

## INTERMEDIATE PROVIDER REGISTRY DOWNLOAD AND REGISTRATION INSTRUCTIONS September 2020

The Intermediate Provider Registry can be found at [https://fccprod.servicenowservices.com/ipr\\_ext](https://fccprod.servicenowservices.com/ipr_ext). Upon landing on the Intermediate Provider Registry site, three options will appear on the Registry main page: “Download Registry,” “Submit Registration,” and “Don’t have an account?” Please note that registration is not required for downloading and viewing the registry. The Intermediate Provider Registry is available for viewing by downloadable .CSV file by any member of the public. What follows are instructions for (1) downloading and viewing the registry, and; (2) how intermediate providers can register.

### Registry Download Instructions

1. To download/view the intermediate provider registry, go to [https://fccprod.servicenowservices.com/ipr\\_ext](https://fccprod.servicenowservices.com/ipr_ext), and click on the “Download” button in the “Download Registry” section of the page. See Figure 1, below.

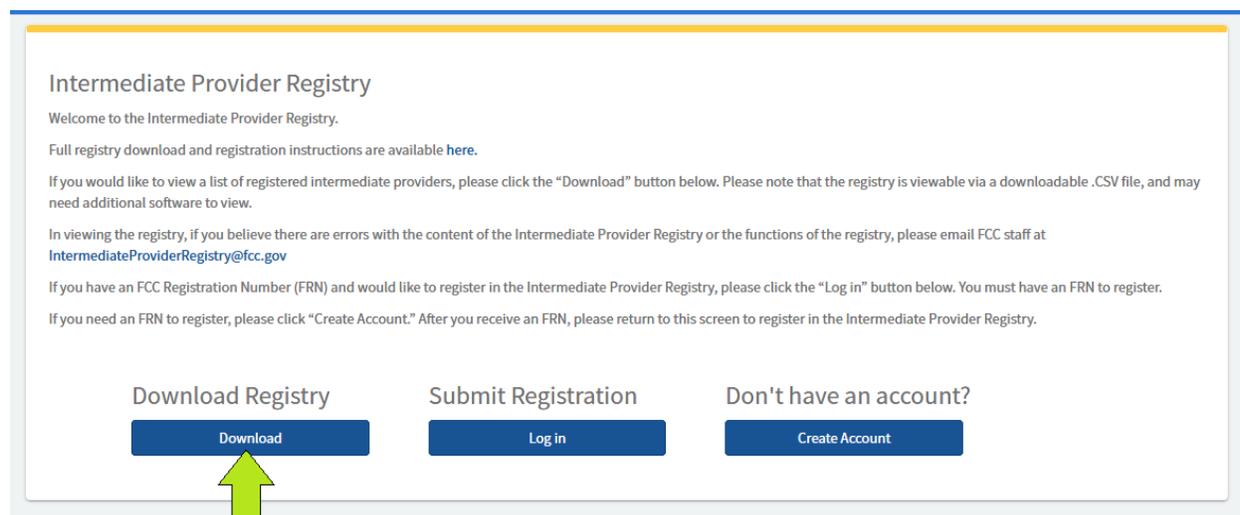


Figure 1 - Initial page, click “Download” to download and view registry

2. After you click “Download,” your browser may prompt you for the application of your choice to view the .CSV file registry. Please note that you may need additional software to view the registry file.
3. In viewing the registry, if you believe there are errors with the content of the Intermediate Provider Registry or the functions of the registry, please email FCC staff at [IntermediateProviderRegistry@fcc.gov](mailto:IntermediateProviderRegistry@fcc.gov).

### Intermediate Provider Registration Instructions

1. The Intermediate Provider Registry is located at:  
[https://fccprod.servicenowservices.com/ipr\\_ext](https://fccprod.servicenowservices.com/ipr_ext).
2. Upon landing on the Intermediate Provider Registry site, three options will appear on the Registry main page: “Download Registry,” “Submit Registration,” and “Don’t have an account?” See Figure 2 below.

