



**FCC Financial Operations
Commission Registration Instruction**

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Register New FCC Username Account

Register New FCC Username Account provides guidance on how to create a Username Account for an individual in the updated FCC Commission Registration System (CORES). Once an individual has a username, it can be used to link existing or new FCC Registration Numbers (FRNs) to the Username Account.

1. Access CORES from the FCC Registration - Login page at this link:

<https://apps.fcc.gov/cores>

2. From the FCC Registration - Login page, click the “REGISTER” link under “Need a Username?” See Figure 1 below.

Figure 1



3. Fill in the requested information; items noted with an * indicate required information. Then click “Create Account”. See Figure 2 below.

Note: Enter a valid email address in the “Username” and “Confirm Username” fields. This email address will be used as your username when logging in to the FCC User Registration System and other systems using an FCC Username Account. Any notifications relating to your Username Account will be sent to the email address provided.

Note: To ensure the email address you provide as a username is available, click “Check Availability” to the right of the “Username” field before entering additional information. Your email address may only be used once. If it has already been registered, you will be notified that the Username is not available.

Note: The Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all of the following criteria: 1 lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character.

Figure 2

FCC Federal Communications Commission

FCC User Registration System

Create New Account [Help](#)

* indicates required field

Enter Username and Password

Please enter a valid email address. This email address will be used as your username when logging in to the FCC User Registration System and other systems using an FCC Username Account. Any notifications relating to your Username Account will be sent to the email address provided.

* Username:

* Confirm Username:

Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all of the following criteria: 1 lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character.

To see a full list of allowable special characters, please [click here](#).

* Password:

* Confirm Password:

Enter Additional Contact Information

Prefix/Title:

* First Name:

Middle Name:

* Last Name:

Suffix:

The secondary email address provided cannot be used for login purposes.

Secondary Email:

Phone: Country Code: * Phone Number:

Phone Extension:

Enter Security Question

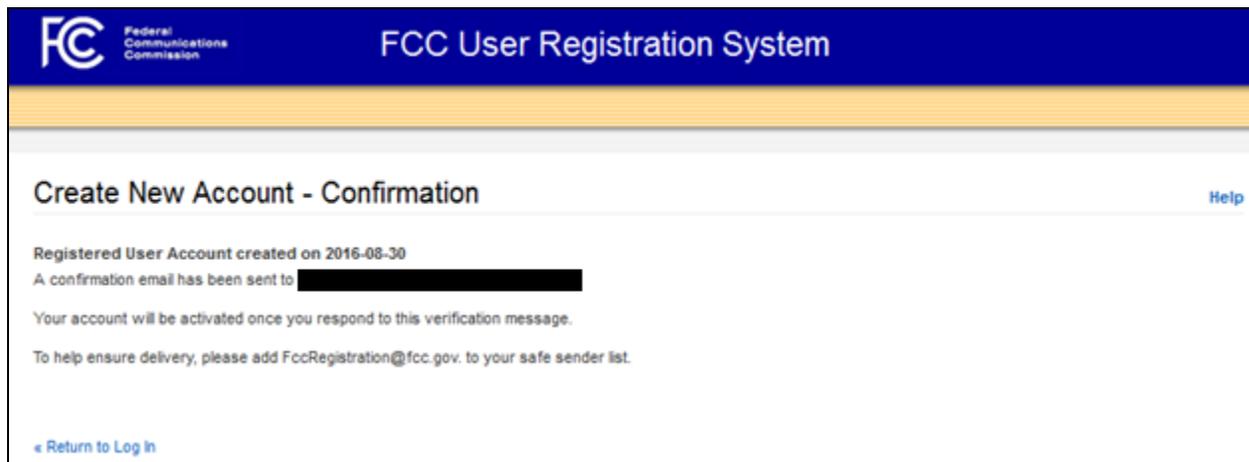
* Security Question:

* Answer:

4. Your FCC Username Account has been created and you will be directed to a Create New Account - Confirmation page. See Figure 3 below.

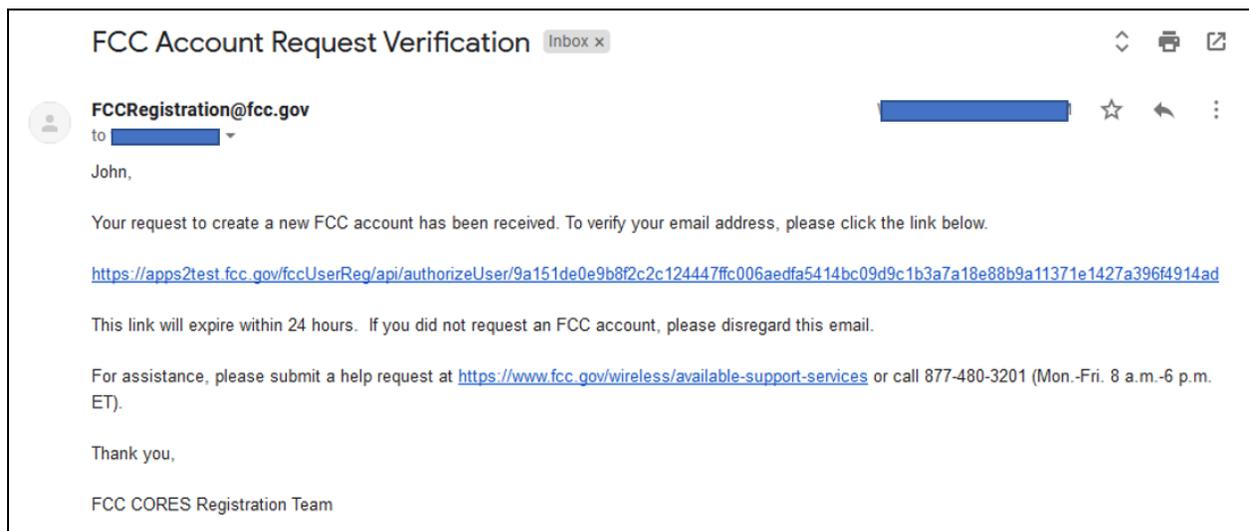
Note: Your FCC Username Account will not be activated until you have verified the email address provided (please see steps 5-7).

Figure 3



5. A confirmation email from FCCRegistration@fcc.gov will be sent to the email address provided as the username during the FCC Username Account creation. Access the email and follow the instructions within the email to activate your Username Account.
6. Click on the confirmation link in the email from FCCRegistration@fcc.gov to verify the email address and activate your FCC Username Account. See Figure 4 below.

Figure 4



7. You will be directed to the Email Address Verification page. This page confirms that your email address has been verified, and you may now access CORES using your username and password.

Note: An FCC Registration Number (FRN) is not automatically associated with your FCC Username Account. Click “Go to CORES” to access your Username Account and link an existing FRN to your Username Account or to register for a new FRN. See Figure 5 below.

Figure 5



Reset Username Password

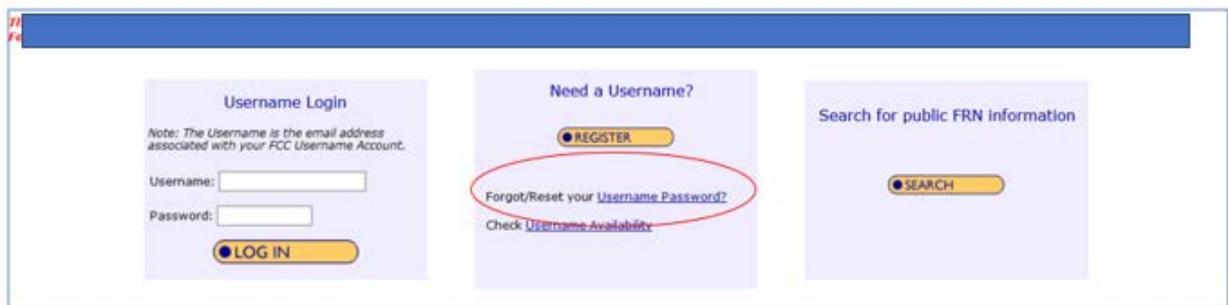
Reset Username Password provides guidance on how to reset your forgotten FCC Username Password online.

1. Access CORES from the FCC Registration - Login page at this link:

<https://apps.fcc.gov/cores>

2. From the FCC Registration – Login page, click the “Forgot/Reset your Username Password?” link under “Need a Username?” See Figure 1 below.

Figure 1



3. Enter your Username. Click “Continue”. See Figure 2 below.

Note: The username is the email address associated with your FCC Username Account.

Figure 2



4. You will be directed to the Reset Password page. This page confirms that a link to reset your password has been sent to the email address provided as your FCC Username (and the Secondary Email Address, if provided). See Figure 3 below.

Figure 3



5. An email from FCCRegistration@fcc.gov will be sent to the email address provided as your FCC Username (and the Secondary Email Address, if provided).
6. Access the email and follow the instructions within the email to reset the password by clicking on the hyperlink. See Figure 4 below.

Figure 4



7. Answer the Personal Security Question. Click “Continue”. See Figure 5 below.

Note: The Security Question Answer field is not case-sensitive.

Note: After three wrong attempts, your FCC Username Account will be locked, and you must call the **FCC hotline at 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET)** or <https://www.fcc.gov/wireless/available-support-services> to unlock your Username Account and have a Temporary Password sent to the email address provided as your FCC Username (and the Secondary Email Address, if provided) to allow you to access your account. Then, you can proceed to change your password and update your Personal Security Questions.

Figure 5



The screenshot shows the 'Reset Password' page of the FCC User Registration System. The page has a blue header with the FCC logo and the text 'FCC User Registration System'. Below the header, the page title 'Reset Password' is displayed. There is a 'Security Question' section with the question 'What was your childhood nickname?' and an 'Answer:' input field. A 'Continue >' button is circled in red.

8. Enter a Password that meets the complexity standards (Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all the following criteria: 1 lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character). Click "Continue". See Figure 6 below.

Figure 6



The screenshot shows the 'Reset Password' page of the FCC User Registration System. The page has a blue header with the FCC logo and the text 'FCC User Registration System'. Below the header, the page title 'Reset Password' is displayed. There is an 'Enter New Password' section with instructions: 'Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all of the following criteria: 1 lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character.' There are 'Password:' and 'Confirm Password:' input fields. A 'Continue >' button is circled in red.

