

E-rate Form 486 Filing Guide FY 2025



Presented by Julie Tritt Schell
PA E-rate Coordinator
for the Pennsylvania Department of Education
April 2025



Form 486 Overview

- Form 486 has two purposes:
 - It informs the SLD that they are authorized to pay invoices (either BEAR or SPIFs), and
 - It informs the SLD that your school or library is CIPA compliant
- Can only be filed after the FCDL has been issued (after funding has been committed)
- BEAR and vendor (SPI) invoices cannot be paid until the Form 486 has been submitted
 - FY 2025 BEARs and SPIs can't be submitted until July 1, 2025
- Vendors will *usually* not discount bills until the Form 486 has been submitted/approved

Form 486 in EPC

- All Form 486s must be filed in EPC
 - No paper 486s will be accepted
- Form 486 Approval Letters are e-mailed to applicant
 - Letters also are available under Notifications on the EPC Landing Page
- Form 486 is streamlined
 - Form pre-populates FRNs and service start dates based on the approved 471(s)
 - Applicants will select relevant FRNs and will not enter any new data
 - Certifications will change based on applicant type (school, library or consortium)
 - Form is brief and quick to complete
- Vendors will receive 486 Approval Notification in their vendor portals

Deadline for Filing Form 486

- 120 days after FCDL date or Service Start Date listed on Form 486, whichever is later
 - For recurring services FRNs (Category 1 and Basic Maintenance of C2), the earliest deadline is October 28
- Penalty for late Form 486 filing:
 - USAC adjusts the Service Start Date to 120 days from the Form 486 filing date
 - Essentially this means USAC will deduct 1 months' worth of funding for each 30 days that the 486 is submitted late
 - If the deadline is missed, USAC will issue a '486 Urgent Reminder Notice' in EPC Newsfeed
 - Applicants then have 15 additional calendar days to submit the 486 without penalty

Consortium Leads - Must Collect Form 479s Annually

- In order for consortia applicants to submit the Form 486, they are required to annually collect signed Form 479s from their consortia members
 - The consortia applicant can then submit the Form 486 and certify that they have collected the 479s and that no consortia member is seeking a CIPA waiver
- Form 479 is a paper form
 - Not online or in EPC
 - Available at: <https://www.usac.org/wp-content/uploads/erate/documents/Forms/479.pdf>
 - Form 479s are not submitted to USAC
 - Consortia leads must retain these for 11 years
 - Submit to USAC during audits, if requested

Finding the Form 486 in EPC

After the FCDL has been received, you may file the Form 486. From your EPC Landing Page, click on FCC Form 486 in upper right corner.

My Landing Page



Universal Service
Administrative Co.

[Funding Request Report](#) | [FCC Form 470](#) | [FCC Form 471](#) | [FCC Form 486](#) | [FCC Form 500](#) | [Appeal](#) | [SPIN Change](#) | [Service Substitution](#) | [Manage My Organization](#) | [USAC Website](#) | [Contact Us](#) | [Help](#)

Nickname/Contact Name

Create FCC Form 486

General Information

Select FRNs

Detailed Info

Certification

Preview

Submitting Organization Details

CENTRAL DAUPHIN SCHOOL DIST

600 RUTHERFORD RD

HARRISBURG, PA 17109

717 545 4703

BEN: 125729

FCC Registration Number: 0012011037

FCC Form 486 Details

Nickname*


FY 2025 Form 486 C2

Funding Year*

2025

Contact Information

Main Contact Person*

 Julie Tritt Schell

Julie Tritt Schell

jtschell@comcast.net

717-730-7133

CANCEL

CONTINUE

Nickname: This is something you make up


Select the funding year

Contact Person: Select from one of the EPC users by typing the first few letters of the person's first name

Selecting FRNs: Don't User Filter

Next: Simply select "Add all FRNs"
(only funded FRNs will appear)

Note: You do NOT need to use the Filter; the FRNs that have been funded for FY 2025 will display at the bottom of the screen. The Filter is only helpful if you have a long list of FRNs and need to search for a single one.

