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 /service provider 498 ID) by submitting FCC Form 498.

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### COMPETITIVE BIDDING
- Request services by submitting FCC Form 470 for bids
- Evaluate bids received
- **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 tariffed or month-to-month services
- Review posted FCC Forms 470 and respond to applicant with bids for services requested

### APPLYING FOR DISCOUNTS
- Seek discounts for services by submitting FCC Form 471 within the filing window
- Program Integrity Assurance (PIA) review
- **DETERMINE INVOICE METHOD**
- During this time, work together to choose an invoicing method: BEAR or SPI
- Provide assistance to applicant as needed
- Certify compliance with program rules by submitting FCC Form 473

### SERVICES START
- Confirm to USAC that services have started and report CIPA status by submitting FCC Form 486
- **RECEIVE FUNDING COMMITMENT**
- Receive Funding Commitment Decision Letter (FCDL) from USAC
- Confirm to USAC that services have started and report CIPA status by submitting FCC Form 486

### INVOICING
- **METHOD #1:**
  - Submit FCC Form 498 to receive an applicant 498 ID for direct BEAR payments
  - If requesting reimbursement from USAC for services paid in full, submit FCC Form 472 (BEAR)
  - Receive BEAR reimbursement from USAC
- **COMPLETE INVOICE REVIEW**
  - Correct errors and resubmit forms if necessary
- **METHOD #2:**
  - If requesting reimbursement from USAC for approved discounts provided on services, submit FCC Form 474 (SPI)
  - Receive SPI reimbursement from USAC

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**FOR MORE INFORMATION:**

- Website: The application process is broken down in detail for both applicants and service providers on the Schools and Libraries Program website (www.usac.org/sl).
- Glossary of Terms: Definitions for program terms and acronyms.
- *Consortium members report their CIPA status by submitting the FCC Form 479 to their consortium leader. The consortium leader then files the FCC Form 486.
- To adjust funding commitments and/or modify the dates for receipt of services after the FCDL is issued, file the FCC Form 500.