



# PUBLIC NOTICE

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DA 03-1785  
May 28, 2003

## **New Options to Pay Fees in the Universal Licensing System Now Available**

*The new Pay Fees interface conveniently connects the Universal Licensing System (ULS) to the online FCC Form 159 payment system from the ULS website.*

As part of a continuing effort to enhance the Universal Licensing System (ULS), the Wireless Telecommunications Bureau (WTB) has created a new interface called Pay Fees, which allows customers of ULS to pay for wireless license applications via the online FCC Form 159 directly from the ULS website. Previously, filers could only access the online Form 159 from the final confirmation page of a ULS application. The Form 159 can still be accessed at the end of the application process, but Pay Fees adds the flexibility of returning to submit fees after filing an application(s), to easily submit fees for multiple applications at once, and for fees to be submitted more conveniently by authorized parties other than the applicant.<sup>1</sup> All fees **must be received within 10 days** of the receipt date of the associated application in ULS, or the application will be dismissed.

Customers may access Pay Fees from a link on the ULS homepage or the Electronic Batch Filer (EBF) page on the WTB website, effective May 27, 2003. Pay Fees allows individual applicants and batch filers to select from a list of applications recently submitted to the Commission through ULS Online Filing or Electronic Batch Filing. Payment can then be made for one or more of the applications via a fast, easy, and secure online credit card transaction. Credit card transactions are the most efficient method of submitting your payment to the Commission and require no additional paperwork. **DO NOT** submit a manual copy of Form 159 if you have submitted a credit card transaction.

Alternately, the Pay Fees utility allows you to create a pre-filled manual copy of Form 159 for submission with a check via the US mail,<sup>2</sup> fax (when manually completing Schedule E only), or through hand delivery to the Commission<sup>3</sup>. For specific mailing addresses and additional instructions, see the ULS website, [wireless.fcc.gov/uls/support/help/helpfees.html](http://wireless.fcc.gov/uls/support/help/helpfees.html).

<sup>1</sup> All parties must first register and receive an FCC Registration Number (FRN) and CORES password.

<sup>2</sup> Fees submitted through the mail **MUST** be **RECEIVED** by the FCC within 10 days of the receipt date of the associated application(s) in ULS. Allow at least 3 or 4 days for mailing.

<sup>3</sup> When delivering fees by **hand** or **courier**, use the following address: Federal Communications Commission, c/o Mellon Client Service Center, 500 Ross Street, Room 670, Pittsburgh, PA 15262-0001 (Attention: FCC Module Supervisor). **DO NOT** use this address for mailing applications. See the Wireless Telecommunications Fee Filing Guide for more information.

### **For All Applicants**

Click the Pay Fees link from the ULS homepage, <http://wireless.fcc.gov/uls>, or the Electronic Batch Filer (EBF) information page, <http://wireless.fcc.gov/uls/ebf>. Then enter your FRN and CORES password. Pay Fees will display a line of data for each application associated with your FRN that has been submitted to ULS in the last 10 days and for which fees are due and have not yet been paid. Applications that are fee sufficient will not be included in the list. The following information is displayed for each application:

- FCC Code/File Number
- Applicant Name<sup>4</sup>
- Purpose
- Receipt Date
- Fee Due

### **How to Submit Payment**

- 1.) Select one or more applications by placing a check in the box to the left of the file number. To select all applications, click the **Select All** button at the bottom of the list of applications. (If you make a mistake, click the **Reset** button to de-select files and begin again. Please note: the reset button will only reset the current page of file numbers displayed.)
- 2.) When you are ready to proceed, select the **Submit** button.
- 3.) The following page will display the number of applications you have selected and the total fee amount due for these applications. Click the **Submit** button at the bottom of the page to pay for these applications using the FRN you have used as your current login. **Note: There is no need to login with your FRN and password again.**

If you would like another party to pay for the applications you have selected, you may enter that party's FRN and password in the center of the page. **Note:** You may also notify authorized third parties that applications are ready for payment, and they may then login with their FRN and password using the Pay Fees utility anytime within 10-day days of the receipt date of the application.

- 4.) The Payment Summary page will appear listing Applicant, Applicant FRN, Quantity, and Fee Due. Verify that this information is correct, and select one of the following options:
  - **Pay Online by Credit Card** Click this button to pay online by credit card. You will be prompted to enter the Payer Name, Card Number, and Expiration date and will be able to print a confirmation page. **DO NOT** mail or fax a copy of the Form 159 to Mellon bank.
  - **View Form 159** By clicking this button you can print Form 159 and submit it along with your payment(s) via US mail, fax (if you complete Section E, credit card information, only), or hand delivery.

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<sup>4</sup> The name of the transferee or assignee is displayed in the case of applications for Transfers or Assignments.

**For Batch Filers**

Pay Fees provides universal access to applications which have been submitted through EBF *for which fees are due* and are associated with an FRN. Applications which have been determined to be fee sufficient will not appear in the Pay Fees select list.

Pay Fees is flexible, requiring only the FRN of the payer to access all applications associated with the payer's FRN. The EBF Coordinator, third party organization, or individual filer can login to pay fees on any applications associated with the FRN. Fees **MUST** be remitted within 10 days of the receipt date of the application by ULS.

**For more information** access the Form 159 Pay Fees help page

[http://selafoff.fcc.gov/Batch\\_Filer/help/help.cfm](http://selafoff.fcc.gov/Batch_Filer/help/help.cfm) or contact the FCC for technical support:

**FCC Technical Support Hotline:** Call 202-414-1250 (TTY 202-414-1255), or send e-mail to [ulscomm@fcc.gov](mailto:ulscomm@fcc.gov). Contact the Technical Support Hotline with questions concerning computer access to ULS, FRNs, file uploads, or submitting attachments. The hotline is available Monday-Friday from 8 a.m. to 6 p.m., Eastern Time (except federal holidays).

**ULS Licensing Support and Forms Information:** Call 1-888-CALLFCC (225-5322) and select option #2, or call 717-338-2888. Send e-mail to [ulshelp@fcc.gov](mailto:ulshelp@fcc.gov). Contact Licensing Support with questions about application purpose(s), FCC forms or schedules, or other ULS-related licensing matters. ULS Licensing Support is available Monday-Friday, 8:00 a.m. to 5:30 p.m., Eastern Time (except federal holidays).

To provide quality service and ensure security, all calls to the hotlines are recorded.