

E-RATE PRODUCTIVITY CENTER (EPC) APPLICANT USER GUIDE

Filing the FCC Form 498

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E-RATE PRODUCTIVITY CENTER (EPC) APPLICANT USER GUIDE

Filing the FCC Form 498

Purpose of FCC Form 498

The FCC Form 498 is used to collect contact, remittance, and payment information for service providers and applicants that receive support from the federal universal service programs. For greater flexibility, this form allows service providers to use the same information for all of the programs, different contact and remittance information for each of the four programs, or multiple contact and remittance information. You must report any changes to this information on a revised FCC Form 498 to prevent any delays in notification and the timeliness of disbursements.

To provide eligible services under this program, service providers must file an FCC form 498 to receive a Service Provider Identification Number (SPIN, also known as a 498 ID) from USAC and certify that they will comply with program rules. In addition, all Schools and Libraries (E-rate) Program applicants (billed entities) receiving payments via the Billed Entity Applicant Reimbursement (BEAR) process need to file the FCC Form 498 in the E-rate Productivity Center (EPC) to receive payment.

Assistance in Completing the FCC Form 498

You may direct any questions about completing this form to USAC via the following options:

Website: <http://www.usac.org/about/tools/contact/default.aspx>

Email: CustomerSupport@usac.org

Telephone: 888-641-8722

Fax: 888-637-6226

User Accounts

The applicant must submit a customer service case to request that USAC establish user accounts for a School or Library Official or General Financial Contact. Applicants can submit a case via the **Contact Us** link in EPC or call the Client Service Bureau (CSB) at (888) 203-8100.

User Roles and Permissions

User rights are provided on a form by form basis. The designated rights are:

- **School or Library Official - Full Rights:** The user can create, edit, and certify these forms.

- **General Financial Contact** - Partial Rights: The user can create (start) and edit these forms; however, they are not able to certify the form. Upon the completion of data entry, the system will be automatically route to full rights users in your organization to await certification.
- **No Access** - No Rights: The user cannot sign.

Note: The account administrator for your organization can modify user's permissions.

Certification Requirements

The FCC Form 498 *must* be certified by a School or Library Official for the following occurrences:

1. To create an FCC Form 498.
2. To revise an existing FCC Form 498.
3. To deactivate an existing FCC Form 498.

Form Prerequisite

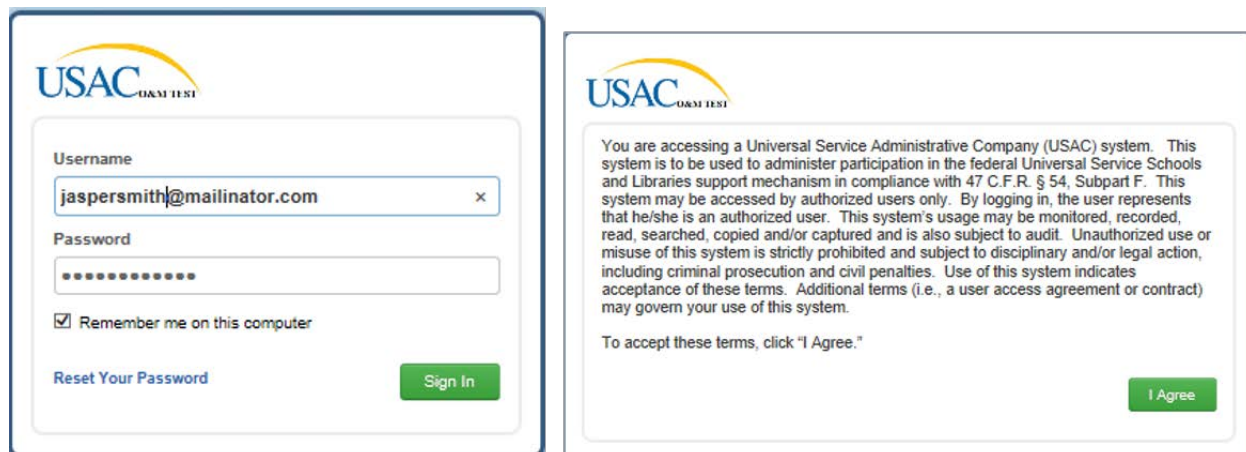
Prior to accessing EPC, you must have:

- Applied for a user account by contacting the Client Service Bureau at (888) 203-8100.
- Received an email invitation from admin@portal.usac.org with the subject **USAC EPC-Account Creation**.
- Followed the instructions in the email to setup your username (your email address) and password to sign in.

Note: You will not be able to access the EPC system without a username and password OR user permissions to a designated form.

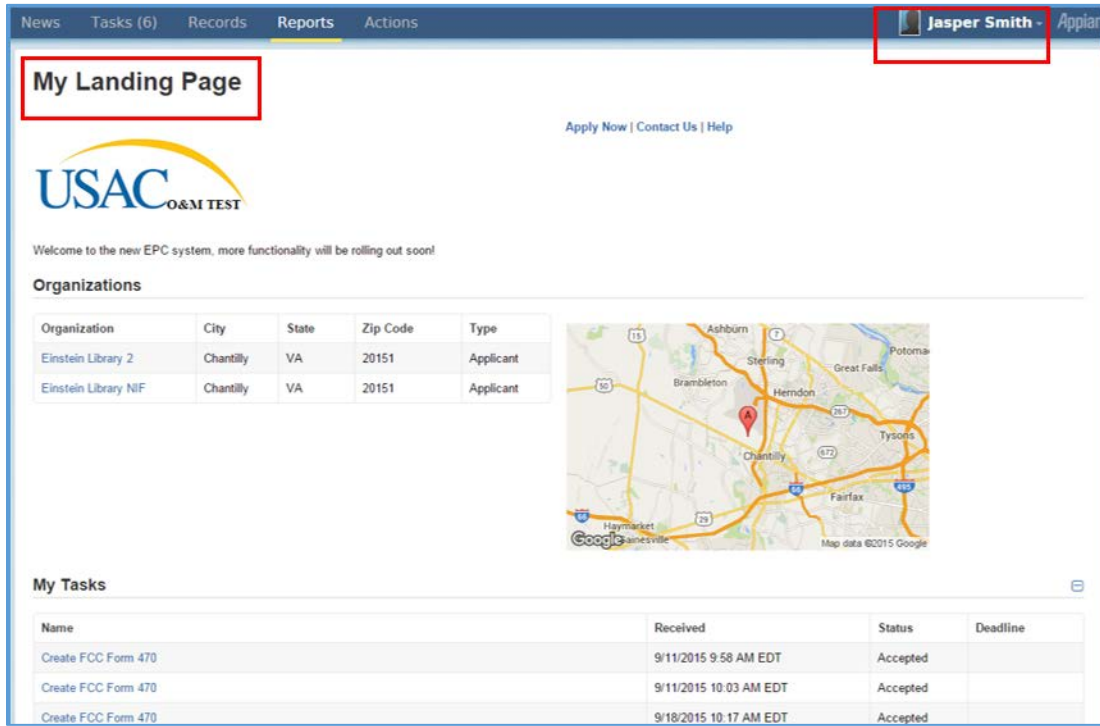
Applicant Login

1. Access the system via <https://portal.usac.org>.



The image shows two side-by-side screenshots of the USAC portal login interface. The left screenshot displays the login form with fields for Username (jaspersmith@mailinator.com) and Password (masked with dots). It includes a 'Remember me on this computer' checkbox, a 'Reset Your Password' link, and a 'Sign In' button. The right screenshot shows the Terms of Service agreement text, stating that the system is for administering participation in federal Universal Service Schools and Libraries, and that users agree to terms by logging in. It includes an 'I Agree' button.

2. Enter your **Username** and **Password** and then *click* the **Sign In** button to display the system access information.
3. *Click* the **I Agree** button to display your **Landing Page**.

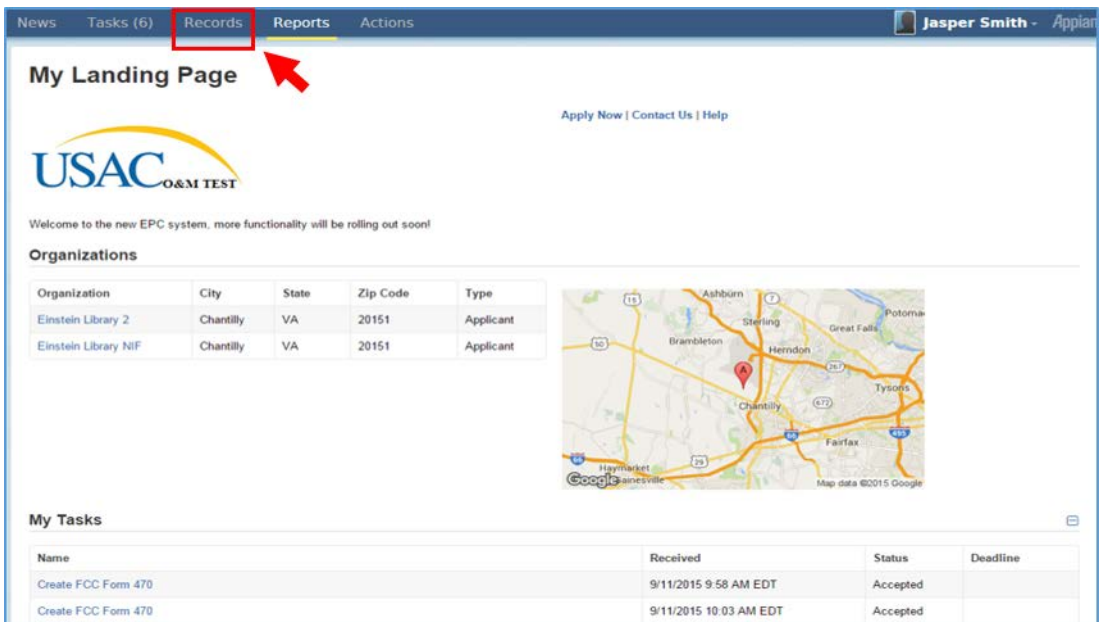


The screenshot shows the USAC O&M TEST Landing Page. The top navigation bar includes links for News, Tasks (6), Records, Reports, and Actions. The user's name, Jasper Smith, is displayed in the top right corner. The main content area features the USAC O&M TEST logo, a welcome message, and a section titled "Organizations" with a table listing two organizations: Einstein Library 2 and Einstein Library NIF, both located in Chantilly, VA, with zip code 20151, and both are Applicants. To the right of the table is a map of the Chantilly area. Below the Organizations section is a "My Tasks" section with a table listing three tasks: "Create FCC Form 470" (Received: 9/11/2015 9:58 AM EDT, Status: Accepted, Deadline:), "Create FCC Form 470" (Received: 9/11/2015 10:03 AM EDT, Status: Accepted, Deadline:), and "Create FCC Form 470" (Received: 9/18/2015 10:17 AM EDT, Status: Accepted, Deadline:).

Organization	City	State	Zip Code	Type
Einstein Library 2	Chantilly	VA	20151	Applicant
Einstein Library NIF	Chantilly	VA	20151	Applicant

Name	Received	Status	Deadline
Create FCC Form 470	9/11/2015 9:58 AM EDT	Accepted	
Create FCC Form 470	9/11/2015 10:03 AM EDT	Accepted	
Create FCC Form 470	9/18/2015 10:17 AM EDT	Accepted	

Create an FCC Form 498

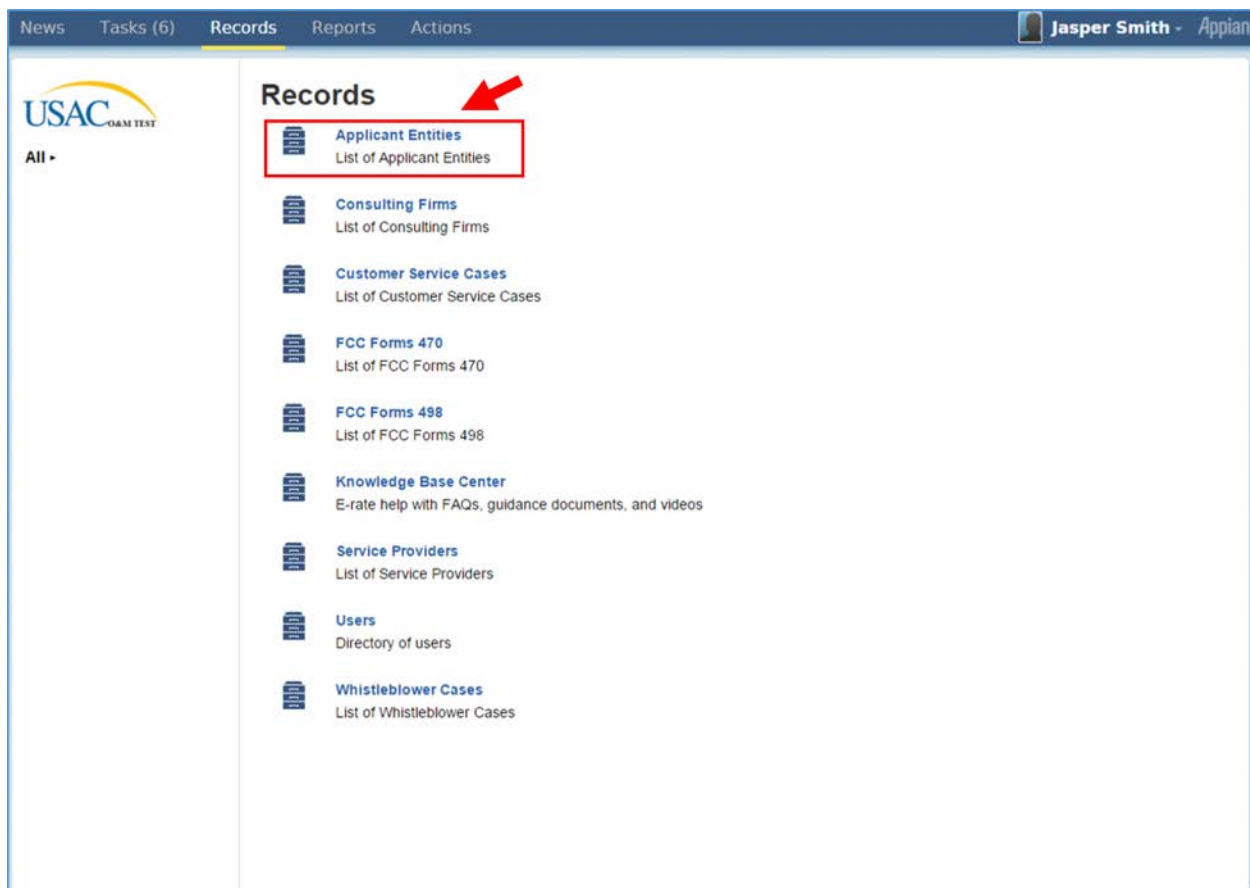
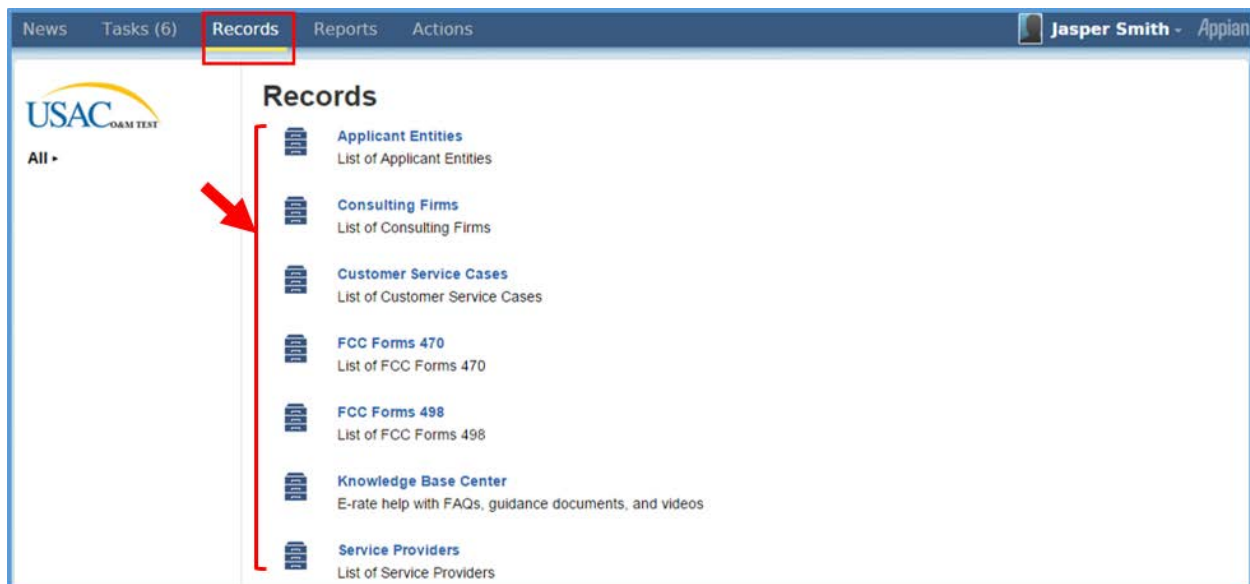


The screenshot shows the USAC O&M TEST Landing Page, identical to the one above, but with the "Records" tab in the top navigation bar highlighted by a red box and a red arrow pointing to it. The "My Landing Page" title is also highlighted by a red box.

