

RAL Corrections

- No more paper Receipt Acknowledgement Letters (RAL). Starting with FY2016, all modifications to your FCC Form 471 (also known as RAL corrections) will be submitted in EPC
- You can submit modifications up until the time USAC issues an FCDL
- Note that any modifications you make are specific to a FCC Form 471
 - For example, if you modify information for the billed entity or one of its related entities, the information would be modified for that form only and the request does not update that entity's profile in EPC

****This guide was created in FY 2016. We are now in FY 2017**

Submitting a RAL

From your Landing Page, scroll to the bottom of the page and search for the FY 2017 Form 471 you want to correct

FCC Forms

Form Type

Funding Year

Status All
 Incomplete
 Certified
 Committed

Application Number	Nickname	Funding Year	Status	Certified Date
161000137	Internet Access	2016	Certified	2/18/2016 9:08 AM EST
161000154	FY2016 WAN	2016	Certified	2/17/2016 8:37 PM EST
161000155	Wireless at HS and MS	2016	Certified	2/17/2016 9:37 PM EST
161000157	FY2016 WAN	2016	Certified	2/18/2016 10:35 AM EST
161000160	Wireless for HS and MS	2016	Certified	2/18/2016 11:01 AM EST

Submitting a RAL



Summary
News

→ **Related Actions ▶**

Funding Requests
Review Inquiries
Connectivity Information
Discount Calculation
Entity Information

Records / FCC Forms 471

FY2016 WAN - #161000154

Follow



Respond to Inquiries

Answer Reviewer Questions



Apply Summer or Winter Deferral

Action to opt for Summer or Winter Deferral



Submit Modification Request (RAL)

Submit a RAL Modification Request for this Application.

Edit Application Details

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application ✓

Entity

Select the sub-category you want to modify

Application Details

RAL Request Help



Discard Request

Continue

Finish & Submit Request

With Application and Application Details selected, you can cancel an application, change the main contact person or application nickname

Edit Funding Request Details

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application ✓ Entity

With Application and Funding Request Details selected, you are given 4 options: Add FRN, View Line Items, Edit Funding Request and Edit Purchase Agreement (slides 6-9)

Select the sub-category you want to modify

▼

Funding Requests

<input checked="" type="checkbox"/>	FRN	↑	Nickname	Number of Line Items
<input checked="" type="checkbox"/>	1699000123		WAN	1

Add an FRN

Add FRN

Enter the details for the FRN you wish to add to form 161000157. The reviewer handling this request will add the FRN accordingly and will reach out for additional information if needed.

FRN Details

Cancel

Save & Continue

Add FRN allows you to type in the key information for the new FRN. Your reviewer will add the FRN accordingly and reach out for additional information, if needed

View Line Items

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application ✓

Entity

Select the sub-category you want to modify

Funding Request Details

Funding Requests

<input checked="" type="checkbox"/>	FRN	↑	Nickname	Number of Line Items
<input checked="" type="checkbox"/>	1699000131		WAN	1

Add FRN

View Line items

Edit Funding Request

Edit Purchase Agreement

Funding Request Line Items

<input checked="" type="checkbox"/>	FRN Line Item Number	Function	Type of Product	Quantity	One-time Quantity	Total Eligible FRN Line Item Cost
<input checked="" type="checkbox"/>	1699000131.001	Fiber	0	3	1	\$37,000.00

Edit Line item

Manage Recipients of Service

- View Line Item allows you to make changes to the product/service details
- Manage Recipients of Service allows you to add or remove entities receiving service

Edit Funding Request

Edit Funding Request details

Cancel FRN

Edit FRN Key Information ✓

Edit Funding Request allows you to cancel an FRN or make changes to the FRN nickname and Narrative

Funding request details for FRN # 1699000131 - WAN

*Funding Request Nickname

WAN

Service Type Data Transmission and/or Internet Access

Narrative

WAN to serve district

Cancel

Save and Continue

Edit Purchase Agreement

- Edit Purchase Agreement allows you to associate a different contract to your FRN or change the type of purchase agreement (contract, tariff, MTM)
- If you want to associate a new contract, you must first create a new contract record in your profile

Edit FRN Contract

How are the services for this FRN being purchased?

