

# Schools and Libraries (E-Rate) Program FCC Form 471 Bulk Upload User Guide

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## Purpose of FCC Form 471 Bulk Upload Templates

E-Rate program applicants with large numbers of eligible services and/or large numbers of recipients of service can now prepare and upload funding request data outside of the FCC Form 471 in the E-Rate Productivity Center (EPC).

Applicants can use spreadsheet templates to distribute services and costs among recipients of service. The spreadsheet templates also provide certain validations for the data entered and identify missing and inconsistent information that you must correct before you upload the data into EPC.

There are four spreadsheet templates [available for download](#) to assist you:

### Category One

- Data Transmission & Internet Access (v21.0)
  - *Do not use this template for any fiber requests.*
  - *Do not use this template for Wi-Fi on busses.*

### Category Two

- Internal Connections (v21.0)
- Managed Internet Broadband Services (MIBS) (v21.0)
- Basic Maintenance of Internet Connections (BMIC) (v21.0)

## Tips for Preparing the Spreadsheet Templates

To complete the templates and prevent errors, follow these tips:

- Use Microsoft Office Excel 2010.
- *Complete* the template provided – do not create your own template.
- *To start, save* a copy of the template as an **Excel Macro-enabled workbook**. Then select the **Enable Editing** and **Enable Content** options on the template (Excel spreadsheet) before you enter any data.
- *Enter* data for each new row, from left to right, one row at a time.
- *Include* only Funding Request Number (FRN) line item-level detail.
- *Delete* data by using backspace or delete keys.
- *Use the drop-downs where provided*. Capitalization is important – if the correct entry is “No” and you type “no” instead of choosing the drop-down, your upload will not be successful.

- *Do not enter spaces in blank fields.* Simply tab through a field that does not require an entry or right-click on the following field.
- *Only work on one template at a time.* (If you want to start a second template, close and exit the first template.)
- Use the “paste special/text” command to paste data from an external data source.
- *Do not enter or change reference numbers.* They are assigned automatically, and changing the reference numbers will create errors.
- *Do not enter over 5,000 rows* in either the first or second tab, including the four header rows. If you approach 5,000 in either tab, start a new template. You will have the option to enter multiple templates, but each template is limited to 5,000 lines per tab.
- After you are finished entering data or after you have updated data already entered, *select* the **Click to Validate** button on the **Recipients of Service** tab to validate your data.
- Then, *check* the template on the **List of Errors** tab to ensure the template is error-free. Correct any errors identified on the tab.
- After all errors have been corrected, click the **Click to Validate** button one last time. You can look at your entries in the **FRN Line Item tab** and the **Recipients of Service tab**, but DO NOT click in a field in either tab or your upload may be unsuccessful.
- *Save* your Category One or Category Two template(s) for uploading.

### Special Note on Reference Numbers

When a user starts a line in the **FRN Line Item** tab, the system automatically generates a reference number for that line, and creates the same reference number in the drop-down menu in the **Recipients of Service** tab. To identify the recipient(s) of service in the **Recipients of Service** tab, the user can then choose the appropriate reference number from the **FRN Line Item** tab. (If the user indicates for an FRN line item that all recipients of service share equally in the service, entries for that line item are not required in the **Recipients of Service** tab.)

To avoid confusion with reference numbers, we suggest that you enter your FRN line items and recipients of service in order, line by line. However, keep the following in mind, if you need to make edits:

- If you need to delete an FRN Line Item, first delete the associated recipients of service identified by that FRN line item’s reference number. This will keep the reference numbers for the other line items and recipients of service consistent.
- If you modify certain information in an FRN line item, the reference number will change. To return the reference numbers in the **FRN Line Item** tab to the original numbering, select all of the reference numbers (starting with cell A5 – DO NOT select the entire Column A) and hit the delete key.

## Access to Bulk Upload Templates

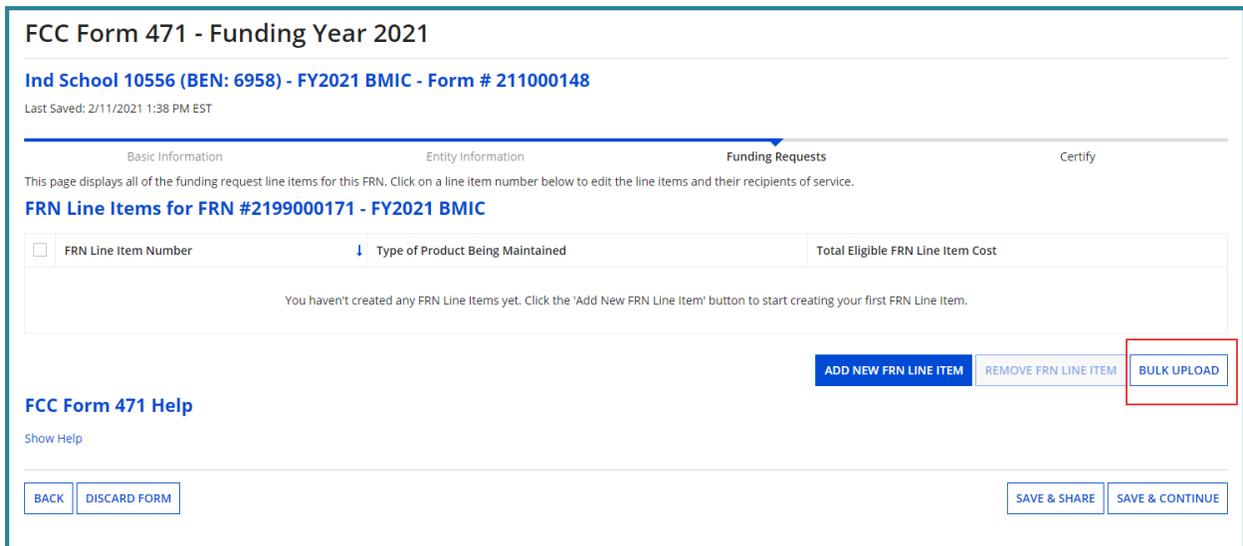
Templates are available for download via the [USAC website](#) or in EPC in the FCC Form 471 form.

On the USAC website:

To access the templates, go to the E-Rate program [Forms](#) page and click [FCC Form 471 Bulk Upload Templates](#).

In the FCC Form 471 in EPC

If you have already started your FCC Form 471, you can download one or more templates from the FRN line item section of the FCC Form 471. To do this, navigate to the FRN line item page and click the **Bulk Upload** button.



FCC Form 471 - Funding Year 2021

**Ind School 10556 (BEN: 6958) - FY2021 BMIC - Form # 211000148**  
Last Saved: 2/11/2021 1:38 PM EST

Basic Information    Entity Information    **Funding Requests**    Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

**FRN Line Items for FRN #2199000171 - FY2021 BMIC**

<input type="checkbox"/>	FRN Line Item Number	Type of Product Being Maintained	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.			

