

Change the Account Administrator

Note: Only the existing Account Administrator can establish a new Account Administrator

Before you begin:

The new Account Administrator must already be in the EPC system.

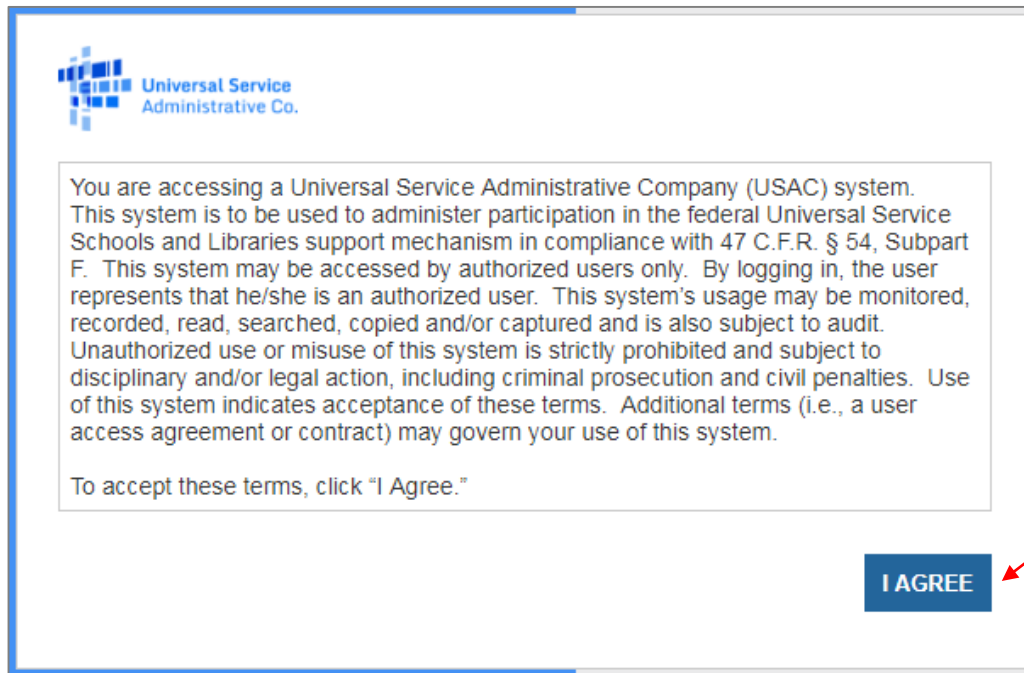
If the user is not in the system, you first must follow the steps to create a new user.

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Log Into EPC

① Navigate to the EPC Portal at <https://portal.usac.org/suite/>



② Click on the "I AGREE" button to proceed

③ Enter the username (the user's full email address)

Universal Service
Administrative Co.

Username

Password

Remember me on this computer

[Forgot your password?](#)

SIGN IN

④ Enter the password

⑤ Click on the "SIGN IN" button

Your EPC "Landing Page" will display

My Landing Page

Universal Service Administrative Co.

Welcome, School District 6!

Notifications

Notification Type: *Please select a value*

Funding Year: *-- Select a Funding Year --*

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities


Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

Modify the Account Administrator

Modify the Acct Admin

① On the landing page, click the link to your organization. In most cases, this will be the school district rather than a child school.

My Landing Page



Universal Service Administrative Co.

Welcome, [School District 6!](#)

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Notifications

Notification Type:

Funding Year:

Status: All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 6	116	Springfield	ME	04487
School District 6 School A	117	Springfield	ME	04487
School District 6 School B	118	Springfield	ME	04487
School District 6 NIF	119	Springfield	ME	04487

Modify the Acct Admin

The organization's dashboard will display

Records / Applicant Entities

#116 - School District 6

[CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) ...

