



# MBLC Getting Prepared for E-rate

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Massachusetts Board of Library  
Commissioners

November 1, 2023



# Today's Agenda

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- Accounts
  - FCCRN
  - EPC
  - SAM.gov (UEI)
  - Form 498
- Pre-Procurement
  - Procurement Guidelines
  - Steps to take pre-470



# Accounts!

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# Accounts: FCCRN

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- FCC Registration Number (FCCRN or Frn)
  - Serves as registration with Federal Communications Commission
  - Linked to EIN
    - Can have multiples for one EIN
    - One may already exist for your EIN – do a search first!
- Two separate steps
  - Create user account
  - Register for FCCRN
  - Start by going to <https://www.fcc.gov>

<a href="#">Overview</a>	<a href="#">ASR</a>	<a href="#">DIRS</a>	<a href="#">ETFS</a>	<a href="#">LMS</a>	<a href="#">PSIX-ESIX</a>
<a href="#">About Licensing</a>	<a href="#">CDBS</a>	<a href="#">EA</a>	<a href="#">ETRS</a>	<a href="#">ICFS</a>	<a href="#">RLD</a>
<a href="#">Databases</a>	<a href="#">CEFS</a>	<a href="#">ECFS</a>	<a href="#">GenMen</a>	<a href="#">NORS</a>	<a href="#">TCB</a>
<a href="#">Fees</a>	<a href="#">COALS</a>	<a href="#">EDOCS</a>	<a href="#">HAM</a>	<a href="#">PIF</a>	<a href="#">ULS</a>
<a href="#">Forms</a>	<a href="#">CORES</a>	<a href="#">ELS</a>	<a href="#">KDB</a>	<a href="#">PIRATE</a>	<a href="#">URS</a>
<a href="#">FCC Registration System (CORES)</a>	<a href="#">CSRS</a>		<a href="#">KIDVID</a>		<a href="#">VPD</a>
<a href="#">System Alerts &amp; Notifications</a>					

October 25, 2023 - News Release  
FCC Announces Tentative Agenda for November Open Meeting  
[Related Materials >](#)

October 24, 2023 - Speech  
Rosenworcel Remarks at 41st Annual Everett C. Parker Lecture

October 24, 2023 - Fact Sheet  
FCC Will Vote on Rules to Prevent and Eliminate Digital Discrimination

[Daily Digest](#) [More Headlines](#)

**PSIX-ESIX**  
Interference Complaints

**ECFS**  
Electronic Comment Filing System

**EDOCS**  
Commission Documents

**ULS**  
Universal Licensing System

**FRN**  
FCC Registration Number

**Auctions**  
Spectrum Auctions

[File a Consumer Complaint](#)

[File a Public Comment](#)

[File a Public Safety Report](#)

Home / Licensing & Databases

# COMmission REgistration System for the FCC

 CORES Paper Mail Disruption 

[See more alerts & alert details](#)

## Licensing & Databases

[Overview](#)

[About Licensing](#)

[Databases](#)

[Fees](#)

[Forms](#)

**[FCC Registration System \(CORES\)](#)**

[System Alerts & Notifications](#)

The [updated version](#) of COMmission REgistration System (CORES) is available, with enhanced security and functionality.

CORES, which requires each user to register an FCC Username in the [FCC Registration System](#) by [setting up an account with an email and password](#), allows you to:

- Register and Manage the 10 digit FCC Registration Number (FRN)
- View financial standing (RED or Green Light Status) with the FCC and make payments
- Retrieve fees awaiting payment completion
- Enter and pay Application fees manually
- Retrieve and pay ULS fees
- File and pay annual Regulatory Fees
- Manage Incentive Auction financials

Updated CORES System

- [Register and update Username Account](#)
- [Create, update and associate FRN\(s\)](#)
- [Search for public FRN information](#)



**Due to the ongoing health crisis, the FCC will temporarily discontinue its practice of mailing letters to CORES**

## FCC Registration

[FCC](#) > [FCC Registration](#) > Simple Search

### Search Public Information - Simple Search

[Return to FCC Registration Home](#)

**Find**

By:  =

[Advanced Search](#)

[Wildcard search symbol \(not applicable to FRN searches\): \\*](#)

Customer Service			
<a href="#">Help</a>	<a href="#">Frequently Asked Questions</a>	<a href="#">Privacy Statement</a>	<a href="#">FCC Home Page</a>
For assistance, please submit a help request at <a href="https://www.fcc.gov/wireless/available-support-services">https://www.fcc.gov/wireless/available-support-services</a> or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).			

