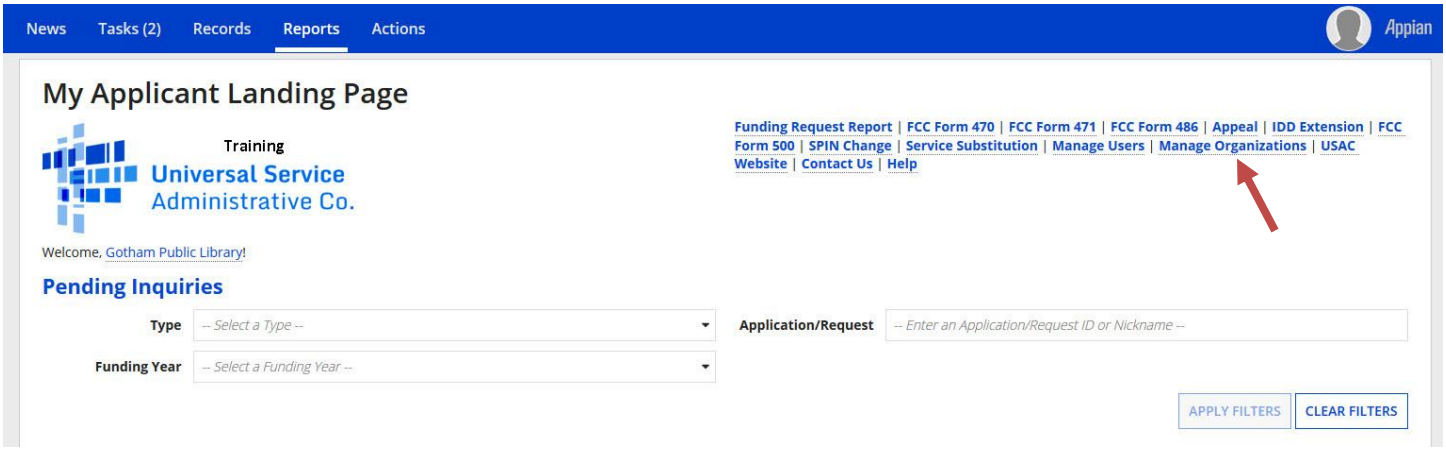
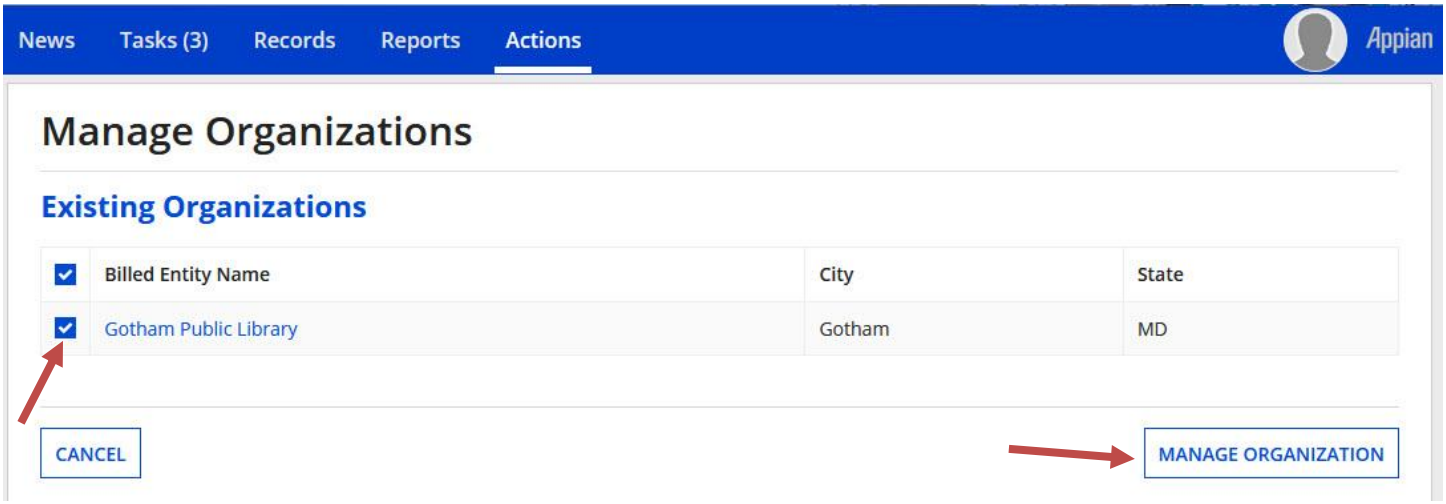
E-rate Productivity Center – Update your Organization Information