Organization	City	State	Zip Code	Type
Einstein Library 2	Chantilly	VA	20151	Applicant
Einstein Library NIF	Chantilly	VA	20151	Applicant

Name	Received	Status	Deadline
Create FCC Form 470	9/11/2015 9:58 AM EDT	Accepted	
Create FCC Form 470	9/11/2015 10:03 AM EDT	Accepted	

1. *Click* the **Records** tab. The **Records** page displays a list of records.



2. Click the **Applicant Entities** link. The selected entity's page displays.

News Tasks (6) **Records** Reports Actions Jasper Smith - Appian

USAC O&M TEST

Records / Applicant Entities
#106 - Einstein Library 2

Summary •
 News
Related Actions
 Customer Service Cases
 Annexes
 Related Entities
 Consulting Firms
 Consortia Organizations
 Modifications
 FCC Forms 470

Organization Details

Name	Einstein Library 2	Applicant Type	Library
Entity Number	106	Status	Active
FCC Registration Number	2222287854		

Contact Information

Physical Address	2450 Stonecroft Blvd Chantilly, VA 20151	Phone Number	703-555-1212
Mailing Address	2450 Stonecroft Blvd Chantilly, VA 20151	Email	einsteinlib@abc.com
		Website URL	

Account Administrator

Name	Paul Petit
------	------------

General Contact

Name	Paul Petit
------	------------

3. Select the **Related Actions** link. The Related Actions options displays.

News Tasks (6) **Records** Reports Actions Jasper Smith - Appian

USAC O&M TEST

Summary
 News
Related Actions •
 Customer Service Cases
 Annexes
 Related Entities
 Consulting Firms
 Consortia Organizations
 Modifications
 FCC Forms 470

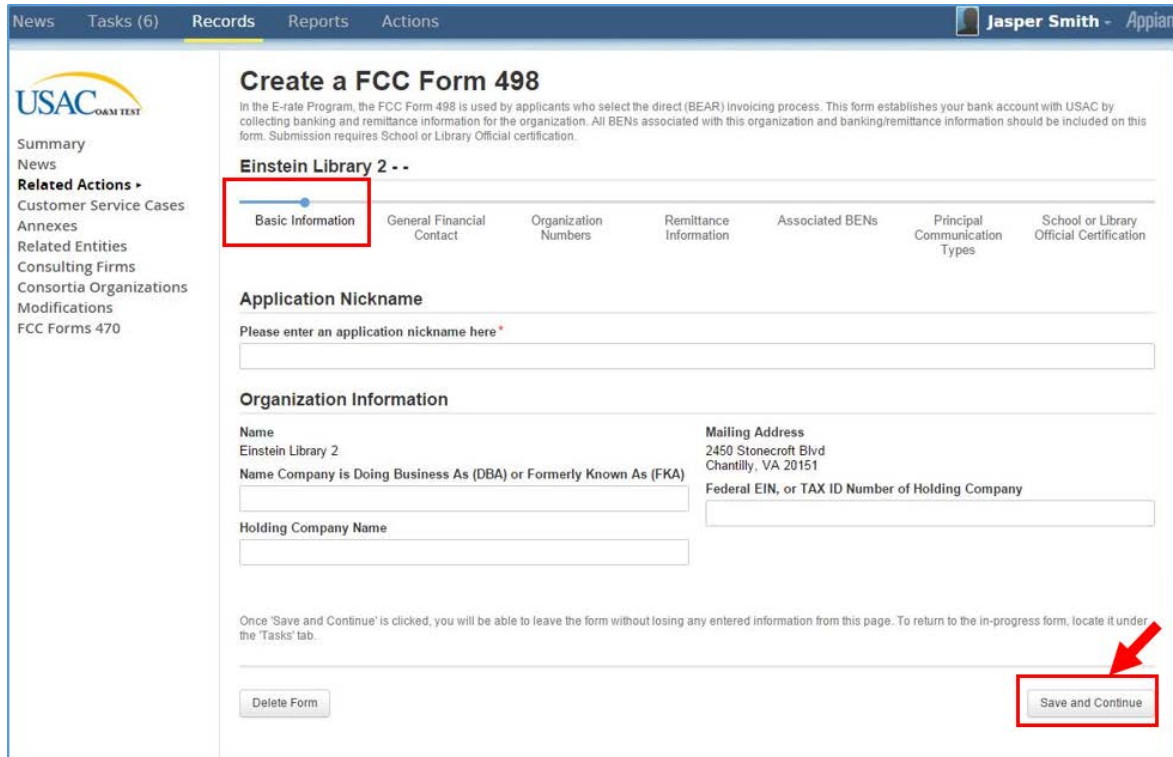
Records / Applicant Entities
#106 - Einstein Library 2

-  **Manage Organization**
This function allows you to update information about an entity or BEN.
-  **Create a Customer Service Case**
This function allows you to submit a question about an E-rate form or topic. You can also submit a specific request or an attachment.
-  **Manage Annexes**
This function allows you to designate an annex for an individual school or library.
-  **Manage Organization Relationships**
Process to relate an Organization to another Organization
-  **Create FCC Form 470**
This function allows you to create an FCC Form 470 for your entity.
-  **Create FCC Form 498**
This function allows you to create an FCC Form 498 for your entity.

4. Select the **Create FCC Form 498** link. The **Create a FCC Form 498** page displays.

Basic Information

The Basic Information page requests information regarding the **Application Nickname** and **Organization Information**.



News Tasks (6) Records Reports Actions Jasper Smith - Appian

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 - -

Basic Information General Financial Contact Organization Numbers Remittance Information Associated BENs Principal Communication Types School or Library Official Certification

Application Nickname

Please enter an application nickname here *

Organization Information

Name
Einstein Library 2

Mailing Address
2450 Stonecroft Blvd
Chantilly, VA 20151

Name Company is Doing Business As (DBA) or Formerly Known As (FKA)

Federal EIN, or TAX ID Number of Holding Company

Holding Company Name

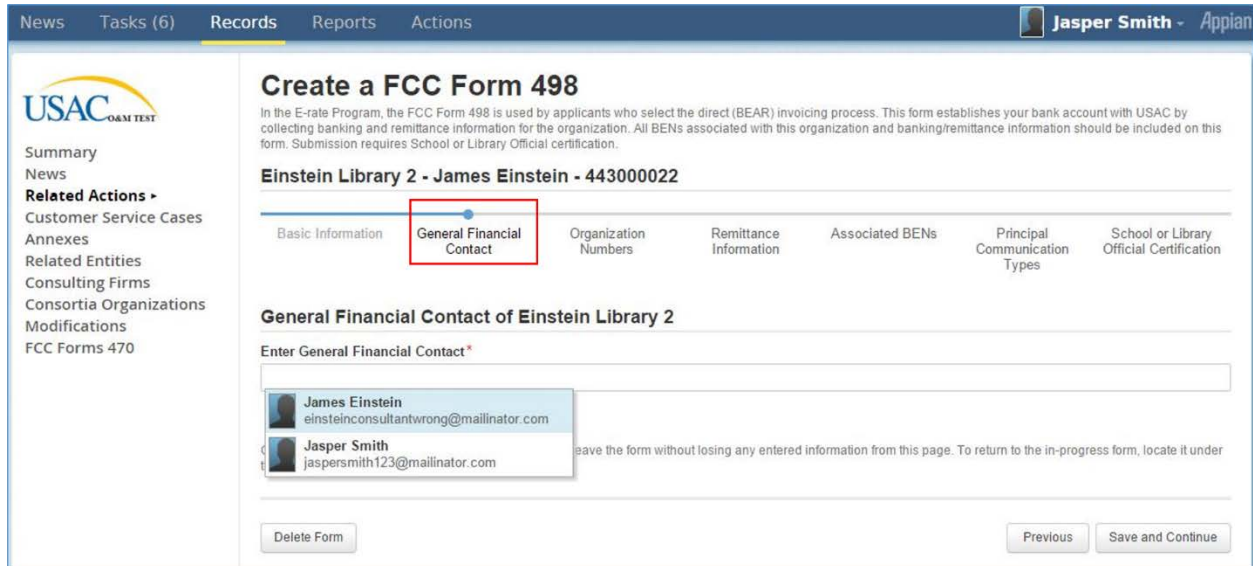
Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Delete Form Save and Continue

5. *Enter* information into all fields.
6. *Click* the **Save and Continue** button.

General Financial Contact

The General Financial Contact page requests information on the organization's contacts.



Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 - James Einstein - 443000022

Basic Information **General Financial Contact** Organization Numbers Remittance Information Associated BENs Principal Communication Types School or Library Official Certification

General Financial Contact of Einstein Library 2

Enter General Financial Contact *

James Einstein
einsteinconsultantwrong@mailinator.com

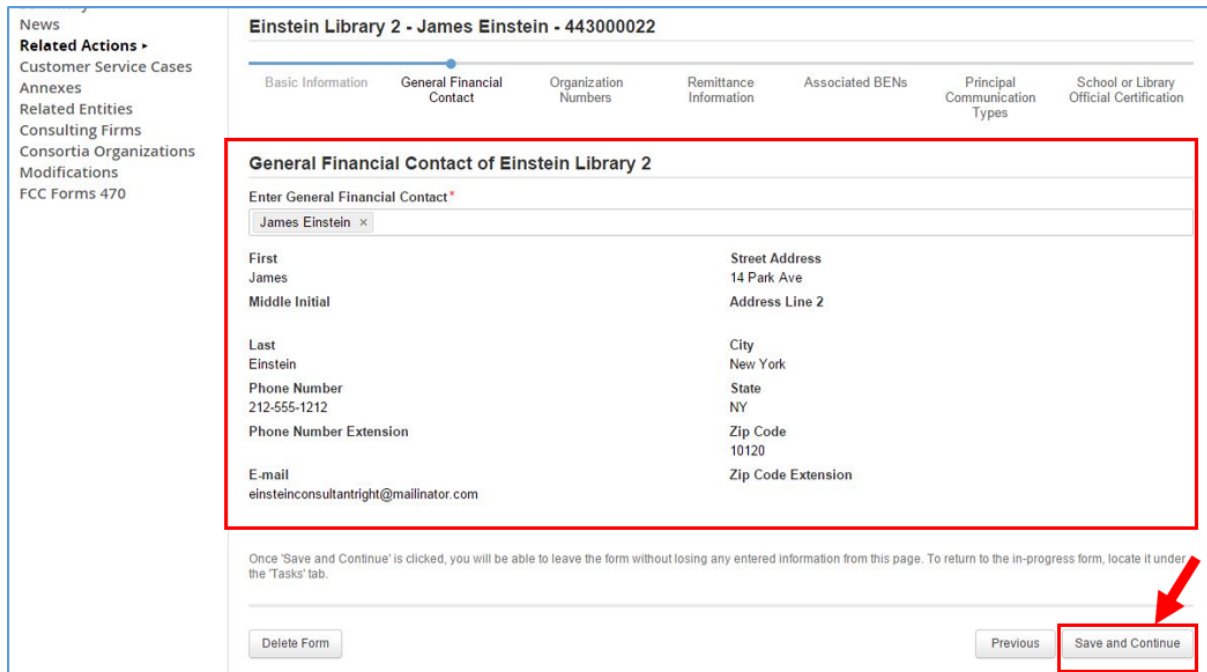
Jasper Smith
jaspersmith123@mailinator.com

Save the form without losing any entered information from this page. To return to the in-progress form, locate it under

Delete Form Previous Save and Continue

7. Enter information into the appropriate field.

Note: This information will automatically populate the contact information when the name of an assigned contact is entered, as shown below.



Einstein Library 2 - James Einstein - 443000022

Basic Information General Financial Contact Organization Numbers Remittance Information Associated BENs Principal Communication Types School or Library Official Certification

General Financial Contact of Einstein Library 2

Enter General Financial Contact *

James Einstein x

First Name: James
Middle Initial:
Last Name: Einstein
Phone Number: 212-555-1212
Phone Number Extension:
E-mail: einsteinconsultantright@mailinator.com

Street Address: 14 Park Ave
Address Line 2:
City: New York
State: NY
Zip Code: 10120
Zip Code Extension:

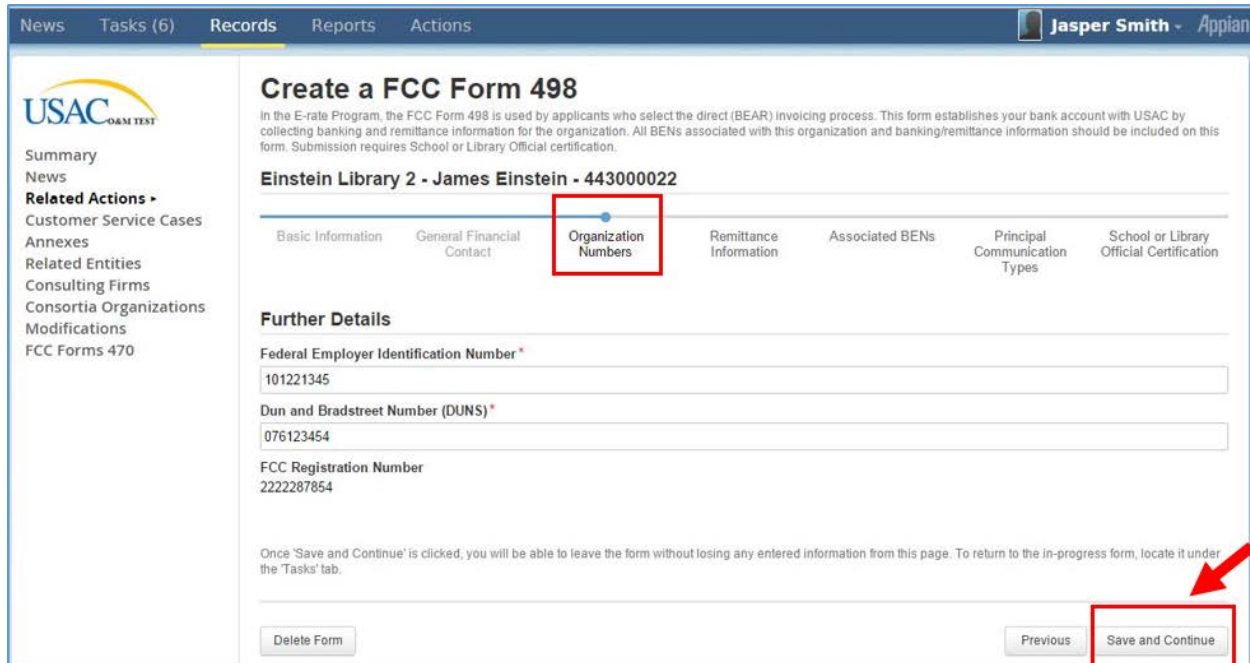
Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Delete Form Previous **Save and Continue**

8. Click the **Save and Continue** button.

Organization Numbers

The Organization Numbers page requests **Further Details (Federal Employee Identification Number, Dun and Bradstreet Number (DUNS), and FCC Registration Number)** information.

