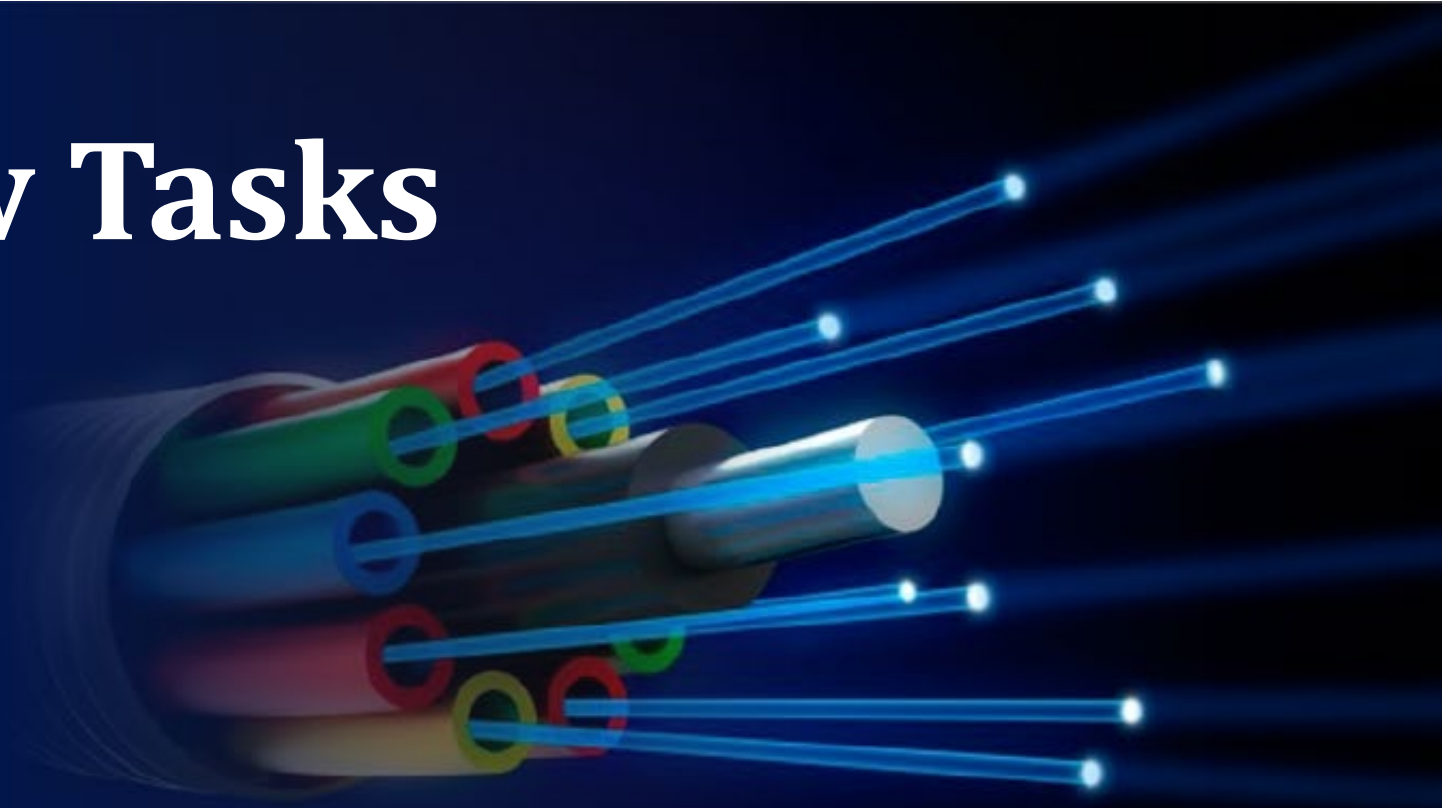


Admin Window Tasks E-Rate 2026

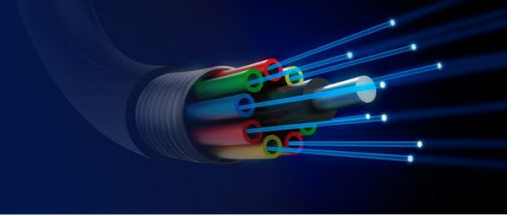


November 2025

The Idaho State Board of Education

MAKING POLICY FOR K-20 PUBLIC EDUCATION IN IDAHO, CREATING OPPORTUNITY
FOR LIFELONG ATTAINMENT OF HIGH QUALITY EDUCATION, RESEARCH, AND
INNOVATION.

Admin Window Task List



1. Update enrollment data
2. Add/remove child entities (schools, annexes, etc.)
3. Update active users/permissions
4. Remove consultants you're no longer working with.

Complete these tasks by end of December 2025

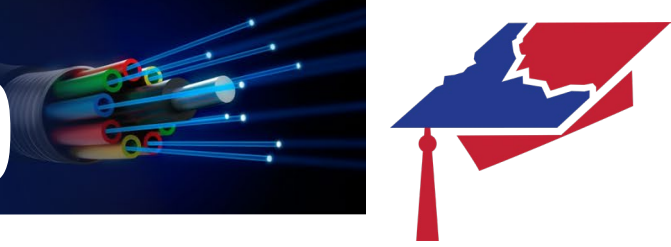
Editing enrollment data can only be updated by the LEAs **between October – December each year** (the Administrative Window).

Login to EPC at usac.org

E-Rate Customer Service: 888-203-8100


Idaho E-Rate Coordinator Daniel Vogt: dvogt@edu.idaho.gov; 208-332-6993

Apply for Funding Year 2026 (26-27)



Funding Year 2026

Annual E-Rate Process

We are here: 
Admin window closes
after December 2025.

