This presentation shows screen images of the TCB electronic filing system website and provide general information on the electronic filing system from the TCB user perspective. It includes information about publicly accessible pages and pages requiring logins and passwords as TCB Designating Authorities and Test Firm Accrediting Bodies.
TCB Login Frame bar

Miscellaneous Group

➢ Submit A KDB Inquiry
➢ Reply to a KDB Inquiry Response
➢ Submit Administrative E-mail
➢ Submit Technical E-mail
➢ Change Password
➢ TCB Exclusion List
➢ Get FRN
➢ Validate FRN
Clicking on the link for “Submit a KDB Inquiry” will open an inquiry submission webpage that is pre-filled with the contact information of record for the logged in TCB. The contact information can be edited if necessary.

When a TCB inquiry is initiated thru the TCB login link it is flagged as a high priority for the FCC review.
In addition to the contact information the inquirer is required to enter a subject and inquiry. It is also helpful if a category is entered. The FCC uses the category system to automatically assign the inquiry to the subject matter expert. An inquiry that is not associated with a category must go thru an administrative review and be manually assigned which can delay the response.

When the information is entered click the submit inquiry button to send the information to the FCC.

More details on the KDB system and additional options are available on the KDB Presentation.
When the FCC responds to an inquiry and the inquirer has additional questions or wants additional clarification on the response, they can reply back to the same tracking number by clicking on the link for “reply to a KDB inquiry response”. On the page that opens, enter the inquiry tracking number and email address on the original inquiry and click the proceed button.
Clicking on the link for “Submit Administrative Email” can be used to send an email to the EASADMIN@FCC.GOV. Clicking on the link will open and list of contacts for the TCB that are on file with the FCC and allow the user to select an individual or all contacts to be CC’ed on the response. The user may also choose to not use any of the contact for the response and enter a new contact.
When the contacts or option for a new contact is selected the webpage will open the users email program to create an email to the FCC. A pre-filled message will appear in the email advising the user of options.
Clicking on the link for “Submit Technical Email” can be used to send an email to the EASTECH@FCC.GOV. Clicking on the link will open a list of contacts for the TCB that are on file with the FCC and allow the user to select an individual or all contacts to be CC’ed on the response. The user may also choose to not use any of the contact for the response and enter a new contact.
When the contacts or option for a new contact is selected the webpage will open the users email program to create an email to the FCC. A pre-filled message will appear in the email advising the user of options.
A TCB may change their password by clicking on the “Change Password” Link. After clicking on the link enter the TCB Login and Reset Password Phrase that the TCB provided to their designating authority at the time of original designation to the FCC and click the “reset password” button.

Upon entry of a valid combination of TCB Login and Reset Password Phrase the TCB will be prompted to enter the default password and new password and confirmation of new password. When the new password has been entered and the “change password” button clicked, the system will return a message indicating the success or failure of the attempted password change. If the change was successful the TCB will be prompted to login to continue. If the change was not successful a reason will be given and the process should be repeated. All password issues should be directed to the TCB’s designating authority.
Clicking on the link for “TCB Exclusion List” will open the most up to date version of the exclusion list.
Clicking on the TCB Exclusion List link opens the exclusion list which identifies devices that TCB’s cannot approve.
Clicking on the link for “Get FRN” takes users to the Cores “FCC Registration Number” website. An FRN is required for all entities doing business with the FCC to allow the FCC to determine if an entity is in good financial standing with the FCC.
The Cores FRN web page allows users to register for a new FRN, update the information associated with an existing FRN or search the FRN database.
A TCB can use the “Validate FRN” link to verify an applicant is in good standing with the FCC prior to completing a form 731 application. The standing of the FRN is also checked automatically when a Form 731 is submitted or another webpage where the FRN is required is modified.

To determine the standing of an FRN enter the Grantee Code or the FRN and click the proceed button.
Upon entering a valid FRN or Grantee Code and clicking on the proceed button the status of the FRN/Grantee Code is returned.
The following slides explain the links available without a TCB Login. The TFAB Login link and TCB Designating Authority (TDA) login link require the FCC to recognize the entity attempting to login as a TFAB or TDA and enable a login.
The frame bar on the left side of the page shows the links available.
TCB Pre Login Framebar Filing Options Group

- Grantee Registration
- Modify Grantee Information
- TCB Designating Authority Login
- TCB Login
- Test Firm Accrediting Body Login
- Return to 159 Form
The “grantee registration” link allows a user to obtain a three character “grantee” code which makes up the first three characters of each FCCID for that company. All applicants must have a valid grantee code before the TCB can complete a Form 731 to issue a grant. The fee for a grantee code is currently $60 (US).
This slide shows the notification that reminds the user that the fee must be paid before it is permanently assigned. Grantee codes that are obtained but not paid for within 30 days will become available to be reassigned to another entity.
This slide shows the top half of the grantee registration page. Enter the Grantee’s FRN and name and contact information and scroll down to complete the rest of the form.
This slide shows the bottom half of the grantee registration page. After all information is correctly entered and the "proceed" button hit, the next available grantee code will be returned. The code must be paid for within 30 days to become valid. A TCB Form 731 application may not be entered for that Grantee code until the fee is paid.

