E-rate Form 472 "BEAR" Access Request Guide

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What is the Form 472 BEAR?

- If an applicant pays vendor invoices in full, they must seek reimbursement from USAC using the Form 472 BEAR Form which is currently within the One Portal system (not in EPC)

- The Form 472 BEAR Form reimbursement system does not require a separate password, but you must receive "access" from USAC to file this form

How Do I Know if I Have BEAR Access?

- To know if USAC has provided you with access to file the BEAR, log into One Portal at: https://forms.universalservice.org/portal/login
- Look at the Dashboard screen:

E-rate Productivity Center (EPC) - E-rate Program participants use the E-rate Productivity Center to manage program processes, receive notifications and to contact customer service.

FCC Form 472 (BEAR) - Applicants file an FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form) to request reimbursement from USAC for the discount amount of the eligible products or services that the applicant has received and paid for in full.

Emergency Connectivity Fund (ECF) - Emergency Connectivity Fund participants use the ECF Portal to submit applications for reimbursement and review notifications regarding their program activities.

- If it doesn't show the FCC Form 472 (BEAR) option as shown here, you do not yet have access (which is common if you are a new EPC User)

How Do I Request BEAR Access?

- Simply complete the BEAR Access Template at: https://www.usac.org/e-rate/resources/forms/bear-form-access/ and save to your computer
- Then log into EPC and create a Customer Service Case

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Universal Service Administrative Co.

Funding Request Report | FCC Form 470 | FCC Form 471 | FCC Form 486 | FCC Form 500 | SPIN Change | Appeal | Service Substitution | Manage My Organization | USAC Website | Contact Us | Help

What to Enter on Customer Service Case Page

Create a Customer Service Case

Case Details

Nickname *

Request BEAR Access

Description *

I am writing to request Form 472 BEAR Access

Topic *

FCC Form 472 - BEAR

Subtopic *

Other

Priority *

Medium

Inquiry Type

Web

Form Type

Please select a value ▾

Document

📄 **BEAR Access Template**
XLSX – 8.52 KB

UPLOAD 🔍 Drop file here

Upload your completed BEAR Access Template

- USAC will e-mail your BEAR Access Approval within a few days

Then What…

- After obtaining USAC approval, the next time you log into EPC, it should look like this:

- Click on the Form 472 BEAR link, and you will see the BEAR Applicant Login

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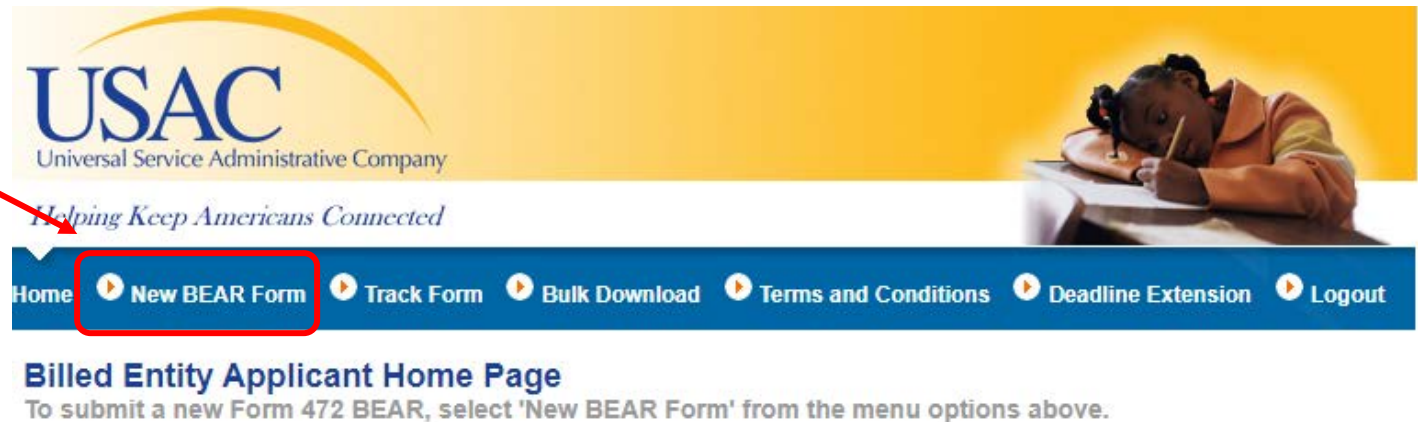
- Enter your organization's Billed Entity Number (BEN)
  - This is often a 6-digit number that begins 125xxx or 126xxx
  - Locate this number on any USAC correspondence
  - If you want to ensure the accuracy of your BEN, click BEN Name prior to clicking Login

Applicant Login:

BEN:

Email: jtschell@comcast.net

BEN Name   Login

And Then?

- After logging in, you will see this screen:

Billed Entity Applicant Home Page
To submit a new Form 472 BEAR, select 'New BEAR Form' from the menu options above.

- Click on "New BEAR Form" to create a new Form 472 BEAR (one for each SPIN)

- For assistance in completing the BEAR, see: http://e-ratepa.org/?p=34382