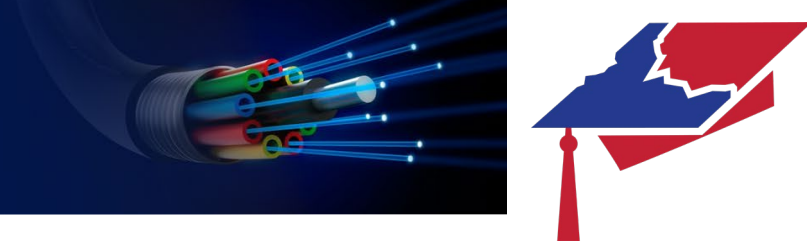
January – March 

May - July 

1. Planning
2. Admin Window and (if applicable) Form 470
3. Form 471 Funding Application
4. Receive Funding Commitment and Form 486
5. Invoicing USAC (applicant or vendor)
6. Document Retention (10 Years)

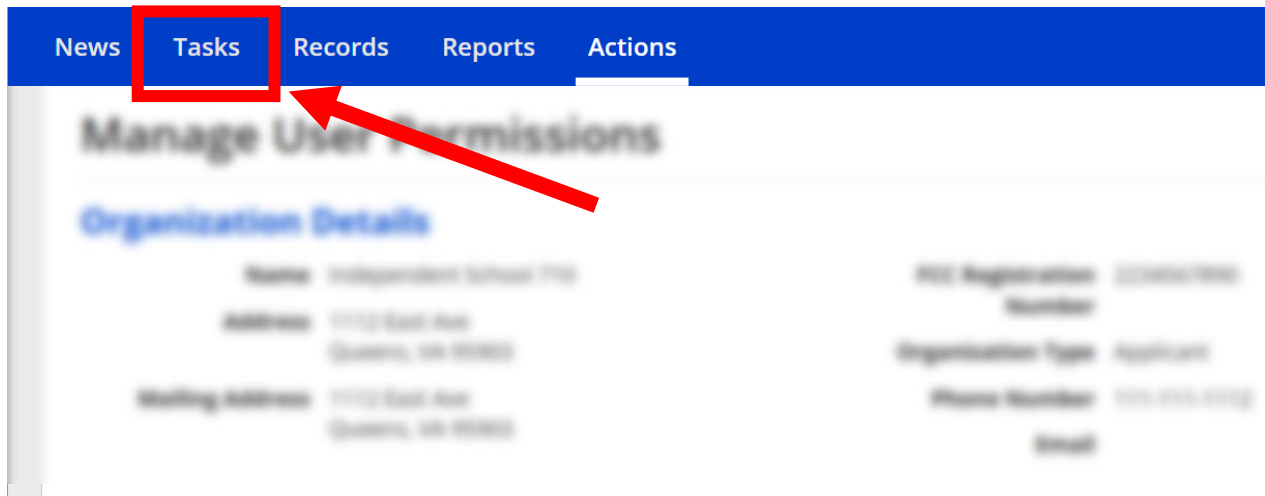
Admin window is the only time of year LEAs can update data and other info themselves.

Help Tip!

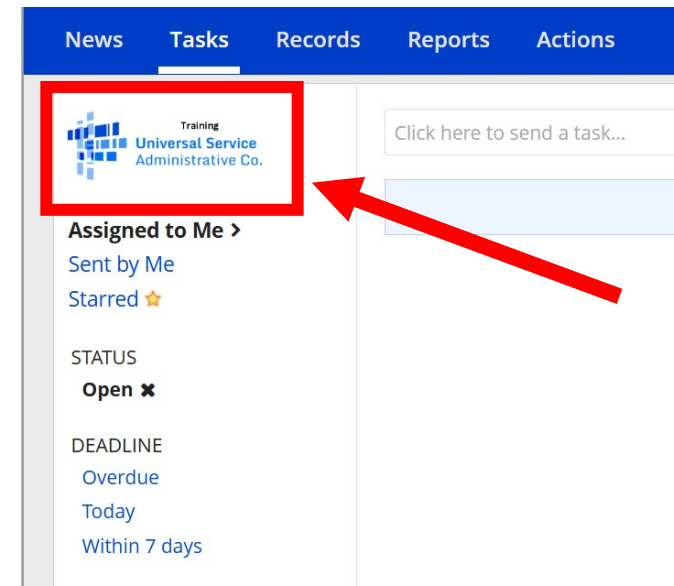


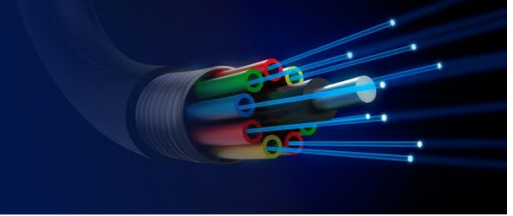
How do I get back to the Landing Page/Home page?

First, click **Tasks**...



...then, click the **USAC Logo**

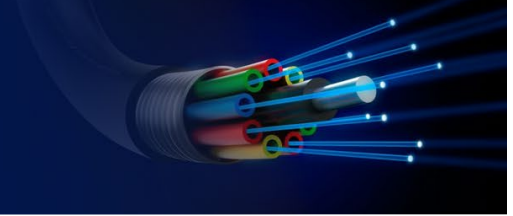




Task #1 Update Enrollment Data

*USAC will use your district's student enrollment demographic data to calculate the percentage of students eligible for the **National School Lunch Program (NSLP)**. This figure, along with your district's **urban or rural status**, will determine the final discount percentage found in the E-Rate Discount Matrix.*

FCC forms use the term "NSLP" in reference to the discount calculation data. If your student demographic data comes from CEP or surveys, it will be represented as "NSLP Count" or "NSLP Percentage."