## FCC Registration

[FCC](#) > [FCC Registration](#) > FRN Search Result

### Search Public Information

 [Return to FCC Registration Home](#)

Displaying Records 1-5 (of 5)

<a href="#">FRN</a>	<a href="#">Registrant</a>	<a href="#">Contact</a>	<a href="#">Address</a>	<a href="#">City</a>	<a href="#">State</a>	<a href="#">Zip</a>	<a href="#">Country</a>	<a href="#">RegDate</a>
<a href="#">0003608908</a>	Swampscott, Town of	Graham Archer	PO Box 400124	Las Vegas	NEVADA	89140	USA	06/25/2000
<a href="#">0005193255</a>	Swampscott, Town Of		86 Burrill St	Swampscott	MASSACHUSETTS	1907	USA	11/29/2001
<a href="#">0008860314</a>	Swampscott, Town of Dept. of Public Works	Silvio J Baruzzi	22 Monument Ave	Swampscott	MASSACHUSETTS	1907	USA	04/28/2003
<a href="#">0012348173</a>	Swampscott Public Library		61 Burrill St	Swampscott	MASSACHUSETTS	1907	USA	12/20/2004
<a href="#">0013704473</a>	Swampscott Public Schools	Michael J Tarlow	207 Forest Avenue	Swampscott	MASSACHUSETTS	1907	USA	06/30/2005

[REFINE SEARCH](#)

#### Customer Service

[Help](#)

[Frequently Asked Questions](#)

[Privacy Statement](#)

[FCC Home Page](#)



For assistance, please submit a help request at <https://www.fcc.gov/wireless/available-support-services> or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).





Home / Licensing & Databases

# COMmission REgistration System for the FCC

 CORES Paper Mail Disruption 

[See more alerts & alert details](#)

## Licensing & Databases

[Overview](#)

[About Licensing](#)

[Databases](#)

[Fees](#)

[Forms](#)

**[FCC Registration System \(CORES\)](#)**


[System Alerts & Notifications](#)

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- Register and Manage the 10 digit FCC Registration Number (FRN)
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- Retrieve and pay ULS fees
- File and pay annual Regulatory Fees
- Manage Incentive Auction financials

### Updated CORES System

- [Register and update Username Account](#)
  - [Create, update and associate FRN\(s\)](#)
  - [Search for public FRN information](#)
- 

**Due to the ongoing health crisis, the FCC will temporarily discontinue its practice of mailing letters to CORES account holders to memorialize the following actions:**

- **Registration Confirmation**
- **Password Notification**
- **Password Reset**
- **Password Security Question Reset**

You are accessing a U.S. Government Information System. Information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties. Use of the information system indicates consent to monitoring and recording.

## Register with the FCC

If you wish to conduct business with the FCC, you must first [create an account](#) with a unique username and password. Your FCC username will be used to identify you in all transactions with the FCC.

### Existing FRN's

In order to use the [Commission Registration System \(CORES\)](#), you must create a username and password. This username will allow you to access CORES to update your FRN information and reset/update your FRN Password. CORES will now also require FRNs to have Administrator(s). These user(s) will manage which users have access to the FRN and what permissions they will have.

### Register for a new Restricted Use FRN

Restricted Use FRN is only for Commercial and Noncommercial Broadcast Ownership Filings, Form 323 and Form 323-E. To register for a new [Restricted Use FRN](#), you must have registered for an FCC Username Account. [Click here](#) for instructions on how to register for a Username. For assistance, please submit a [help request](#) at <https://www.fcc.gov/wireless/available-support-services> or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET)

### EAS Test Reporting System (ETRS)

To access the [EAS Test Reporting System \(ETRS\)](#), you must have registered for an FCC Username Account and associated your Username to an existing FRN. [Click here](#) for instructions on how to register for a Username. [Click here](#) for instructions on how to associate your Username to an existing FRN. For assistance, contact [ETRS@fcc.gov](mailto:ETRS@fcc.gov).

