

Logging into EPC the First Time

Table of Contents

Topic	Page
Background	3
Set the Password	5
Complete the Task	12

Background

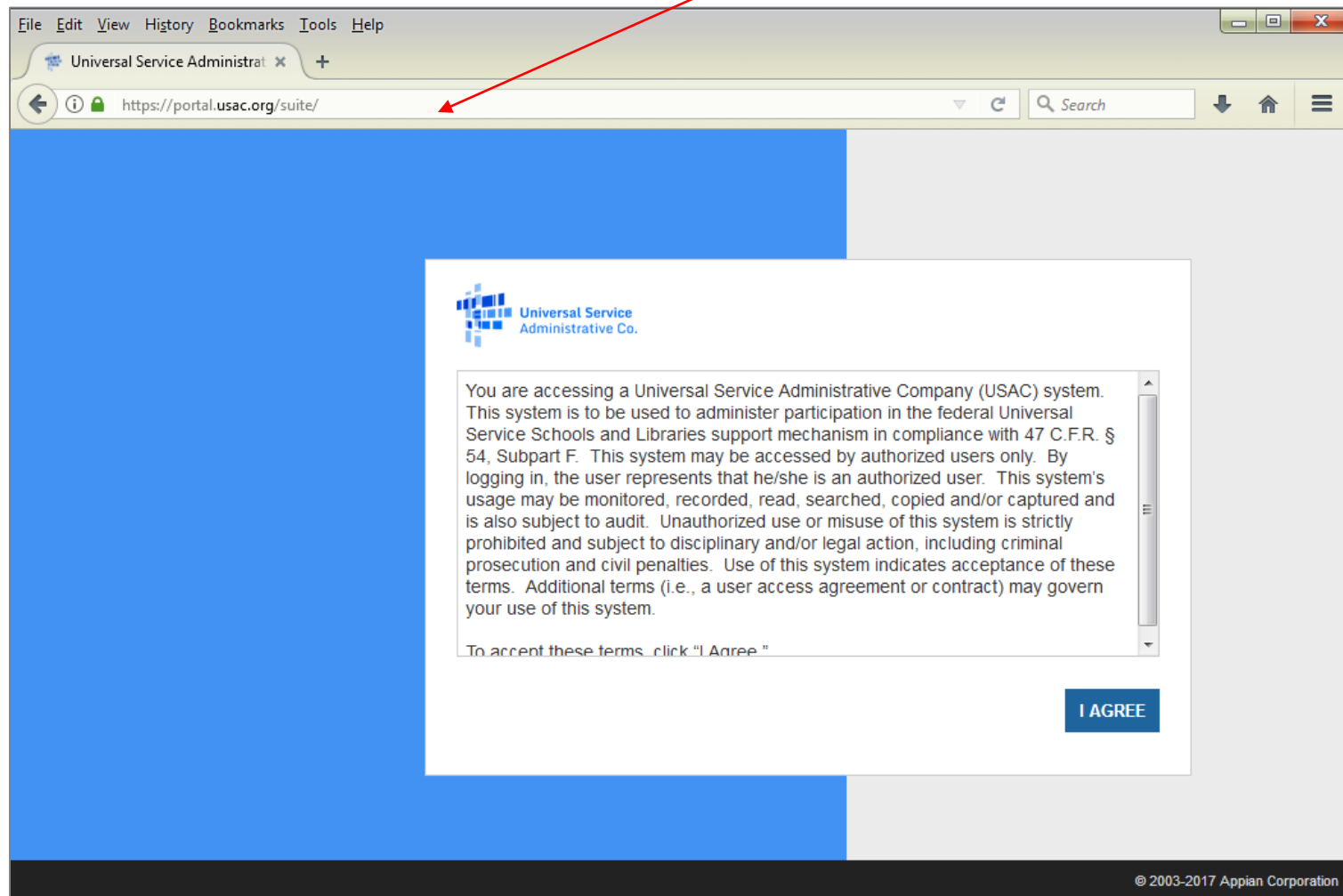
All entities that have filed or appeared on an E-Rate Form 471 have an EPC Portal Account.

