UPDATING ORGANIZATION AND CONNECTIVITY PROFILE 2016
(if the print version of this is too small, view it on the computer and increase zoom to 150)

These steps MUST be completed before filing a Form 471.

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

All applications for FY2016 must be done in the new E-rate Productivity Center Portal (EPC). These instructions assume you have activated your EPC account, and completed the “Accept Terms and Conditions” task. If you have not completed these steps, go to the NCLS E-rate web page at https://web.ncls.org/Erate for instructions on how to complete these tasks. USAC has posted a series of videos on using the EPC – they can be found at http://www.usac.org/sl/about/outreach/fcc-form-470-video-series.aspx

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

3. On the Landing Page, click on the organization name.
4. At this screen, click on Related Actions.

5. Click on Manage Organization.
6. Enter the latitude and longitude of the library. You can find a chart with this and other information on the NCLS E-rate webpage: [https://web.ncls.org/sites/default/files/Latitude-Longitude-Locale.pdf](https://web.ncls.org/sites/default/files/Latitude-Longitude-Locale.pdf). When you have entered the coordinates, click “Lookup Urban/Rural Status”. The appropriate button under the Urban/Rural Heading should auto-fill.
7. Scroll down the page. Make sure public library is selected. **This is critical – please make sure that the question “Is this library part of a library system?” is set to “No”.** Do not check any of boxes under “Check All That Apply”. Enter the square footage – you have that on the annual report. The locale code is on the chart I provided. Make sure the school district is correct – if not, do a search and select the correct one. When you have everything entered, click Submit.
8. You will be asked to assign a nickname to these changes, use something like the example below. Click Submit when finished.

9. You will be returned back to this page. Scroll down and click on Manage Connectivity Questions.
10. All questions on this page are required. The download and upload speed you can get from the annual report. For the connection type, if you have Time Warner pick “Cable Modem”, for Westelcom and SLIC pick “Fiber” (except CAR – Linda you have DSL so pick Copper). (OSC – Leona, you would pick Copper as well for the T1). As far as the barriers to a robust internal network, and the quality of the Wi-Fi, you can answer them as you wish.
11. You are returned to this screen. You have completed the update process.