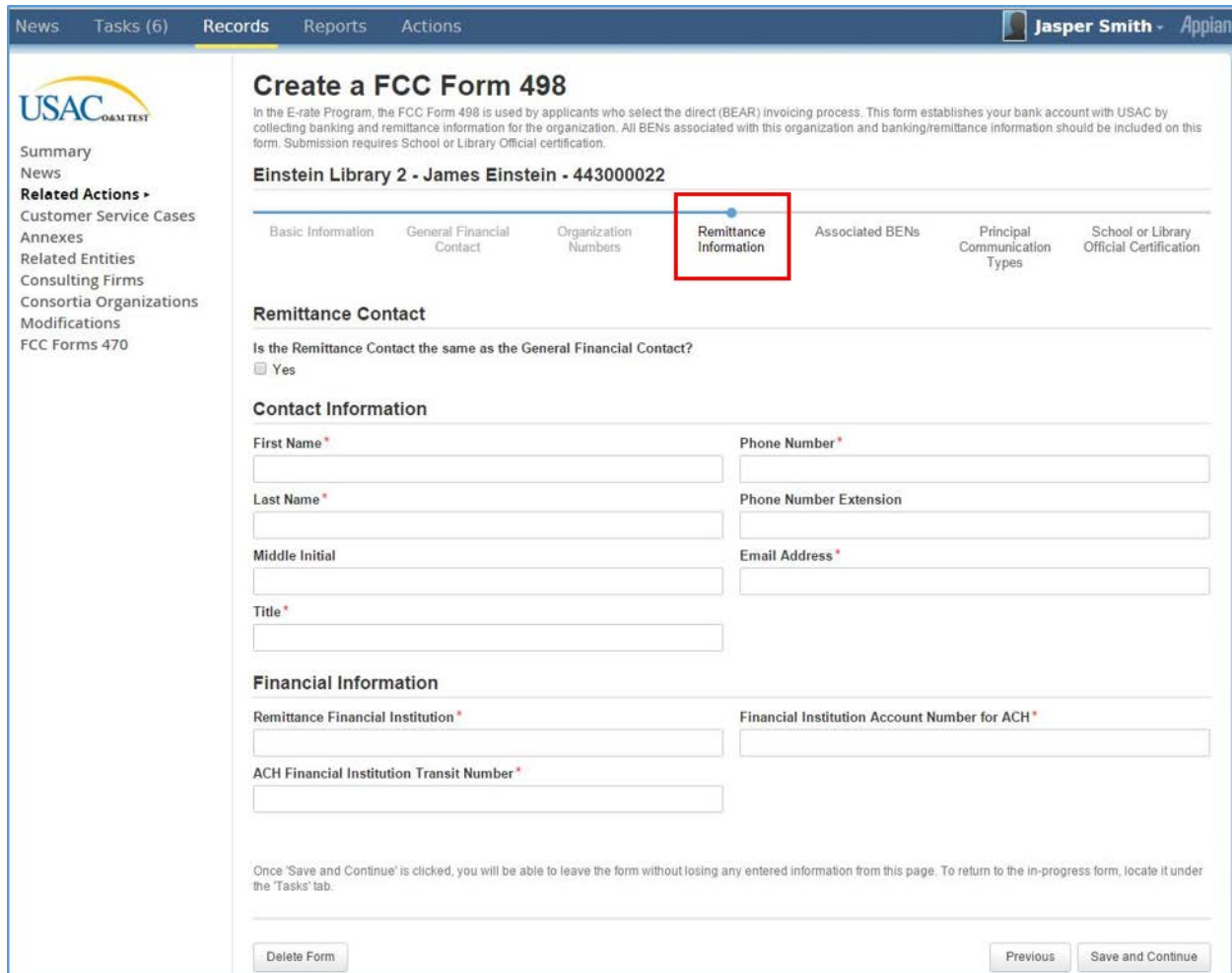


9. Enter the appropriate information into each field.

10. Click the **Save and Continue** button.

Remittance Information

The Remittance Information page requests your **Remittance Contact**, **Contact Information** and **Financial Information**.



Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 - James Einstein - 443000022

Basic Information General Financial Contact Organization Numbers **Remittance Information** Associated BENs Principal Communication Types School or Library Official Certification

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?
☐ Yes

Contact Information

First Name * Phone Number *

Last Name * Phone Number Extension

Middle Initial Email Address *

Title *

Financial Information

Remittance Financial Institution * Financial Institution Account Number for ACH *

ACH Financial Institution Transit Number *

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Delete Form Previous Save and Continue

11. Enter information into the appropriate fields.

Note: Selecting the **Yes** check box will automatically populate the **Contact Information** fields.

News
Related Actions •
 Customer Service Cases
 Annexes
 Related Entities
 Consulting Firms
 Consortia Organizations
 Modifications
 FCC Forms 470

Einstein Library 2 - James Einstein - 443000022

Basic Information General Financial Contact Organization Numbers **Remittance Information** Associated BENs Principal Communication Types School or Library Official Certification

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?
☒ Yes

Contact Information

First Name James	Phone Number 212-555-1212
Last Name Einstein	Phone Number Extension
Middle Initial	Email Address einsteinconsultantright@mailinator.com
Title Consultant	

News Tasks (6) **Records** Reports Actions  **Jasper Smith** - Appian

 Summary
 News
Related Actions •
 Customer Service Cases
 Annexes
 Related Entities
 Consulting Firms
 Consortia Organizations
 Modifications
 FCC Forms 470

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 - James Einstein - 443000022

Basic Information General Financial Contact Organization Numbers **Remittance Information** Associated BENs Principal Communication Types School or Library Official Certification

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?
☒ Yes

Contact Information

First Name James	Phone Number 212-555-1212
Last Name Einstein	Phone Number Extension
Middle Initial	Email Address einsteinconsultantright@mailinator.com
Title Consultant	

Financial Information

Remittance Financial Institution * Chase Bank NA	Financial Institution Account Number for ACH * 101010101010
ACH Financial Institution Transit Number * 000100010	

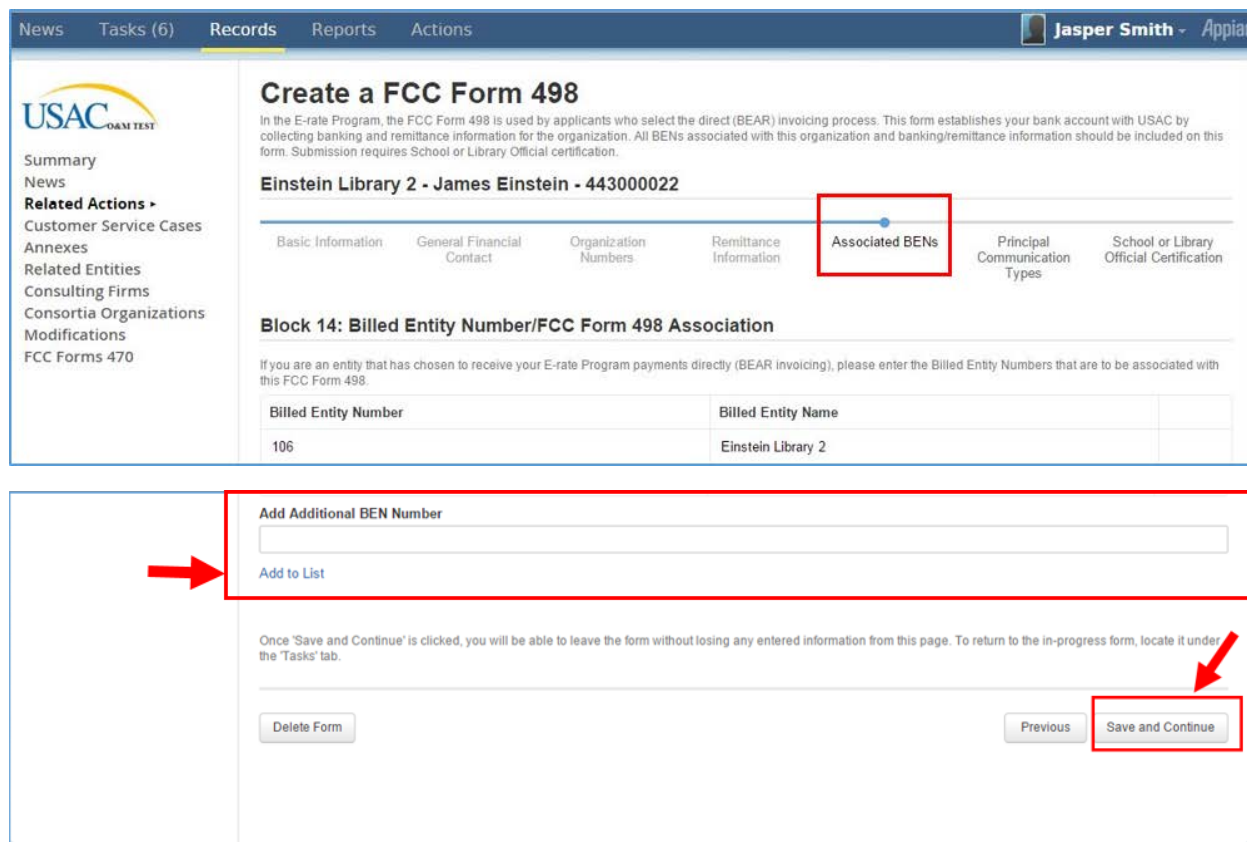
Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Delete Form Previous **Save and Continue**

12. Click the **Save and Continue** button.

Associated BENs

The associated Billed Entity Number (BEN) page requests information regarding the current BEN, Billed Entity Name, and an option for any additional BENs who will use this bank account during the BEAR process.



News Tasks (6) Records Reports Actions Jasper Smith - Appian

Create a FCC Form 498
 In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 - James Einstein - 443000022

Basic Information General Financial Contact Organization Numbers Remittance Information **Associated BENs** Principal Communication Types School or Library Official Certification

Block 14: Billed Entity Number/FCC Form 498 Association
 If you are an entity that has chosen to receive your E-rate Program payments directly (BEAR invoicing), please enter the Billed Entity Numbers that are to be associated with this FCC Form 498.

Billed Entity Number	Billed Entity Name
106	Einstein Library 2

Add Additional BEN Number

[Add to List](#)

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

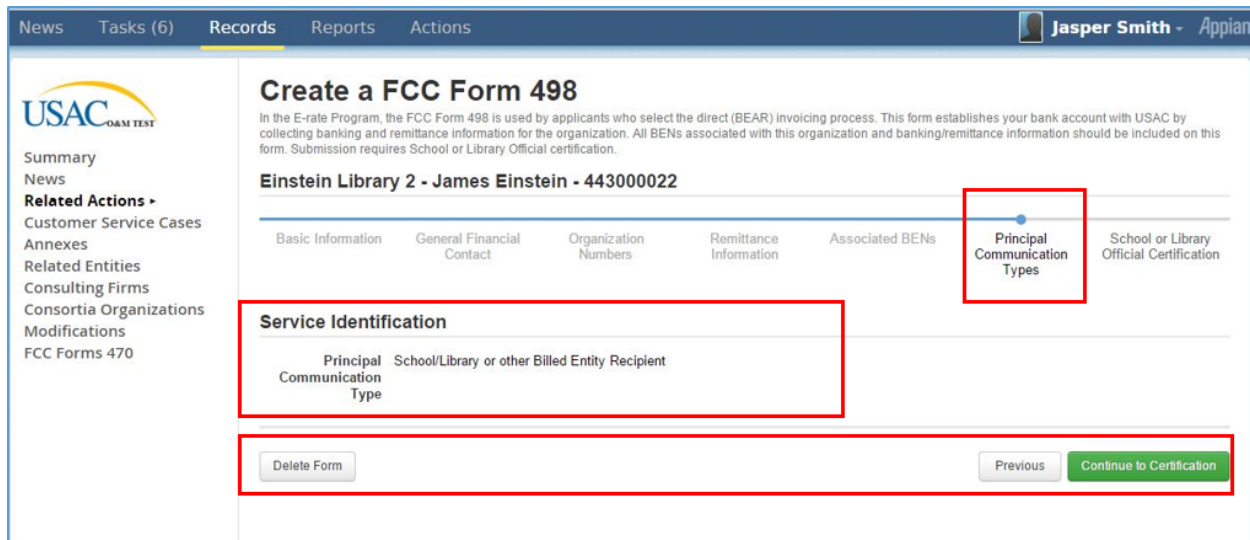
Delete Form Previous **Save and Continue**

13. Enter information into the appropriate fields.
14. Click the **Add to List** link if an additional BEN Number is necessary.
15. Click the **Save and Continue** button.

Principal Communication Types

The Principal Communication Types page displays the **Service Identification** information. For applicants this will always be prepopulated.

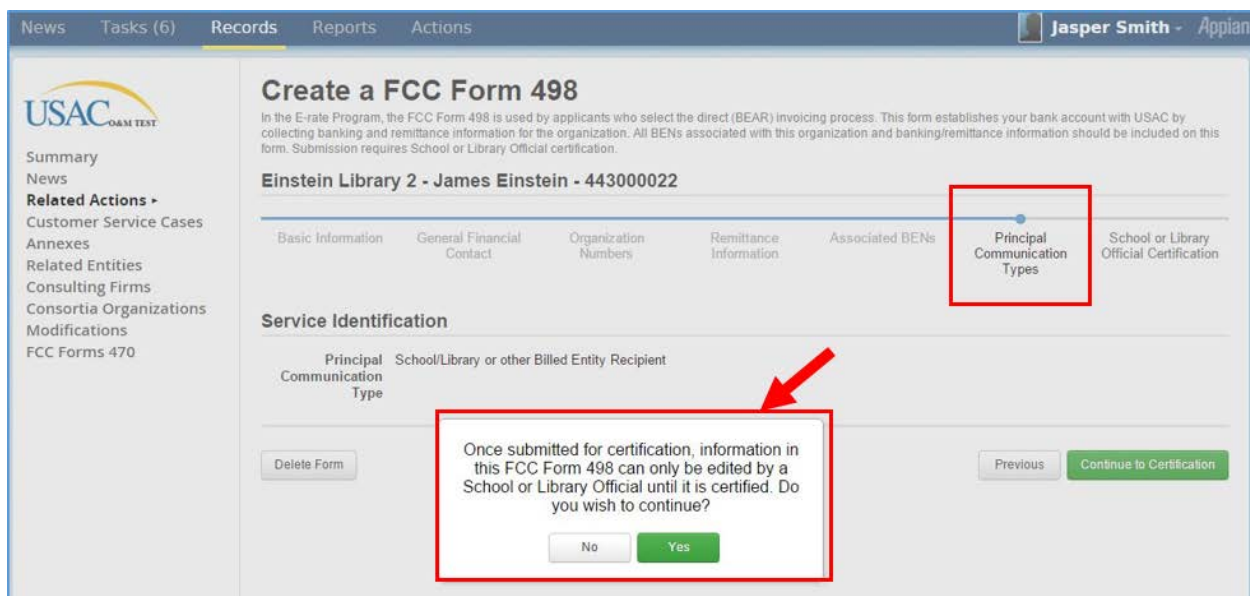
Note: Information shown on this page automatically populates from previous captured data.



