INSTRUCTIONS – HOW TO ESTABLISH IDENTITY IN E-RATE SYSTEM

1. GOAL OF INSTRUCTIONS –

a. Locate or establish billing entities (BEN) for applying to the E-Rate system. This will be necessary to file the Form 470 (the first form)

b. Establish permanent contact information for the school. This includes the administrative accounts in the E-Rate EPC necessary to file the form

2. PERSONS INVOLVED -

a. School principal

b. School tech or administrative staff member

c. E-Rate Help Desk 888 203 8100

3. SPECIFIC INSTRUCTIONS - PREPARATION

a. Establish a permanent email address to receive E-rate communication. Usually this is the principal's account. Some schools have an account like principal@Stxxx.org (sort of a "stable email"), which does not state the name of the person. These accounts can still be used with an E-Rate application, but you are always required to register an actual person as the authorized filer, and change the account user's name if any changes occur.

b. Locate your schools Billed Entity Number, if it exists. See next page for BEN numbers that I found in the system today. (If you find your school's number here, skip to section 5). You can look yourself up too from the USAC.org, Schools and Libraries website, under Search tools.

4. ORDER THE BEN NUMBER

a. Send email to the following address from an email account within your school's domain

- sldpr@gdit.com Attn: support person's name or case number

    1. Request BEN number for your school – Call the USAC (E-Rate) support line and create a case. You will respond to their EMAIL. Information required:

    2. Legal name of school

    3. Physical address

    4. Phone number

    5. School District Name

    6. Public, private, religious

    7. EMAIL ADDRESS

5. REQUEST ADMIN ACCOUNT

    a. Easiest way to request an E-rate admin account is for principal or other authorized person to call the E-rate support line, (888) 203-8100, and request an administrative account. Here is the information that they will need

        i. BEN #

        ii. First and Last Name of person with account

        iii. Job Title

        iv. Email address – must be the school's domain (email system)

        v. Address and phone number (of the school)

    b. Alternately, the same information can be sent via email to

        i. sldpr@gdit.com

6. ADD ONE OR MORE CONSULTANTS

    a. View the following training video and follow directions to add consultant.

    b. Search by consultant number for best results.

        • Tom O'Callahan's number is 17000700, and email is teoc@outlook.com (Searching by last name is difficult in the case of an apostrophe)

        • http://usac.org/sl/about/outreach/videos/EPC-Adding-a-Consultant.aspx

DETAILS

USAC help desk – (888) 203-8100

School	Zip Code	BEN	School	Zip Code	BEN
All Saints School, Puyallup	98371	115783	St Cecilia	98110	NA
Archbishop Murphy HS	98208	115325	St Edward	98118	115149
Bishop Blanchet S	98103	115043	St Francis Cabrini	98499	116014
Christ the King	98133	115216	St Francis of Assisi	98166	114992
Holy Family, Lacey	98503	116053	St George	98108	115077
Holy Rosary Edmonds	98020	114731	St Joseph, Vancouver	98661	116350
Holy Rosary line 2	98020		St Mark	98155	115249
Juan Diego / HRRS, Tacoma	98402	115873	St Mary, Aberdeen	98520	116085
Immaculate Conception/OLPH	98201	115322	St Mary Magdalene, Everett	98208	115353
Pope JPII HS	98503	na	St Matthew	98125	115183
Our Lady of Fatima	98199	115316	St Michael, Snohomish	98290	na
Our lady of Lourdes, Vancouver	98663	116363	St Michael, Olympia	98501	116022
Our Lady of the Lake School	98115	115110	St Nicholas	98335	228031
Queen of Angels, Port Angeles	98362	115734	St Pius X	98043	114917
Sacred Heart	98004	114650	St Rose	98632	116298
Seattle Nativity	98144	NA	St Thomas More	98037	114867
St Anne	98119	115163	St. Patrick	98403	115876
St Anthony, Renton	98057	na	St. Paul	98178	115283
St Bernadette	98146	115235	St. Philomena	98198	115313
St Brendan	98011	114707	St. Therese Catholic Academy	98122	115176
			Villa Academy	98105	115060
			Visitation	98409	115934