### Network Outage Reporting System (NORS)

To access the [Network Outage Reporting System \(NORS\)](#), you must have registered for an FCC Username Account. [Click here](#) for instructions on how to register for a Username. For assistance, contact [fcc-outage@fcc.gov](mailto:fcc-outage@fcc.gov)

### 3650 Application

To access the [3650 Application](#), you must have registered for an FCC Username Account. [Click here](#) for instructions on how to register for a Username. For assistance, contact Licensing Customer Support at 1-877-480-3201 or via the web at: <https://esupport.fcc.gov/request.htm>.

### Log In

*The Username is the email address associated with your FCC Username Account.*

Username:

Password:

[Log In](#)

[Forgot/Reset your Password?](#)

[Create New Account?](#)

[Request another verification email?](#)



## Create New Account

[Help](#)

*\* indicates required field*

### Enter Username and Password

*Please enter a valid email address. This email address will be used as your username when logging in to the FCC User Registration System and other systems using an FCC Username Account. Any notifications relating to your Username Account will be sent to the email address provided.*

\* Username:

Check Availability

\* Confirm Username:

*Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all of the following criteria: 1 lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character.*

*To see a full list of allowable special characters, please [click here](#).*

\* Password:

\* Confirm Password:

### Enter Additional Contact Information

Prefix/Title:

Select... ▾

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Check Availability

\* Confirm Username:

*Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all of the following criteria: 1 lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character.*

*To see a full list of allowable special characters, please [click here](#).*

\* Password:

\* Confirm Password:

### Enter Additional Contact Information

Prefix/Title:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

*The secondary email address provided cannot be used for login purposes.*

Secondary Email:

Phone:  \* Phone Number:

Phone Extension:

### Enter Security Question

\* Security Question:

*Answer must be at least 4 characters long and cannot include any part of the Security Question.*

\* Answer:

Cancel

Create Account

## FCC Registration

[FCC](#) > [FCC Registration](#) > User Login[< FCC Site Map](#)

## FCC Registration - LOGIN

You are accessing a U.S. Government Information System. Information system usage may be monitored, recorded, and subject to audit. Unauthorized use of the information system is prohibited and subject to criminal and civil penalties. Use of the information system indicates consent to monitoring and recording.

Welcome to the Commission REGistration System (CORES).

If you DO NOT have an FCC Username, please click the "REGISTER" button below to register an FCC Username.

CORES allows you to:

- Register and Manage the 10 digit FCC Registration Number (FRN).
- View financial standing (RED or Green Light Status) with the FCC and make payments.
- Retrieve payments awaiting completion.
- Enter and pay Application fees manually.
- Retrieve and pay ULS fees.
- File and pay annual Regulatory Fees.
- Manage Incentive Auction financials.

Click [Here](#) for CORES Tutorial Videos.

[News releases](#) related to the FCC Registration Number.

**Please Note: On Saturday, November 4, 2023, beginning at 6:00 pm (ET) until November 5, 2023 at 12:00 am (ET), Treasury's pay.gov service will be undergoing scheduled maintenance. During this time, payments by credit card and ACH will not be available. Thank you for your understanding.**

## Username Login

Note: The Username is the email address associated with your FCC Username Account.

Username: Password:  

## Need a Username?

Forgot/Reset your [Username Password?](#)Check [Username Availability](#)

## Search for public FRN information

## FCC Registration

[FCC](#) > [FCC Registration](#) > User Home

Logged In As: testaf0it@gmail.com | [Logout](#)

## User Home

**Select one of the following:**

[Associate Username to FRN](#) Link your registered username to an existing FRN.

[Manage Existing FRNs](#) View and perform additional actions upon your registered FRNs.

[Register New FRN](#) Register and receive a new FRN (including Restricted Use Frn).

[Reset FRN Password](#) Reset/update your FRN password.

[Search for FRN](#) Search for public FRN information.

[Update Username Profile](#) Update your username profile.



## FCC Registration

[FCC](#) > [FCC Registration](#) > Register FRN

Logged In As: [testafait@gmail.com](#) | [Logout](#)

### FRN Registration - Registrant Type

Are you registering as an entity or as an individual?

