

# Instructions to file a SPLIT FRN/SPIN Change

Log into the E-Rate Productivity Center (EPC): <https://portal.usac.org/suite/>

Under the Schools and Libraries header, click on the “E-rate Productivity Center (EPC)” section.

Left of screen, next to “Welcome,” click your entity name (this is a hyperlink) - This will take you to your Profile Page.

Select “**Create SPIN Change Request**” from the drop-down menu on the far right. Under “**SPIN Change Details**”, complete the fields as shown below, then click, “**CONTINUE**”

Records / Applicant Entities

#12 [REDACTED] SCHOOL DISTRICT

MANAGE ORGANIZATION CREATE A CUSTOMER SERVICE CA... MANAGE ORGANIZATION RELATI...

Summary Customer Service Modifications Additional Information Discount Rate Category Two Budget Contracts FCC Forms FRN Appeals News

Create FCC Form 470  
Create FCC Form 471  
Create FCC Form 486  
Manage Contracts  
Create Annual  
**Create SPIN Change Request**  
Create Service Suspension Request  
Create FCC Form 500

### Organization Details

Name [REDACTED] Applicant Type School District  
Entity Number [REDACTED] Status Active  
FCC Registration Number [REDACTED]

### SPIN Change Details

Nickname\* DISTRICT NAME\_FY2025\_TransitionalService\_SPINChange Funding Year\* 2025  
SPIN Change Type\* SPIN Change

### Contact Information

Main Contact Person\* [REDACTED]  
Please select a main contact person by typing the contact person's name or email address.

CANCEL CONTINUE

Check the box next to the Transitional FRN (old provider) to Modify and click “**ADD FRN**”

Then check the box next to the Transitional FRN under “**Selected FRNs**” and click “**CONTINUE**”

<input type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service	SPIN	SPIN Name
<input type="checkbox"/>	25					
<input type="checkbox"/>	25					
<input checked="" type="checkbox"/>	25		WAN/IA Services- transitional	Category 1	143030857	ENA Services, LLC
<input type="checkbox"/>	25		WAN/IA Services- new	Category 1	143054389	United Data Technologies, Inc.

**ADD (1) FRNS**

**Selected FRNs**

<input checked="" type="checkbox"/>	FRN	Application Number	FRN Nickname	Category of Service
<input checked="" type="checkbox"/>			WAN/IA Services- transitional	Category 1

**REMOVE (1) FRNS**

**CANCEL** **BACK** **CONTINUE**

Under “**SPIN Change Details**”, select “**Other**” from the drop-down menu

Enter the following in the “**Other\***” Box: *This is a SPIN change to correct the months of service for the transitional FRN filed under existing provider, SPIN 143030857, Zayo Education, LLC, and new service with SPIN 143054389, United Data Technologies, Inc.*

**SPIN Change Details**

Please select the reason why you would like to change the service provider on the FRN(s) \*

Other

Based on the information that you have provide

Operational SPIN Change

**Other \***

This is a SPIN change to correct the months of service for the transitional FRN filed under existing provider, SPIN 143030857, Zayo Education, LLC, and new service with SPIN 143054389, United Data Technologies, Inc.

Under “**New Service Provider Information**”, type SPIN “**143054389**” and United Data Technologies, Inc. will pop up

Then click the transitional FRN [hyperlink](#)

### Original Service Provider Information

Original Service Provider Information Number (SPIN)  
143030857

Original Service Provider Name  
Zayo Education, LLC

### New Service Provider Information

New Service Provider Information Number (SPIN)   
143054389 

New Service Provider Name  
United Data Technologies, Inc.

### Supply Services

To complete the SPIN Change request for the listed FRN(s), please click on the FRN number hyperlink.

FRN	Services Delivered	Status
25 		

Under “**Detailed Information**” Select **YES** for first question and **NO** for second question. (see screenshot below)

Next, type the following in the **Narrative** box:

“We are requesting a SPLIT FRN/ SPIN Change. [Insert 11-month FRN filed under old provider] should be for (2) months. New Split FRN (new provider) should be for (9) months from 9/1/2025-5/31/2026.” [You will make these months and dates match your transition dates (i.e. if you transitioned in Novemeber, you would need (5) months on old provider FRN (Jul.-Nov.) and (6) months on new provider FRN (Dec.-May). Remember, you already have an FRN for the new provider for (1) month (Jun.) = total of 12 months of service]

Next, you will fill in the fields with the following data:

Click, “**CONTINUE**”

### For Monthly Services

Monthly pre-discount amount from the original service provider- *Enter the monthly amount for the number of months that the old provider provided service.*

Monthly pre-discount amount for the new service provider- *Enter the monthly amount for the number of months that the new provider will provide service. (remember you will not include the charges for June 2026 as they are included under the (1) month FRN.)*

When did the old service provider stop providing service? *Enter the date that the old provider ended the service.*

When did the new service provider start to provide services? *Enter the date that the new provider started providing services.*

## For One-Time Services

One-time pre-discount amount from the original service provider *Enter the one-time amount (if any) for the old provider.*

