

III. Electronic Filing  
And Remote  
Access  
Instructions &  
FCC Seminar -  
Workshop  
Information



## **Electronic Filing and Remote Access Information**

This section of the Bidder's Information Package is broken down into the following functional and technical areas:

- functionality and proposed costs of the FCC Remote Electronic Auction System;
- hardware and software requirements and instructions;
- detailed user instructions for using FCC Form 175 Submission Program;
- detailed user instructions for using the Remote FCC Form 175 Review Program;
- detailed user instructions for using the FCC Bidding System Program; and
- auction round results file formats.

### **Functionality and proposed costs of the FCC Remote Electronic Auction System**

The FCC Remote Electronic Auction System was recently developed to provide auction applicants the opportunity to participate in an FCC auction completely from their offices. The Remote Electronic Auction System allows auction participants to:

1. file an FCC Form 175 application;
2. review other FCC Form 175 applications filed;
3. submit and withdraw bids; and
4. create and download customized round results files.

The FCC recently issued a Notice of Proposed Rulemaking (WT Docket No. 95-69) to establish fair and reasonable fees for auction software and on-line access to the Commission's wide area network which can also be used to place and withdraw bids and access other auction information. The Notice of Proposed Rulemaking proposes fees for the auction bid submission and round results viewer software is \$200 and the proposed on-line access fees for bid submission and round results is \$4 per minute. These are only proposed fees and may be subject to change depending on the outcome of this proceeding. In any event, there will be no charge for the FCC Form 175 submission and review software programs and no on-line access charge to file FCC Form 175 applications.

## **Hardware and Software Requirements and Instructions for Installing Electronic Filing Software**

### **About Your Software**

The FCC Form 175, bid submission and round results viewer all require **ppp** software that is Winsock v1.1 compliant to access the FCC system. Configuration parameters for Trumpet v2.0a, NetManage Chameleon v4.1 and Wollongong Pathway Access for Windows v3.2 software are included in the appendix.

### **Recommended Hardware and Software Requirements to Access the FCC Auction System**

You will need at minimum the following hardware:

- CPU: Intel® 80386 or above (80486 or faster recommended)
- RAM: 8MB RAM (more recommended if you have multiple applications open)
- Hard Disk: 10MB available disk space
- 1.44MB Floppy Drive (to install FCC Form 175)
- Modem: v.32bis 14.4kbps Hayes© compatible modem
- Monitor: VGA or above
- Mouse or other pointing device
- Microsoft® Windows™ 3.1 or above, or Microsoft® Windows for WorkGroups™ v3.11 or above
- PPP asynchronous communications package Winsock v1.1 compliant

### **Installing Your PPP Software**

Before you can use the FCC Form 175, you will need to install **ppp** software. The ppp software should include documentation sufficient to install their product. Please see the appendix for various ppp software hints and parameters for configuration.

### **Where to get FCC Form 175**

On the Internet, you can connect anonymous ftp at fcc.gov. Login using the account name anonymous and use your Internet e-mail address as the password. The file F175V1.EXE can be found in the following dir: /pub/Auctions/PCS/Broadband/BTA. Set to binary when you are downloading the file.

If you wish to use the FCC Auctions BBS, dial 202-682-5851 (set your modem to 8 databits, no parity and 1 stop). To download the FCC Form 175 application, you will need a communications program that can handle xmodem protocol.

### **Detailed Internet Instructions**

To access the FCC ftp server, you will need to have access to the Internet and an ftp client software. The following are instructions for the command line version of ftp. Graphical ftp interfaces may differ; please check with your local computer specialist. Connect to the FCC ftp server, usually ftp fcc.gov

- At the user name prompt, type anonymous
- At the password prompt, type your Internet e-mail id
- Type binary so you can download binary files
- Change your current directory to the BTA directory by typing:  
cd /pub/Auctions/PCS/Broadband/BTA
- Type get F175V1.EXE
- To exit, type bye

### **Detailed BBS Instructions**

To access the FCC Auctions BBS, you will need a PC with a modem and a communications package that can handle xmodem protocol. Use the communications package to dial in to 202-682-5851. Use the settings of 8 data bits, no parity and 1 stop bit (8,n,1).

**New users follow steps 1-6, otherwise go to step 7:**

1. Type New, then **[Enter]**. If the word ANSI is blinking, type Y for Yes. If the word ANSI is not blinking, type N for No
2. Type in your first and last name and press **[Enter]**. This will be your login name
3. Type in your Telephone number and press **[Enter]**
4. Type in your Fax number and press **[Enter]**
5. Type in what you want your password to be and press **[Enter]**
6. Retype the password for verification and press **[Enter]**

After the account is generated:

7. Type B for Broadband Auction and press **[Enter]**
8. Type B for BTA Auction and press **[Enter]**
9. Type P to download program files
10. Move the cursor to the file F175V1.EXE, type **[Control]-D** (hold the Ctrl key down and press the D key) for Download and press **[Enter]**
11. Type the letter representing the transfer protocol you want to use and press **[Enter]**.  
How the file is downloaded and where it gets downloaded depends on the package being used
12. When file has finished downloading, press R for Redraw and press **[Enter]**

Repeat steps 9 through 12 to download another file, or press X and **[Enter]** to Exit the screen

To Exit:

Type X to Exit and press [Enter] and continue to do so until asked if you want to Exit the BBS. Answer Y for Yes when asked to verify you leaving.

