

Schools and Libraries (E-Rate) Program FCC Form 473 (SPAC Form) User Guide

March 2023

FCC Form 473 (Service Provider Annual Certification)

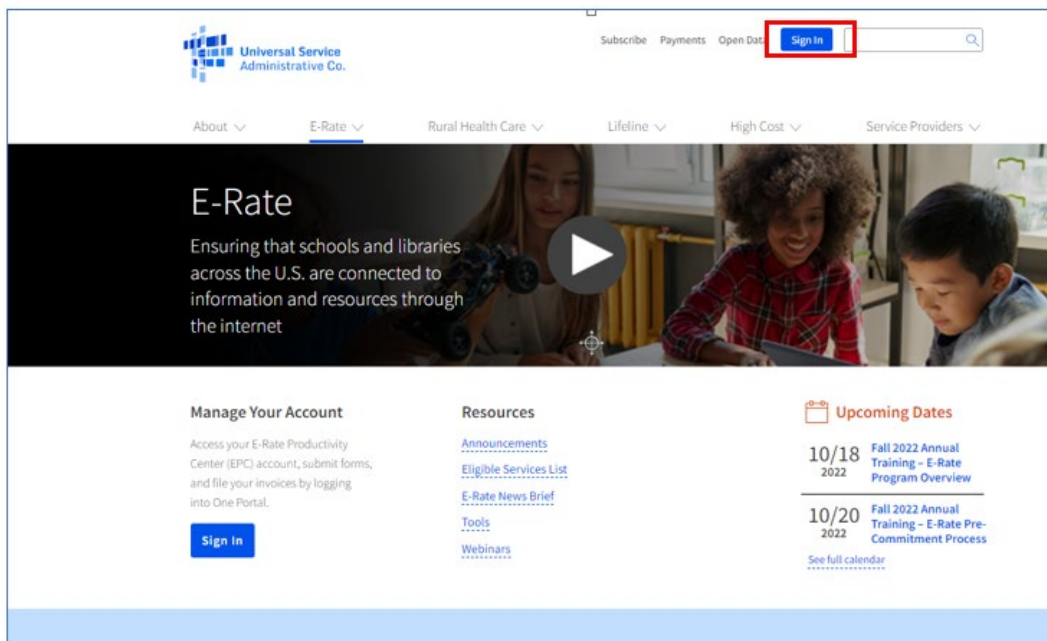
Service providers file an FCC Form 473 (Service Provider Annual Certification (SPAC) Form) in the E-Rate Productivity Center (EPC) to certify that they will comply with Schools and Libraries (E-Rate) program rules. Service providers must have a SPAC form on file for each funding year they participate in the E-Rate program and for each Service Provider Identification Number (SPIN) ID.

Service providers can file a SPAC Form on or shortly after the application filing window opens for the upcoming funding year, generally in early January for the upcoming funding year.

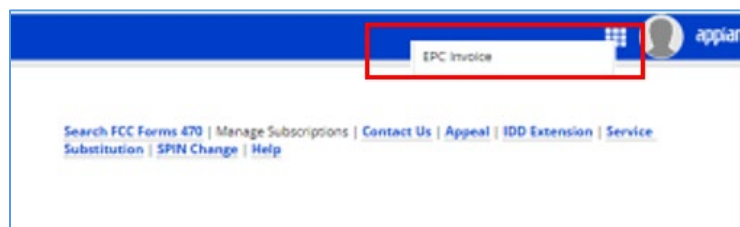
A service provider must have a SPAC form on file for the specific funding year before USAC can pay invoices submitted by applicants on the FCC Form 472 (BEAR) or by service providers on the FCC Forms 474 (SPI).

