

## ATTACHMENT G

### INSTRUCTIONS FOR USING ULS TO ASSOCIATE CALL SIGNS WITH AN FRN AND FILE FCC FORM 601 ELECTRONICALLY

The following are instructions for using the Universal Licensing System (ULS) to register call signs with the FCC and file FCC Form 601. To perform either of these procedures, you must first reach ULS through the Internet (<http://wireless.fcc.gov/uls/>) or through a direct dial-up connection. (**Attachment H** describes how to establish a direct connection to the FCC Network using the Dial-Up Networking features of Windows 95/98.)

You may use Netscape Communicator (v. 4.5, 4.51, 4.61, 4.7x) or Internet Explorer (v. 5.5-6.2) web browser software to electronically register and file FCC Form 601 through ULS. You can download Netscape Communicator or Internet Explorer free of charge through an Internet connection. The Netscape download site is <http://home.netscape.com/download/archive.html>, and Internet Explorer can be found at <http://www.microsoft.com/windows/ie/downloads/default.asp>.

#### Conventions

The instructions in this attachment use the following typographical conventions:

- bold** Represents objects on the screen that you click with the mouse pointer, including buttons, Internet links, icons, tabs, and menu items (e.g., **Cancel** button, **Auctions** link, **Save** option in the File menu).
- italic* Represents field names or areas of a screen (e.g., *Licensee Name* field, *Applicant Information* area of a screen).
- bold italic*** Represents characters that you must type exactly as they appear in the instructions. For example, if you are instructed to type ***http://wireless.fcc.gov*** you should type all of the characters shown in bold italic exactly as they are printed.
- SMALL CAPS Represents keys on the keyboard (e.g., ENTER, CTRL, ESC).

## Registering Call Signs in ULS

If you wish to register existing ULS call signs with your FRN before filing your 601, follow the instructions below. If you do not need to register existing call signs, proceed to the next section, "Filing Form 601 Electronically."

1. Access the ULS home page by typing *http://wireless.fcc.gov/uls/* in the location field of your web browser, and pressing the ENTER key. (You may also establish a direct dial-up connection to ULS by using Dial-Up Networking in Windows. See **Attachment H** for complete instructions.)
2. Click the **CORES/Call Sign** button.
3. Click the radio button to the left of "Update Call Sign/ASR Information." Then click the **Continue** button.
4. Enter your FRN or TIN and CORES password, and click **Continue**.
5. Follow the instructions on the screen to select a call sign entry method. Note: You must use the **Upload Call Signs** option if you have **more than 100 call signs**.

Click the **Help** button for additional call sign entry instructions.

6. A screen appears requesting you to identify the call signs (if any) to be associated with your FRN. Even though you already have licenses issued by the FCC Wireless Telecommunications Bureau, you must identify to ULS the call signs that are to be associated with your FRN. After entering your call signs, click the **Submit** button.
7. When your registration has been successfully submitted to the FCC, a confirmation message screen appears: "Your Call Sign/ASR Information Has Been Updated."

**Important:** Your call signs have not been successfully submitted to ULS unless this confirmation screen appears.

8. From the confirmation screen, click the **Home** button to return to the ULS home page, or the **Registration Menu** button to register more FRNs or call signs.

*Note: If the applicant is owned by a Real Party in Interest, the FRN of that entity must also have been registered with the FCC.*

### Filing FCC Form 601 Electronically

After you have received an FRN and registered call signs if necessary, follow these steps to file FCC Form 601 electronically:

1. Access the ULS home page by typing <http://wireless.fcc.gov/uls/> in the location field of your web browser and pressing the ENTER key. (You may also establish a direct dial-up connection to ULS by using Dial-Up Networking in Windows. See **Attachment H** for complete instructions.)
2. Click the **Online Filing** button.

**Note:** The Online Filing function of ULS triggers the automatic downloading of certain Java files by your web browser. These files will enable your system to communicate securely with ULS. To operate correctly, you must grant permission for these files to be downloaded and installed on your system. Please see <http://wireless.fcc.gov/uls/support/gettingconnected.html> for more information on this feature.

3. At the ULS Online Filing login screen, enter the applicant's FRN and password. Then click **Continue**.

**Note:** You may also enter your TIN/SGIN and password. We will verify you have a valid FRN associated with your TIN/SGIN, or otherwise prompt you to obtain an FRN. You must have an FRN to proceed with online filing. If you were an existing licensee in ULS prior to December 3, 2001, you may already have an FRN. Search by your call sign or licensee name in ULS License Search to determine your FRN. (Go to the ULS home page, and select the **Licenses** button next to the Search heading.) Please contact Technical Support at (202) 414-1250 if you have any difficulties connecting to ULS.

