

Licensing and Management System

Frequently Asked Questions

How do I log into LMS?

We recommend that applicants use Google Chrome, Mozilla Firefox, or Microsoft Internet Explorer to access LMS, which can be found at:

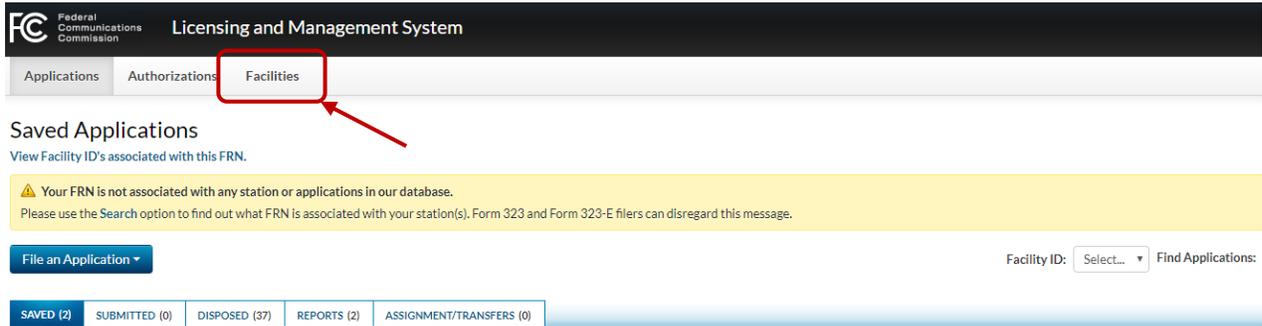
<https://enterpriseefiling.fcc.gov/dataentry/login.html>.

To log in to LMS, you must have an FCC Registration Number (FRN) and the password associated with that FRN. Unlike the CDBS system, all filings in LMS are tied to a facility's FRN. Applicants that need to reset their FRN password should contact the help desk at 1-877-480-3201. If the licensee, permittee, or applicant does not have an FRN, it may create one through the FCC's CORES system: <https://apps.fcc.gov/cores/userLogin.do>.

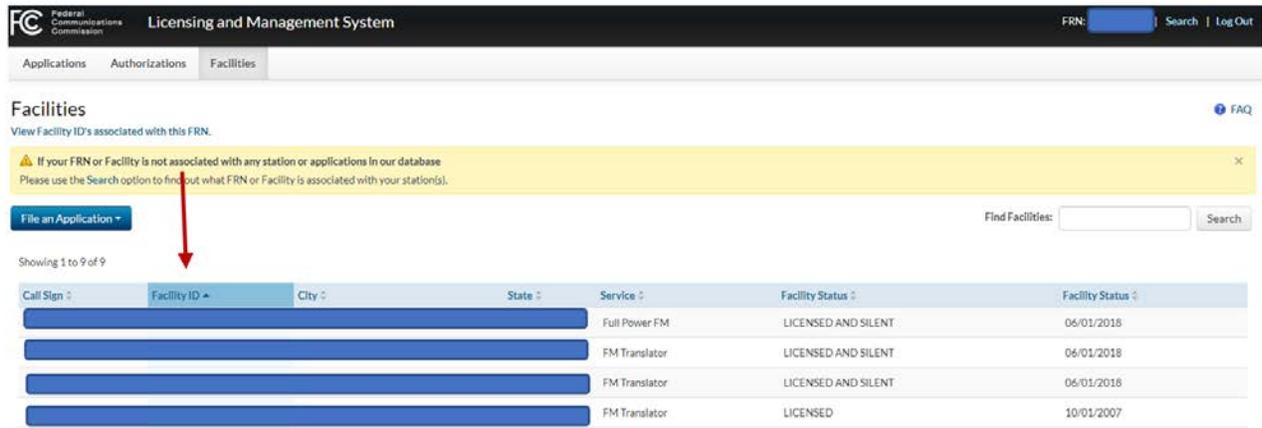
Open a Web browser and navigate to <https://enterpriseefiling.fcc.gov/dataentry/login.html>. In the **Log In** box at the upper right-hand corner of the screen, enter your FRN and password and then click the Log In button.

