

## Attachment E

### INSTRUCTIONS FOR USING ULS TO ASSOCIATE CALL SIGNS WITH AN FRN AND FILE FCC FORM 601 ELECTRONICALLY

The following are instructions for using the Universal Licensing System (ULS) to register call signs with the FCC and file FCC Form 601. To perform either of these procedures, you must first reach ULS through the Internet (<http://wireless.fcc.gov/uls/>) or through a direct dial-up connection. (**Attachment F** describes how to establish a direct connection to the FCC Network using the Dial-Up Networking features of Windows 95/98).

You may use Netscape Communicator (v. 4.5, 4.51, 4.61, 4.7x) or Internet Explorer (v. 5.5 or later) web browser software to electronically register and file FCC Form 601 through ULS. You can download Netscape Communicator or Internet Explorer free of charge through an Internet connection. The Netscape download site is <http://home.netscape.com/download/archive.html>, and Internet Explorer can be found at <http://www.microsoft.com/windows/ie/downloads/default.asp>.

#### Conventions

The instructions in this attachment use the following typographical conventions:

- bold** Represents graphical buttons on the screen that you click with the mouse pointer, (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://wireless.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).

## Registering Call Signs in ULS

If you wish to register existing ULS call signs with your FRN before filing your 601, follow the instructions below. If you do not need to register existing call signs, proceed to the next section, "Filing Form 601 Electronically."

1. Access the ULS home page by typing *http://wireless.fcc.gov/uls/* in the location field of your web browser, and pressing the ENTER key. (You may also establish a direct dial-up connection to ULS by using Dial-Up Networking in Windows. See **Attachment F** for complete instructions.)
2. Click the **CORES/Call Sign** button.
3. Click the radio button to the left of "Update Call Sign/ASR Information." Then click the **Continue** button.
4. Enter your FRN and CORES password, and click **Continue**.
5. 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.

6. A screen appears requesting you to identify the call signs (if any) to be associated with your FRN. Even though you already have licenses issued by the FCC Wireless Telecommunications Bureau, you must identify to ULS the call signs that are to be associated with your FRN. After entering your call signs, click the **Submit** button.
7. When your registration has been successfully submitted to the FCC, a confirmation message screen appears: "Your Call Sign/ASR Information Has Been Updated."

**Important:** Your call signs have not been successfully submitted to ULS unless this confirmation screen appears.

8. From the confirmation screen, click the **Home** button to return to the ULS home page, or the **Registration Menu** button to register more FRNs or call signs.

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

### Filing FCC Form 601 Electronically

1. Access the Commission's Universal Licensing System (ULS) through the Internet at <http://wireless.fcc.gov/uls>. Select the **Online Filing** button from this page.

You may also connect to ULS Online Filing by establishing a direct dial-up connection to ULS by pointing your web browser to <http://wireless.fcc.gov/uls> and selecting the ULS Online Filing button. (Follow the instructions set forth in **Attachment F** to this Public Notice on accessing ULS through a direct dial-up connection.)

**Note:** You may use Netscape Communicator (v. 4.5, 4.51, 4.61, 4.7x) or Internet Explorer (v. 5.5 or later) browser software to electronically register and file FCC Form 601 through ULS. You can download Netscape Communicator free of charge by accessing the Netscape download site at <http://home.netscape.com/download/archive.html>. You may also download Internet Explorer at <http://www.microsoft.com/windows/ie/downloads/default.asp>.

2. On the ULS License Manager login page, enter the applicant's FCC Registration Number (FRN) and password. Click **Submit**. ULS will verify you have a valid FRN or otherwise prompt you to obtain an FRN through the Commission Registration System (CORES).

**Note:** You must login to ULS with the FRN used to identify the applicant on Form 175.

For additional information on the FRN, *see* All Universal Licensing System and Antenna Structure Registration Applicants must use their FCC Registration Number(s), effective December 3, 2001, *Public Notice*, 16 FCC Red. 18793 2001), <http://wireless.fcc.gov/uls/releases/da012452.txt>. Contact Technical Support at (202) 414-1250 if you have problems accessing ULS.

