

# Navigating EPC

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# The Landing Page

*The Landing Page is the first page that displays upon logging into your EPC account*

## My Landing Page

*links to common forms and actions ↘*



- [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 *← form and certification 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 *← entities associated with your BEN*

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

### > My Tasks *↙ tasks assigned to you by the system and other users*

### > Customer Service Cases *← filed customer service cases*

### ∨ FCC Forms and Post-Commitment Requests

FCC Forms  
 Post-Commitment Requests

Form Type *FCC Form 470*

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

Status  All  
 Incomplete  
 Certified

*↙ forms and requests filed by your BEN*

Nickname	Application Number	Funding Year	Status
No items available			

## 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

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

- > My Tasks
- > Customer Service Cases
- ▼ FCC Forms and Post-Commitment Requests

FCC Forms  
 Post-Commitment Requests

Form Type

Funding Year

Status  All  
 Incomplete  
 Certified

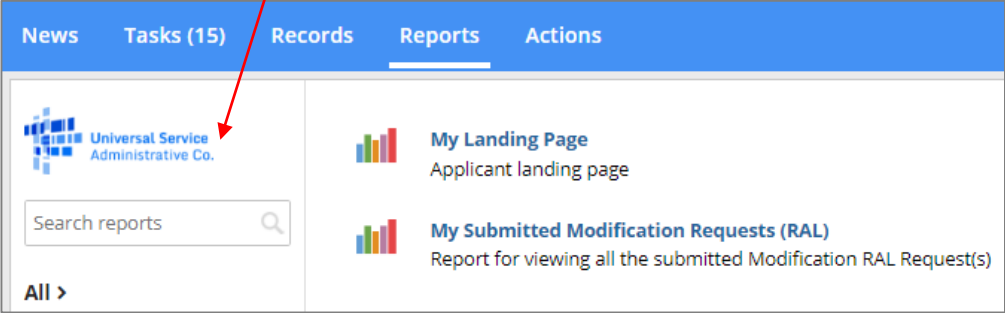
Nickname	Application Number	Funding Year	Status
No items available			

Click on an ">" button to expand a section

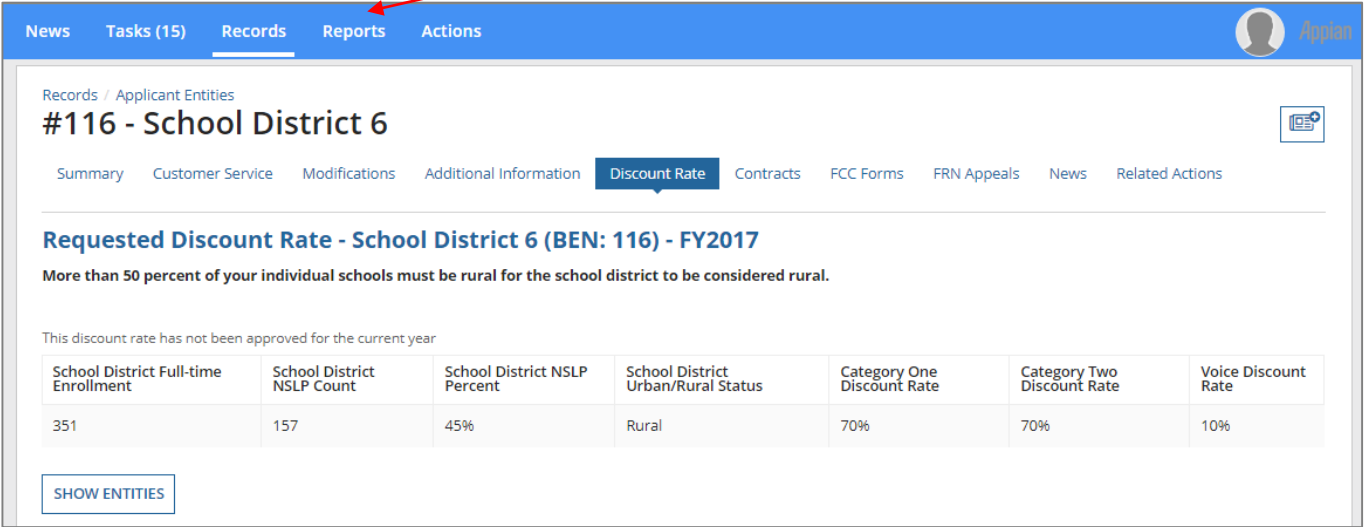
Click on an "▼" button to collapse a section