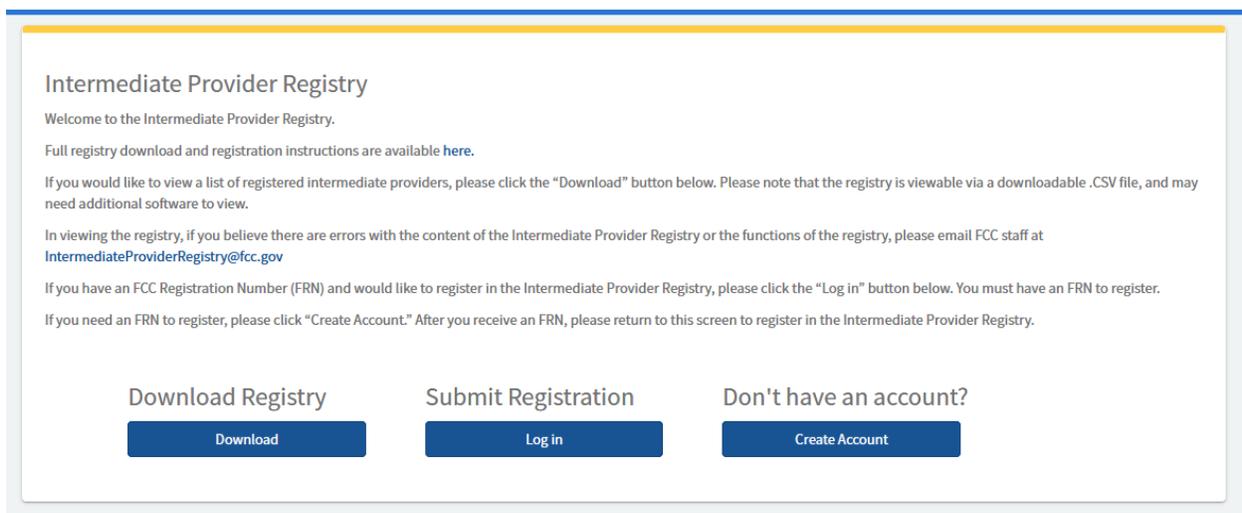


Figure 2 - Intermediate Provider Registry Page (external)

3. An FCC Registration Number (FRN) is needed to register.
  - If you need an FRN to register, please click “Create Account” in the “Don’t have an account section” of this screen, or visit <https://www.fcc.gov/licensing-databases/fcc-registration-commission-registration-system> to begin the FRN creation process.
  - Entities with an FRN that wish to register can click the “Log In” button and proceed. See Step 4 below.
4. Once you have an FRN, from the Intermediate Provider Registry site screen (See Step 2, and Figure 2), you can submit an Intermediate Provider Registration by clicking the “Log in” button in the “Submit Registration” section of the screen. Please note that if you are not already logged in, you will first be redirected to a screen with multiple application icons. If this is the case, please click on the “IPR” icon to be directed to the internal Intermediate Provider Registry page, where you may begin your registration.
5. Once you arrive at the internal Intermediate Provider Registry page, click the “New” button in the Intermediate Provider listing section (see Figure 3 below), or click on an existing FRN listing in that section to edit an existing entry.