3. After you have entered the FRN and password correctly, you will see the My Licenses page displaying the applicant's existing licenses (if any) and related information. To apply for a new license, click the **Apply for a New License** navigation link on the left-hand side of the page.
4. On the Select Service page, choose the Auction ID dropdown menu. Then select the following auction ID:

**Auction 53 – DV – Multichannel Video Distribution & Data Service (MVDDS)**

Click **Continue**.

5. Supply the information requested by FCC Form 601 and the Commission's Rules.

If you plan to file a request for a waiver or exception to the Commission's Rules, select "Yes" for the third question.

**Note:** The Online Filing function of ULS triggers the automatic downloading of certain Java files by your web browser. These files will enable your system to communicate securely with ULS. To operate correctly, you must grant permission for these files to be downloaded and installed on your system. Please see <http://wireless.fcc.gov/uls/support/gettingconnected.html> for more information on this feature.

6. After supplying all the requested information, fill in your signature information at the bottom of the page and click **Continue**.
7. The following page lists all of the markets won by the applicant at the auction that have the same radio service code. Select the market(s) you want to apply for in this application by clicking on the box to the right of the market name. If you are applying for markets in which you intend to seek tribal lands bidding credits, see Section IV of Attachment D.
8. After the market(s) have been selected, click on the **Attachments** button, and upload the required attachments as described in the following section. Be sure to use the standard attachment types and file descriptions set forth herein.
9. When finished uploading attachments, close the Attachment window. Then click **Continue**. At this point you may either choose **Print Preview**, to review your application, or choose **Submit** to file it with the Commission.
10. You will receive a confirmation page when you press the **Submit** button. Note the file number for your records. Choose "Return to License Manager." You may use the link at the top left of any page in License Manager to logout.

### **Updating an Application**

You may reaccess your application to make changes during the 10-day filing window following the close of the auction:

- If you quit your application at any time prior to submitting it, it will be saved in ULS. To continue working on a saved application, login to ULS License Manager. Choose the My Applications link from the menu on the left side of the page, and click on the Saved link. Then click the link next to your saved application. On the next page, Application At A Glance, choose the **Continue** button under the Work on This Application menu. Saved applications for an auctionable service must be completed within the specific filing window of the auction.
- Once you click the **Submit** button, ULS will assign a file number to the application. To make changes to a submitted application, login in to ULS License Manager with the Applicant's FRN and password.. Choose the My Applications link from the left side of the page. Then choose the Submitted applications link. Click on the file number of your application, and choose the Update link from the Work on This Application menu on the right side of the page. You must click the **Submit** prior to the close of the 10-day filing window.

To change any information on your application **after** the 10-day filing window has closed, login to ULS License Manager with the applicant's FRN and Password. Choose the My Application link from the left side of the page. Then click the Pending applications link. Click on the file number of your application, and choose the Update button from the Work on This Application menu on the right side of the page.

**Important:** Changes made on an application after it has been submitted to the Commission in ULS constitute an Amendment(s) to the application. FCC rules contain limitations on filing of major amendments after the **February 17, 2004**, deadline that may affect the applicant's legal rights. Acceptance of an amendment by 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.

Basic Guidelines for Filing Form 601 Online:

- Some of the data entry fields on the online application form may be prefilled with information from the Form 175 process for auctionable applications.
- The online application consists of data entry fields as well as “yes or no” questions. You must respond to all of these 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).
- An **Attachments** button is provided for uploading attachment files. You are responsible for filing all required attachments.
- An Errors screen will list any erroneous or incomplete information you have provided. Click **Return**, make your corrections, and then click **Continue** again. You can **Save** your application and complete it at a later date if necessary. Saved applications must usually be completed within 30 days; however, applications for an auctionable service must be completed within the specific filing window of the auction.
- Prior to submitting an application, you may click the **Print Preview** button (where available) to create a preview of your completed application.

**Technical Support**

For technical assistance with installing or using FCC software, contact the FCC Technical Support Hotline at (202)-414-1250 (voice) or (202) 414-1255 (TTY). The FCC Technical Support Hotline is available Monday through Friday from 8 a.m. to 6 p.m. Eastern Time. There are no weekend hours and the hotline is closed all federal holidays. All calls to the FCC Technical Support Hotline are recorded.

To provide quality service and ensure security, all telephone calls are recorded.