**ADD NEW FRN LINE ITEM**    REMOVE FRN LINE ITEM    **BULK UPLOAD**

**FCC Form 471 Help**  
Show Help

**BACK**    **DISCARD FORM**    **SAVE & SHARE**    **SAVE & CONTINUE**



## Preparing the Files – General Information

The template for Category One services (Data Transmission and or Internet Access) contains the following three tabs:

- **First tab:** FRN Line Item
- **Second tab:** Recipients of Service
- **Third tab:** List of Errors

The templates for Category Two services (Internal Connections, Basic Maintenance of Internal connections (BMIC), and Managed Internal Broadband Services (MIBS)) contain the following four tabs:

- **First tab:** FRN Line Item
- **Second tab:** Recipients of Service
- **Third tab:** Budgeted Entities
- **Fourth tab:** List of Errors

### Reminders – FRN Line Item Tab

- Make sure you include only FRN line item-level detail in this tab.
- Follow the guidance provided in the pop-up messages and the helper text in Row 4 of the template.
- The template will auto-generate the reference number in the first column when data is entered for the first required field for the FRN line item. This unique reference number is used to link the FRN line item information in this tab to its recipient entities information listed in the **Recipients of Service** tab.
- For all Category Two spreadsheets, make sure that you have entered the same value under the “Estimated Months of Service” column in this tab.

### Reminders – Recipients of Service Tab

- Make sure you include only information pertaining to recipients of service in this tab.
- Make sure you have added the FRN line item details in the first tab before you complete the information on the recipients of service in this tab.
- For each service, select the appropriate reference number value from the drop-down for each row rather than manually entering a value to prevent reference number mismatches between the **FRN Line Item** tab and this tab for recipients of service.
- For a FRN line item that has multiple recipients, there should be as many rows as there are recipients sharing the service in this line item. The reference number linked with each of the recipients should be the same as the reference number listed for the FRN line item in the first tab.

- If you delete/update details for an FRN line item in the first tab, make sure you update the data entered in the second tab appropriately (add, delete, or modify the recipients).
- **Category One Data Transmission and/or Internet Access:**
  - For each FRN line item, you must list at least one recipient entity in this tab.
  - For a FRN line item that is a connection directly to a school, library or a non-instructional facility (NIF), make sure you have allocated the total number of lines (monthly quantity) among the recipients listed in this tab for this line item.
- **Category Two Spreadsheets:**
  - For column “W” on the first tab, “Do any of these conditions apply?” the choices “A” and “B” only apply to non-ESA school districts, independent schools, library systems and independent libraries. Choices “C” and “D” only apply to consortia and ESA school districts.
  - If you select “A: Product/Service is for all entities” you will see a pop-up message letting you know that you do not need to complete the **Recipients of Service** tab and the **Budgeted Entities** tab because the system will automatically designate all of your entities.
  - If you select “B: Product/Service is only for some entities.” you will see a pop-up message letting you know to enter the entity numbers for the **Recipients of Service** on the second tab, and that you do not need to complete the **Budgeted Entities** tab.
  - If you select “C: Product/Service is for only some entities, but the cost is split evenly among the budgeted entities.” you will see a pop-up message letting you know to enter the entity numbers for the **Recipients of Service** on the second tab. You do not need to complete the **Budgeted Entities** tab because the system will split the cost evenly among the BENs related to the recipients of service.
  - If you select “D: Neither A, B, or C is applicable.” you will see a pop-up message letting you know that all required data must be entered on the **Recipients of Service** and **Budgeted Entities** tabs.

## Line-By-Line Instructions – Data Transmission and/or Internet Access

**Note:** Do not use this template for fiber requests or bus Wi-Fi request. If you select Fiber, in the **Function** column, the template will validate the information entered, but will generate errors you cannot easily correct after you upload the template in EPC.

### Category One Internet Access Tab

First, choose the appropriate entry from the **Purpose** drop-down menu. The choices are:

Internet access service that includes a connection from any service from any applicant site directly to the Internet Service Provider.
Data connection between two or more sites entirely within the applicant’s network.
Data connection(s) for an applicant’s hub site to an Internet Service Provider and/or state/regional network where Internet access service is billed separately.
Internet access with no circuit (data circuit to ISP state/regional network is billed separately).
(Consortia only) Backbone circuit for consortium that provides connectivity between aggregation points or other non-user facilities.

Then choose the function and type of connection from the next two drop-down menus.

Function	Type of Connection
Fiber	<b>REMINDER: Do not use this template for uploading fiber requests.</b>
Copper	<ul style="list-style-type: none"> <li>• ATM</li> <li>• ISDN-BRI</li> <li>• Cable Modem</li> <li>• T-1</li> <li>• T-3</li> <li>• T-4</li> <li>• T-5</li> <li>• Digital Subscriber Line (DSL)</li> <li>• Ethernet</li> <li>• Fractional T-1</li> <li>• Frame Relay</li> <li>• Switched Multimegabit Data Service</li> </ul>

Wireless	<ul style="list-style-type: none"> <li>• Microwave</li> <li>• Satellite Service</li> <li>• Data plan for portable device</li> <li>• Wireless data service</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Broadband Over Power Lines</li> <li>• Radio Loop</li> <li>• Other</li> </ul> <p>NOTE: If you choose “Other,” enter the type of connection in the next column; otherwise, leave that column blank.</p>
Miscellaneous	<ul style="list-style-type: none"> <li>• Maintenance and Technical Support</li> <li>• Installation, Activation and Initial Configuration</li> <li>• Taxes and USF Fees</li> </ul>

For some types of connections, the download and upload speeds will auto-populate. If the fields are blank, please provide the appropriate information. NOTE: If you choose the “Miscellaneous” option for the **Function** above, entries you provide in the speed value columns will be emptied because they are not required.

Field	Instructions
Bandwidth Download Speed	Enter the bandwidth download speed as a number. If you do not have this information, ask your service provider.
Bandwidth Download Units	Choose the appropriate unit for the number you provided for the download speed – Mbps or Gbps.
Bandwidth Upload Speed	Enter the bandwidth upload speed as a number. If you do not have this information, ask your service provider. NOTE: This column will auto-populate with the entry you made in the Bandwidth Download Speed column, but it can be edited.
Bandwidth Upload Units	Choose the appropriate unit for the number you provided for the upload speed – Mbps or Gbps.
Burstable bandwidth?	Choose “Yes” if you have burstable bandwidth or “No” if you do not.
What is the maximum burstable speed?	If you chose “Yes” in the previous field, indicate the maximum burstable bandwidth speed as a number.
What is the unit of the burstable speed?	If you provided an entry in the previous field, choose the appropriate unit for the number you provided for the burstable maximum speed – Mbps or Gbps.
Does this include basic firewall services?	Choose “Yes” if this service includes basic firewall protection or “No” if it does not.

