

Manage Entities:
Names, Addresses
Urban/Rural, Latitude/Longitude
Phone
Student Counts and NSLP/CEP

*Complete this task BEFORE the
ADMIN WINDOW CLOSES.*



Accessing the EPC Portal and Updating Entities



Accessing EPC

E-RATE

<https://portal.usac.org>

Click on I AGREE to accept Terms and Conditions.



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



Username

Password

Remember me on this computer

[Forgot your password?](#)

SIGN IN

Enter your username and password, click SIGN IN



Sample Login

E-RATE



Training
Universal Service
Administrative Co.

sd_user_1_10806@testmail.usac.org

.....|

Remember me on this computer

[Forgot your password?](#)

SIGN IN



My Landing Page

E-RATE

Click on **USAC icon** at any time to return to Landing Page.

My Landing Page



[Funding](#)
[Form 51](#)
[Manage](#)

Welcome, School District 10806!

Notifications

Notification Type *Please select a value*

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

Click on the name of your district or school after Welcome !



Notification	Description	Issued Date
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Discount Rate

E-RATE

Click on "Discount Rate". You must update the profile of each school each year so the most recent year's discount rate will display.

Records / Applicant Entities

#10038 - School District 10806



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

Requested Discount Rate - School District 10806 (BEN: 10038) - FY2018

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
5	4	80%	Rural	90%	85%	10%



Discount Rate

E-RATE

View indicates profile is missing needed information.

The information in your organization's profile is not sufficient to calculate your Discount Rate.

More than 50 percent of your individual schools must be rural for the school district to be considered rural.

This discount rate has not been approved for the current year

School District Full-time Enrollment	School District NSLP Count	School District NSLP Percent	School District Urban/Rural Status	Category One Discount Rate	Category Two Discount Rate	Voice Discount Rate
2174	310	14%				

Show Entities



Updating Entity Profiles

E-RATE

From the Landing Page, under the “My Entities” section, click on the entity name to update profile.

My Landing Page



Welcome, [School District 10806!](#)

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 10806	10038	Rockville	MD	20850
School 1 In District 10806	6318	Rockville	MD	20850
School 2 In District 10806	6319	Rockville	MD	20850
School 3 In District 10806	6320	Rockville	MD	20850

***You Must Update Each Entity in Your Profile!**




Updating Entity Profile

E-RATE

Records / Applicant Entities

#6318 - School 1 In District 10806

 [MANAGE ORGANIZATION](#) [MANAGE ANNEXES](#)

[Summary](#) [Customer Service](#) [Modifications](#) [Additional Information](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [News](#) [Related Actions](#)

Organization Details

Name	School 1 In District 10806	Applicant Type	School
Entity Number	6318	Status	Active
FCC Registration Number	0123456789		

Contact Information

Click on “Manage Organization” to update information



Modify An Organization

E-RATE

Modify An Organization

Name *

School 1 In District 10806

Update each school in district!

Organization Type

Applicant

Physical Address

Address Line 1 *

1 Main Street

Verify information, correct if needed. Required fields are indicated by *

County

Address Line 2

Zip Code *

20850

City *

Rockville

Zip Code Extension

State *

MD

Click the button below to get standard US

VERIFY MY ADDRESS



Address

E-RATE

Physical Address

Address Line 1 *

1 Main Street

County

Address Line 2

Zip Code *

20850

City *

Rockville

Zip Code Extension

State *

MD

Click the button below to get standard USPS address

VERIFY MY ADDRESS

To compute the correct latitude and longitude, click once in the Address Line 1. Press the space bar once, and then click into the Address Line 2. Watch the “Verify My Address” button light up.



Verify My Address

E-RATE

Physical Address

Address Line 1 *

1 Main Street

Address Line 2

|

City *

Rockville

State *

MD

County

Zip Code *

20850

Zip Code Extension

Click the button below to get standard USPS address

VERIFY MY ADDRESS



Enter Lat/Long

E-RATE

We are unable to validate the address that you entered. Do you want to enter Latitude/Longitude manually?

YES

NO

Latitude / Longitude

User-entered Latitude ?

User-entered Longitude ?

Latitude ?

Longitude ?

LOOKUP URBAN/RURAL STATUS



Urban/Rural updated!

E-RATE

Latitude / Longitude

User-entered Latitude [?](#)

User-entered Longitude [?](#)

We were unable to determine your latitude and longitude. To determine your Urban/Rural status, please enter values in User-entered Latitude and User-entered Longitude fields. For further assistance, please contact USAC's Client Service Bureau at 888-203-8100.

Urban/Rural

User Entered Urban/Rural Status

- Rural
- Urban

Latitude [?](#)

Longitude [?](#)

LOOKUP URBAN/RURAL STATUS

Urban/Rural Status [?](#)

- Rural
- Urban

Unable to determine your status. Please enter Urban/Rural manually in User-Entered field.



Update as needed...

E-RATE

Mailing address is the same as physical address.

Address Line 1

1 Main Street

Address Line 2

City

Rockville

State

MD

County

Zip Code

20850

Zip Code Extension

Other Methods of Contact

Phone Number *

012-345-6789

Ex. 000-000-0000

Phone Number Extension

Email

school_1_dist_10806@testmail.usac.org

Website URL



Update as needed...

E-RATE

School Information

School Sub-Type *

- Public School
- Private School

Check All That Apply ?

- Pre-K
- Head Start
- Adult Education
- Juvenile Justice
- Dormitory

Is this school part of a school district?

Yes

- Charter School
- Tribal School
- New Construction School
- ESA School
- BIE

Or 'No' for
a Charter



Update as needed...

E-RATE

NSLP

Number of Full Time Students * <input type="text" value="378"/>	Peak Number of Part-Time Students * <input type="text" value="0"/>
Total Number of Part-Time Students * <input type="text" value="0"/>	Total Number of Students Eligible for National School Lunch Program (NSLP) * <input type="text" value="238"/>
Community Eligibility Program (CEP)? * <input type="radio"/> Yes <input checked="" type="radio"/> No	Alternative Discount Method * <input type="text" value="None"/> <small>Indicate if an alternative discount mechanism was used to calculate the number of students eligible for NSLP</small>

CEP

Number of Full Time Students * <input type="text" value="317"/>	Peak Number of Part-Time Students * <input type="text" value="0"/>
Total Number of Part-Time Students * <input type="text" value="0"/>	Total Number of Students Eligible for National School Lunch Program (NSLP) * <input type="text" value="290"/>
Community Eligibility Program (CEP)? * <input checked="" type="radio"/> Yes <input type="radio"/> No	CEP Percentage * <input type="text" value="57.10%"/>

Enter data according to numbers sent to you. If you do not update, budgets will not be correct!



Update as needed and Submit

E-RATE

Does this organization have an endowment? *

Yes

No

State School Code

State LEA Code

NCES Public State Code

NCES Public District Code

NCES Public Building Code

FCC Registration Number 



CANCEL

SUBMIT

FCC registration number is needed only for your **District Office** or one FCCRN for your charter school.

Need to get a FCCRN? Go to <https://apps.fcc.gov/coresWeb/publicHome.do>



Organization Modification Nickname

E-RATE

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

CANCEL

SUBMIT

Enter a nickname or description of the changes made, and click on “Submit” to return to the Organization Details page. Repeat process for all schools!