1. Enter enrollment data to determine discount percentage, and to determine Category 2 budget.

➤ **PDF Guide:** [EPC Admin Window Profile Updates](#)

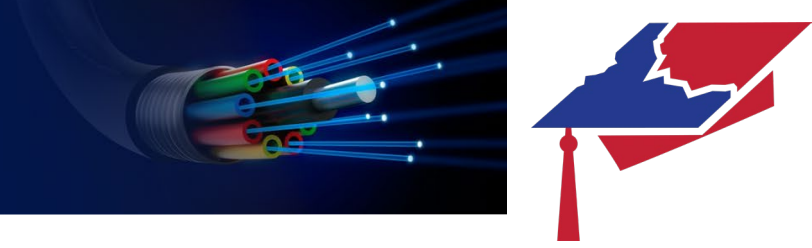
- Districts (page 12)
- Independent schools (page 64)

2. How to calculate 5-year budget based on size.

➤ **PDF Guide:** [C2_FY2026-2030](#)

- 11 Sites or more (page 13)
- 10 Sites or fewer (page 17)
- Independent entities (page 22)

Data Guidance



Idaho Guidance using ISEE data:

For NSLP/Surveys, data is based on the **most recent November or March ISEE submissions**.
For CEP/Provision II, use data as reported in the application year, then multiply by x1.6.

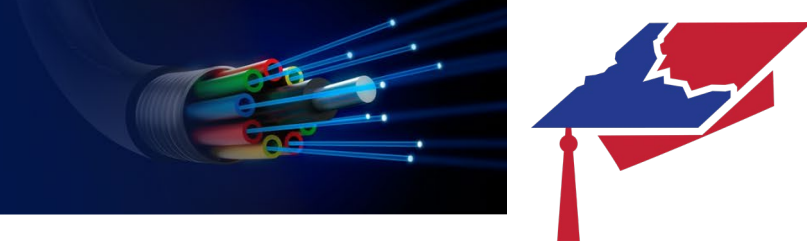
Discount percentages are validated each year by using NSLP percentages and rurality.

- For CEP schools, data is validated during the first year of each four-year CEP cycle.

To calculate the new Category 2 five-year budget (FY2026-2030), LEAs must enter the data per school

- Calculation is validated when an LEA submits a Category 2 funding request.

Calculate E-Rate Discount



To calculate your E-Rate discount, first determine your enrollment percentage, then refer to the [USAC Discount Matrix](#) using the LEA's rurality.

Percentage of students eligible for Free/Reduced Lunch equals...	Urban	Rural
Less than 1%	20%	25%
1% to 19%	40%	50%
20% to 34%	50%	60%
35% to 49%	60%	70%
50% to 74%	80%	80%
75% to 100%	90% for Cat 1, 85% Cat 2	

For example:

District or Charter has...

- 450 eligible for NSLP
- 1000 total enrolled

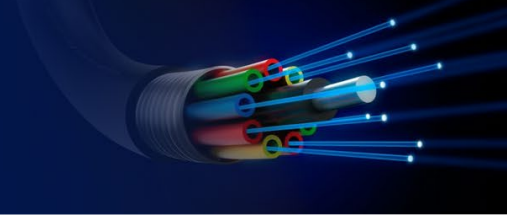
45% eligible + Rural
= 70% E-Rate Discount

For NSLP/Surveys, data is based on the **most recent November or March ISEE submissions**.

For CEP/Provision II, use data as reported in the application year, then multiply by x1.6.

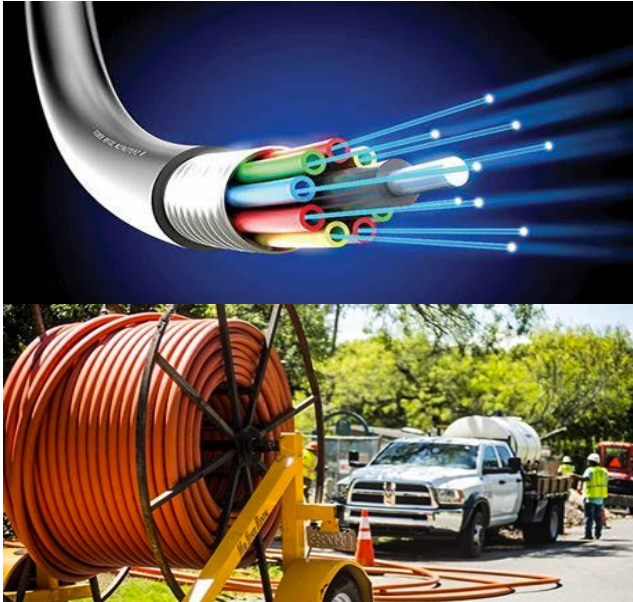
OSBE can provide third-party enrollment validations upon request. Contact dvogt@edu.idaho.gov

E-Rate Eligible Services



[Eligible Services List for 2025 and Draft 2026](#)

Category 1



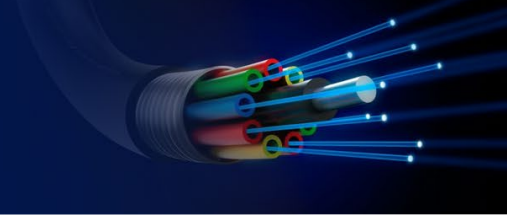
Internet Access and
Transmission Lines

Category 2



Networking Hardware
Managed Services
Cabling Installation

Funding Models



[Eligible Services List for 2025 and Draft 2026](#)

Category 1

- No budget limitations to funding requests.
- Form 471s are needed each year if a contract is active.

