



PUBLIC NOTICE

Federal Communications Commission
445 12th St., S.W.
Washington, D.C. 20554

News Media Information 202 / 418-0500
Internet: <http://www.fcc.gov>
TTY: 1-888-835-5322

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INSTRUCTIONS FOR NON-ILEC ETFS INITIAL FILINGS

WC Docket No. 10-141

As the Wireline Competition Bureau previously announced, the Commission's rules adopted in the Electronic Tariff Filing System Report and Order (*ETFS Order*) will become effective on November 17, 2011.¹ This Public Notice provides additional information for carriers that will be filing their tariffs on the Electronic Tariff Filing System (ETFS) for the first time.

- Tariff filers should file their initial Base Document and/or Informational Tariff using the ETFS between November, 17, 2011 and January 17, 2012.
- Carriers will need their FCC Registration Number (FRN) and FRN password to make their initial filing. The FRN and FRN password will be used by the ETFS system to generate a specific ETFS ID (the ETFS ID will be needed for future filings).²
- To file their initial Base Document, tariff filers should click onto the ETFS system from the Commission's website--<http://fjallfoss.fcc.gov/prod/ccb/etfs>.
- On the welcome page of ETFS, tariff filers should click on the tab for non-ILEC and there will be instructions to walk tariff filers through the initial filing.
- There will be a drop down menu for filers to choose the type of document they are filing with the Commission. Carriers should choose the "Initial Complete Base Document" from the drop down menu when filing the initial Base Document for their currently effective FCC tariff(s) and/or the initial Informational (OSP) tariff for their Operator Service Provider(s) informational tariff(s).
- In filing their initial Base Document and/or Informational Tariff, carriers should file electronically the exact substantive tariff that is in effect and on file with the Commission at that time (carriers can make formatting changes to bring the tariff into compliance with

¹ See *New ETFS Rules Effective November 17, 2011*, WC Docket No. 10-141, Public Notice, DA 11-1706 (WCB rel. Oct. 13, 2011) (citing Federal Communications Commission, Electronic Tariff Filing System (ETFS), 76 FR 61956(citing *Electronic Tariff Filing System*, WC Docket No. 10-141, Report and Order, 26 FCC Rcd 8884 (2011) (*ETFS Order*))).

² After the initial 60-day filing period, new carriers filing on the ETFS must establish a new account and should contact either Geneva Butler at Geneva.butler@fcc.gov, or Todd Mitchell at todd.mitchell@fcc.gov, to obtain the required ETFS ID.

the revised rules).

- These initial documents must be filed in Adobe Acrobat's Portable Document Format (PDF).
- The initial documents must include a current cover letter which just states that the carrier is attaching its Initial Base Document/Informational (OSP) tariff as required by the *ETFS Order*.
- No transmittal number or filing fee is required for this initial filing.
- We encourage tariff filers to plan appropriately and not wait until the last day of the 60-day period to ensure that the ETFS will be able to accept their filing.

Except for Operator Service Providers (OSPs), once the initial Base Document is filed all subsequent tariff revisions to this document must be filed on the ETFS and such filings must comply with the revised Part 61 rules.³ OSPs must file their revised Informational Tariffs on the ETFS in accordance with Section 64.709⁴ of the Commission's rules and Section 226(h)(1) of the Act.

The *ETFS Order* is available on the Commission's website at http://hraunfoss.fcc.gov/edocs_public/attachmatch/FCC-11-92A1.pdf. (Documents are available electronically in Microsoft Word, and/or Adobe Acrobats formats.) The document is also available for public inspection and copying during regular business hours in the FCC Reference Center, Federal Communications Commission, 445 12th Street, SW., CY-A257, Washington, DC, 20554. The complete text may be purchased from the Commission's copy contractor, Best Copy and Printing, Inc., at 1-800-378-3160 or through their website: www.bcpweb.com, located at 445 12th Street, SW., Room CY-B402, Washington DC 20554. Alternate formats are available for people with disabilities (Braille, large print, electronic files, audio format), by sending an email to fcc504@fcc.gov or calling the Commission's Consumer and Governmental Affairs Bureau at (202) 418-0530 (voice), (202) 418-0432 (TTY).

For further information, the following individuals may be contacted: Pamela Arluk, pamela.arluk@fcc.gov; James Lichford, james.lichford@fcc.gov; Geneva Butler, Geneva.butler@fcc.gov; and Todd Mitchell, todd.mitchell@fcc.gov, all of the Pricing Policy Division, Wireline Competition Bureau at (202) 418-1520.

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³ 47 C.F.R. Part 61 as revised effective Nov. 17, 2011.

⁴ 47 C.F.R. § 64.709 as revised effective Nov. 17, 2011.