Steps to Access the E-rate Productivity Center Portal

The E-rate Team is available to assist BIE funded schools with the Form 470 and 471 application processes. Universal Service Administrative Company (USAC) requires you successfully complete the following steps before the Team will be able to assist your school. E-rate is open to K-12 educational institutions.

Step 1

- School must designate a full-time employee to be the point of contact (POC) for the E-rate program, for the year.
- This POC will be **responsible** to manage and follow through with all the E-rate processes throughout the year.
- POC will need to request an account on the E-rate Productivity Center (EPC) portal and obtain portal access by contacting USAC at 1-888-203-8100.

Step 2

- After obtaining EPC Portal access, POC will request **ADMINISTRATOR** access.
- NOTE: **Administrator** also needs to set their own user permissions to **FULL** access
- Full access allows **Administrator** to add/delete users for the school's account.
- Obtain **Administrator** access by contacting USAC at 1-888-203-8100.

Step 3

- The **Administrator** then adds the E-rate Team as a **CONSULTANT.**
- The E-rate Team Consulting Number (CN) is **17001438** – located in **VIRGINIA (VA).**
- Obtain assistance with adding the E-rate Team as a Consultant by contacting USAC at 1-888-203-8100.

Step 4

- After **Administrator** adds the E-rate Team as a Consultant, **Administrator** must add the E-rate Team as a **USER** with **FULL ACCESS RIGHTS**.
- **Administrator** also needs to add the following E-rate Team members, **INDIVIDUALLY** as **USERS** with **FULL ACCESS**.
- The E-rate Team members are as follows:
    - Margo.ragan@bia.gov
    - Hadrian.hernandez@bia.gov
    - Theodore.mcgloh@bia.gov
    - Edward.connor@bia.gov
    - Marlene.Walker@bie.edu

Please notify the E-rate Team at erate@bia.gov once you've successfully completed all 4 steps. The E-rate Team will have the ability to assist you through the application process and coordinate what additional information is needed.

Please note that additional information such as phone, cell and internet bills, lunch count information and technical data are also required to complete Form 470 or Form 471 application.