1 Determine your Eligibility

Determine if your school (or library) and your technology project meets the eligibility requirements for the E-Rate Program.

2 Submit Form 470 (RFP)

Complete FCC Form 470 and submit requests for services.

3 Wait for 28-Day Bidding Process

The competitive bidding process must be open for at least 28 days for Service Providers to respond.

4 Select Service Provider + Sign Contracts

Sign a contract or arrange for tariffed or month-to-month services with a Service Provider.

5 Apply for Discounts - File Form 471

Apply for discounts for services by submitting FCC Form 471 within the filing window.

6 Determine Invoicing Method

Work together with your Service Provider to determine an invoicing method: BEAR or SPI.

7 Wait for USAC Review + Funding Decision

Wait to receive your Funding Commitment Decision Letter (FCDL) from USAC.

8 Begin Services - File Form 486

Confirm to USAC that services have started and report CIPA status by submitting FCC Form 486.

9 Complete Invoicing - BEAR or SPI

If requesting reimbursement from USAC for services paid in full, submit FCC Form 472 (BEAR) or have your Service Provider request reimbursement for discounts on services (SPI).