### **Creating Installation Disks from Downloaded Files**

After you download the file F175V1.EXE, create the FCC Form 175 installation disks. You will need to have three (3) blank MS-DOS formatted 3.5" 1.44MB disks. To create the installation disks, type at the MS-DOS prompt:

```
F175V1 !/
```

The F175V1 program will first decompress several files and then run a batch file to create the installation disks. Please follow the instructions on the screen.

### **Installing FCC Form 175 Disks**

Run SETUP.EXE from installation Disk 1 of 3 and follow the instructions on the screen. Before running the FCC Form 175, be sure you have started and successfully connected using your ppp software.

### **Running FCC Form 175**

You must start the ppp software and be connected before you start either FCC Form 175 programs. After you start your ppp software, you can then start either Remote FCC Form 175 Review or Remote FCC Form 175 Submit. After the FCC Form 175 installation completes, you will have a new Program Manager group called FCC Auction with two icons: Remote FCC Form 175 Submit and Remote FCC Form 175 Review. To start up either the Remote FCC Form 175 Submit or Remote FCC Form 175 Review, you double click the respective icon. When you are finished with either FCC Form 175 program, be sure to disconnect from your ppp software.

## Appendix

### General Setup for Unsupported or Unlisted PPP Software

It is possible to use a ppp software that we have not tested. The following information should provide enough information to make your software work. However, if your software cannot conform/establish the following parameters, you will need to get one of the tested ppp software. The FCC will not provide support for any untested software product.

1. Set the ppp software to ppp mode (do not set for slip)
2. Set the name server to the number provided in the README.TXT included with the F175V1.EXE.
3. Set the domain suffix to fcc.gov
4. Set the phone number to: (this number will be provided in the README.TXT included with the F175V1.EXE). You may need to add a dialing prefix.
5. Be sure to set the Baud Rate to the maximum DTE modem speed
6. Set the modem parameters to 8 data bits, no parity and 1 stop (if needed, set flow control to hardware)

Note: Spry's Internet-in-a-Box failed our testing procedures.

### Installing Trumpet v2.0a

If you already have some kind of TCP/IP networking package installed, the Trumpet Winsock program may not run. Contact your LAN administrator for assistance.

Copy the files **winsock.dll**, **tcpman.exe**, **hosts**, **services** and **protocol** to a suitable directory.

e.g., c:\trumpet

the essential files are:

<b>winsock.dll</b>	the core of the Trumpet TCP/IP driver
<b>tcpman.exe</b>	controlling program for the Winsock
<b>sendreg.exe</b>	registration program
<b>hosts</b>	list of host names
<b>services</b>	list of Internet services
<b>protocol</b>	list of Internet protocols

Modify the path line in your autoexec.bat to contain a reference to that directory.

e.g., path **c:\trumpet;c:\dos;c:\windows**

Make sure it is active by rebooting your computer. Now you are ready to start windows.

From windows, start up tcpman by selecting File/Run from the file manager, then type "tcpman". If this fails, the path is probably not set up correctly, so fix it. Later, you can set up tcpman as an icon so it can be started directly.

Assuming you are a first time user, a setup screen will appear giving you a number of options to fill in. You will need to fill in the following details to enable the TCP package to function. If you are unclear on any of them, try to seek some help from qualified Internet support staff - it will save you a lot of time.

First click on Internal PPP. Some of the parameters will be grayed and others ungrayed.

#### **Name server**

- Enter name server IP address for DNS searches. This required number will be provided in the README.TXT included with the F175V1.EXE.

#### **Domain suffix**

- Enter domain suffix fcc.gov

#### **MTU**

- Maximum Transmission Unit, set to 1500. Related to TCP MSS... usually TCP MSS + 40 (Numeric).

#### **TCP RWIN**

- TCP Receive Window, set to 4096. It is recommended that this value be roughly 3 to 4 times the value of TCP MSS (Numeric).

#### **TCP MSS      TCP**

- Maximum Segment Size, set to 1460.

#### **SLIP port**

- your modem port number ..1=com1, 2=com2 etc., (numeric).

#### **Baud rate**

- The speed you wish to run at (numeric), set to the maximum modem DTE speed or 57600. Up to 115200 is supported although speeds greater than 19200 require suitable hardware.

#### **Hardware**

- Handshake Should be checked.

The rest of the details should be grayed out and you need not try to fill them in. When you are done, click on [OK].

