

E-rate Form 472 “BEAR” Access Request Guide



Julie Tritt Schell
PA E-rate Coordinator
jtschell@comcast.net
www.e-ratepa.org
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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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[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [FCC Form 500](#) | [SPIN Change Substitution](#) | [Appeal](#) | [Service](#) | [Manage My Organization](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)



How to Complete the Template

- The template only seeks 12 pieces of data
 - 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>

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
- 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

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Applicant Login:

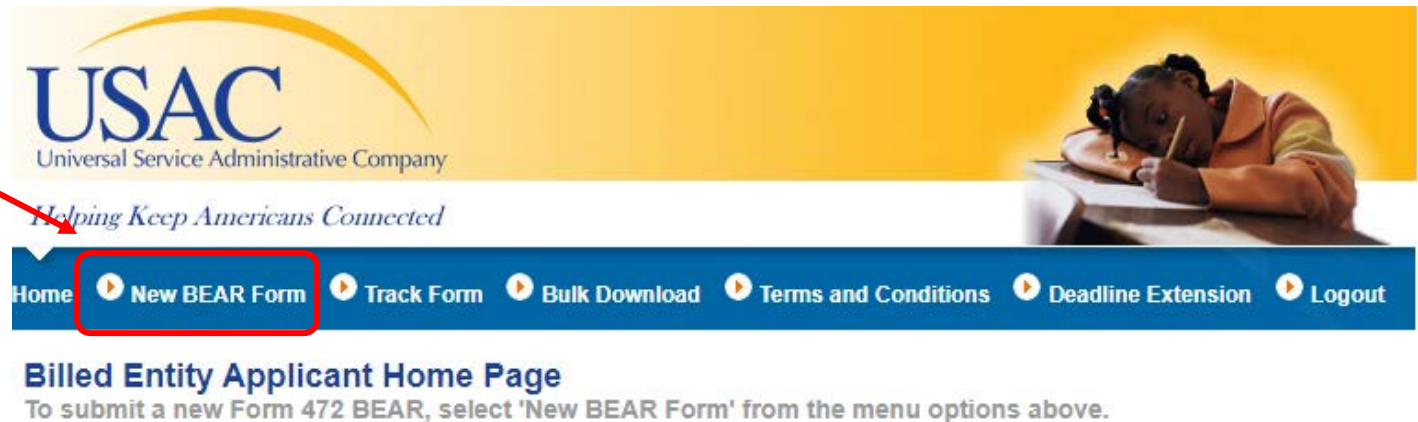
BEN:

Email: jtschell@comcast.net

[BEN Name](#) [Login](#)

And Then?

- After logging in, you will see this screen:



- 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>