Is this connection directly to a school, library, or a NIF?	Indicate if this service is a direct – i.e., a last-mile – connection. A last-mile connection is the connection to an individual school or library building, such as a WAN connection or a direct internet connection not on a WAN. Last mile should NOT include the internet circuit to a district hub.
Is this a connection that supports service to a school, library or NIF?	Choose “Yes” if this is a connection supporting service, such as a wide area network (WAN) or “No” if it is not.  NOTE: If you answer “Yes,” you must allocate the number of connections (the “Monthly Quantity” in the following table) to the recipients of service. If you answer “No,” do not provide allocations for the recipients of service.

Then enter the monthly and one-time costs:

<b>Field</b>	<b>Instructions</b>
Monthly Recurring Unit Costs	Enter the total costs of the service for a single month. If the cost of the service varies from month to month, use the cost of an average month. If there are no eligible monthly costs, enter zero (“0”).
Monthly Recurring Unit Ineligible Costs	Enter the total ineligible costs of the service for a single month. If there are no ineligible monthly costs, enter zero (“0”).
Estimated Monthly Eligible Recurring Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
Monthly Quantity	Enter the quantity (e.g., number of lines, users, connections, circuits). The number you provide, multiplied by the costs in the previous column, will result in the total eligible monthly recurring costs for the funding year.
Estimated Total Monthly Eligible Recurring Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
One-time Unit Costs	Enter the total one-time costs of the service. If there are no eligible one-time costs, enter zero (“0”).
One-time Unit Ineligible Costs	Enter the total ineligible one-time costs of the service. If there are no ineligible one-time costs, enter zero (“0”).

Estimated One-time Unit Eligible Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
One-time Quantity	Enter the quantity (e.g., number of installations, configurations). The number you provide, multiplied by the costs in the previous column, will result in the total eligible one-time costs for the funding year. NOTE: If all of your one-time costs are represented in the previous column, enter one (“1”) in this column.
Estimated Total Eligible One-time Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.

### Recipients of Service Tab

<b>Reference Number</b>	For each line that you complete in the Category One Internet Access tab, the system will create a Reference Number. These numbers will be added to the drop-down values available for this field.  If not all of the recipients of service are sharing the service, or if you must allocate the number of lines to each recipient of service, create one line for each recipient of service for this line item that features the appropriate Reference Number in the first column.
<b>BEN</b>	Enter the entity number for each recipient that will share this service, one recipient of service per line. Be sure to eliminate any preceding or trailing spaces. (Repeat the Reference Number on each subsequent line until you have identified all of the recipients that are sharing the service.)
<b>Name</b>	You can add the name of the entity to this field for your reference. This information will not be imported into your form, but will be populated in the FCC Form 471 based on the entity number you entered in the previous column.
<b>Number of Lines per BEN</b>	If the connection is directly to a school, library or a NIF, enter the number of lines allocable to each BEN. (The total of all the entries on this FRN line item should match the entry in the “Monthly Quantity” field in the <b>Cost Calculation</b> section.)

Continue to create lines for recipients of service for each Reference Number as appropriate.

When you are finished, use the **Click to Validate** button located on the **Recipients of Service** tab.

### List of Errors Tab

This spreadsheet will identify inconsistent entries in the previous two tabs and provide information to enable you to make corrections. You should continue to update your information and continue to use the **Click to Validate** button *until you have corrected all of your information and this tab is no longer populated*. Next save your work and exit the completed template without making ANY additional changes or going back to review the information on any other tab.

## Line-By-Line Instructions – Internal Connections

### Category Two Internal Connections Tab

First, choose the type of internal connection and type of product from the drop-down menus.

Type of Internal Connection	Installation Included in Price?	Type of Product
Cabling/Connectors	Yes/No	Cabling
		Connectors
Caching	Yes/No	Caching Equipment
		Caching Service
Data Distribution	Yes/No	Router
		Switch
Data Protection	Yes/No	Firewall Services & Components
		UPS/ Battery Backup
License	Yes/No	License
Module	Yes/No	Module
Racks	Yes/No	Racks & Cabinets
Software	Yes/No	Operating System Software of Eligible Equipment
Transceiver	Yes/No	Transceiver
Wireless Data Distribution	Yes/No	Access Point
		Antenna
		LAN Controller
		Wireless Controller
Miscellaneous	Yes/No	Installation, Activation, & Initial Configuration
		Training
		Fees, Taxes, etc.

After you have chosen the applicable entries from the drop-down fields, complete the following:

Field	Instructions
Make	Choose the manufacturer of the internal connections from the drop-down list. If the manufacturer is not listed, choose “Other” from the bottom of the list.
Enter the Make (If Other)	If you chose “Other” in the previous field, enter the name of the manufacturer.
Model	Enter the model of the internal connections. If you do not know the model, ask your service provider.
Lease or Non-Purchase Agreement?	Choose “Yes” if the internal connections are being leased or under a non-purchase arrangement or “No” if they are not.

Then enter the monthly and one-time costs:

Field	Instructions
Monthly Recurring Unit Costs	Enter the total costs of the service for a single month. If there are no eligible monthly costs, enter zero (“0”).
Monthly Recurring Unit Ineligible Costs	Enter the total ineligible costs of the service for a single month. If there are no ineligible monthly costs, enter zero (“0”).
Estimated Monthly Eligible Recurring Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
Monthly Quantity	Enter the quantity of the service as a number (no unit). If there is no monthly quantity, enter zero (“0”).
Units	If an entry was provided in the previous field, choose the appropriate unit of measurement for that entry provided in the previous field. Otherwise, leave this field blank. The drop-down options are: <ul style="list-style-type: none"> <li>• Each</li> <li>• Dozen</li> <li>• Foot</li> <li>• Hundred Feet</li> <li>• Hours</li> </ul>
Estimated Total Monthly Eligible Recurring Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
One-time Unit Costs	Enter the total one-time costs of the service. If there are no eligible one-time costs, enter zero (“0”).

