity Number: 132

FCC Registration Number: 1231231232

Applicant Type: School District

Application Nickname

Please enter an application nickname here. Ø *

[FCC Form 471 Help]

Show Help

DISCARD FORM

SAVE & CONTINUE
Form 471 Search Page

**#128642 - MISSISSIPPI STATE DEPT OF ED**

![Form 471 Search Page](image)

**Category**: FCC Form 471

**FCC Forms 471**

**Funding Year**: 2017

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Form 471 – Respond to Inquiries

### Pending Inquiries

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<th>Notice</th>
<th>Name</th>
<th>Outreach Type</th>
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<th>Title</th>
<th>Phone #</th>
<th>Assigned Date</th>
<th>Due Date</th>
<th>Extn.</th>
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### Submitted Inquiries

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<tr>
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<tr>
<td>Eligibility of the Entities</td>
<td>Regular 15-Day Incomplete Response Reminder</td>
<td>Lee Bray</td>
<td>10/22/2017 10:41 AM CDT</td>
<td>10/23/2017 8:31 AM CDT</td>
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<td>10/20/2017 1:30 PM CDT</td>
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<tr>
<td>Requested Discount</td>
<td>Regular 15-Day</td>
<td>Lee Bray</td>
<td>10/2/2017 8:46 AM CDT</td>
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<td>10/2/2017 8:43 AM CDT</td>
<td>10/6/2017 4:39 PM CDT</td>
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Form 486

Create FCC Form 486

Submitting Organization Details
School District 10
100 Main Street
Natchez, MS 39120
555-555-3333
school.district10.user1@mailinator.com

FCC Form 486 Details
Nickname *

Contact Information
Main Contact Person *

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

BEN: 132
FCC Registration Number: 1231231232

Funding Year *

-- Select a Funding Year --

CANCEL CONTINUE
Create FCC Form 500

School District 10 (BEN: 132)

General Information

Paperwork Reduction Act

Submitting Organization Details
School District 10
100 Main Street
Natchez, MS 39120
555-555-3333
school.district10.user1@mailinator.com

Detailed Information

BEN: 132

Certification

FCC Registration Number: 1231231232

Form Details

Is this FCC Form 500 being filed to request a change to an FRN filed for FY 2015 and prior? *

[YES] [NO]

Nickname *

Contact Information

Main Contact Person *
Additional Landing Page

Spin Changes
Service Substitution
Manage Users – Account Administrator Only
Manage Organizations
Entity Information
Customer Service Cases
FCC Forms and Post Commitment Request
USAC Website
Contact Us
Help
BEN Modifications

<table>
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<table>
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<td>Automated Profile Update</td>
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<td>9/26/2018 8:21 PM CDT</td>
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Contracts

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<td>View</td>
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# District Information

## #132 - School District 10

### Organization Details

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<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>School District 10</td>
</tr>
<tr>
<td>Entity Number</td>
<td>132</td>
</tr>
<tr>
<td>FCC Registration Number</td>
<td>1231231232</td>
</tr>
</tbody>
</table>

### Contact Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical Address</td>
<td>100 Main Street</td>
</tr>
<tr>
<td></td>
<td>Natchez, MS 39120</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>100 Main Street</td>
</tr>
<tr>
<td></td>
<td>Natchez, MS 39120</td>
</tr>
</tbody>
</table>

### Account Administrator

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>School District 10 User 1</td>
</tr>
</tbody>
</table>

### General Contact

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>School District 10 User 1</td>
</tr>
</tbody>
</table>

### Applicant Attributes

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>School District Sub-Type</td>
<td>Public School District</td>
</tr>
<tr>
<td>State School Code</td>
<td></td>
</tr>
<tr>
<td>State LEA Code</td>
<td>28</td>
</tr>
</tbody>
</table>

**Does this organization have an endowment?**

No
District Information

Summary
Customer Service
Modifications
Additional Information
Discount Rate
Contracts
FCC Forms – Submitted by District (2016 – present)
FRN Appeals
News – District only
Related Actions
District Submitted FCC Forms

