2023 486 instructions

Basic Information

1. Enter Application nickname. Choose something you can easily recognize and includes the library name (i.e. LibraryName 486 2023)
2. Select funding year 2023
3. Enter your name and select yourself under Main Contact Person
4. Click Continue

Select FRNs

1. Unless you have a long list of FRNs (unlikely) there is no need to Filter
2. Click Add all FRNS
3. The FRN(s) will move down underneath Selected FRNs
4. Click Continue

Billed Entity Information and Service Information

1. Take a quick look to verify Billed Entity Information is correct
2. Under Service Information verify the Service Provider is correct
3. Verify the service start date is 7/1/2023 and actual service start date is also 7/1/2023
4. If everything is correct, click Continue (DO NOT CHECK THE BOX NEXT TO THE FRN)

Update Actual Service Start Date – NOT REQUIRED UNLESS YOU HAVE SPECIAL CIRCUMSTANCES

1. In the unlikely event that your service start date is after 7/1/2022, click the checkbox next to the FRN. This typically only happens in cases where the library is receiving construction or, occasionally, changing providers.
2. Enter the actual start date
3. Click Update selected FRN start date
4. Click Continue

Early Filing and CIPA Waiver

1. If you are filing your 486 **on or before** 7/31/2023, click the Early Filing box. If not, leave it unchecked.
2. DO NOT click the CIPA waiver box.
3. Click Continue

Certifications

1. Click the two certifications box
2. Click the **first** radio button under CIPA certification.
3. Click Preview

Preview

1. Look over all supplied information
2. Click Print Preview if you want to print
3. Click Certify
4. Click Yes to the statement
5. Click to print and view if desired