16. Review **Service Identification** information.

17. Select from the following options:

- Click **Delete Form** button to end the certification process.
- Click the **Previous** button to return to the **Associated BENs** page.
- Click **Continue to Certification** button to proceed with certification. A popup message displays.



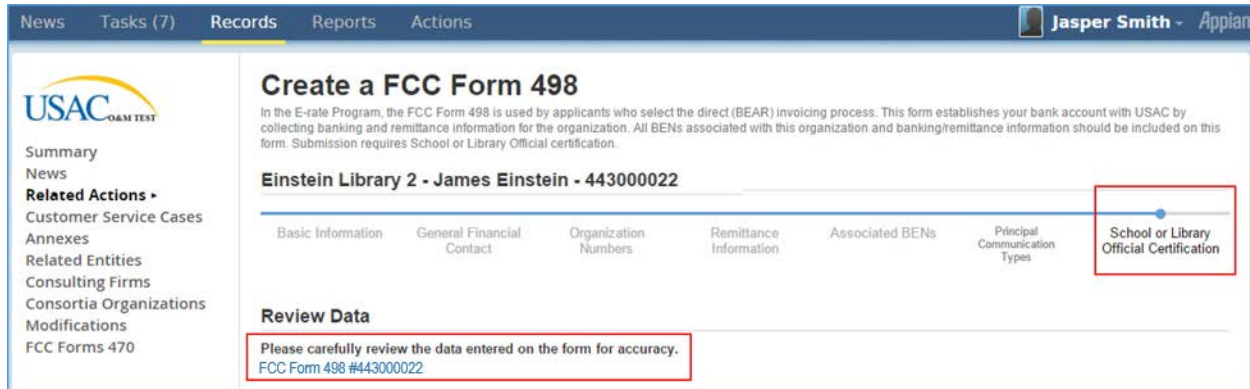
18. Click the **No** button to exit the message and return to the **Principal Communication Types** page.

Note: Only the School or Library Official can certify the FCC Form 498. The General Financial Contact can only submit the form.

19. Click the **Yes** button to continue. Selecting this option displays the School or Library Official Certification page.

School or Library Official Certification

The School or Library Official Certification page requests that a School or Library Official review the form for accuracy and, if in agreement, to certify the information.



News Tasks (7) Records Reports Actions Jasper Smith - Appian

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 - James Einstein - 443000022

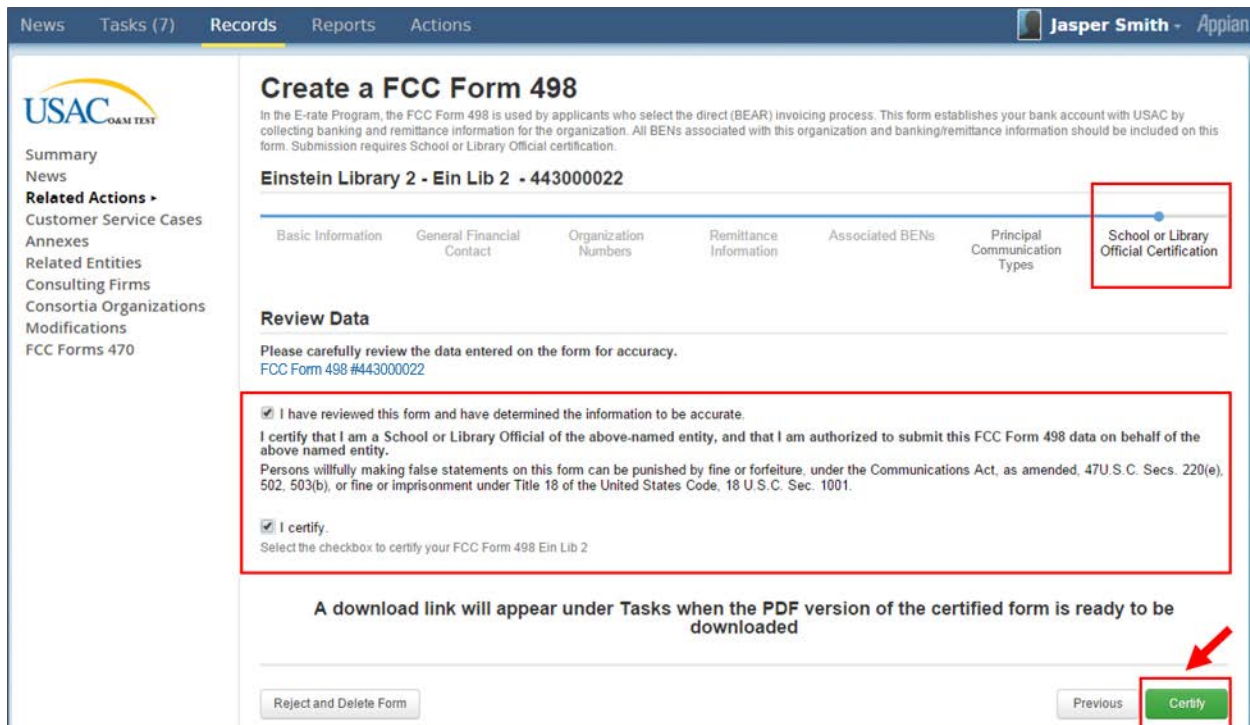
Basic Information General Financial Contact Organization Numbers Remittance Information Associated BENs Principal Communication Types **School or Library Official Certification**

Review Data

Please carefully review the data entered on the form for accuracy.
FCC Form 498 #443000022

20. Review the information by clicking the **FCC Form 498** link. The form displays for review.

21. Close the form after reviewing information.



News Tasks (7) Records Reports Actions Jasper Smith - Appian

Create a FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 - Ein Lib 2 - 443000022

Basic Information General Financial Contact Organization Numbers Remittance Information Associated BENs Principal Communication Types **School or Library Official Certification**

Review Data

Please carefully review the data entered on the form for accuracy.
FCC Form 498 #443000022

☒ I have reviewed this form and have determined the information to be accurate.
I certify that I am a School or Library Official of the above-named entity, and that I am authorized to submit this FCC Form 498 data on behalf of the above named entity.
Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, as amended, 47 U.S.C. Secs. 220(e), 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

☒ I certify.
Select the checkbox to certify your FCC Form 498 Ein Lib 2

A download link will appear under Tasks when the PDF version of the certified form is ready to be downloaded

Reject and Delete Form Previous **Certify**

22. Select both **check boxes** in the Review Data section, if acceptable.

Note: Both check boxes must be selected to continue the certification process.

23. Select from the following options:

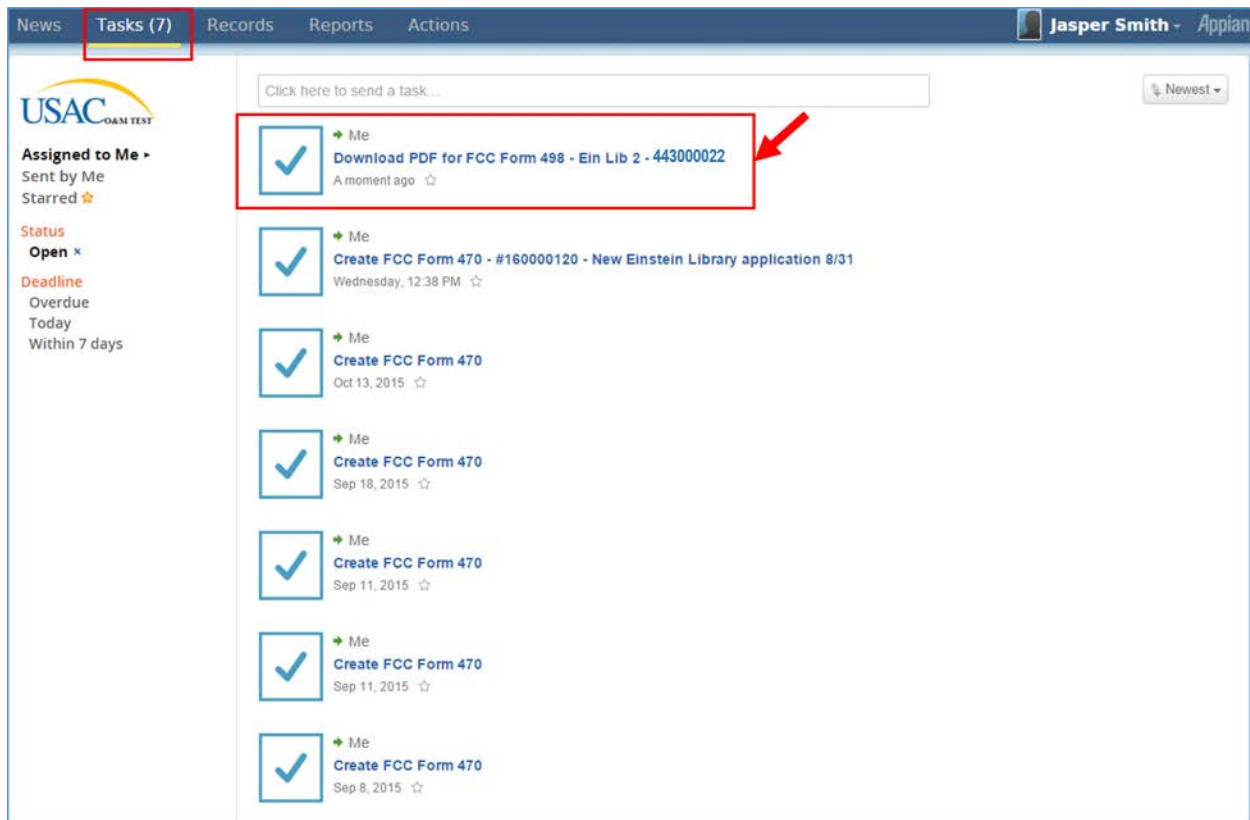
- Click the **Reject and Delete Form** button to discontinue the Create a FCC Form 498 process. All of the information entered will be deleted.

- b. Click the **Previous** button to return to the **Principal Communication Types** page.
- c. Click the **Certify** button to complete the Create a Form 498 process. Selecting this option displays the **Tasks** tab.

Note: If the Certify button is selected, a download link will appear under the **Tasks** tab when the PDF version of the certified form is ready to be downloaded.

View Form

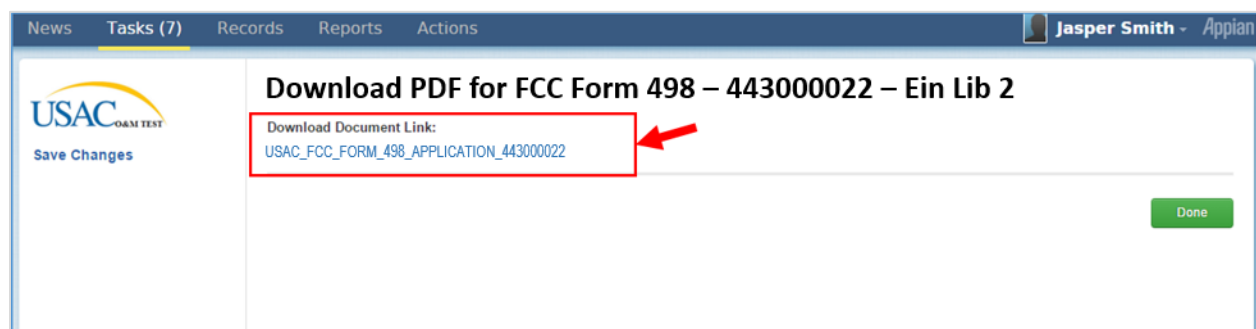
The **Tasks** tab displays the user's tasks categorized by **Assigned to Me**, **Status**, and **Deadline**.



The screenshot shows the USAC application interface with the **Tasks (7)** tab selected. The left sidebar contains filters for **Assigned to Me**, **Status** (Open), and **Deadline** (Overdue, Today, Within 7 days). The main task list includes:

- ☒ Me **Download PDF for FCC Form 498 - Ein Lib 2 - 443000022** (A moment ago)
- ☒ Me **Create FCC Form 470 - #160000120 - New Einstein Library application 8/31** (Wednesday, 12:38 PM)
- ☒ Me **Create FCC Form 470** (Oct 13, 2015)
- ☒ Me **Create FCC Form 470** (Sep 18, 2015)
- ☒ Me **Create FCC Form 470** (Sep 11, 2015)
- ☒ Me **Create FCC Form 470** (Sep 11, 2015)
- ☒ Me **Create FCC Form 470** (Sep 8, 2015)

24. Click the **Download PDF for FCC Form 498** link. The **Download PDF for FCC Form 498** page displays.

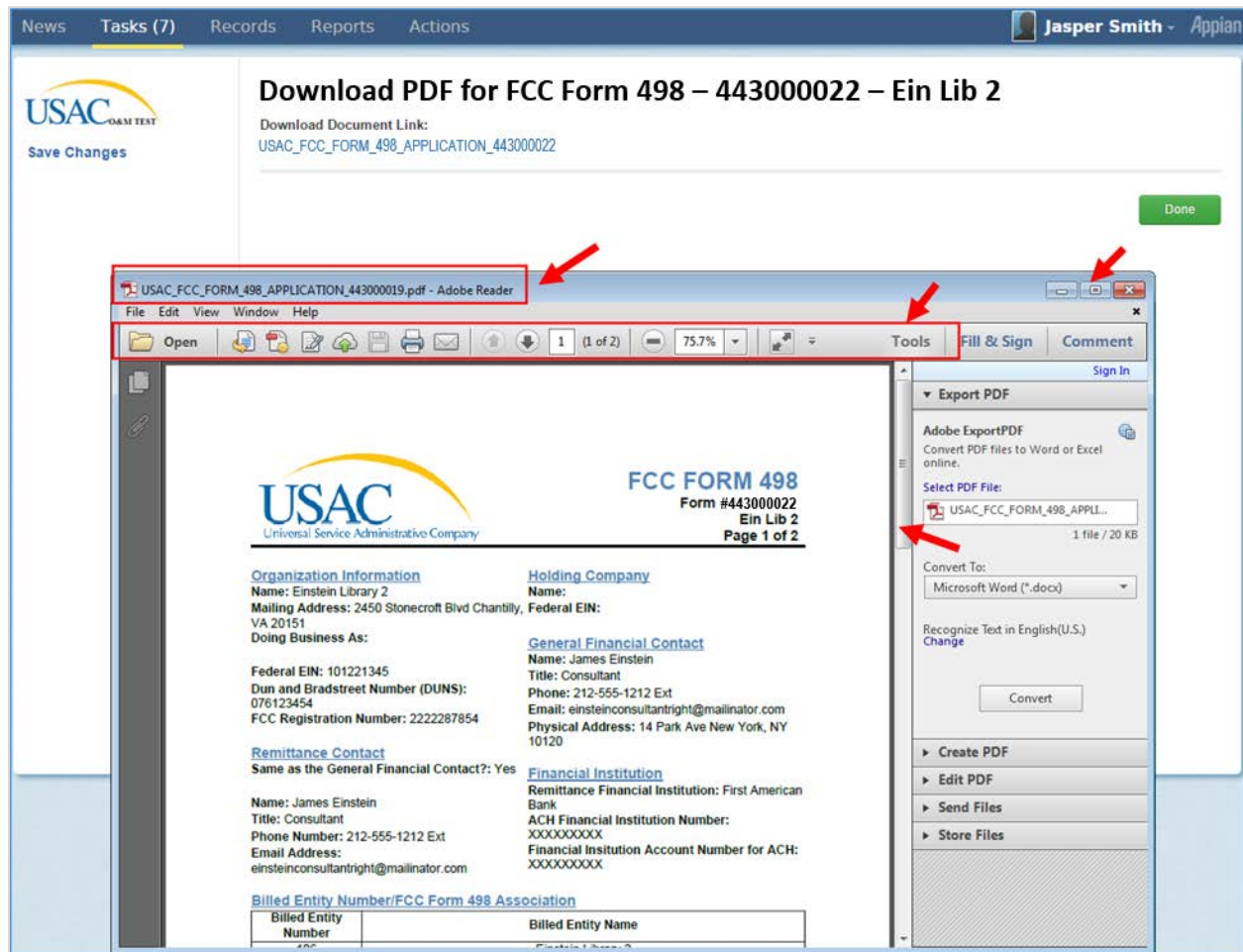


The screenshot shows the 'Download PDF for FCC Form 498 – 443000022 – Ein Lib 2' page. The left sidebar has a **Save Changes** button. The main content area displays:

Download Document Link:
[USAC_FCC_FORM_498_APPLICATION_443000022](#)

A **Done** button is located at the bottom right.

