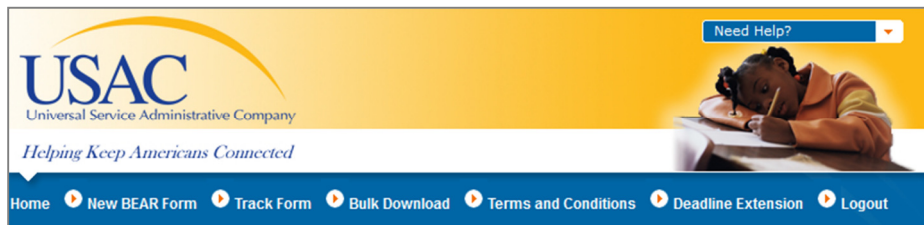## Requesting an Extension to the BEAR Invoicing Deadline

USAC will automatically grant upon request a single 120 day extension to an applicant's BEAR invoice deadline. The extension must be requested on or before the original BEAR filing deadline of October 28.

**METHOD ONE**
**If you have a PIN to log into the "BEAR Applicant Login" area**

1. Log in with your PIN at https://www2.sl.universalservice.org/bear/login.aspx

2. Click on the "Deadline Extension" command in the blue bar



3. Enter the desired FRN in the "FRN" text box and click on the "Find FRN" button



4. The system will locate the FRN and display summary information, if available



5. Click on the "Submit" button to request an extension for that FRN

6. You will receive an automatic approval or denial message on your screen and USAC will also send you an email containing the same message
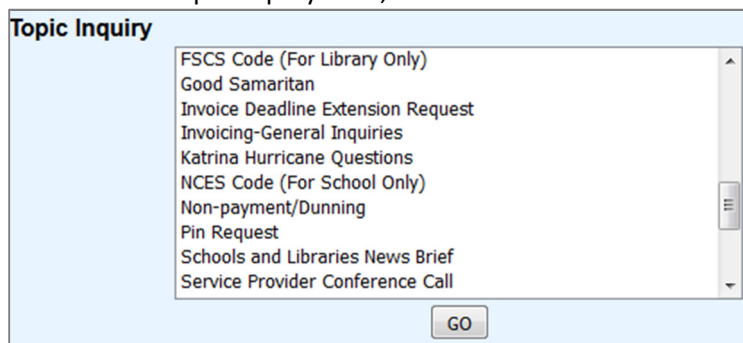
## Requesting an Extension to the BEAR Invoicing Deadline

USAC will automatically grant upon request a single 120 day extension to an applicant's BEAR invoice deadline. The extension must be requested on or before the original BEAR filing deadline of October 28.

**METHOD TWO**
**If you do not have a PIN to log into the "BEAR Applicant Login" area**

1. Complete an INVOICE DEADLINE EXTENSION REQUEST (next page of this document)

2. Go to http://www.slforms.universalservice.org/EMailResponse/emr_select.aspx

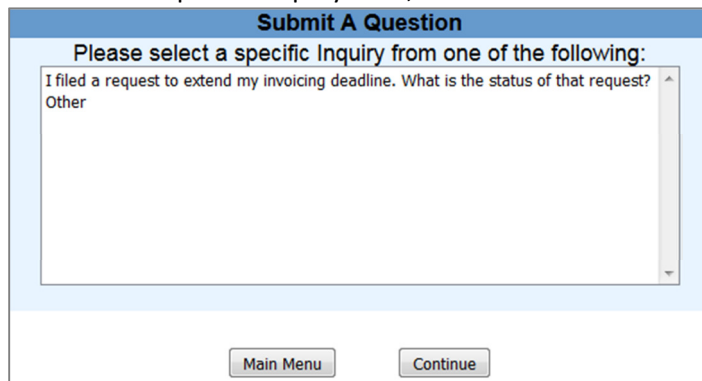3. From the "Topic Inquiry" box, choose "Invoice Deadline Extension Request" and click on the "Go" button

**Topic Inquiry**

FSCS Code (For Library Only)
Good Samaritan
Invoice Deadline Extension Request
Invoicing-General Inquiries
Katrina Hurricane Questions
NCES Code (For School Only)
Non-payment/Dunning
Pin Request
Schools and Libraries News Brief
Service Provider Conference Call

GO

4. From the "Specific Inquiry" box, choose "Other" and click on the "Continue" button
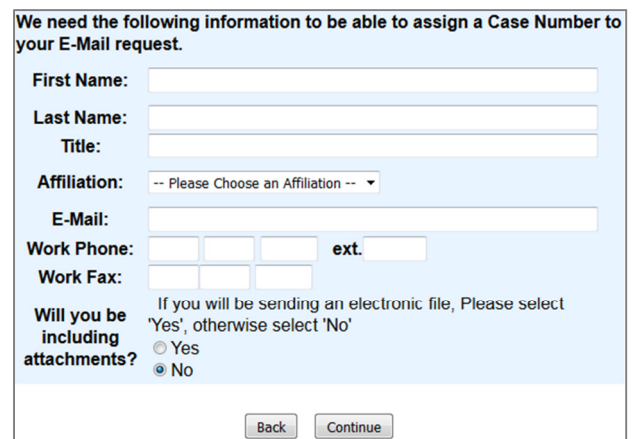
**Submit A Question**
Please select a specific Inquiry from one of the following:

I filed a request to extend my invoicing deadline. What is the status of that request?
Other

Main Menu    Continue

5. Fill out the form as prompted and do one of the following:
   - Choose the "Yes" option button to indicate that you will be including an attachment and upload your INVOICE DEADLINE EXTENSION REQUEST as directed
   - Or choose the "No" option button, go to the next page and copy/paste the text of the INVOICE DEADLINE EXTENSION REQUEST into the "Question" text box

6. You will receive a notification regarding the extension request once it is processed

We need the following information to be able to assign a Case Number to your E-Mail request.

First Name:
Last Name:
Title:
Affiliation: -- Please Choose an Affiliation --
E-Mail:
Work Phone: ext.
Work Fax:
Will you be including attachments?
If you will be sending an electronic file, Please select 'Yes', otherwise select 'No'
○ Yes
◉ No

Back    Continue

# INVOICE DEADLINE EXTENSION REQUEST

Please grant an invoice deadline extension for the following.


**Name of Applicant:**

**Billed Entity Number (BEN):**

**Submitted By:**
      Name of Contact:
      Email:
      Phone:

**Date Submitted to USAC:**

**Funding Year:**

**Form 471 Application Number:**

**Funding Request (FRN) Number:**

**Service Provider Name:**

**SPIN:**