The screenshot shows the LMS login page. At the top, there is a navigation bar with the FCC logo and the text "Licensing and Management System". Below this, a blue banner contains a maintenance notice: "Due to routine maintenance, the LMS system may be unavailable on Tuesdays from 6 PM to Wednesdays 8 AM." The main content area is divided into several sections: "LMS Releases", "LMS Public Search", "Pleadings" (with a "Submit a Pleading" link), "LMS Database" (with a link to "LMS Public Database Files"), and "Frequently Asked Questions" (with a list of questions and a "View more..." link). On the right side, there is a "Log In" box highlighted with a red border. This box contains the following elements: the text "Log In", a label "FCC Registration Number (FRN):" followed by an input field, a label "Password:" followed by an input field, a "Log In" button, and two links: "New Filers: Register for FRN" and "Forgot Your Password?".

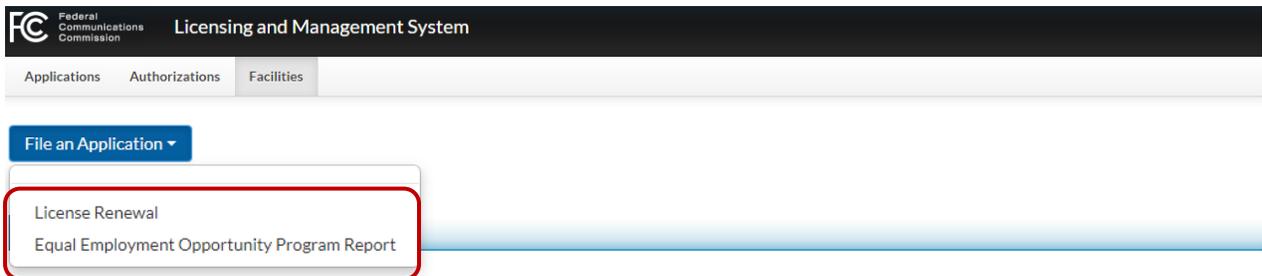
Once logged into LMS, the system will take users to the default landing page, which is the “Saved Applications” page in LMS.



In order to submit an EEO Report or a renewal application, licensees should first click on the “Facilities” tab near the top of the page. The system will display a list of all facility IDs associated with that FRN.



Next, click on the facility ID of the desired station. When the Facility Detail page is displayed, click on the “File an Application” button and choose either “Equal Employment Opportunity Program Report” or “License Renewal.”



How do I navigate within LMS?

After logging in, you will see three tabs (Applications, Authorizations, Facilities) at the top of the page which enable you to view and file applications and reports, as well as view the status of authorizations and facilities. If you wish to view only applications or records relating to a specific Facility ID Number (FID) associated with your FRN, you may select it from the Facility ID pull-down menu on the right side of the screen. You may also search by typing a file number into the text Search box “Find Applications” next to the Facility ID menu.

The screenshot shows the top of the LMS interface. At the top left is the Federal Communications Commission logo and the text "Licensing and Management System". Below this is a navigation bar with three tabs: "Applications", "Authorizations", and "Facilities". The "Applications" tab is highlighted with a red box. Below the navigation bar is the "Saved Applications" section. It includes a message: "Your FRN is not associated with any station or applications in our database. Please use the Search option to find out what FRN is associated with your station(s). Form 323 and Form 323-E filers can disregard this message." Below this message is a "File an Application" button and a search area with a "Facility ID" dropdown menu and a "Find Applications" text input field. At the bottom of the section are several tabs: "SAVED (2)", "SUBMITTED (0)", "DISPOSED (37)", "REPORTS (2)", and "ASSIGNMENT/TRANSFERS (0)".