4. Click the **Continue** button. If you enter an incorrect FRN, TIN/SGIN, and/or password, an error message will appear. You must then type the correct information and click **Continue** again.
5. After you have entered your FRN or TIN/SGIN and password correctly, you will see one of the following screens:
  - If you have completed applications filed within the current business day for non-auctionable applications or within the initial filing window for New auctionable applications, or you have existing incomplete applications, a work-in-progress screen appears listing these applications. You may finish an incomplete application or modify a completed application by clicking on it. Once the application is opened, follow the "Basic Guidelines for Filing Form 601 Online" in Step 8. To create a new application to submit, click the **Select New Filing** button.
  - If you do not have existing incomplete applications or completed applications filed this business day for non-auctionable applications or filed within the filing window for New auctionable applications, a screen appears requesting you to select an application purpose.
6. Click the down-arrow button at the end of the *Purpose of Application* field to obtain the drop-down menu, and click on **New** for the purpose of filing. Click **Continue** to proceed.
7. Select the appropriate auction ID **or** radio service code, and click **Continue**.

8. The ULS screens will guide you through the filing process specific to your purpose of application. Basic filing guidelines for filing Form 601 are provided below. See **Attachment F** for further information on Form 601.

Click the ? (Help) button at any time for specific filing instructions for each application purpose.

*Basic Guidelines for Filing Form 601 Online:*

- Some of the data entry fields on the online application form may be prefilled with information from the Form 175 process for auctionable applications.
  - The online application consists of data entry fields as well as “yes or no” questions. You must respond to all of these questions on the application. If you respond “Yes” to a question, you may be required to file an attachment explaining the specific circumstances (see form for specific instructions).
  - An **Attachments** button is provided for uploading attachment files. You are responsible for filing all required attachments.
  - An Errors screen will list any erroneous or incomplete information you have provided. Click **Return**, make your corrections, and then click **Continue** again. You can **Save** your application and complete it at a later date if necessary. Saved applications must usually be completed within 30 days; however, applications for an auctionable service must be completed within the specific filing window of the auction.
  - Prior to submitting an application, you may click the **Print Preview** button (where available) to create a preview of your completed application.
9. When your application has been successfully submitted to the FCC, a confirmation message screen appears. This screen shows a file number for the application. **Important:** Your application has not been successfully submitted to the FCC unless you have received a file number assigned by ULS.
  10. To print a copy of the submitted application:
    - a. Click the **Print Preview** button to see the formatted version of the application.

Note that the file number is at the top of the form. If there is no file number present, this application has not been successfully submitted to the FCC.
    - b. A separate browser window will display the formatted application. Print the application by clicking your browser's **Print** button.
    - c. To return to the confirmation screen, close the Print Preview window
  11. From the confirmation screen, you can click the **Home** button to return to the ULS home page or the **Login** button if you wish to log in again and submit another application. The **File Another Application** button will return you to the work-in-progress screen described in Step 5.

## Changing an Application

You may make changes to an application after you have submitted it to the FCC, if the Commission has not yet granted your requested license. Use ULS to change a pending application, as follows:

- To make changes to a pending application at any time **before the 6:00 P.M. ET filing deadline on June 13, 2003**, perform the preceding Steps 1 through 5. When the screen listing pending applications appears, find the entry for the application you want and click that entry. The pending application will appear, and you can change it and then submit the updated version.
- To make changes to a pending application **after the 6:00 P.M. ET filing deadline on June 13, 2003**, perform the preceding Steps 1 through 5. When the Purpose of Application screen appears, obtain the drop-down menu and select **Amendment**, then click the **Continue** button. On the next screen, obtain the drop-down menu on the *File Number* box, select the file number for the application you want to amend, and then click the **Continue** button. The pending application appears, and you can change it and then submit the amended version.

**Important:** FCC rules contain limitations on filing of major amendments after the **June 13, 2003**, deadline that may affect the applicant's legal rights. Acceptance of an amendment by ULS does not indicate that the amendment is allowed under the rules. Applicants are advised to consult FCC rules in this regard prior to filing an amendment. Once the FCC has granted a request for a license, you can change that license by requesting a modification. To begin, perform the preceding Steps 1 through 5. When the Purpose of Application screen appears, obtain the drop-down menu and select **Modification**; then click the **Continue** button. On the next screen, obtain the drop-down menu on the *Call Sign* box, select the call sign for the license you want to modify, and then click the **Continue** button.

## Technical Support

For technical assistance with installing or using FCC software, contact the FCC Technical Support Hotline at (202) 414-1250 (voice) or (202) 414-1255 (TTY). The FCC Technical Support Hotline is available Monday through Friday from 8 a.m. to 6 p.m. Eastern Time. There are no weekend hours and the hotline is closed all federal holidays. All calls to the FCC Technical Support Hotline are recorded.