9. You will be taken to the Reset Password page. This page confirms that the Password change was successful, and you may now access CORES using your Username and Password. See Figure 7 below.

Figure 7



Associate Username to an Existing FRN

Associate Username to an Existing FRN provides guidance on how to link an existing FCC Registration Number (FRN) to your FCC Username Account.

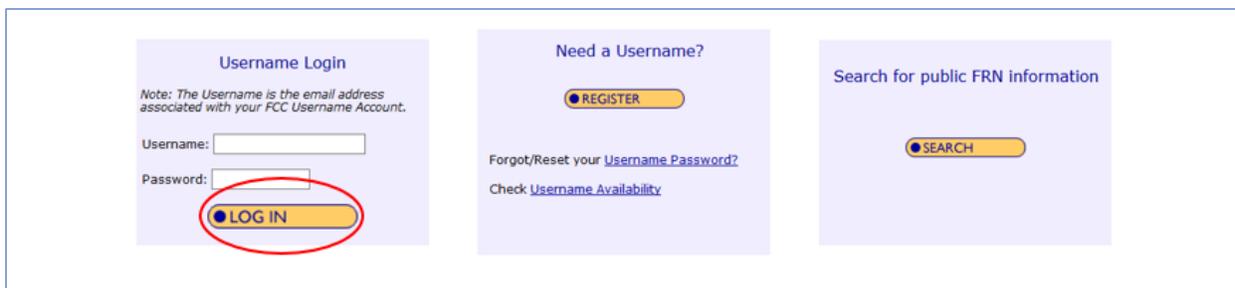
Note: An existing FCC Registration Number (FRN) does not automatically link to your FCC Username Account. In order to do so, you must associate your Username to an existing FRN.

1. Access CORES from the FCC Registration - Login page at this link:

<https://apps.fcc.gov/cores>

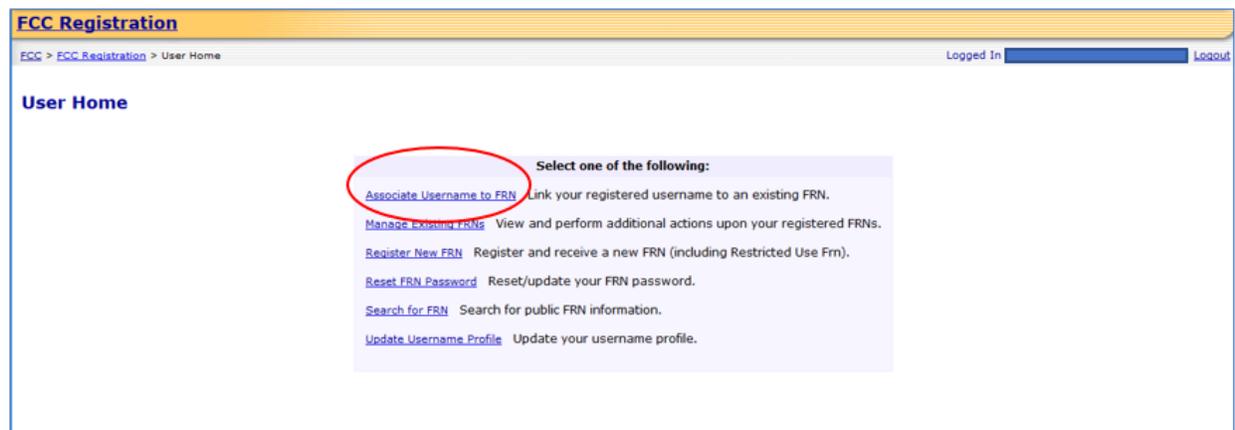
2. From the FCC Registration - Login page, enter your registered Username and Password under “Username Login”. Click “LOG IN”. See Figure 1 below. If you do not have a Username, click “REGISTER”.

Figure 1



3. Once logged in, click the “Associate Username to FRN” link. See Figure 2 below.

Figure 2



4. Enter the Existing FCC Registration Number (FRN) and a comment. Click “CONTINUE”. See Figure 3 below.

Note: The comment you provide will be visible to the FRN Administrator of the FRN, if the FRN already has an Administrator associated with it, so that he or she can decide whether to grant your FRN Association Request. An Administrator can assign/approve permission levels for an FRN to other users. If the FRN does not have an Administrator yet, then the comment will only be visible to you and saved for your records.

Figure 3

The screenshot shows a web browser window with the title "FCC Registration". The breadcrumb trail is "FCC > FCC Registration > Associate Username to FRN". The page content is titled "Associate Username to FRN". In the center, there is a form titled "Associate with this FRN". The form has two input fields: "FRN:" with a red asterisk and a text box, and "Comment:" with a red asterisk and a larger text area. Below the form, there are two buttons: "CONTINUE" (circled in red) and "Go Back". Below the buttons, there is a note: "The FCC Registration Number (FRN) is a 10-digit number." and a legend: "* indicates required field." The top right of the page shows "Logged In" and a "Logout" link.

5. This page gives you options on how to associate the FRN to your Username: entering the Password for the FCC Registration Number (FRN) or sending a request to the FRN Administrator for association approval. If the FRN has a Personal Security Question (PSQ) set, you may also enter the PSQ response. See Figure 4 below.

Option 1: Select the “Yes. Here is the password:” radio button, type in the Password for the FRN, and click “SUBMIT”.

Option 2: Select the “Or, enter the answer to the Personal Security Question, “[PSQ]”:

radio button, type in the PSQ response, and click “SUBMIT”.

Option 3: Select the “No. Send a request to the FRN Administrator for association approval” radio button and click “SUBMIT”.

Note: IF the FRN has not been associated with another Username, it will not have an Administrator. IF you choose Option 3 and an Administrator does not exist, you will receive an error message.

Note: If the FRN was registered through the updated CORES system, then a request will automatically be sent to the FRN Administrator for association approval. You will not be prompted to enter the PSQ response or FRN password.

Figure 4

The screenshot shows a web page titled "FCC Registration" with a breadcrumb "FCC > FCC Registration > Associate Username to FRN". The page is titled "Associate User to FRN - Enter Password". It contains a form with the instruction "Please select one of the following:". There are three radio button options: "Enter the password for FRN 0027382381" (with a red asterisk and a text input field), "Or, enter the answer to Personal Security Question, 'Pet's name'" (with a red asterisk and a text input field), and "Or, send a request to the FRN Administrator for association approval". Below the options are "SUBMIT" and "CANCEL" buttons, with "SUBMIT" circled in red. A link "Forgot FRN Password" is also present. A note at the bottom states "* indicates required field if the 'Yes' option is selected."

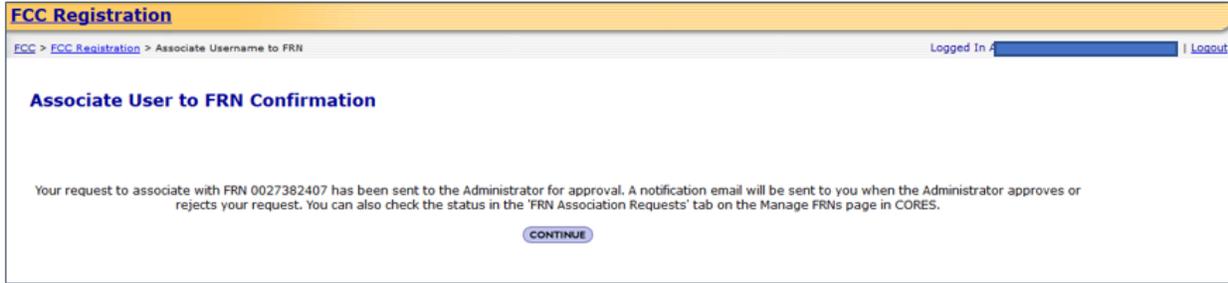
6. If selecting Option 1 or Option 2 you will be directed to the Associate User to FRN Confirmation page. This page confirms that you have successfully associated your Username to an existing FCC Registration Number (FRN). See Figure 5 below.

Figure 5

The screenshot shows a web page titled "FCC Registration" with a breadcrumb "FCC > FCC Registration > Associate Username to FRN". The page is titled "Associate User to FRN Confirmation". It displays a success message: "Success! You now have Administer role to FRN 0027382381." and a "CONTINUE" button.

If selecting Option 3, you will be directed to the Associate User to FRN Confirmation page. This page confirms that you have successfully sent a request for approval to the FRN Administrator to associate the given FRN to your Username. A notification email will be sent to you when the FRN Administrator decides within CORES whether to grant this FRN association request; you can check the status in the "FRN Association Requests" tab in CORES. See Figure 6 below.

Figure 6



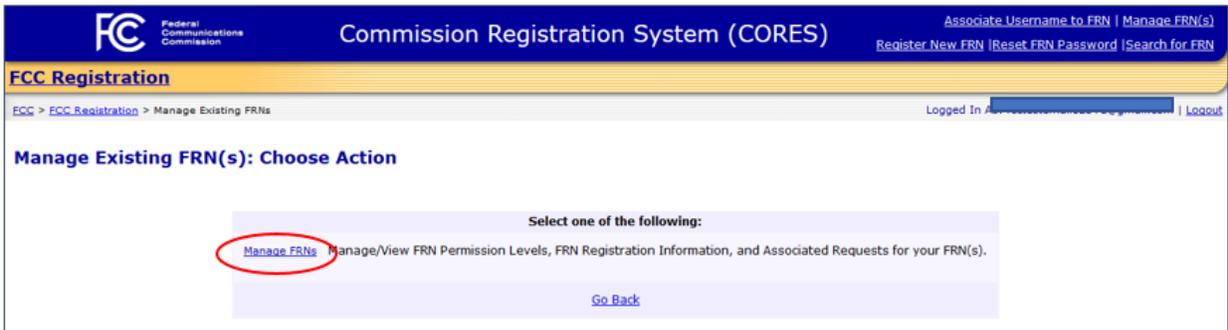
7. In order to check the status of the request for approval to the FRN Administrator to associate the given FRN to your Username, click the “Manage FRN(s)” link. See Figure 7 below.