- School districts have an EPC account that lists their member schools.
- Independent schools or schools that do not belong to a school district also have an EPC account. Schools that are the only school in their school district may be listed in EPC as the school rather than at the school district level.
- Libraries have an EPC account.

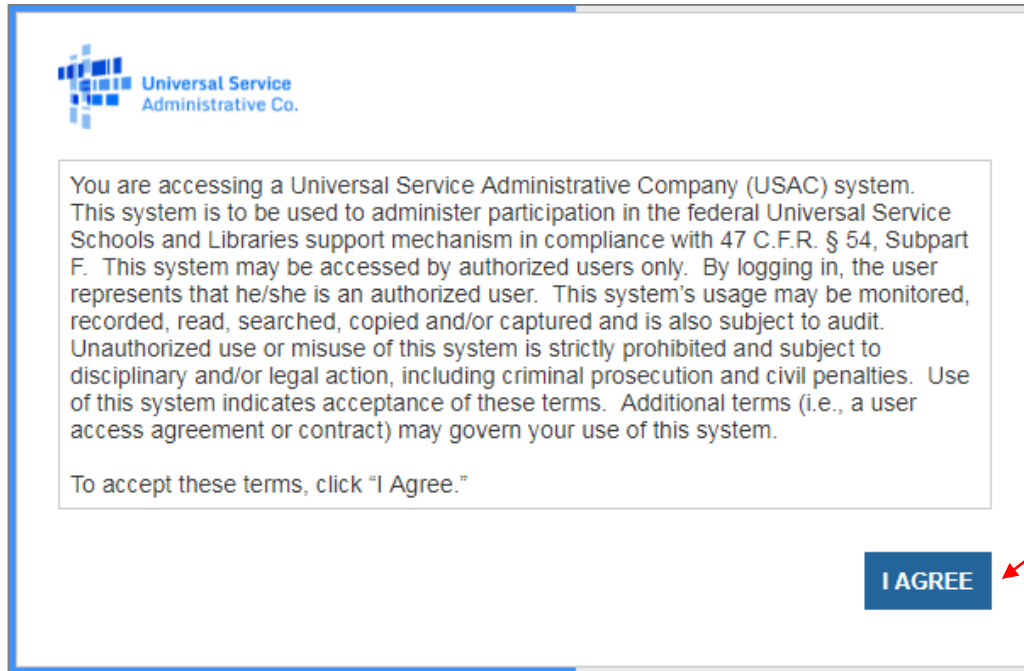
Set the Password


Set the Password

- ① Use your browser to navigate to the EPC Portal at <https://portal.usac.org/suite/>



Set the Password



 Universal Service
Administrative Co.

You are accessing a Universal Service Administrative Company (USAC) system. This system is to be used to administer participation in the federal Universal Service Schools and Libraries support mechanism in compliance with 47 C.F.R. § 54, Subpart F. This system may be accessed by authorized users only. By logging in, the user represents that he/she is an authorized user. This system's usage may be monitored, recorded, read, searched, copied and/or captured and is also subject to audit. Unauthorized use or misuse of this system is strictly prohibited and subject to disciplinary and/or legal action, including criminal prosecution and civil penalties. Use of this system indicates acceptance of these terms. Additional terms (i.e., a user access agreement or contract) may govern your use of this system.

