

Radio License Renewal Cycle and the CDBS to LMS Migration

April 29, 2019

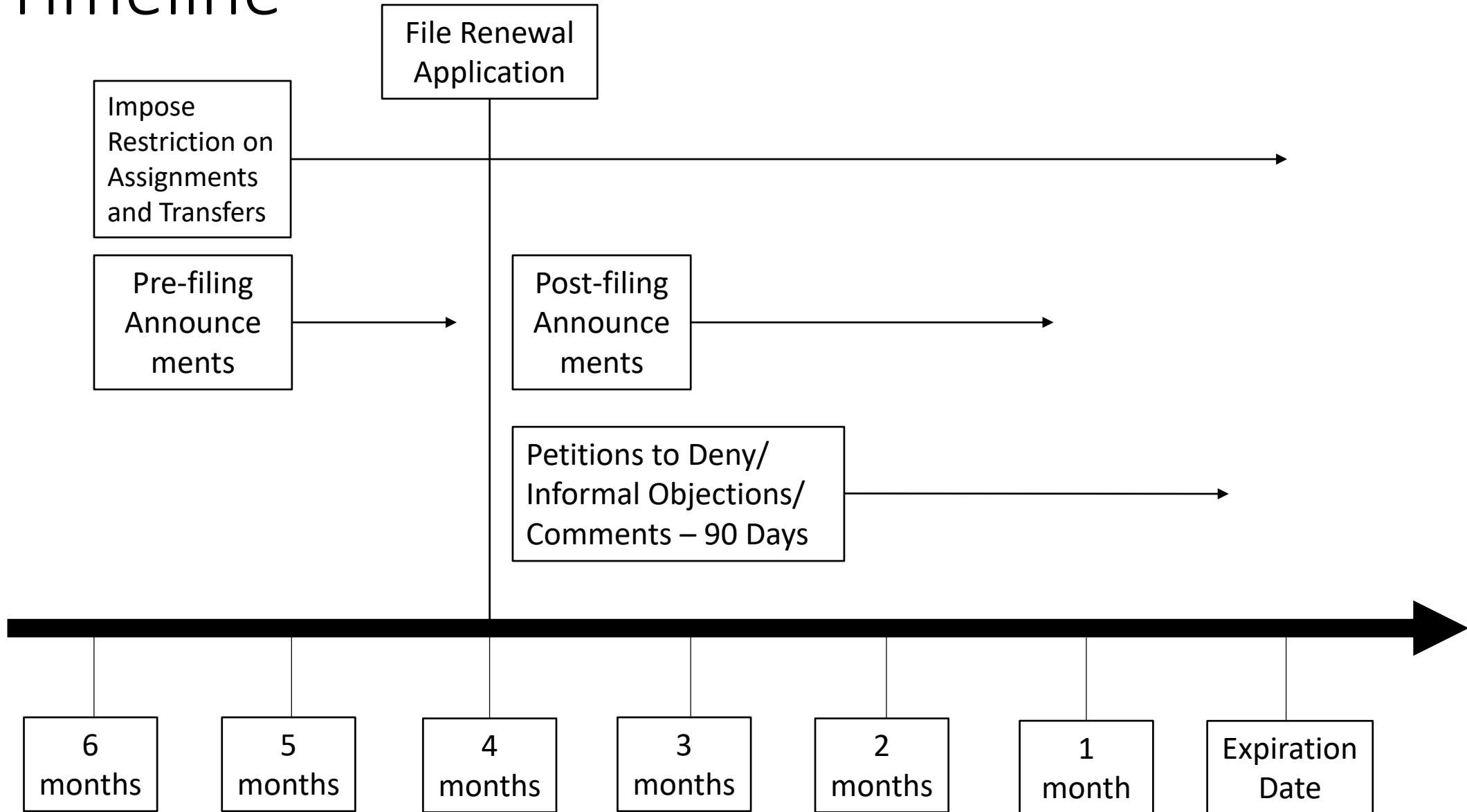
Audio Division, Media Bureau

FCC

License Renewal Cycle

- All radio stations must renew their licenses between 2019 and 2022
- Renewal deadlines are based on location of the station's community of license – First group is stations in MD, DC, VA and WV
- Renewal application must be filed electronically in LMS
- Pleadings also will be filed in LMS
- No changes to Broadcast Local Public Notice requirements (73.3580)

Timeline



Assignment and Transfers & Renewals

- 90 days before renewal application filing deadline, staff will start imposing conditions on AL/TC grants for stations in that renewal group

Condition: Transaction must close prior to renewal filing deadline. If consummation does not occur prior to renewal filing deadline, transaction may not be consummated until the license has been renewed.

- If AL/TC application still pending on renewal filing deadline, staff will withhold action on AL/TC application until we grant renewal application

What Should I Do Now to Prepare?

- Verify station mailing address / email address are correct in FCC files (OPIF / Station Information search link in CDBS Public Access)
 - Mailing address correction made as informal filing in CDBS
 - Ensure email address correct on renewal
- Ensure stations have complied with OPIF requirements
 - March 1, 2018 deadline for last group of radio stations required to move public files online
 - Documents must be uploaded on timely basis and to appropriate folder
- Resolve any outstanding “red light” holds for nonpayment of regulatory fees or forfeitures

What's Different This Time?