**Under the Dialer | 1. setup.cmd:**



- Set the telephone number to: (this number will be provided in the README.TXT included with the F175V1.EXE). You may need to add a dialing prefix.
- Set the login username to your assigned ID
- Set the login password to your assigned ID password

If you decide to use the login script login.cmd, you will need to use a text editor and modify the following line:

```
$userprompt = "login:"
```

to

```
$userprompt = "annex:"
```

If all goes well, the Trumpet Winsock will be initialized. You are now ready to start using the winsock.

To connect, select Dialer | Login on the menu bar. After you are connected, selecting Dialer | Bye will uncouple your network connection. Remember, before you use the FCC Form 175, you will need to be connected. After finishing the FCC Form 175, you should disconnect from the FCC.

### **Detailed Configuration Information Using NetManage Chameleon v4.1**

Install the software as instructed by NetManage installation routine. Activate Custom - Connect Here icon in the Program Manager Internet Chameleon group. Setup Chameleon's parameters with the following:

Under the Custom menu Interface | Add:

- Set the Name to FCC
- Set the Type to PPP

Under the Custom menu Setup | Port:

- Set the Baud Rate to the maximum DTE speed of your modem
- Set the Data Bits to 8
- Set the Stop Bits to 1
- Set the Parity to none
- Set the Flow Control to Hardware
- Set the Connector to match your modem comm port

Under the Custom menu Setup | Modem:

Select the modem that most closely matches your modem. Hayes is the most common choice

### **Under the Custom menu Setup | Dial:**

- Type in the dial edit box: (this number will be provided in the README.TXT included with the F175V1.EXE). You may need to add a dialing prefix.

### **Under the Custom menu Setup | Login:**

- Set User Name to your assigned ID
- Set User Password to your assigned ID password

### **Under the Services | Domain Servers:**

- Set an IP address to the number provided in the README.TXT included with the F175V1.EXE.

After you set all the appropriate parameters, edit the SLIP.INI file found in the **NetManage Chameleon** directory (default is c:\netmanag).

1. Start a text editor such as notepad
2. open the SLIP.INI file
3. search for the section [FCC].
4. Change the following entry from:

SCRIPT=login: \$u\$r word: \$p\$r

to

SCRIPT=annex: \$u\$r word: \$p\$r

To connect, click on **Connect** on the menu bar. After you are connected, **Connect** will change to **Disconnect**; clicking on **Disconnect** will uncouple your network connection. Remember, before you use the FCC Form 175 programs, you will need to be connected. After finishing the FCC Form 175 programs, you should disconnect from the FCC.

### **Configuration Information For Using Wollongong Pathway Access for Windows v3.2**

Install the Pathway Runtime for Windows v4.0 software using the Wollongong installation routine. During setup, you will be required to provide the following parameters: (you may enter anything for information not listed):

- Set the Adapter to SLIP/CSLIP/PPP connection
- Set the Domain Name to fcc.gov
- Set the IP Address to 0.0.0.0
- Set the Subnet Mask to 255.255.0.0
- Set the DNS Server to the number provided in the README.TXT included with the F175V1.EXE.

After the installation start Dialer found in the Pathway Access Program Manager group. Enter a new profile (File | New) and supply the following relevant information:

- Set the Telephone Number to: (this number will be provided in the README.TXT included with the F175V1.EXE). You may need to add a dialing prefix.
- Set the Port to match your modem comm port
- Set the Baud Rate to the maximum DTE speed of your modem
- Check Driver Parameters' Flow Control
- Under Protocol, select PPP

If you wish to implement a script, use the following:

```
WAIT_FOR:Annex:/60000  
SEND:ppp  
SEND:
```

When you are finished, click on [Save] and provide a filename for your new profile.

To connect, click on **Dial** on the tool bar. After you are connected, Dial will gray out and **Disconnect** will be made available; clicking on **Disconnect** will uncouple your network connection. Before you use the FCC Form 175 programs, you must be connected. After finishing the FCC Form 175 programs, you should disconnect from the FCC Network.

## **Instructions For Using The Remote FCC Form 175 Submission**

The Remote FCC Form 175 Submission program must first be installed. You **MUST** start the ppp software and be connected to the FCC Remote Electronic Auction System before you start the FCC Form 175 program. If you have not successfully connected to the System, you will receive an error message after the Account Verification Login Screen stating that you were unable to connect to the server.

Once you have successfully connected, click on the Remote FCC Form 175 Submission icon to load the application.

**Use the TAB key or the mouse to redirect the cursor so the data may be entered. The data entry for this application is case sensitive, therefore be careful to type using either lower case and/or upper case exactly as you want.**

In the lower right corner of the FCC Form 175 program is an icon with a question mark representing the Help facility. Click on the Help facility for definitions and additional instructions on how to use the FCC Form 175 program.