Figure 7



8. Click the “Manage FRN(s) link. See Figure 8 below.

Figure 8



9. Click the “FRN Association Requests” tab, where you can view the status of your request and cancel or “Remove FRN Association Request” if you choose to do so. See Figure 9 below.

Figure 9

FCC Registration

ECC > FCC Registration > Manage Existing FRNs > Manage FRNs Logged In [User] | Logout

Manage FRNs

Administer Manage View **FRN Association Requests**

Show 10 entries Search:

FRN	FRN Name	Username	Date Requested	Action
0027382407	FCC Test 2	fcctestemail123+b@gmail.com	02/25/2019	Remove FRN Association Request

Showing 1 to 1 of 1 entries Previous **1** Next

[Go Back](#)

Register for a New FRN

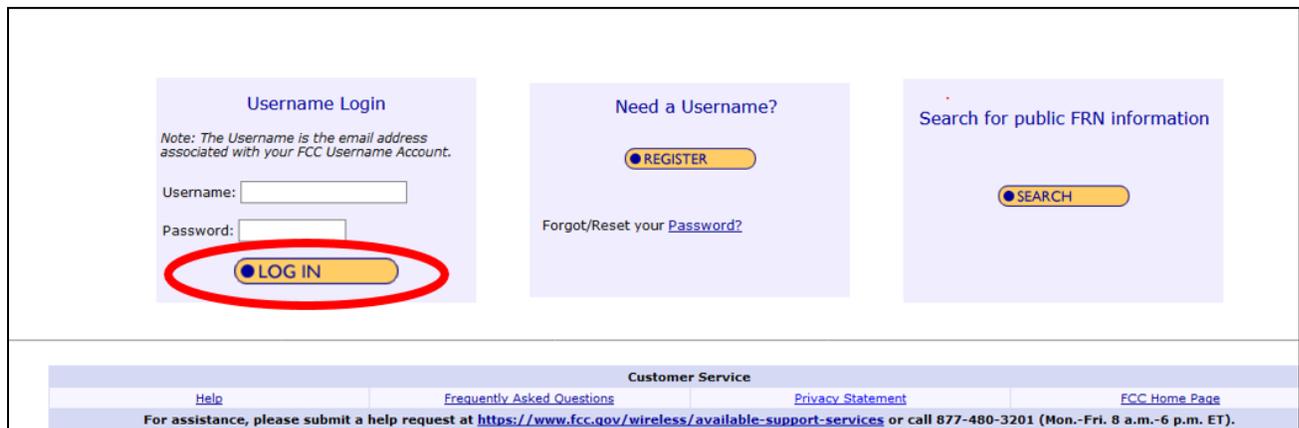
Register for a New FRN provides guidance on how to obtain a new FCC Registration Number (FRN) in the updated FCC Commission Registration System (CORES).

1. Access CORES from the FCC Registration - Login page at this link:

<https://apps.fcc.gov/cores>

2. Under the “Username Login”, enter your registered Username and Password. Then click “LOG IN”. See Figure 1 below.

Figure 1



The screenshot displays the FCC CORES login interface. It features three main panels:

- Username Login:** Contains a note stating "Note: The Username is the email address associated with your FCC Username Account." Below this are input fields for "Username:" and "Password:". A yellow "LOG IN" button is positioned below the password field and is circled in red.
- Need a Username?:** Features a yellow "REGISTER" button and a link for "Forgot/Reset your Password?".
- Search for public FRN information:** Includes a yellow "SEARCH" button.

At the bottom of the page, there is a "Customer Service" section with links for "Help", "Frequently Asked Questions", "Privacy Statement", and "FCC Home Page". A footer note provides contact information: "For assistance, please submit a help request at <https://www.fcc.gov/wireless/available-support-services> or call 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET)."

3. Click on the “Register New FRN” link. See Figure 2 below.

Figure 2



4. Under “Are you registering as an entity or as an individual?” select either “An entity” or “An individual”. Under “Is your contact address within the United States or its territories?” select either “Yes” or “No”. Click “CONTINUE”. See Figure 3 below.

Figure 3



5. Fill in the requested information; items noted with an * indicate required information. Then click “SUBMIT”. See Figure 4 below.

Note: The example below shows someone registering as an entity whose contact address is within the United States or its territories. However, regardless of whether someone is registering as an entity or an individual, or if his or her contact address is or is not within the United States or its territories, the required steps are the same.

Figure 4

The screenshot shows the 'FRN Registration' page in the CORES system. The page has a blue header with the FCC logo and the text 'Commission Registration System (CORES)'. Below the header, there are navigation links: 'Associate Username to FRN | Manage FRN(s)', 'Register New FRN | Reset FRN Password | Search for FRN'. The main content area is titled 'FCC Registration' and 'FRN Registration'. It includes a breadcrumb trail 'FCC > FCC Registration > Register FRN' and a 'Logged In As:' field. A notice states: 'Each individual or organization doing business with the FCC is required to provide and maintain a current official contact address. The contact address you provide will be used to mail important FCC related information to you.' The form is titled 'Register a Domestic Entity' and contains the following fields:

- Entity Type: Federal Agency (dropdown)
- Subtype: Commission (dropdown)
- Entity Name: *
- EIN: (text input)
- Confirm EIN: (text input)
- Position: *
- First Name: (text input)
- Middle Initial: (text input)
- Last Name: (text input)
- Suffix: (text input)
- Address Line 1: *
- Address Line 2: (text input)
- City: *
- State: ALABAMA (dropdown)
- Zip Code: *
- Phone: * (text input with ext. field)
- Fax: (text input)
- Email: *

A red circle highlights the 'SUBMIT' button. Below the button is a 'Go Back' link. The footer includes 'Revised: April 2005' and 'Form 160 - Approved by OMB 3060-0917'.

- You will be directed to the FRN Registration Confirmation page. This page confirms that you have successfully registered for a new FCC Registration Number (FRN). See Figure 5 below.

Note: Since you are logged in to CORES with your FCC Username Account, this new FRN registration will automatically link the new FRN to your Username Account and will also make you the default Administrator of the FRN. **To log into other FCC systems that require FRN and password, this FRN can be used along with your Username-password.**

Figure 5



Federal Communications Commission

Commission Registration System (CORES)

[Associate Username to FRN](#) | [Manage FRN\(s\)](#)
[Register New FRN](#) | [Reset FRN Password](#) | [Search for FRN](#)

FCC Registration

[FCC](#) > [FCC Registration](#) > Register FRN

Logged In As: [Redacted] | [Logout](#)

FRN Registration Confirmation

Thank you for registering with the FCC. As of today, **Feb 11 2019 2:59PM**, you have been assigned the following FCC Registration Number (FRN): **0028219335**. Please print this page for your records.

Domestic Entity Registration			
Entity Type:	Federal Agency	Subtype:	Commission
Entity Name:	FCC App Team		
EIN:	Exempted Activities		
Contact Information			
Organization:		Position:	Tester
Salutation:		First Name:	John
Middle Initial:		Last Name:	Doe
Suffix:			
Address Line 1:	445 12th St	Address Line 2:	
City:	Washington	State:	DISTRICT OF COLUMBIA
Zip Code:	20024	Phone:	123 456 1234
Fax:		Email:	[Redacted]
Continue			

Approve/Reject FRN Association Requests

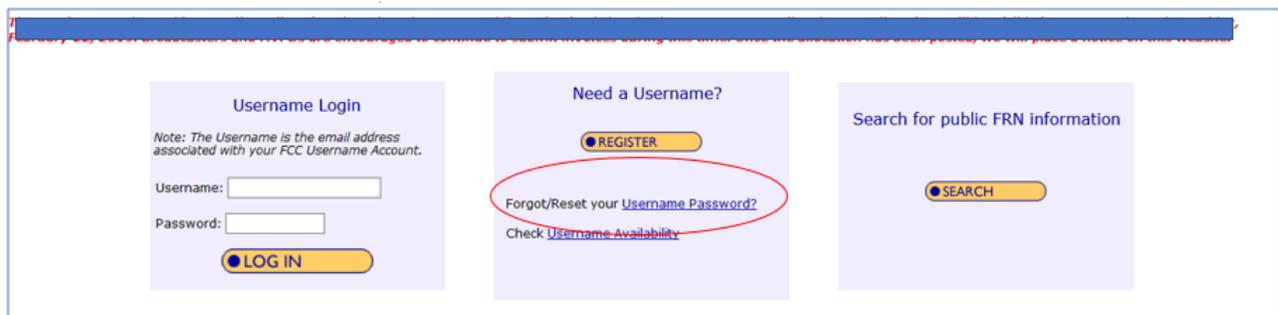
Approve/Reject FRN Association Requests provides guidance on how a person identified as the FRN Administrator for an FRN can review requests from others seeking access to the FRN, grant or deny the FRN Association Request, and assign appropriate FRN permission levels.

1. Access CORES from the FCC Registration - Login page at this link:

<https://apps.fcc.gov/cores>

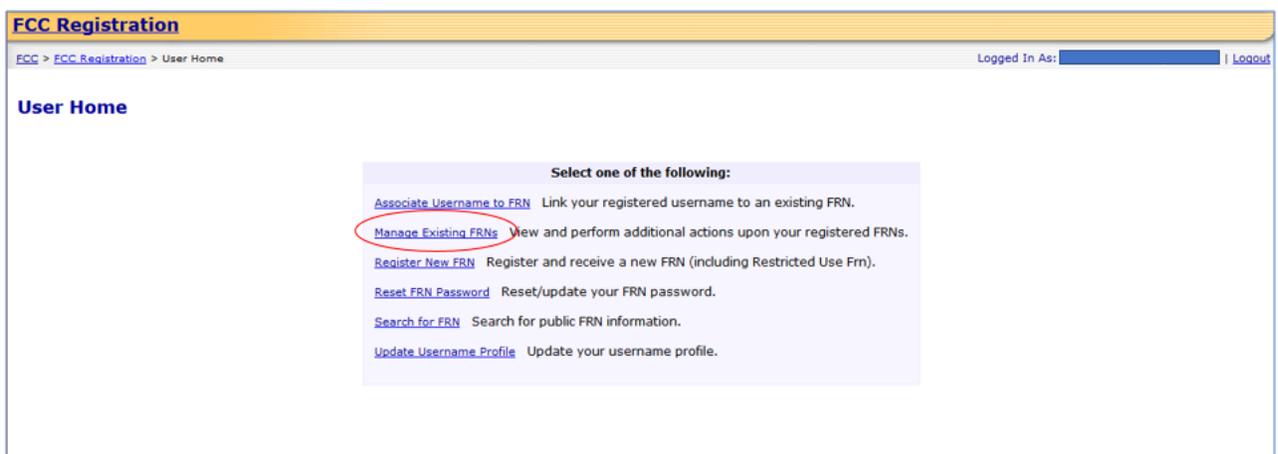
2. From the FCC Registration - Login page, enter your registered Username and Password under “Username Login”. Click “LOG IN”. See Figure 1 below.

