

Online BEAR Demonstration

Training for Success

September – October 2006

Schools and Libraries Division

Washington, DC • Boston • Seattle • St. Louis • Atlanta • Houston • San Diego



- What do applicants need?
 - PIN to e-certify BEAR Form
 - Online BEAR cannot be certified on paper
 - Two types of PINs for certifying forms
 - All online program forms including BEAR
 - –Online BEAR only
 - PINs issued automatically to paper filers
 - Valid email address



- Login using your PIN
- Complete a BEAR Form online
- Certify the form using your PIN
 - Your PIN mailer will tell you if your PIN can be used for all program forms or only for BEARs
 - Use the text field to provide information to service provider (field not visible to USAC)
- Receive by email a copy of the service provider notification of your BEAR filing



- Send any requested information to your service provider
 - Review messages on your filed form online
- If the form is not certified after seven days:
 - Receive by email a copy of the second service provider notification
- Remind service provider to certify form
 - Respond to any service provider requests for information



- If the form is not certified after 15 days:
 - Receive email notification of BEAR cancellation
- Once your BEAR Form has been canceled, you must file a new BEAR Form
- If one or more lines on the form are canceled, you must file a new BEAR Form for those lines



Overview – Service Provider

- What do service providers need?
 - Form 498 E-cert ID and password
 - E-cert ID acts as your PIN
 - Obtained after filing a paper Form 498
 - Officer must request additional E-certs if other employees will certify BEAR Forms
 - Valid email address
 - Verify the accuracy of the email address currently on Form 498



Overview – Service Provider

- Receive email notification of BEAR Form filed online by applicant
- Login and review applicant BEAR Form online using your E-cert ID
 - Certify entire form OR certify line-by-line
 - Request information from applicant as necessary

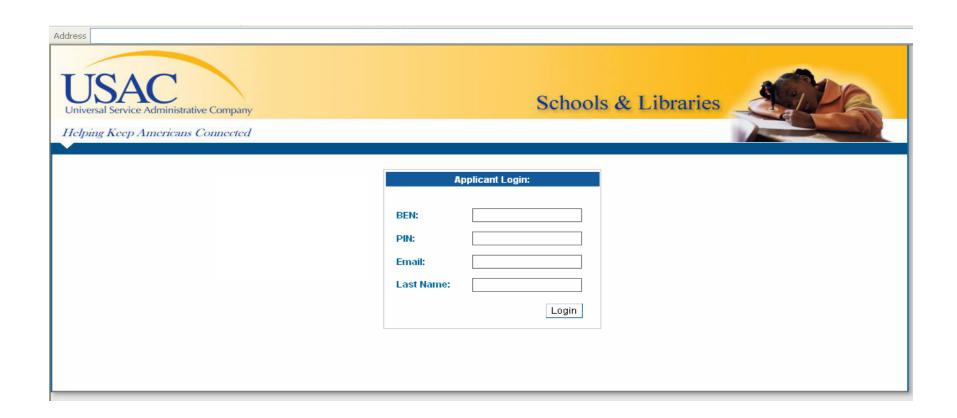


Overview – Service Provider

- If you don't certify the form after seven days:
 - Receive second email notification
 - Request any necessary information from applicant
- If you don't certify the form after 15 days:
 - Receive notification of BEAR Form cancellation



Online BEAR Demo





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