**Please Note: If you exit the FCC Form 175 without ever submitting the application, then the information that was entered and the password associated with that FCC Account Number will NOT be saved.**

After you have finished using the Remote FCC Form 175 Submission program, you should disconnect from the FCC System.

The first screen to appear will be the Welcome Screen.

### **Welcome Screen**

Select the appropriate auction number (in this case auction '5') by using the mouse to advance to the arrow just below the word Auction.

Click on Ok to continue the submission process. The next screen to appear will be the Account Verification Login Screen.

To exit the remote FCC 175 application, click on the Exit button and enter either a 'Y' or click on 'Yes' in response to the message box that asks 'Are you sure you want to exit the application?'.

### **Account Verification Login Screen**

Please Note: The data entry for this application is **case sensitive**, therefore be careful to type using either lower case and/or upper case exactly as you want.

Enter your ten digit FCC Account Number. This is your Taxpayer Identification Number (TIN) with a prefix of '0' or your ten digit telephone number (if you do not have a TIN).

Use the TAB key or the mouse to advance to the password. On the initial entry of this screen, you will be defining your confidential password. The password must be a minimum of five characters and a maximum of ten characters. It must be entered in BOTH the password and the verify password fields. Please be careful when typing the passwords since the data entry is case sensitive. You will need to remember the exact spelling of your password and keep it secure.

Click on Ok to continue the FCC Form 175 submission process. The next screen to appear will be the Profile Screen.

Click on the Cancel button to exit the Account Verification Login Screen.

### **Entering Data on the Profile Screen**

**Please Note: After entering the Profile information, you will need to click on each tab at the top of the screen to navigate through the entire FCC Form 175.**

Click on the Instructions tab (at the top of the screen) to review the instructions for filing the FCC Form 175.

The Profile Screen is used to capture the general FCC Form 175 information. The FCC Form 175 will be displayed with your FCC Account Number and the auction number prefilled. The filing phase appears in the lower left corner of the screen in red.

Enter the applicant name.

Enter the applicant address, city, state, and zip code.

Click on the applicable applicant classification box. Click on the box again to reset the box.

If you are eligible to bid on entrepreneurs' block licenses, then click on the appropriate entrepreneurs' block box(es). Click on the box again to reset the box.

Click on any applicable designated entity boxes. Click on the box again to reset the box.

Enter the person(s) authorized to submit and withdraw a bid. Enter the name in First Name, Middle Initial, Last Name order.

Click on the Required Certifications tab (at the top of the screen) to review the certification requirements. This screen provides the certification requirements for filing the FCC Form 175. Applicants should read the 'Certifications' listed on the FCC Form 175 carefully before submitting the application. These certifications help to ensure a fair and competitive auction and require, among other things, disclosure to the Commission of certain information on applicant ownership and agreements or arrangements concerning the auction. **Submission of a false certification to the Commission may result in penalties, including monetary forfeitures, license forfeitures, and ineligibility to participate in future auctions, and/or criminal prosecution.**

Click on the Profile tab (at the top of the screen) to return to the FCC Form 175 profile information and reposition the cursor to the box labeled 'Name of Person Certifying'.

Enter the person certifying the application. Enter the name in First Name, Middle Initial, Last Name order.

Enter the title of the person certifying the application.

Enter the contact person. Enter the name in First Name, Middle Initial, Last Name order.

Enter the contact person's telephone number and fax number.

Click on the Licenses tab (at the top of the screen) to select the licenses for which you wish to apply.

### **Entering Data on the Licenses Screen**

**Please Note: This information will not be available for update after the initial FCC Form 175 filing period has ended.**

The Licenses Screen is used to indicate the licenses for which you wish to apply.

The licenses that are offered in the specified auction will be displayed in the 'Available Licenses' box.

If you wish to apply for all markets, then click on the box next to the words 'Markets All'. Click again on the box to reset.

If you wish to apply for all frequency block(s), then click on the box next to the words 'Freq Blks All'. Click again on the box to reset.

If you wish to apply for selected licenses, then click on the markets that you want. Click on the available frequency block(s) that you want.

Click on the 'Copy>>' button to move the license(s) you selected into the 'Selected Licenses' box.

If you wish to delete a license that is in the 'Selected Licenses' box, then click on the selected license(s) and then click on the '<<Remove' button to move the license back into the 'Available Licenses' box.

Click on the Ownership Documentation tab (at the top of the screen) to enter the required free-form ownership information.

### **Entering Data on the Ownership Documentation Screen**

The Ownership Documentation Screen is used to upload and/or view the required free-form ownership information.

Click on the 'Upload Ownership Documentation' button to upload a file containing the ownership information. **The file format must be ASCII Text (.TXT).**

Click on the 'View Ownership Documentation' button to review the ownership file that was uploaded. If a message box appears asking whether you wish to convert the file to a Write format, you may select either Convert or No Conversion.

Click on the Ownership Worksheet tab (at the top of the screen) to enter the formatted ownership information.

