How to Request Invoice Deadline Extensions

IDERs - If You Have a PIN

There is an Invoice Deadline Extension Request (IDER) tool that provides instant IDER approvals for applicants that have PINs. The tool is not available on the public-facing website and therefore cannot be used by applicants that don't have PINs. To use the Invoice Deadline Extension tool, you must first log in to the online BEAR to establish your identity. Then follow these steps:

> Log into the Online BEAR at: http://www2.sl.universalservice.org/bear/login.aspx (if you don't have a PIN, see "How to Request a BEAR PIN" above)
> Click the **Deadline Extension** tab at the top of the screen.
> Enter the first Funding Request Number (FRN) for which you want to request a deadline extension. You can only request an extension for one FRN at a time.
> The screen will display the details of the FRN – e.g., FCC Form 471 application number, FRN, Billed Entity Number (BEN), Service Provider, Commitment Status, Committed Amount, Amounts Disbursed on the FRN, and current Last Date to Invoice – so that you can verify that you entered the correct FRN.
> When you're ready to request the extension, click "Submit."

Timeline? Within a few minutes you will receive an automatic approval or denial message on your screen and USAC will also send you an email containing the same message. (Note that the email will come from the sender "no-reply" and the domain "solixinc.com," so you may want to add this information to your safe senders list.)

IDERs - If You <u>Don't</u> Have a PIN

If you can't find your old E-rate PIN, don't have a PIN, or have requested a PIN and haven't received it yet, you must submit the IDER using Submit a Question on the USAC website at: http://www.slforms.universalservice.org/EMailResponse/EMail_Intro.aspx.

> Under 'Topic Inquiry' select "Invoice Deadline Extension Request"
> Then select "Other"
> Complete the information cover page, and then in the 'Questions' text box, list the FRN (or multiple FRNs).

Timeline? An e-mail approval will be sent within 3-4 days.