Figure 1



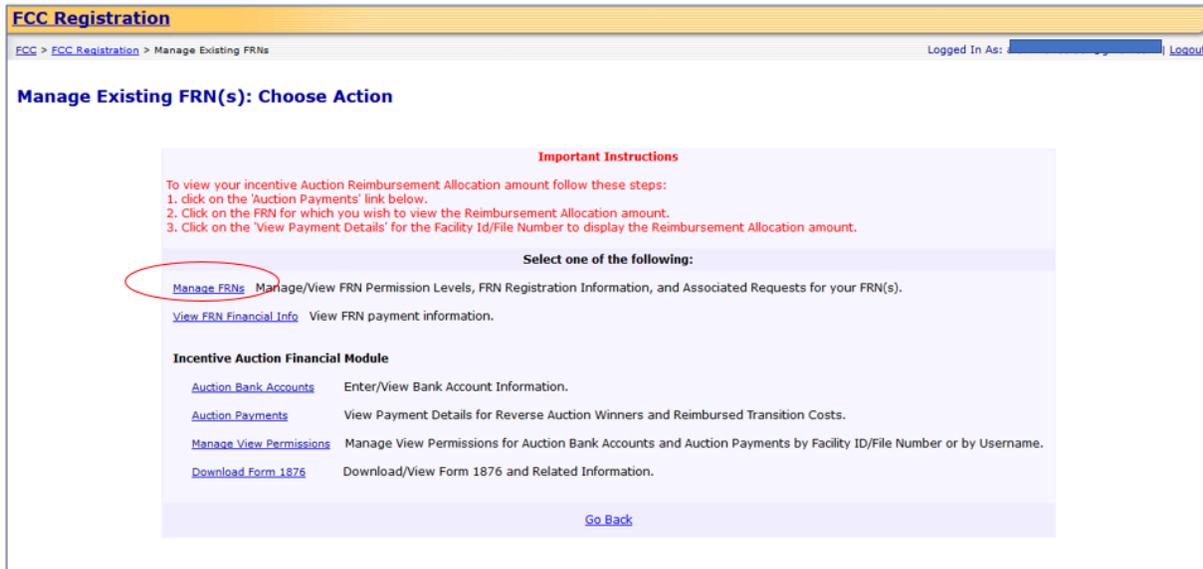
3. Click the “Manage Existing FRN(s)” link. See Figure 2 below.

Figure 2



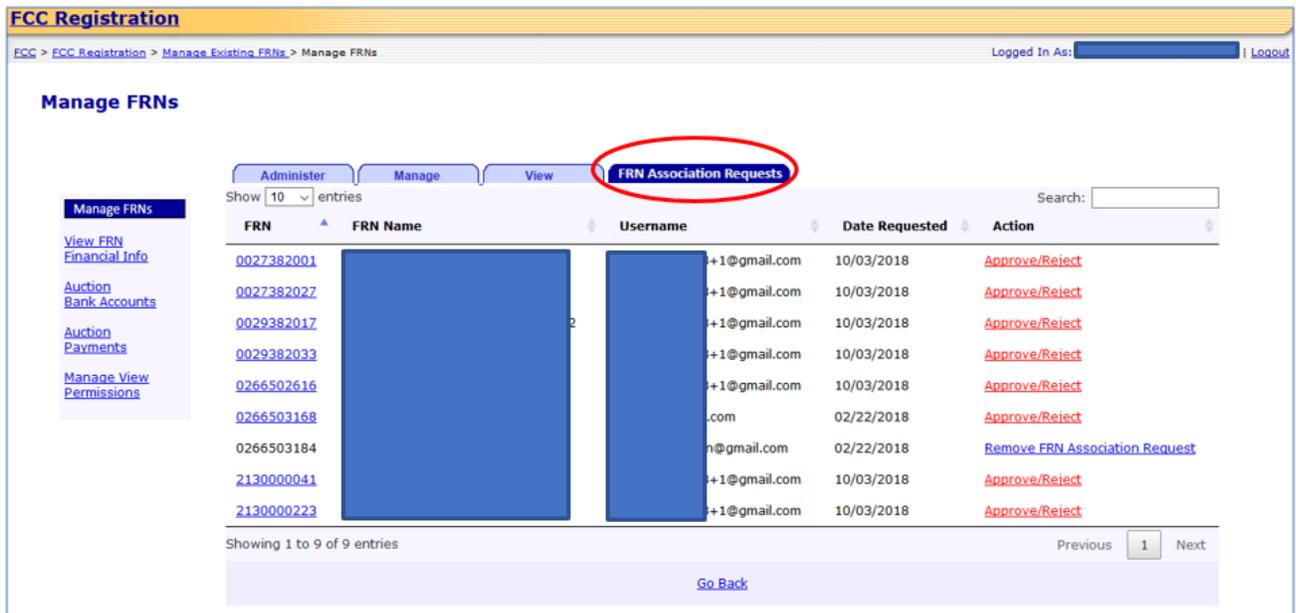
4. Click the “Manage FRNs” link. See Figure 3 below.

Figure 3



5. Click the “FRN Association Requests” tab. See Figure 4 below.

Figure 4



6. Click the “Approve/Reject” link. See Figure 5 below.

Figure 5

The screenshot shows the 'FCC Registration' interface with the 'Manage FRNs' page. The page title is 'FCC Registration' and the breadcrumb is 'FCC > FCC Registration > Manage Existing FRNs > Manage FRNs'. The user is logged in as [redacted] and can click 'Logout'. The main heading is 'Manage FRNs'. There are tabs for 'Administer', 'Manage', 'View', and 'FRN Association Requests'. The 'FRN Association Requests' tab is active. Below the tabs, there is a search bar and a 'Show 10 entries' dropdown. The table below has columns: FRN, FRN Name, Username, Date Requested, and Action. The first two rows have 'Approve/Reject' in the Action column, which are circled in red. The third row has 'Approve/Reject', the fourth has 'Approve/Reject', the fifth has 'Approve/Reject', the sixth has 'Approve/Reject', the seventh has 'Approve/Reject', the eighth has 'Remove FRN Association Request', and the ninth has 'Approve/Reject'. At the bottom, it says 'Showing 1 to 9 of 9 entries' and has 'Previous', '1', and 'Next' buttons. A 'Go Back' button is also present.

FRN	FRN Name	Username	Date Requested	Action
0027382001		+1@gmail.com	10/03/2018	Approve/Reject
0027382027		+1@gmail.com	10/03/2018	Approve/Reject
0029382017		+1@gmail.com	10/03/2018	Approve/Reject
0029382033		+1@gmail.com	10/03/2018	Approve/Reject
0266502616		+1@gmail.com	10/03/2018	Approve/Reject
0266503168		.com	02/22/2018	Approve/Reject
0266503184		n@gmail.com	02/22/2018	Remove FRN Association Request
2130000041		+1@gmail.com	10/03/2018	Approve/Reject
2130000223		+1@gmail.com	10/03/2018	Approve/Reject

7. Fill in the requested information; items noted with an * indicate required information. Then click “SUBMIT”. See Figure 6 below.

Note: For updating the Status, the choices will be “Approve” and “Reject”.

Note: The Permission Level refers to the levels of access that a user has to an FCC Registration Number (FRN). The choices will be “View”, “Manage”, and “Administer”. Table 1 provides the functions available for each Permission Level.

Note: The Manage Financial Info Permission refers to the ability of a user to view the financial history of an FRN. The FRN’s financial history information will include:

- Payment details
- Open bills
- Paid bills
- Red Light Status and detail

The choices will be “No” and “Yes”. By selecting “Yes”, you will be certifying that the specified Username has the authority to view the specified FRN’s financial information.

The permission will also allow this Username to access the Red Light Display and Fee Filer Systems with the FRN.

Note: The FRN and Username will already be populated and not editable.

Figure 6

FCC Registration

FCC > FCC Registration > Manage Existing FRNs > Manage FRNs > Manage Association Request

Logged In As: [redacted] | Logout

Approve Username/FRN Association

Approve Username/FRN Association

FRN: 0027382001

Username: [redacted]@gmail.com

Status: *

Permission Level: *

Manage Financial Info Permission: No Yes

By selecting "Yes", I certify that Username testymcgee818+1@gmail.com has the authority to manage the FRN 0027382001's financial information.

This permission will also allow this Username to access the following systems with the FRN:

- [Red Light Display](#)
- [Fee Filer](#)

Comment: Test

SUBMIT Cancel

* indicates required field.

Table 1

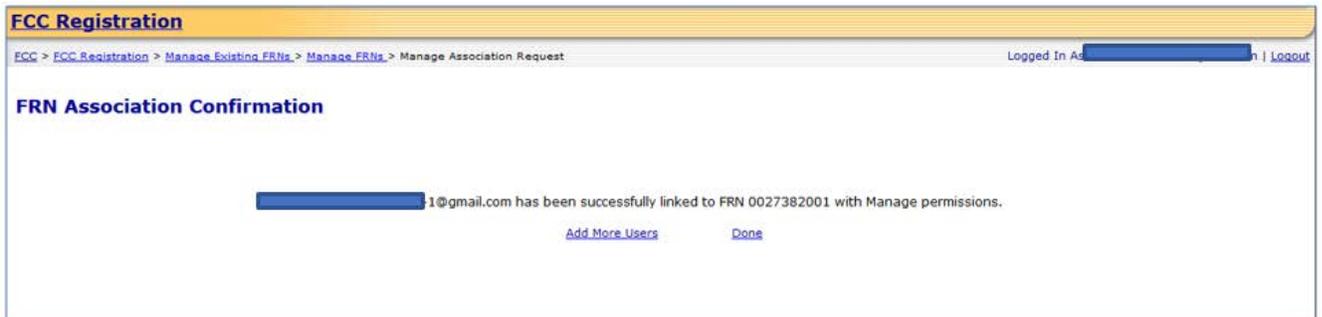
Functionality	Administer Permission Level	Manage Permission Level	View Permission Level
View FRN Registration Detail	Yes	Yes	Yes
Update FRN Information	Yes	Yes	No
View FRN Information	Yes	Yes	Yes
View list of Usernames associated with FRN	Yes	Yes	Yes
View Permission Levels for Usernames to FRN	Yes	Yes	Yes
Change Permissions Levels for Usernames to FRN	Yes	No	No

Associate another Username with FRN	Yes	No	No
Remove your access for FRN	Yes (However, cannot remove sole FRN Administrator)	Yes	Yes

If you approve the FRN Association Request, you will be directed to the FRN Association Confirmation page. This page confirms that you have successfully approved a Username to FCC Registration Number (FRN) association. See Figure 7 below.

