

My Landing Page

Apply Now | Manage Users | Manage Organizations | Contact Us | Help

USAC
Universal Service Administrative Company

Welcome to the new EPC system, more functionality will be rolling out soon!

Organizations

Organization	City	State	Zip Code	Type
SCHOOL DISTRICT				
ELEMENTARY SCHOOL				
MIDDLE SCHOOL				
SECONDARY SCHOOL				
HIGH SCHOOL				

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My Tasks

Name	Received	Status	Deadline
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Summary >
News
Related Actions
Customer Service Cases
Related Entities
Consulting Firms
Consortia Organizations
Modifications
FCC Forms 470

Records / Applicant Entities

654321 – SCHOOL DISTRICT

Create a New User | Add or Remove Existing... | Manage User Permissions | ...

Follow

Applicant Type: School District
Status: Active

FCC Registration Number: 0001000100

Contact Information



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- FCC Forms 470

Records / Applicant Entities

654321 – SCHOOL DISTRICT

Follow

- Create a New User**
This function allows you to create a user for your entity.
- Add or Remove Existing Users**
This process allows user to add and remove users from an organization
- Manage User Permissions**
This function allows you manage the permissions for one or more users.
- Manage Organization**
This function allows you to update information about an entity or BEN.
- Modify Account Administrator**
This process allows you to transfer the Account Administrator function to another individual.
- Create a Customer Service Request**
This function allows you to submit a specific request or an attachment.
- Manage General Contact**
This function allows you to...
- Manage Organization Relationships**
Process to relate an Organization to another Organization
- Create FCC Form 470**
This function allows you to create an FCC Form 470 for your entity.

Step 3: Select "Manage Organization Relationships"

Manage Organization Relationships

Please make a selection below to add or remove an organization relationship

How would you like to manage your organization relationships?

Remove a Relationship

Sign up for a Consortium

Add a Consulting Firm

Step 4: Select "Add a consulting Firm"

Add a Consulting Firm

Please enter search criteria below and hit search to continue

Which organization are you looking for?

CRN Search

Name Search

State Search

Zip Code Search

Cancel

Previous

Search

Step 5: Enter the Consulting Firm's CRN and click search.

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Add a Consulting Firm

Please select an organization to create a relationship

Current Relationships

CRN	Name	City	State	Zip Code

Add Relationship(s)

<input type="checkbox"/>	CRN	Name	City	State	Zip Code
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Cancel Previous **Submit**

Step 6: Choose your consulting Firm from the "Add Relationship" section and click submit. That firm will now be associated with this applicant.

After you have added a consulting firm, you must add your individual consultant as a user

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Organizations

Step 1: Return to "My Landing Page" and select Manage Users.

Manage Users

Existing Organizations

<input checked="" type="checkbox"/>	Organization ID	City	State
<input checked="" type="checkbox"/>	SCHOOL DISTRICT		

Cancel Create a New User **Add and Remove Existing Users** Manage User Permissions

Step 2: Choose entity then click "Add and Remove Existing Users"

Search For Users to Add

First Name

Last Name

Email

Clear Filters **Search**

Step 3: Enter Account Manager's information and click Search

Search For Users to Add

First Name

Last Name

Email

Step 5: Select correct user and click submit.

Search

<input checked="" type="checkbox"/>	Name	Email	Primary Organization
<input checked="" type="checkbox"/>	Consultant Name	consultant@e-ratecentral.com	E-Rate Central

Cancel

Submit

After you have added a user, you must give them at least "partial" rights to create and edit the required forms for your entity.

Manage Users

Existing Organizations

<input checked="" type="checkbox"/>	Organization ID	
<input checked="" type="checkbox"/>	SCHOOL DISTRICT	

Step 1: Select your applicant name and Click Manage Users Permissions.

Cancel

Create a New User

Add and Remove Existing Users

Manage User Permissions

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 (for example, to including invoicing) 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.

Name		470 Permission	471 Permission
		Full <input type="button" value="v"/>	Full <input type="button" value="v"/>
		Full <input type="button" value="v"/>	Full <input type="button" value="v"/>
Consultant Name	Consultant@e-ratecentral.com	Partial <input type="button" value="v"/>	Partial <input type="button" value="v"/>

Step 2: Next to the account manager's name, select the desired user rights from the Apply All column and then click submit.

The new user will receive an email to set-up account.