Applications Tab

The screenshot shows the "Applications" tab selected in the navigation bar. Below the navigation bar is the "Saved Applications" section. It includes a message: "Your FRN is not associated with any station or applications in our database. Please use the Search option to find out what FRN is associated with your station(s). Form 323 and Form 323-E filers can disregard this message." Below this message is a "File an Application" button and a search area with a "Facility ID" dropdown menu, a "Find Applications" text input field, and a "Search" button. Below the search area are several tabs: "SAVED (2)", "SUBMITTED (0)", "DISPOSED (37)", "REPORTS (2)", and "ASSIGNMENT/TRANSFERS (0)". Below the tabs is a table showing the details of the saved applications.

| Actions | File Number | Facility ID | State | City | Service Code | Purpose | Description | Date Created | Date Saved |
|---------|--------------|-------------|-------|------|--------------|--------------------|-------------|--------------|------------|
| Delete | Not Assigned | [REDACTED] | | | FM | Renewal of License | | 04/08/2019 | 04/12/2019 |
| Delete | Not Assigned | [REDACTED] | | | FX | Renewal of License | | 04/08/2019 | 04/08/2019 |

The **Applications** tab at the top of the screen enables you to view the status of any applications or reports you have filed or have started without filing. From this screen and the sub-screens described below, you can amend submitted applications that are pending with the Commission, view disposed applications that the Commission has acted upon, and view and amend different reports that have been filed. Clicking the Applications tab will take you first to the Saved Applications screen. Tabs below the “File an Application” button allow you to select which applications you can view:

- “Saved” takes you to the Saved Applications screen, which displays any applications that you have created and saved but not yet filed. To access a Saved Application, click on “Not Assigned” in the File Number column for the particular Saved Application. You should review any displayed applications to ensure that they are completed and filed before applicable filing deadlines.
- “Submitted” takes you to the Pending Applications screen, which displays any applications that you have filed but that have not yet been disposed of by Media Bureau staff. You can filter by application Status (Submitted, Pending, etc.) by choosing a status from the pull-down “Status” menu at the right side of the screen. You may click on the application File Number to amend the application.
- “Disposed” takes you to the Disposed Applications screen, which displays any applications that have been filed and have been disposed of by Media Bureau staff. You can filter by application Status (Granted, Dismissed, etc.) by choosing a status from the pull-down “Status” menu at the right side of the screen. To view a PDF copy of the Disposed Application, click on the Adobe® icon at the far left of the line for the application you wish to view.
- “Reports” takes you to the Reports screen, which displays any reports (for example, EEO reports) that you have filed. You may click on the file number associated with a listed report to amend that report.
- “Assignment/Transfers” takes you to the Assignment/Transfer Applications screen, which displays any assignment or transfer applications that you have filed. Click on the File Number of a particular assignment or transfer of control application to see an Application Summary of that application.

Authorizations Tab

The screenshot shows the 'Authorizations' tab selected in a navigation bar. Below the navigation bar, there are three tabs: 'ACTIVE (6)', 'INACTIVE MAIN DTV LICENSE (0)', and 'INACTIVE FM MAIN STATION (0)'. The 'ACTIVE (6)' tab is selected. Below the tabs, there is a search bar with 'Facility ID: Select...' and 'Find Authorizations:'. Below the search bar, there is a table with columns: Call Sign, File Number, Submit Date, Facility ID, State, City, Service Code, Authorization Type, Granted Date, and Expiration Date. The table contains two rows of data.

| Call Sign | File Number | Submit Date | Facility ID | State | City | Service Code | Authorization Type | Granted Date | Expiration Date |
|-----------|-------------|-------------|-------------|-------|------|--------------|--------------------|--------------|-----------------|
| | | | | | | FS | License | 06/05/1996 | 10/01/2019 |
| | | | | | | FM | License | 06/28/1995 | 10/01/2019 |

The **Authorizations** tab at the top of the screen allows you to view all authorized (permitted or licensed) facilities associated with your FRN. Clicking this tab will take you first to the Active Authorizations screen. By selecting the **Authorizations** tab, a display of both the Active and Inactive Authorizations of facilities that are associated with the log-in FRN will be displayed. The default display is 25 records per screen, but you have the option in the drop-down to display up to 100 records per screen. If multiple facilities are associated with the FRN you can search a

specific facility by using the Facility ID drop-down menu or by typing the file number of a specific Authorization in the “Find Authorizations” text box. Tabs below the “File an Application” button allow you to select which authorizations you can view:

- “Active” takes you to the Active Authorizations screen, which displays all facility authorizations associated with your FRN that are currently valid. It also displays the file number of the most recent authorizing application.
- “Inactive Main DTV License” takes you to the Active Authorizations screen, but displays only inactive Digital Television licenses associated with your FRN.
- “Inactive FM Main Station” takes you to the Active Authorizations screen, but displays only inactive full-service FM facilities associated with your FRN. Examples might include facilities that have been applied for but not yet authorized; authorizations that have been surrendered; and authorizations that have been modified or have expired.