Note: The page will give you an option to either “Add More Users” (returns to the Association Requests page) or be “Done” (return to the User Home page).

Figure 7



Administer Manage FRN Financial Info Permission

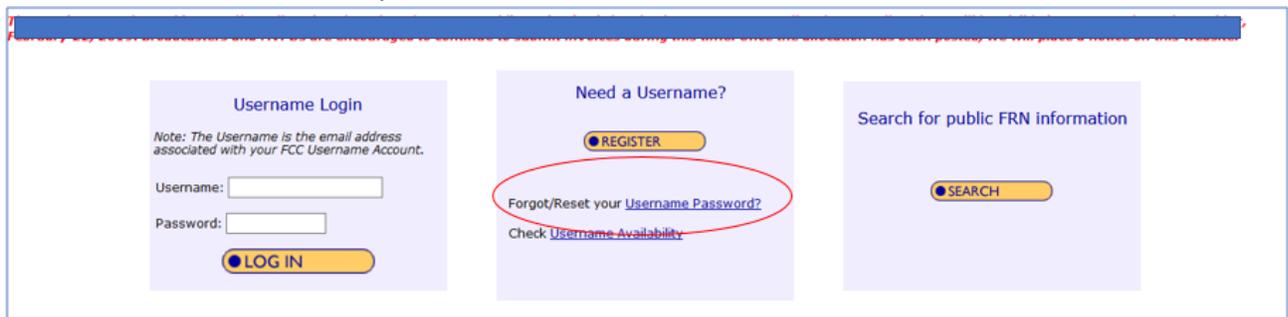
Administer Manage FRN Financial Info Permission provides guidance on how a person identified as the FRN Administrator for an FCC Registration Number (FRN) can grant or deny a Manage Financial Info Permission to a user already associated to the an FRN. The Manage Financial Info Permission refers to the ability of a user to view the financial history of an FRN and will allow the user access to the Red Light Display and Fee Filer Systems with the FRN.

1. Access CORES from the FCC Registration - Login page at this link:

<https://apps.fcc.gov/cores>

2. From the FCC Registration - Login page, enter your registered Username and Password under “Username Login”. Click “LOG IN”. See Figure 1 below.

Figure 1

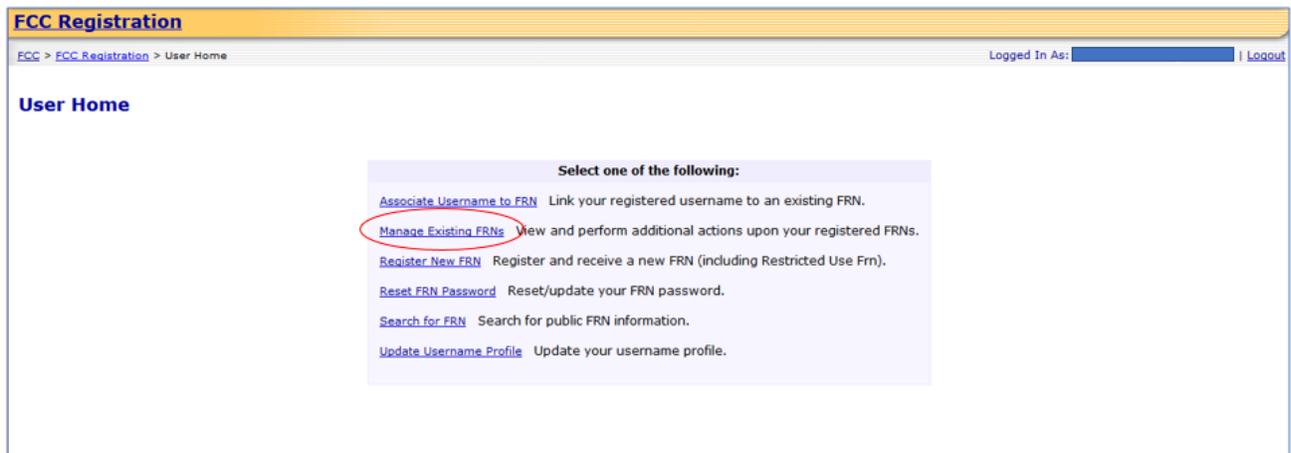


The screenshot shows the FCC Registration - Login page. It features three main sections:

- Username Login:** Includes a note: "Note: The Username is the email address associated with your FCC Username Account." Below this are input fields for "Username:" and "Password:", and a "LOG IN" button.
- Need a Username?:** Includes a "REGISTER" button, a link for "Forgot/Reset your Username Password?", and a link for "Check Username Availability".
- Search for public FRN information:** Includes a "SEARCH" button.

3. Click the “Manage Existing FRN(s)” link. See Figure 2 below.

Figure 2

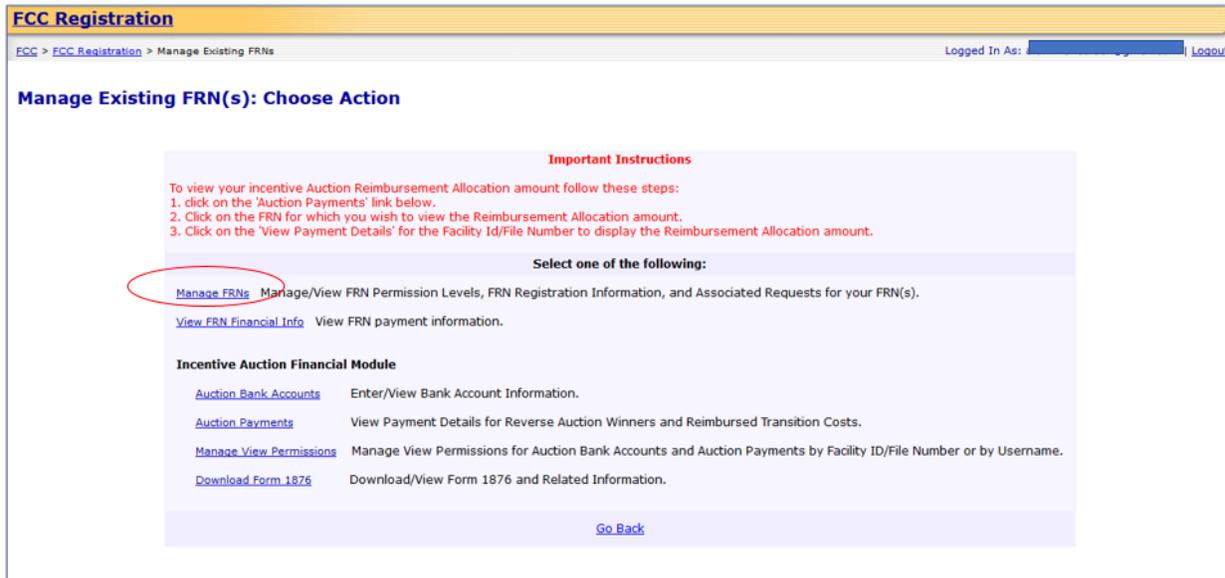


The screenshot shows the FCC Registration - User Home page. The page header includes "FCC Registration" and "User Home". The main content area is titled "User Home" and contains a section titled "Select one of the following:" with the following links and descriptions:

- [Associate Username to FRN](#) Link your registered username to an existing FRN.
- [Manage Existing FRNs](#) View and perform additional actions upon your registered FRNs.
- [Register New FRN](#) Register and receive a new FRN (including Restricted Use Frn).
- [Reset FRN Password](#) Reset/update your FRN password.
- [Search for FRN](#) Search for public FRN information.
- [Update Username Profile](#) Update your username profile.

4. Click the “Manage FRNs” link. See Figure 3 below.

Figure 3



5. Click on the “Administer” tab. See Figure 4 below.

Note: Which tab you click on to update an FCC Registration Number (FRN) is based on the Permission Level you have for that FRN. Only the “Administer” Permission Level allows for changing Permission Levels for Usernames to that FRN.

Note: The Permission Level refers to the levels of access that a user has to an FCC Registration Number (FRN). The choices will be “View”, “Manage”, and “Administer”. Table 1 provides the functions available for each Permission Level.