**Filters**

Application Number

Category of Service

FRN

FRN Status

ADD ALL (2) FRNS

CLEAR SEARCH FILTERS

SEARCH

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	2599010092	251009606	Switches - HP Aruba - ePlus	Category 2	Funded
<input type="checkbox"/>	2599010115	251009606	Wireless - Ruckus - En-Net	Category 2	Funded

ADD (0) FRNS

Adding FRNs

Note: Your FRNs & 471 #s will start with "25" for FY 2025.

ADD ALL (2) FRNS

CLEAR SEARCH FILTERS

SEARCH

<input checked="" type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input checked="" type="checkbox"/>	2599010092	251009606	Switches - HP Aruba - ePlus	Category 2	Funded
<input checked="" type="checkbox"/>	2599010115	251009606	Wireless - Ruckus - En-Net	Category 2	Funded

ADD (2) FRNS

Selected FRNs

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	FRN Status
<input type="checkbox"/>	2599010092	251009606	Switches - HP Aruba - ePlus	Category 2	Funded
<input type="checkbox"/>	2599010115	251009606	Wireless - Ruckus - En-Net	Category 2	Funded

REMOVE (0) FRNS

CANCEL

BACK

CONTINUE

Click "Add all FRNs" and the FRNs will be moved to the "Selected FRNs" list at the bottom of the page.

Then click 'Continue'

Confirm Data is Accurate

Service Information

Please confirm that the information below is complete and accurate for the service(s) that you are confirming. Although it is uncommon, you may need to edit a service start date. To do so, select the FRN(s) you wish to update from the grid below. You may select multiple FRNs.

Please note that the Service Start Date in the below grid is from the FCC Form 471.

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	SPIN	Service Provider	Service Start Date	Actual Service Start Date
<input type="checkbox"/>	2599010092	251009606	Switches - HP Aruba - ePlus	143006553	ePlus Technology, Inc.	7/1/2025	7/1/2025
<input type="checkbox"/>	2599010115	251009606	Wireless - Ruckus - En-Net	143034194	En-Net Services, LLC	7/1/2025	7/1/2025

CANCEL

BACK

CONTINUE

If all data is accurate, simply click **Continue**. *(If you need to change the Service Start Date to a date LATER than what you listed on the 471, check the box next to the FRN # and enter the revised date. Note: This is extremely rare and if you do it for a C1 FRN, USAC will reduce your funding if you push back your service start date.)*

Early Filing/CIPA Waiver?

Early Filing: Only check this box if the FCDL is dated prior to July 31 and if your services will begin prior to July. Don't check after July 31.

CIPA Waiver: Do not check.
(Virtually all entities are CIPA compliant and therefore do not check the CIPA waiver box.)

Click **Continue**
(The only time you should ever use "Send for Certification" is if you want someone else in your EPC profile to certify the application.)

Early Filing

CHECK THE BOX BELOW IF THE FRNS ON THIS FCC FORM 486 ARE FOR SERVICES STARTING ON OR BEFORE JULY 31 OF THE FUNDING YEAR.

☒ The Funding Requests listed in this FCC Form 486 have been approved by USAC as shown in my Funding Commitment Decision Letter (FCDL). I have confirmed with the service provider(s) featured in those Funding Requests that these services will start on or before July 31 of the Funding Year.

CIPA Waiver

CHECK THE BOX BELOW IF YOU ARE REQUESTING A WAIVER OF CIPA REQUIREMENTS FOR THE SECOND FUNDING YEAR IN WHICH YOU HAVE APPLIED FOR DISCOUNTS IF YOU AS THE BILLED ENTITY ARE THE ADMINISTRATIVE AUTHORITY.

☐ I am requesting certification that, as of the date of the start of discounted services, I am unable to make the certification(s) required by the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), because my state or local procurement rules or regulations or competitive bidding requirements prevent the making of the certification(s) otherwise required. I certify that the schools or libraries represented in the Funding Request Number(s) on this FCC Form 486 will be brought into compliance with the CIPA requirements before the start of the Third Funding Year in which they apply for discounts.

CANCEL

BACK

SEND FOR CERTIFICATION

CONTINUE

General Certifications – All Applicants

Check the top 2 certification boxes - required for all applicants.

