

Invoice Deadline Extension Request Tool Guide



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IDER Tool - Basics

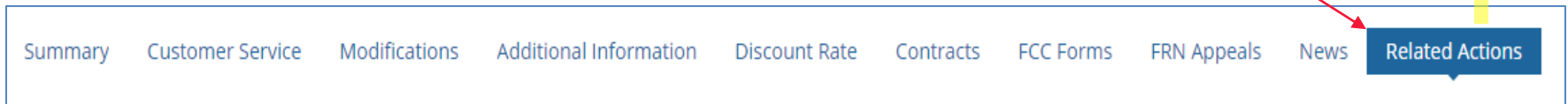
- FY 2018 Form 472 (BEAR) deadlines are:
 - October 28, 2019 for recurring services
 - January 28, 2020 for non-recurring services (such as equipment)
- Applicants that cannot meet this deadline may request a single, 120-day extension of that deadline, but the request **MUST** be submitted by the original BEAR deadline
 - However, I strongly encourage you to submit all BEARs by their original deadline because the risk that you'll forget to do it later is too high
- Entities must file all IDER requests in their EPC portals

Finding the New IDER Tool

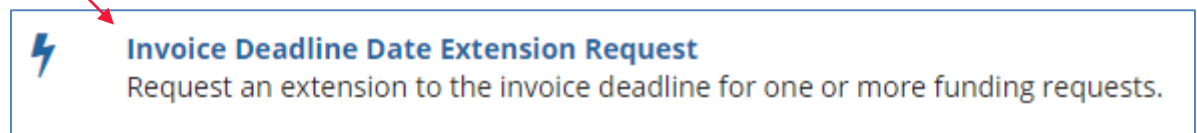
1) From your EPC Landing Page, click on your School or Library's Name under the USAC Logo



2) Select Related Actions from the top toolbar



3) Scroll to the bottom of the list, and select Invoice Deadline Extension Request



Enter FRN(s) to Check Eligibility

Request an extension: Invoice Deadline Date

Funding Request Number(s) for extension

List one or more funding request numbers (FRN) below to check its eligibility for an extension to the Invoice Deadline Date.

1899030657 	List FRNs here. Multiple FRNs may be submitted, if they are separated by commas
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589/600 characters remaining

Note: Each FRN must be separated by a comma.

CANCEL

Click 'Check Eligibility'



CHECK ELIGIBILITY

Be Sure to Submit!

Funding Request Numbers Eligible for Extension

The funding request numbers listed below are eligible for an Invoice Deadline Date extension.

The request must still be submitted and approved by USAC before an extension can be granted. To edit your list of FRNs, use the Back button at the bottom of this screen.

<input type="checkbox"/>	Funding Request Number ↑	FRN Nickname	Current Service Delivery Deadline	Current Invoice Deadline Date	BEN	SPIN
<input type="checkbox"/>	1899030657	Cellular Voice - Verizon Wireless	6/30/2019	10/28/2019	125727	143000677

REMOVE

Funding Request Numbers Ineligible for Extension

The funding request number(s) listed below are not eligible for an Invoice Deadline Date extension. For more information, please review the Reason for Ineligibility.

Funding Request Number ↑	FRN Nickname	Reason for Ineligibility	Service Delivery Deadline	Invoice Deadline Date	BEN	SPIN
No items available						

Note: Only eligible FRNs will be submitted for an extension. To edit your list of FRNs, use the Back button below.

CANCEL BACK

Assuming you are eligible to submit the IDER request, and the deadline has not yet passed, click **SUBMIT** to submit the request to USAC

SUBMIT

Approval Page

System will show new BEAR Invoice Deadline. Be sure not to miss this deadline because no further extensions can be requested.

Approved for an IDD extension

The funding request number(s) listed below have been approved for an extension to the Invoice Deadline Date.

Funding Request Number	FRN Nickname	Service Delivery Deadline	Original Invoice Deadline Date	Extended Invoice Deadline Date	BEN	SPIN
1899030657	Cellular Voice - Verizon Wireless	6/30/2019	10/28/2019	2/25/2020	125727	143000677

Additional Notifications

- USAC will also issue several additional notifications of this decision:
 - An e-mail confirmation, with attached spreadsheet, will be sent to the person who submitted the IDER request
 - A News item will be posted in the entity's EPC portal
 - A Notification will be listed in the Notifications section of the entity's EPC Landing Page