Figure 4

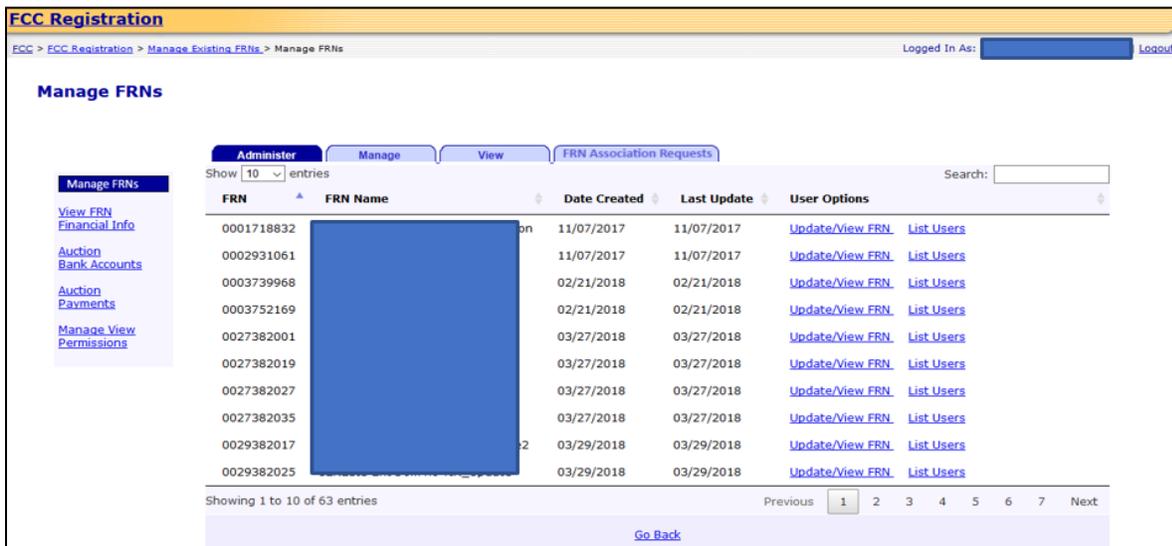
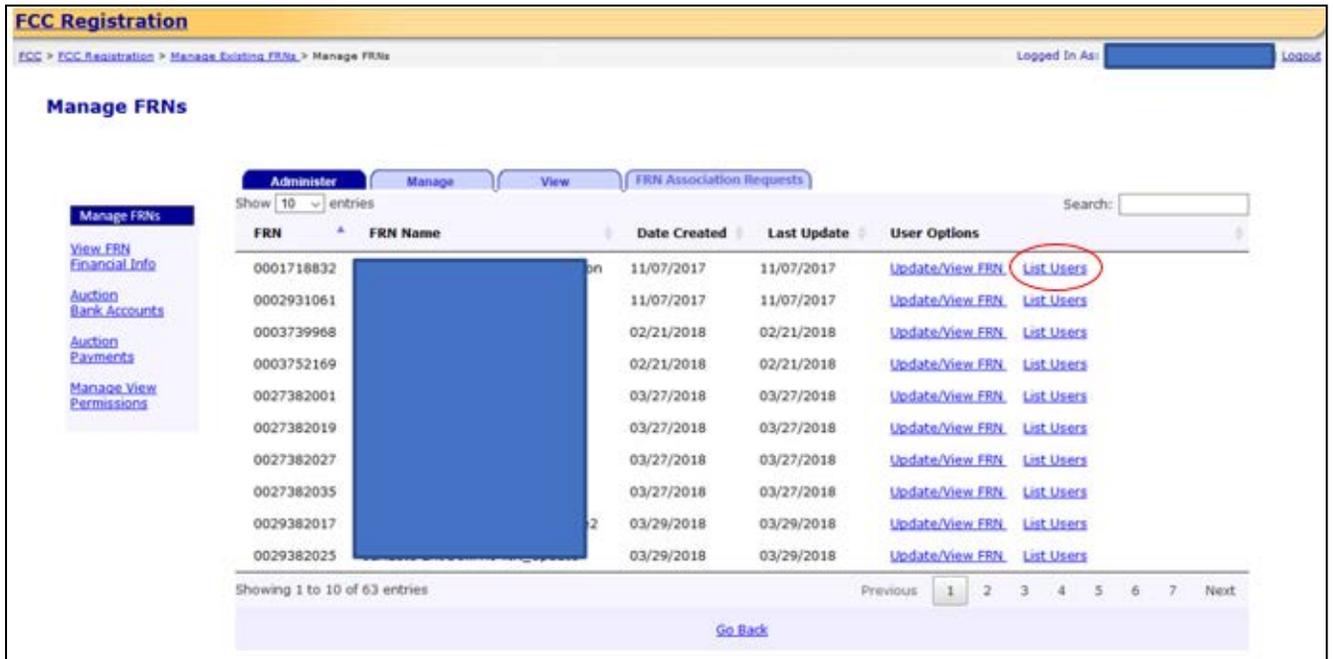


Table 1

Functionality	Administer Permission Level	Manage Permission Level	View Permission Level
View FRN Registration Detail	Yes	Yes	Yes
Update FRN Information	Yes	Yes	No
View FRN Information	Yes	Yes	Yes
View list of Usernames associated with FRN	Yes	Yes	Yes
View Permission Levels for Usernames to FRN	Yes	Yes	Yes
Change Permissions Levels for Usernames to FRN	Yes	No	No
Associate another Username with FRN	Yes	No	No
Remove your access for FRN	Yes (However, cannot remove sole FRN Administrator)	Yes	Yes

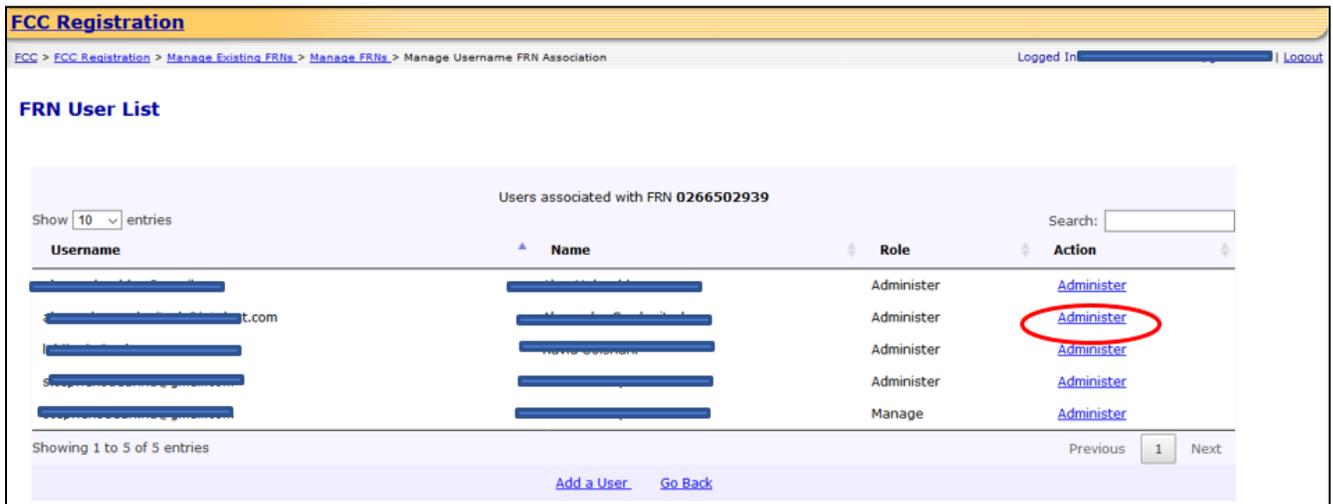
6. Click on “List Users” to the right of the FCC Registration Number (FRN) for which you wish to administer a Manage FRN Financial Info permission. See Figure 5 below.

Figure 5



7. Click on “Administer” to the right of the Username for which you wish to administer a Manage Financial Info permission. See Figure 6 below.

Figure 6



8. Update the “Manage Financial Info Permission”. The choices will be “No” and “Yes”. By selecting “Yes”, you will be certifying that the specified Username has the authority to view the specified FRN’s financial information. Change any other desired information and enter a Comment. Click “SUBMIT”. See Figure 7 below.

Note: The Permission Level refers to the levels of access that a user has to an FCC Registration Number (FRN). The choices will be “View”, “Manage”, and “Administer”. The user will be able to update the Permission Level.

Note: The Manage Financial Info Permission refers to the ability of a user to view the financial history of an FRN. The FRN’s financial history information will include:

- Payment details
- Open bills
- Paid bills
- Red Light Status and detail

The permission will also allow this Username to access the Red Light Display and Fee Filer Systems with the FRN.

Note: The FRN and Username will already be populated and not editable.

Note: The comment you provide will be visible to the Administrator(s) of the FRN.

Figure 7

The screenshot shows a web form titled "Administer Username/FRN Association" within the "FCC Registration" system. The breadcrumb trail is "FCC > FCC Registration > Manage Existing FRNs > Manage FRNs > Manage Username FRN Association". The user is logged in. The form fields include: FRN (populated), Username (fcd...), Permission Level (dropdown menu set to "Manage"), Manage Financial Info Permission (radio buttons for "No" and "Yes", with "No" selected), a certification statement: "By selecting 'Yes', I certify that Username [redacted] has the authority to view the FRN [redacted] financial information.", a list of systems accessed: "Red Light Display" and "Fee Filer", and a Comment field. At the bottom, there are "SUBMIT" and "CANCEL" buttons, with "SUBMIT" circled in red. A note at the bottom states "* indicates required field."

9. You will be directed to the Administer User FRN Confirmation page. This page confirms that you have successfully updated the Username-FRN Association permission level(s). See Figure 8 below.

Note: The user whose permission you updated will be sent an email from FCCRegistration@fcc.gov specifying the permission level changes. The FRN Administrators will be sent an email specifying any changes to the Manage Financial Info permission level for a Username.

Figure 8

FCC Registration

[FCC](#) > [FCC Registration](#) > [Manage Existing FRNs](#) > [Manage FRNs](#) > [Manage Username FRN Association](#) Logged In [\[Redacted\]](#) [Logout](#)

Administer User FRN Confirmation

Administer User FRN Confirmation	
FRN:	[Redacted]
Username:	[Redacted]
Permission to FRN:	Manage
Status:	Approved
Manage Financial Info Permission:	Yes
Comment:	test

Update FRN Information

Update FRN Information provides guidance on how to update contact and other information related to FCC Registration Numbers (FRNs). Only Usernames associated with FRNs within CORES that have “Administer” or “Manage” permission levels are able to update FRN information.

1. Access CORES from the FCC Registration - Login page at this link:

<https://apps.fcc.gov/core>

2. From the FCC Registration - Login page, enter your registered Username and Password under “Username Login”. Click “LOG IN”. See Figure 1 below.