### **Entering Data on the Ownership Worksheet Screen**

The Ownership Worksheet Screen is used to enter the formatted ownership information. Two separate worksheets are displayed, one for Direct Ownership interests and one for Indirect Ownership interests.

A separate row for each direct interest holder that has at least a 5% equity ownership in the applicant must be entered on the Direct Ownership Worksheet. A separate row for each indirect interest holder should be entered on the Indirect Ownership Worksheet. Use the Add and Delete buttons to add or delete rows to/from the appropriate worksheet.

Enter the Taxpayer Identification Number (TIN) (or the Social Security Number (SSN), if an individual) of each interest holder.

Enter the familial relationship. It should reflect whether the direct interest holder is related to any other direct interest holder by blood or marriage (e.g., brother, mother, spouse, etc.).

Enter the appropriate selection for alien ('Y' for yes or 'N' for no).

Enter a brief description of each interest holder's principal business.

Click on any applicable designated entity boxes (M=Minority Owned, S=Small Business, W=Woman Owned, and R=Rural Telephone). Click again on the box to reset the box.

Enter the appropriate selection for control group which reflects whether the interest holder is a member of the applicant's control group ('Y' for yes or 'N' for no).

Enter the interest holder's voting interest percentage of the applicant.

Enter the percentage equity held in the applicant.

**Please Note: The Direct Ownership Worksheet has the following requirements: All equity interests of 5% or greater must be reported. The sum of the equity held percentage may not exceed 100%.**

Also the system will calculate the difference of 100% and the sum of all equity held percentages and prefill this difference in the 'Other' category.

Click on the Submit button to submit the FCC Form 175. If any error messages appear, make appropriate corrections and click on Submit until no further error messages appear.



## **Bid Method Screen**

The Bid Method screen captures the desired method(s) you wish to use for the bid submission/withdrawal process. The methods may include telephonic and remote.

The Bid Method screen will appear as your FCC Form 175 is being submitted.

You will receive a message stating your application was successfully submitted. The system will then ask you if you want to generate the FCC Form 159.

## **Entering Data on the FCC Form 159 Screen**

The FCC Form 159 screen is used to capture the information that needs to accompany the upfront payment. A copy of this screen needs to be either mailed with a cashier's check or faxed when paying by wire transfer.

This option will only be available after the FCC Form 175 has been initially submitted.

If you have used an FCC Account Number other than the one prefilled on the screen previously with the FCC, enter it in the box that is labeled 'Did you have a number prior to this? Enter it.'

Enter the total amount paid (in dollars and cents).

Enter the payor name.

Enter the payor address, city, state, and zip code.

Enter the payor daytime telephone number.

Enter the payor country code when the country code is not U.S.A.

Click on the Ok button to save the FCC Form 159 information. Once the FCC Form 159 information has been saved the following instructions will appear:

### **Making Auction Payments by Cashier's Check**

Each cashier's check and corresponding FCC Remittance Advice, FCC Form 159, must be in an individual envelope and specifically addressed to:

Mellon Bank  
Attention: Auction Payment

P.O. Box 358850  
Pittsburgh, PA 15251-5850

If delivering an auction payment in person or by courier, the check and FCC Remittance Advice, FCC Form 159, must be delivered to:

Mellon Bank  
Attention: Wholesale Lockbox Shift Supervisor  
27th Floor (153-2713)  
3 Mellon Bank Center  
525 William Penn Way  
Pittsburgh, PA 15259-0001

Note: Please indicate on the inside of the envelope 'Lockbox No. 358850'.

### **Making Auction Payments by Wire Transfer**

If making an auction payment by wire transfer, you must fax a completed FCC Remittance Advice, FCC Form 159, to Mellon Bank at (412) 236-5702 at least one hour prior to placing the order for the wire transfer (but on the same business day).

Click on the Print button to print the FCC Form 159. The Cancel button on the FCC Form 159 screen will return you to the FCC Form 175 screen.

The Print button will be enabled once the FCC Form 175 has been initially submitted. Once enabled, click on the Print button to print the FCC Form 175.

Click on the Backup Data button (in the upper right corner) to save the FCC Form 175 information to a text file(s).

The FCC Form 159 button will be enabled once the FCC Form 175 has been initially submitted. Once enabled, click on the FCC Form 159 button to enter the remittance advice information. This form must accompany the upfront payment.

Click on the Cancel button to exit the FCC Form 175 screen.

After you have finished using the Remote FCC Form 175 Submission program, you should disconnect from the FCC.

## **Instructions For Using The Remote FCC Form 175 Review**

The Remote FCC Form 175 Review program must first be installed. You **MUST** start the ppp software and be connected before you start the FCC Form 175 program. If you have not successfully connected, you will receive an error message stating that you were unable to connect to the server.

Once you have successfully connected, click on the Remote FCC Form 175 Review icon to load the application.

