

[Back](#)

February 12, 2016

**TIP OF THE WEEK:** Sign up for "File Along with Me," our new blog that uses a friendly, step-by-step approach to help you apply for E-rate funding. We will provide a summary of each week's content (see below), and you can subscribe from the "[File Along with Me](#)" main page.

## Commitments for Funding Year 2015

**Funding Year 2015.** USAC will release Funding Year (FY) 2015 Wave 37 Funding Commitment Decision Letters (FCDLs) on February 22. This wave includes commitments for approved requests for all service types and at all discount levels. As of February 12, FY2015 commitments total over \$3.01 billion.

On the day the FCDLs are mailed, you can check to see if you have a commitment by using USAC's [Automated Search of Commitments](#) tool.

## Filing Tips

**1. To get to My Landing Page, click the USAC logo in the upper left-hand corner of any EPC page.**

You can also find a link to your landing page under the "Reports" tab.

**2. If you believe you are set up as a user in EPC but you can't update any information in EPC, you probably have not accepted your Terms and Conditions.**

Log in to EPC. Under the News tab, you should find a welcome message that contains the text "To begin using EPC, please complete your account initiation tasks here:" followed by a link to the Terms and Conditions of use. After you read and accept the Terms and Conditions, you will be able to use the functionality in EPC, based on the rights you have been granted by your account administrator.

**3. For consortia: You can add missing consortium members to your EPC account yourself.**

To review the list of your consortium members, go to My Landing Page.

- Click your consortium name.
- Click "Additional Information" on the left-hand side of the page.
- From the "Category" dropdown, select "Related Organizations."
- From the "Relationship Type" dropdown, select "Consortia Members."

If one or more members are missing from your list, you can add them by clicking "Related Actions," then "Manage Organization Relationships," then "Add Consortium Member." You can then search by BEN, full or partial name, and/or state.

#### **4. Account administrators that can't file program forms can grant themselves full or partial rights as appropriate.**

From My Landing Page, click your organization name. Under "Related Actions" on the left-hand side of the page, click "Manage User Permissions" in the upper right-hand corner of the page. Find your name, and assign yourself the appropriate level of rights for each form.

#### **5. When asked for a nickname, create one that is specific, easy to remember, and pertinent.**

For example, if you made modifications to profile information for three of your library branches today, you could name them "20160212 Branch 1 name," "20160212 Branch 2 sq ft," and "20160212 Branch 3 zip code."

### **FRN Balance Verifications**

Each year, the Federal Communications Commission (FCC) conducts an audit of USAC. As part of this audit, the firm performing the audit emails a number of balance verifications ("confirmations") to applicants and service providers. The purpose of these confirmations is to verify that the balances reported by USAC on specific Funding Request Numbers (FRNs) match the balances in the records of the applicants and service providers.

Each confirmation features the balance reported by USAC on a specific FRN as of October 31, 2015. Applicants and service providers should review their records and respond by either

- agreeing with the balance featured on the confirmation or
- if it is different, noting the balance as of October 31, 2015 on their records.

The confirmations are being sent from the domain **pwc.com**. We ask that you check your email filters for messages from this domain name, and respond promptly to any confirmations you receive.

#### **Last Week in "File Along with Me":**

- Bird's eye view of the application process. [Read More](#)
- Logging into your EPC account. [Read More](#)
- Webinar training for beginners Feb. 16-18. [Read More](#)
- Tour of EPC, the new online application portal. [Read More](#)

"File Along with Me" is a blog that covers the E-rate Program application process step-by-step, and serves as a schedule you can follow to manage your application. Ready to join us? [Read the Blog](#)

To subscribe, click here: [Subscribe](#).

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[Back](#)