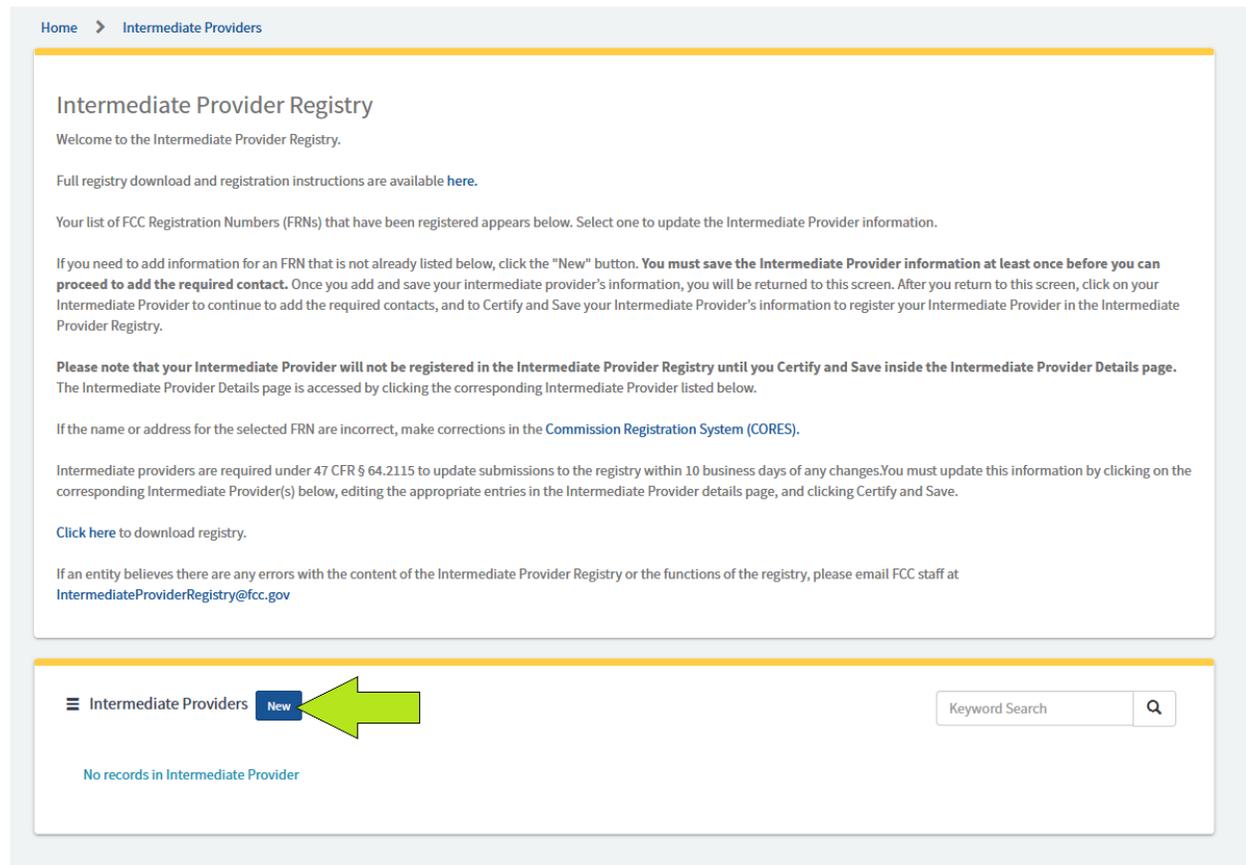


Figure 3 - Internal Intermediate Provider Registry page

6. Once you click "New," you will arrive at a new screen prompting you for your initial information (see Figure 4 below). Note that you must list your FRN, States Served, Other DBA Names, and All Business Names Previously Used. Once you have entered this information, click the "Save (Ctrl + S)" button. **Please note that clicking the "Save (Ctrl + S)" button at this juncture DOES NOT register you in the Intermediate Provider Registry, but merely begins the registration process.** After you press "Save (Ctrl + S)," you will be redirected to the internal Intermediate Provider Registry page, where you will input your remaining registration information.

Home > Intermediate Provider Form

☰ New Intermediate Provider 

Intermediate Provider

Provider Details

\* FCC Registration Number (FRN)

\* States Served (Select 'OU' if Outside the United States)

Country of Business

United States of America x ▾

\* Other FRNs Used by the Intermediate Provider (enter 'None' if you have none)

\* Other DBA Names (enter 'None' if you have none)

\* All Business Names Previously Used (enter 'None' if you have none)

Country

United States of America x ▾

Save (Ctrl + S)

**Required information**

FCC Registration Number (FRN) States Served (Select 'OU' if outside the United States)

Other FRNs Used by the Intermediate Provider (enter 'None' if you have none) Other DBA Names (enter 'None' if you have none)

All Business Names Previously Used (enter 'None' if you have none)

Intermediate Provider Contact

☰ Intermediate Provider Contact

No records in Intermediate Provider Contact

Figure 4 - Intermediate Provider Details page

7. After you press “Save (Ctrl + S),” and are redirected to the internal Intermediate Provider Registry page, click the FRN you inputted in Step 6 to input your remaining information and finish registration. See Figure 5 below.

