RAL Corrections

- No more paper Receipt Acknowledgement Letters (RAL). Starting with FY2016, all modifications to your FCC Form 471 (also known as RAL corrections) will be submitted in EPC.
- You can submit modifications up until the time USAC issues an FCDL.
- Note that any modifications you make are specific to a FCC Form 471.
  - For example, if you modify information for the billed entity or one of its related entities, the information would be modified for that form only and the request does not update that entity's profile in EPC.

**This guide was created in FY 2016. We are now in FY 2017.**
Submitting a RAL

From your Landing Page, scroll to the bottom of the page and search for the FY 2017 Form 471 you want to correct.
Submitting a RAL
Edit Application Details

With Application and Application Details selected, you can cancel an application, change the main contact person or application nickname.
Edit Funding Request Details

With Application and Funding Request Details selected, you are given 4 options: Add FRN, View Line Items, Edit Funding Request and Edit Purchase Agreement (slides 6-9)

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### Form 471 Modification Request

**Would you like to request changes to an entity or this application?**

- [ ] Application
- [ ] Entity

**Select the sub-category you want to modify**

**Funding Request Details**

<table>
<thead>
<tr>
<th>FRN</th>
<th>Nickname</th>
<th>Number of Line Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>1699000123</td>
<td>WAN</td>
<td>1</td>
</tr>
</tbody>
</table>

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[Add FRN][View Line Items][Edit Funding Request][Edit Purchase Agreement]
Add FRN allows you to type in the key information for the new FRN. Your reviewer will add the FRN accordingly and reach out for additional information, if needed.
View Line Items

- View Line Item allows you to make changes to the product/service details
- Manage Recipients of Service allows you to add or remove entities receiving service
Edit Funding Request allows you to cancel an FRN or make changes to the FRN nickname and Narrative.

### Edit Funding Request details

<table>
<thead>
<tr>
<th>Cancel FRN</th>
<th>Edit FRN Key Information</th>
</tr>
</thead>
</table>

**Funding request details for FRN # 1699000131 - WAN**

<table>
<thead>
<tr>
<th>*Funding Request Nickname</th>
<th>Service Type</th>
<th>Data Transmission and/or Internet Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>WAN</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Narrative**

WAN to serve district

[Save and Continue]
Edit Purchase Agreement

- Edit Purchase Agreement allows you to associate a different contract to your FRN or change the type of purchase agreement (contract, tariff, MTM).
- If you want to associate a new contract, you must first create a new contract record in your profile.
Edit BEN information

With Entity and BEN selected, you are able to add Related Entities or make changes to the Entity Details for the Billed Entity (name, address, U/R status, contact info.)
Edit or Remove Related Entities

With Entity and Related Entities selected, you are able to remove a related entity or make changes to the Entity Details for each related entity (name, address, U/R status, contact info.)
Review your modifications

- You can make multiple changes to an application with one RAL
- Review the list of your Requested Changes for correctness
- To remove a change, check the box next to the requested change and click the Remove button
Find Submitted RALs

To find your submitted RAL Corrections, click the Reports tab.
Ga E-rate Team
844-423-7283
gae-rate@usg.edu
www.gae-rate.usg.edu

USAC Client Service Bureau (CSB)
888-203-8100
http://usac.org/sl