<table>
<thead>
<tr>
<th>Application Number</th>
<th>Nickname</th>
<th>Funding Year</th>
<th>Status</th>
<th>Certified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1810268998</td>
<td>2018-19 MPLS</td>
<td>2018</td>
<td>Committed</td>
<td>3/20/2018 3:57 PM CDT</td>
</tr>
<tr>
<td>181027142</td>
<td>2018-19 MIS</td>
<td>2018</td>
<td>Committed</td>
<td>3/20/2018 4:00 PM CDT</td>
</tr>
</tbody>
</table>
District FRN Appeals

#128642 - MISSISSIPPI STATE DEPT OF ED

Appeals

<table>
<thead>
<tr>
<th>Appeal Number</th>
<th>Request Status</th>
<th>Nickname</th>
<th>Created On</th>
<th>Created By</th>
</tr>
</thead>
</table>

No items available
District News

#128642 - MISSISSIPPI STATE DEPT OF ED

E-Rate Productivity Center Completed - Update Entity Profile Data from Review Process

This notification is to inform you that USAC has updated the EPC profile for your Billed Entity with the entry and discount data that was approved as part of your FY 2018 applications.

During the review of the FY 2018 applications, PIA reviewers gathered information regarding MISSISSIPPI STATE DEPT OF ED BEN: 128642 either by contacting you or using third party data sources, such as the state audited student and NSLP counts. We have ensured that either no updates were made to your profile by your staff since the FY 2018 application window closing or if there were any updates, we have got your confirmation for the profile update. Therefore, we have updated your entity's profile in EPC to match the discount and entity data from your approved FY 2018 applications.

The data in your profile will be used to automatically complete the parts of your FY 2019 E-rate applications regarding the discount rate and the entities in your organization. ...More

USAC's Internal System The entity, LUMBERTON PUBLIC SCHOOL DISTRICT, has been removed as a member of the MISSISSIPPI STATE DEPT OF ED for FY 2018. The entity can not be included on any E-rate forms filed by the consortium for FY 2018

USAC's Internal System The entity, JACKSON COUNTY SCHOOL DISTRICT, has been removed as a member of the MISSISSIPPI STATE DEPT OF ED for FY 2018. The entity can not be included on any E-rate forms filed by the consortium for FY 2018
Adding New Users

Located on School District page at top or from Related Actions
# Manage User Permissions

## Organization Details
- **Name**: School District 10
- **Entity Number**: 132
- **FCC Registration Number**: 1231231232

## Contact Information
- **Physical Address**: 100 Main Street, Natchez, MS 39120
- **Mailing Address**: 100 Main Street, Natchez, MS 39120

## Account Administrator
- **Name**: School District 10 User 1

## General Contact
- **Name**: School District 10 User 1

## Applicant Attributes
- **School District Sub-Type**
  - Public School District
  - Private School District
  - Charter School District
  - ESA School District
- **State School Code**: 28
- **State LEA Code**: 28
- **NCES Public State Code**: 28

---

![Image of a webpage with a red circle around the 'MANAGE USER PERMISSIONS' button]
Related Actions

Contains all actions need for district
- Add, create, and modify permission of a user
- Manage organization / relationships
- Create Forms
- Manage Contracts
- Upload Entity information
- Create appeals, spin changes and service substitutions
- Invoice deadline extensions
School Information

Summary
Customer service
Modifications
Additional information
Category Two Budgets
Contracts
FCC Forms
News
Related Actions
Manage Organization
Manage Annexes
Manage School Information

Allows you to manage information
- Name
- Location
- Student Count
- State Codes
- Federal Codes
Where to Go For Help

Call CSB – 1-888-203-8100
  ◦ They are extremely knowledgable and can see the “backend”

USAC’s EPC Website:  www.usac.org/sl
  ◦ Contains FAQs
  ◦ User Guides
  ◦ Video Tutorials
Questions
State and USAC Contacts

State E-Rate Coordinator
- Lee Bray
- 601-359-5544
- lbray@mdek12.org

USAC
- http://www.usac.org/sl
- 1-888-203-8100