Summary Customer Service Modifications Additional Information Discount Rate Contracts FCC Forms FRN Appeals News Related Actions

Organization Details

Name	School District 6	Applicant Type	School District
Entity Number	116	Status	Active
FCC Registration Number	1234564560		

Contact Information

Physical Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
Mailing Address	100 Main Street Springfield, ME 04487	Email	school.district6.user1@mailinator.com
		Website URL	

Account Administrator

Name	School District 6 User 1
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General Contact

Name	School District 6 User 1
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Applicant Attributes

School District Sub-Type	<input checked="" type="checkbox"/> Public School District	Does this organization have an endowment?	No
	<input type="checkbox"/> Private School District		
	<input type="checkbox"/> Charter School District		
	<input type="checkbox"/> ESA School District		
State School Code			
State LEA Code			
NCES Public State Code			
NCES Public District Code			
NCES Public Building Code			



Modify the Acct Admin

#116 - School District 6

CREATE A NEW USER ADD OR REMOVE EXISTING USERS MANAGE USER PERMISSIONS ...

Summary Customer Service Modifications Additional Information Discount Rate Contract

Organization Details

Name School District 6

Entity Number 116

FCC Registration Number 1234564560

Contact Information

Physical Address 100 Main Street
Springfield, ME 04487

Mailing Address 100 Main Street
Springfield, ME 04487

Applicant Type School District

Status Active

Phone Number 555-555-7878

Email school.district6.user1@mailina

Website URL

This process allows you to transfer the Account Administrator function to another individual.

- Manage Organization
- Modify Account Administrator
- Create a Customer Service Case
- Manage General Contact
- Manage Organization Relationships
- Create FCC Form 470
- Create FCC Form 471
- Create FCC Form 486
- Manage Contracts
- Create Appeal
- Create SPIN Change Request
- Create Service Substitution Request

② Click on the “three dots” button to see more tasks and then select the “Modify Account Administrator” option

Modify the Acct Admin

The list of users established in EPC for your organization will display, with the current Account Administrator checked

Organization Details

Name School District 6
Address 100 Main Street
Springfield, ME 04487
Mailing Address 100 Main Street
Springfield, ME 04487

FCC Registration Number 1234564560
Organization Type Applicant
Phone Number 555-555-7878
Email school.district6.user1@mailinator.com

Modify Account Administrator

Current Account Administrator

anne

Select a new Account Administrator *

<input type="checkbox"/>	First Name	Last Name	Email	Title
<input type="checkbox"/>	Jeffrey		jeff	Executive Director
<input checked="" type="checkbox"/>	Anne		anne	E-Rate Coordinator

CANCEL

CONTINUE

Modify the Acct Admin

③ Check the check box located next to the user who you wish to make the new Account Administrator

Organization Details

Name	School District 6	FCC Registration Number	1234564560
Address	100 Main Street Springfield, ME 04487	Organization Type	Applicant
Mailing Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
		Email	school.district6.user1@mailinator.com

Modify Account Administrator

Current Account Administrator
anne

Select a new Account Administrator *

<input type="checkbox"/>	First Name	Last Name	Email	Title
<input checked="" type="checkbox"/>	Jeffrey		jeff	Executive Director
<input type="checkbox"/>	Anne		anne	E-Rate Coordinator

④ Uncheck the check box next to the current Account Administrator

⑤ Click on the "CONTINUE" button

Modify the Acct Admin

The email address / username of the Current Account Administrator and the New Account Administrator will display

Organization Details

Name	School District 6	FCC Registration Number	1234564560
Address	100 Main Street Springfield, ME 04487	Organization Type	Applicant
Mailing Address	100 Main Street Springfield, ME 04487	Phone Number	555-555-7878
		Email	school.district6.user1@mailinator.com

Modify Account Administrator

Current Account Administrator	anne	New Account Administrator	jeff
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⑥ Verify that the information is correct and click on the “SUBMIT” button

Words of Caution: Once the “SUBMIT” button is clicked, you cannot change this action. To undo it, the new Account Administrator would have to log in and perform the steps to change the Account Administrator to a different user.