E-rate for Public Libraries: Form 486 (Receipt of Service Confirmation)

After the receipt of the Funding Commitment Decision Letter (FCDL), the next step in the E-rate process for libraries is to complete the Form 486, which indicates that services have begun. Though it can be filed prior to July, we strongly recommend filing after July 1st because that allows libraries to skip the early filing step.

Libraries have 120 days after receipt of the FCDL to complete the Form 486 without penalty. At the time of filing Form 486, the filer will want to refer to the FCDL in order to complete the process.

Please use Internet Explorer throughout this process. The online application process may not work correctly with other browsers.

Go to [http://sl.universalservice.org](http://sl.universalservice.org). Click on “Create Form 486.”

Apply Online

Click on the appropriate button below to file or certify a program form online. Buttons marked “Interview” provide a simple question-and-answer format you can use to complete the form:

- Use Internet Explorer 6.0 and above. Other browsers may cause errors.
- Do not use the ‘Back’ and ‘Forward’ buttons on your browser or the ‘Enter’ key to move through the forms.
- Clear your Internet cache and your temporary Internet files before you begin. If you will be submitting multiple forms, clear your Internet cache after each form.
- Turn off your pop-up blocker or set your browser to allow pop-ups in order to receive valuable warnings and error messages.
- When you file a Form 486 or a Form 472, make sure the funding year, Form 471 application number, SPIN and FRN all match.

Refer to [Tips and Troubleshooting](#) for more help.

Refer to the [Required Forms page](#) to access detailed form instructions. You can also [Submit a Question](#) or call our Client Service Bureau at 1-888-203-8100 for assistance.

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**Form 470**

Description of Services Requested and Certification Form

- Create Form 470
- Form 470 Interview
- Search Posted
- Continue Incomplete
- Certify Complete

**Form 471**

Services Ordered and Certification Form

- Create Form 471
- Form 471 Interview
- Continue Incomplete
- Certify Complete
- Display
- Application Status
- Item 21 Attachment

**Form 486**

Receipt of Service Confirmation Form

- Create Form 486
- Form 486 Interview
- Continue Incomplete
- Display
- Certify Complete

**Utilities**

- BEAR Online
- FRN Extension Status
- Entity Search
- Two-In-Five Tool

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Type in your BEN (Billed Entity Number) into the box provided and click Find.

Enter your Billed Entity Number (BEN) to start a new Form 486
Type in a form identifier (a code of your choice). Select the current funding year from the drop-down menu under 3. Funding Year. Enter in your name in the text box labeled 5. Contact Person Information. Check the box titled “Contact Information is the same as in Item #4.” Click on the circle next to Email and enter your email address. Click Next.

Print the page containing your Form 486 number and security code, then click Next.
If you are not filing this form prior to the start of your service (almost always July 1st) you may skip Block 2 and click Next.

If you are only requesting reimbursement for your phone service, you may check box 8, choose “Other from the drop-down list and type “NONE” into the text box. If you are receiving reimbursement for non-telephone services including smartphone data plans, select “Maine State Library” from the drop down menu. In both cases, also check boxes 9 and 10.
Check box 11c, then click Next. (If you are requesting reimbursement for a smartphone plan or internet service that is not MSLN, check 11a and click Next.)

11. FOR A BILLED ENTITY WHO IS THE ADMINISTRATIVE AUTHORITY:
   I certify that as of the date of the start of discounted services:
   a. □ the recipient(s) of service represented in the Funding Request Number(s) on this Form 488 has (have) complied with the requirements of the Children’s Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l).
   b. □ pursuant to the Children’s Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), the recipient(s) of service represented in the Funding Request Number(s) on this Form 488:

   (FOR SCHOOLS and FOR LIBRARIES IN THE FIRST FUNDING YEAR FOR PURPOSES OF CIPA) is (are) undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA for the next funding year, but has (have) not completed all requirements of CIPA for this funding year.

   (FOR FUNDING YEAR 2003 ONLY; FOR LIBRARIES IN THE SECOND OR THIRD FUNDING YEAR FOR PURPOSES OF CIPA) is (are) in compliance with the requirements of CIPA under 47 U.S.C. § 254(h) and (l) and undertaking such actions, including any necessary procurement procedures, to comply with the requirements of CIPA under 47 U.S.C. § 254(h) for the next funding year.

   □ The Children’s Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l) does not apply because the recipient(s) of service represented in the Funding Request Number(s) on this Form 488 is (are) receiving discount services only for telecommunications services.

   FOR A BILLED ENTITY WHO REPRESENTS ONE OR MORE ADMINISTRATIVE AUTHORITIES:
   d. □ I certify as the Billed Entity for the consortium that I have collected duly completed and signed Forms 479 from all eligible members of the consortium.
   e. □ I certify as the Billed Entity for the consortium that only services that have been approved for discounts under the universal service support mechanism on behalf of eligible members of the consortium are telecommunications services, and therefore the requirements of the Children’s Internet Protection Act, as codified at 47 U.S.C. § 254(h) and (l), do not apply.

   For Funding Years after Funding Year 2001: If you checked Item 11d above, check ONE of the boxes below:

   f. □ I certify that some or all of the eligible consortium members checked Form 479 item 5d or item 5e to seek a CIPA Waiver, and upon request from the Administrator I can provide this information; OR
   g. □ I certify that no eligible consortium members checked Form 479 item 6d or item 6e to seek a CIPA Waiver.

   1 See the Form 488 instructions for Item 11, “Special Notes for Billed Entities Who Represent One or More Administrative Authorities.”
   The certification language above is not intended to fully set forth or explain all the requirements of the statute.

Type in the FRN, SPIN and service start date (almost always July 1) for each request on the FCDL. (Click “Add Item” if you have more than one request.) Click Next.

7. Please provide the following information for each Form 471 Block 5 (Discount Funding Request) Item for which the Billed Entity is indicating that the named service provider may begin submitting invoices to SLD. You will need your FCDL for some of the information required below. Remember: The FRNs listed below must be from the same Funding Year as is listed in Block1, Item 3.

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<th>(A) 471 Application Funding Request # From FCDL:</th>
<th>(B) (FRN) From FCDL:</th>
<th>(C) Service Provider Identification # (SPIN) From FCDL:</th>
<th>(D) Service Provider Name From FCDL:</th>
<th>(E) Funding Year Service Start Date (Earliest Date that Discounted Services Will Begin):</th>
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Click “Add Item”
Complete all parts of Block 4 and click Next.

Use the Print Preview button to print the form for your records, then click Submit.

You will then be able to certify your Form 486. If you have been assigned a PIN, you may do so electronically. Otherwise, you may print out the certification page, sign it and submit it by mail to the address provided on that page.

And you're done!