

Prepare to Invoice E-Rate

File Forms



Applicants must have:

- If applicant is requesting reimbursement, certified and approved 498 ID to receive FCC Form 472 (BEAR) disbursement payments
- A funding commitment decision letter (FCDL) or the most recent revised funding commitment decision letter (RFCDL)
- Filed FCC Form 486 to certify service start and compliance with the Children's Internet Protection Act

Service providers must have:

- If service provider is requesting reimbursement, certified and approved 498 ID/SPIN to receive FCC Form 474 (SPI) disbursement payments
- FCC Form 473 (SPAC) filed each funding year for each 498 ID/SPIN

Mind Your Deadline



- Invoices must be submitted before E-Rate's invoice filing deadline, generally:
 - October 28 for recurring services and
 - January 28 for non-recurring services
- Applicants can find their invoice deadline dates by searching their Funding Request Number (FRN) in the Records tab of the E-Rate Productivity Center (EPC).
- Applicants may request a one-time automatic 120-day deadline extension if needed.

Pay for Services



- Applicants invoicing via BEAR must pay their service provider in full
- Service providers invoicing via SPI must have received payment for the applicant's non-discounted portion

Amounts invoiced to USAC must reflect **actual charges** and not committed amounts.

Know Your EPC Permissions



- There are three user permissions in EPC. Only **full-rights users** (the highest level) may submit and certify invoices.
 - USAC recommends that organizations have at least 2 full-rights users.
 - EPC account administrators set user permissions. Use the [E-Rate FRN Status Tool FY 2016+](#) to identify your organization's account administrator.

Permission Level	View Invoices	Create Invoices	Certify Invoices	View Outreach	Respond to Outreach
Full	✓	✓	✓	✓	✓
Partial	✓	✓		✓	
View Only	✓			✓	



Universal Service
Administrative Co.

For more information and helpful resources visit usac.org/e-rate/learn.