One-time Unit Ineligible Costs	Enter the total ineligible one-time costs of the service. If there are no ineligible one-time costs, enter zero (“0”).
Estimated One-time Unit Eligible Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
One-time Quantity	Enter the quantity of the eligible one-time costs as a number (do not include the unit).
Estimated Total Eligible One-time Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
Do any of these conditions apply?	<p>Choose the appropriate option. Options “A” and “B” only apply if you are an independent school, independent library, library system or school district that is not an educational service agency (ESA):</p> <ul style="list-style-type: none"> <li>• A. Product/Service is for all entities in the BEN. (If you choose this option, do not complete the <b>Recipients of Service</b> and <b>Budgeted Entities</b> tabs.)</li> <li>• B. Product/Service is for only some entities in the BEN. (If you choose this option, complete the <b>Recipients of Service</b> tab but not the <b>Budgeted Entities</b> tab.)</li> </ul> <p>Options “C” and “D” only apply if you are a consortium or an ESA school district:</p> <ul style="list-style-type: none"> <li>• C. Product/Service is for only some entities, but the cost is split equally among the budgeted entities.(If you choose this option, complete the <b>Recipients of Service</b> tab but not the <b>Budgeted Entities</b> tab)</li> <li>• D. Neither A, B, nor C is applicable. Complete both the <b>Recipient of Services</b> and <b>Budgeted Entities</b> tabs.</li> </ul>

### Recipients of Service Tab

<b>Reference Number</b>	For each line that you complete in the Category Two Internal Connections tab, the system will create a Reference Number. These numbers will be added to the drop-down values available for this field. No entry should be made if “A” was selected in column W “Do any of these conditions apply?” on the Category Two Internal Connections tab for a given line item.
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<b>Entity Number</b>	Enter the entity number for each recipient that will share this service, one recipient of service per line. Be sure to eliminate any preceding or trailing spaces. (Repeat the Reference Number on each subsequent line until you have identified all of the recipients that are sharing the service.)
<b>Name</b>	You can add the name of the entity to this field for your reference. This information will not be imported into your form, but will be populated in the FCC Form 471 based on the entity number you entered in the previous column.
<b>Budgeted BEN</b>	Enter the billed entity number (BEN) for the recipient of service that is entered in column "B". This is only for reference; it is not imported.

### Budgeted Entities Tab

Complete this tab only if the services are for a consortium or ESA school district where the cost is not shared equally among the BENs (meaning you have selected option "D" in column W of the **Category Two Internal Connections** tab).

- Select a line item drop-down in column A and enter the budgeted BEN for any entity receiving service on the **Recipients of Service** tab. You may enter the name of the budgeted BEN for reference. Enter the cost allocated to this budgeted BEN for this line item.
- Repeat the above step for the same line item, until all budgeted BENs receiving service have an entry. The sum of the entries for a given line item in the Eligible Cost per Budgeted BEN column should equal the total cost for that line item.
- Select another line item drop-down and repeat the two steps above. Continue until all line items have budget allocations in the Eligible Cost per Budgeted BEN column.

When you are finished, use the **Click to Validate** button located on the **Recipients of Service** tab.

### List of Errors Tab

This spreadsheet will identify inconsistent entries in the previous two tabs and provide information to enable you to make corrections. You should continue to update your information and continue to use the **Click to Validate** button *until you have corrected all of your information and this tab is no longer populated*. Next save your work and exit the completed template without making ANY additional changes or going back to review the information on any other tab.

## Line-By-Line Instructions – Managed Internal Broadband Services (MIBS)

### Category Two MIBS Tab

First choose the type of managed service agreement, then enter the monthly and one-time costs.

Field	Instructions
Type of Managed Service Agreement	Choose the drop-down option that best describes your managed service agreement: <ul style="list-style-type: none"> <li>• Managed and leased from a third-party service provider.</li> <li>• Managed by third party service provider, and purchased from them or other vendors.</li> <li>• Managed services contract of already installed equipment.</li> </ul>
Monthly Recurring Costs	Enter the total costs of the service for a single month. If the cost of the service varies from month to month, use the cost of an average month. If there are no monthly costs, enter zero (“0”).
Monthly Recurring Ineligible Costs	Enter the total ineligible costs of the service for a single month. If there are no ineligible monthly costs, enter zero (“0”).
Estimated Monthly Recurring Eligible Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
One-time Costs	Enter the total one-time costs of the service. If there are no one-time costs, enter zero (“0”).
One-time Ineligible Costs	Enter the total ineligible one-time costs of the service. If there are no ineligible one-time costs, enter zero (“0”).
Estimated One-time Eligible Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.

<p>Do any of these conditions apply?</p>	<p>Choose the appropriate option. Options “A” and “B” only apply if you are an independent school, independent library, library system or school district that is not an educational service agency (ESA):</p> <ul style="list-style-type: none"> <li>• A. Product/Service is for all entities in the BEN and the cost is split equally. (If you choose this option, do not complete the <b>Recipients of Service</b> and <b>Budgeted Entities</b> tabs.)</li> <li>• B. Product/Service is for only some entities in the BEN, but the cost is split equally among them. (If you choose this option, complete the <b>Recipients of Service</b> tab BEN information but do not allocate costs.)</li> </ul> <p>Options “C” and “D” only apply if you are a consortium or an ESA school district:</p> <ul style="list-style-type: none"> <li>• C. Product/Service is for only some entities, but the cost is split equally among the budgeted entities. (If you choose this option, complete the <b>Recipients of Service</b> tab but not the <b>Budgeted Entities</b> tab.)</li> <li>• D. Neither A, B, nor C is applicable. Complete both the <b>Recipient of Service</b> and <b>Budgeted Entities</b> tabs.</li> </ul>
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### Recipients of Service Tab

<p><b>Reference Number</b></p>	<p>For each line that you complete in the Category Two Managed Internal Broadband Services tab, the system will create a Reference Number. These numbers will be added to the drop-down values available for this field. No entry should be made if “A” was selected in column W “Do any of these conditions apply?” on the Category Two Internal Connections tab for a given line item.</p>
<p><b>Entity Number</b></p>	<p>Enter the entity number for each recipient that will share this service, one recipient of service per line. Be sure to eliminate any preceding or trailing spaces. (Repeat the Reference Number on each subsequent line until you have identified all of the recipients that are sharing the service.)</p>
<p><b>Name</b></p>	<p>You can add the name of the entity to this field for your reference. This information will not be imported into your form, but will be populated in the FCC Form 471 based on the entity number you entered in the previous column.</p>
<p><b>Budgeted BEN</b></p>	<p>Enter the billed entity number (BEN) for the recipient of service that is entered in column “B”. This is only for reference; it is not imported.</p>

## Budgeted Entities Tab

Complete this tab only if the services are for a consortium or ESA school district where the cost is not shared equally among the BENs (meaning you have selected option “D” in column W of the **Category Two Managed Internal Broadband Services** tab).

- Select a line item drop-down in column A and enter the budgeted BEN for any entity receiving service on the **Recipients of Service** tab. You may enter the name of the BEN for reference. Enter the cost allocated to this BEN for this line item.
- Repeat the above step for the same line item, until all BENs receiving service have an entry. The sum of the entries for a given line item in the Eligible Cost per Budgeted BEN column should equal the total cost for that line item.
- Select another line item drop-down and repeat the two steps above. Continue until all line items have budget allocations in the Eligible Cost per Budgeted BEN column.

When you are finished, use the **Click to Validate** button located on the **Recipients of Service** tab.

## List of Errors Tab

This spreadsheet will identify inconsistent entries in the previous three tabs and provide information to enable you to make corrections. You should continue to update your information and continue to use the **Click to Validate** button *until you have corrected all of your information and this tab is no longer populated*. Next, save your work and exit the completed template without making ANY additional changes or going back to review the information on any other tab.