# Landing Page

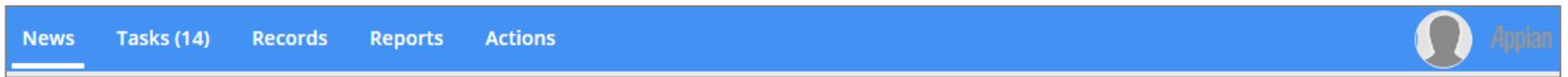
Click on the USAC logo to return to the Landing Page

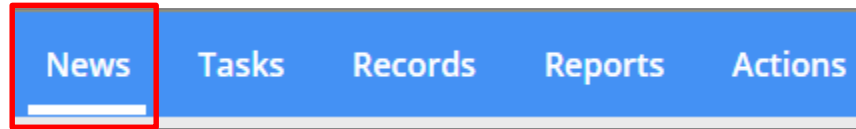


If you are on a page without a logo, first click on any of the items in the blue bar at the top of the window and then click on the USAC logo to return to the Landing Page



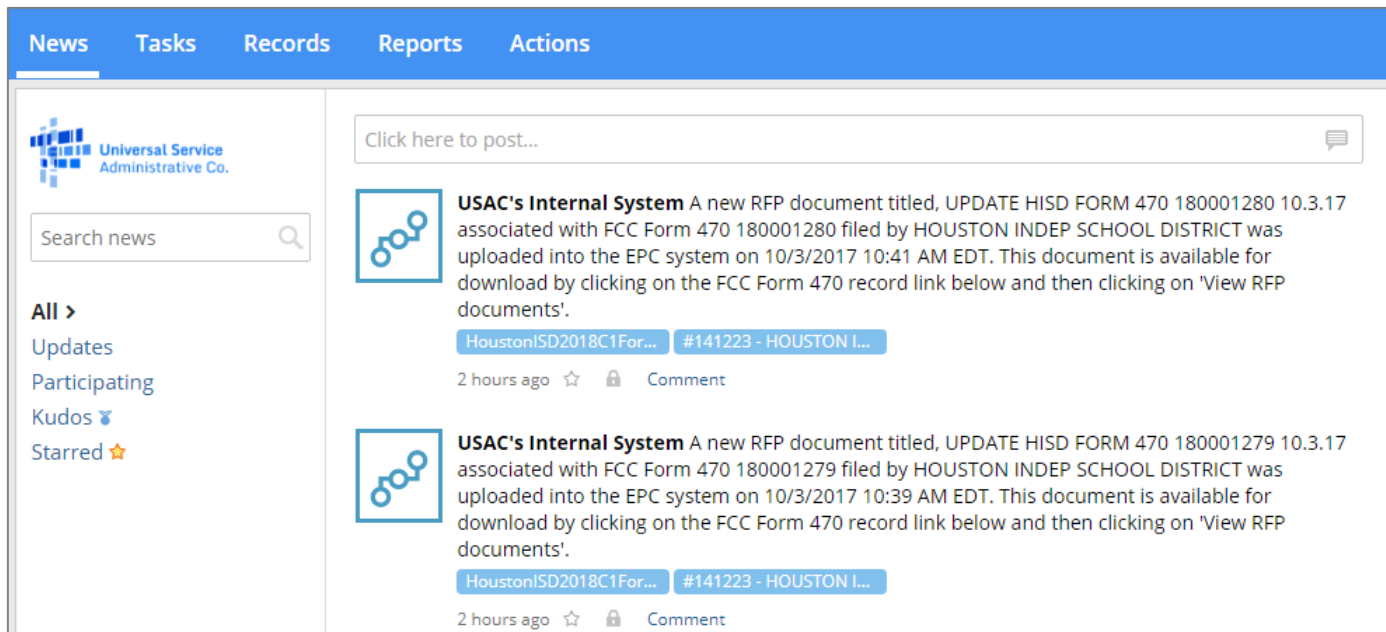
# The Top Navigation Bar





The News Page displays a list of current news items such as:

- The weekly Schools and Libraries News Brief
- Organization relationship and user changes
- Form notification letters
- Posts that you, your followers, or users that you follow have made





The News Page when accessed from the Top Navigation bar displays news items from every single entity that is in EPC.

To view only News items pertinent to your organization:

① Ignore the link in the Top Navigation bar and return to the Landing Page

**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](#)

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** or here

Entity	Entity Number	City	State	Zip Code
<a href="#">School District 6</a>	116	Springfield	ME	04487
<a href="#">School District 6 School A</a>	117	Springfield	ME	04487
<a href="#">School District 6 School B</a>	118	Springfield	ME	04487
<a href="#">School District 6 NIF</a>	119	Springfield	ME	04487

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

<b>Name</b>	School District 6	<b>Applicant Type</b>	School District
<b>Entity Number</b>	116	<b>Status</b>	Active
<b>FCC Registration Number</b>	1234564560		


③ Click on the “News” link in the menu

④ Now only news items for your organization will display

Records / Applicant Entities

## #116 - School District 6

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

 **USAC's Internal System** School District 6's FCC Form 470 - 180000003 for Funding Year 2018 was successfully posted to the USAC website on 6/20/2017. This posting begins the required 28 day competitive bidding process. The allowable contract date is 7/18/2017.

It is important that you review this form now to make sure the products and services you require have been correctly posted and, if necessary, take any appropriate corrective action as soon as possible. You are allowed to correct certain errors on your form but not others. For fields that allow a correction, you will be able to edit the information in the form field directly.

To determine what corrections are allowable and why, see the "List of correctable ministerial and clerical errors" on our website.

**NEXT STEPS**

- Make sure that you wait 28 days before you select your service provider(s) and sign any contracts.
- Use the Form 470 Application Number shown above in any Form 471, Block 5 Funding
- Request that cites this Form 470. Share this number with those [...More](#)

[FY2018 Form 470 - #18...](#) [#116 - School District 6](#)

Jun 20, 2017 ☆ 🔒 Comment More Info ▾

Records / Applicant Entities

## #116 - School District 6



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



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### NEXT STEPS

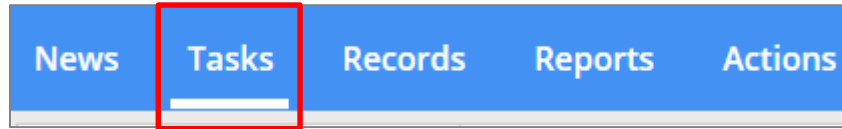
- Make sure that you wait 28 days before you select your service provider(s) and sign any contracts.
- Use the Form 470 Application Number shown above in any Form 471, Block 5 Funding
- Request that cites this Form 470. Share this number with those [...More](#)