**Use the TAB key or the mouse to redirect the cursor.**

In the lower right corner of the FCC Form 175 program is an icon with a question mark representing the Help facility. Refer to the Help facility for definitions and additional instructions on how to use the FCC Form 175 program.

After you have finished using the Remote FCC Form 175 Review program, you should disconnect from the FCC.

The first screen to appear will be the Welcome Screen.

### **Welcome Screen**

Select the appropriate auction number (in this case auction '5') by using the mouse to advance to the arrow just below the word Auction.

Click on Ok to continue the review process. The next screen to appear will be the Available Applicants Screen.

To exit the remote FCC 175 application, click on the Exit button and enter either a 'Y' or click on 'Yes' in response to the message box that asks 'Are you sure you want to exit the application?'.

### **Available Applicants Screen**

**Please Note: The ability to review other applicant's FCC Form 175(s) will not be available during the initial FCC Form 175 filing period. After the initial filing phase, all FCC Form 175(s) will be available for review. After the resubmission filing phase, only those FCC Form 175(s) deemed accepted will be available for review. Once the upfront**

**payments have been applied, only those FCC Form 175(s) deemed accepted and qualified will be available for review.**

**Please Note: The applications may be subject to certain minor amendments during the resubmission period.**

The available applicants screen will display all applicants (in FCC Account Number order) that submitted FCC Form 175 for the specified auction. If more than one page of applicants exist, then use the arrows at the corner of the table to scroll up and down through the list of applicants.

The date last changed column reflects the date and time of the last modification to the FCC Form 175.

The status of the FCC Form 175 will appear in the status column during the resubmission period only. The following values may be displayed: A=Accepted, I=Incomplete, R=Rejected.

The Upfront Payment received for an applicant will appear in the upfront payment column.

To review the applicant's FCC Form 175, select the applicant by clicking on the specific applicant line.

Click on Ok. The next screen to appear will be the Profile Screen.

To print a copy of the FCC Form 175 for that applicant, press the Print button on any of the screens (i.e., Profile, Licenses, Required Certifications, Ownership Documentation, Ownership Worksheet, Instructions).

The ability to download either selected records or all records may be limited to specified timeframes established by the FCC.

If you wish to download only specific records then click on the box labeled 'Select records for download', click on each applicant line you desire, and then click on the Download button. If you wish to reset this option, then click again on the 'Select records for download' box.

If you wish to download all records, then click on the box labeled 'Download all records' and then click on the Download button. If you wish to reset this option, click again on the 'Download all records box'.

Click on the Cancel button to exit the Available Applicants screen.

## **Profile Screen**

**Please Note: After reviewing the Profile information, you will need to click on each tab at the top of the screen to navigate through the entire FCC Form 175.**

The Profile Screen will display the general FCC Form 175 information. The filing phase appears in the lower left corner of the screen.

Click on the Licenses tab (at the top of the screen) to review the licenses that were selected.

### **Licenses Screen**

The Licenses Screen provides a listing of the licenses that were selected.

If the FCC Form 175 contained invalid market or frequency block information, then 'Invalid License Data was selected' will appear below the 'Selected Licenses' box.

Click on the Required Certifications tab (at the top of the screen) to review the certification requirements.

### **Required Certifications Screen**

This screen provides the certification requirements for filing the FCC Form 175. Click on the Ownership Documentation tab (at the top of the screen) to review the free-form ownership information.

### **Ownership Documentation Screen**

The Ownership Documentation Screen provides the ownership information for review.

Click on the 'View Ownership Documentation' button to review the free-form ownership information.

Click on the Ownership Worksheet tab to review the formatted ownership information.

### **Ownership Worksheet Screen**

The Ownership Worksheet Screen provides the formatted ownership information for review.

Click on the Instructions tab (at the top of the screen) to review the instructions for filing the FCC Form 175.

### **Instructions Screen**

This screen provides the instructions for filing the FCC Form 175.

Click on the Print button to print the FCC Form 175.

Click on the Cancel button to exit the FCC Form 175 screen.

## **Instructions For Using The FCC Bidding System**

The Remote FCC Bidding System program must first be installed. You **MUST** start the ppp software and be connected to the FCC Remote Electronic Auction System before you start the FCC Bidding System program. If you have not successfully connected, you will receive an error message stating that you were unable to connect to the server.

Once you have successfully connected, click on the Remote FCC Bidding System icon to load the application.

**Use the TAB key or the mouse to redirect the cursor so the data may be entered. The data entry for this application is case sensitive, therefore be careful to type using either lower case and/or upper case exactly as you want.**

In the corner of the FCC Bidding System program is an icon with a question mark representing the Help facility. Refer to the Help facility for definitions and additional instructions on how to use the FCC Bidding System program.

The first screen to appear will be the Login Screen.

### **Login Screen**

The Login Screen is used to gain access to the bid submission application.