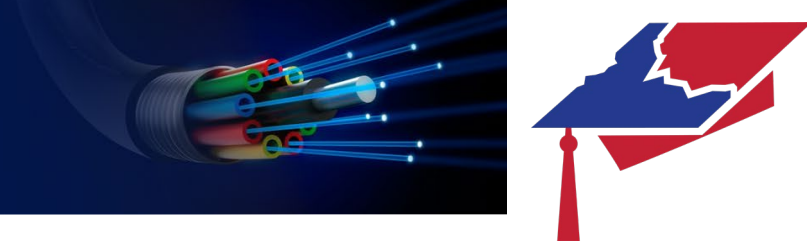
Internet Access and
Transmission Lines

Category 2

- Funding is capped with a budget calculated from the LEA's student and/or building count.
- The budget for Category 2 applications is valid for 5-years (Funding Years 2026 - 2030).
- Budget may be recalculated once during five-year cycle.

Networking Hardware
Managed Services
Cabling Installation

Calculate Category 2 Budget



Total enrolled students x \$201.57 = 5-year budget balance FY2026-2030
Or a minimum floor of **\$31,175**

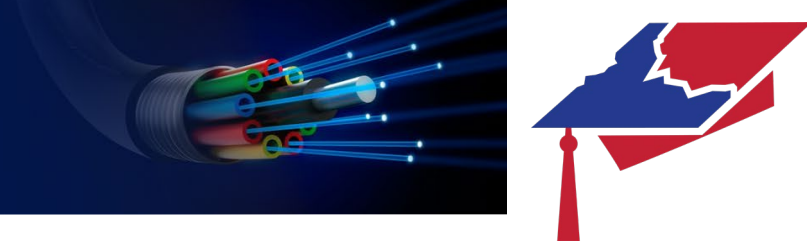
This calculation is *speculative* until the year you apply for Cat 2 funding.

EXAMPLE: District waits until 2028 to apply for Category 2

	2026	2027	2028	2029	2030
Students	445	499	480	600	650
Starting or <i>Speculative</i> Balance	<i>Approx \$90,000</i>	<i>Approx \$100,000</i>	\$96,000	\$96,000	\$96,000
Applied for Funding?	No	No	Yes	No	No

In this example, the district may consider requesting a budget recalculation in 2029 to account for higher enrollment.

Maximum Reimbursement



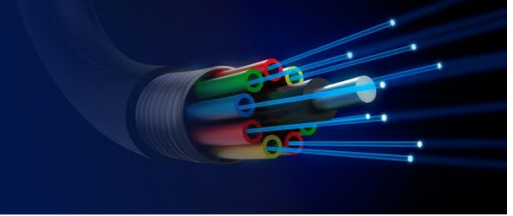
A Category 2 budget of \$100,000...

...does not mean the LEA can be reimbursed up to \$100,000.

...means the LEA can be reimbursed for a **percentage** of \$100,000.

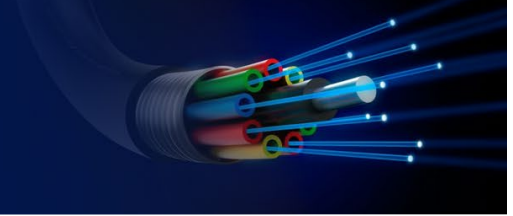
EXAMPLE:

	2026	2027	2028	2029	2030
Students	445	499	480	600	650
Starting or <i>Speculative</i> Balance	~ \$90,000	\$100,000	\$70,000	\$40,000	\$0
Full Vendor Price / FRN		\$30,000	\$30,000	\$40,000	
Discount Percentage	80%	80%	70%	70%	70%
Reimbursement/Discount		\$24,000	\$21,000	\$28,000	
New Balance	Not set	\$70,000	\$40,000	\$0	--



Task #2 Add/remove child entities (schools, annexes, etc.)

Create entity numbers



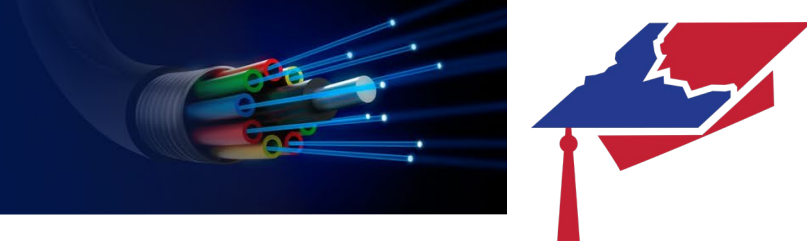
All buildings that are included on the Internet/WAN bills should be represented as a child entity or annex (an annex is like a child entity of a child entity, such as a space for vocational training).

Likewise, all buildings where Category 2 hardware and services are being used should

Creating Entity Numbers

- To create an entity number, the following information should be on hand:
 - Entity's legal name
 - Physical address
 - Mailing address or PO Box, if different than physical address
 - Organization type: non-instructional facility (NIF), child school entity, etc.
 - (If new entity is a school): full/part time student count, eligibility numbers for National School Lunch Program (NSLP) and Community Eligibility Program (CEP), State School Code and State LEA code
- Create a customer service case and/or call the customer service line to initiate the entity creation.