## Line-By-Line Instructions – Basic Maintenance of Internal Connections (BMIC)

### Category Two BMIC Tab

Complete the first two fields, then enter the monthly and one-time costs.

Field	Instructions
Type of Internal Connections Being Maintained	Choose “Basic Maintenance of Internal Connections.” You do not need to specify the type(s) of internal connections.

Total Quantity of Equipment Maintained	Enter the total number of pieces of equipment being maintained. You do not need to specify the type(s) of internal connections.
Monthly Recurring Costs	Enter the total costs of the service for a single month. If the cost of the service varies from month to month, use the cost of an average month. If there are no monthly costs, enter zero (“0”).
Monthly Recurring Ineligible Costs	Enter the total ineligible costs of the service for a single month. If there are no ineligible monthly costs, enter zero (“0”).
Estimated Monthly Recurring Eligible Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.
One-time Costs	Enter the total one-time costs of the service. If there are no one-time costs, enter zero (“0”).
One-time Ineligible Costs	Enter the total ineligible one-time costs of the service. If there are no ineligible one-time costs, enter zero (“0”).
Estimated One-time Eligible Costs	The system will calculate this value from your entries in the previous two columns. This value is provided for your reference only.

Do any of these conditions apply?	<p>Choose the appropriate option. Options “A” and “B” only apply if you are an independent school, independent library, library system or school district that is not an educational service agency (ESA):</p> <ul style="list-style-type: none"> <li>• A. Product/Service is for all entities in the BEN and the cost is split equally. (If you choose this option, do not complete the <b>Recipients of Service</b> and <b>Budgeted Entities</b> tabs.)</li> <li>• B. Product/Service is for only some entities in the BEN, but the cost is split equally among them. (If you choose this option, complete the <b>Recipients of Service</b> tab BEN information but do not allocate costs.)</li> <li>•</li> </ul> <p>Options “C” and “D” only apply if you are a consortium or an ESA school district:</p> <ul style="list-style-type: none"> <li>• C. Product/Service is for only some entities, but the cost is split equally among the budgeted entities. (If you choose this option, complete the <b>Recipients of Service</b> tab but not the <b>Budgeted Entities</b> tab.)</li> <li>• D. Neither A, B, nor C is applicable. Complete both the <b>Recipient of Service</b> and <b>Budgeted Entities</b> tabs.</li> </ul>
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## Recipients of Service Tab

<b>Reference Number</b>	For each line that you complete in the Category Two Basic Maintenance of Internal Connections tab, the system will create a Reference Number. These numbers will be added to the drop-down values available for this field. No entry should be made if “A” was selected in column W “Do any of these conditions apply?” on the Category Two Internal Connections tab for a given line item.
<b>Entity Number</b>	Enter the entity number for each recipient that will share this service, one recipient of service per line. Be sure to eliminate any preceding or trailing spaces. (Repeat the Reference Number on each subsequent line until you have identified all of the recipients that are sharing the service.)
<b>Name</b>	You can add the name of the entity to this field for your reference. This information will not be imported into your form, but will be populated in the FCC Form 471 based on the entity number you entered in the previous column.
<b>Budgeted BEN</b>	Enter the billed entity number (BEN) for the recipient of service that is entered in column “B”. This is only for reference; it is not imported.

## Budgeted Entities Tab

Complete this tab only if the services are for a consortium or ESA school district where the cost is not shared equally among the BENs (meaning you have selected option “D” in column W of the **Category Two Basic Maintenance of Internal Connections** tab).

- Select a line item drop-down in column A and enter the budgeted BEN for any entity receiving service on the **Recipients of Service** tab. You may enter the name of the BEN for reference. Enter the cost allocated to this BEN for this line item.
- Repeat the above step for the same line item, until all BENs receiving service have an entry. The sum of the entries for a given line item in the Eligible Cost per Budgeted BEN column should equal the total cost for that line item.
- Select another line item drop-down and repeat the two steps above. Continue until all line items have budget allocations in the Eligible Cost per Budgeted BEN column.

When you are finished, use the **Click to Validate** button located on the **Recipients of Service** tab.

## List of Errors Tab

This spreadsheet will identify inconsistent entries in the previous two tabs and provide information to enable you to make corrections. You should continue to update your information and continue to use the **Click to Validate** button *until you have corrected all of your information and this tab is no longer populated*. Next save your work and exit the completed template without making ANY additional changes or going back to review the information on any other tab.

## Uploading the Templates

After you have prepared your Bulk Upload template from the appropriate template on the USAC website, you need to verify that you have no errors in your template by using the **Click to Validate** button and verifying that the **List of Errors** tab is no longer populated. After the data has been validated, you can start your FCC Form 471, by taking the following steps:

### Create FCC Form 471

- Select the **FCC Form 471** link from your landing page.

### Basic Information

- Enter the requested information for the **Basic Information** pages of your FCC Form 471 application process.
- Choose the **Category One** or **Category Two** option.

### Entity Information

- Continue to enter or review all information for the **Entity Information** section.

### Funding Requests

- Complete your **Add FRN** entry for the Funding Request. Upon reaching the **FRN Line Items for FRN #** page, a **Bulk Upload** option will be displayed for uploading your template(s).

## FRN Line Items for FRN #

This page displays the funding request line items for this FRN.

### FCC Form 471 - Funding Year 2021

**Ind School 10556 (BEN: 6958) - FY2021 BMIC - Form # 211000148**  
Last Saved: 2/11/2021 1:38 PM EST

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Basic Information
Entity Information
Funding Requests
Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

**FRN Line Items for FRN #2199000171 - FY2021 BMIC**

<input type="checkbox"/>	FRN Line Item Number	Type of Product Being Maintained	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.			

ADD NEW FRN LINE ITEM
REMOVE FRN LINE ITEM
BULK UPLOAD

**FCC Form 471 Help**  
Show Help

BACK DISCARD FORM
SAVE & SHARE SAVE & CONTINUE

## Add New FRN Line Item

Optional: *Select* the **Add New FRN Line Item** button to manually add your information OR select the **Bulk Upload** button.

### FCC Form 471 - Funding Year 2021

**Ind School 10556 (BEN: 6958) - FY2021 BMIC - Form # 211000148**  
Last Saved: 2/11/2021 1:38 PM EST

---

Basic Information
Entity Information
Funding Requests
Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

**FRN Line Items for FRN #2199000171 - FY2021 BMIC**

<input type="checkbox"/>	FRN Line Item Number	Type of Product Being Maintained	Total Eligible FRN Line Item Cost
You haven't created any FRN Line Items yet. Click the 'Add New FRN Line Item' button to start creating your first FRN Line Item.			