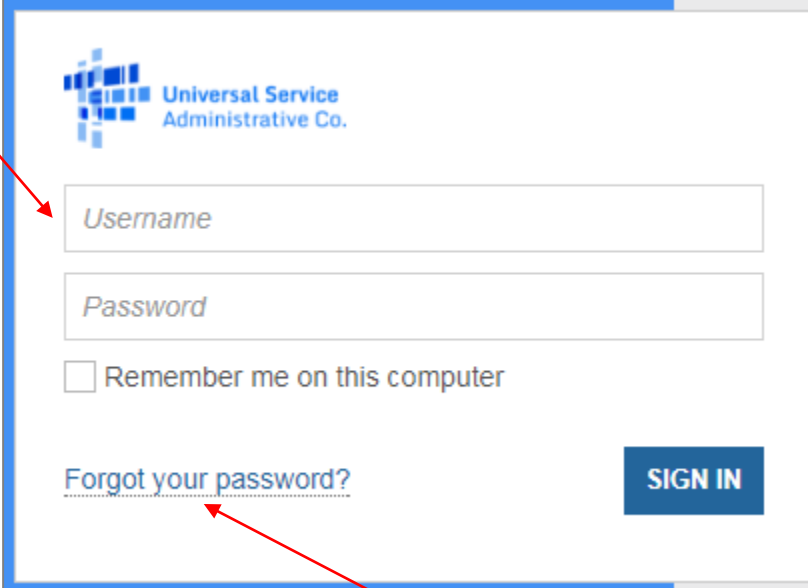
To accept these terms, click "I Agree."

I AGREE

② Click on the "I AGREE" button to proceed

Set the Password

③ Enter your full email address in the “Username” text box



Universal Service
Administrative Co.

Username

Password

Remember me on this computer

[Forgot your password?](#)

SIGN IN

④ Click on the “Forgot your password?” link

The "Forgot Password" screen will display

⑤ Enter your username again

Universal Service
Administrative Co.

Forgot Password

Username

Enter your username and click "Send Email". An email will be sent to the email address associated with your user account. Follow the link in the email to reset your password.

[Back to sign-in page](#)

