Attachment E

INSTRUCTIONS FOR USING ULS TO REGISTER TIN AND CALL SIGNS WITH FCC AND FILE FCC FORM 601 ELECTRONICALLY

Following are instructions for using the Universal Licensing System (ULS) to electronically register a Taxpayer Identification Number (TIN) and call signs with the FCC and electronically file FCC Form 601. To perform either of these procedures, you must first connect to the FCC Network. Attachment F describes how Windows 95/98 users can connect to the FCC Network using the Dial-Up Networking features of Windows 95/98.

We recommend that you use Netscape Communicator 4.5 (Internet web browser software) to use ULS to electronically register and file FCC Form 601.

Note: To download Netscape Communicator 4.5 free of charge, access the Netscape download site at ***http://home.netscape.com/download/***.

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, icons, 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).

<u>Registering TIN and Call Signs with the FCC Electronically</u>

Before filing FCC Form 601 electronically, the applicant's Taxpayer Identification Number (TIN) and call signs must be registered with the FCC's Universal Licensing System (ULS). If you have already registered your TIN and call signs with the ULS, proceed to the "Filing FCC Form 601 Electronically" instructions.

To register a TIN and its associated call signs, do the following:

1.   Connect to the FCC Network using one of the following options:

        Note: If your PC is connected to a network, you must use a secure proxy to access the FCC Network. Consult your Network Administrator.

        <u>Dial-Up Access</u>

        a.   Use Dial-Up Networking in Windows 95/98 to connect to the FCC Network (see Attachment F).

        b.   Start your web browser. In the location field of the web browser screen, type ***http://wtbwww05.fcc.gov***. Then press the ENTER key.

        <u>Internet Access</u>

        a.   Start your web browser and connect to the Internet using your Internet Service Provider.

        b.   In the location field of the web browser screen, type ***http://www.fcc.gov/wtb/uls***. Then press the ENTER key.

2.   Verify that Java and JavaScript are enabled in your web browser preferences. Additionally, the preferences must specify "Accept all cookies." Refer to your web browser Help facility for more information.

3.   Once you have accessed the Universal Licensing System home page, click the **TIN/Call Sign Registration** button.

4.   On the ULS TIN/Call Sign Registration screen, click **Register Now** to select it, then click the **Continue** button.

5.   On the next screen, identify whether you are registering as a business entity (e.g., corporation, partnership, government entity, etc.) or an individual. Click the desired option to select it, then click the **Continue** button to access the registration form.

       Note: The TIN provided must be that of the licensee and not of an agent or representative of the licensee (e.g., law firm or consultant).

6.   Complete the registration form. *Click the **Help** button at anytime for additional information on completing the online registration form.*

7.   Specify the password and personal or corporate identifier that you will use in conjunction with your TIN. In the *New Password* field, enter a password of at least 5 characters.

       Basic guidelines for selecting your password:

       C   Specify a password that you will be able to remember easily. For security purposes, avoid selecting an obvious password that someone else could easily guess, such as spouse's name, child's name, etc.

       C   Your password must be at least 5 characters but no more than 30 characters.

       C   You may use letters, numbers, or symbols in your password.

       C   Write down your password and keep it in a secure place.

       C   Note that your password is case sensitive. For example, if you specify "station" (lowercase) as your password, you must always enter "station" in lowercase during ULS login. "Station" or "STATION" will not be accepted.

8.   Re-enter your password in the *Verify Password* field. This entry must be an exact replication of the password entered in the *New Password* field.

9.   In the *Personal Identifier* or *Corporate Identifier* field, enter a word (of your choice) to serve as your personal identifier (if individual) or corporate identifier (if business entity).

       Note: For security purposes, you will be required to correctly enter your TIN and password prior to accessing the ULS for filing applications online or updating your registration information. *If you forget your password, contact FCC Technical Support at (202) 414-1250 (voice) or (202) 414-1255 (TTY).*

10.   When you have completed the registration form, click the **Submit** button.

If you have entered any incomplete or erroneous information, an Errors screen lists the errors. Click **Return**, make your corrections, then click **Submit** again. Note that an application cannot be submitted until all errors have been corrected.

11.	A screen appears requesting you to identify the call signs (if any) to be associated with your TIN. Even though you already have FCC licenses, you must identify to the ULS the call signs that are to be associated with your TIN.

	If you do not have any call signs to register, click the **Submit** button and proceed to step 14.

12.	Follow the instructions on the screen to select a call sign entry method. Note: You must use the **Upload Call Signs** option if you have *more than 100 call signs*.

	*Click the **Help** button for additional call sign entry instructions.*

13.	After entering your call signs, click the **Submit** button.

14.	When your registration has been successfully submitted to the FCC, a confirmation message screen appears. This screen shows the TIN, password, and personal or corporate identifier that you just registered.

	Important: Your registration has not been successfully submitted to the ULS unless this confirmation screen appears.