25. Click the **Download Document Link**. Your **USAC FCC Form 498 Application** displays in PDF format.



26. Use the **Scroll** bar to view document OR *click* the **Maximize** button to enlarge the document.

Note: Select options on the PDF toolbar to **Open**, **Save**, or **Print** the document, if preferred.



USAC
Universal Service Administrative Company

FCC FORM 498
Form #443000022
Ein Lib 2
Page 1 of 2

Organization Information

Name: Einstein Library 2
 Mailing Address: 2450 Stonecroft Blvd Chantilly, VA 20151
 Doing Business As:
 Federal EIN: 101221345
 Dun and Bradstreet Number (DUNS): 076123454
 FCC Registration Number: 2222287854

Remittance Contact
 Same as the General Financial Contact?: Yes
 Name: James Einstein
 Title: Consultant
 Phone Number: 212-555-1212 Ext
 Email Address: einsteinconsultantright@mailinator.com

Billed Entity Number/FCC Form 498 Association

Billed Entity Number	Billed Entity Name
106	Einstein Library 2

Service Identification
 Principle Communication Type: School/Library or other Billed Entity Recipient

Certifications
 I certify that I am a School or Library Official of the above-named entity, and that I am authorized to submit this FCC Form 498 data on behalf of the above named entity.

Certifying Officer
 Name: Jasper Smith

Holding Company
 Name:
 Federal EIN:

General Financial Contact
 Name: James Einstein
 Title: Consultant
 Phone: 212-555-1212 Ext
 Email: einsteinconsultantright@mailinator.com
 Physical Address: 14 Park Ave New York, NY 10120

Financial Institution
 Remittance Financial Institution: First American Bank
 ACH Financial Institution Number: XXXXXXXX
 Financial Institution Account Number for ACH: XXXXXXXX

OMB 3060-0824

27. Select the following options from the page toolbar, if applicable:

- a. Click the **Save** button to save a copy of the document for your records.
- b. Click **Print** button to print the document.
- c. Click the **Minus (-)** button to minimize the view.
- d. Click the **Plus (+)** button to enlarge view.
- e. Click the **Home** button to return to the Home page view.

USAC
Universal Service Administrative Company

FCC FORM 498
Form #443000022
Ein Lib 2
Page 2 of 2

Phone: 703-555-1212 Ext
Email: jaspersmith123@mailinator.com

Certified Timestamp
11/6/2015 7:12 PM EST

OMB 3060-0824

28. Complete your selected options and then *exit* **Download PDF for FCC Form 498** page.

29. Click the **Done** button. The **Records** tab will display.

News Tasks (7) Records Reports Actions Jasper Smith - Applan

USAC
Save Changes

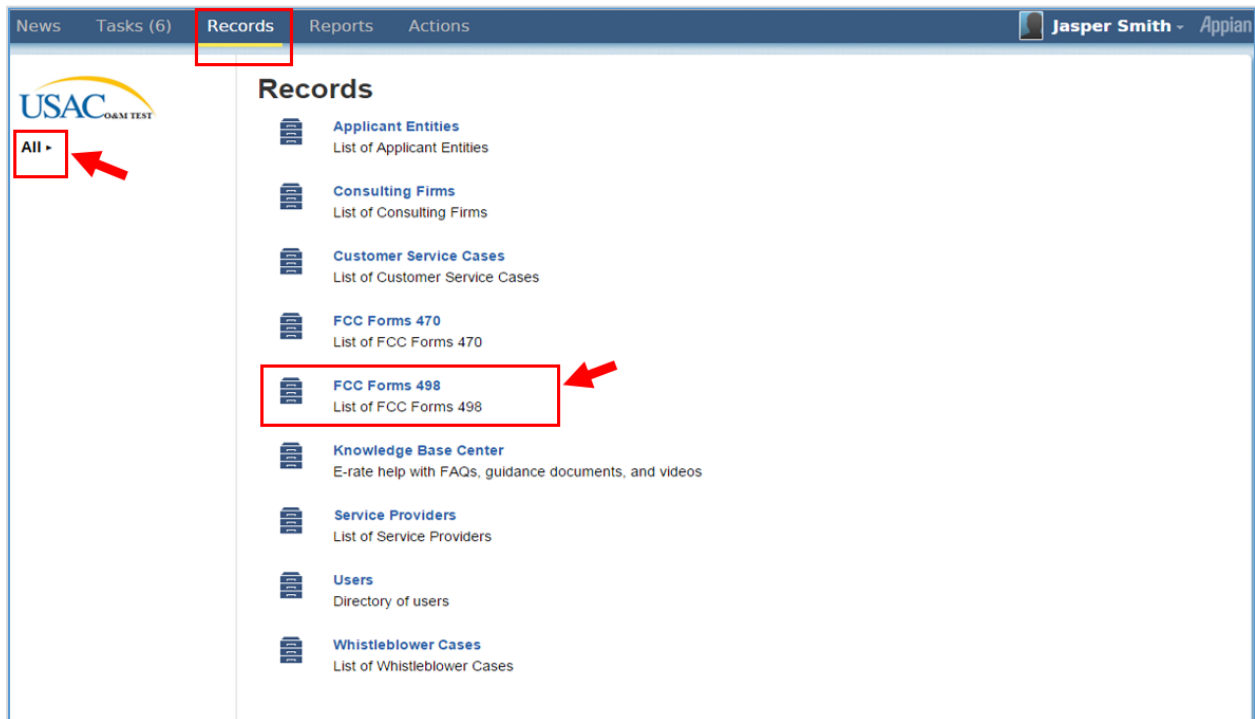
Download PDF for FCC Form 498 – 443000022 – Ein Lib 2

Download Document Link:
USAC_FCC_FORM_498_APPLICATION_443000022

Done

Modify FCC Form 498

The information in the FCC Form 498 document can be modified. The **Records** tab will display your records and the status of each record.



1. Click the **drop-down** arrow next to the **ALL** topic OR click the **FCC Forms 498** link. The three Status options and records display.

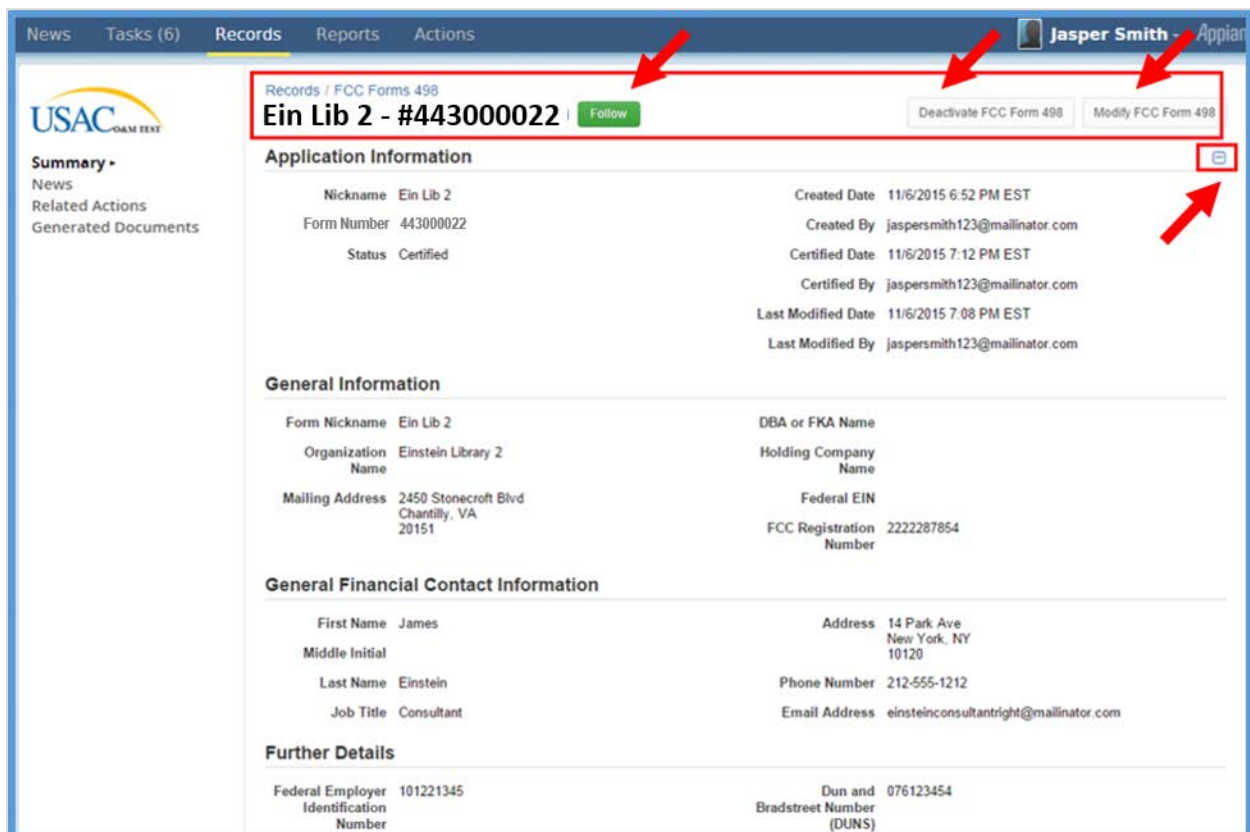


The **Nickname** and **Form Number** assigned to the form will display under the **Forms 498** topic.



2. Click the **Nickname** (Example: *Ein Lib 2 – 443000022*) link. The form information displays.

Note: The **Search** field can also be used to retrieve records when multiple records exist.

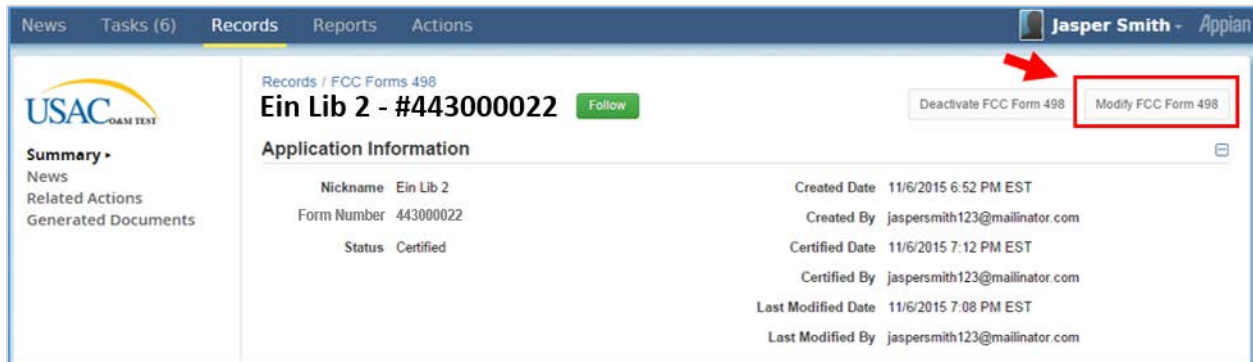


Note: A **Follow** button displays. Click the **Follow** button to see news related to this record in your news feed (optional).

3. Click the **Collapse (-)/Expand (+)** button to adjust the view.

Note: Do not select the **Deactivate FCC Form 498** button to modify the form.

- Click the **Modify FCC Form 498** button to update existing information.



News Tasks (6) **Records** Reports Actions Jasper Smith - Appian

USAC OAM TEST

Summary
News
Related Actions
Generated Documents

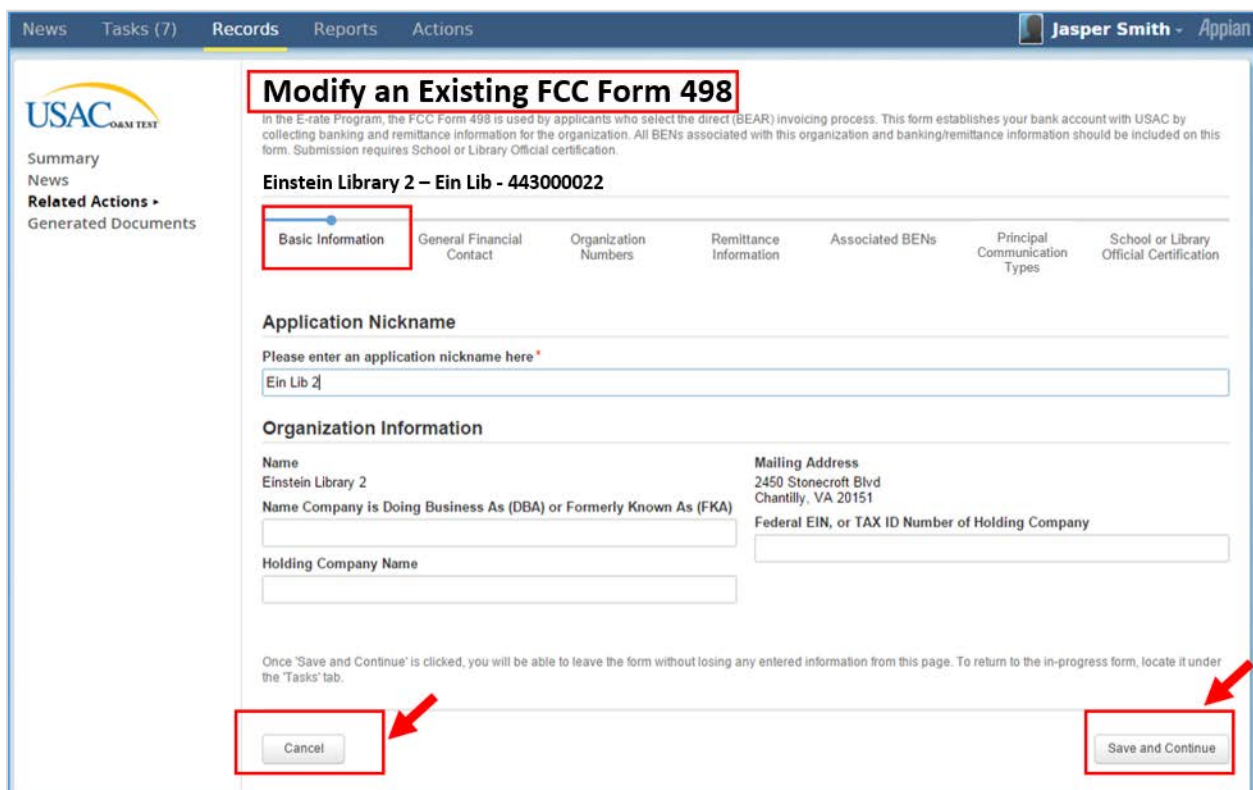
Records / FCC Forms 498
Ein Lib 2 - #443000022 Follow

Deactivate FCC Form 498 **Modify FCC Form 498**

Application Information

Nickname	Ein Lib 2	Created Date	11/6/2015 6:52 PM EST
Form Number	443000022	Created By	jaspersmith123@mailinator.com
Status	Certified	Certified Date	11/6/2015 7:12 PM EST
		Certified By	jaspersmith123@mailinator.com
		Last Modified Date	11/6/2015 7:08 PM EST
		Last Modified By	jaspersmith123@mailinator.com

When you select the **Modify FCC Form 498** button, the **Modify an Existing Form 498** page displays. The modification process will take you through the original steps (Basic Information, General Financial Contact, Organization Numbers, Remittance, Associated BENs, Principal Communication Types, and School or Library Official Certification pages).