Home > Intermediate Providers

## Intermediate Provider Registry

Welcome to the Intermediate Provider Registry.

Full registry download and registration instructions are available [here](#).

Your list of FCC Registration Numbers (FRNs) that have been registered appears below. Select one to update the Intermediate Provider information.

If you need to add information for an FRN that is not already listed below, click the "New" button. **You must save the Intermediate Provider information at least once before you can proceed to add the required contact.** Once you add and save your intermediate provider's information, you will be returned to this screen. After you return to this screen, click on your Intermediate Provider to continue to add the required contacts, and to Certify and Save your Intermediate Provider's information to register your Intermediate Provider in the Intermediate Provider Registry.

**Please note that your Intermediate Provider will not be registered in the Intermediate Provider Registry until you Certify and Save inside the Intermediate Provider Details page.** The Intermediate Provider Details page is accessed by clicking the corresponding Intermediate Provider listed below.

If the name or address for the selected FRN are incorrect, make corrections in the [Commission Registration System \(CORES\)](#).

Intermediate providers are required under 47 CFR § 64.2115 to update submissions to the registry within 10 business days of any changes. You must update this information by clicking on the corresponding Intermediate Provider(s) below, editing the appropriate entries in the Intermediate Provider details page, and clicking Certify and Save.

[Click here](#) to download registry.

If an entity believes there are any errors with the content of the Intermediate Provider Registry or the functions of the registry, please email FCC staff at [IntermediateProviderRegistry@fcc.gov](mailto:IntermediateProviderRegistry@fcc.gov)

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☰ Intermediate Providers New

FRN	Entity Rep Organization	Entity Type Str	Entity Rep Dom Addr City	Entity Rep Dom Addr State Str
0006586358	Zimmer Radio of Mid-Missouri, Inc.	Private Sector	Cape Girardeau	

Rows 1 - 1 of 1

Figure 5 - Redirect to internal Registry page, select FRN

8. Once you click your desired FRN, you will land on the "Intermediate Provider Details" page (see screenshot below). Please verify that the asterisked information is correct. If not, please take the opportunity to correct this information now. (Note that the Address information in the grayed-out fields is automatically populated from the Commission Registration System (CORES) system. If that information is incorrect, please return to [CORES](#) itself to correct before proceeding further.)

The screenshot displays the 'Intermediate Provider Form' interface. At the top, there is a breadcrumb trail: 'Home > Intermediate Provider Form'. Below this, the form is titled '0006586358' with an edit icon. The main section is 'Intermediate Provider' with a sub-section 'Provider Details'. The 'Entity Rep Organization' field contains 'Zimmer Radio of Mid-Missouri, Inc.'. The '\* FCC Registration Number (FRN)' field contains '0006586358'. The '\* States Served (Select 'OU' if Outside the United States)' field contains 'MO'. The 'Country of Business' field contains 'United States of America'. There are three fields for 'Other FRNs Used by the Intermediate Provider (enter 'None' if you have none)', 'Other DBA Names (enter 'None' if you have none)', and 'All Business Names Previously Used (enter 'None' if you have none)', all containing 'None'. The address fields are: 'Entity Rep Dom Addr Street1' (PO Box 1749), 'Entity Rep Dom Addr Street2' (empty), 'Entity Rep Dom Addr City' (Cape Girardeau), 'Entity Rep Dom Addr Zip' (63702), 'Entity Rep Dom Addr State Str' (empty), 'Entity Rep Dom Addr Zip4' (empty), and 'Country' (United States of America). At the bottom right of the form are two buttons: 'Save (Ctrl + s)' and 'Certify & Save'. Below the form is a section titled 'Intermediate Provider Contact' with a 'New' button and the text 'No records in Intermediate Provider Contact'.

Figure 6 - Intermediate Provider Details page

9. Once you have verified your information, click the “New” button in the Intermediate Provider Contact section of this window. See Figure 7 below.