FY2018 Form 470 - #18... #116 - School District 6

Jun 20, 2017 ☆ 🔒 Comment More Info ▾

⑤ For more details, click on the "...More" link at the end of the displayed text

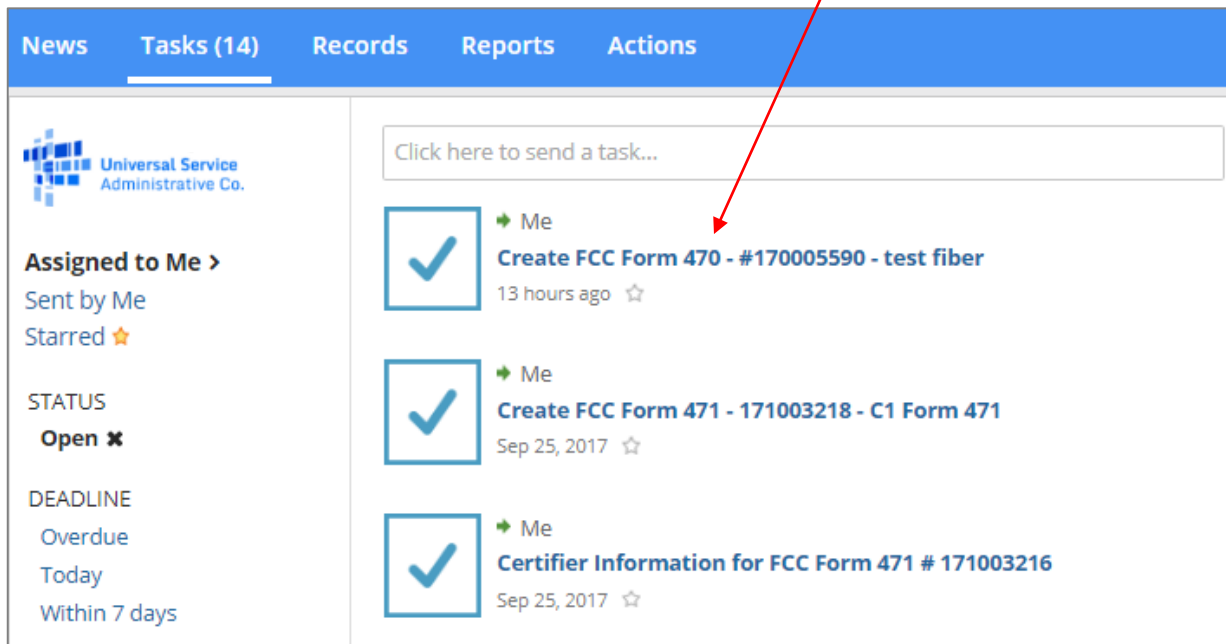
⑥ For related forms, entities, and service providers, click on the blue bubbles at the bottom of the news item



The Tasks Page displays a list of tasks assigned to you by the system and other users in your organization, including forms that have been started but not completed and responding to PIA requests

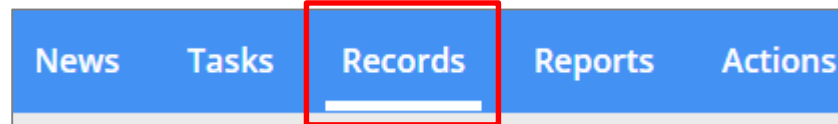
A screenshot of the 'Tasks' page in a web application. The top navigation bar is blue with white text, showing 'News', 'Tasks (14)', 'Records', 'Reports', and 'Actions'. The 'Tasks (14)' item is underlined. Below the navigation bar, the page is split into two columns. The left column contains the 'Universal Service Administrative Co.' logo, a section titled 'Assigned to Me &gt;' with sub-sections 'Sent by Me' and 'Starred ★', and filter options for 'STATUS' (Open ✕) and 'DEADLINE' (Overdue, Today, Within 7 days). The right column features a search box with the placeholder text 'Click here to send a task...'. Below the search box is a list of three tasks, each with a blue checkmark icon, a green arrow pointing to 'Me', a task title, and a timestamp with a star icon. The tasks are: 1. 'Create FCC Form 470 - #170005590 - test fiber' (13 hours ago), 2. 'Create FCC Form 471 - 171003218 - C1 Form 471' (Sep 25, 2017), and 3. 'Certifier Information for FCC Form 471 # 171003216' (Sep 25, 2017).