Certifications

- ☒ I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- ☒ I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.

CIPA Certifications – All Applicants Except Consortia


Be Careful – don't get click happy!!!

ONLY check the first circle to signify that you are CIPA compliant.

Do NOT check the 2nd or 3rd buttons!

(Rare: If you are NOT CIPA compliant and are only receiving telecommunications services (not Internet or C2), then check the 3rd box

CIPA Certifications

☒ I certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l). 

☐ I certify that as of the date of the start of discounted services: Pursuant to the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service represented in the Funding Request Number(s) on this Form 486: (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

☐ I certify that as of the date of the start of discounted services: The Children's Internet Protection Act does not apply because the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 is (are) receiving discount services only for telecommunications services.

CANCEL

BACK



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PREVIEW



CIPA Certifications – Consortia Only

Tricky!!!! Consortia have different CIPA certifications:

CIPA Certifications

- ☒  I certify as the Billed Entity for the consortium that I have collected duly completed and signed FCC Forms 479 from all eligible members of the consortium.
- ☐  I certify as the Billed Entity for the consortium that the only services that have been approved for discounts under the universal service support mechanism on behalf of eligible members of the consortium are telecommunications services, and therefore the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), do not apply.

Waiver Clarification *

- ☐  I certify that some or all of the eligible consortium members checked FCC Form 479 Item 6d to seek a CIPA Waiver, and upon request from the Administrator I can provide this information.
- ☒  I certify that no eligible consortium members checked FCC Form 479 Item 6d to seek a CIPA Waiver.

Click **Preview** to see the completed Form 486 and Certify.

PREVIEW

Submitting the Form 486

Certifications

- ☒ The Funding Requests listed in this FCC Form 486 have been approved by USAC as shown in my Funding Commitment Decision Letter (FCDL). I have confirmed with the service provider(s) featured in those Funding Requests that these services will start on or before July 31 of the Funding Year.
- ☒ I certify that the services listed on this FCC Form 486 have been, are planned to be, or are being provided to all or some of the eligible entities identified in the FCC Form 471 application(s) cited above. I certify that there are signed contracts covering all of the services listed on this FCC Form 486 except for those services provided under tariff or on a month-to-month basis. I certify that I am authorized to submit this receipt of service confirmation on behalf of the above-named Billed Entity; that I have examined this request; and that, to the best of my knowledge, information, and belief, all statements of fact contained herein are true.
- ☒ I understand that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the services receive an appropriate share of benefits from those services. I recognize that I may be audited pursuant to this application and will retain for at least ten years (or whatever retention period is required by the rules in effect at the time of this certification) after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request any and all records, including FCC Forms 479 where required, and, if audited, will make such records available to the Administrator.
- ☒ I certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).

CANCEL

BACK

Click **Certify** to see the submit the Form 486.

CERTIFY

Click Yes to Continue

False statements on this form may result in civil liability and/or criminal prosecution. To electronically sign and certify this form, click "Yes" below. To affirm that you (1) understand the statements above and (2) represent the entity featured, and have the authority to make the certifications, on this form, click "Yes" below.

NO



YES

Confirmation Page After Certifying

Certifier Information

You have successfully filed FCC Form 486 #380601 for FY 2025

[Click here to view and print the FCC Form 486](#)

