



# PUBLIC NOTICE

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DA 02-1995  
August 9, 2002

## Electronic Filing for the 700 MHz Guard Band Managers' Reports will be Available Through the Internet Beginning September 4, 2002

The 700 MHz Guard Band Managers must file their first annual report with the Commission no later than October 1, 2002.<sup>1</sup> This Public Notice provides detailed information to the Guard Band Managers on how to file electronically with the Bureau as well as information on how the public can access the reports via the Internet. The reports must be filed between September 4, 2002 and October 1, 2002. **Note:** Although the Internet site for filing the reports is referenced below, it will not be available until September 4, 2002.

### To File Reports

A Guard Band Manager can file a report for each license held or, as long as the licenses are associated with the same FCC Registration Number (FRN), they can file one report to cover multiple licenses. To file the annual report, go to <http://wireless.fcc.gov/services/guard700/data/reports> and click on *Report Filing*. The report can be filed in Microsoft Word or Excel formats or Adobe PDF format. It is highly recommended to file the report using the "Single File Submission Process" which requires the full report to be in one electronic file. If your report consists of multiple files, and you can not combine them into one file, you must e-mail the report to the Commission by using the "Multiple File Submission" process on the web page.

When filing a report using the "Single File Submission" process, enter the licensee name, FRN, and the call signs covered within the report. Use the *Browse* button to locate and attach the report file. Once all the information is entered, click the *Preview* button to review the information. Or, click *Reset* to delete the information.

The *Preview* button allows you to review and change information before the report is submitted. When the information is correct, click the *Submit* button. Once submitted, you will receive a confirmation page that can be printed for your records.

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<sup>1</sup> By Public Notice, released May 13, 2002, the Wireless Telecommunications Bureau ("Bureau") announced the due date of the first annual report and outlined the basic information to be included in the report. It also stated that information on electronic filing would be released in a future Public Notice. See 700 MHz Guard Band Managers' First Annual Report is Due October 1, 2002, DA 02-1088.

If you must submit multiple electronic files, click on “Multiple Files Submission.” In the text of the message, include the licensee name, FRN, and call signs covered within the report being attached. The e-mail address is [guardbandreport@fcc.gov](mailto:guardbandreport@fcc.gov).

### **To Access Reports**

Each report will be available to the public within 10 business days after it is filed with the Bureau. The reports can be searched by licensee name, call sign, or by date range of when the reports were filed. You can also choose to “view all reports.” The “search results” page will list the licensee name, call sign(s), and the date the report was submitted. Click on the record you want to see and the report will be available for viewing on-line or for printing a hard copy. To search for reports, go to <http://wireless.fcc.gov/services/guard700/data/reports>.

For additional information on filing the reports or accessing the reports, please contact Denise Walter of the Bureau's Commercial Wireless Division at 202-418-0620 or [dwalter@fcc.gov](mailto:dwalter@fcc.gov).