The data entry is **case sensitive**, therefore be careful to type using either lower case or upper case exactly as assigned.

**Please Note: The TAB key or the mouse may be used to redirect the cursor.**

Login Procedures:

- Type the Login Name provided by the FCC
- Use either the TAB key or the mouse to position the cursor at the Login Password
- Type the Login Password provided by the FCC
- Either press Enter or use the mouse to click on Continue

If any error messages appear, make appropriate corrections and repeat above procedure.

Click on Cancel if you want to exit the FCC Bidding System. After you have finished using the Remote FCC Bidding System program, you should disconnect from the FCC.

## **Welcome Screen**

The Welcome screen is used to gain access to the Bid Submission application for a specific bidder.

- Type your FCC Account Number in the box labeled FCC Account Number
- Use either the TAB key or the mouse to position the cursor at the Bidder Identification Number (BIN)
- Type the Bidder Identification Number provided by the FCC
- Either press Enter or use the mouse to click on Continue

If any error messages appear, make appropriate corrections and repeat above procedure.

## **FCC Bidding System Screen**

A FAX Verification screen will appear only in the first round. Please enter/verify your FAX number and correct it if necessary. Either press Enter or use the mouse to click on OK. (Note: The FAX number may be changed anytime throughout the auction using the FCC Bidding System screen.)

The FCC Bidding System screen will then appear and the following options may be available for use: Bid Submission, Proactive Waiver, Auto Waiver Override, Withdrawal, Print, and Exit. The options available for your use will be darkened, while the option(s) not available will be shaded gray and the button(s) will be disabled.

The FCC Bidding System screen will also display the current status information including the authorized bidder names, current maximum eligibility, activity required, waivers remaining, waivers used, current round number and the current stage number.

The remaining time to submit/withdraw is displayed at the bottom right of the screen. The time is stated in hours, minutes, and seconds.

To print your current status information, click on the Print button.



To exit the FCC Bidding System screen, click on the Exit button.

### **Bid Submission**

The Bid Submission Screen is used to enter bid amounts for specific licenses. Each bidder may bid only one time in each round. Therefore, bidders must submit their bids on all licenses on which they wish to bid at the same time. The remaining time to submit is displayed on the lower right corner of the screen.

The Bid Submission Screen may be selected by entering either Alt + B or by clicking the mouse on the Bid Submission button. This button will be enabled only during the specified Bid Submission period.

- Enter desired bids in column indicated 'Enter Your Bid Here'
- To reposition the cursor on a specific market, enter a market number in the 'Goto Market' box and press enter
- To clear the bid submission screen at any time prior to submitting your bid, click on the Reset button
- To sort the bid submission data (in any column order), hold down the right mouse button, select the column on which to sort, and then select whether to sort the column in ascending or descending order
- To download the bid submission data, click on the Export button and select the file name and file type
- To upload the bid submission data, click on the Import button and enter the file name to be imported
- You may print prior to submission to verify the accuracy of your bids by clicking on the Print button
- When done entering all bids, click on the Submit button and then either enter 'Y' or click on Yes when the message box appears asking 'You are about to submit all of your bids for this round. You will not be able to submit a bid again in this round. Is this what you want to do?.' (Note: Several different messages may appear due to the rules dealing with maximum eligibility and minimum activity). If your bidding activity is below minimum activity requirements you can either apply an automatic waiver or reduce your eligibility. Applying a waiver will maintain your current eligibility. If you choose to reduce your eligibility, be advised that this will be a permanent reduction.

- Enter 'N', press Enter, or click on 'No' if you do not wish to submit a bid.
- To print your bid, click on the Print button
- To return to the FCC Bidding System screen, click on the Return button
- To exit the FCC Bidding System, click on the Exit button

### **Proactive Waiver**

A proactive waiver is entered in lieu of a bid in order to preserve the bidder's current eligibility and to keep the auction from closing.

This may be selected by entering either Alt + R or by clicking the mouse on the Proactive Waiver button. This button will be enabled only during the specified Bid Submission period and only if any waivers remain. This will not be available in the last round of the auction if the Commission exercises its option to use the discretionary stopping rule.

- If you wish to submit a proactive waiver, then enter 'Y' or click on 'Yes' when the message box appears asking 'Do you want to use a Proactive Waiver?'
- To print your current status information, click on the Print button.
- Enter 'N' or click on 'No' if you do not wish to submit a proactive waiver
- To exit the FCC Bidding System screen, click on the Exit button

### **Auto Waiver Override**

The Auto Waiver Override function should be used if you do not want to bid in the current round and you do not want to receive an automatic waiver; this will permanently reduce your maximum eligibility amount. This may be selected by entering either Alt + A or by clicking the mouse on the Auto Waiver Override button. This button will be enabled only during the specified Bid Submission period and only if any waivers remain and if you are the high bidder on a license.

- If you wish to submit an automatic waiver override then enter 'Y' or click on 'Yes' when the message box appears asking 'Do you want to reduce your eligibility amount?'

