This is application #3 of 4.

This form verifies the services requested on the 471 have started.

**Use Firefox, not Internet Explorer for all E-rate Applications. Disable popup blocker.**

2. Enter the username (E-mail address) and password and click “Sign In”.

3. From the Landing Page, Click “FCC Form 486”.
4. Fill in the Nickname Field as desired, and select 2016 from the Funding Year dropdown. Click in the Main Contact User box, and start typing your name to find you EPC user account. Click on that to select it, then click “Continue” at the bottom of the page.

5. Click “Add All (1) FRNs”, then click Continue. Some of you have more than one FRN, just click the same button to select them all.
6. Review the information on this screen. If you switched providers, and service started later than 7/1/16, you can check the box next to the FRN and enter the actual start date. Click Continue when everything is correct.

7. Leave both boxes here unchecked and click Continue.
8. Check all 3 boxes under Certifications. CLK and OSC should check the first option under CIPA Certifications; all other libraries pick Option 3 as shown. Click Preview when done.

9. Click “Certify” to complete the Form 486 process. Click “Yes” in the popup window to confirm the certification.
10. You will see this screen when the 486 has been successfully filed. Print a copy for your records by click on the blue text.