ADD NEW FRN LINE ITEM
REMOVE FRN LINE ITEM
BULK UPLOAD

**FCC Form 471 Help**  
Show Help

BACK DISCARD FORM
SAVE & SHARE SAVE & CONTINUE

## Bulk Upload

1. Select the **Bulk Upload** option to upload multiple line items of information from your pre-populated template(s) for this FRN.
2. Click the **Bulk Upload** button. The **Bulk Upload** page displays.

**FCC Form 471 - Funding Year 2021**

**Ind School 10556 (BEN: 6958) - FY2021 BMIC - Form # 211000148**

Last Saved: 2/11/2021 1:41 PM EST

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Basic Information      Entity Information      Funding Requests      Certify

On this screen, you will be able to upload the FRN Line Item and Recipients of Service bulk upload file. This feature allows you to upload the information for a single FRN, but for multiple FRN line items and their associated recipients of service. Please add data to the template using Excel version 2010 or newer to ensure the built-in validations and data formatting work correctly.

**Bulk Upload**

**Upload File \***

UPLOAD Drop file here

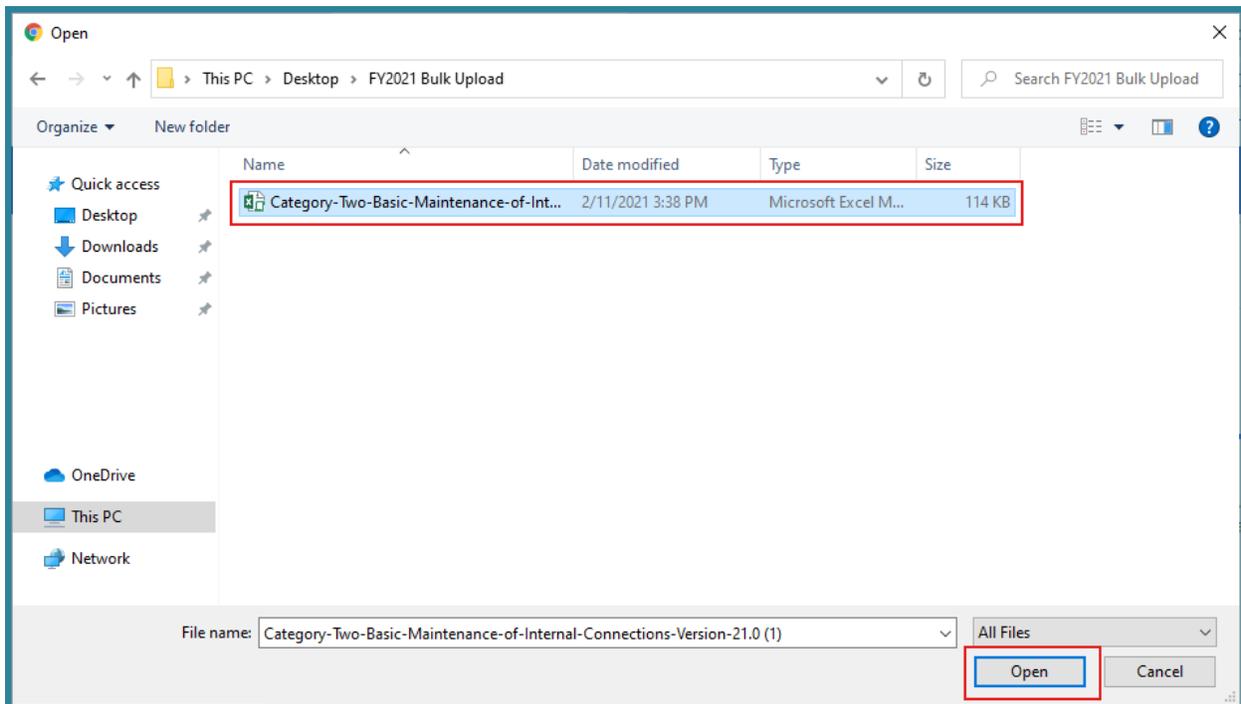
Please click below to download Category 2 - BMIC FRN Line Item for Bulk Upload

[Download template](#)

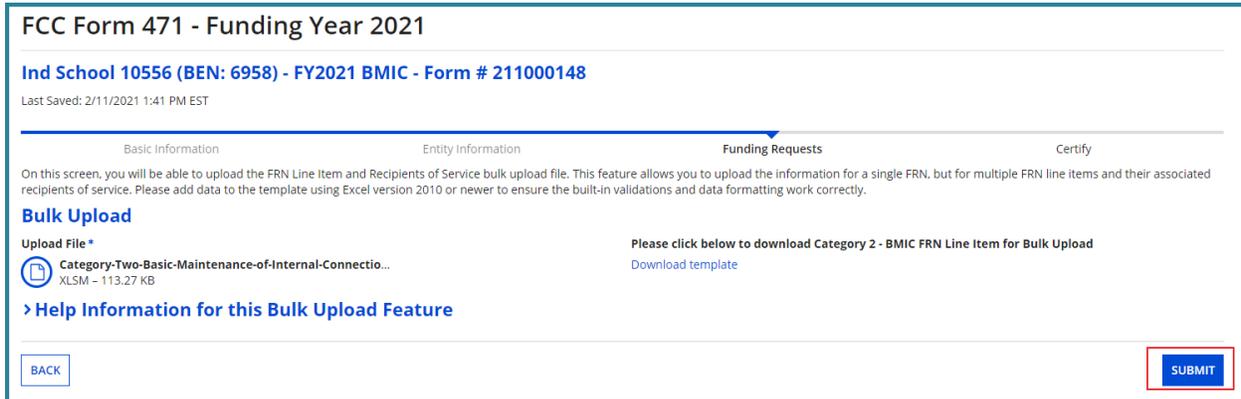
[> Help Information for this Bulk Upload Feature](#)

BACK
SUBMIT

3. Click the **Upload** button.



4. Select the template document you have prepared and saved on your computer and then *click* the **Open** button.



FCC Form 471 - Funding Year 2021

Ind School 10556 (BEN: 6958) - FY2021 BMIC - Form # 211000148

Last Saved: 2/11/2021 1:41 PM EST

Basic Information Entity Information **Funding Requests** Certify

On this screen, you will be able to upload the FRN Line Item and Recipients of Service bulk upload file. This feature allows you to upload the information for a single FRN, but for multiple FRN line items and their associated recipients of service. Please add data to the template using Excel version 2010 or newer to ensure the built-in validations and data formatting work correctly.