Facilities Tab

| Call Sign | Facility ID | City | State | Service | Facility Status | Facility Status |
|-----------|-------------|------|-------|---------------|-----------------|-----------------|
| | | | VA | Full Power FM | LICENSED | 08/06/1991 |
| | | | VA | FM Translator | LICENSED | 05/16/1994 |
| | | | VA | Full Power FM | LICENSED | 10/02/1995 |

The **Facilities** tab at the top of the screen allows you to view all facilities, active or inactive, that are associated with the log-in FRN. Clicking this tab will take you to the Facilities screen. There are no sub-screens. You may search for a specific facility on the right or you may also display up to 100 facilities per page.

How do I file a license renewal application in LMS?

LMS will eventually replace CDBS as the licensing and application filing system for all Media Bureau applications, both Video and Audio. At the moment, Audio Division applicants can only file FCC Form 2100, Schedule 303-S (formerly FCC Form 303-S), Renewal of Broadcast Station License, in LMS. Audio Division applicants can and must also submit FCC Form 2100, Schedule 396 (formerly FCC Form 396), Broadcast EEO Program Report, in LMS. **When submitting Schedule 396, the EEO report, the applicant must make sure to copy the File Number assigned by LMS to the EEO report, as this will need to be entered in Schedule 303-S, Renewal of Broadcast Station License.**

Filing Schedule 396, Broadcast EEO Program Report:

1. Click on the **Facilities** tab at the top of the page
2. Click the Facility ID Number of the licensed facility you wish to renew. This will bring you to the main page for the selected station.

Federal Communications Commission Licensing and Management System

Applications Authorizations **Facilities**

Facilities

View Facility ID's associated with this FRN.

⚠ If your FRN or Facility is not associated with any station or applications in our database. Please use the Search option to find out what FRN or Facility is associated with your station(s).

File an Application ▾ Find Facilities:

Showing 1 to 5 of 5

| Call Sign | Facility ID | City | State | Service | Facility Status |
|-----------|-------------|------|-------|---------|-----------------|
|-----------|-------------|------|-------|---------|-----------------|

3. On the station main page, click on “File an Application,” which is a pull-down menu.
4. Select “Equal Employment Opportunity Program Report” from the pull-down menu.

Federal Communications Commission Licensing and Management System

Applications Authorizations **Facilities**

File an Application ▾

- License Renewal
- Equal Employment Opportunity Program Report**

Channel and Facility Information Application History

5. You will now be on the General Information page for FCC Form 2100, Schedule 396, Broadcast Equal Employment Opportunity Program Report. You can navigate through Schedule 396 by completing the information and clicking the “Save & Continue” button at the bottom of each screen to continue, or by clicking on the various application sections in the Navigation Bar at the top right of each screen.

The screenshot shows the FCC Licensing and Management System interface. At the top, there is a navigation bar with 'Applications', 'Authorizations', and 'Facilities'. The main heading is 'Broadcast Equal Employment Opportunity Program Report' and 'General Information'. A sidebar on the right lists 'APPLICATION SECTIONS' including 'General Information', 'Licensee Information', 'Contact Representative', 'Common Stations', 'Program Report Questions', 'Application Summary', and 'Certify'. The main content area includes a text box for 'Application Description' with a character limit of 255. Below it is an 'Attachments' section with a question: 'Are attachments (other than associated schedules) being filed with this application?' and radio buttons for 'Yes', 'No', and a 'Clear' link. At the bottom, there are 'Cancel' and 'Save & Continue' buttons.