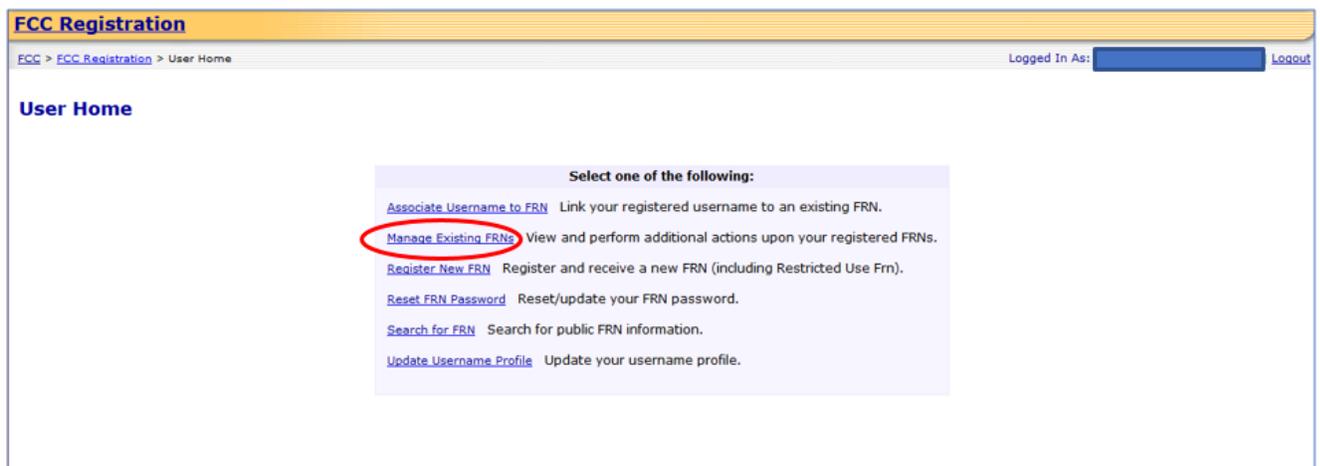
Figure 1



The screenshot shows the FCC Registration - Login page. The 'Username Login' section is circled in red. It contains a note: "Note: The Username is the email address associated with your FCC Username Account." Below the note are input fields for "Username:" and "Password:", and a "LOG IN" button. To the right, there are sections for "Need a Username?" with a "REGISTER" button, and "Search for public FRN information" with a "SEARCH" button.

3. Click the “Manage Existing FRNs” link. See Figure 2 below.

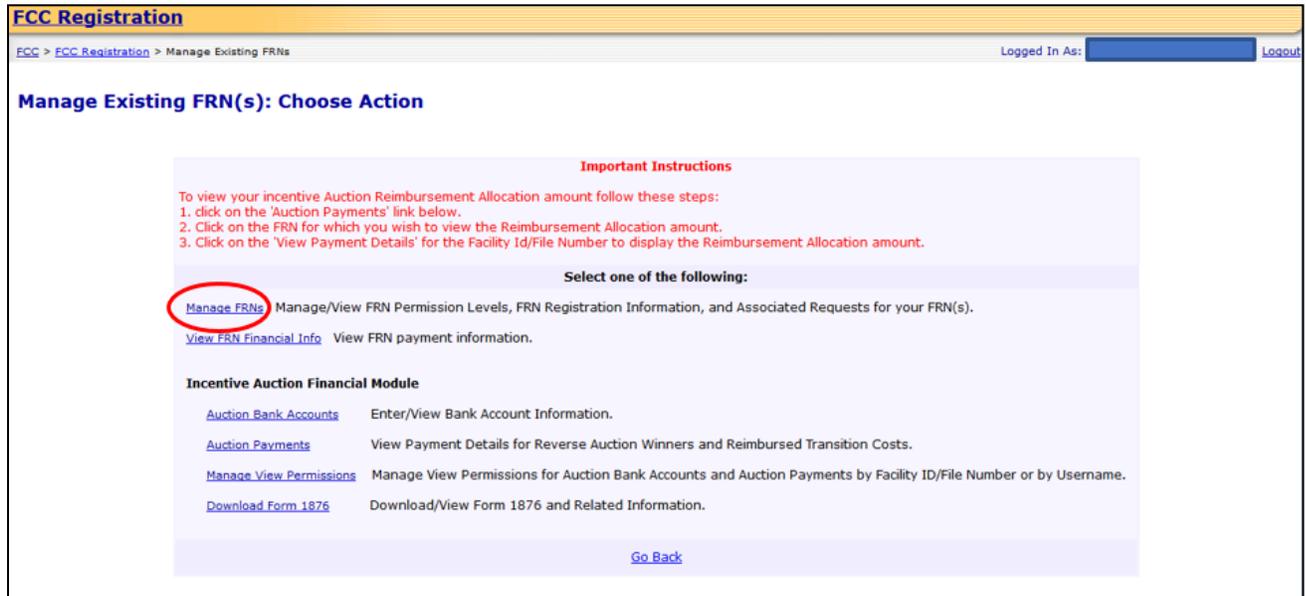
Figure 2



The screenshot shows the FCC Registration - User Home page. The page title is "FCC Registration" and the breadcrumb is "FCC > FCC Registration > User Home". The user is logged in as [redacted] and can click "Logout". The main content area is titled "User Home" and contains a section "Select one of the following:" with several links: "Associate Username to FRN", "Manage Existing FRNs", "Register New FRN", "Reset FRN Password", "Search for FRN", and "Update Username Profile". The "Manage Existing FRNs" link is circled in red.

4. Click the “Manage FRNs” link. See Figure 3 below.

Figure 3



5. Click on either the “Administer” or “Manage” tabs. See Figure 4 below.

Note: Which tab you click on to update an FCC Registration Number (FRN) is based on the Permission Level you have for that FRN. Only the “Administer” and “Manage” Permission Levels allow for updating FRN information. The “View” Permission Level only allows you to view FRN information.

Note: The Permission Level refers to the levels of access that a user has to an FCC Registration Number (FRN). The choices will be “View”, “Manage”, and “Administer”. Table 1 provides the functions available for each Permission Level.

Figure 4

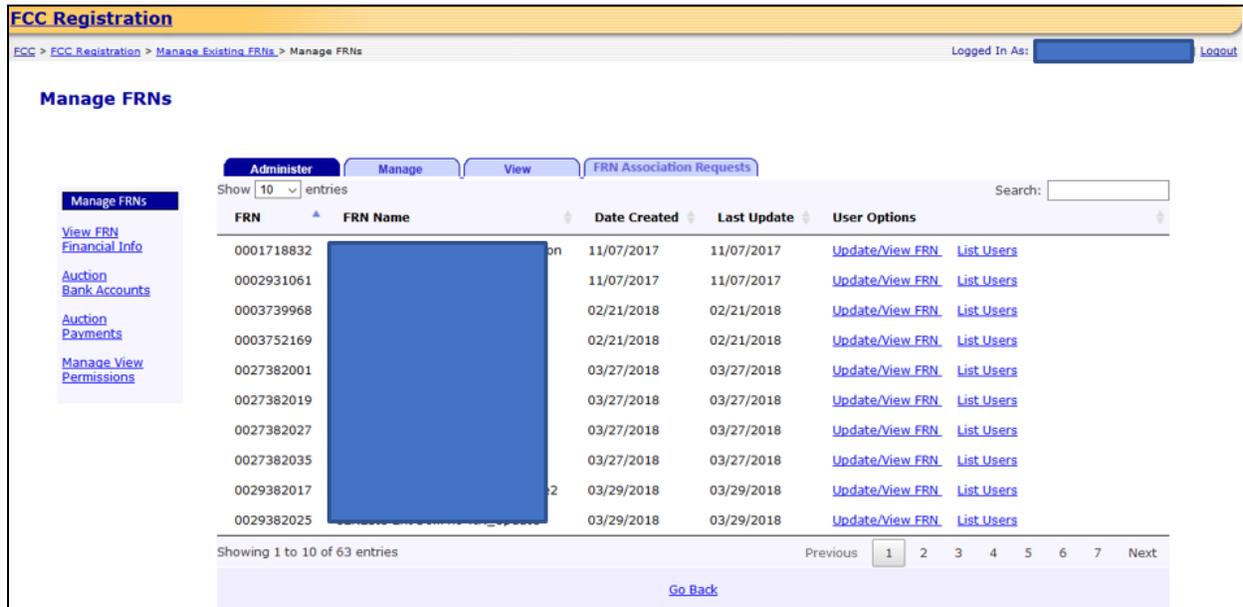


Table 1

Functionality	Administer Permission Level	Manage Permission Level	View Permission Level
View FRN Registration Detail	Yes	Yes	Yes
Update FRN Information	Yes	Yes	No
View FRN Information	Yes	Yes	Yes
View list of Usernames associated with FRN	Yes	Yes	Yes
View Permission Levels for Usernames to FRN	Yes	Yes	Yes
Change Permissions Levels for Usernames to FRN	Yes	No	No
Associate another Username with FRN	Yes	No	No
Remove your access for FRN	Yes (However, cannot remove sole FRN Administrator)	Yes	Yes

- Click on “Update/View FRN” to the right of the FCC Registration Number (FRN) that you wish to update. See Figure 5 below.

Figure 5

The screenshot shows the 'Manage FRNs' interface. At the top, there is a breadcrumb trail: 'FCC > FCC Registration > Manage Existing FRNs > Manage FRNs'. The page title is 'Manage FRNs'. Below the title, there are tabs for 'Administer', 'Manage', 'View', and 'FRN Association Requests'. A search bar is located on the right. The main content is a table with the following columns: 'FRN', 'FRN Name', 'Date Created', 'Last Update', and 'User Options'. The 'User Options' column contains links for 'Update/View FRN' and 'List Users'. The 'Update/View FRN' link in the first row is circled in red. The 'FRN Name' column is obscured by a blue box. The table shows 10 entries, with a 'Go Back' link at the bottom.

FRN	FRN Name	Date Created	Last Update	User Options
0001718832	[Redacted]	11/07/2017	11/07/2017	Update/View FRN List Users
0002931061	[Redacted]	11/07/2017	11/07/2017	Update/View FRN List Users
0003739968	[Redacted]	02/21/2018	02/21/2018	Update/View FRN List Users
0003752169	[Redacted]	02/21/2018	02/21/2018	Update/View FRN List Users
0027382001	[Redacted]	03/27/2018	03/27/2018	Update/View FRN List Users
0027382019	[Redacted]	03/27/2018	03/27/2018	Update/View FRN List Users
0027382027	[Redacted]	03/27/2018	03/27/2018	Update/View FRN List Users
0027382035	[Redacted]	03/27/2018	03/27/2018	Update/View FRN List Users
0029382017	[Redacted]	03/29/2018	03/29/2018	Update/View FRN List Users
0029382025	[Redacted]	03/29/2018	03/29/2018	Update/View FRN List Users

- Update the desired information and click “SUBMIT”. See Figure 6 below.