- An entity (e.g., corporation, partnership, government agency, etc.)
- An individual

Is your contact address within the United States or its territories?

- Yes
- No

**CONTINUE**

[Go Back](#)

#### Customer Service

[Help](#)

[Frequently Asked Questions](#)

[Privacy Statement](#)

[FCC Home Page](#)

For assistance, please submit a help request at <https://www.fcc.gov/wireless/available-support-services> or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).

## FCC Registration

[FCC](#) > [FCC Registration](#) > Register FRNLogged In As: testafoit@gmail.com | [Logout](#)

Each individual or organization doing business with the FCC is required to provide and maintain a current official contact address. The contact address you provide will be used to mail important FCC related information to you.

## FRN Registration

Register a Domestic Entity	
Entity Type:	<input type="text" value="Federal Agency"/> <span>State or Local Agency</span>
Subtype:	<input type="text" value="Commission"/> <span>Other</span>
Entity Name:*	<input type="text"/>
<i>If your organization has an <a href="#">Employer Identification Number</a> or <a href="#">Taxpayer Identification Number</a> enter and confirm it here.</i>	
EIN:	<input type="text"/>
Confirm EIN:	<input type="text"/>
If your organization does not have an <a href="#">Employer Identification Number</a> , select a reason: <input type="text"/> <a href="#">?</a>	
Contact Information	
Organization:	<input type="text"/>
Salutation:	<input type="text"/>
Middle Initial:	<input type="text"/>
Suffix:	<input type="text"/>
Position:*	<input type="text"/>
First Name:	<input type="text"/>
Last Name:	<input type="text"/>
Address Line 1:*	<input type="text"/>
Address Line 2:	<input type="text"/>
City:*	<input type="text"/>
State:*	<input type="text" value="ALABAMA"/>
Zip Code:*	<input type="text"/> <input type="text"/>
Phone:*	<input type="text"/> <input type="text"/> <input type="text"/> ext. <input type="text"/>
Fax:	<input type="text"/>
Email:*	<input type="text"/>
<input type="button" value="SUBMIT"/>	





# Commission Registration System (CORES)

[Associate Username to FRN](#) | [Manage FRN\(s\)](#)  
[Register New FRN](#) | [Reset FRN Password](#) | [Search for FRN](#)

## FCC Registration

[FCC](#) > [FCC Registration](#) > Register FRN

Logged In As: [testafoit@gmail.com](#) | [Logout](#)

### FRN Registration Confirmation

Thank you for registering with the FCC. As of today, **Feb 7 2019 3:43PM**, you have been assigned the following FCC Registration Number (FRN): **0028209732**. Please print this page for your records.

Domestic Entity Registration			
Entity Type:	Federal Agency	Subtype:	Commission
Entity Name:	FCC		
EIN:	910000009		
Contact Information			
Organization:		Position:	Tele Assist
Salutation:		First Name:	Joe
Middle Initial:		Last Name:	Doe
Suffix:			
Address Line 1:	123 Fairlane	Address Line 2:	
City:	Gettysburg	State:	PENNSYLVANIA
Zip Code:	17325	Phone:	777 777 7777
Fax:		Email:	testafoit@gmail.com

[Continue](#)

Amateurs, Aircraft, Marine, Antenna Structure Registration (ASR), and any other service licensed through the Universal Licensing System (ULS) should click on the following link to access ULS and associate their call sign(s) with their new FRN and password. Existing call signs must be associated with an FRN before you can file in ULS.



# Accounts: FCCRN

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- FCCRN is assigned immediately
- FCCRN does not expire
- Once you have FCCRN, you can tackle EPC



# Accounts: EPC

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- E-rate Productivity Center (EPC) administered by USAC
- All applications and related actions done through EPC
- Two account levels to consider:
  - Entity account (for the library)
  - User account(s) (for the staffer(s))



# Accounts: EPC Entity Accounts

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- Entity accounts are identified by a Billed Entity Number (BEN)
- Every library should already have a BEN
  - MBLC has worked with USAC to create BENs (in process)
  - If a BEN already exists, you may only need to have a user account created and associated with the BEN
  - If a BEN does not already exist, you will need to work with USAC to create the BEN
- Check for BEN using Entity Search Tool:  
<https://opendata.usac.org/E-rate/E-Rate-Entity-Search-Tool/59r2-zbdq>