① Click on a task to work on it



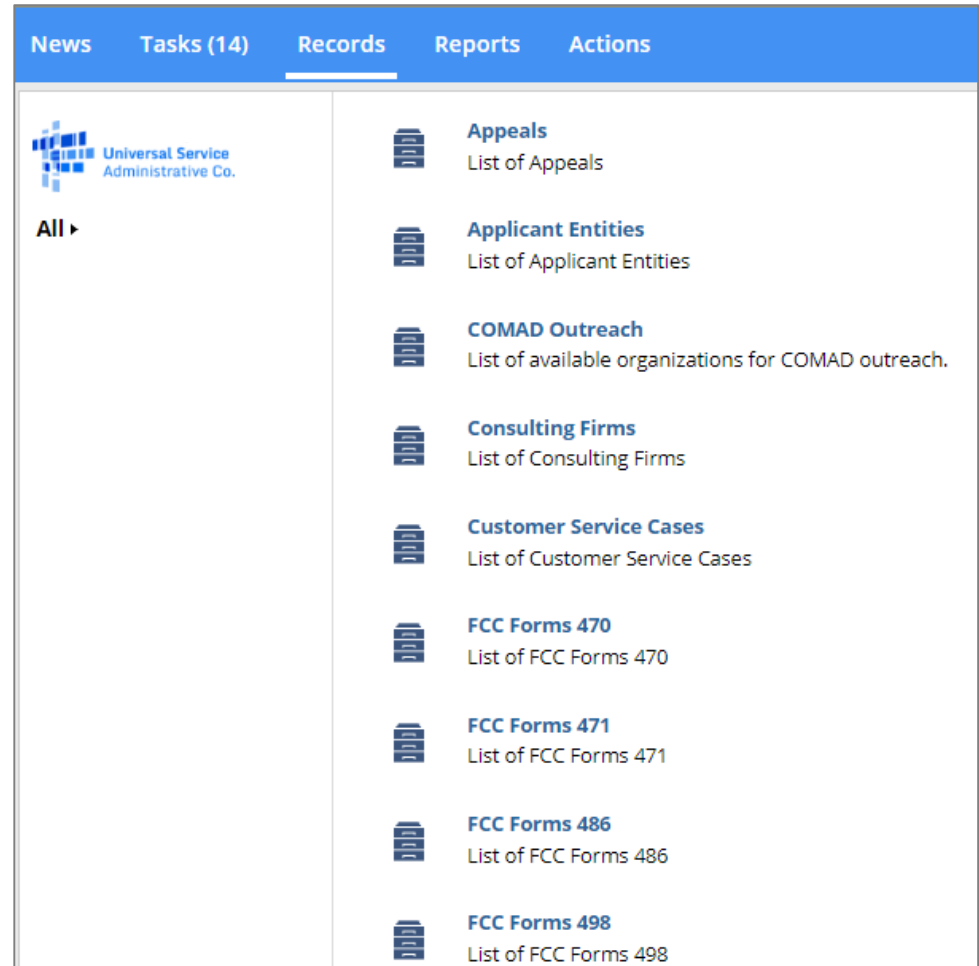
The screenshot displays the 'Tasks' section of a web application. At the top, a blue navigation bar contains the following tabs: News, Tasks (14), Records, Reports, and Actions. The 'Tasks (14)' tab is currently selected. On the left side, there is a sidebar with the 'Universal Service Administrative Co.' logo and several filters: 'Assigned to Me >', 'Sent by Me', 'Starred ☆', 'STATUS Open ✕', 'DEADLINE Overdue', 'Today', and 'Within 7 days'. The main content area features a search bar with the placeholder text 'Click here to send a task...'. Below the search bar, a list of three tasks is shown, each with a blue checkmark icon in a square box, a green arrow pointing to 'Me', a task title, and a timestamp with a star icon. The tasks are: 1. 'Create FCC Form 470 - #170005590 - test fiber' (13 hours ago), 2. 'Create FCC Form 471 - 171003218 - C1 Form 471' (Sep 25, 2017), and 3. 'Certifier Information for FCC Form 471 # 171003216' (Sep 25, 2017). A red arrow points from the text 'Click on a task to work on it' to the first task in the list.

# Top Nav: Records



The Records Page features lists of related groups of information such as:

- Applicant Entities
- Customer Service Cases
- Program Forms



# Top Nav: Records

News Tasks (14) **Records** Reports Actions

Universal Service Administrative Co.