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

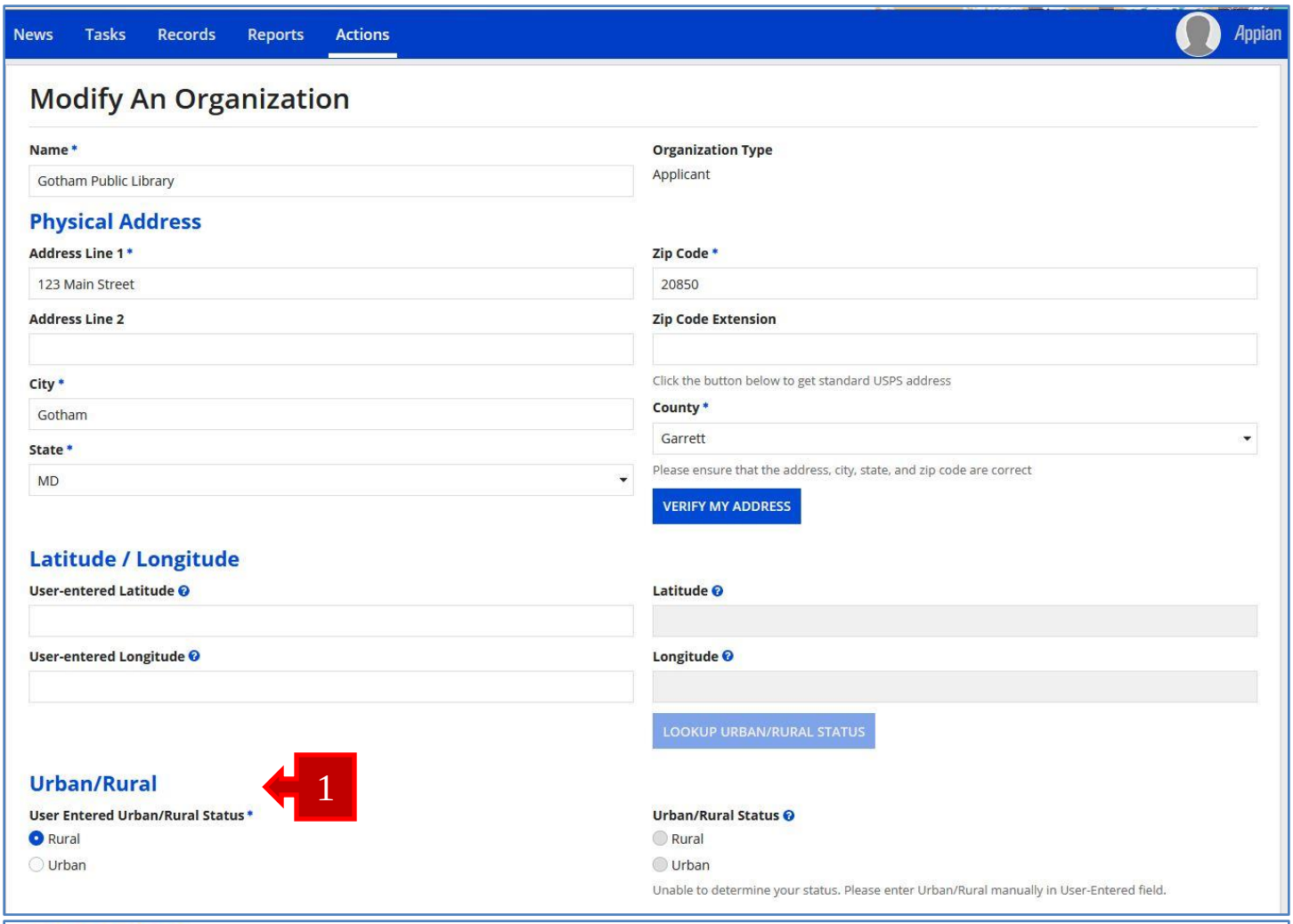


Check in the box in front of your library's name, then click the **Manage Organization** button.



