

**Attachment**  
**Wireless Telecommunications Bureau ECFS Non-docketed Filing Solution**

- **Do not use the ECFS non-docketed filing portal to submit any applications that can be electronically filed in the Universal Licensing System (ULS) or anything for which another existing electronic-filing system is available.**
  
- **Filers should use the ECFS non-docketed filing portal for submitting the specific types of documents listed in the following categories of FCC Inboxes:**
  - a. INBOX – 1.913 Universal Licensing System Adjunct
    - i. Sublease applications;
    - ii. Multi-step transactions, such as simultaneous assignment applications or lease back applications where ULS filing cannot be accomplished; or
    - iii. Any other application where electronic filing via ULS is unavailable
  - b. INBOX – 1.931 Market-based STAs
    - i. Requests for Special Temporary Authority (STA) in market-based services, typically awarded by auction.
  - c. INBOX – 1.925 Waivers in Wireless Services filed by non-licensees
    - i. Any requests by non-licensees seeking waivers of rules in the wireless radio services (e.g. equipment certification waivers).
  
- **Do not use the ECFS non-docketed filing portal to submit any confidential documents, as all documents uploaded via ECFS are available to the public. If an application requires the submission of confidential information, please coordinate with FCC staff to submit the specific confidential components via email.**

**Filing instructions:**

1. Filers should access the ECFS filing portal at <https://www.fcc.gov/ecfs/filings>.
2. Click on the blue header labeled “Non-Docketed Filing.”
3. From the field labeled “FCC Inbox,” use the drop-down menu to select the appropriate inbox for the intended filing. The following three WTB inboxes have been established for applicable filings:
  - a. INBOX – 1.913 Universal Licensing System Adjunct
  - b. INBOX – 1.931 Market-based STAs
  - c. INBOX – 1.925 Waivers in Wireless Services filed by non-licensees
4. Complete the necessary fields regarding filer information
5. In the “Upload Documents” field, click to upload the appropriate document or drag and drop the document in the perforated box.
  - a. Filers must include an electronic copy of their completed application signed pursuant to section 1.52 of the Commission’s rules, as well as any associated attachments.
  - b. Application filings must continue to utilize standard FCC forms for the intended application type, as found on the FCC forms page:  
<https://www.fcc.gov/licensing-databases/forms>.
  - c. The ECFS system permits a maximum of five uploadable files per filing;

- d. Filing types accepted are PDF, text, ppt, pptx, docx, xlxs, doc, xls, rtf, and dwg.
6. Select “continue to review screen” at bottom of screen
  - a. Review summary of information completed for accuracy.
  - b. If any corrections are required, filers can navigate back to the previous screen with the filer information using their browser’s back button.
7. Once filers have confirmed that the information they entered is correct, click the “submit” button on the bottom of the screen.
  - a. Filer will receive a confirmation number upon submission
  - b. Please save the number for tracking purposes.
8. If your application requires a fee, FCC staff will bill filers for the applicable fee once the application has been assigned a file number or otherwise keyed into ULS.
  - a. Filers will receive a letter notifying them of the payment due
    - i. During this temporary mandated telework period due to COVID-19, OMD is temporarily emailing applicants their bill
  - b. All fees must be paid electronically; Filers will utilize the Fee Filer portal to make the associated payment electronically: <https://apps.fcc.gov/FeeFiler/login.cfm>
  - c. Filers will have 30 days to remit payment electronically from the issuance of the notice from FCC staff.
9. Please direct any questions about filed applications to WTB Staff:
  - a. Mobility Division: Keith Harper (202) 418-2759; [Keith.Harper@fcc.gov](mailto:Keith.Harper@fcc.gov)
  - b. Broadband Division: Paul Malmud (202) 418-0006; [Paul.Malmud@fcc.gov](mailto:Paul.Malmud@fcc.gov).
10. Technical Assistance:
  - a. For technical assistance with ECFS, please contact the ECFS Help Desk at 202-418-0193 or [ECFSHelp@fcc.gov](mailto:ECFSHelp@fcc.gov).
  - b. For technical assistance with FCC Pay fees, please contact the ULS Help Line: (877)480-3201 and select option 2 (Mon.-Fri. 8 a.m.-6 p.m. ET).