News Tasks (7) **Records** Reports Actions Jasper Smith - Appian

USAC OAM TEST

Summary
News
Related Actions
Generated Documents

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 – Ein Lib - 443000022

Basic Information General Financial Contact Organization Numbers Remittance Information Associated BENs Principal Communication Types School or Library Official Certification

Application Nickname

Please enter an application nickname here *

Ein Lib 2

Organization Information

Name	Einstein Library 2	Mailing Address	2450 Stonecroft Blvd Chantilly, VA 20151
Name Company is Doing Business As (DBA) or Formerly Known As (FKA)		Federal EIN, or TAX ID Number of Holding Company	
Holding Company Name			

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Cancel Save and Continue

- Review or update information displayed in the **Basic Information** page.
- Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
- Click the **Save and Continue** button. Selecting this button will display the **General Financial Contact** page.

News Tasks (7) **Records** Reports Actions Jasper Smith - Appian

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 – Ein Lib - 443000022

Basic Information **General Financial Contact** Organization Numbers Remittance Information Associated BENs Principal Communication Types School or Library Official Certification

General Financial Contact of Einstein Library 2

Enter General Financial Contact *

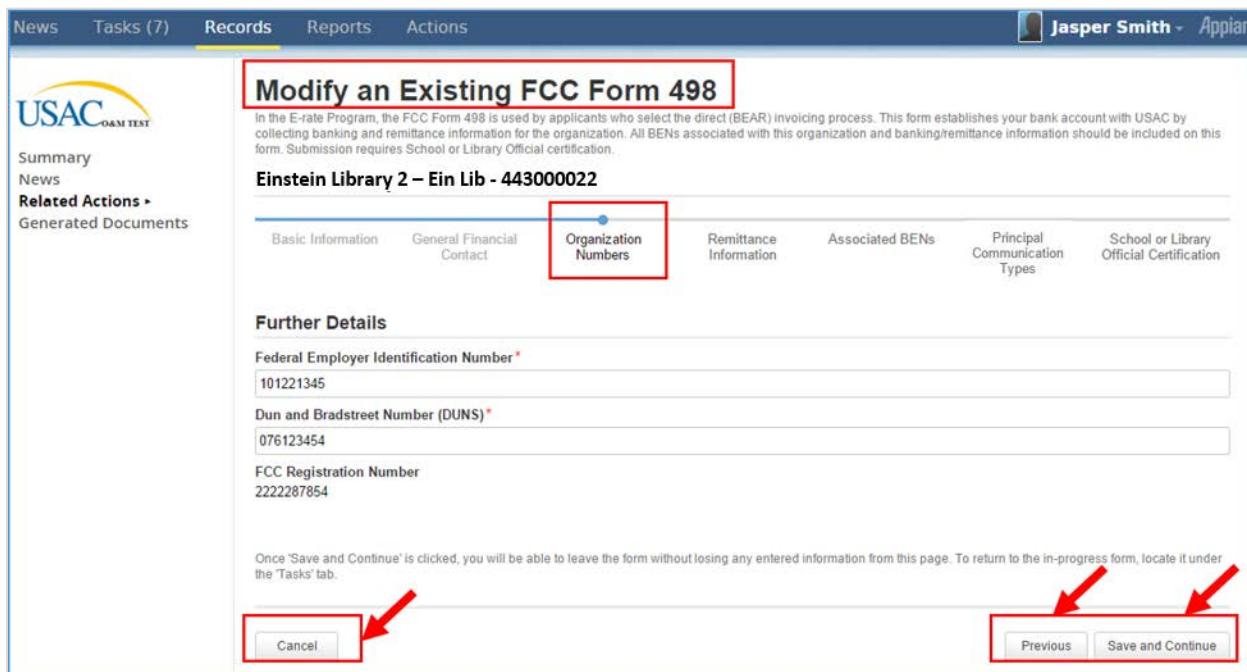
James Einstein x

First James	Street Address 14 Park Ave
Middle Initial	Address Line 2
Last Einstein	City New York
Phone Number 212-555-1212	State NY
Phone Number Extension	Zip Code 10120
E-mail einsteinconsultantright@mailinator.com	Zip Code Extension

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Cancel Previous Save and Continue

8. Review or update information displayed on the **General Financial Contact** page.
9. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
10. Click the **Previous** button to return to the **Basic Information** page.
11. Click the **Save and Continue** button. Selecting this button will display the **Organization Numbers** page.



News Tasks (7) **Records** Reports Actions Jasper Smith - Appian

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 – Ein Lib - 443000022

Basic Information General Financial Contact **Organization Numbers** Remittance Information Associated BENs Principal Communication Types School or Library Official Certification

Further Details

Federal Employer Identification Number *
101221345

Dun and Bradstreet Number (DUNS) *
076123454

FCC Registration Number
2222287854

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Cancel Previous Save and Continue

12. Review or update information displayed on the **Organization Numbers** page.
13. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
14. Click the **Previous** button to return to the **General Financial Contact** page.
15. Click the **Save and Continue** button. Selecting this button will display the **Remittance Information** page.

News Tasks (7) **Records** Reports Actions Jasper Smith - Appian

USAC O&M TEST

Summary
News
Related Actions •
Generated Documents

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 – Ein Lib - 443000022

Basic Information General Financial Contact Organization Numbers **Remittance Information** Associated BENs Principal Communication Types School or Library Official Certification

Remittance Contact

Is the Remittance Contact the same as the General Financial Contact?
☒ Yes

Contact Information

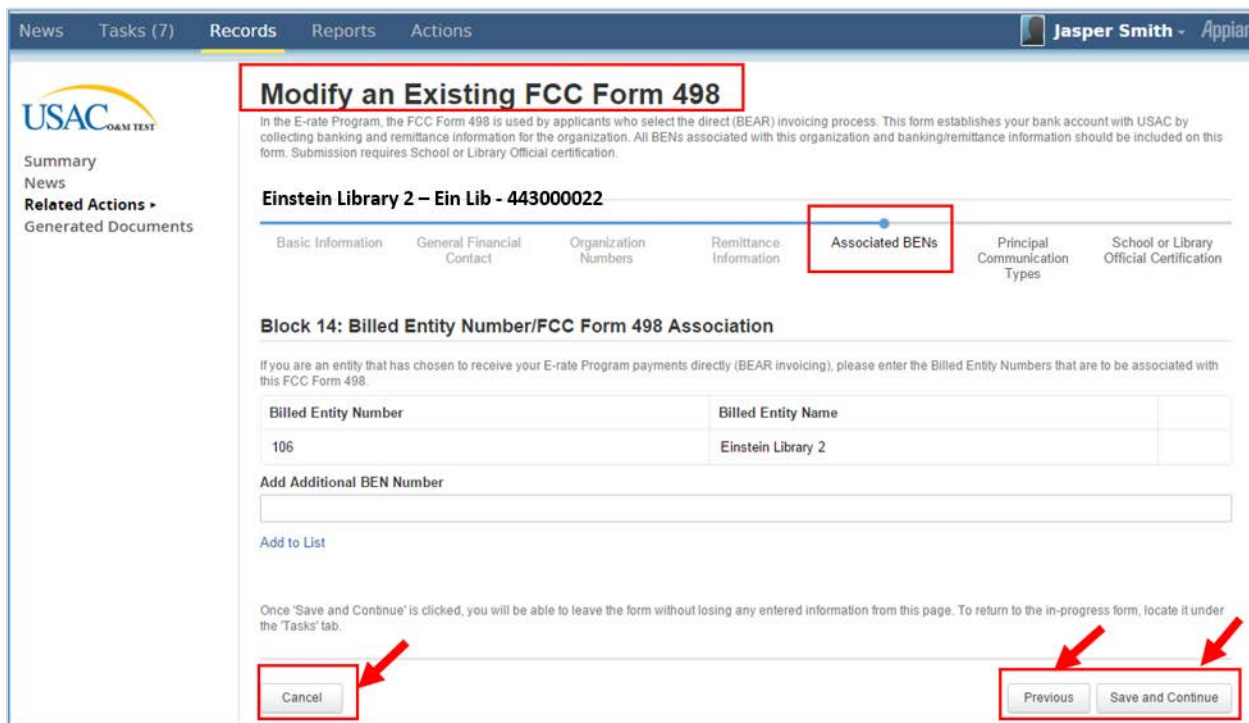
First Name James	Phone Number 212-555-1212
Last Name Einstein	Phone Number Extension
Middle Initial	Email Address einsteinconsultantright@mailinator.com
Title Consultant	

Financial Information

Remittance Financial Institution * First American Bank	Financial Institution Account Number for ACH * 123456789
ACH Financial Institution Transit Number * 123000567	

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

16. Review or update information displayed on the **Remittance Information** page.
17. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
18. Click the **Previous** button to return to the **Organization Numbers** page.
19. Click the **Save and Continue** button. Selecting this button will display the **Associated BENs** page.



Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 – Ein Lib - 443000022

Basic Information General Financial Contact Organization Numbers Remittance Information **Associated BENs** Principal Communication Types School or Library Official Certification

Block 14: Billed Entity Number/FCC Form 498 Association

If you are an entity that has chosen to receive your E-rate Program payments directly (BEAR invoicing), please enter the Billed Entity Numbers that are to be associated with this FCC Form 498.

Billed Entity Number	Billed Entity Name
106	Einstein Library 2

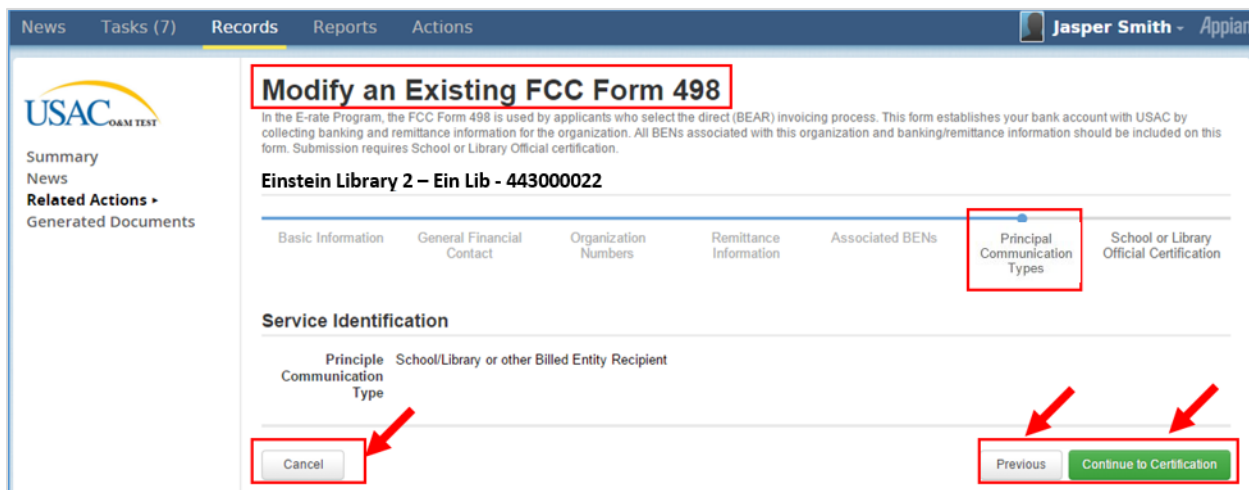
Add Additional BEN Number

Add to List

Once 'Save and Continue' is clicked, you will be able to leave the form without losing any entered information from this page. To return to the in-progress form, locate it under the 'Tasks' tab.

Buttons: Cancel, Previous, Save and Continue

20. Review or update information displayed on the **Associated BENs** page.
21. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
22. Click the **Previous** button to return to the **Remittance Information** page.
23. Click the **Save and Continue** button. Selecting this button will display the **Principal Communication Types** page.



Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 – Ein Lib - 443000022

Basic Information General Financial Contact Organization Numbers Remittance Information Associated BENs **Principal Communication Types** School or Library Official Certification

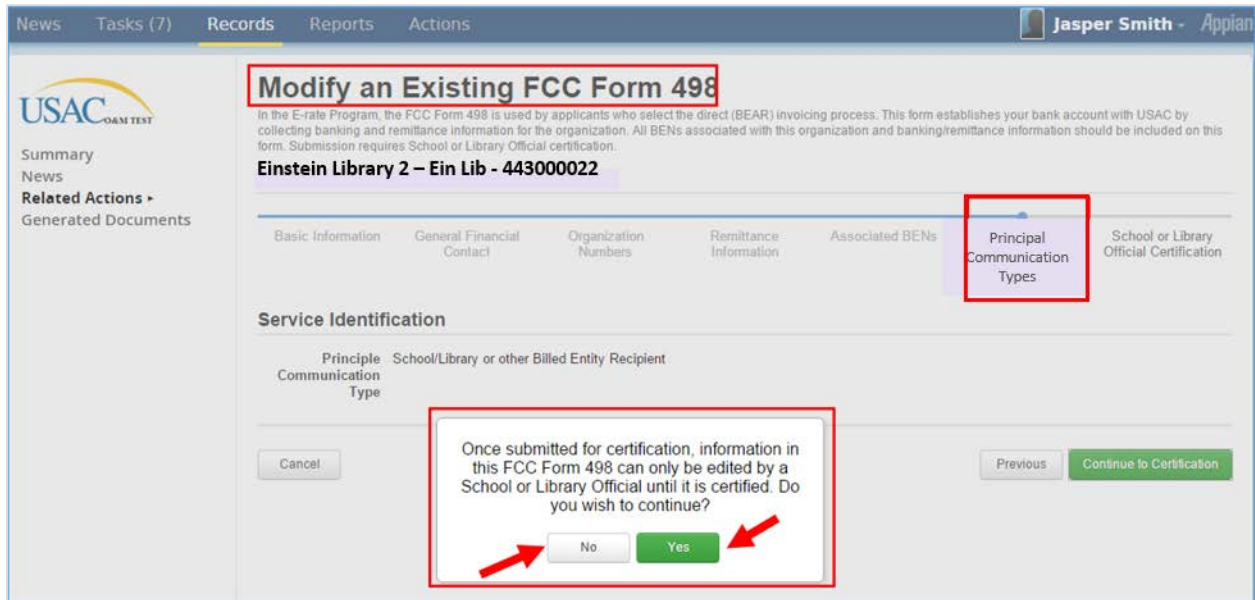
Service Identification

Principle School/Library or other Billed Entity Recipient
Communication Type

Buttons: Cancel, Previous, Continue to Certification

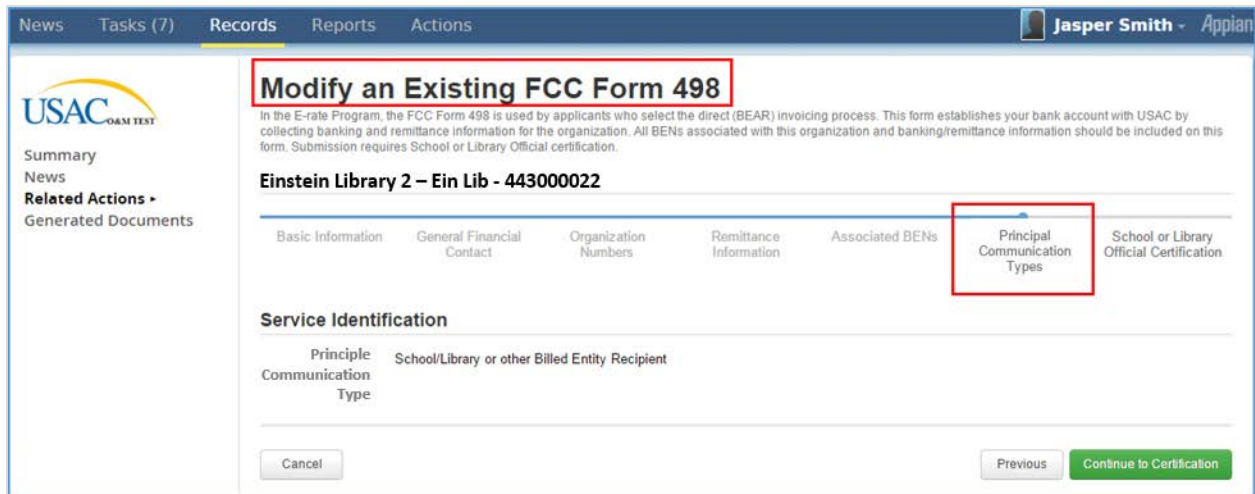
24. Review information displayed on the **Principal Communication Types** page.
25. Click the **Cancel** button to exit the modification process. Selecting this option will discard the new updates.
26. Click the **Previous** button to return to the **Associated BENs** page.

27. Click the **Continue to Certification** button. Selecting this button will display a **Submittal warning message**.



The screenshot shows the 'Modify an Existing FCC Form 498' page for 'Einstein Library 2 - Ein Lib - 443000022'. The page has a navigation bar with 'News', 'Tasks (7)', 'Records', 'Reports', and 'Actions'. The 'Records' tab is active. On the left, there is a sidebar with 'USAC OAM TEST' logo, 'Summary', 'News', 'Related Actions', and 'Generated Documents'. The main content area has a title 'Modify an Existing FCC Form 498' and a description: 'In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.' Below this is a tabbed interface with tabs: 'Basic Information', 'General Financial Contact', 'Organization Numbers', 'Remittance Information', 'Associated BENs', 'Principal Communication Types', and 'School or Library Official Certification'. The 'Principal Communication Types' tab is selected. Under 'Service Identification', there is a section 'Principle Communication Type' with a dropdown menu showing 'School/Library or other Billed Entity Recipient'. At the bottom, there is a warning message: 'Once submitted for certification, information in this FCC Form 498 can only be edited by a School or Library Official until it is certified. Do you wish to continue?'. Below the message are two buttons: 'No' and 'Yes'. Red arrows point to both buttons. To the right of the warning message are two buttons: 'Previous' and 'Continue to Certification'.

28. Click the **No** button to exit the modification submittal process. Selecting this option returns the user to the **Principal Communication Types** page.



This screenshot is identical to the previous one, showing the 'Modify an Existing FCC Form 498' page. The 'Principal Communication Types' tab is selected, and the 'Continue to Certification' button is highlighted with a red box. The warning message and 'No'/'Yes' buttons are still present at the bottom.

29. Click the **Yes** button to Continue to Certification. Selecting the **Yes** button displays the **School or Library Official Certification** page.

News Tasks (7) **Records** Reports Actions Jasper Smith - Appian

Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 -- Ein Lib - 443000022

Basic Information General Financial Contact Organization Numbers Remittance Information Associated BENs Principal Communication Types **School or Library Official Certification**

Review Data

Please carefully review the data entered on the form for accuracy.
[FCC Form 498 #443000022](#)

☐ I have reviewed this form and have determined the information to be accurate.
 I certify that I am a School or Library Official of the above-named entity, and that I am authorized to submit this FCC Form 498 data on behalf of the above named entity.
 Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, as amended, 47 U.S.C. Secs. 220(e), 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

☐ I certify.
 Select the checkbox to certify your FCC Form 498 Ein Lib 2

A download link will appear under Tasks when the PDF version of the certified form is ready to be downloaded

Reject Changes Previous **Certify**

30. Review information displayed on the **School or Library Official Certification** page.

31. Click the **FCC Form 498 #** link to display the modified form.

News Tasks (7) **Records** Reports Actions Jasper Smith - Appian

Records / FCC Forms 498

Ein Lib 2 - #443000022 Follow

This FCC Form 498 is currently in the creation or modification process. All sections will be populated after the form has been certified.

Application Information

Nickname	Ein Lib 2	Created Date	11/6/2015 6:52 PM EST
Form Number	443000022	Created By	jaspersmith123@mailinator.com
Status	In Progress	Certified Date	11/6/2015 7:12 PM EST
		Certified By	jaspersmith123@mailinator.com
		Last Modified Date	11/6/2015 7:35 PM EST
		Last Modified By	jaspersmith123@mailinator.com

General Information

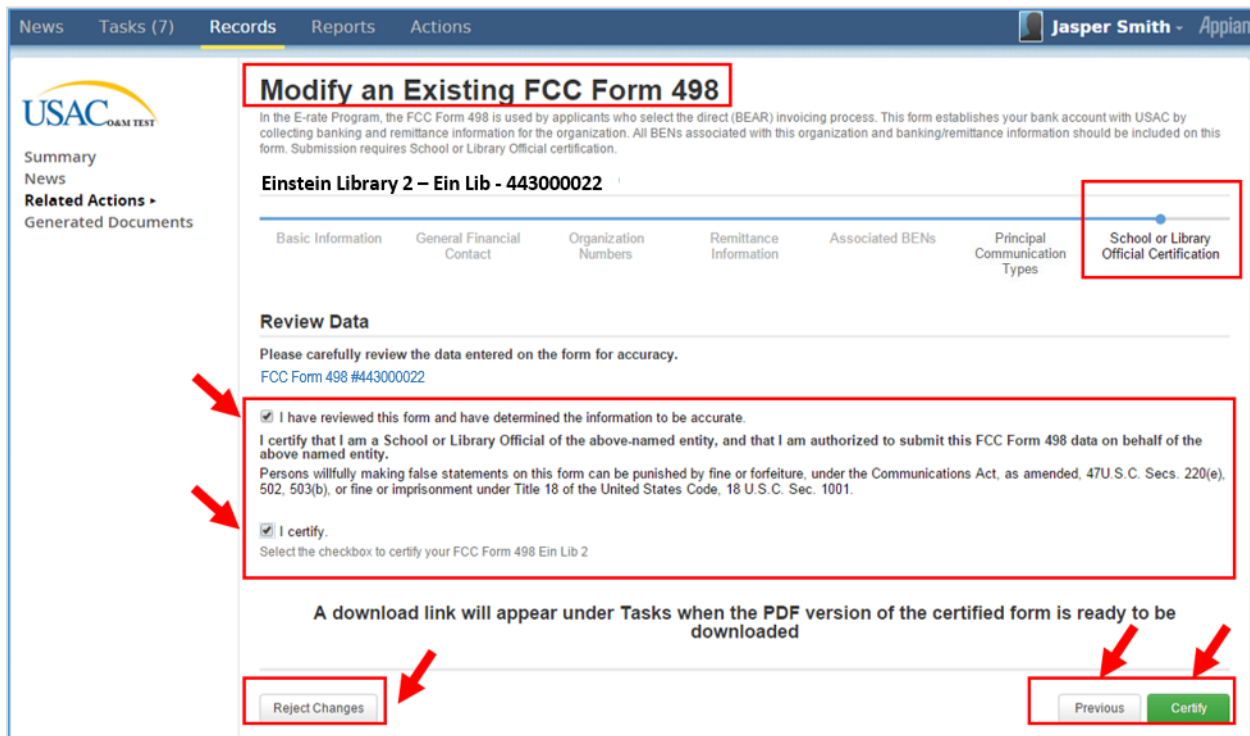
Form Nickname	Ein Lib 2	DBA or FKA Name	Einstein Library Inc
Organization Name	Einstein Library 2	Holding Company Name	Einstein Holding
Mailing Address	2450 Stonecroft Blvd Chantilly, VA 20151	Federal EIN	102222222
		FCC Registration Number	2222287854

General Financial Contact Information

First Name	James	Address	14 Park Ave New York, NY 10120
Middle Initial		Phone Number	212-555-1212
Last Name	Einstein	Email Address	einsteinconsultantright@mailinator.com
Job Title	Consultant		

Further Details	
Federal Employer Identification Number	101221345
Dun and Bradstreet Number (DUNS)	076123454
Remittance Contact Information	
Remittance Contact Information is the same as General Financial Contact Information	
Financial Institution Information	
Remittance Financial Institution	First American Bank
ACH Financial Institution Account Number	123456789
ACH Financial Institution Transit Number	123000567
Service Identification	
Principle Communication Type	School/Library or other Billed Entity Recipient

32. Review the modified form for accuracy, and then close the form to return to the **School or Library Official Certification** page.



Modify an Existing FCC Form 498

In the E-rate Program, the FCC Form 498 is used by applicants who select the direct (BEAR) invoicing process. This form establishes your bank account with USAC by collecting banking and remittance information for the organization. All BENs associated with this organization and banking/remittance information should be included on this form. Submission requires School or Library Official certification.

Einstein Library 2 – Ein Lib - 443000022

Basic Information General Financial Contact Organization Numbers Remittance Information Associated BENs Principal Communication Types **School or Library Official Certification**

Review Data

Please carefully review the data entered on the form for accuracy.
FCC Form 498 #443000022

☒ I have reviewed this form and have determined the information to be accurate.
I certify that I am a School or Library Official of the above-named entity, and that I am authorized to submit this FCC Form 498 data on behalf of the above named entity.
Persons willfully making false statements on this form can be punished by fine or forfeiture, under the Communications Act, as amended, 47 U.S.C. Secs. 220(e), 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. Sec. 1001.

☒ I certify.
Select the checkbox to certify your FCC Form 498 Ein Lib 2

A download link will appear under Tasks when the PDF version of the certified form is ready to be downloaded

33. Select both **check boxes** in the **Review Data** section, if acceptable.

Note: Both check boxes must be selected to continue the certification process.

34. Select from the following options:

- d. Click the **Reject Changes** button to discontinue the Modify an Existing FCC Form 498 process and discard the updated information entered.
- e. Click the **Previous** button to return to the **Principal Communication Types** page.
- f. Click the **Certify** button to complete the **Modify an Existing Form 498** process. Selecting this option displays the **Tasks** tab.

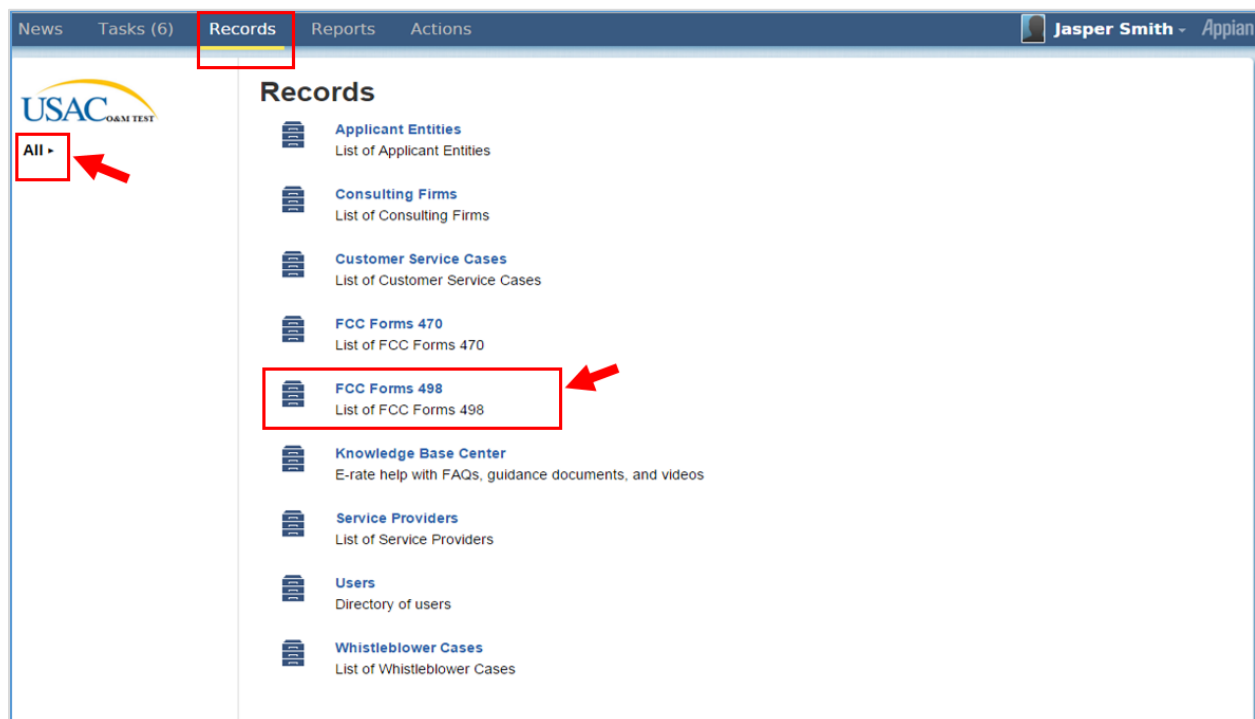
Note: If the **Certify** button is selected, a download link will appear under the **Tasks** tab when the PDF version of the certified form is ready to be downloaded.

