

E-rate Productivity Center – Update your Organization Information

On your Landing Page, click **Manage Organizations**.

News Tasks (2) Records Reports Actions Appian

My Applicant Landing Page

Training
Universal Service Administrative Co.

Welcome, Gotham Public Library!

Pending Inquiries

Type -- Select a Type -- Application/Request -- Enter an Application/Request ID or Nickname --
Funding Year -- Select a Funding Year --

APPLY FILTERS CLEAR FILTERS

Check in the box in front of your library's name, then click the **Manage Organization** button.

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Manage Organizations

Existing Organizations

<input checked="" type="checkbox"/>	Billed Entity Name	City	State
<input checked="" type="checkbox"/>	Gotham Public Library	Gotham	MD

CANCEL MANAGE ORGANIZATION

On the next screen:

1. Confirm your library's **Urban/Rural** status.
2. Confirm your **Library Sub-type** and choose **Main Branch**.
3. Enter the **Square Footage** of the library building.
4. If your **Associated School District** is not listed, then search for it. You only need to use one of the search options - the **Zip Code Search** is the easiest.
5. Click the **Submit** button when you are done.

Modify An Organization

Name *

Gotham Public Library

Organization Type

Applicant

Physical Address

Address Line 1 *

123 Main Street

Zip Code *

20850

Address Line 2

Zip Code Extension

City *

Gotham

Click the button below to get standard USPS address

County *

Garrett

State *

MD

Please ensure that the address, city, state, and zip code are correct

VERIFY MY ADDRESS

Latitude / Longitude

User-entered Latitude ?

Latitude ?

User-entered Longitude ?

Longitude ?

LOOKUP URBAN/RURAL STATUS

Urban/Rural

User Entered Urban/Rural Status *

- Rural
- Urban



Urban/Rural Status ?

- Rural
- Urban

Unable to determine your status. Please enter Urban/Rural manually in User-Entered field.

Mailing Address

Mailing address is the same as physical address.

Address Line 1

123 Main Street

Zip Code

20850

Address Line 2

Zip Code Extension

City

Gotham

County

Garrett

State

MD

Other Methods of Contact

Phone Number *

012-345-6789

Phone Number Extension


Ex. 000-000-0000

Email

ind_library_10326@mailinator.com

Website URL


Library Information

Library Sub-Type * 


Public Library
 Private Library

Is this library part of a library system?
No

Check All That Apply

Academic
 Research
 Tribal Library
 Bookmobile
 Kiosk
 New Construction Library
 Main Branch 
 State Library Agency - Library


Category Two Budget Information

Square Footage * 

3000

Square footage must be provided to qualify for Category Two funding.

Associated School District

BEN	NAME	CITY	STATE	ZIP CODE
19272	School District For Libraries 	Washington	DC	20005


If this library is no longer a main branch, please unselect the Main Branch Checkbox

Search for School Districts


BEN Search

Name Search


State Search

Zip Code Search 

FCC Registration Number



Give your change a **Modification Nickname**, so you can track it later. Click the **Submit** button to finish.

News **Tasks (4)** Records Reports Actions 

Organization Modification Nickname

All changes to your organization can be seen on the Modifications page found in the menu on your left under Modifications. Please enter a short description of the modification made in the field below.

Modification Nickname *

