



Technology Point of Contact Listserv

E-rate - Steps to filing the E-rate BEAR (472) form

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Forwarded from Learning Technology Center 6...

Now that you have filed the form 498 and USAC knows where to send your reimbursement.... it's time to ask for that reimbursement with the BEAR (472) form.

First, check with your district office and see if you have gotten discounts on your bills already. If so, you just saved yourself some time and you don't need to file a BEAR form. If you have not gotten discounts - the time is now to get your reimbursement in one bulk payment directly from USAC.

(If you are new to the program, or just aren't sure what's set up with each provider/contract, there is a great tool on <http://e-ratecentral.com> that will allow you to search by your district BEN number and see how much money you have filed for, what has been paid and what money is still on the table. I've done a demo video [here](#) of the tool if you would like to find out more.)

The BEAR (472) form will be filed in the traditional (old) way and WILL NOT be in the EPiC portal, but directly located on the USAC site.

- Go to www.usac.org/sl
- On the left hand side under resources and tools click on Apply for Erate
- Scroll down to 4: Invoice USAC and click on the grey 'Start Your Form 472' button.
- You will need your BEN, e-mail and last name of authorized USAC user and PIN. The PIN is not something new, but something we used in the past. So, look in your materials from FY15 or before for that number. If you cannot find it you may call USAC. (You will need a [Personal Identification Number \(PIN\)](#) to certify your BEAR form(s). If you need a PIN, call the Client Service Bureau at (888) 203-8100 to obtain one.)
- Once you have logged in - click new BEAR form from the top menu
- You can now complete the form using the information you have gathered for billing. (HINT: If you look at last year's 486 or FCDL - all the info is there OR use the eratecentral tool mentioned above.)
- Things to remember:
 - You create the form identifier
 - You fill out one BEAR for each provider, so you may have a few
 - If you got discounts on your bills you DON'T need to file one

- Double check all of your figures, you can only get your share of what you spent, and no more than you estimated.
- Check all the certifications in Block 3 and note you are supposed to keep ALL FY15 records for 10 years after filing this form.
- By checking the box on #15 - you are certifying the form, so please insure you are signed in as someone with that authority. (In other words, if you are not the Superintendent, and he/she signs USAC forms, you should complete this with that individual and certify it as them.)
- Click Certify and Submit at the bottom.

Once you have completed this process for each of your providers and services, you have completed FY15 and can begin to look for funding commitments for this year's Erate applications (FY16 school year 16/17) filed in the spring. I will be sending out another email next week to discuss how to move forward with funding commitments in FY16.

Congratulations, find a file folder and your erate drawer and file FY15 away!!!

Mindy

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