How to Submit the FCC Form 473 in EPC

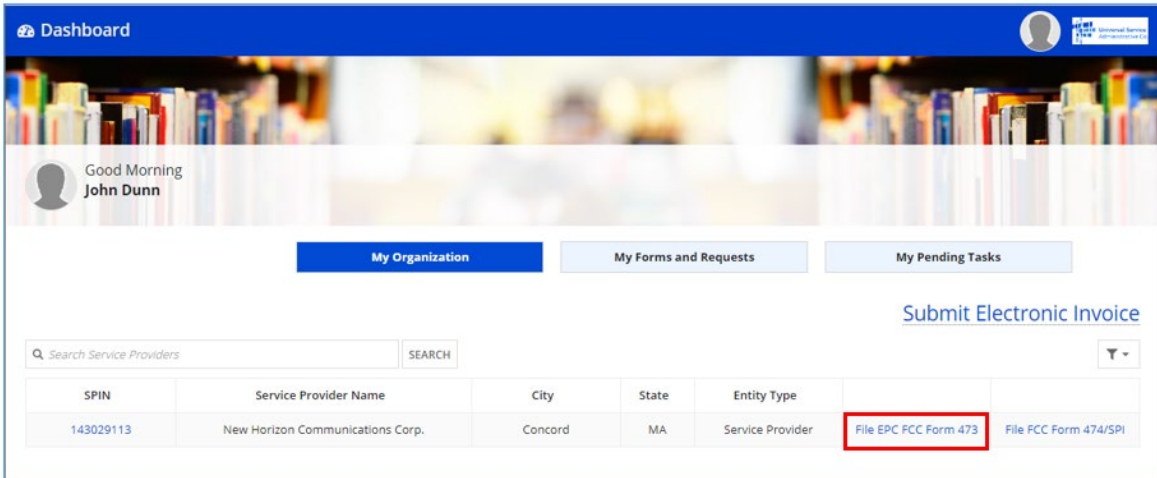
1. Navigate to the [USAC](#) home page or the [E-Rate](#) home page. Click **Sign In** at the top to access EPC.



2. The **Service Provider Landing Page** opens. Click the waffle icon on the upper right and select **EPC Invoice**.



- The **Dashboard** window opens and you can see the SPINs for which you have permissions to submit and certify a SPAC or prepare an invoice. You will also see any actions that are available to you. Click **File FCC Form 473** to start your SPAC form submission.



Dashboard

Good Morning
John Dunn

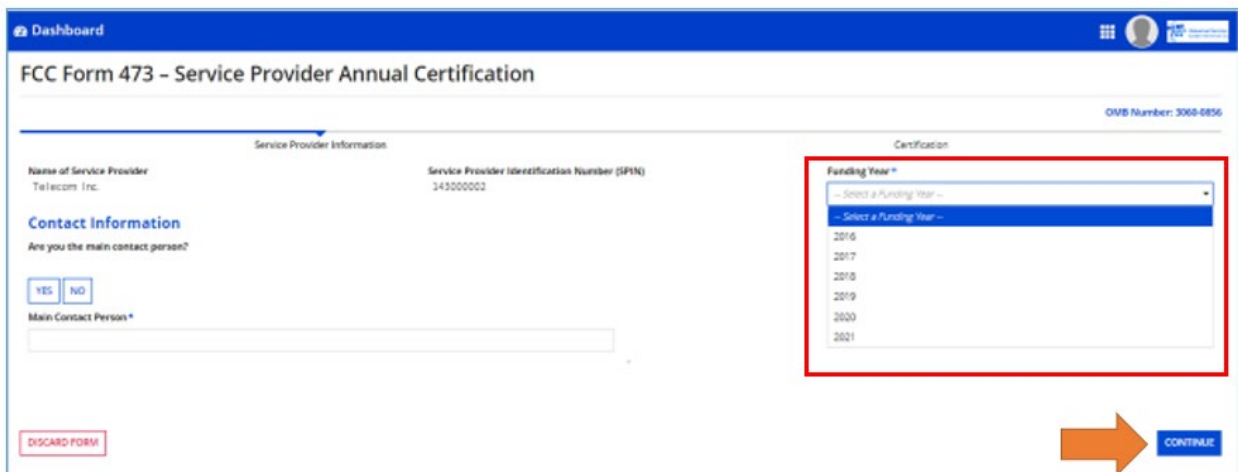
My Organization My Forms and Requests My Pending Tasks

Submit Electronic Invoice

Search Service Providers SEARCH

SPIN	Service Provider Name	City	State	Entity Type		
143029113	New Horizon Communications Corp.	Concord	MA	Service Provider	File EPC FCC Form 473	File FCC Form 474/SP1

- The **FCC Form 473 - The Service Provider Annual Certification** window opens. Select the funding year for your SPAC from the **Funding Year** dropdown menu. Then click **Continue**.



