2022 471 instructions

Before starting the 471, make sure you have a contract uploaded to the EPC.

Basic Information

1. Make sure the entity information is correct
2. Enter Application nickname. Choose something you can easily recognize (ie Library 471 Cat1 2022)
3. Click Save and Continue
4. Click Yes for the main contact
5. Leave holiday/summer contact blank
6. Click Save and Continue

Entity Information

1. Choose your Category of Service (you need two different 471 for each Category)
2. Click save and Continue
3. Verify entity information is correct
4. You should not have related entities unless you have a branch
5. Click Save and continue
6. Verify your discount is correct
7. Click Save and Continue

Category 1 Funding Request

1. Click Add FRN
2. Enter a nickname with your Library name at the start (ie: Library Internet FRN 2022)
3. Select "no" for funding request continuation
4. Service Type should be Data Transmission and/or Internet Access
5. Click Continue
6. Choose Contract if you have a multi-year contract or Month-to-Month if you go on a single year
7. Search by your BEN to find your contract
   a. NOTE: if you are starting a new round of voluntary extensions you will need to upload your contract; if you are in your voluntary extensions period you need to connect your original contract; if you're Month-to-Month you will need to have a bill or invoice to indicate commitment.
8. Select your contract and verify the information is correct
9. Service start date should be July 1, 2022
10. The date the contract expires for current term should be June 30, 2023
11. Select "No" for fiber request key information (Note: unless you have special construction charges)
12. Enter a narrative about what you are asking for (ie: This request is [enter speed]mbps internet service for Library)
13. Click Save and Add/Manage FRN Line items

14. Click Add New FRN Line Item
15. Choose "Internet access services that includes a connection from any applicant site directly to the Internet Service Provider"
16. Function – will most likely be Fiber
17. Connection – will most likely be Ethernet (check with you provider if you are unsure)
18. Enter download speed
19. Choose MBPS
20. Choose "No" for burstable bandwidth
21. Click Save and Continue
22. Answer "yes" to direct connection
23. Answer "no" to WAN
24. For Firewall, check with your vendor – will mostly likely be "No"
25. Enter monthly recurring cost (should be on bid or contract)
26. Enter 1 for monthly quantity
27. Enter any ineligible costs (probably won't have any but bid/contract will say). If no cost enter 0
28. Enter one time costs for installation if need be
29. Enter 0 for in-eligible one time cost (unless there is one)
30. Save and Continue
    Note: If you have a leased or a managed router you will need to add another line item
31. Manage receipts will be selected "yes"
32. Save and Continue
33. Verify your entity name and number
34. Save and Continue
35. For Category 1 this will mostly likely be your only FRN
36. Click Save and Continue

Category 2 Funding Request

1. Click Add FRN
2. Enter a nickname (ie: Library Cat2 2022)
3. Choose 'No' for continuation
4. Service type – will most likely be 'internal connections'
5. Choose Contract if you have one or Month to Month
6. Search by your BEN for the contract (will already be populated)
7. Select the correct contract
8. Enter contract expiration date (probably 6/30/2023)
9. Click Continue
10. Enter a funding narrative describing what you're asking for – (ie: Library is requesting the purchase, installation, and licenses to replace outdated equipment [or perhaps increase bandwidth] [list equipment])
11. Click Save and Manage FRN line items
12. Click Add New FRN line item
13. Choose your type of internal connection
14. Choose product type

15. Choose your make and model
16. Choose if installation is included in the price
17. Choose if you are doing a lease or non-purchase agreement (will be no for all except maybe routers or firewalls)
18. Enter cost information – Be sure to enter 0 if there is no cost
19. Click Save and Continue
20. Make sure it has your library listed as the entity receiving
21. Click Save and Continue
22. Enter as many line items as needed

Review Form 471

1. Click Save and Continue
2. Click Review FCC Form 471
3. Refresh until you get a pdf
4. Review and save or print if you want
5. Check the Box
6. Click Continue to Certification

Certify

1. Check the first two certifications
2. For the questions in the summary, answer no.
3. Read and check remaining certifications
4. Click Certify