- All Applications, Pleadings and Public Notices in LMS
- Form 303-S is now Schedule 303-S
- Form 396 is now Schedule 396
- While LMS-compatible, Schedule 303-S generally replicates Form 303-S
 - Sections essentially the same
 - “Yes/No” certification format; explanatory exhibits where appropriate, including:
 - Character/Adverse Findings
 - FCC Violations During Preceding License Term
 - Biennial Ownership Report
 - EEO Program
 - Online Public Inspection File
 - Silent Station
 - Non-Discriminatory Advertising Sales Agreements

Where Do I Go for Help?

- New LMS Help Center: <https://www.fcc.gov/media/radio/lms-help-center> -- step-by-step explanation about how to log in to LMS and file a renewal application, copies of forms, form instructions
- Help with Pre- and Post-Filing Announcements:
 - 73.3580 of Rules
 - <https://www.fcc.gov/media/radio/broadcast-radio-license-renewal#ANNOUNCE>
- Help with OPIF – what’s required, how does it work?
<https://publicfiles.fcc.gov/faq/>
- LMS login or password issues: Contact the Commission at (877) 480-3201 (Option 2), Monday – Friday, 8:00 am – 6:00 pm ET, or submit a request online at <https://fccprod.service-now.com/auls?id=esupport>

How do I log into LMS?



 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.

Frequently Asked Questions

- [How Do I file an application using LMS?](#)
- [What form should I use for different filings?](#)
- [Can I partially complete my application and go back in later to complete it and file?](#)

[View more...](#)

Log In

FCC Registration Number (ERN):

Password:

[Log In](#)

New Filers: [Register for ERN](#)

[Forgot Your Password?](#)



FRN Issues

- To log in, you must have an FRN and the password associated with that FRN. Unlike the CDBS system, all filings in LMS are tied to a facility's FRN.
- To reset an FRN password, contact the help desk at 1-877-480-3201.
- Don't have an FRN -- create one through the FCC's [CORES system](https://apps.fcc.gov/cores/userLogin.do):
<https://apps.fcc.gov/cores/userLogin.do>.

FRN Issues – after logging into LMS the first time

- When logging in 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 login 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 (please make note of that FRN). Facility IDs with only one associated FRN will not be required to select the FRN of record.

Select FRN of Record

The following Facility ID's are currently associated with multiple FRN's.

Please select the Facility ID's you would like to permanently associate with FRN: 0002071504 or [Disassociate Facility ID's with this FRN](#)

Select	Facility ID ↕	Call Sign ↕	FRN ↕	Community ↕	Service Code ↕	Facility Type ↕	Facility Status Date ▼
<input type="checkbox"/>	30154	WZVA	0006151963	MARION,VA	FM	Licensed	06/14/2018
<input type="checkbox"/>	61277	WYSN	0001784198	HUNTINGTON,WV	AM	Licensed	04/18/2018

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

Federal Communications Commission
Licensing and Management System

Applications Authorizations **Facilities**

Saved Applications

[View Facility ID's associated with this FRN.](#)

Warning: 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.

[File an Application](#) Facility ID: Find Applications:

SAVED (2) SUBMITTED (0) DISPOSED (37) REPORTS (2) ASSIGNMENT/TRANSFERS (0)

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.

The screenshot shows the FCC Licensing and Management System interface. At the top, there is a navigation bar with the FCC logo and the text 'Licensing and Management System'. Below this, there are tabs for 'Applications', 'Authorizations', and 'Facilities'. The 'Facilities' tab is selected. A yellow warning box at the top of the content area states: '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 warning box, there is a 'File an Application' button and a search box labeled 'Find Facilities:'. A table below shows a list of facilities with columns for 'Call Sign', 'Facility ID', 'City', 'State', 'Service', 'Facility Status', and 'Facility Status'. A red arrow points to the 'Facility ID' column header.

Call Sign	Facility ID	City	State	Service	Facility Status	Facility Status
				Full Power FM	LICENSED AND SILENT	06/01/2018
				FM Translator	LICENSED AND SILENT	06/01/2018
				FM Translator	LICENSED AND SILENT	06/01/2018
				FM Translator	LICENSED	10/01/2007

Click on the facility ID of the desired station.

The screenshot shows the same FCC Licensing and Management System interface. The 'File an Application' button is highlighted with a red arrow. A dropdown menu is open, showing two options: 'License Renewal' and 'Equal Employment Opportunity Program Report'. A red box highlights these two options, and a red arrow points to the 'Equal Employment Opportunity Program Report' option. Below the dropdown menu, the text 'Channel and Facility Information' is visible.

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.”

Filing Schedule 396, Broadcast EEO Program Report

FC Federal Communications Commission **Licensing and Management System**

Applications Authorizations Facilities

Broadcast Equal Employment Opportunity Program Report

General Information

* indicates required field

Application Description

Description of the application (255 characters max.) is visible only to you and is not part of the submitted application. It will be displayed in your Applications workspace.