Home > Intermediate Provider Form

0006586358

Intermediate Provider

Provider Details

Entity Rep Organization  
Zimmer Radio of Mid-Missouri, Inc.

\* FCC Registration Number (FRN)  
0006586358

\* States Served (Select 'OU' if Outside the United States)  
MO

Country of Business  
United States of America

\* Other FRNs Used by the Intermediate Provider (enter 'None' if you have none)  
None

\* Other DBA Names (enter 'None' if you have none)  
None

\* All Business Names Previously Used (enter 'None' if you have none)  
None

Entity Rep Dom Addr Street1  
PO Box 1749

Entity Rep Dom Addr Street2

Entity Rep Dom Addr City  
Cape Girardeau

Entity Rep Dom Addr Zip  
63702

Entity Rep Dom Addr State Str

Entity Rep Dom Addr Zip4

Country  
United States of America

Save (Ctrl + s) Certify & Save

Intermediate Provider Contact

Intermediate Provider Contact **New**

No records in Intermediate Provider Contact

Figure 7 - Intermediate Provider Details page, select "New"

10. Once you click "New" and arrive at the New Intermediate Provider Contact page, select one of the following contact types from the "Contact Type" dropdown field: Chief Executive Officer (or equivalent), Chief Operating Officer (or equivalent), Regulatory Contact (or designated agent for service of process), Rural Call Completion Point of Contact, and Other. Note that you must submit entries for the Regulatory Contact (or designated agent for service of process), Rural Call Completion Point of Contact entries, and either the Chief Executive Officer (or equivalent) or the

Chief Operating Officer (or equivalent) entries. In accordance with the FCC's *Rural Call Completion Third Report and Order*, and associated rules, the Chief Executive Officer (or equivalent) and the Chief Operating Officer (or equivalent) entries will not appear in the public Intermediate Provider Registry. Although the listed contact for any of those entries may be the same person, separate entries for all the contact types are required. Please ensure that you enter the full address (street, state, and zip) for any address entry.

Home > Intermediate Provider Contact Form

New Intermediate Provider Contact

Intermediate Provider Contact

Entity

0006586358

\* Contact Type

-- None --

Chief Executive Officer (or equivalent)

Chief Operating Officer (or equivalent)

Regulatory Contact (or designated agent for service of process)

Rural Call Completion Point of Contact

Other

Middle Name

Phone Extension

\* Last Name

Phone Type

-- None --

Title

Email Address

Department

Save (Ctrl + s)

Required information: Contact Type, First Name, Last Name, Phone Number (format 999999999 or 999-999-9999)

Figure 8 - New Intermediate Provider Contact page

11. Once you press "Save (Ctrl + S)," you will see your first contact listed in the Intermediate Provider Contact section on the same Intermediate Provider Details page. Click "New" in that section and repeat Step 10 twice to enter the remaining two intermediate provider contacts (see Figure 9 below). If you need to change the information in those contacts during this process, click on the contact you wish to change before you certify this form.

The screenshot shows the 'Intermediate Provider Form' for entity 0006586358. The form is divided into two main sections: 'Intermediate Provider' and 'Intermediate Provider Contact'.

**Intermediate Provider Section:**

- Provider Details:** Entity Rep Organization: Zimmer Radio of Mid-Missouri, Inc.
- FCC Registration Number (FRN):** 0006586358
- States Serviced:** MO
- Country of Business:** United States of America
- Other FRNs Used:** None
- Other DBA Names:** None
- All Business Names Previously Used:** None
- Entity Rep Dom Addr Street1:** PO Box 1749
- Entity Rep Dom Addr Street2:** (empty)
- Entity Rep Dom Addr City:** Cape Girardeau
- Entity Rep Dom Addr Zip:** 63702
- Entity Rep Dom Addr State Str:** (empty)
- Entity Rep Dom Addr Zip4:** (empty)
- Country:** United States of America

**Intermediate Provider Contact Section:**

A table with one contact entry. A green arrow points to a 'New' button next to the table header.

