

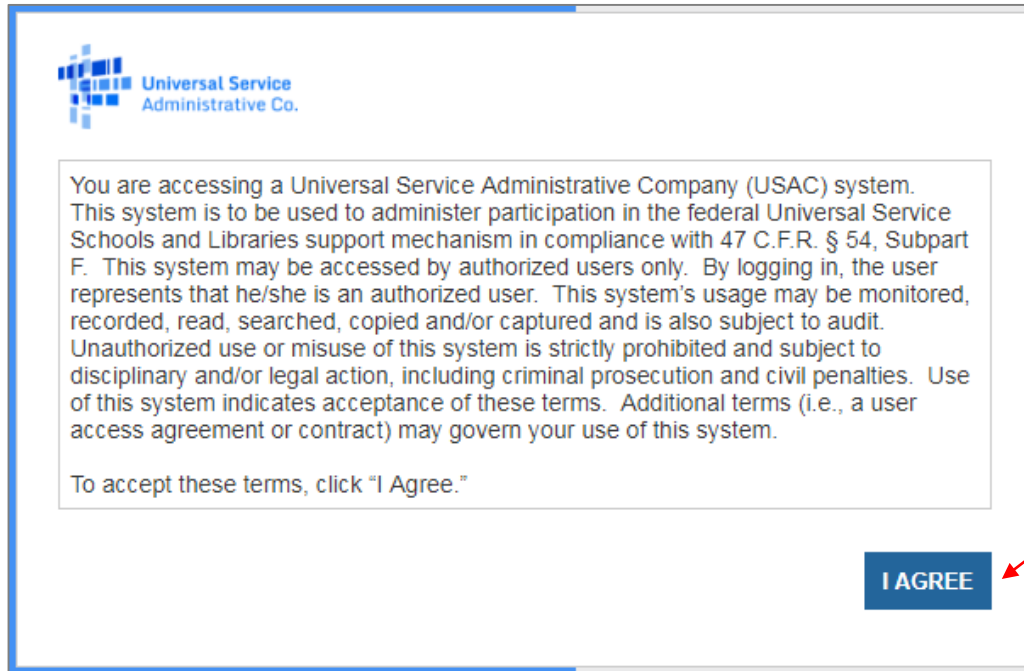
Manage User Permissions

*Note: Only the Account Administrator
can change user permissions*

Table of Contents

Topic	Page
Log Into EPC	3
Manage User Permissions	7

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 User Permissions

Manage Permissions

① On your organization's EPC Landing Page, click on the link for the organization. In most cases, this will be the school district.

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 Permissions

② Click on the “MANAGE USER PERMISSIONS” button

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

Manage Permissions

Words of Caution: Even the Account Administrator needs to be assigned Full Rights in order to certify a form

Manage User Permissions

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

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.

Name	Email	Apply All	470 Permission	471 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
School District 6 User 1	school.district6.user1@mailinator.com	<input type="button" value="v"/>	<input type="button" value="Full"/>	<input type="button" value="Full"/>	<input type="button" value="School or Library Official"/>	<input type="button" value="Full"/>	<input type="button" value="Full"/>	<input type="button" value="Full"/>

④ Click on the "SUBMIT" button

③ Select the permissions you want to give each user for a specific form or all forms

- Full rights users can certify forms
- Partial rights users can create and edit forms, but cannot certify them
- View Only users can see forms, but cannot create or edit them