# Accounts: EPC Entity Accounts

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- If EPC entity does not exist, reach out to USAC: 888-203-8100 to create BEN and user account. You need to provide (on letterhead):

- Entity Legal Name
- Address (physical and mailing)
- County Name
- Phone number
- FCCRN
- Main library needs BEN of school district
- Urban/Rural Status
- Library Type (public/private, part of library system, main library, part of library consortium (network), bookmobile, etc.)
- Library square footage




# Accounts: EPC User Accounts


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- Linked to email addresses and non-transferrable
- User accounts require name, email, title, and whether the user is the entity account administrator for the entity
- Request generally needs to be on library letterhead
- Administrator is key: administrator sets the rights for all the other users

# Accounts: EPC Entity Verify Information

News Tasks Records **Reports** Actions 

## My Applicant Landing Page

 Training  
**Universal Service Administrative Co.**

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Welcome, **Library System 10036!**

### Pending Inquiries

Type

Funding Year

Application/Request

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	↑	Extn.	Status
No items available									

### Notifications

Records / Applicant Entities

# #1529 - Library System 10036

 [CREATE A NEW USER](#) [ADD OR REMOVE EXISTING USERS](#) [MANAGE USER PERMISSIONS](#) [...](#)

- Summary**
- Customer Service
- Modifications
- Additional Information
- Discount Rate
- Category Two Budget
- Contracts
- FCC Forms
- FRN Appeals
- News

Related Actions



## Organization Details

**Name** Library System 10036  
**Entity Number** 1529  
**FCC Registration Number** 0123456780

**Applicant Type** Library System  
**Status** Active

## Contact Information

**Physical Address** 39 Maryland Ave  
Rockville, MD 20850  
Montgomery  
**Mailing Address** 39 Maryland Ave  
Rockville, MD 20850  
Montgomery

**Phone Number** 012-345-6789  
**Email** library\_sys\_10036@mailinator.com  
**Website URL** www.library10036.lib.ks.us

## Account Administrator

**Name** FirstName LastName

## General Contact



Records / Applicant Entities

# #1529 - Library System 10036

 [MANAGE ORGANIZATION](#) [CREATE A CUSTOMER SERVICE CA...](#)

[Summary](#) [Customer Service](#) [Modifications](#) **[Additional Information](#)** [Discount Rate](#) [Category Two Budget](#) [Contracts](#) [FCC Forms](#) [FRN Appeals](#) [News](#)

[Related Actions](#)

**Category**



# #1529 - Library System 10036

 [MANAGE ORGANIZATION](#) [CREATE A CUSTOMER SERVICE CA...](#)

- Summary
- Customer Service
- Modifications
- Additional Information**
- Discount Rate
- Category Two Budget
- Contracts
- FCC Forms
- FRN Appeals
- News

Related Actions

Category

Related Organizations



Relationship Type

Related Entities



## Entities

Entity Number	Entity Name	City	State	Zip Code
2400	Dudley Branch Library	ROCKVILLE	MD	20850
2399	Main Library for System 10036	ROCKVILLE	MD	20850

Records / Applicant Entities

# #2399 - Main Library for System 10036

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

**Summary** Modifications Additional Information Category Two Budget Contracts FCC Forms News Related Actions



## Organization Details

**Name** Main Library for System 10036  
**Entity Number** 2399  
**FCC Registration Number** 0123456789

**Applicant Type** Library  
**Status** Active

## Contact Information

**Physical Address** 41 MARYLAND AVE  
ROCKVILLE, MD 20850  
Montgomery  
**Mailing Address** 41 MARYLAND AVE  
ROCKVILLE, MD 20850  
Montgomery

**Phone Number** 012-345-6789  
**Email** library\_1\_ls\_10036@mailinator.com  
**Website URL**

## Applicant Information

**Latitude** Not Found  
**Longitude** Not Found  
**Urban/Rural Status** Urban

**User-Entered Latitude**  
**User-Entered Longitude**

Montgomery

### Applicant Information

Latitude Not Found

Longitude Not Found

Urban/Rural Status Urban

- Library Sub-Type
- Public Library
  - Private Library
  - Academic
  - Research
  - Tribal Library
  - Bookmobile
  - Kiosk
  - New Construction Library
  - Main Branch
  - Tribal College/University Library (for public use)
  - State Library Agency - Library