First Name	Last Name	Email Address	Phone Number	Phone Extension	Contact Type
John	Smith	CEO@zmmr.com	555-555-5555		Chief Executive Officer (or equivalent)

Navigation: < > Rows 1 - 1 of 1

Figure 9 - Intermediate Provider Details page, enter remaining contacts by pressing "New"

12. After you have entered all three required contacts (see Step 10 above), click the "Certify and Save" button to certify, save, and submit your entry for the Intermediate Provider Registry.

13. If an entity believes there are any errors with the content of the Intermediate Provider Registry or the functions of the registry, please email FCC staff at [IntermediateProviderRegistry@fcc.gov](mailto:IntermediateProviderRegistry@fcc.gov).

The screenshot shows the 'Intermediate Provider Form' with the following details:

- Entity ID: 0006586358
- Provider Name: Intermediate Provider
- Entity Rep Organization: Zimmer Radio of Mid-Missouri, Inc.
- FCC Registration Number (FRN): 0006586358
- States Serviced: MO
- Country of Business: United States of America
- Entity Rep Dom Addr Street1: PO Box 1749
- Entity Rep Dom Addr City: Cape Girardeau
- Entity Rep Dom Addr State Str: [Dropdown]
- Entity Rep Dom Addr Zip: 63702
- Country: United States of America

Buttons: Save (Ctrl + s), **Certify & Save** (highlighted with a green arrow)

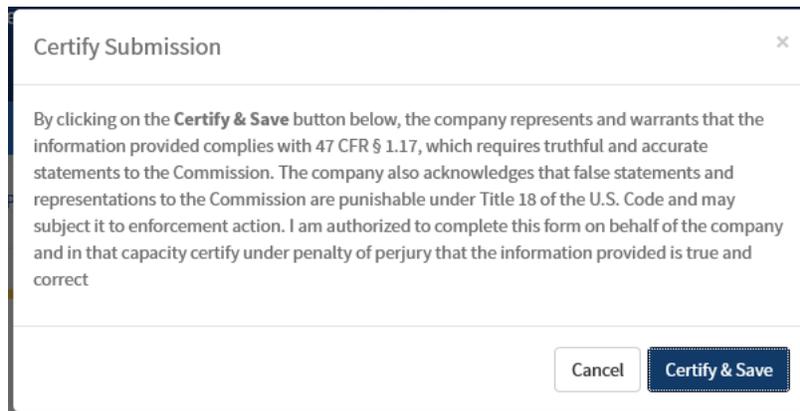
Intermediate Provider Contact Table:

First Name	Last Name	Email Address	Phone Number	Phone Extension	Contact Type
Julie	James	RCC@zmmrr.com	555-555-5550		Rural Call Completion Point of Contact
John	Smith	CEO@zmmrr.com	555-555-5555		Chief Executive Officer (or equivalent)
Jane	Doe	JD@processerverexample.com	555-555-0000		Regulatory Contact (or designated agent for service of process)

Footer: Rows 1 - 3 of 3

Figure 10 - Intermediate Provider Details page, press "Certify & Save" to submit registration

14. Pressing "Certify and Save" will require you to acknowledge the legal consequences of doing so, which you must acknowledge once again via a pop-up message.



The image shows a dialog box titled "Certify Submission" with a close button (X) in the top right corner. The main text of the dialog reads: "By clicking on the **Certify & Save** button below, the company represents and warrants that the information provided complies with 47 CFR § 1.17, which requires truthful and accurate statements to the Commission. The company also acknowledges that false statements and representations to the Commission are punishable under Title 18 of the U.S. Code and may subject it to enforcement action. I am authorized to complete this form on behalf of the company and in that capacity certify under penalty of perjury that the information provided is true and correct". At the bottom right of the dialog, there are two buttons: a white "Cancel" button and a blue "Certify & Save" button.

*Figure 11 - Registry Submission Certification*

15. Acknowledging this pop-up verification registers your organization in the Intermediate Provider Registry, after which you will be returned to the internal Intermediate Provider Registry page. You can check your registration status by downloading the registry from this page, or the initial page in Step 2.