

Activation of E-rate Manager ® License Accounts

To activate the E-rate Manager® (ERM) account for each Arkansas user we will need to gather some information from the designated authorized user. The best way for us to do this is for each Arkansas district, school, or cooperative to determine who the authorized employee is currently to verify only the authorized employee has access. Please see the below process for designating your authorized user.

All requests to receive a user license access to E-rate Manager ® should be sent to BOTH acct@fundsforlearning.com AND cory.biggs@arkansas.gov.

The following items will be needed to activate each account:

- Identify the request as a Arkansas district/school/cooperative
- District/School/Cooperative name and address
- Billed Entity Number (USAC issues BEN)
- Full name of employee authorized to access schools' E-rate data. *(The user must be a district/school/cooperative employee and not a third party, vendor or consultant.)*
- Email address for authorized employee

The Funds For Learning accounting office will establish the ERM account. An e-mail notification will be sent to the authorized user to access the account and establish a password. Once the account is established the user can immediately access the historical E-rate data. Live webinar training sessions for using E-rate Manager® are offered bi-weekly throughout the year for applicants. We will add additional E-rate Manager® training sessions to accommodate the needs of Arkansas schools, districts, and cooperatives during this initial set up phase.

The business office will maintain a list of all Arkansas ERM users that are activated and we will compare it to the list of Arkansas school billed entities on file and provide a list of any entities that have not activated their accounts.