Certification Date

5/1/2025 12:16 PM EDT

Authorized Person

Name Julie Tritt Schell

Title Consultant

Employer Tritt Schell Consulting Services

Address 1300 Bent Creek Blvd
Suite 102
Mechanicsburg, PA 17050

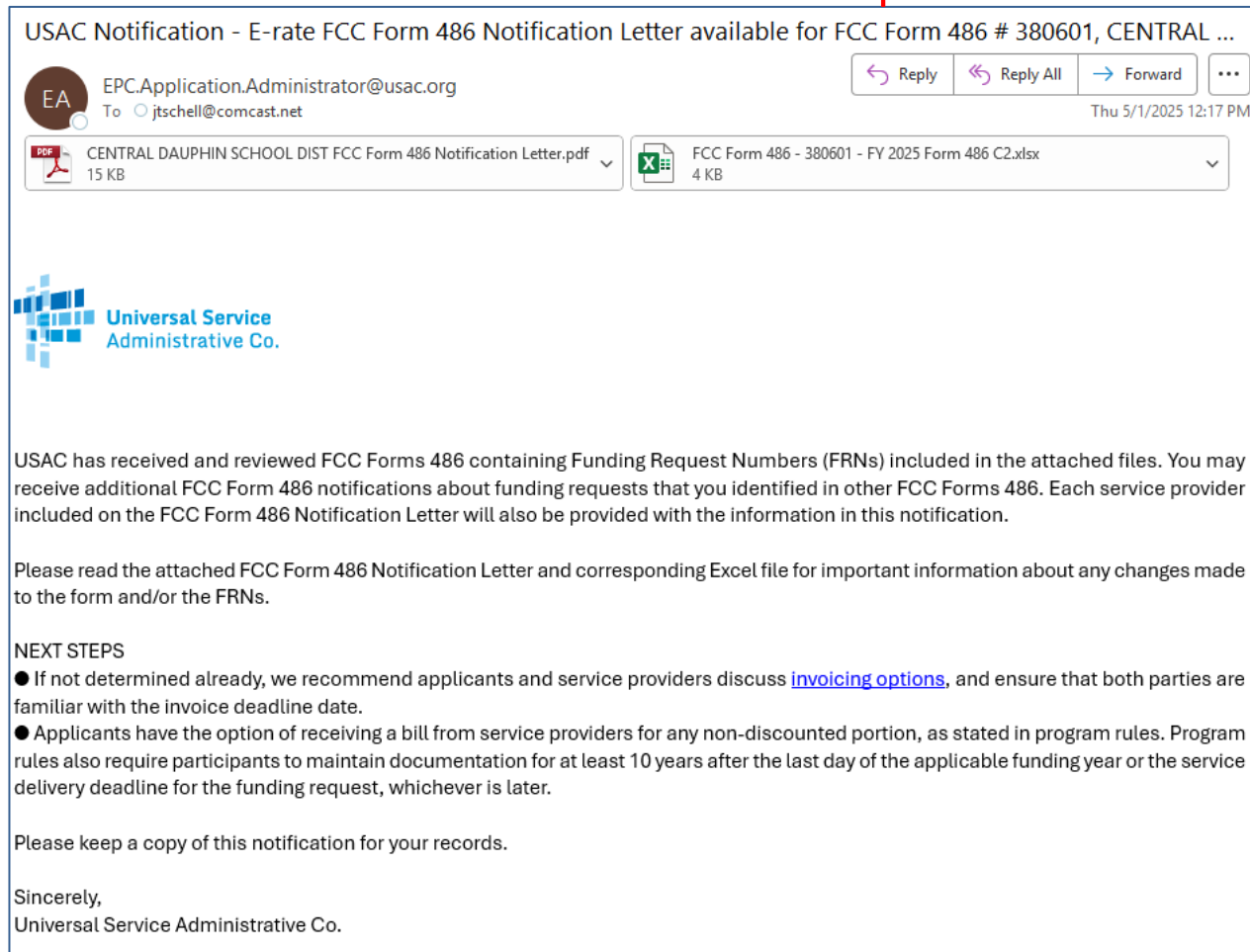
Phone 717-730-7133

Email jtschell@comcast.net

To print a copy of the
submitted Form 486,
click here

Form 486 Approval via E-mail

The Form 486 Notification Letter will be e-mailed to the 486 contact and will look like this example:



View Form 486 Approval in EPC

At the top of your EPC Landing Page under Notifications, select "Form 486 Notification Letter"

My Landing Page



Notifications

Notification Type

FCC Form 486 Notification Letter

Status ?



All



Generated



Not Generated

Funding Year

All Funding Years

	Notification	Description	Issued Date	Generated By	Generated On	
	FCC Form 486 Notification Letter	FCC Form 486 - 380601	5/1/2025	EPC System	5/1/2025 12:16 PM EDT	View Notification