Note: All of the FRN Registration information can be updated other than the SSN or EIN. If you wish to correct the SSN or EIN associated with your FRN, you must contact the **FRN Help Line at 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET)** or <https://www.fcc.gov/wireless/available-support-services>.

Figure 6

FCC Registration

FCC > FCC Registration > Manage Existing FRNs > Manage FRNs > Update FRN Logged In As: [redacted] | Logout

Each individual or organization doing business with the FCC is required to provide and maintain a current official contact address. The contact address you provide will be used to mail important FCC related information to you.

Update FRN Registration

You registered FRN **0266502327** on **Oct 24 2017 4:40PM**.
Your registration information was last updated on **Feb 26 2019 2:50PM**.

Update a Domestic Entity

Entity Type:	Federal Agency	Subtype:	Commission
Entity Name:*	Entity Name		
EIN:	Amateur Club		
<small>Please enter a New EIN and Confirm New EIN if you wish to update your FRN's Employer Identification Number or Taxpayer Identification Number. You may only use this form to correct an error in the FRN. This form CANNOT be used to notify the FCC of changes in ownership of spectrum licenses. Changes in ownership of spectrum licenses must be filed with the appropriate FCC Bureau responsible for the particular license.</small>			
New EIN:		Confirm New EIN:	

Contact Information

Organization:	Testing Org	Position:*	Tester
Salutation:		First Name:	John
Middle Initial:		Last Name:	Doe
Suffix:			
Address Line 1:*	1234 Main St	Address Line 2:	
City:*	Mobile	State:*	ALABAMA
Zip Code:*	36589 3658	Phone:*	123 456 7890 ext. []
Fax:	321 456 7891	Email:*	test@domain.test

[Go Back](#)
Asterisks (*) indicate required fields.

- You will be directed to the Update FRN Registration Confirmation page. This page confirms that you have successfully updated your FCC Registration Number (FRN) information. See Figure 7 below.

Figure 7

FCC Registration

FCC > FCC Registration > Manage Existing FRNs > Manage FRNs > Update FRN Logged In As: [redacted] | Logout

Update FRN Registration Confirmation

As of today, Feb 26 2019 2:50PM, you have updated FCC Registration Number (FRN) **0266502327**. Please print this page for your records.

Domestic Entity Registration			
Entity Type:	Federal Agency	Subtype:	Commission
Entity Name:	Entity Name		
EIN:	Amateur Club		
Contact Information			
Organization:	Testing Org	Position:	Tester
Salutation:		First Name:	John
Middle Initial:		Last Name:	Doe
Suffix:			
Address Line 1:	1234 Main St	Address Line 2:	
City:	Mobile	State:	ALABAMA
Zip Code:	36589 3658	Phone:	123 456 7890
Fax:	321 456 7891	Email:	test@domain.test

[Continue](#)

Register for a New RU FRN

Register for a New RU FRN provides guidance on how to obtain a new FCC Restricted Use Registration Number (RU FRN) in the updated FCC Commission Registration System (CORES).

1. Access CORES from the FCC Registration - Login page at this link:

<https://apps.fcc.gov/core>

2. From the FCC Registration - Login page, enter your registered Username and Password under “Username Login”. Click “LOG IN”. See Figure 1 below.

Figure 1

The screenshot shows the FCC Registration System (CORES) login page. The page has a blue header with the FCC logo and the text 'Commission Registration System (CORES)'. Below the header, there is a yellow bar with 'FCC Registration' and 'User Login'. The main content area is titled 'FCC Registration - Login'. It contains a notice about the system being a U.S. Government Information System, followed by instructions about the FRN and the CORES system. There are three main sections: 'Username Login' with fields for Username and Password and a 'LOG IN' button circled in red; 'Need a Username?' with a 'REGISTER' button and a 'Forgot/Reset your Password?' link; and 'Search for public FRN information' with a 'SEARCH' button.

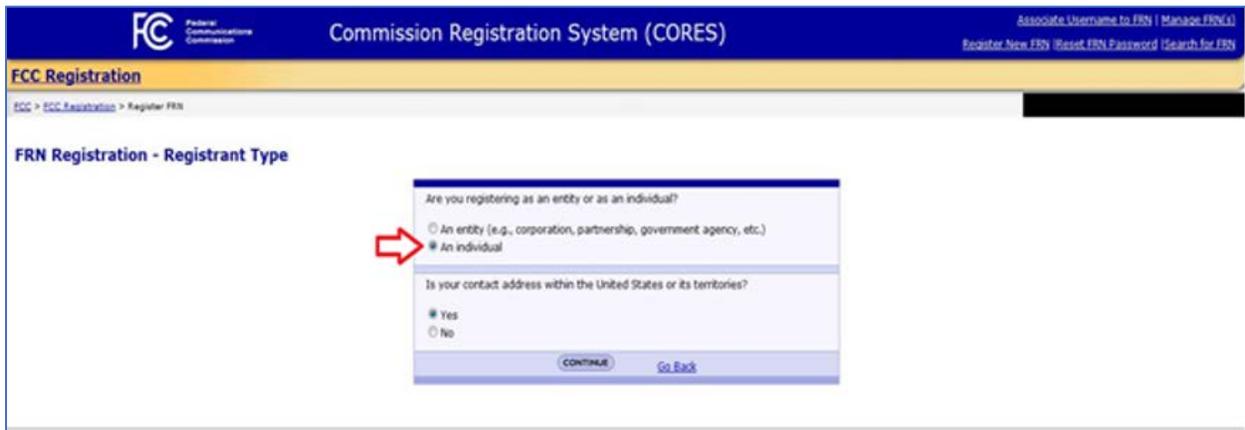
3. Click on the “Register New FRN” link. See Figure 2 below.

Figure 2



4. Under “Are you registering as an entity or as an individual?” select “An individual”. Under “Is your contact address within the United States or its territories?” select either “Yes” or “No”. Click “CONTINUE”. See Figure 3 below.

Figure 3



5. Under “Do you wish to proceed with a CORES FRN Registration or a Restricted Use FRN Registration?” select “Restricted Use FRN Registration (Restricted Use FRNs can only be used for reporting individuals on Form 323 and Form 323-E)” and click “CONTINUE”. See Figure 4 below.

Figure 4

The screenshot shows the 'Commission Registration System (CORES)' interface. At the top, there is a navigation bar with the FCC logo and the text 'Commission Registration System (CORES)'. Below this, there is a yellow banner with 'FCC Registration'. The main content area is titled 'FRN Registration - Individual Type'. A modal dialog box is displayed in the center, asking 'Do you wish to proceed with a CORES FRN Registration or a Restricted Use FRN Registration?'. There are two radio button options: 'CORES FRN Registration' (which is unselected) and 'Restricted Use FRN Registration (Restricted Use FRNs can only be used for reporting individuals on Form 323 and Form 323-E.)' (which is selected). A red arrow points to the selected option. At the bottom of the dialog, there are two buttons: 'CONTINUE' and 'Go Back'.

6. Fill in the requested information; items noted with an * indicate required information. Then click "SUBMIT". See Figure 5 below.

Figure 5

The screenshot shows the 'Restricted Use FRN Registration' form in the CORES system. The form is titled 'Restricted Use FRN Registration' and includes a note: 'Note: Restricted Use FRNs can only be used for reporting individuals on Form 323 and Form 323-E.' The form is divided into several sections: 'Register a Domestic Individual', 'Contact Information', and 'Residential Address'. The 'Register a Domestic Individual' section includes fields for 'Salutation', 'First Name*', 'Middle Initial', 'Last Name*', 'Suffix', and 'Doing Business As:'. Below this is a field for 'Enter the last 4 digits of your Social Security Number here: *' and a 'Date of Birth (mm/dd/yyyy): *' field. The 'Contact Information' section includes a 'Same as Above:' checkbox, 'Organization:', 'Position:', 'Salutation:', 'First Name*', 'Middle Initial', and 'Last Name*'. The 'Residential Address' section includes a note 'Note: Residential address of registrant is required', 'Address Line 1: *', 'Address Line 2:', 'City: *', 'State: *' (with 'ALABAMA' selected), 'Zip Code: *', 'Phone:', 'Fax:', and 'Email: *'. At the bottom of the form, there are 'SUBMIT' and 'Go Back' buttons. The footer of the page includes 'Revised: April 2005' and 'Form 323 - Approved by OMB 3000-0013'.

7. You will be directed to the Restricted Use FRN Registration Confirmation page. This page confirms that you have successfully registered for a new Restricted Use FCC Registration Number (RU FRN). See Figure 6 below.

Note: Since you are logged in to CORES with your FCC Username Account, this new Restricted Use FRN registration will automatically link the new Restricted Use FRN to your Username Account and will also make you the default Administrator of the RU FRN.

Figure 6

FCC Registration
[FCC Registration](#) > Register FRN

Restricted Use FRN Registration Confirmation

Thank you for registering with the FCC. As of today, **October 30 2017 04:41 PM**, you have been assigned the following FCC Registration Number (FRN): **2130000280**. Please print this page for your records.
 Note: Restricted Use FRNs can only be used for reporting individuals on Form 323 and Form 323-E.

Domestic Individual Registration			
Salutation:	Mr	First Name:	Firstname
Middle Initial:		Last Name:	Lastname
Suffix:		Doing Business As:	
Last 4 digits of SSN:	8888	Date of Birth:	01/01/1975
Contact Information			
Organization:	Test Org	Position:	Test
Salutation:	Mr	First Name:	Firstname
Middle Initial:		Last Name:	Lastname
Suffix:			
Residential Address <small>Note: Residential address of registrant is required</small>			
Address Line 1:	123 Main St	Address Line 2:	Suit 2
City:	Washington	State:	DISTRICT OF COLUMBIA
Zip Code:	20554	Phone:	999 999 9999
Fax:		Email:	testemail123@testdomain.xyz
Continue			