User-Entered  
Latitude

User-Entered  
Longitude

User-Entered Urban  
Urban/Rural Status

Is this library part of  
a library system? Yes

Main Branch located School District 10001 (BEN 306)  
in School District: Rockville, MD

### Category Two Budget Information

Square Footage 3000

# #2399 - Main Library for System 10036



- Summary
- Modifications
- Additional Information
- Category Two Budget
- Contracts
- FCC Forms
- News
- Related Actions**

## Modify An Organization

**Name \***

Main Library for System 10036

**Organization Type**

Applicant

### Physical Address

**Address Line 1 \***

41 MARYLAND AVE

**Zip Code \***

20850

**Address Line 2**

**Zip Code Extension**

**City \***

ROCKVILLE

Click the button below to get standard USPS address

**County \***

Montgomery

**State \***

MD

Please ensure that the address, city, state, and zip code are correct

**State**

MD

**Other Methods of Contact****Phone Number \***

012-345-6789

Ex. 000-000-0000

**Phone Number Extension****Email**

library\_1\_ls\_10036@mailinator.com

**Website URL****Library Information****Library Sub-Type \***

- Public Library  
 Private Library

**Check All That Apply**

- Academic  
 Research  
 Tribal Library  
 Bookmobile  
 Kiosk  
 New Construction Library  
 Main Branch  
 Tribal College/University Library (for public use)  
 State Library Agency - Library

**Is this library part of a library system?**

Yes

FSCS SEQ

### Category Two Budget Information

**Square Footage\***

3000

Square footage must be provided to qualify for Category Two funding.

### Associated School District

BEN	NAME	CITY	STATE	ZIP CODE
306	School District 10001	Rockville	MD	20850

If this library is no longer a main branch, please unselect the Main Branch Checkbox

### Search for School Districts

BEN Search

Name Search

State Search

Please select a value

Zip Code Search

**FCC Registration Number ?**

0123456789

# My Applicant Landing Page



[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [Appeal](#) | [IDD Extension](#) | [FCC Form 500](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage Users](#) | [Manage Organizations](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)



Welcome, [Library System 10036!](#)

## Pending Inquiries

Type

Application/Request

Funding Year

Pending COMAD Inquiries are not included.

Application/Request Number	Type	Nickname	Inquiry Name	Outreach Type	Date Sent	Due Date	↑	Extn.	Status
No items available									

## Notifications



# Manage Users

## Existing Organizations

<input type="checkbox"/>	Billed Entity Name	City	State
<input type="checkbox"/>	Library System 10036	Rockville	MD



CANCEL

CREATE A NEW USER

ADD AND REMOVE EXISTING USERS

MANAGE USER PERMISSIONS



# Create A User for Library System 10036

## User Details

User Type

Applicant

First Name\*

Job Title\*

Last Name\*

Phone Number\*

Middle Initial

Phone Extension

## Email

Email\*

Confirm Email\*

will be used as the username for the new account

## Address

Address Line 1\*

County

Rockville

State \*

MD

### 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.

Apply All	470 Permission	471 Permission	BEAR/472 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
▼	View Only ▼	View Only ▼	View Only ▼	No Access ▼	View Only ▼	View Only ▼	View Only ▼

CANCEL

CONTINUE

# Manage Users

## Existing Organizations

<input type="checkbox"/>	Billed Entity Name	City	State
<input type="checkbox"/>	Library System 10036	Rockville	MD

CANCEL

CREATE A NEW USER

ADD AND REMOVE EXISTING USERS



MANAGE USER PERMISSIONS

# Manage User Permissions

## Organization Details

<b>Name</b>	Library System 10036	<b>FCC Registration Number</b>	0123456780
<b>Address</b>	39 Maryland Ave Rockville, MD 20850 Montgomery	<b>Organization Type</b>	Applicant
<b>Mailing Address</b>	39 Maryland Ave Rockville, MD 20850 Montgomery	<b>Phone Number</b>	012-345-6789
		<b>Email</b>	library_sys_10036@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	BEAR/472 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission

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Name	Email	Apply All	470 Permission	471 Permission	BEAR/472 Permission	498 Permission	Post-Commitment Permission	486 Permission	Appeals Permission
FirstName LastName	ls_user_10036@mailinator.com	▼	Full ▼	Full ▼	Full ▼	School or Library Official ▼	Full ▼	Full ▼	Full ▼
Non-Admin Istrator	asjunk@hotmail.com	▼	Full ▼	Full ▼	Full ▼	School or Library Official ▼	Full ▼	Full ▼	Full ▼

CANCEL

SUBMIT



# Accounts: EPC

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- Timing is everything: EPC is going offline from 11/3/2023 – 11/6/2023
- MBLC reached out to USAC to update library information and has provided those updates, which USAC has agreed to enter
  - As of 10/31/2023, the updates are not yet complete but hopefully coming soon



# Accounts: SAM.gov

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- SAM.gov is a government-wide entity database
- Used for a wide variety of grants and other federal funding opportunities
- NOT required at the beginning of the E-rate process, but may be required at the end of the process
- Has both account (individual) and entity (library) levels of registration
  - Entity registrations need to be renewed annually
  - Entity registrations require EIN and bank account number
- Entity Registrations can take 6+ weeks





 **Official U.S. Government Website**  
100% Free

### The Official U.S. Government System for:

#### Contract Opportunities

#### Contract Data

(Reports ONLY from fpds.gov)

#### Wage Determinations

#### Federal Hierarchy

Departments and Subtiers

#### Assistance Listings

#### Entity Information

Entities, Disaster Response Registry,  
Exclusions, and Responsibility/  
Qualification (was fapiis.gov)

#### Entity Reporting

SCR and Bio-Preferred Reporting

### Register Your Entity or Get a Unique Entity ID

Register your entity or get a Unique Entity ID to get started doing business with the federal government.

[Get Started](#)

[Renew Entity](#)

 [Check Entity Status](#)

### Already know what you want to find?

Select Domain...

e.g. 1606N020Q02



[Announcements](#)

[Have Questions about SAM.gov?](#)



**sam.gov** is using Login.gov to allow you to sign in to your account safely and securely.

Sign in

Create an account



### Sign in for existing users

**i** SAM.gov only recognizes one email address on Login.gov accounts. Adding email addresses to your Login.gov account [may cause your SAM.gov login to fail](#).


Sharing your Login.gov password or using someone else's Login.gov account violates the [rules of use](#).

Email address

Password

An official website of the United States government [Here's how you know](#)

LOGIN.GOV | SAM.GOV



sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

**Create an account for new users**

Enter your email address

Select your email language preference  
Login.gov allows you to receive your email communication in English, Spanish or French.

English (default)  
 Español  
 Français

I read and accept the Login.gov [Rules of Use](#)

[Submit](#)



## Check your email

We sent an email to \_\_\_\_\_ with a link to confirm your email address. Follow the link to continue creating your account.

---

Didn't receive an email? [Resend](#)

Or, [use a different email address](#)

You can close this window if you're done.

✓ You have confirmed your email address

## Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password



Confirm password



Show password



Password strength: **Great**

Continue



Password safety tips



[Cancel account creation](#)

## Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.



### Authentication application

Download or use an authentication app of your choice to generate secure codes.



### Text or voice message

Receive a secure code by (SMS) text or phone call.



### Backup codes

A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.



### Security key

A physical device, often shaped like a USB drive, that you plug in to your device.



## Continue to sam.gov

We'll share your information with **sam.gov** to connect your account.

✓ Email address

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

**Agree and continue**



[Cancel](#)

## Complete Your Profile

Congratulations! You have created a login.gov account that can be used to sign in to SAM.gov. You must also agree to our terms for accessing SAM.gov and complete your SAM.gov profile.

### Terms of Service

- The login.gov account I created is associated with my own personal email address or an email address controlled by my entity.
- I am agreeing to these terms on my own behalf and I am not representing someone else nor agreeing to the terms on their behalf.
- I will not access SAM.gov with someone else's login.gov account, including someone else in my entity.
- I will not share my login.gov account password with anyone else for any reason, including other people in my entity.
- If I fail to follow these terms of service, my SAM.gov account may be disabled and I may lose access to my information in SAM.gov.

