

## E-RATE REQUEST FOR BILLS

### Due: November 18<sup>th</sup>, 2016

#### INSTRUCTIONS:

**Send us a representative bill for each billing account that you pay monthly for E-Rate eligible services.** This includes bills for your Telephone, Long Distance, Cell Phone Service, Internet Access, and Data Connections (e.g. point to point T-1s, wide area network connections).

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**IF YOUR E-RATE DISCOUNT IS 60% OR BELOW, DO NOT SEND US BILLS FOR VOICE SERVICES**

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#### **BEST PRACTICES:**

- Send the September or October 2016 bills as these bills tend to have the highest usage charges.
- If you have higher usage in a different month, please send us the higher bill.
- If you recently added new services that have not yet been billed, please let us know and send us the bill AFTER new services have been installed.
- Be sure to include bills with zero amount due or a credit balance
- Don't send bills for services that are no longer eligible such as web hosting, email, paging
- Don't send us 12 months of bills. We only need one month.

***DON'T OVERLOOK ACCOUNTS! Send us bills for all of your services! Call us if you are unsure.***

**K & S Client Portal Upload Instructions.** Take advantage of your secure K&S client Portal to store and review your bills. See attached instructions on how to upload your bills for safekeeping and easy viewing and retrieval.

✓ **Bill Checklist.** Must be completed and returned if you are not using the K&S Client portal

**Cell Phones and Wireless Internet Access.** Complete the attached Wireless Internet and Reimbursement of Personal Use Access Forms ONLY if you can prove cost effectiveness. These are rare situations such as a library book mobile.

See the Eligible Services List for details: <http://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx>

**UPLOAD THROUGH YOUR K&S PORTAL, MAIL or FTP Site (DO NOT FAX OR E-MAIL)**

**Kellogg & Sovereign® Consulting, 1101 Stadium Drive, Ada, OK 74820**  
**Portal: <http://portal.erate470.com/> FTP Site: [www.kelloggllc.com/links.aspx](http://www.kelloggllc.com/links.aspx)**

**Questions? Contact your KSLLC Account Manager or E-mail: [ebills@kelloggllc.com](mailto:ebills@kelloggllc.com)**

# INSTRUCTIONS FOR UPLOADING BILLS TO YOUR K&S E-RATE PORTAL

**A. Locate your Portal login.** Contact Kellogg & Sovereign® if you need assistance logging in to your K&S Portal. Use our live chat link on <http://www.kelloggllc.com/erateservices.aspx> or give us a call, 580-332-1444.

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**B. Organize your bills.**

Send us one representative bill for each service that is E-rate eligible dated September or October 2016. We need ALL pages (both sides if double sided) of the bill. Download the bill from your service provider's online billing site OR scan a copy of the bill. If you scan your bill, be sure to scan all pages (both sides if double sided). **Review the scanned document to ensure that all pages are upright and all pages are scanned. Please be sure the documents scanned are legible and complete.**

**C. Save each invoice separately on your computer.** Each individual bill that you receive will need to be uploaded for a single month. One month-one account.

**D. File names** – Please name your files as follows: first 4 letters of your school name-abbreviation of your service provider name – account number – YYYYMM

**Example:** ADAI\_ATT\_405 332 1444\_1610.pdf

**E. Upload your bills to the Portal.**

Login to the K&S Portal: <http://portal.erate470.com>

From the E-rate portal main page, click on "Submit Bills & Invoices"

**Step 1 – Identify your Bill**

Select the funding year (July 1, 2016 – June 30, 2017)

Choose the service provider or enter a provider if yours is not listed

Enter Date of Invoice

Enter Invoice Due Date

Add notes as needed

Click NEXT

**Step 2 – Upload your bill.** Browse to locate the saved file (.pdf is preferred format) of your bill.

Click save

**Step 3 - View your submitted bills displayed on the screen.**

Repeat the process to upload all of your bills.

(Note – you may use this same process to upload bills for reimbursement or as needed.)





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# CELL PHONE BILLS – WIRELESS INTERNET

## CONDITIONALLY ELIGIBLE for E-Rate

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*Complete this form if your school or library is requesting E-rate support for individual wireless Internet Access plans including data plans and hot spots.*

### Wireless Internet Access Certification

The school or library I represent is seeking E-rate funding for individual wireless plans provided by our wireless service provider (e.g. data plans for individual cell phones, data plans for Ipads or other netbooks, or wireless Internet hot spots). I certify that the individual plans listed below are the most cost effective means of providing Internet Access to the classroom.

**I understand that E-rate will only provide support if the applicant can document that the individual wireless plan is the only way the school or library can deliver cost effective Internet Access to the classroom or public rooms of the library.**

I understand that I will need to complete a competitive bidding period for both the individual plans and a wireless access solution for the school or library in order to document that the individual plan is the most cost effective solution. I understand that I must retain all documentation in order to prove our selection of the individual wireless plan. <sup>1</sup>

I certify that all off-site (off-campus) use will be cost allocated out of any request for E-rate funding and subsequent funding disbursement.

Name of School/Library: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Billing Account #	Cell Phone Account # - Attach full list of all individual accounts for which you are requesting E-rate funding for Internet plans.
Provider:	
Explain use of the individual wireless plan: (e.g. library bookmobile)	

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<sup>1</sup> E-Rate Modernization Order released July 23, 2014, para. 151 - <http://www.usac.org/sl/tools/modernization-order/default.aspx>