Consortium members report their CIPA status by submitting the FCC Form 479 to their consortium leader. The consortium leader then files the FCC Form 486.

**COMPETITIVE BIDDING**
- Requirements for selecting a service provider.
- FCC Form 479 must be submitted.

**SELECT A SERVICE PROVIDER**
- Sign a contract or service agreement with an approved service provider.

**APPLYING FOR DISCOUNTS**
- Seek discounts for services by submitting FCC Form 477 within the filing window.

**DETERMINE INVOICE METHOD**
- Using the invoice method with your provider or service provider.

**PROGRAM INTEGRITY ASSURANCE (PIA) REVIEW**
- Receive funding commitment from the Federal Communications Commission.

**SERVICES START**
- Confirmation of service from the service provider.

**INVOICING**
- Bear Method: Service provider invoices and reports on Form 471.
- SPI Method: Service provider invoices and reports on Form 498.

**SUBMIT FCC FORM 498**
- Submit the FCC Form 498 for direct E-rate payments.

**COMPUTE INVOICE REVIEW**
- Complete invoice review by the consortium leader.

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**QUESTIONS?**
- (202) 293-0370
- merit@merit.edu
- www.merit.edu

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