

Form 472 BEAR PIN Request Guide

The Form 472 BEAR is the form that applicants use to request reimbursement from the E-rate fund after services/equipment have been received and after their service provider has been paid in full. The BEAR Form is the only form that is not submitted in the EPC Portal.



In order to access the BEAR Form System, applicants must first log into One Portal, and then log into the BEAR Form System using a separate BEAR “PIN.” BEAR PINs are person-specific, are only available to Authorized EPC Users for the school or library, and cannot be shared among other users. If you don’t see this screen, it means that no BEAR PIN is associated with your e-mail address/EPC log-in.

The screenshot shows the dashboard of the Universal Service Administrative Co. The top navigation bar is blue with the USAC logo and a 'Sign Out' button. The user's email, 'jtschell@comcast.net', is displayed in the top right. The main content area is titled 'Dashboard' and contains three sections: 'Upcoming Dates' (with 'No upcoming dates found.'), 'Schools and Libraries' (with a description of the E-rate Productivity Center and a call to action to 'Click here'), and 'Help?' (with contact information: 'Send us a message Click here' and 'Call us (888) 641-8722'). A red dashed box highlights the 'FCC Form 472 (BEAR)' section, which explains that applicants file an FCC Form 472 (Billed Entity Applicant Reimbursement (BEAR) Form) to request reimbursement from USAC. A red arrow points from this section to an inset box titled 'Applicant Login:'. The login form contains fields for BEN (126066), PIN (masked with dots), Email (jtschell@comcast.net), and Last Name (schell), with a 'Login' button at the bottom.

To obtain a BEAR PIN, the Authorized User must complete the short PIN Request template at:
<https://www.usac.org/wp-content/uploads/e-rate/documents/PIN-request-template.xlsx>.

The template is in Excel format and only requires 12 simple pieces of information. Below is a sample of a completed template, with helpful instructions in each column to explain what information should be provided.

	BEN	Last Name	Entity Name	Certifier Full Name	Certifier Title	Certifier Employer Name	Request Date	Street Address	City	State	Zip	E-Mail
Enter Data Here -->	125729	Schell	Central Dauphin School District	Lucy Schell	Director of Technology	Central Dauphin School District	10/10/2020	600 Rutherford Rd.	Harrisburg	PA	17109	lucys@cdsd.org
Helpful Notes:	<i>This is your school or library's E-rate Billed Entity Number. Often these are 6-digit numbers that begin 125 or 126.</i>	<i>Enter the last name of the person requesting the BEAR PIN. This also must be the person that will be submitting/certifying the BEAR.</i>	<i>Enter the name of your school or library.</i>	<i>Enter the full name of the person requesting the BEAR PIN and that will be certifying the BEAR.</i>	<i>Title of person requesting the BEAR PIN.</i>	<i>School or library's name. If a consultant is requesting a BEAR PIN, they should enter the name of their consulting firm.</i>	<i>Date BEAR PIN is being requested.</i>	<i>Street address of person requesting the PIN.</i>	<i>City of person requesting the PIN.</i>	<i>State of person requesting the PIN.</i>	<i>Zip of person requesting the PIN.</i>	<i>This should be the e-mail address of the person requesting the BEAR PIN.</i>

After completing the template, save the file to your computer. Next, log into EPC and upload the completed template to USAC by creating a Customer Service Case by selecting "Contact Us" from the USAC Landing Page and then enter the information as shown below.

[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](#)

Case Details

Nickname *

BEAR PIN Request Form

Description *

I am writing to request a BEAR PIN.

Topic *

FCC Form 472 - BEAR

Subtopic *

Other

Priority *

Medium

Form Type

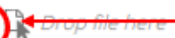
LEAVE BLANK

Form Number

LEAVE BLANK

Document

UPLOAD



Click 'UPLOAD' and select the completed template from your computer

USAC will review the template to ensure it is being requested by an authorized EPC User, and then e-mail you a BEAR PIN within 7-14 days.

If you do not receive your BEAR PIN within 14 days, reach out to USAC's Client Services Bureau at 888-203-8100 or contact the PA E-rate Coordinator at jtschell@comcast.net for assistance. If your BEAR deadline is fast approaching and your BEAR PIN has not arrived, you should request a one-time 120-day Invoice Deadline Extension, available at: EPC Landing Page > click on 'Name of Applicant' > Related Actions > Invoice Deadline Date Extension Request.