E-Rate Program At-A-Glance for New Applicants

Get Started

Follow the steps below to prepare your E-Rate program application:

1 Obtain an [FCC Registration Number](#).

2 Obtain a [Billed Entity Number (BEN)](#) and create a user profile in the [E-Rate Productivity Center (EPC)](#).

3 Designate your entity's Tribal status in EPC. Watch this [instructional video](#) to learn how.

4 Solicit bids for eligible services and equipment by completing an [FCC Form 470](#) and wait at least [28 days](#) before selecting your service provider(s). If your purchase meets the requirements under the [Commercially Available Business Internet Access](#) or Category Two competitive bidding exceptions, proceed to Step 5 without completing this step.

5 Create your Contract Record and file your [FCC Form 471](#) funding application to request E-Rate support.

Universal Service Administrative Co.

Special Information for Tribal Governments

A Tribal government can create a consortium for its Tribally controlled schools and libraries, and a Tribal government employee can act as the consortium leader.

The consortium as an entity is not eligible for discounted services, but they can run competitive bidding processes and/or apply for discounted services on behalf of their eligible member entities. Any schools or libraries can join together to form a consortium.

Contact Us

Ready to start or need help? Reach out to the E-Rate Customer Service Center (CSC) at (888) 203-8100, Monday through Friday, 8 a.m. to 8 p.m. ET.

When calling, you must provide the name and contact information for the Tribal government employee designated as the Consortium Leader and the name and contact information for staff member(s) who will serve as the Account Administrator(s).

The Consortium Leader is responsible for ensuring that necessary certifications are made and for responding to USAC inquiries on behalf of the consortium members during the entire E-Rate process, and the Account Administrator can add users on their organization's account and assign them rights (permissions) to file program forms.