Contract information is stored in your Profile; you can add a new Contract at any time. Details about your Tariff and Month-to-Month services will be entered in your FRN.

Contract ✓ Tariff Month-to-Month

Contract Summary - FY2016 Wide Area Network

Contract Number	001	Account Number	123456789
Establishing FCC Form 470	#160000409	Service Provider	USAC Service Provider Organization 1 (SPIN: 14010001)
Award Date	2/18/2016	Includes Voluntary Extensions?	No
Expiration Date (All Extensions)		Remaining Voluntary Extensions	
		Total Remaining Contract Length	

Pricing Confidentiality

There is no rule, statute, or other restriction which prohibits publication of the specific pricing information for this contract.

Contract Information (Additional)

What is the service start date? *

Enter the date when services will start in this Funding Year (e.g., July 1, 2016).

What is the date your contract expires for the current term of the contract? *

Edit BEN information

Form 471 Modification Request

Would you like to request changes to an entity or this application?

Application Entity ✓
BEN ✓ Related Entities

With Entity and BEN selected, you are able to add Related Entities or make changes to the Entity Details for the Billed Entity (name, address, U/R status, contact info.)

Entity Level Changes
Please select Entity to modify

<input checked="" type="checkbox"/>	BEN Name	↑	BEN	City	State	Entity type
<input checked="" type="checkbox"/>	School District 25		10508	Springfield	GA	School District

Add Related Entity Edit

Edit or Remove Related Entities

Form 471 Modification Request

Would you like to request changes to an entity or this application?

With Entity and Related Entities selected, you are able to remove a related entity or make changes to the Entity Details for each related entity (name, address, U/R status, contact info.)

Entity Level Changes

Please select Entity to modify

<input type="checkbox"/>	BEN Name	BEN	City	State	Entity type
<input checked="" type="checkbox"/>	School District 25 NIF	10509	Springfield	GA	School
<input type="checkbox"/>	School District 25 School A	10510	Springfield	GA	Non-Instructional Facility
<input type="checkbox"/>	School District 25 School B	10511	Springfield	GA	School

Review your modifications

Requested Changes

<input type="checkbox"/>	Category	Name/Number	Change type	Old value	New value	Requested date
<input type="checkbox"/>	Line Item Details	1699000131.001	Modify Bandwidth Upload Speed	1	800	7/26/2016 3:44 PM EDT
<input type="checkbox"/>	Line Item Details	1699000131.001	Modify Bandwidth Upload Units	Gbps	Mbps	7/26/2016 3:44 PM EDT
<input type="checkbox"/>	Line Item Details	1699000131.001	Modify Bandwidth Download Speed	1	800	7/26/2016 3:44 PM EDT
<input type="checkbox"/>	Line Item Details	1699000131.001	Modify Bandwidth Download Units	Gbps	Mbps	7/26/2016 3:44 PM EDT
<input type="checkbox"/>	Entity	School District 25 NIF	Modify Address Line 1	100 Main Street	101 Main Street	7/26/2016 3:41 PM EDT

Remove

- You can make multiple changes to an application with one RAL
- Review the list of your Requested Changes for correctness
- To remove a change, check the box next to the requested change and click the Remove button

Find Submitted RALs

To find your submitted RAL Corrections, click the Reports tab

The screenshot displays the USAC TRAINING application interface. At the top, a dark blue navigation bar contains the following tabs: News, Tasks (38), Records, Reports (which is underlined in yellow), and Actions. On the right side of this bar, there is a user profile icon, the text "School District 25 User 1", and the "Appian" logo. Below the navigation bar, the main content area is divided into two sections. On the left, there is a sidebar with the USAC TRAINING logo and a search box labeled "Search reports" with a magnifying glass icon. Below the search box, the text "All ▶" is visible. On the right, there are two report cards. The first card is titled "My Landing Page" with a subtitle "Applicant landing page" and a small bar chart icon. The second card is titled "My Submitted Modification Requests (RAL)" with a subtitle "Report for viewing all the submitted Modification RAL Request(s)" and a small bar chart icon. This second card is circled in yellow.



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