- To print your current status information, click on the Print button.
- Enter 'N' or click on 'No' if you do not wish to submit an automatic waiver override
- To exit the FCC Bidding System screen, click on the Exit button

## **Withdrawal**

The Withdrawal screen is used to withdraw a bid on a license(s) on which you hold the high bid. You may submit withdrawal(s) multiples time in a given round. This screen displays your maximum eligibility, the activity required, waivers remaining, waivers used, the current round, and the current stage. Displayed in the lower right corner is the remaining time to withdraw.

The withdrawal screen may be selected by entering either Alt + W or by clicking the mouse on the Withdrawal button. This button will be enabled only during the specified Bid Withdrawal period and only if you are the high bidder on a license.

- To indicate a withdrawal(s), click on the check box next to the license(s) you wish to withdraw. Click again on a check box to remove the withdrawal
- To clear the withdrawal screen at any time prior to submitting withdrawals, click on the Reset button
- To submit withdrawals, click on the Submit button and then click on 'Yes' when the message box appears asking 'Are you ready to submit the withdrawal?'. The word 'Withdrawn' will appear next to the license that has been withdrawn
- To print your withdrawals, click on the Print button
- To return to the FCC Bidding System screen, click on the Return button
- To exit the Bid Withdrawal function, click on the Exit button

## **Print**

You may print your bid submission confirmation or your bid withdrawal confirmation from the respective bid submission/bid withdrawal screen. Your current status information will

automatically print along with your confirmation. You may also print your current status information from the FCC Bidding System screen.

The Print option may be selected by entering either Alt + P or by clicking the mouse on the Print button. This button will always be enabled.

### **Exit**

To terminate access to the bid submission/withdrawal process or the FCC Bidding System screen, enter Alt + X or click on the Exit button, enter either a 'Y' or click on 'Yes' in response to the message box that asks 'Do you want to exit?'. This button will always be enabled. After you have finished using the Remote FCC Bidding System program, you should disconnect from the FCC.

## Round Results File Formats

The Commission will be providing electronic files containing round results that can be accessed through the Round Results View software, Internet and the FCC Bulletin Board Service (BBS). Since this auction and future auctions will contain significantly more licenses and more bidders, the Commission has modified these file formats to make them smaller to minimize download times. The following file formats are the default file formats and will be provided in both .DBF and ASCII text formats. Anyone accessing round results from the FCC Remote Electronic Auction System Round Results Viewer software can create customized file formats.

The All Bids, High Bids Before Withdrawal, Withdrawals and High Bids After Withdrawal file formats are identical:

<u>Field</u>	<u>Length</u>
bid_type	1
market_num	4
freq_block_num	2
round_num	3
bid_amt	11
bidder_num	4
date	8
time	8
Total Record Size:	41

Maximum Eligibility:

<u>Field</u>	<u>Length</u>
round_num	3
bidder_num	4
max_elig	11
rmng_waivr	3
Total Record Size:	21

Minimum Bid:

<u>Field</u>	<u>Length</u>
market_num	4
freq_block_num	2
round_num	3
previous_h	11
min_accept	11

Total Record Size: 31

The Commission will provide an additional file to provide the mapping of the bidder number to the FCC account number and name. This file would only have to be downloaded once.

**Bidder Cross Reference:**

<u>Field</u>	<u>Length</u>
bidder_num	4
fcc_account	10
name	50

Total Record Size: 64

## FCC Qualified Bidders Seminar & Workshop

The Federal Communication Commission will sponsor a one and one half day auction workshop and seminar for those applicants whose FCC Form 175 have been accepted for filing. This seminar will provide applicants instruction and assistance in the processing and filing of the FCC Remittance Advice Form (FCC Form 159) which is required with all upfront payments. Additional topics to be covered include: FCC Bid Submission Software, available bidding options, and auction activity rules.

There will no charge for the seminar. Two representatives per company may attend.

The seminar times are:           Wednesday, June 28, 1995, from 9:00 am - 5:00 pm  
                                          Thursday, June 29, 1995,    from 9:00 am - 12:00 noon

The seminar address is:       Postal Square Museum Bldg.  
                                          2 Massachusetts Ave, N.E.  
                                          Washington, D.C. 20002

Please fill out the information outlined below and return by mail or fax to:

Hudson & Marshall  
1225 I Street, N.W.  
Suite 500  
Washington, D.C. 20005

Telephone Number: (202) 408-1322  
Fax number: (202) 789-1538

**\*\* The registration form must be returned no later than Wednesday, June 21, 1995.**

---

I/We will attend the Auction Workshop & Seminar on June 28th and June 29th, 1995.

1. Name of Attendee: \_\_\_\_\_

2. Name of Attendee: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

(Upon receipt of this registration a confirmation letter and program outline will be faxed to the contact person on your FCC Form 175.)