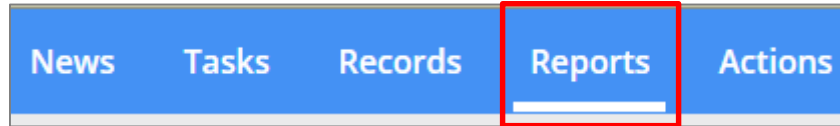
All ▶

- Appeals**  
List of Appeals
- Applicant Entities**  
List of Applicant Entities
- COMAD Outreach**  
List of available organizations for COMAD outreach.
- Consulting Firms**  
List of Consulting Firms
- Customer Service Cases**  
List of Customer Service Cases
- FCC Forms 470**  
List of FCC Forms 470
- FCC Forms 471**  
List of FCC Forms 471
- FCC Forms 486**  
List of FCC Forms 486
- FCC Forms 498**  
List of FCC Forms 498

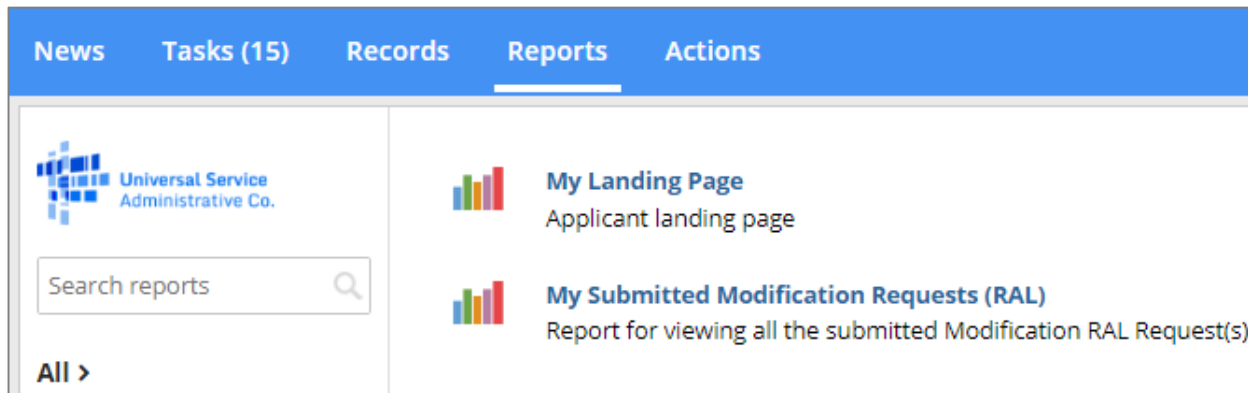
① Click on a record type to view a list



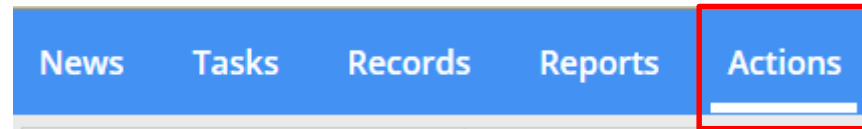
# Top Nav: Reports



The Reports Page provides access to your EPC Landing Page and RAL modification requests



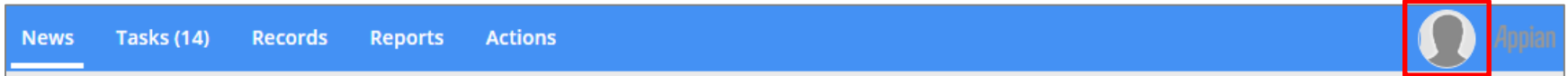
# Top Nav: Actions



The Actions Page displays a list of actions you might wish to take such as filing a Customer Service Case. This is a place to initiate a process.

