

# Emergency Connectivity Fund Program Registration for Tribal Governments

## Getting Started

The following steps can be taken before filing your **Emergency Connectivity Fund Program** application:

- 1 Obtain an FCC Registration Number
- 2 Register with SAM.gov
- 3 Obtain a Billed Entity Number and create user profiles in the ECF Portal

Detailed information is available at  
[EmergencyConnectivityFund.org/before-you-begin/](https://EmergencyConnectivityFund.org/before-you-begin/)

## FCC Registration Number

Schools, libraries, and service providers that have agreed to invoice on behalf of applicants **must have an FCC Registration Number issued by the FCC's [Commission Registration System \(CORES\)](#)** to participate in the Emergency Connectivity Fund Program.

If a Tribal government has a question about creating an FCC Registration Number, please contact the CORES customer service team at **(877) 480-3201**.

## Registration with SAM.gov

Applicants and service providers who will be submitting requests for reimbursement (FCC Forms 472/474) **must have an active registration with the federal System for Award Management (SAM.gov)**. Applicants who will have their service provider invoice on their behalf (SPI invoicing) are not required to register with SAM.gov.

## Billed Entity Numbers and the ECF Portal

**Note for E-rate applicants:** E-rate applicants that are **already registered in the E-rate Productivity Center (EPC) will get access to the new ECF Portal** with their existing credentials through One Portal, USAC's multifactor authentication system.

Schools and libraries that are **not registered in EPC and do not have an entity number in EPC** will need to obtain one. Contact the Emergency Connectivity Fund Customer Support Center (CSC) to set up your account in EPC. After new entities and new users are created in EPC, that information will automatically be moved into the ECF Portal and you will be able to apply for support for the Emergency Connectivity Fund Program through the ECF Portal.

# What You Will Need...

## Account Administrator for Each Entity and a Consortia Leader

The **name and contact information for staff members** who will serve as the Account Administrators. This role can add users on their organization's account and assign them rights (permissions) to file Program forms.

## Tribal Governments Seeking to Establish a Consortium for Eligible Tribal Schools and Libraries

- **A name and contact information for the Tribal government employee designated as the consortium leader.** The **consortium leader** is responsible for ensuring that **necessary certifications are made and responding to USAC inquiries** on behalf of the consortium members **during both pre- and post-commitment processes.** (USAC's issuance of a Funding Commitment Decision Letter (FCDL) is the event that separates pre-commitment from post-commitment.)
- **A Letter of Agency (LOA).** A consortium LOA is most commonly signed by consortium members and kept on file by their consortium leader to verify their knowledge of their membership and participation in the consortium. Consortium members and agents can also use a project agreement, a contract, a letter agreement, or other similar document to establish this authorization.
  - **Note:** The E-rate program offers a sample [LOA](#) that you may modify for the Emergency Connectivity Fund Program.
- **Identify the Account Administrator for each school and library that will join the consortium.** If the CSC determines that the potential consortium members require new entity numbers, requested documentation must be sent from the organization's email domain and include an email signature containing the requestor's name, title, and contact information OR include a written request on the organization's letterhead.
  - **Note:** Each consortium member's Account Administrator will need to activate the account before the CSC can link the entity's account to the consortium.
- Tribal entities should request the CSC to check the appropriate Tribal designation (BIE, Tribal school, or Tribal library).



If you need help, you can reach out to the **Emergency Connectivity Fund Customer Support Center (CSC) at (800) 234-9781, Monday through Friday, 8 a.m. to 8 p.m. ET.** The support center representative may ask you to provide applicant information in order to get set up.