**Bulk Upload**

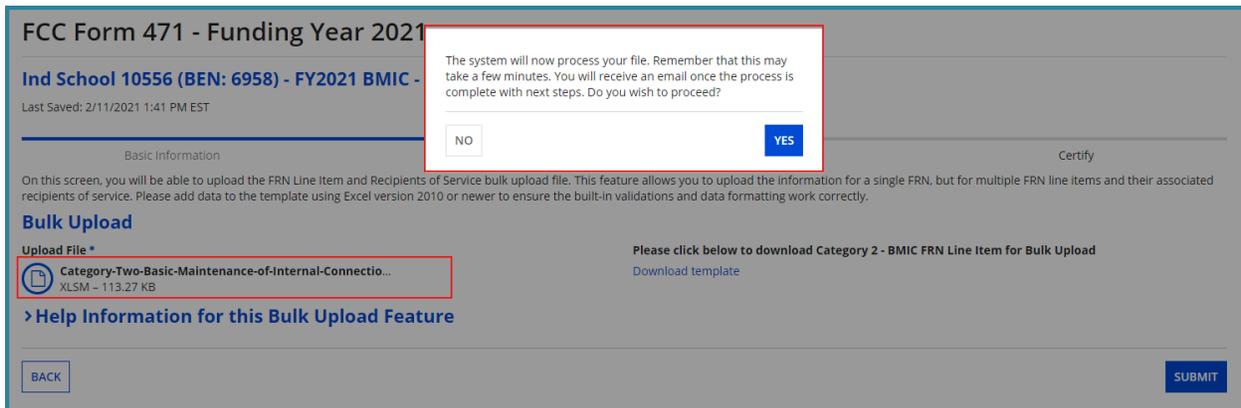
Upload File \*

 Category-Two-Basic-Maintenance-of-Internal-Connectio...  
XLSM - 113.27 KB

Please click below to download Category 2 - BMIC FRN Line Item for Bulk Upload  
[Download template](#)

> [Help Information for this Bulk Upload Feature](#)

5. Click the **Submit** button to proceed.



FCC Form 471 - Funding Year 2021

Ind School 10556 (BEN: 6958) - FY2021 BMIC -

Last Saved: 2/11/2021 1:41 PM EST

Basic Information Entity Information **Funding Requests** Certify

On this screen, you will be able to upload the FRN Line Item and Recipients of Service bulk upload file. This feature allows you to upload the information for a single FRN, but for multiple FRN line items and their associated recipients of service. Please add data to the template using Excel version 2010 or newer to ensure the built-in validations and data formatting work correctly.

**Bulk Upload**

Upload File \*

 Category-Two-Basic-Maintenance-of-Internal-Connectio...  
XLSM - 113.27 KB

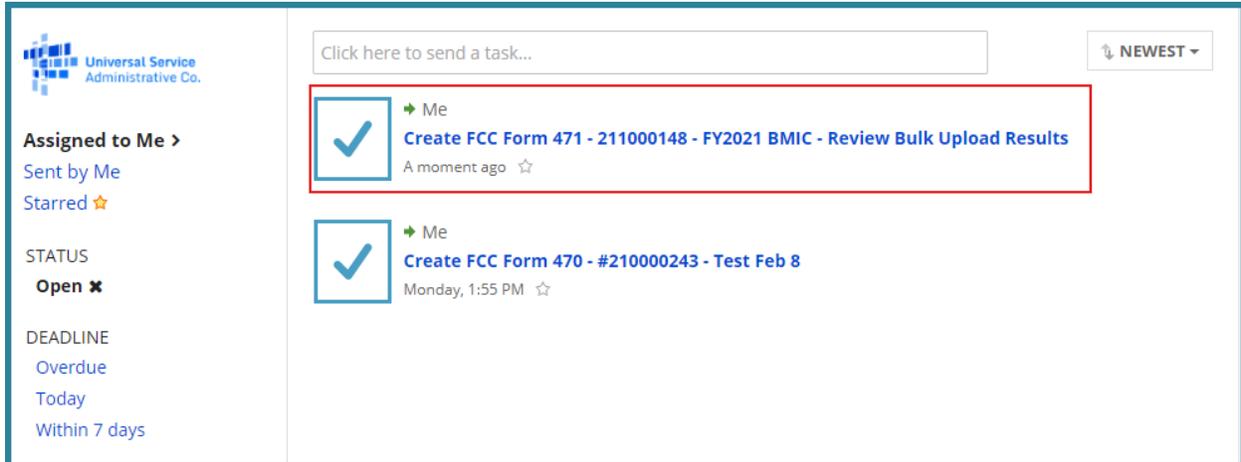
Please click below to download Category 2 - BMIC FRN Line Item for Bulk Upload  
[Download template](#)

> [Help Information for this Bulk Upload Feature](#)

The system will now process your file. Remember that this may take a few minutes. You will receive an email once the process is complete with next steps. Do you wish to proceed?

6. Select **No** option to cancel the submission or **Yes** to proceed with the upload. If you select **Yes**, the system will attempt to upload your template.
  - a. If your file is too large (**over 5,000 rows in either the first or the second tab, including the four header rows**), the system will not upload the file and will generate an error message.
  - b. Otherwise, the system will process the upload and create a Task for you to review the results in your **Tasks** list. Note that it can take a few minutes for the system to complete the upload and generate the task.

## Task Tab

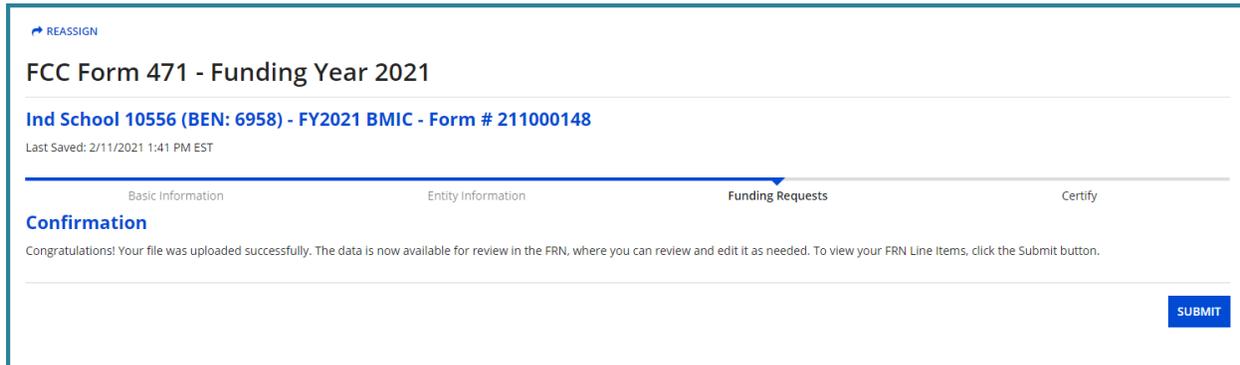


The screenshot displays the 'Task Tab' interface. On the left is a sidebar with filters: 'Assigned to Me >', 'Sent by Me', 'Starred ☆', 'STATUS' (with 'Open ✕' selected), and 'DEADLINE' (with 'Overdue', 'Today', and 'Within 7 days' options). The main area features a search bar 'Click here to send a task...', a 'NEWEST' dropdown, and a list of tasks. The first task, 'Create FCC Form 471 - 211000148 - FY2021 BMIC - Review Bulk Upload Results', is highlighted with a red box. It includes a checkmark icon, 'Me' as the assignee, and 'A moment ago ☆' as the timestamp. The second task, 'Create FCC Form 470 - #210000243 - Test Feb 8', is also visible with a checkmark icon, 'Me' as the assignee, and 'Monday, 1:55 PM ☆' as the timestamp.