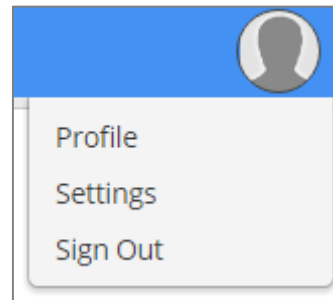
A screenshot of the 'Actions' page. The top navigation bar is blue with white text: 'News', 'Tasks (14)', 'Records', 'Reports', and 'Actions'. The 'Actions' item is underlined. Below the navigation bar, the page content is divided into two columns. The left column contains the Universal Service Administrative Co. logo, 'All &gt;', 'Starred ★', and a list of applications: 'EPC Customer Service (2)', 'EPC Funding Requests (1)', and 'EPC Open Competitive Bidding (1)'. The right column contains a list of four actions, each with a yellow lightning bolt icon and a star icon: 'Contact Us', 'Create a Whistleblower Case', 'Search and Export Certified FCC Form 471 Funding Request(s)', and 'Search and Export Certified FCC Forms 470'. Each action has a brief description below it.

# Top Nav: Your Account



An icon displays in the right corner of either a silhouette or a picture if you applied one to your profile

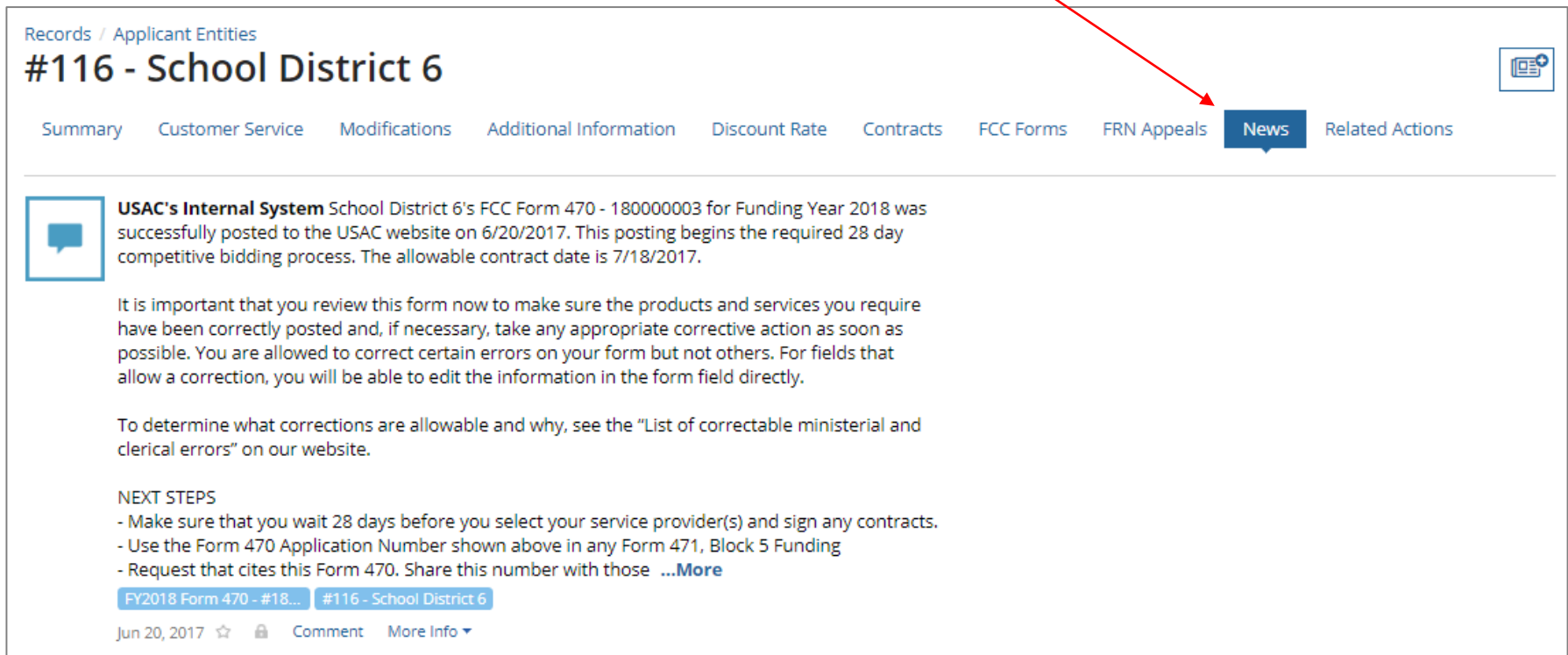
Clicking on the icon displays options to edit your profile, settings, and to sign out



