

Create a New EPC User

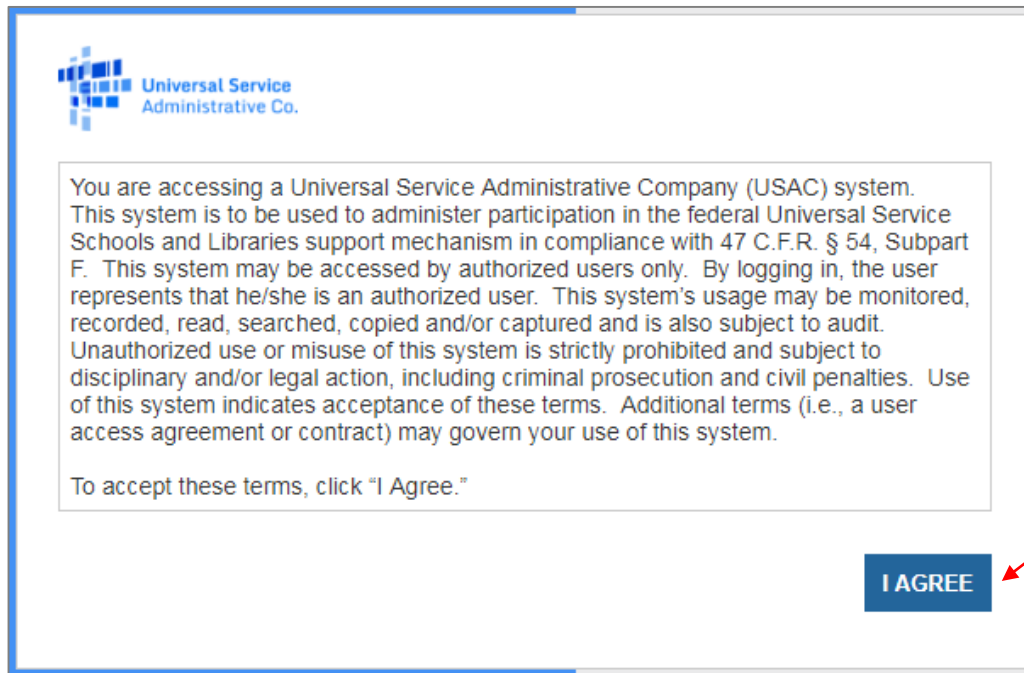
Note: Only the Account Administrator can create a new user

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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

News Tasks (15) Records **Reports** Actions Applan

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

Manage Users

Manage Users

News Tasks (15) Records **Reports** Actions  Applan

My Landing Page



[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](#)

Welcome, [School District 6!](#)

Notifications

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① Click on the "Manage Users" link on your landing page

Manage Users

Existing Organizations

<input type="checkbox"/>	Organization ID	City	State
<input type="checkbox"/>	School District 6	Springfield	ME

② Check the check box next to the name of your organization

③ Then click on the "CREATE A NEW USER" button

Manage Users

④ Complete the fields with name and contact information for the new user

Create A User for School District 6

User Details

User Type
Applicant

First Name *

Last Name *

Middle Initial

Job Title *

Phone Number *

Phone Extension

Email

Email *

Confirm Email *

will be used as the username for the new account

Address

Address Line 1 *

Address Line 2

City *

State *

County

Zip Code *

Zip Code Extension

User Permissions

In the table below, you can designate the permissions that you wish to give to each of your users for the various tasks you can complete in the portal. This table will continue to grow as more functionality comes online.

- Full rights users can start, complete, submit and certify forms.
- Partial rights users can start and enter data in the form, but cannot submit and certify them.
- View Only users can only see forms created by other people in your organization but cannot create forms themselves.
- Form 498 School or Library Officials can start, complete, submit, certify, modify, and deactivate Forms 498.
- Form 498 General Financial Contacts can start, complete, and submit Forms 498, but cannot certify new or updated Forms 498 or deactivate existing Forms 498.
- Post-Commitment Full and Partial rights user can start, complete, and submit Spin Change and Service Substitution requests. Post-Commitment View Only rights can view the submitted Spin Change and Service Substitution requests.

Apply All	470 Permission	471 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
<input type="text"/>	<input type="text" value="View Only"/>	<input type="text" value="View Only"/>	<input type="text" value="No Access"/>	<input type="text" value="View Only"/>	<input type="text" value="View Only"/>	<input type="text" value="View Only"/>

⑤ Select the permissions you want to give this user

⑥ Click on the "CONTINUE" button

⑦ Review the information on the Confirm User Details page

Confirm User Details

User Details

User Type Applicant

First Name John **Job Title** Coordinator

Last Name Smith **Phone Number** 555-555-5555

Middle Initial **Phone Extension**

Email

Email john_smith@mailinator.com

Address

Address Line 1 100 Main Street **County**

Address Line 2 **Zip Code** 04487

City Springfield **Zip Code Extension**

State ME

User Permissions

Apply All	470 Permission	471 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
▼	Full ▼	Full ▼	School or Library Official ▼	Full ▼	Full ▼	Full ▼

⑧ Click on the "SUBMIT" button to confirm the information

- Click on the “Yes” button in the pop-up window to proceed

This will create a user in the system. Would you like to proceed?

Next Steps

The new user will receive an email invitation to sign in to EPC, create a password, and accept the terms and conditions.

The user must accept the terms and conditions before you can modify their role.

Once the user accepts the terms and conditions, they will have access to the functionality that the role permits.