Attachments

* Are attachments (other than associated schedules) being filed with this application?

Yes No [« Clear](#)

APPLICATION SECTIONS

- ➔ General Information
- ✓ Licensee Information
- ✓ Contact Representative
- Common Stations
- Program Report Questions
- Application Summary
- Certify

- 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.

Schedule 396 (continued)

- Some applicants (LPFM, FM translators) need not complete and file Schedule 396, Broadcast EEO Program Report.
- If you are required to file Schedule 396, recommend that you file it first. 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.

Schedule 303-S, Renewal of Broadcast Station License

FC Federal Communications Commission Licensing and Management System

Applications Authorizations Facilities

Renewal of License

General Information

* indicates required field

Attachments Draft Copy

APPLICATION SECTIONS

- General Information
- Fees, Waivers and Exemptions
- Applicant Information
- Contact Representatives
- Renewal Certifications
- AM/FM/LPFM Certifications
- Other Broadcast Stations
- Other Broadcast Stations Summary
- Application Summary
- Certify

Application Description

Description of the application (255 characters max.) is visible only to you and is not part of the submitted application. It will be displayed in your Applications workspace.

Attachments

* Are attachments (other than associated schedules) being filed with this application?

Yes No

Cancel Save & Continue >

- 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.
- The questions in Schedule 303-S will look very familiar, as they track the questions from the FCC Form 303-S.

Schedule 303-S (continued)

Renewal of License

Applicant Information

✘ Please see errors below.

Applicant Name and Type

✘ Required Question - Please Respond.

* Applicant Type:

Select...

✘ Required Question - Please Respond.

* Phone:

✘ Required Question - Please Respond.

* Email:

« Back

Save & Continue »

- 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, applicants are strongly encouraged to carefully check the information for accuracy.**

Uploading Attachments

FC Federal Communications Commission | Licensing and Management System

FRN: [redacted] | Search | Log Out

Applications | Authorizations | Facilities

Renewal of License Attachments

Approved by OMB | OMB Control Number 3060-0110
See Instructions for public burden estimate

[LMS HELP CENTER](#) | [Form Instructions](#) | [Save & Quit](#)

SELECT ATTACHMENT

* Attachment Type:
Renewal Certification

* Select file to upload:
File Types: pdf, doc, xls
Max File Size: 25MB

Browse...

Description: (255 characters max.)

Upload File

Uploaded Attachments

Please upload one or more files (PDF, DOC, TXT, or XLS) for each attachment type.
You may also upload one file with an All Purpose attachment type. This attachment will apply to all attachment types.

Remove

Select All	File Name	Attachment Type	Description	Upload Status
<input type="checkbox"/>	Sample document.docx	Renewal Certification		Done with Virus Scan and/or Conversion

« Back

LMS accepts PDF, Word, Excel or Text attachments. When you click on the “Browse...” button, LMS opens a standard windows navigation box that enables the filer to locate documents on a computer or network drive. After selecting the attachment, hit the “Upload File” button and the system will scan and confirm the upload status.

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

Renewal of License

Application Summary

Approved by OMB | OMB Cor
See Instructions for p

[LMS HELP CENTER](#) [Form Instruction](#)

[Attachments](#) [Draft Copy](#)

Please review your application before submitting.

You have provided information in all the categories listed under the Application Sections. Use the links under the Application Sections to go back and review your application. Make any corrections as necessary. Once you are confident that the application is ready for certification and submission, click on the "Continue to Certify" button below.

This application is incomplete or contains errors.

Please use the links under Application Sections to view and correct them.

General Information

Application Purpose: Renewal of License

Attachments

You have 0 files that will be submitted with this application.

[View Attachments »](#)

[Applicant Information](#)

[Contact Representatives](#)

APPLICATION SECTIONS

- ✓ General Information
- ✓ Fees, Waivers and Exemptions
- ✓ Applicant Information
- ✗ Contact Representatives
- ✗ Renewal Certifications
- ✓ AM/FM/LPFM Certifications
- ✓ Other Broadcast Stations
- ✓ Other Broadcast Stations Summary
- ➔ Application Summary
- Certify

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.

Confirmation screen after successfully filing

Renewal of License Application Submitted

 [Download Reference Copy](#)

Your application has been submitted for processing.

- Please pay any **fees** associated with this application.
- Use the assigned **File Number** when referencing this application in the future.
- The progress of this application can be tracked on the **Applications** page.

Application Summary

File Number: 0000070078
Application Purpose: Renewal of License
Status: Submitted
Date Submitted: 04/24/2019

Applicant Information

Name: [REDACTED] BROADCASTING COMPANY, INC.
Title:
Address: P.O. BOX 20
[REDACTED]
United States
Phone: [REDACTED]
Email: [REDACTED]

Fees, Waivers, and Exemptions

Exempt from FCC Application Fees? No

Exempt from FCC Regulatory Fees? No

Application Type	Call Sign	Facility ID	Fee Code	Fee Amount
Renewal of License	[REDACTED]	[REDACTED]	MGR	\$200.00
			Total	\$200.00

[Pay Fees](#)

[View Submitted Applications](#)