

Tips for submitting Form 486

Apply Online (<http://www.sl.universalservice.org/menu.asp>) – Create Form 486

The recommendation is to use Internet Explorer. You may be able to use other browsers, but if you have any problems, you will probably have to revert to I.E.

You will need your BEN (Billed Entity Number) and your Funding Commitment Decision Letter (FCDL) to start the process. (2015-2016 letters are yellow.)

Block 1: Choose the year at the top of the drop-down box on #3 – Funding Year.

Click in the box on #5 to populate the contact information. On this form, it is important to include your email address.

DO NOT FORGET to write down or print your 486# and security code. If you have to stop for some reason, you will not be able to get back in without this information!

Box 6a: For **early filing**: Check box 6a if your service is beginning before July 31 and you will be submitting this form before July 31. (If you begin Form 486 on or after July 31, you cannot check box 6a. Just skip that box and go on.) Do not fill out the 486 at this time if your service starts after July 31. You cannot submit Form 486 until your actual start date (and up to 120 days after service begins.)

Box 6b: Do not check box 6b. Click Next.

It will take you to **Block 4:** Certifications.

Box 8: Check Box 8 and choose “Other” in the dropdown box and then type “None” in the blank box that appears underneath. (This is what you choose for both Category 1 and Category 2 services, since technology plans are no longer required.)

Box 9 and Box 10: Read the certifications and check the boxes.

Box 11:

If you have complied with CIPA (and if this is your second year for internet funding, you **MUST** comply) – check box **11a**. (If you previously filed a 486 for internet service, even if you didn’t receive funding, you must comply with CIPA now.)

If this is the first year you are getting funding for internet, check box **11b** and do not check any other boxes.

If you are only getting telephone (and/or telecommunications service), check box **11c**

Leave the other boxes blank and click Next.

Now the online form will take you to **Block 3**. You will need the Funding Request Number/FRN (from your funding commitment letter or your funded 471) and the Service Provider Identification Number/SPIN (from your funding commitment letter or your funded 471).

Choose the date from the calendar when service will start (or has started), but NOT before July 1. (You can either type in the start date or choose from the calendar. The calendar will let you go back to previous months by clicking on arrows at the top of the calendar.)

If you fill out Form 486 after July 1, make sure that you put the **START DATE** of the service, rather than the date you are filling out Form 486. (If you are submitting Form 486 after funding has started, and you put down the date that you submit the form rather than the actual start date, you will lose funding or have to jump through some hoops to get the date corrected.) **In most cases, the start date will be July 1: 07/01/2015.**

The 471# and the Service Provider Name will be filled in automatically.

Click Add New Item if you have more than one FRN (Funding Request Number). Don't be alarmed if the information on previous FRNs disappears at this point. It's still there!

(Don't forget to turn the page over if you are using the funding commitment letter for the information you need to fill this out. The pages are back-to-back and a funding request can be missed. You have to do 1 line for each funding request. You can put multiple funding requests from different 471s and different service providers on the same Form 486.)

When you are done with your FRNs, click Next. Type in your information (email address is important on this form). You can print from this screen – at the top of the page click on Print Preview. Click Submit and choose certify online now. Put in your PIN and don't forget to check the box to affirm your compliance. (This is the same PIN that you used for the 471.) If you don't have it handy, you can still submit and come back in later to “certify complete” on [Apply Online](#). (This is where you need your 486# and security code.)

Done!

You can also certify on paper if you cannot find your PIN, or it doesn't work, or if there has been a staff change. (PINs are unique to a particular person.)

After you submit and certify, USAC will email you with any questions and will approve your 486. USAC will mail a letter that indicates approval. USAC will also let your service provider know that you have successfully submitted Form 486.

To check on the status of your 486, go to [Apply Online](#) and click on “Display” under Form 486. (This is another instance where you will need your 486# and security code.) You can print from “Display” if you didn't print before.

If you have questions, you can also call the Client Service Bureau at 888-203-8100. (Press 0 to get a live person.) And feel free to call me at 866-212-0646 or email me at jan.wall@libraries.idaho.gov. I'll be glad to help!