35. See **View Form** section to view the user's tasks categorized by **Assigned to Me**, **Status** and **Deadline**.

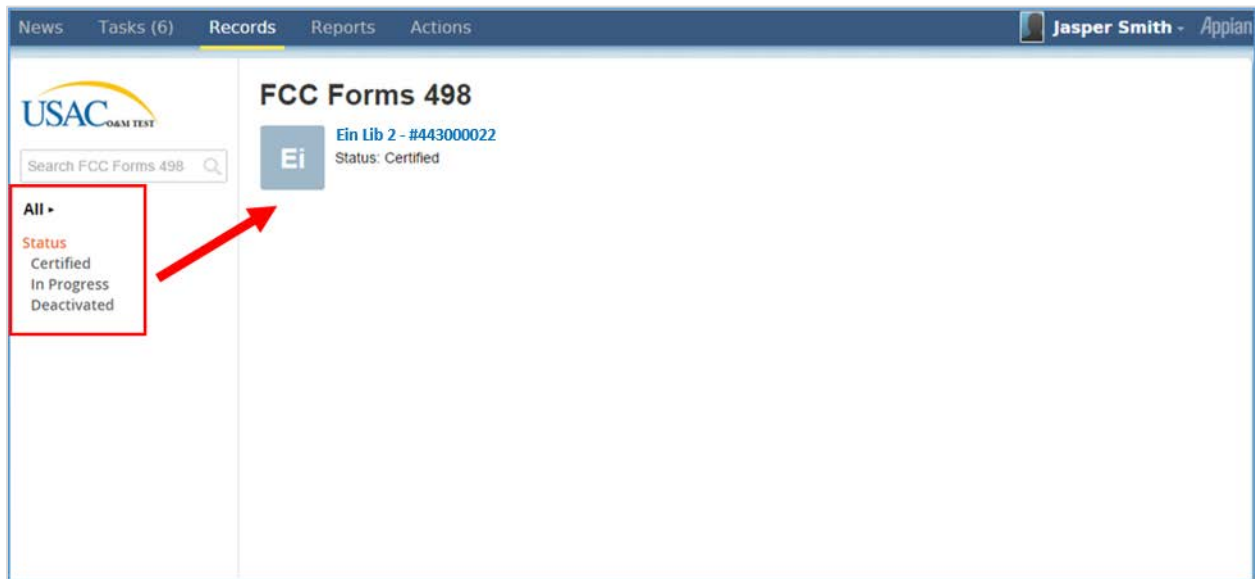
Note: You can download the modified FCC Form 498 by following the steps in the **View Form** section.

Deactivate FCC Form 498

The information in the FCC Form 498 document can be deactivated. The **Records** tab will display your records and the status of each record.



1. Click the **drop-down** arrow next to the **ALL** topic OR click the **FCC Forms 498** link. The three Status options and records displays.

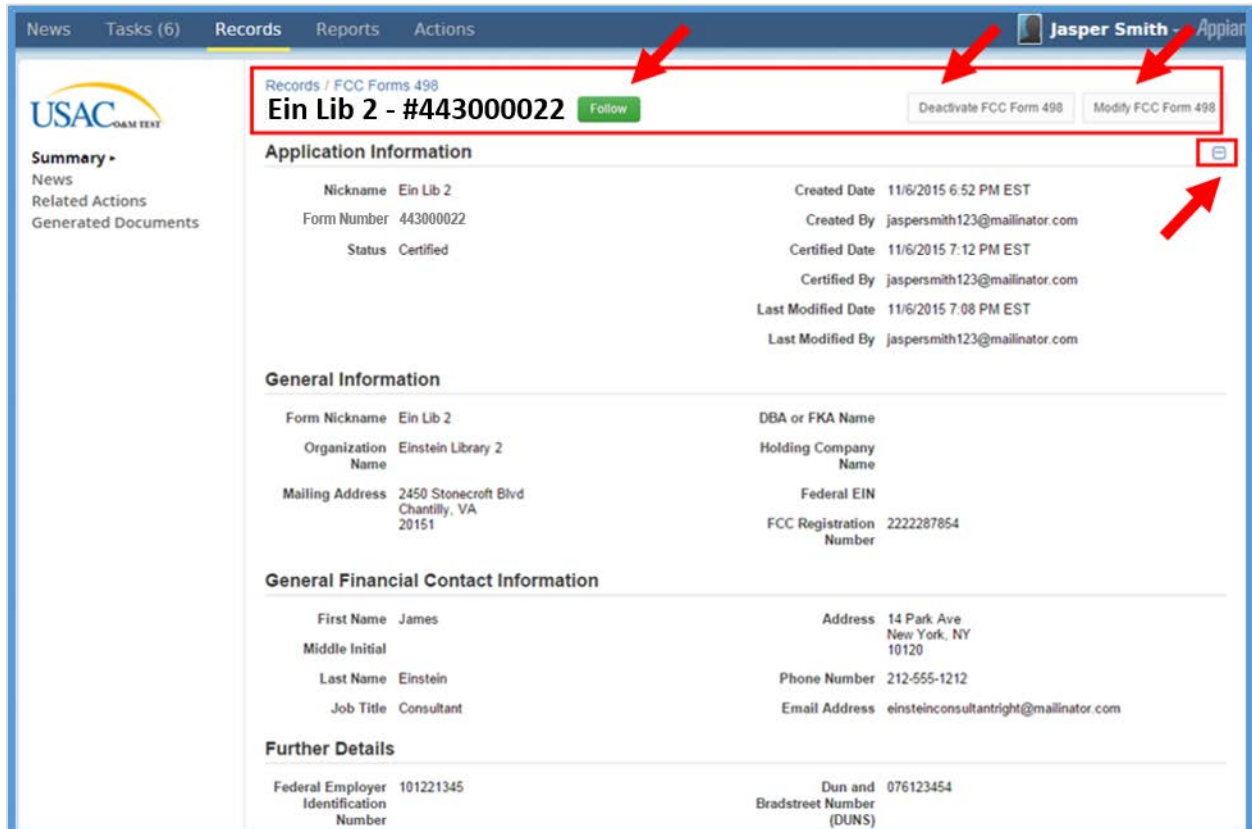


The **Nickname** and **Form Number** assigned to the form will display under the Forms 498 topic.



2. Click the **Nickname** (Example: *Ein Lib 2 – 443000022*) link. The form information displays.

Note: The **Search** field can also be used to retrieve records when multiple records exist.



News Tasks (6) **Records** Reports Actions Jasper Smith - Applian

Records / FCC Forms 498
Ein Lib 2 - #443000022 Follow Deactivate FCC Form 498 Modify FCC Form 498

Application Information

Nickname	Ein Lib 2	Created Date	11/6/2015 6:52 PM EST
Form Number	443000022	Created By	jaspersmith123@mailinator.com
Status	Certified	Certified Date	11/6/2015 7:12 PM EST
		Certified By	jaspersmith123@mailinator.com
		Last Modified Date	11/6/2015 7:08 PM EST
		Last Modified By	jaspersmith123@mailinator.com

General Information

Form Nickname	Ein Lib 2	DBA or FKA Name	
Organization Name	Einstein Library 2	Holding Company Name	
Mailing Address	2450 Stonecroft Blvd Chantilly, VA 20151	Federal EIN	
		FCC Registration Number	2222287854

General Financial Contact Information

First Name	James	Address	14 Park Ave New York, NY 10120
Middle Initial		Phone Number	212-555-1212
Last Name	Einstein	Email Address	einsteinconsultantright@mailinator.com
Job Title	Consultant		

Further Details

Federal Employer Identification Number	101221345	Dun and Bradstreet Number (DUNS)	076123454
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Note: A **Follow** button displays. Select the **Follow** button to view news related to this record in your news feed (Optional).

- Click the **Collapse (-)/Expand (+)** button to adjust the view.

Note: Do not select the **Modify FCC Form 498** button to modify the form if you are deactivating this form.

- Click the **Deactivate FCC Form 498** button to disable the form. The **Deactivate FCC Form 498: (Nickname)** page displays.

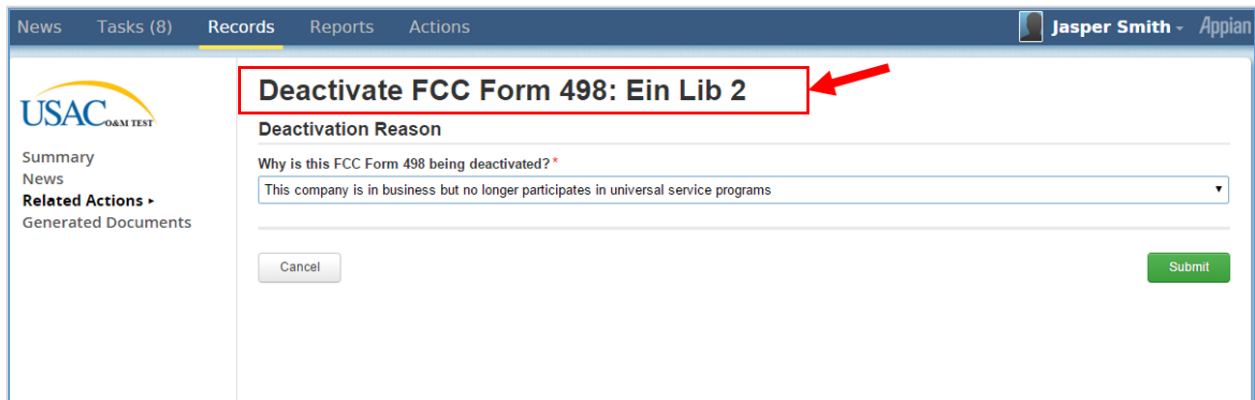


News Tasks (6) **Records** Reports Actions Jasper Smith - Applian

Records / FCC Forms 498
Ein Lib 2 - #443000022 Follow Deactivate FCC Form 498 Modify FCC Form 498

Application Information

Nickname	Ein Lib 2	Created Date	11/6/2015 6:52 PM EST
Form Number	443000022	Created By	jaspersmith123@mailinator.com
Status	Certified	Certified Date	11/6/2015 7:12 PM EST
		Certified By	jaspersmith123@mailinator.com
		Last Modified Date	11/6/2015 7:08 PM EST
		Last Modified By	jaspersmith123@mailinator.com



News Tasks (8) **Records** Reports Actions Jasper Smith - Appian

Deactivate FCC Form 498: Ein Lib 2

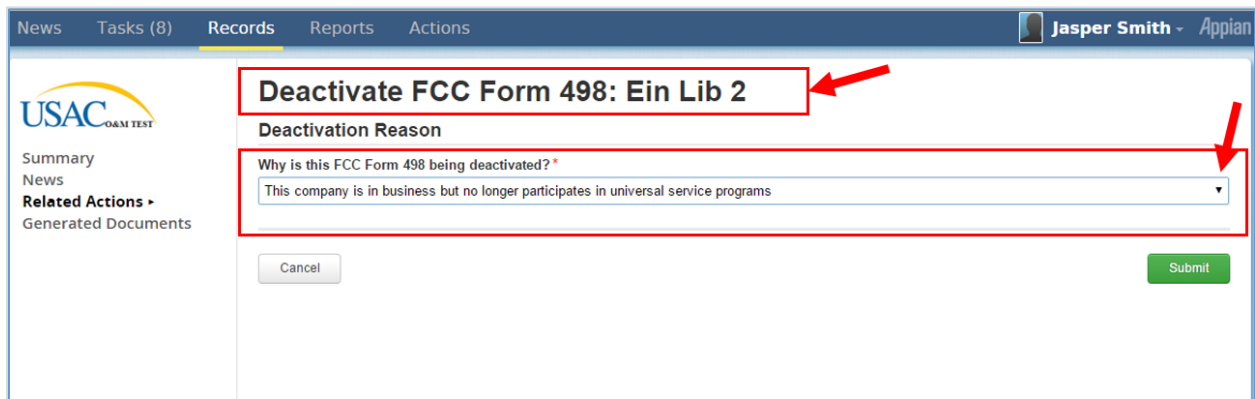
Deactivation Reason

Why is this FCC Form 498 being deactivated? *

This company is in business but no longer participates in universal service programs

Cancel Submit

- Click the **drop-down** arrow to select the **Deactivation Reason**. The selected Deactivation Reason displays.



News Tasks (8) **Records** Reports Actions Jasper Smith - Appian

Deactivate FCC Form 498: Ein Lib 2

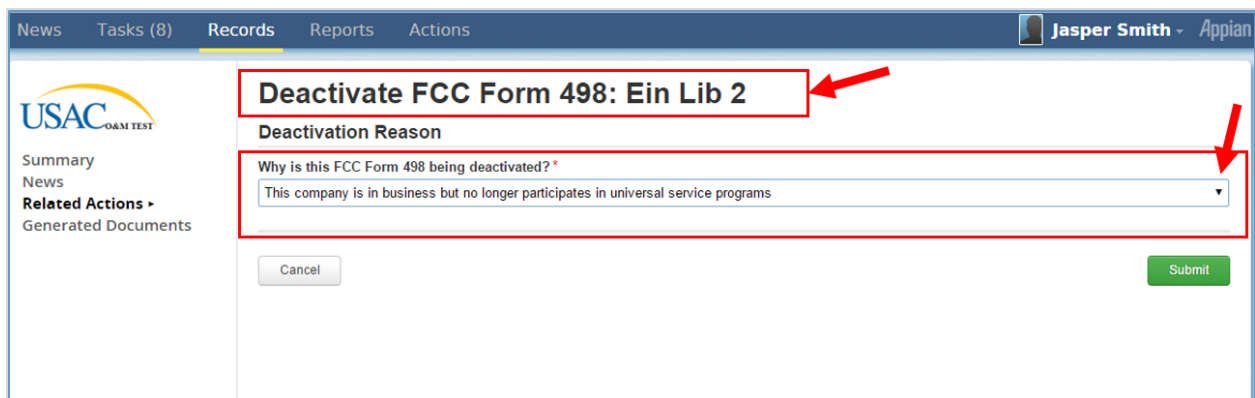
Deactivation Reason

Why is this FCC Form 498 being deactivated? *

This company is in business but no longer participates in universal service programs

Cancel Submit

--- Select a Reason ---
This company is going out of business
This company is in business but no longer participates in universal service programs
This company is being sold
This company has merged with another company
This company has consolidated with another company



News Tasks (8) **Records** Reports Actions Jasper Smith - Appian

Deactivate FCC Form 498: Ein Lib 2

Deactivation Reason

Why is this FCC Form 498 being deactivated? *

This company is in business but no longer participates in universal service programs

Cancel Submit

- Select from the following options:

- Click the **Cancel** button to discontinue the Deactivation process and keep the form in its current status.
- Click the **Submit** button to deactivate the form. The form displays a Deactivated status.

News Tasks (8) **Records** Reports Actions Jasper Smith - Applian

Records / FCC Forms 498

Ein Lib 2 - #443000022 [Follow](#)

Application Information

Nickname	Ein Lib 2	Created Date	11/6/2015 6:52 PM EST
Form Number	443000022	Created By	jaspersmith123@mailinator.com
Status	Deactivated	Certified Date	11/6/2015 7:37 PM EST
Deactivation Reason	This company is in business but no longer participates in universal service programs		
		Certified By	jaspersmith123@mailinator.com
		Last Modified Date	11/6/2015 7:42 PM EST
		Last Modified By	jaspersmith123@mailinator.com

General Information

Form Nickname	Ein Lib 2	DBA or FKA Name	Einstein Library Inc
Organization Name	Einstein Library 2	Holding Company Name	Einsstein Holding
Mailing Address	2450 Stonecroft Blvd Chantilly, VA 20151		
	Federal EIN	102222222	
	FCC Registration Number	2222287854	

General Financial Contact Information

First Name	James	Address	14 Park Ave New York, NY 10120
Middle Initial		Phone Number	212-555-1212
Last Name	Einstein	Email Address	einsteinconsultantright@mailinator.com
Job Title	Consultant		

Further Details

Federal Employer Identification Number	101221345	Dun and Bradstreet Number (DUNS)	076123454
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Remittance Contact Information

Remittance Contact Information is the same as General Financial Contact Information

Financial Institution Information

Remittance Financial Institution	First American Bank	ACH Financial Institution Account Number	123456789
ACH Financial Institution Transit Number	123000567		

Service Identification

Principle Communication Type	School/Library or other Billed Entity Recipient
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