Create Entities 1



1) From the landing page, click on the **Contact Us** to open a customer service case.

My Applicant Landing Page



Training

Universal Service
Administrative Co.

Welcome, Independent School 710!

Pending Inquiries

Type

-- Select a Type --



Funding Year

-- Select a Funding Year --



Application/Request

-- Enter an Application/Request ID or Nickname --

APPLY FILTERS

CLEAR FILTERS

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

Create Entities 2



Enter a “Nickname” for the request.
Use the “Description” box to add the basic
information of the new entities.

“Topic” – Eligible Entities
“Subtopic” – Entity Creation
“Priority” - Medium.

Scroll down
SKIP “Form Type”
SKIP “Form Number”
Select the correct user for contact.
Click Submit on the bottom-right.

Watch your email for updates.

News **Tasks** Records Reports **Actions**

Create a Customer Service Case

Case Details

Nickname *

Description *

#1:
Name: Example District Bus Depot
Physical Address:
Mailing Address: District Office, 100 Main St
Type: NIF

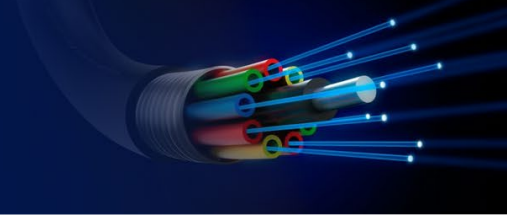
Topic *

Subtopic *

Priority *

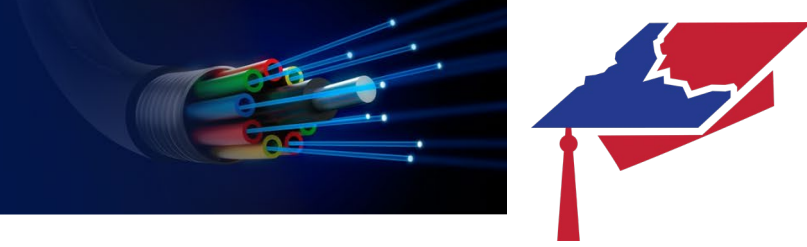
Scroll down





Task #3 Update active users/permissions

Update Users 1



1) From the landing page, click on the **name of the LEA** below the USAC logo.

My Applicant Landing Page



Training

Universal Service
Administrative Co.

Welcome, **Independent School 710!**

Pending Inquiries

Type

-- Select a Type --



Funding Year

-- Select a Funding Year --



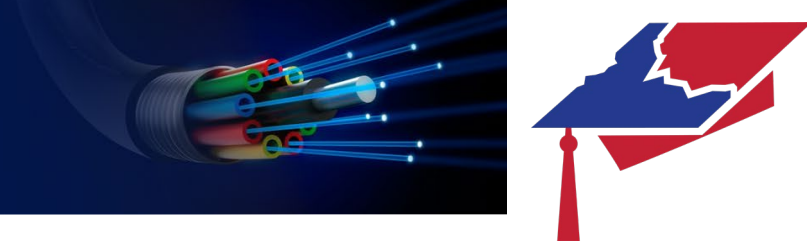
Application/Request

-- Enter an Application/Request ID or Nickname --

APPLY FILTERS

CLEAR FILTERS

Update Users 2

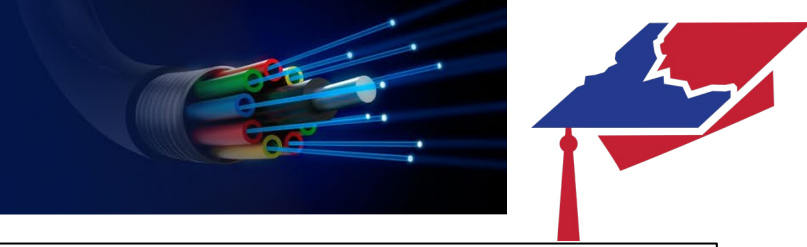


2) On the top-right of the screen, click one of the **User management buttons**.

The screenshot shows the Appian interface for 'Records / Applicant Entities'. The top navigation bar includes 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The 'Records' tab is selected. Below the navigation bar, the breadcrumb 'Records / Applicant Entities' is shown. The main heading is '#9891 - School District 10736'. To the right of the heading, there is a red box highlighting four buttons: 'CREATE A NEW USER', 'ADD OR REMOVE EXISTING USERS', 'MANAGE USER PERMISSIONS', and a dropdown menu. A red arrow points from the 'Actions' tab in the top navigation bar to the red box. Below the buttons, there is a row of tabs: 'Summary', 'Customer Service', 'Modifications', 'Additional Information', 'Discount Rate', 'Category Two Budget', 'Contracts', 'FCC Forms', and 'FRN Appeals'. The 'Summary' tab is selected. Below the tabs, there are links for 'News' and 'Related Actions'.

Create New User – Make new user for the LEA. E-Rate filers should not share User accounts.
Add or Remove Existing User – Users can be deactivated if no longer with LEA.
Manage User Permissions – Decide which users can create and/or certify which FCC Forms.