Dashboard

FCC Form 473 - Service Provider Annual Certification

OMB Number: 3060-0856

Service Provider Information

Name of Service Provider: Telecom Inc.
Service Provider Identification Number (SPIN): 343000002

Contact Information

Are you the main contact person?
YES NO

Main Contact Person *

DISCARD FORM

Certification

Funding Year *

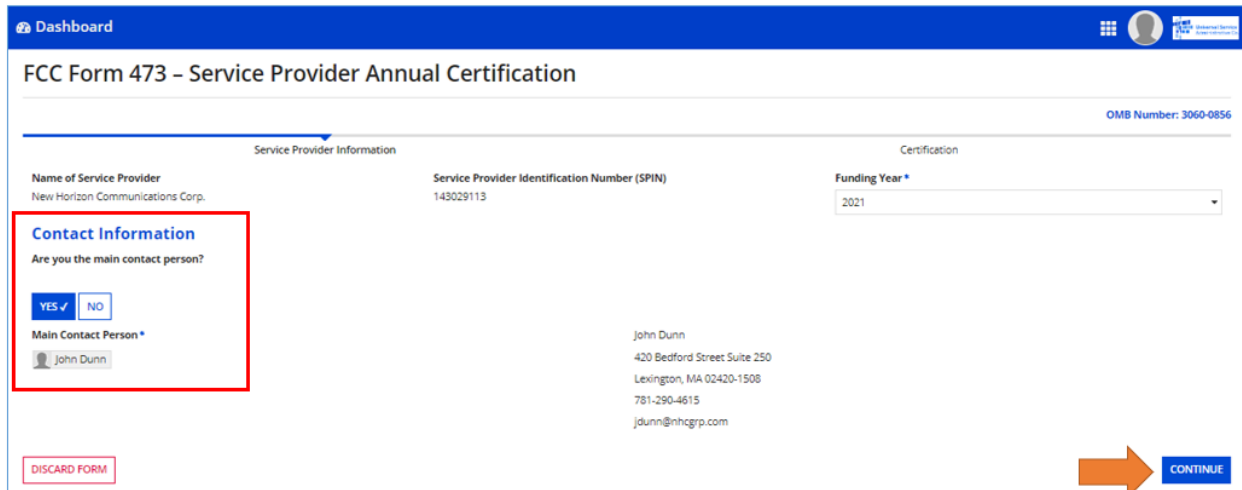
... Select a Funding Year ...

2016
2017
2018
2019
2020
2021

CONTINUE

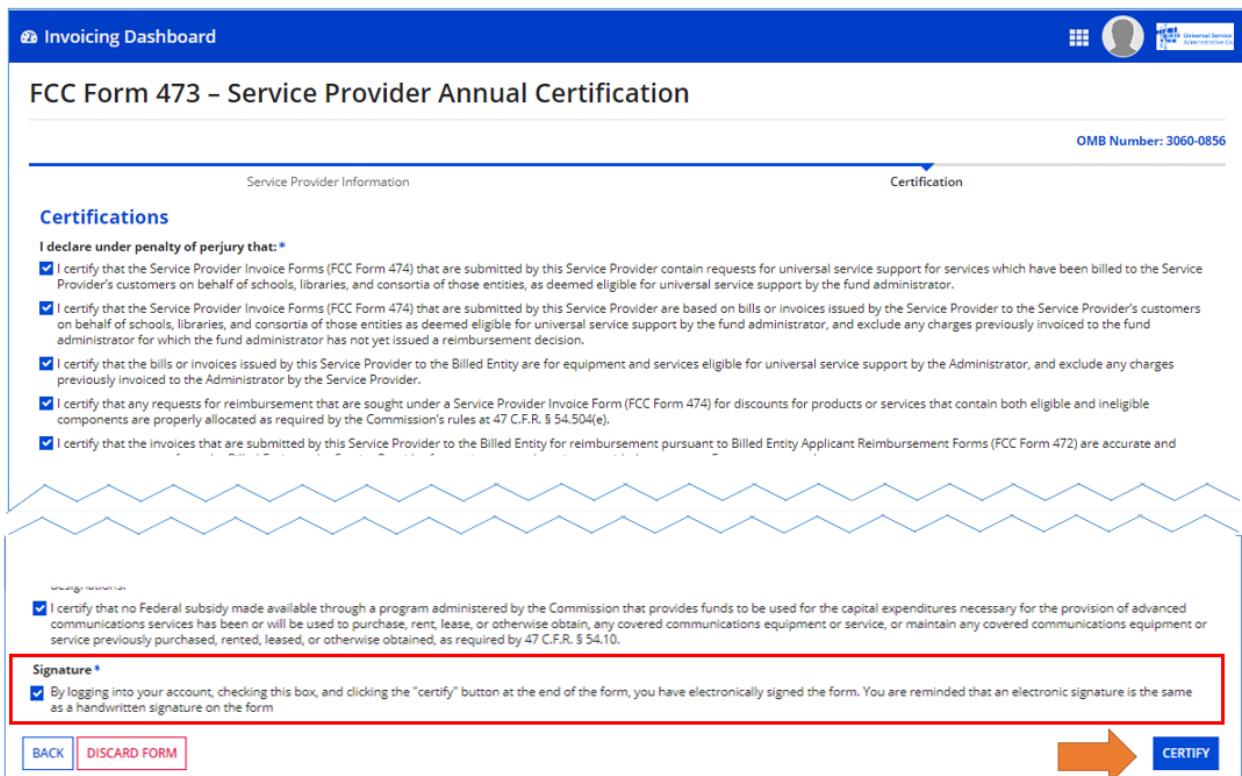
5. Click **Yes** or **No** depending on if you are the Main Contact. Then click **Continue**.

