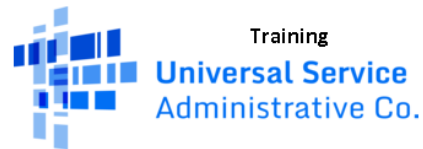


Updating your EPC profile

My Landing Page



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

Welcome, School District 25!

Notifications

Notification Type
Funding Year

Status All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By	Generated On
No items available				

My Entities

Entity	Entity Number	City	State	Zip Code
School District 25	10508	Springfield	GA	31329
School District 25 NIF	10509	Springfield	GA	31329
School District 25 School A	10510	Springfield	GA	31329
School District 25 School B	10511	Springfield	GA	31329

You should see your Landing Page when you login to EPC. Look under “My entities” to confirm all entities (schools, libraries, NIFs) are listed

If you need to add a new school

- Call CSB (888) 203-8100
- Request an entity number for a new school
- Ask that the new school be linked to your district profile in EPC
- Check your “My Entities” list to confirm the new school was properly linked to your district profile

If you need to remove a school that is closing

- Call CSB (888) 203-8100
- Request an entity be removed from your “My Entities” because it is closing
- Check your “My Entities” list to confirm that the closing school was properly removed from your district profile

If you need to update your Enrollment & NSLP information

- Follow the steps on the next slides (slides 5-9)

Updating your EPC profile

My Landing Page



[Funding Request Report](#) | [FCC Form 470](#) | [FCC SPIN Change](#) | [Service Substitution](#) | [Manage U](#)
[Contact Us](#) | [Help](#)

From your Landing Page, click on your organization's name

Welcome, [School District 25!](#)

Notifications

Notification Type
Funding Year

Status [?](#) All
 Generated
 Not Generated

Notification	Description	Issued Date	Generated By
No items available			

Updating your EPC profile



- Summary
- News
- Related Actions
- Customer Service
- Modifications
- Additional Information >**
- Discount Rate
- Contracts
- FCC Forms
- FRN Appeals

Records / Applicant Entities

#10508 - School District 25 [Follow](#)

Category

Manage Organization

Create a Customer Servi...

From the left menu, click
"Additional Information"



Updating your EPC profile



- Summary
- News
- Related Actions
- Customer Service
- Modifications
- Additional Information >**
- Discount Rate
- Contracts
- FCC Forms
- FRN Appeals

Records / Applicant Entities

#10508 - School District 25 [Follow](#)

[Manage Organization](#) [Create a Customer Servi...](#)

Category
Relationship Type

Entities

Entity Number	Entity Name	City	State	Zip Code
10509	School District 25 NIF	Springfield	GA	31329
10510	School District 25 School A	Springfield	GA	31329
10511	School District 25 School B	Springfield	GA	31329

From the dropdowns, click “Related Organizations” for the Category and “Related Entities” for the Relationship Type. Then click the blue hyperlink for the entity that needs changes

Updating your EPC profile



Summary ▾

- News
- Related Actions
- Customer Service
- Modifications
- Additional Information
- Category Two Budget
- Contracts
- FCC Forms

Records / Applicant Entities

#10510 - School District 25 School A [Follow](#)

[Manage Organization](#)

[Manage Annexes](#)

Organization Details

Name	School District 25 School A	Applicant Type	School
Entity Number	10510	Status	Active
FCC Registration Number			

Click “Manage Organization” to make changes to this entity

Contact Information

Physical Address	50 East Street Springfield, GA 31329	Phone Number	123-456-7890 ext 123
Mailing Address	50 East Street Springfield, GA 31329	Email	school.district25.user1@mailinator.com
		Website URL	

Applicant Attributes

Latitude	Not Found	User-Entered Latitude	
Longitude	Not Found	User-Entered Longitude	
Urban/Rural Status	Not Found	User-Entered Urban/Rural Status	Urban
School Sub-Type	<input checked="" type="checkbox"/> Public School <input type="checkbox"/> Private School <input type="checkbox"/> Pre-K <input type="checkbox"/> Head Start <input type="checkbox"/> Adult Education	Community Eligibility Program	No

Updating your EPC profile



- Summary
- News
- Related Actions ▶**
- Customer Service
- Modifications
- Additional Information
- Category Two Budget
- Contracts
- FCC Forms

Make any necessary changes to the entity name, address or enrollment and NSLP data on this page. Anything with a (*) is a required field. Don't forget to click Submit at the bottom of the page when all changes have been made

Modify An Organization

Name *

Organization Type

Applicant

Physical Address

Address Line 1 *

County

Address Line 2

Zip Code *

City *

Zip Code Extension

State *

Click the button below to get standard USPS address

Verify My Address

Latitude / Longitude

User-entered Latitude ?

Latitude ?

User-entered Longitude ?

Longitude ?

Lookup Urban/Rural Status

If you need to change the school name or make address corrections

- Follow the same steps for updating your enrollment and NSLP information (slides 5-9)



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>