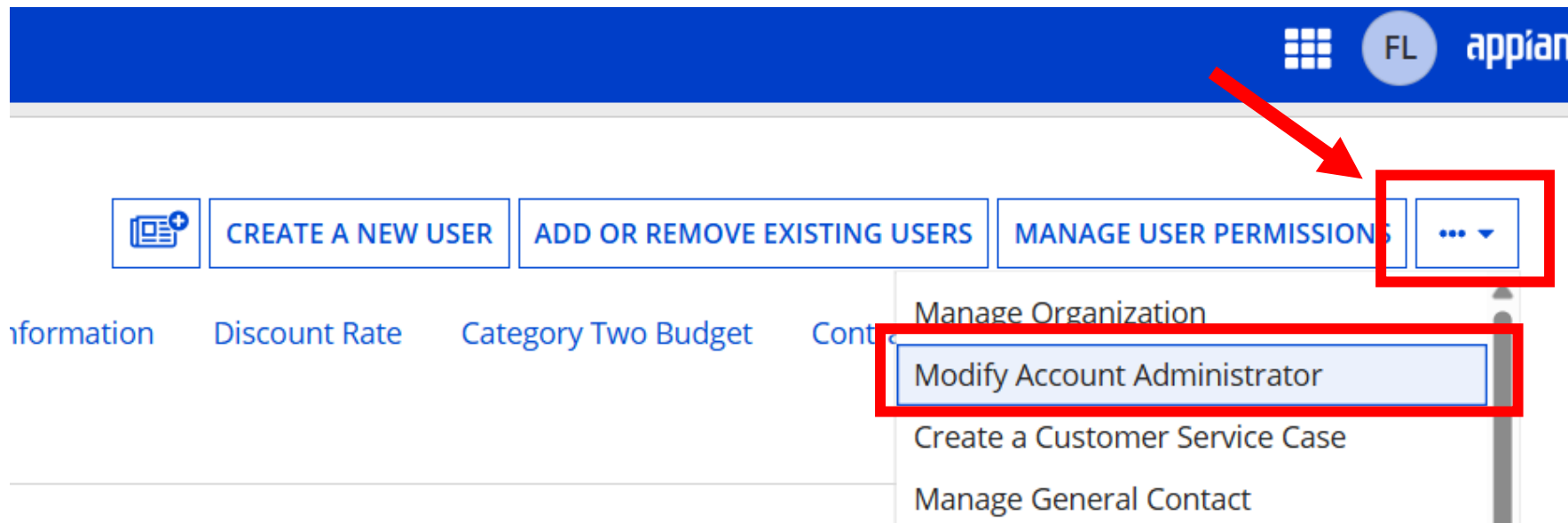
Update Users 3

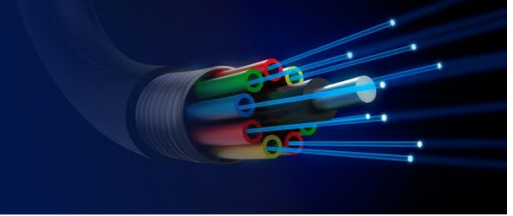


Click the **ellipsis (...)** to select **Modify Account Administrator**.

Only one user can be the organization's Account Administrator. This role can create users and set permissions. The Account Administrator can designate the role to another EPC user.

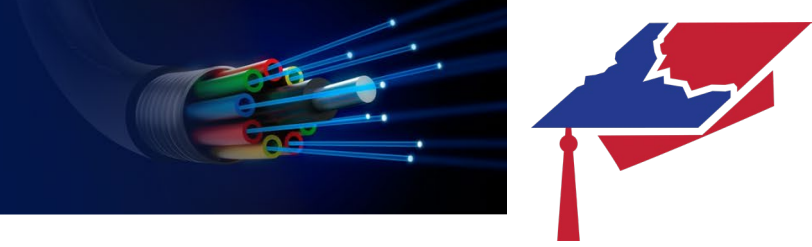
Or, LEAs can call the customer service line for assistance modifying the account administrator.
888-203-8100
Have your BEN ready





**Task #4 Remove consultants
you're no longer working with.**

Remove Consultants 1



1) Click on the **name** of your school/district (left-side of screen).

My Applicant Landing Page



Welcome, **Independent School 710!**

Pending Inquiries

Type	<input type="text" value="-- Select a Type --"/>
Funding Year	<input type="text" value="-- Select a Funding Year --"/>

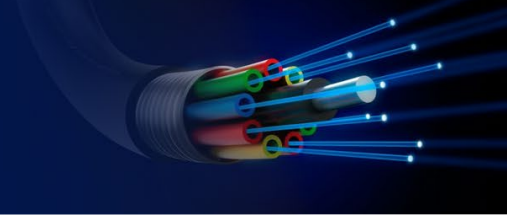
Application/Request

APPLY FILTERS

CLEAR FILTERS

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

Remove Consultants 2




2) Click the **Additional Information** tab.

News Tasks **Records** Reports Actions

Records / Applicant Entities

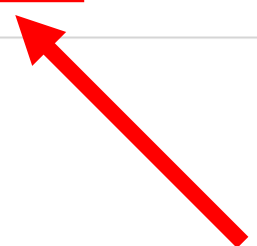
#24745 - Independent School 710

 [CREATE A NEW USER](#) [ADD OR REI](#)

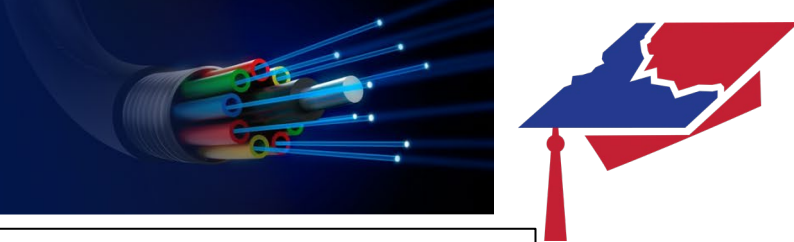
Summary Customer Service Modifications **Additional Information** Discount Rate Category Two Budget Contracts

Organization Details

Name	Independent School 710	Applicant Type	School
Entity Number	24745	Status	Active
FCC Registration Number	2234567890		



Remove Consultants 3



3) From the drop-down lists, select **Related Organizations** and **Consulting Firms**.
Make note of the **Consultant Registration Numbers** for the consultants you wish to remove.