- If you click **No** – you are not the main contact – you can start typing to see a list of possible names and you will need to select one.
- If you click **Yes**, information auto-populates from your EPC profile.



The screenshot shows the 'FCC Form 473 - Service Provider Annual Certification' form. The 'Service Provider Information' section is partially filled: 'Name of Service Provider' is 'New Horizon Communications Corp.', 'Service Provider Identification Number (SPIN)' is '143029113', and 'Funding Year' is '2021'. The 'Contact Information' section is highlighted with a red box and contains the question 'Are you the main contact person?' with 'YES' selected. Below this, the 'Main Contact Person' is identified as 'John Dunn' with his address and contact information. At the bottom right, an orange arrow points to the 'CONTINUE' button.

6. The **Certifications** screen opens. Review and check each FCC Form 473 certification if you can accurately make the statement.

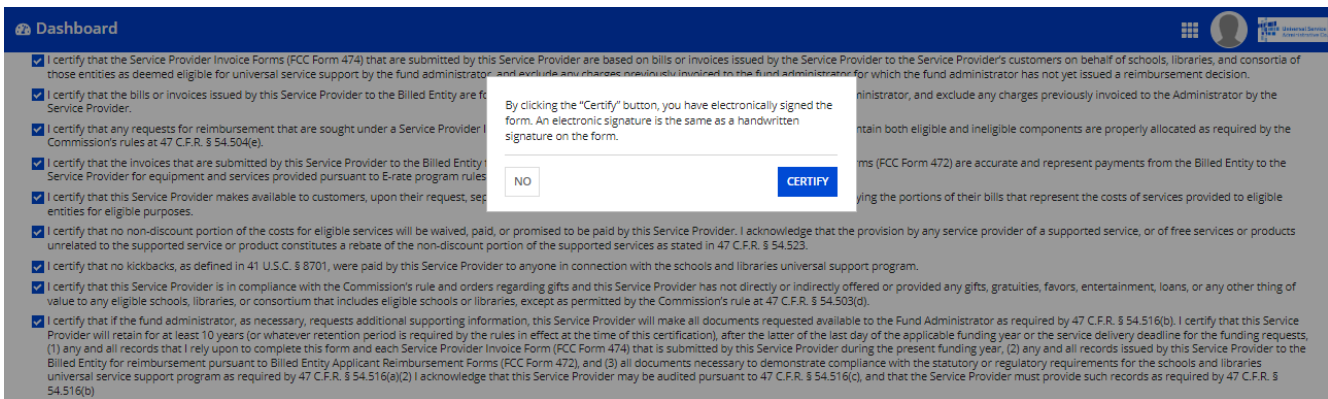


The screenshot shows the 'FCC Form 473 - Service Provider Annual Certification' form at the 'Certifications' step. It features a list of five certification statements, each with a checked box:

- I certify that the Service Provider Invoice Forms (FCC Form 474) that are submitted by this Service Provider contain requests for universal service support for services which have been billed to the Service Provider's customers on behalf of schools, libraries, and consortia of those entities, as deemed eligible for universal service support by the fund administrator.
- I certify that the Service Provider Invoice Forms (FCC Form 474) that are submitted by this Service Provider are based on bills or invoices issued by the Service Provider to the Service Provider's customers on behalf of schools, libraries, and consortia of those entities as deemed eligible for universal service support by the fund administrator, and exclude any charges previously invoiced to the fund administrator for which the fund administrator has not yet issued a reimbursement decision.
- I certify that the bills or invoices issued by this Service Provider to the Billed Entity are for equipment and services eligible for universal service support by the Administrator, and exclude any charges previously invoiced to the Administrator by the Service Provider.
- I certify that any requests for reimbursement that are sought under a Service Provider Invoice Form (FCC Form 474) for discounts for products or services that contain both eligible and ineligible components are properly allocated as required by the Commission's rules at 47 C.F.R. § 54.504(e).
- I certify that the invoices that are submitted by this Service Provider to the Billed Entity for reimbursement pursuant to Billed Entity Applicant Reimbursement Forms (FCC Form 472) are accurate and

 A red box highlights the 'Signature' section at the bottom, which includes a checked box stating: 'By logging into your account, checking this box, and clicking the "certify" button at the end of the form, you have electronically signed the form. You are reminded that an electronic signature is the same as a handwritten signature on the form'. At the bottom right, an orange arrow points to the 'CERTIFY' button.

- After you have checked all the certifications, you will reach the signature section of the form (red box above). Check the box if you agree that clicking the **Certify** button constitutes you electronically signing the form and after you check the box, you can click **Certify**.
- The **Certification Confirmation** screen opens. A popup window appears. Review the text and click **Certify** to complete certification.

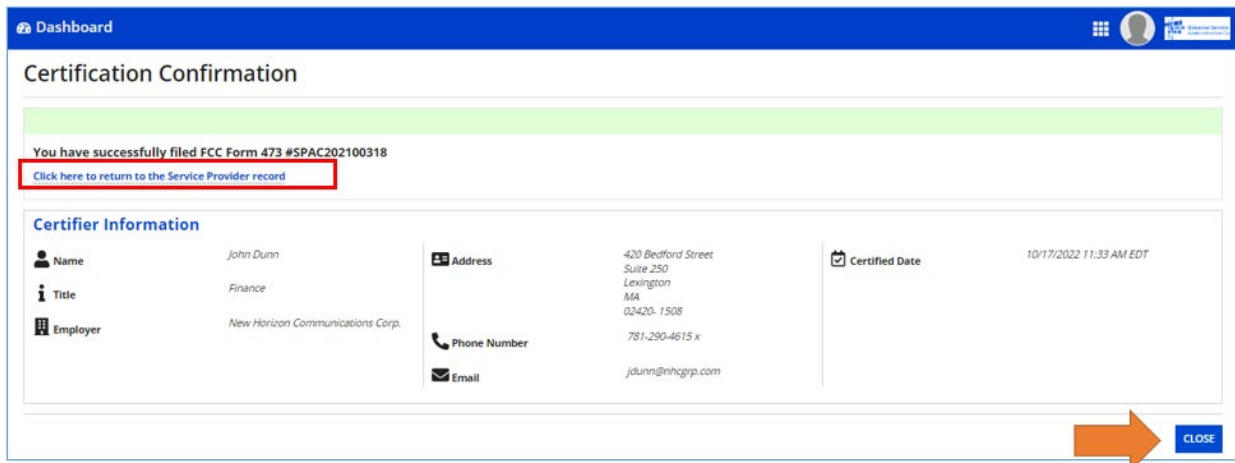


The screenshot shows a dashboard with a list of certification checkboxes. A popup window is displayed over the form with the following text:

By clicking the "Certify" button, you have electronically signed the form. An electronic signature is the same as a handwritten signature on the form.

Buttons: NO, CERTIFY

- The **Certification Confirmation** screen opens. Click the link to return to the Service Provider record or click **Close** if you are done



The screenshot shows the 'Certification Confirmation' screen. At the top, it says 'You have successfully filed FCC Form 473 #SPAC202100318'. Below this, there is a link: 'Click here to return to the Service Provider record'. The 'Certifier Information' section displays the following details:

Name	John Dunn	Address	420 Bedford Street Suite 250 Lexington MA 02420-1508	Certified Date	10/17/2022 11:33 AM EDT
Title	Finance	Phone Number	781-290-4615 x		
Employer	New Horizon Communications Corp.	Email	jdunn@nhcgrp.com		

At the bottom right, there is a blue 'CLOSE' button with an orange arrow pointing to it.