

**INSTRUCTIONS FOR FILING FOR RENEWAL OF A LICENSE
IN THE PAGING SERVICE**

Following are instructions for electronically filing applications for license renewal. Only those licenses with an expiration date of July 1, 1998, may be renewed during the month of June 1998.

To use the Universal Licensing System (ULS) to electronically file for license renewal, you must first connect to the FCC Network. Note the following:

- Attachment E describes how Windows 95 users can connect to the FCC Network using the Dial-Up Networking features of Windows 95.
- Attachment F describes how Windows 3.1 and Windows for Workgroups 3.11 users can connect to the FCC Network using a PPP Dialer application that is available for downloading.

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, icon, tabs, 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://www.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).

Filing for License Renewal Electronically

Before using ULS to file for license renewal, the applicant's Taxpayer Identification Number (TIN) and call signs must be registered with the FCC's Universal Licensing System (ULS). If you have not registered your TIN and call signs with the ULS, refer to the "Registering TIN and Call Signs with the FCC Electronically" instructions in Attachment A.

After the applicant's TIN and call signs are registered with the FCC, the FCC Form 601, 603, and 604 can be filed electronically. Do the following:

1. Connect to the FCC Network using Dial-Up Networking in Windows 95 or the FCC-supplied PPP Dialer in Windows 3.1x.
2. Start your web browser. In the *Location* field (Netscape 3.x), *Netsite* field (Netscape 4.x), or *Address* field (Internet Explorer) of the web browser screen, type ***http://wtbwww05.fcc.gov***. Then press the ENTER key. This will access the Universal Licensing System home page.

Note: You must have Java and JavaScript enabled in your web browser preferences. Refer to your web browser Help facility for more information.

3. Click the **Online Filing** button.
4. On the ULS Online Filing screen, click **Log into ULS Online Filing System** to select it, then click the **Continue** button.
5. On the login screen, type your Taxpayer Identification Number (TIN) in the login field. This field requires the TIN of the applicant. Do **not** type the TIN of the Real Party in Interest (if one exists).
6. In the *Password* field, type the password you selected during TIN registration.

This field is case sensitive; be sure to type the password exactly as you specified it when you registered with the FCC. For example, if you registered with the password **PASSWD**, do not type *passwd*.

7. Click the **Continue** button.

If you entered an incorrect TIN and/or password, an error message appears. You must then type the correct information and click **Continue** again. (If you have not yet registered your TIN with the FCC, you must do so before filing for license renewal.)

8. After you have entered your TIN and password correctly, one of the following screens appears:

- If you have existing incomplete applications or completed applications filed this business day, an intermediate 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 provided below. To create a new application to submit, click the **Select New Filing**.
 - If you do not have existing incomplete applications or completed applications filed that day, a screen appears requesting you to select an application purpose.
9. Click the down-arrow button at the end of the *Purpose of Application* field to obtain the drop-down menu, and click the **Renewal Only** entry in this menu.
 10. Click the **Continue** button.
 11. A screen appears listing all of the licenses for the TIN that are available for renewal in this filing. A check box is located on the right side of each license in the list. Follow the guidelines below to select licenses for renewal:

Guidelines for Selecting Licenses for Renewal:

- To select a license for renewal, click on the corresponding check box. A check mark appears in the check box, indicating that the license is selected.
 - To deselect a market, click again on the check box. The check mark disappears.
 - Click on the **Select All** button to select all of the licenses listed on the Renewal screen. A check mark appears in each license's check box.
 - Click on the **Deselect All** button to deselect all of the licenses listed on the Renewal screen. The check mark disappears.
12. Review the certification statements and sign the application by typing the first name, middle initial (if desired), last name, and title of the party authorized to sign the application. Like signing a paper application, your electronic signature certifies that all information provided on the application is true and correct and that you are in compliance with all of the General Certification Statements.
 13. Click the **Renew** button.
 14. When your application has been successfully submitted to the FCC, a confirmation message screen appears. This screen shows a file number for the application, the payment type code, and the fee amount (if applicable). You may print the screen and use this information when completing FCC Remittance Advice, FCC Form 159. The FCC Form 159 must be mailed or delivered, along with appropriate payment to:

Federal Communications Commission
Common Carrier Land Mobile
P. O. Box 358130
Pittsburg, PA 15251-5130

Important: Your application has not been successfully submitted to the FCC unless you have received a file number assigned by the Universal Licensing System.

15. 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. Print the application by clicking your browser's **Print** button.
 - c. To return to the confirmation screen, click your browser's **Back** button.
16. From the confirmation screen, you can click the **Home** button to return to the ULS home page or the **Online Filing Menu** button if you wish to submit another application.

Technical Support

For technical assistance in using ULS to file license renewal applications, 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.*