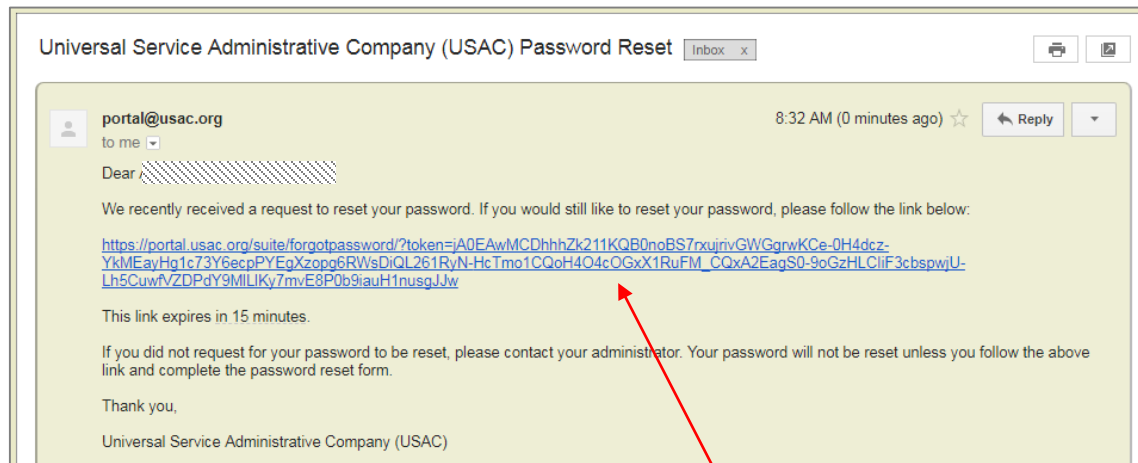
SEND EMAIL

⑥ Click on the "SEND EMAIL" button

Set the Password

The EPC system will send an email with a temporary link to reset the password

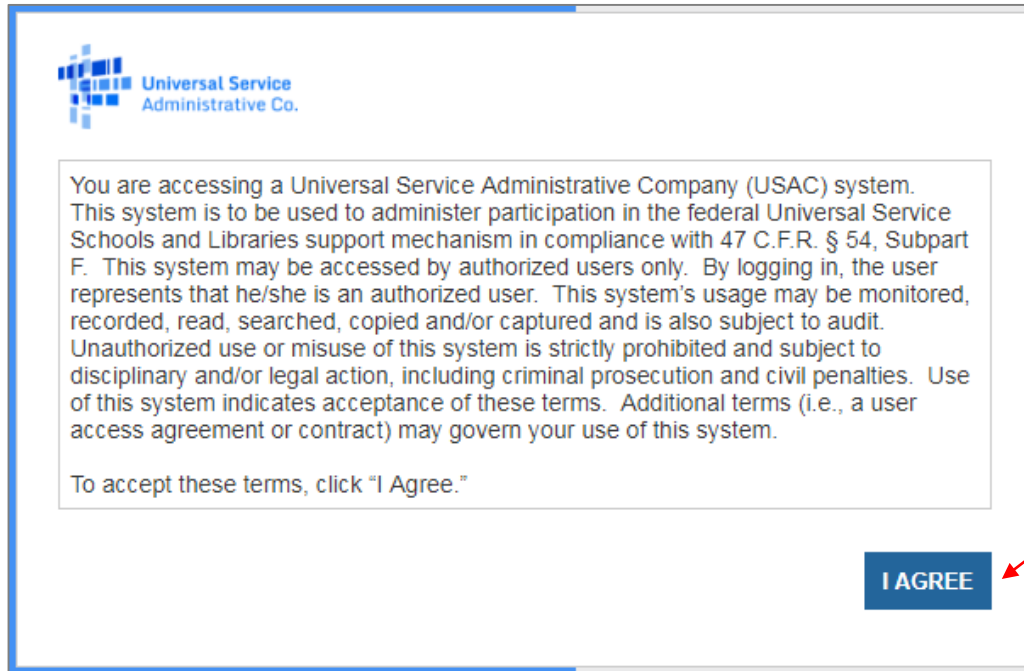
(Note: the link is only active for 15 minutes)



⑦ Click on the link in the email

Set the Password

The Informational Screen will display again

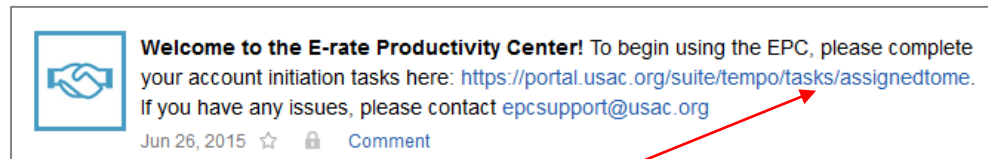


⑧ Click on the "I AGREE" button to proceed

Complete the Task

Complete the Task

The news page for the EPC account will display with a welcome message

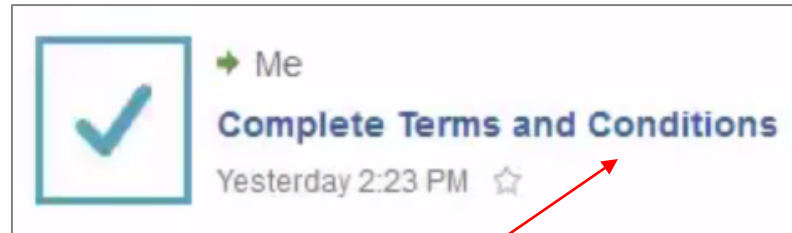


The screenshot shows a news item with a blue icon of two hands shaking. The text reads: "Welcome to the E-rate Productivity Center! To begin using the EPC, please complete your account initiation tasks here: <https://portal.usac.org/suite/tempo/tasks/assignedtome>. If you have any issues, please contact epcsupport@usac.org". Below the text are the date "Jun 26, 2015", a star icon, a lock icon, and the word "Comment". A red arrow points from the link in the message to the instruction below.

① Click on the link in the message

Complete the Task

A task to complete the Terms and Conditions will display



② Click on the task

The terms and conditions will display

- ③ Read the terms and conditions listed
- ④ Scroll to the bottom of the page
- ⑤ Click on the “ACCEPT” button
- ⑥ You can now use the EPC Portal

Complete Terms of Service Agreement

Please agree to the following Terms of Service before gaining access to EPC.