I agree to the SAM.gov User Access Terms and all Login.gov terms of service as a condition of accessing SAM.gov.

Next

Cancel





### Complete Your Profile

Next, complete the following fields. Unless marked as optional, all fields are required.

First Name

Last Name

Email Address

Business Phone (Optional)

Country Code is 1 for USA and North America

Country Code	Phone	Extension
<input type="text" value="1"/>	<input type="text" value="ex: (555)555-5555"/>	<input type="text" value="ex: 1234"/>



Search

Select Domain  
All Domains

- All Domains
- Contract Opportunities
- Assistance Listings
- Entity Information
- Federal Hierarchy
- Wage Determinations

Filter By

Keyword Search  
For more information on how to use our keyword search, visit our [help guide](#)

Simple Search | Search Editor

Any Words [i](#)

All Words [i](#)

Exact Phrase [i](#)

**Select Criteria**  
Choose your filters and run your report to begin.





# Accounts: SAM.gov

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- If an entity does not exist in SAM.gov, you will need to create one
- Video available from feds at [https://www.youtube.com/watch?v=ERuhYyl4Nag&list=PLvdwyPgXnxxVELm5A\\_xh8R4k4HZI2thnJ&index=53](https://www.youtube.com/watch?v=ERuhYyl4Nag&list=PLvdwyPgXnxxVELm5A_xh8R4k4HZI2thnJ&index=53)
- In addition to typical information, you will need:
  - EIN
  - CAGE code (if applicable; if you don't have one, one will be assigned)
  - Bank information for transfers (account type, routing number, account number)
- There is a LOT of information requested in the registration. Most of it doesn't apply to libraries
- Remember, registrations can take 6+ weeks



# Accounts: Form 498

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- Technically not an account – a form that needs to be filed within EPC
- Provides USAC with banking information
  - Account number
  - Routing number
  - Subsequent, poorly documented step requires sending a voided check or similar proof of account information
- Not required until the invoicing part of the process
- Banking information should match what you input into SAM.gov



# Getting Prepared for Procurement

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# Getting Prepared for Procurement: Eligible Services

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- Review the eligible services piece of the prior presentation and eligible services list
- Identify the services of interest
  - C1: transport, Internet, or both? Speeds/bandwidth? Locations?
  - C2: quantity, make, model of preferred solution(s). Installation? Locations?
- Letters of Agency (if applying on behalf of other entities)



# Getting Prepared for Procurement: Eligible Services

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- State Master Contracts
  - Will cover process in detail in next session. May provide an easier path
  - Recommend looking at ITT72
    - “Category 4” in this contract covers broadband services
    - “Category 6” in this contract covers dark and lit fiber
  - MBLC is still working out how these interact with E-rate and will provide more information in the next training

# Getting Prepared for Procurement: Do's and Don'ts

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## ■ **Do:**

- Figure out what equipment needs to be replaced
- Put together a list of the goods and services you're interested in
- Your own research on services that you want to procure
  - Are licenses required? What terms are available?
  - Installation? Configuration?
- Gather existing contracts and inventories together to determine existing contract expirations, license expirations, end of life dates for hardware, etc.



# Getting Prepared for Procurement: Do's and Don'ts



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## ■ **Don't.**

- Talk with service providers about what you might want to procure
- Seek advice from service providers and options
- Ask for quotes from service providers on products (even for budgeting purposes)
- Accept **any** gifts from potential service providers



# Final Thoughts

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# Final Thoughts

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- RFPs, State Master Contracts, Forms 470, Bid Evaluation in next training. Future trainings will cover contracts, Form 471, and subsequent steps in the process
- Make sure your entity information is complete and your accounts are set up
- Don't be afraid to ask questions!
  - Ask us on mailing list!
  - CSC: 888-203-8100 or in EPC (under Actions "select", "Contact Us" to get answers from USAC)
- Make sure you stay in control of and monitor your applications
- Take advantage of E-rate if it can help you!
- Let us know if there are other topics you'd like to see covered