7. Locate the **FCC Form 471 – Bulk Upload document** from the **Tasks** list and then *click* the document link to open it.

## Successful Uploads

If your upload was successful, the system displays the following message:



REASSIGN

### FCC Form 471 - Funding Year 2021

**Ind School 10556 (BEN: 6958) - FY2021 BMIC - Form # 211000148**

Last Saved: 2/11/2021 1:41 PM EST

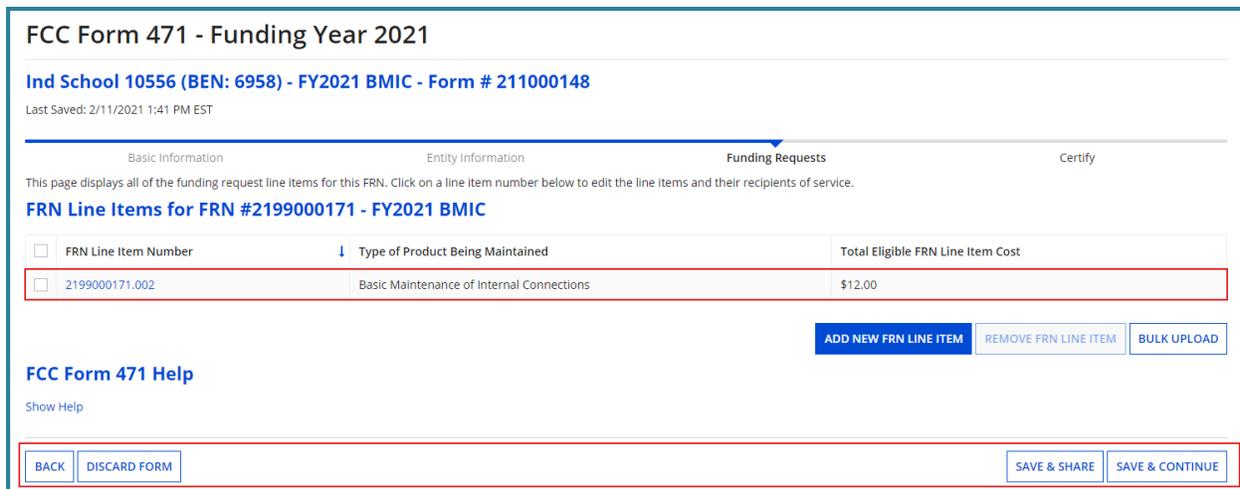
Basic Information      Entity Information      **Funding Requests**      Certify

#### Confirmation

Congratulations! Your file was uploaded successfully. The data is now available for review in the FRN, where you can review and edit it as needed. To view your FRN Line Items, click the Submit button.

**SUBMIT**

8. Click the **Submit** button. The system then takes you to the **FRN Line Item** page.



### FCC Form 471 - Funding Year 2021

**Ind School 10556 (BEN: 6958) - FY2021 BMIC - Form # 211000148**

Last Saved: 2/11/2021 1:41 PM EST

Basic Information      Entity Information      **Funding Requests**      Certify

This page displays all of the funding request line items for this FRN. Click on a line item number below to edit the line items and their recipients of service.

#### FRN Line Items for FRN #2199000171 - FY2021 BMIC

<input type="checkbox"/> FRN Line Item Number	Type of Product Being Maintained	Total Eligible FRN Line Item Cost
<input type="checkbox"/> 2199000171.002	Basic Maintenance of Internal Connections	\$12.00

**ADD NEW FRN LINE ITEM**    REMOVE FRN LINE ITEM    BULK UPLOAD

#### FCC Form 471 Help

Show Help

**BACK**    DISCARD FORM    SAVE & SHARE    SAVE & CONTINUE

9. Optional: *View* your new FRN Line Item information, if applicable.
10. Optional: *Click* the checkbox next to the FRN Line Item Number and then click the Number (blue-highlighted text) for a detailed view of your recipients of service; OR, if you are finished uploading your information, continue to the next funding request.
11. When you have completed creating your funding requests, *click* the **Continue** button to proceed with your FCC Form 471 application through **Certification**.

## Unsuccessful Uploads

If your upload was unsuccessful, your task will include information about the reason(s) the template could not be uploaded.

[REASSIGN](#)

### FCC Form 471 - Funding Year 2021

**Ind School 10556 (BEN: 6958) - FY2021 BMIC - Form # 211000148**

Last Saved: 2/11/2021 1:41 PM EST

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Basic Information      Entity Information      Funding Requests      Certify

On this screen, you will be able to upload the FRN Line Item and Recipients of Service bulk upload file. This feature allows you to upload the information for a single FRN, but for multiple FRN line items and their associated recipients of service. Please add data to the template using Excel version 2010 or newer to ensure the built-in validations and data formatting work correctly.

#### Bulk Upload

Upload File \*

UPLOAD
📎
Drop file here

Please click below to download Category 2 - BMIC FRN Line Item for Bulk Upload

[Download template](#)

**Errors with File Contents**

Your file has not been validated or you still have errors. Please click the "Click to Validate" button in the "Recipients of Service" tab and fix all the errors recorded in the "List of Errors" tab. Please ensure after your final, clean validation, you save the file immediately before clicking in or editing cells throughout the spreadsheet, or else you must click the "Validate Button" again before saving.

[> Help Information for this Bulk Upload Feature](#)

BACK
SUBMIT

You should review the information provided, make the appropriate changes, use the **Click to Verify** button in the template and verify that the **List of Errors** tab does not contain any errors, and then try your upload again. Note that the system does not perform a partial upload of information that may be correct; instead, it rejects the entire template.

Below are some of the reasons your upload may not be successful:

- The template is empty.
- The template is in the wrong format (e.g., a PDF file).
- The template is for the wrong service type.
- The template is missing one of its tabs.
- Columns were added or deleted from one or more of the tabs.
- One or more of the BENs you identified as a recipient of service does not appear in your organization profile.
- Information in the template was changed and the **Click to Validate** button was not clicked again.
- The template contains too many rows. Our current limit is 5,000 rows in the **FRN Line Item** tab (including the four header rows) and 5,000 rows in the **Recipients of Service** tab (including the four header rows). If your entries exceed these limits, you will need to prepare multiple spreadsheets.



- The template is too big (> 50 MB).
- There is a discrepancy between the number of months of service you provided in the template and the number of months of service calculated from the service start and end dates you provided in the form.
- You may see error messages if previously uploaded line items are deleted followed by uploading of a validated template. You can avoid this by deleting the entire FRN before uploading the template.