

So how does E-Rate work? Follow these 6 steps for a successful E-Rate season.

Download the 6 Steps as an Infographic (<http://a030f85c1e25003d7609-b98377aee968aad08453374eb1df3398.r40.cf2.rackcdn.com/other/erate-6-steps-infographic.pdf>)

Step 1: Determine Technology Investments

To get started, identify what technology investments you are looking to make this year. Do these goals address updating your wireless and wired infrastructure to handle network capacity challenges, data privacy concerns, and the digital learning transformation? Read up on the top challenges for K-12 districts today. ([//www.ruckuswireless.com/solutions/primary-education](http://www.ruckuswireless.com/solutions/primary-education))

[Read more](#)

Step 2: Start the E-Rate Process! File your form 470.

The first step to applying for E-Rate funding is to submit your form 470 ([//www.usac.org/sl/tools/forms/default.aspx](http://www.usac.org/sl/tools/forms/default.aspx)). On the United Service Administrative Company (USAC) website, you will find the forms for download and instructions on how to submit ([//www.usac.org/_res/documents/sl/pdf/e-rate-productivity-center/Filing-FCC-Form-470.pdf](http://www.usac.org/_res/documents/sl/pdf/e-rate-productivity-center/Filing-FCC-Form-470.pdf)). When you get to section 10, name the solutions you are planning to invest in, and attach your filled in RFP (if applicable).

Step 3: Choose a Bidder! File your form 471

After filing your 470, vendors have 28 days to bid on your project. Allow ample time to review these bids, RFP responses, and to ask questions. You will then select a vendor and execute a contract. Then you may file your form 471 ([//www.usac.org/sl/tools/forms/default.aspx](http://www.usac.org/sl/tools/forms/default.aspx)).

[Read more](#)

Step 4: Compliance Review – Program Integrity Audit (PIA)

The PIA process (<http://www.usac.org/sl/about/program-integrity/default.aspx>) reviews your forms for compliance and filing errors. During this time, you will be asked to answer a series of questions, in which you have 15 days to respond.

[Read more](#)

Step 5: File your form 486. Start Your Project!

The form 486 has to be filed in order to process an invoice and receive your funding. After this form is certified, a notification is sent to all parties so that you can begin the project. You can file your form 486 online (<http://www.usac.org/sl/tools/forms/default.aspx>). If you need some assistance, you can download instructions here (http://www.usac.org/_res/documents/sl/pdf/forms/486i.pdf).

Step 6: Time for E-Rate to Pay Up! File your form 472 or 474

Congratulations! You made it to the last step in the E-Rate process. Before your project can officially kick-off, you need to determine how you will invoice for the project.

[Read more](#)

Quick Links:

- [Applying for E-Rate](http://www.usac.org/sl/tools/apply-to-erate/default.aspx)
(<http://www.usac.org/sl/tools/apply-to-erate/default.aspx>)
- [USAC E-Rate Forms](http://www.usac.org/sl/tools/forms/default.aspx)
(<http://www.usac.org/sl/tools/forms/default.aspx>)
- [Application Process Flow](http://www.usac.org/_res/documents/sl/pdf/process-flow-chart.pdf)
(http://www.usac.org/_res/documents/sl/pdf/process-flow-chart.pdf)
- [Calculate E-Rate Discount](http://usac.org/sl/applicants/step03/discountcalculator.aspx)
(<http://usac.org/sl/applicants/step03/discountcalculator.aspx>)
- [Funding Request Number \(FRN\) Tool](http://data.usac.org/publicreports/FRN/Status.asp)
(<http://data.usac.org/publicreports/FRN/Status.asp>)
- [Glossary of E-Rate Terms](http://www.usac.org/_res/documents/sl/pdf/GlossaryofErateTerms.pdf)
(http://www.usac.org/_res/documents/sl/pdf/GlossaryofErateTerms.pdf)