One-time pre-discount amount for the new service provider *Enter the one-time amount (if any) for the new provider.*

When did the old service provider stop providing service under this FRN? *Enter the date that the old provider ended the service.*

When did the new service provider start to provide services under this FRN? *Enter the date that the new provider started providing services.*

### Detailed Information

Has the original service provider supplied any services under this funding request? \*  YES  NO

Did you receive more than one bid for these services? \*  YES  NO

**Narrative**

We are requesting a SPLIT FRN/ SPIN Change. [Insert 11-month FRN filed under ENA] should be for (2) months. New Split UDT FRN should be for (9) months from 9/1/2025-5/31/2026

174 / 255 Characters | This field is optional

### For Monthly Services

Monthly pre-discount amount from the original service provider \*

Monthly pre-discount amount for the new service provider \*

When did the old service provider stop providing service? \*

When did the new service provider start to provide services? \*

### For One-Time Services

One-time pre-discount amount from the original service provider \*

One-time pre-discount amount for the new service provider \*

When did the old service provider stop providing service under this FRN? \*

When did the new service provider start to provide services under this FRN? \*

Select the answers under “**Additional Questions**” in the screenshot below.

Click “**PREVIEW**” and a summary of the request will appear.

### Additional Questions

Are the changes requested allowed under all applicable state and local procurement rules? \*

YES  NO

Have you notified your original service provider of your intent to change service providers? \*

YES  NO

Are the changes allowable under the terms of the contract, if any, between the applicant and its original service provider? \*

YES  NO

If your service provider is no longer in business, have you attempted to contact them? \*

YES  NO

### Main Contact

Name [REDACTED]  
Phone Number [REDACTED]

Email [REDACTED]

### SPIN Change Details

**Please select the reason why you would like to change the service provider on the FRN(s)**

State Replacement Contract

**Based on the information that you have provided your SPIN change type is**

Operational SPIN Change

Other This is a SPIN change to correct the months of service for the transitional FRN filed under existing provider, SPIN 143030857, Zayo Education, LLC, and new service with SPIN 143054389, United Data Technologies, Inc.

### Original Service Provider Information

**Original Service Provider Information**  
Number (SPIN) 143030857

**Original Service Provider Name** Zayo Education, LLC

### New Service Provider Information

**New Service Provider Information**  
Number (SPIN) 143054389

**New Service Provider Name** United Data Technologies, Inc.

### Supply Services

FRN	Services Delivered	Services Details
FRN	Services Delivered	Services Details
2599 [REDACTED]	Yes	<a href="#">View</a>

### Additional Questions

Are the changes requested allowed under all applicable state and local procurement rules? Yes

Are the changes allowable under the terms of the contract, if any, between the applicant and its original service provider? Yes

Have you notified your original service provider of your intent to change service providers? Yes

If your service provider is no longer in business, have you attempted to contact them? No

**Narrative** We are requesting a SPLIT FRN SPIN Change. FRN 259[REDACTED] should be for (2) months. New Split UDT FRN should be for (9) months from 9/1/2025-5/31/2026. FRN 259[REDACTED] will remain (1) month unless you can modify it from (1) to (10) months.

### For Monthly Services

**Monthly pre-discount amount from the original service provider** \$63,000.00

**Monthly pre-discount amount for the new service provider** \$235,800.00

**When did the old service provider stop providing service?** Aug 31, 2025

**When did the new service provider start to provide services?** Sep 1, 2025

### For One-Time Services

**One-time pre-discount amount from the original service provider** \$0.00

**One-time pre-discount amount for the new service provider** \$0.00

**When did the old service provider stop providing service under this FRN?** Aug 31, 2025

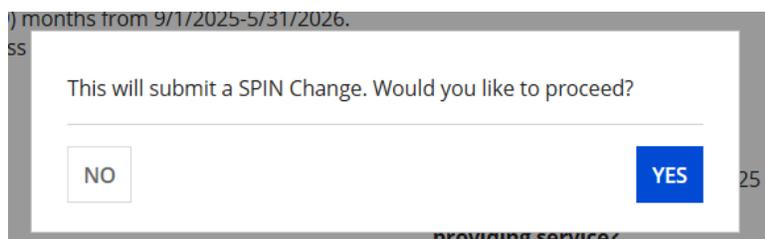
**When did the new service provider start to provide services under this FRN?** Sep 1, 2025

After you review for accuracy, click **“SUBMIT”**.

Click **“YES”** on pop up screen

Click **“Click here to view the SPIN Change record Dashboard”** to see status of the request.

If you click **“News”**, you will see the confirmation that the SPIN Change was submitted.



SPIN Change #403[REDACTED]\_TransitionalService\_SPINChange has been successfully created  
Thank you. We have received your SPIN change request and a confirmation will appear in your news feed shortly.

[Click here to view the SPIN Change record dashboard](#)

**Summary** Associated FRNs Review Inquiries News Related Actions

**In-Review**

Outreach

Wave Ready

Committed

**Request Details**