Records / Applicant Entities

#24745 - Independent School 710

MANAGE ORGANIZATION

CREATE A CUSTOMER SERVICE CA...

Summary

Customer Service

Modifications

Additional Information

Discount Rate

Category Two Budget

Contracts

FCC Forms

FRN Appeals

News

Related Actions

Category

Related Organizations

Relationship Type

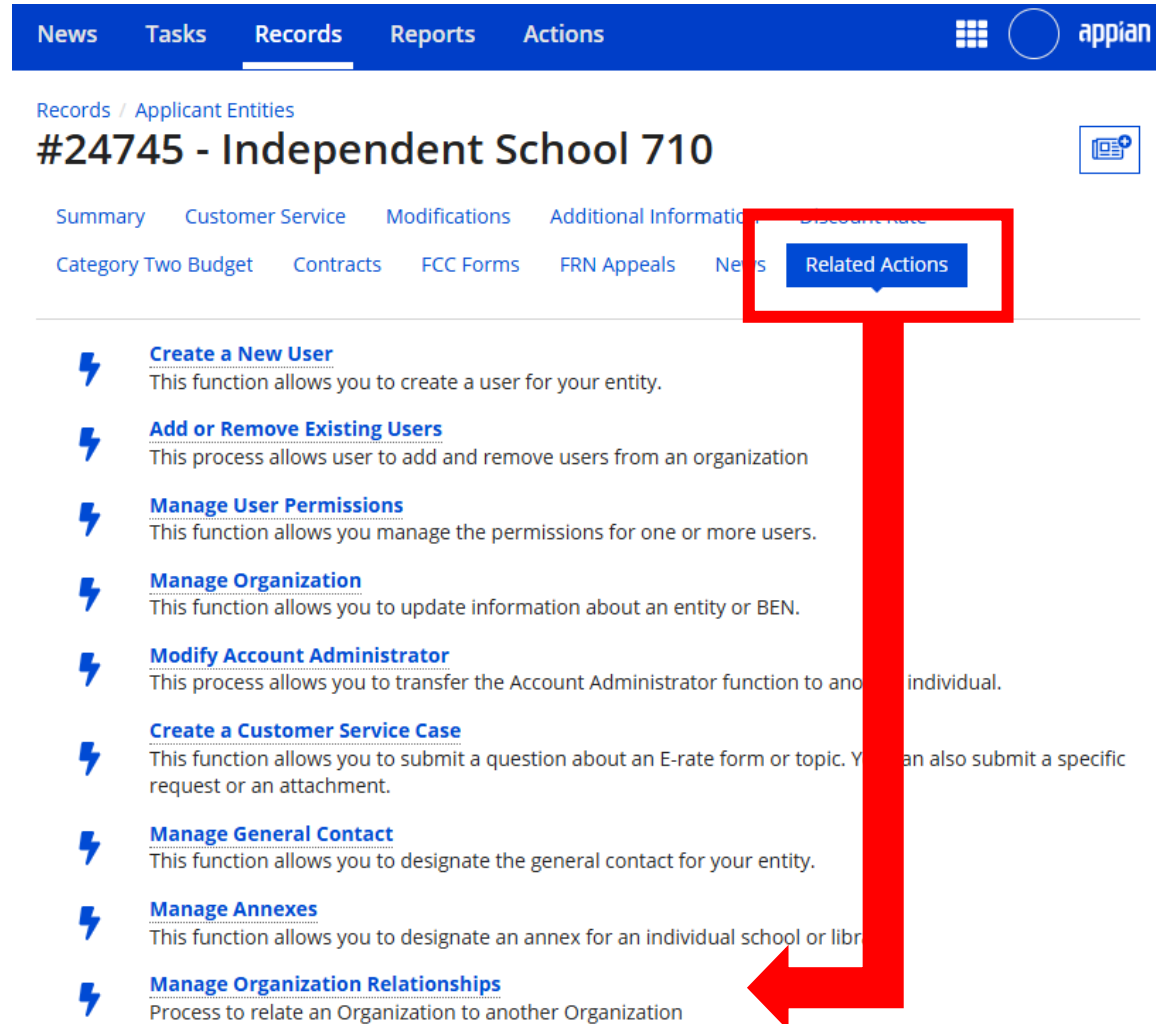
Consulting Firms

Entities

Consultant Registration Number	Entity Name	City	State	Zip Code
15010002	USAC Consulting Firm 2	Reston	VA	20171
15010003	USAC Consulting Firm 3	Reston	VA	20171
15010001	USAC Consulting Firm 1	Reston	VA	20171

Remove Consultants 4

4) Click the last tab, **Related Actions**. Select **Manage Organization Relationships**.