Some applicants (for example, LPFM, FM translators) need not complete and file Schedule 396, Broadcast EEO Program Report. If you are required to file Schedule 396, you must copy the File Number assigned by LMS to the Schedule 396, Broadcast EEO Program Report. You will enter this File Number in Schedule 303-S, Renewal of Broadcast Station License, when you answer “Yes” to the question under “EEO Program” asking whether you have filed the EEO Broadcast Program Report. A text box will open labeled “Enter File Number” when you respond “Yes” to the question; enter the LMS-assigned Schedule 396 File Number in the box.

EEO Program

Licensee certifies that:

* The station's Broadcast EEO Program Report (FCC Form 396), has been filed with the Commission, as required by 47 C.F.R. Section 73.2080(f)(1).

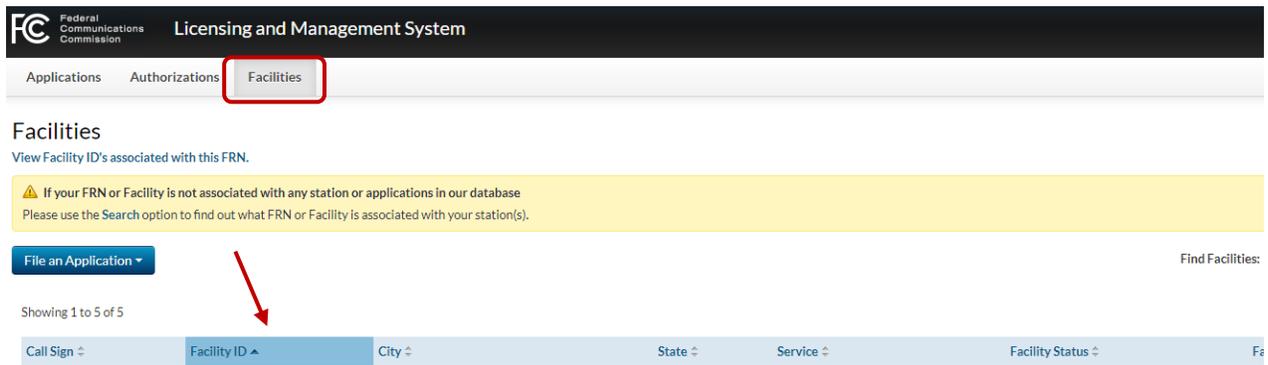
Yes No [« Clear](#)

* Enter File Number:

For detailed instructions on completing the various sections of Schedule 396, consult the application instructions at the following link: <https://www.fcc.gov/sites/default/files/lms-396-eeo-instructions.pdf>.

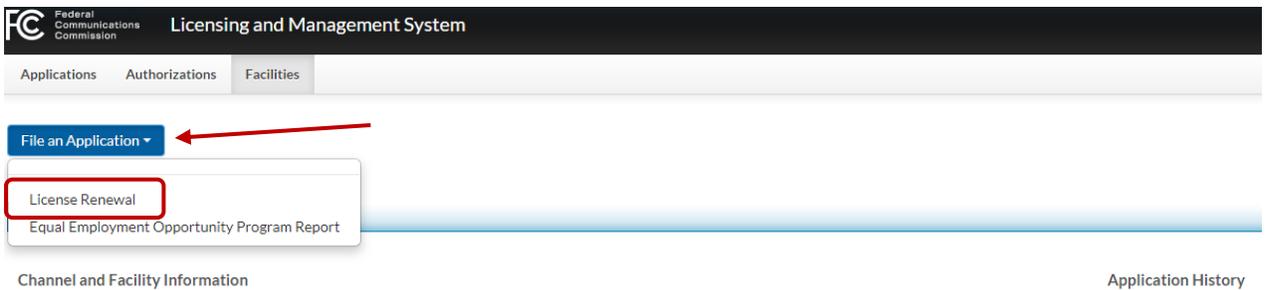
Filing Schedule 303-S, Renewal of Broadcast Station License:

1. Click on the **Facilities** tab at the top of the page.



The screenshot shows the FCC Licensing and Management System interface. At the top, the 'Facilities' tab is selected and highlighted with a red box. Below the navigation bar, there is a yellow warning banner that reads: 'If your FRN or Facility is not associated with any station or applications in our database. Please use the Search option to find out what FRN or Facility is associated with your station(s)'. Below the banner, there is a blue button labeled 'File an Application' with a downward arrow. A red arrow points to this button. To the right of the button is a 'Find Facilities:' search field. Below the button, it says 'Showing 1 to 5 of 5'. At the bottom, there is a table with columns: 'Call Sign', 'Facility ID', 'City', 'State', 'Service', and 'Facility Status'. The 'Facility ID' column is highlighted in blue.

2. Click the Facility ID Number of the licensed facility you wish to renew. This will bring you to the main page for the selected station.
3. On the station main page, click on “File an Application,” which is a pull-down menu.
4. Select “License Renewal” from the pull-down menu.



The screenshot shows the 'File an Application' dropdown menu. The 'License Renewal' option is highlighted with a red box. A red arrow points to the 'File an Application' button. Below the dropdown menu, there is a section for 'Channel and Facility Information' and 'Application History'.

- You will now be on the General Information page for FCC Form 2100, Schedule 303-S, Renewal of Broadcast Station License. You can navigate through Schedule 303-S by completing the information and clicking the “Save & Continue” button at the bottom of each screen to continue, or by clicking on the various application sections in the Navigation Bar at the top right of each screen.

- LMS will “pre-fill” the General and Applicant/Contact Information sections of Schedule 303-S from information in the Commission’s database, although applicants will be able to amend or update that information. **Because this information will be imported into LMS from the existing data in CDBS, the need to update information is to be expected, and applicants are strongly encouraged to carefully check the information for accuracy.**

7. For detailed instructions on completing the various sections of Schedule 303-S, consult the application instructions at the following link: <https://www.fcc.gov/sites/default/files/lms-303s-renewal-instructions.pdf>.

Where do I find the LMS Public Database Tables for Downloading?

On the Homepage of the FCC Licensing and Management System you will select “LMS Public Database Files” under the LMS Database Section.

Due to routine maintenance, the LMS system may be unavailable on Tuesdays from 6 PM to Wednesdays 8 AM.

The Licensing and Management System (LMS) allows you to submit, manage, and track FCC Media Bureau, Video Division applications and Notifications.

LMS Releases

LMS Public Search

Pleadings
Submit a Pleading

LMS Database
LMS Public Database Files available for download. Normally, these files will be updated daily.

Log In
FCC Registration Number (FRN):
Password:
Log In
New Filers: Register for FRN
Forgot Your Password?

Can I partially complete my application and return to it later to complete it and file?

Yes, however, if you have a critical error in one of the sections, the information you entered will not be saved when you log out. If you have a non-critical error in one of the sections, the information you entered will be saved when you log out.

Can I successfully file my application if I have a pending error?

As you fill out each section of the application, when you click on the “Save & Continue” button, the system will check for errors based on your answers to the questions that have been provided and will indicate which questions, if any, need to be corrected. You can continue to the next screen without correcting the errors in that section, however all the errors must be corrected before you can file your application successfully. If you receive a critical error in a Section, your answer to the question with the critical error will not be saved and it must be re-entered when you return to that Section.

Multiple FRN's and Station Records

Can I maintain multiple FRN numbers to use when logging in?

If your station is associated with multiple FRNs in CDBS, you can use any of them to log in. When logging into LMS for the first time with an FRN that is associated with a facility ID that had multiple associated FRNs in CDBS, the licensee will be asked to “Select (the) FRN of Record.” Doing so will permanently associate the log-in FRN with the selected facilities,

making that FRN the only one that may be used to file applications for those facility ID(s) in LMS. Facility IDs with only one associated FRN will not be required to select the FRN of record.

Will all the records regarding my station appear under the station records in LMS?

LMS will eventually include links to all current authorizations, which include the construction permits and license authorizations and any pending construction permit or license application for your station. These records will appear under the authorization tab. These records will be added to LMS as we transition more forms and services from CDBS to LMS.