15.	From the confirmation screen, click the **Home** button to return to the ULS home page.

	Note: If the applicant is owned by a Real Party in Interest, the TIN of that entity must also have been registered with the FCC.

Filing FCC Form 601 Electronically

After the applicant's TIN is registered with the FCC, the FCC Form 601 can be filed electronically. Do the following:

1.	Connect to the FCC Network using Dial-Up Networking in Windows 95/98 (see Attachment F).

2.	Start your web browser. In the location field of the web browser screen, type *http://wtbwww05.fcc.gov*. Then press the ENTER key. This will access the Universal Licensing System home page.

3. Click the **Online Filing** button. **Please read the important note below regarding a new feature in ULS.**

Note: ULS now utilizes a Smart Update feature for its Java-based applications. If you are accessing ULS for the first time since Friday, February 26, 1999, ULS will automatically initiate installation of the Smart Update files. The Smart Update feature greatly enhances the performance and speed of Netscape Communicator when using ULS applications.

C A pop-up window entitled "jconnect Smart Update" will appear, asking you to confirm the download of the jconnect file. Click the **OK** button.

C Then a pop-up window entitled "powerj Smart Update" will appear, asking you to confirm the download of the powerj file. Click the **OK** button.

C A message will appear, indicating that the ULS has completed installation of the Smart Update files. Click the **OK** button.

C Exit and restart Netscape Communicator. (You do not need to terminate the connection to the FCC Network.) Repeat steps 2 and 3 to continue with electronic filing.

This configuration sequence will also occur occasionally in the future as Smart Update is upgraded.

4. On the login screen, type your Taxpayer Identification Number (TIN) in the login field.

5. 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*.

6. 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.)

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

C   If you have completed applications filed this business day or existing incomplete applications, 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**.

C   If you do not have existing incomplete applications or completed applications filed this business day, a screen appears requesting you to select an application purpose.

8.   Click the down-arrow button at the end of the *Purpose of Application* field to obtain the drop-down menu, and click on the purpose of filing (e.g., New, Renewal Only, Modification, etc.)

9.   Click the **Continue** button. The ULS screens will step you through the filing process specific to your purpose of application. Basic guidelines for filing each form are provided below.

Click the ? (Help) button at any time for specific filing instructions for each application purpose.

Basic Guidelines for Filing Form 601 Online:

C   Some of the data entry fields on the online application form may be pre-filled with information from the TIN registration process.

C   The online application consists of data entry fields as well as "yes or no" questions. You must respond to all of the "yes or no" questions on the application. If you respond Yes to a question, you may be required to file an attachment explaining the specific circumstances (see form for specific instructions).

C   An **Attachments** button is provided for uploading attachment files. You are responsible for filing all required attachments.

C   If you have entered any incomplete or erroneous information, an Errors screen lists the errors. Click **Return**, make your corrections, then click **Continue** again. You can **Save** your application and complete it at a later date, if necessary. Saved applications must be completed within 30 days.

C   Prior to submitting an application, you may click the **Print Preview** button (where available) to create a preview of your completed application.

10.   When your application has been successfully submitted to the FCC, a confirmation
        message screen appears. This screens shows a file number for the application.

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

11.   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.

12.   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.

Changing an Application

Once you have submitted an application to the FCC, but the FCC has not yet granted your
requested licenses, you can still make changes to that application. Use the Universal Licensing
System (ULS) to change a pending application before or after the FCC Form 601 filing deadline,
as follows:

C   To make changes to a pending application at any time **before the 5:30 P.M. ET filing
        deadline on May 4, 1999**, perform the preceding Steps 1 through 8. When the screen
        listing pending applications appears, find the entry for the application you want and click
        that entry. The pending application appears, and you can change it and then submit the
        updated version.

C   To make changes to a pending application **after the 5:30 P.M. ET filing deadline on
        May 4, 1999**, perform the preceding Steps 1 through 8. When the Purpose of Application
        screen appears, obtain the drop-down menu and select **Amendment**, then click the
        Continue button. On the next screen, obtain the drop-down menu on the *File Number*
        box, select the file number for the application you want to amend, and then click the
        Continue button. The pending application appears, and you can change it and then
        submit the amended version. *Important:* FCC rules contain limitations on filing of major
        amendments after the **May 4, 1999** deadline that may affect the applicant's legal rights.
        Acceptance of an amendment by the ULS does not indicate that the amendment is allowed

under the rules. Applicants are advised to consult FCC rules in this regard prior to filing an amendment. Once the FCC has granted a request for a license, you can change that license by requesting a modification. To begin, perform the preceding Steps 1 through 8. When the Purpose of Application screen appears, obtain the drop-down menu and select **Modification**, then click the **Continue** button.

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<ins>Technical Support</ins>

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For technical assistance in registering or filing FCC Form 601 electronically, contact the FCC Technical Support Hotline at (202) 414-1250 (voice), (202) 414-1255 (TTY). 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.*