

## Attachment C

### SEARCH INSTRUCTIONS FOR GRANTED LICENSES FOR LOWER AND UPPER PAGING AUCTION 40

Following are instructions for electronically searching the FCC Network for a specific license or licenses on file with the Commission. The following instructions relate specifically to searching for granted licenses associated with Auction 40

To search the FCC Network for an application, you must first connect to the FCC Network. Attachment C describes how Windows 95/98 users can connect to the FCC Network using the Dial-Up Networking features of Windows 95/98.

We recommend that you use Netscape Communicator 4.51, 4.61, or 4.7 (Internet web browser software) to use ULS for application searches. To download Netscape Communicator 4.7 free of charge, access the Netscape download site at <http://home.netscape.com/download/>.

### Conventions

The instructions in this attachment use the following typographic conventions:

- |                           |  |
|---------------------------|--|
| <b>bold</b>               | Represents objects on the screen that you click with the mouse pointer, including buttons, Internet links, icon, tabs, menu items (e.g., <b>Cancel</b> button, <b>Auctions</b> link, <b>Save</b> option in the File menu).                                 |
| <i>italic</i>             | Represents field names or areas of a screen (e.g., <i>Licensee Name</i> field, <i>Applicant Information</i> area of a screen).   |
| <b><i>bold italic</i></b> | Represents characters that you must type exactly as they appear in the instructions. For example, if you are instructed to type <b><i>http://www.fcc.gov</i></b> , you should type all of the characters shown in bold italic exactly as they are printed. |
| SMALL CAPS                | Capital letters (in Roman without italics or bold lettering) inside French quotes indicate specific keys on the keyboard (e.g., «ENTER,» «CTRL,» «ESC»).   |

## **Performing a License Search**

Once you have connected to the FCC Network, follow the procedures below to search for a license. *You may click the ? (Help) button at anytime for additional information on using License Search.*

1. Connect to the FCC Network using one of the following options:

**Note:** *If your PC is connected to a network, you must use a secure proxy to access the FCC Network. Consult your Network Administrator.*

### **Dial-Up Access**

- a. Use Dial-Up Networking in Windows 95/98 to connect to the FCC Network (see Attachment C).
- b. Start your web browser. In the location field of the web browser screen, type ***http://wtbwww05.fcc.gov***. Then press the ENTER key.

### **Internet Access**

- a. Start your web browser and connect to the Internet using your Internet Service Provider.
  - b. In the location field of the web browser screen, type ***http://www.fcc.gov/wtb/uls***. Then press the ENTER key.
2. Verify that Java and JavaScript are enabled in your web browser preferences. Additionally, the preferences must specify "Accept all cookies." Refer to your web browser Help facility for more information.
  3. On the Universal Licensing System main page, click the **License Search** button, located on the left side of the page.

**Note:** *License Search utilizes "cookies". If you are receiving a notification message when accepting a cookie, we recommend that you disable this message in your web browser options. Please consult your web browser Help facility for more information.*

4. Select the type of search by clicking the down arrow in the *Select Search Type* field to obtain a menu containing the following options:

Select **General** to search for all licenses

Select **Market Based** to search only for licenses associated with an FCC Auction

Select **Site Based** to search only for site-based licenses

Select **Frequency** to search for Wireless licenses based on a single frequency or frequency ranges.

Click the desired option from the menu and click the **Continue** button.

5. The License Search screen appears. This screen contains several data entry fields used for specifying the criteria for your license search. On the License Search screen, specify the search criteria necessary to locate the desired license. Please refer to the following “Basic Guidelines for Specifying Search Criteria” for more information.

*Basic Guidelines for Specifying Search Criteria:*

You must specify search criteria in at least one field. You do not have to specify search criteria in all of the search fields. Enter search criteria in as many fields as you wish.

To specify search criteria in a search field containing a menu of options, click the desired option from the menu. Use the scroll bars to view all options in a menu. You can select multiple options from a menu by pressing the CTRL key while you click the menu options.

Click **<No Criteria>** to undo a menu selection and search for all options in the menu.

Click the **Clear** button to clear entries from all of the search fields.

The Universal Licensing System restricts the number of rows returned in a license search to 3000. In such instances, you must enter more specific search criteria to reduce the number of rows returned.

*Click the ? (Help) button for a definition of each search field available on the License Search screen.*

6. After you have specified the desired search criteria, click the **Search** button. The system will scan the database for any licenses matching the search criteria. The matching license files will be listed on the Search Results screen. The Search Results screen will identify the call sign, licensee name, radio service code, market, and licensee id for each license returned in the query.

A message on the Search Results screen will indicate if no matches were found for the specified search criteria. Click the **New Search** button and respecify search criteria.

7. To view a license, click its call sign underlined link. To navigate through the data on the License screen, use the scroll bar or click the links at the top of the screen. *Click the ? (Help) button for information regarding specific functions available on this screen.*

To re-access the Search Results screen, click the down arrow in the *Other Options* field to obtain the drop-down menu of options. Click **Search Results** from the *Other Options* menu and then click the **Go** button.

To access additional information about the license (such as special conditions, associated applications, and locations), click the down arrow in the *License Options* field to obtain the drop-down menu of options. Click the desired selection from the menu then click the **Go** button.

To begin a new search, click the down arrow in the *Other Options* field to obtain the drop-down menu of options. Click **New Search** from the *Other Options* menu and then click the **Go** button.

### **Technical Support**

For technical assistance in searching the ULS for applications and licenses, contact the FCC Technical Support Hotline at (202) 414-1250. The FCC Technical Support Hotline generally will be available Monday through Friday, from 8 a.m. to 6 p.m. ET. *All calls to the FCC Technical Support Hotline are recorded.*