# Additional Navigation

# Additional Navigation

Many pages will display navigational links along the top of the page underneath the page header



Records / Applicant Entities

## #116 - School District 6

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

**USAC's Internal System** School District 6's FCC Form 470 - 180000003 for Funding Year 2018 was successfully posted to the USAC website on 6/20/2017. This posting begins the required 28 day competitive bidding process. The allowable contract date is 7/18/2017.

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- Request that cites this Form 470. Share this number with those [...More](#)

[FY2018 Form 470 - #18...](#) [#116 - School District 6](#)

Jun 20, 2017 ☆ 🔒 Comment More Info ▾

# Additional Navigation

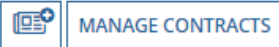
Many pages will require users to select additional options from drop down menus and buttons

The screenshot shows a web application interface for 'Records / Applicant Entities' for entity '#116 - School District 6'. The breadcrumb trail is 'Records / Applicant Entities'. The main title is '#116 - School District 6'. There are three buttons for creating FCC forms: 'CREATE FCC FORM 470', 'CREATE FCC FORM 471', and 'CREATE FCC FORM 486'. A navigation menu includes 'Summary', 'Customer Service', 'Modifications', 'Additional Information', 'Discount Rate', 'Contracts', 'FCC Forms' (which is highlighted), 'FRN Appeals', 'News', and 'Related Actions'. A 'Category' dropdown menu is open, showing options: '-- Select an Option --', 'FCC Form 470', 'FCC Form 471', 'FCC Form 486', and 'FCC Form 500'.

# Additional Navigation

Records / Applicant Entities

## #116 - School District 6

 MANAGE CONTRACTS

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

### Submitted Contracts

Contract ID	Contract Number	Contract Nickname	Award Date	
4113		Internet Access Contract	2/2/2016	<a href="#">View</a>
1		FY2016 Internet Contract	2/1/2016	<a href="#">View</a>

Items may appear in tables with a “View” link that displays the item when clicked

# Additional Navigation

Tables can be sorted by clicking on a column header cell

**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

Click on that header cell again to sort it in descending order instead of ascending

**My Entities**

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



# Additional Navigation

Items may be grouped in sections that are hidden by default

Records / FCC Forms 471  
**FY2017 DF MFC - #171000828** RESPOND TO INQUIRIES

Summary Funding Requests **Review Inquiries** Discount Calculation Entity Information News Related Actions

### Pending Inquiries

Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date	↓	Due Date	Extn.	Status
No Pending Inquiries.											

**> Submitted Inquiries**

Click on an “>” button to expand a section

Records / FCC Forms 471  
**FY2017 DF MFC - #171000828** RESPOND TO INQUIRIES

Summary Funding Requests **Review Inquiries** Discount Calculation Entity Information News Related Actions

### Pending Inquiries

Read	Notice	Name	Outreach Type	Assigned By	Title	Phone #	Assigned Date	↓	Due Date	Extn.	Status
No Pending Inquiries.											

**▼ Submitted Inquiries**

Name	Outreach Type	Answered By	Assigned Date	↓	Answered Date
<a href="#">Requested Discount</a>	Modification Notification	Anne Perloff	9/11/2017 3:13 PM EDT		9/11/2017 3:19 PM EDT
<a href="#">Urban/Rural Classification</a>	Regular 15-Day	Anne Perloff	9/9/2017 10:39 AM EDT		9/11/2017 7:16 AM EDT
<a href="#">Pre-Existing Contract Review</a>	Summer 15-Day	Anne Perloff	7/21/2017 3:10 PM EDT		7/21/2017 3:21 PM EDT

Click on an “▼” button to collapse a section