Terms of Service:

Last Updated October 20, 2017

EPC ACCESS AGREEMENT

This EPC Access Agreement ("Agreement") applies to the E-rate Productivity Center and all E-rate Productivity Center-related systems and networks (collectively "EPC") provided by the Universal Service Administrative Company ("USAC"), Applan Corporation's ("Applan") business process management software suite and associated documentation (collectively the "Software") is a part of EPC. EPC was created in support of the Federal Universal Service Schools and Libraries Support Mechanism (also known as the "E-rate Program") that helps entities such as eligible schools and libraries obtain telecommunications at affordable rates.

USAC allows four types of subscribers to access and use EPC, each of which is a "Subscriber" for purposes of this Agreement: (1) applicants ("Applicants"), (2) service providers ("Service Providers"), (3) consultants ("Consultants"), and (4) United States government agencies ("Agency" or "Agencies"), excluding the Federal Communications Commission. This Agreement defines the relationships between both USAC and (i) the Subscriber, and (ii) each person who accesses EPC as authorized by and on behalf of the Subscriber. Both Subscriber and each person who accesses EPC as authorized by and on behalf of the Subscriber are referred to as "you" (and variations such as "your") in this Agreement.

BY ACCESSING OR USING OR REGISTERING FOR ACCESS TO EPC AS A REPRESENTATIVE OR EMPLOYEE OF A SUBSCRIBER, YOU CONFIRM THAT: (1) YOU ARE AT LEAST 18 YEARS OLD; (2) YOU WILL BE ACCESSING AND USING EPC ONLY WITHIN THE UNITED STATES, INCLUDING ITS VARIOUS STATES AND TERRITORIES (COLLECTIVELY REFERRED TO AS "UNITED STATES"); (3) YOU HAVE READ THIS AGREEMENT; AND (4) BOTH YOU AND THE COMPANY, ORGANIZATION OR ENTITY ON WHOSE BEHALF YOU ARE ACCEPTING THIS AGREEMENT AND/OR ACCESSING OR USING EPC, ACCEPT THIS AGREEMENT. **IF YOU CANNOT CONFIRM EACH OF (1) THROUGH (4) ABOVE, THEN PLEASE CLICK "DECLINE" BELOW, AND YOU MUST NOT ACCEPT THIS AGREEMENT AND YOU MAY NOT ACCESS OR USE EPC.**

USAC may amend this Agreement at any time, with or without notice to you, by posting revised terms at www.usac.org/si/tools/e-rate-productivity-center/default. You can determine when this Agreement was last revised by referring to the "last updated" legend at the top of this Agreement. Your continued access to or use of EPC after USAC has posted revised terms signifies your acceptance of such revised terms. No other amendment to or modification of this Agreement will be binding unless in writing and signed by USAC's duly authorized representative or posted to the site by USAC's duly authorized representative.

1. Access and Use; Restrictions; and Rights.

1.1 **Right to Access and Use.** Subject to the terms and conditions of this Agreement, USAC will make EPC available to you for access within the United States solely for the Authorized Purpose, defined below.

(a) "Authorized Purpose" means use of EPC by your Authorized Users (defined in Section 1.2) to electronically enter data and certify forms, edit forms, revise forms, update forms, respond to inquiries from USAC, request assistance, file appeals, request changes, check the status of requests, retrieve historical information, upload documents, and submit customer service cases, in each case solely for administering the Subscribers' participation in the E-rate Program in accordance with 47 C.F.R. Part 54, Subpart F. Subscribers that are Applicants or Service Providers may also designate Consultant Authorized Users (defined in Section 1.2) account functions in EPC to act on behalf of the Applicant or Service Provider.

(b) You may be presented with warning notices when you take certain action such as accessing EPC or electronically signing a form. The contents of the notices are a part of this Agreement and are incorporated herein by reference as if included in their entirety. You must accept and comply with the terms and conditions of the notices. You acknowledge that USAC may modify EPC and/or the form or content of notices at any time and for any reason or no reason with or without notice to you. USAC is not responsible for any costs or expenses you may incur as a result of any modifications to EPC or notices.