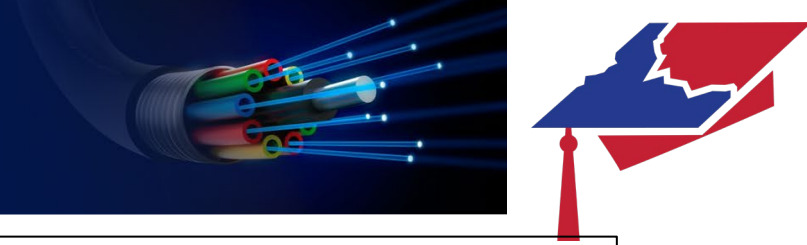


The screenshot shows the Appian interface for 'Independent School 710'. The top navigation bar includes 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The 'Records' tab is active, showing a breadcrumb 'Records / Applicant Entities'. The main header is '#24745 - Independent School 710'. Below this is a horizontal menu with tabs: 'Summary', 'Customer Service', 'Modifications', 'Additional Information', 'Discount Rate', 'Category Two Budget', 'Contracts', 'FCC Forms', 'FRN Appeals', 'News', and 'Related Actions'. The 'Related Actions' tab is highlighted with a red box. Below the tabs is a list of actions, each with a lightning bolt icon and a description:

- Create a New User**
This function allows you to create a user for your entity.
- Add or Remove Existing Users**
This process allows user to add and remove users from an organization
- Manage User Permissions**
This function allows you manage the permissions for one or more users.
- Manage Organization**
This function allows you to update information about an entity or BEN.
- Modify Account Administrator**
This process allows you to transfer the Account Administrator function to another individual.
- Create a Customer Service Case**
This function allows you to submit a question about an E-rate form or topic. You can also submit a specific request or an attachment.
- Manage General Contact**
This function allows you to designate the general contact for your entity.
- Manage Annexes**
This function allows you to designate an annex for an individual school or library.
- Manage Organization Relationships**
Process to relate an Organization to another Organization

A red arrow points from the 'Related Actions' tab to the 'Manage Organization Relationships' option at the bottom of the list.

Remove Consultants 5



5) Click **Remove A Relationship**

Records / Applicant Entities

#24745 - Independent School 710



Summary

Customer Service

Modifications

Additional Information

Discount Rate

Category Two Budget

Contracts

FCC Forms

FRN Appeals

News

Related Actions

Manage Organization Relationships

Please make a selection below to add or remove an organization relationship

How would you like to manage your organization relationships?

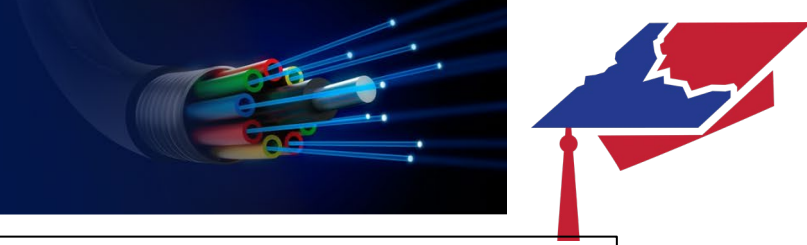
REMOVE A RELATIONSHIP

SIGN UP FOR A CONSORTIUM

ADD A CONSULTING FIRM

CANCEL

Remove Consultants 6



6) Copy/paste the **Consultant Registration Numbers** in the search bar.
Update the State field to the blank neutral option: "Please select a value."
Click **Search**.

Remove Organization Relationship

Please enter search criteria below and hit search to continue

Which organization are you looking for?

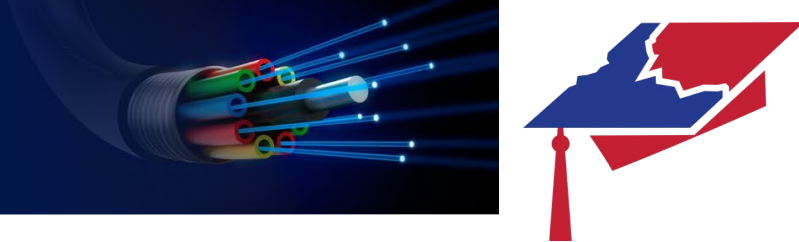
BEN/CRN Search

State Search

Name Search

Zip Code Search

Remove Consultants 7



7) Check the box, then click **Submit**.

Remove Organization Relationship

Select a relationship from the grid below to remove

Which relationship would you like to remove?

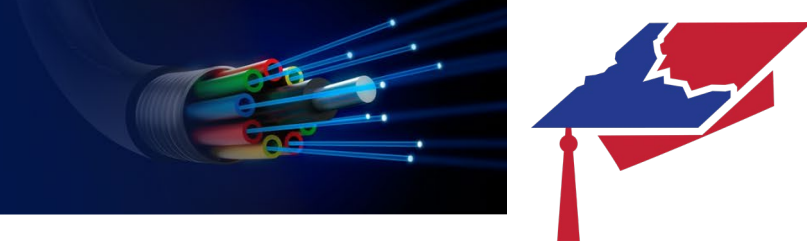
*

<input checked="" type="checkbox"/>	BEN/CRN	Name	City	State	Zip Code	Organization Type
<input checked="" type="checkbox"/>	15010002	USAC Consulting Firm 2	Reston	VA	20171	Consulting Firm

CANCEL PREVIOUS

SUBMIT

Online Resources



For alerts and reminders from OSBE
Update ISEE Contact Role
ERBC — “E-Rate / Broadband Coordinator”

BOARDOFED.IDAHO.GOV

K-12 Education
Broadband and E-Rate Services
Monthly Updates

USAC.ORG (where FCC forms are filed)
E-RATE

E-Rate Customer Service: 888-203-8100
Idaho E-Rate Coordinator Daniel Vogt: dvogt@edu.idaho.gov;
208-332-6993

Broadband and E-Rate Services

The Board of Education offers E-Rate education and assistance for Idaho schools seeking funding for Internet services and equipment. In addition, the Broadband Reimbursement Program provides procurement recommendations and for E-Rate eligible Internet services.

