FCC Form 486
Instructions

A. My Applicant Landing Page

1. On **My Applicant Landing Page**, in the top, right corner of the screen, there are several links. Click **FCC Form 486**.

B. General Information

2. Under **FCC Form 486 Details**, enter a **Nickname**. Example Nicknames include:
   a. 2025 Beaver 486 Category 1
   b. 2025 Crescent 486 Category 2
   c. 2025 Piedmont 486 Category 1 and 2
3. Under **Funding Year**, select **2025**.
4. Under **Contact Information**, search your name under **Main Contact Person**. Select your name when it appears.
5. Click **Continue**.

C. Select FRNs

6. The FRN(s) that you have been funded for should appear below the search boxes. Select the **FRN(s)** by checking the box to the left of the FRN number, then click **Add (#) FRNs**. If you need to search for an FRN, you can do so in the search boxes under Filters.
7. **NOTE**: You can add more than one FRN to a Form 486. For example, if you received funding for Category 1 and Category 2, you can add both FRNs to the Form 486 or you can do separate Forms 486 for each FRN.
8. The FRN(s) you selected will appear under **Selected FRNs**.
9. Click **Continue**.

D. Detailed Info

10. Review the **Billed Entity Information** at the top of the screen.
11. Under **Service Information**, verify that the Service Provider(s) information is correct.
12. The **Service Start Date** should be **7/1/2025**, and the **Actual Service Start Date** should be **7/1/2025**.
    a. In the unlikely event that your service start date is after 7/1/2025, check the box next to the FRN number. This typically only happens in cases where the library is receiving construction or, occasionally, changing providers.
    b. Enter the **Actual Service Start Date**.
    c. Click **Update Selected FRN Start Date**.
    d. Click **Continue**.
13. **DO NOT** check any of the boxes next to the FRN numbers. Click **Continue**.

E. Certification

14. If you are filing the Form 486 on or before July 31, 2025, check the box next to the statement under **Early Filing**.
15. **DO NOT** check the box next to the statement under **CIPA Waiver**.
16. Click **Continue**.
17. Under **Certifications**, check the box next to **BOTH statements**.
18. Under **CIPA Certifications**, select the top statement: "I certify that as of the date of the start of discounted services: a. the recipient(s) of service represented in the Funding Request Number(s) on this FCC Form 486 has (have) complied with the requirements of the Children's Internet Protection Act…"
19. Click **Preview**.

F. Preview

20. A preview of the selections for the Form 486 will appear for you to review. If you need to change anything, you can click the **Back** button in the bottom, left corner of the screen.
21. Click **Print Preview** then click **Yes** to see an expanded view of your Form 486 answers and selections.
22. Click **Certify** then click **Yes**.
23. To print and save a copy for your records, click **Click here to view and print the FCC Form 486**.
24. Click **Print Preview** then click **Yes**.
25. In your browser, go to **Print**. For a print copy, select your printer from the Destination menu then select **Print**. For a digital copy, select **Save as PDF** from the Destination menu then select **Save**.