



Online BEAR Demonstration

Training for Success
September – October 2006
Schools and Libraries Division

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

Overview - Applicant

- 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

Overview - Applicant

- 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

Overview - Applicant

- 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

Overview - Applicant

- 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

Address

USAC
Universal Service Administrative Company
Helping Keep Americans Connected

Schools & Libraries



Applicant Login:

BEN:


PIN:

Email:


Last Name:

Online BEAR Demo

Address



USAC
Universal Service Administrative Company
Helping Keep Americans Connected



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[Home](#) [New BEAR Form](#) [Retrieve Form](#) [Bulk Download](#) [Help](#) [LogOut](#)

Billed Entity Applicant Home Page

Outstanding Funding Request Numbers associated with this PIN:

Online BEAR Demo

USAC E-FILE

version 2.05.05

Existing users may log in below

E-File Sign In

User ID:

Password:

[Forgot password](#)

New users, please select from the options below:

- [New Service Provider](#)
- [New Contributor](#) [Temporarily Unavailable]