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.



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

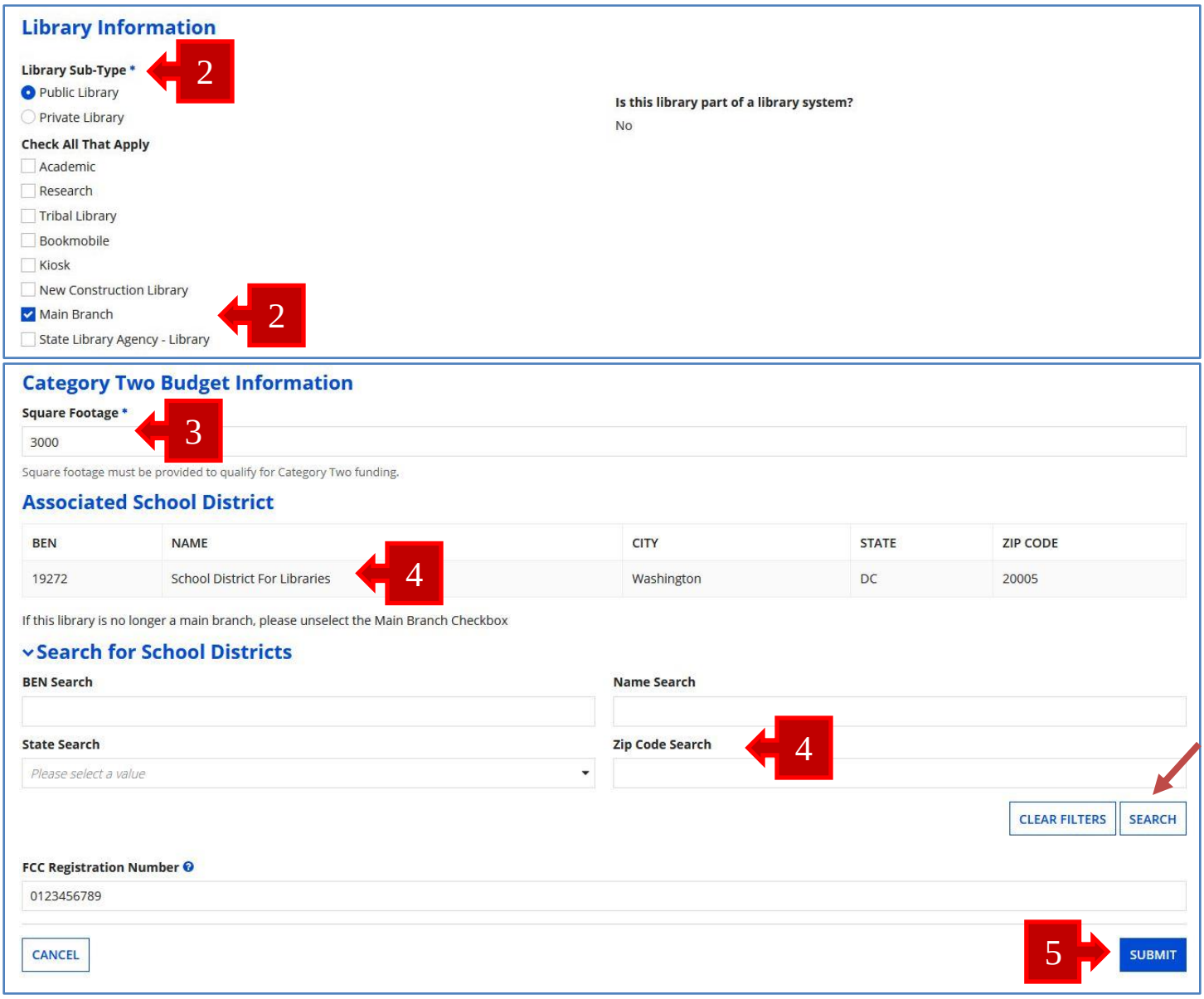
Phone Number *
012-345-6789

Ex. 000-000-0000

Phone Number Extension

Email
ind_library_10326@mailinator.com

Website URL



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