Grantee codes do not contain ones or zeros.
The modify grantee code information page allows a grantee to change the address and/or contact information online. Address and contact information changes require the grantee code and grantee registration number to be entered and then the changes are applied and visible immediately on the web. There is also a button on the page to file name changes. When a name change is made the address and contact information may also be requested to be modified. The FCC reviews these changes before applying them. A third button on the page allows transfers of control to be filed. A transfer of control does not require a name change but it is an option. Name changes/transfers of control must be reviewed and approved by the FCC before becoming effective and visible on the web. A justification of the changes must be submitted on company letterhead in order for the changes to be accepted.
Enter the changes and a brief description of the reason for the change and click proceed. A confirmation of changes accepted will be returned.
Clicking the “Change Name…” link will allow a name change along with address/contact changes to be submitted to the FCC for review. An attachment on company letterhead describing the reason for the changes must be submitted in order for the change request to be received and reviewed by the FCC.
After entering the name and address change or transfer of control information the attachment upload page will open.

Enter a description of the attachment, browse or enter the file name and select the file type from the pull down of acceptable file types. Adobe Acrobat PDF or JPG(Jfif) are acceptable file formats.

Click submit attachment to send attachments to FCC.

File sizes are limited to 4 MB per file.
A confirmation page will be returned showing whether the file upload was successful or unsuccessful. When this confirmation is returned the “complete submission” button must be clicked to complete the process and send the entire request to the FCC for review.
When the FCC has received the attachment and the complete submission button has been clicked, the above confirmation page will be returned.
Entering a valid combination of Grantee Code Registration Number and grantee code and clicking on the “transfer of control” button will open the transfer of control modification page. This page is similar to the name change page but for transfers of control a name change is not required. An detailed explanation of the change of control is required to be submitted as an attachment after the transfer of control page is completed.
TCB Designating Authorities (TDA) are entities that review the TCB accreditation information and determine if the TCB is capable of authorizing equipment. If they determine a TCB is capable then they designate the TCB to the FCC. This area of the website allows the TDA to perform that task. Since TCB’s don’t work in this database directly it will only be covered briefly to make the TCB’s aware of how it works. The links accessed after login are used by the TCB Designating Authority to approve and make changes to TCB information including reset passwords. All changes to TCB information should be made thru the TDA and not submitted to the FCC directly by any party other than the TDA.

In order for TCB Designating Authority and TCB’s to view and modify the FCC’s databases a login and password are required. All changes to TCB Designating Authority information are made by the FCC. When a user clicks on the “TCB Designating Authority login” link a page will open which requests a login and password. Each TCB Designating Authority will have a unique login and password.
The following two slides show pages that may only be accessed by a TCB Designating Authority with login and password.
This slide shows the TCB Designating Authority home page.
The web page has a frame bar on the left side showing all available options, a “Notes of Interest” section in the main window were the FCC can place general messages of interest to all TCB Designating Authority, and a e-mail link on the bottom for submitting questions and comments.
The page also indicates the date the TDA’s password will expire if it is approaching.
The TCB Designating Authority has filing option links too:
Enter a new TCB Accreditor
Modify an existing TCB Accreditor
Enter a new TCB
Modify an existing TCB
Reset a TCB password to the default password.
Initiate a correspondence to the FCC
Respond to a correspondence from the FCC regarding the TDA
Add a TDA attachment
Add a TCB Accreditor attachment
Add a TCB attachment
Modify a TCB’s Key Employee list
The TDA has Reporting Option Links too:
View attachments about themselves
View TCB Accreditor attachments
View TCB attachments
Generate a TCB Audit report. The TCB Audit report identifies all correspondence between a specific TCB and the FCC over a selected date range. Typically the report is run over the date range from their last audit to the current date.
Search for correspondence from the FCC to the TDA that has not been responded too.

Under the Miscellaneous options on the Frame bar the TDA has links too:
View the current TCB exclusion list,
Get an FRN,
Change their own password.
Test Firm Accrediting Bodies (TFABs) are entities that are recognized by the FCC to accredit independent testing laboratories to ISO 17025 and designate them to the FCC. The FCC will review the information submitted regarding the accredited testing laboratories and if acceptable will recognize the lab as capable of performing testing for Declaration of Conformity and Certification under Parts 15 and 18 of the FCC rules. The links accessible using the TFAB login allow the TFAB to perform the required functions and correspond with the FCC.

The test firm accrediting body login allows for designated test firm accrediting bodies to enter and maintain information for test firms they have accredited into the FCC database. A login and password are required for the Test firm accrediting body to access the database.
The following slide shows a page that can only be accessed with a Test Firm Accrediting Body login and password.
The Test Firm Accrediting Body (TFAB) options are:
- Enter new test firm
- Modify Accredited Test firm
- Add attachments
- Submit Correspondence
- Change Password
- Get FRN
- Access the users manual
The return to 159 form link allows for a payment to be made to the FCC for a grantee code or application submitted for FCC approval. The FCC doesn’t charge a fee for applications granted by a TCB.
Clicking on the link for “Return to Form 159” returns two options:
Pay for a Grantee Registration
Pay a fee associated with and FCC Form 731 application
When the link for paying for a grantee registration is selected a page opens that requires the grantee code and grantee registration number be entered. Upon entering a valid combination of Grantee Code and Grantee Code Registration Number and clicking on the proceed button, the fee is calculated and the user is forwarded to a Form 159 where they can print a 159 Form for the specified grantee code or pay electronically.
When a valid grantee code and grantee code registration number combination is entered the Form 159 mailing instructions page will open. Click proceed with registration to continue through the process.
Upon clicking “proceed with registration” button the user is prompted to enter the Payor’s FRN and password. This website is used for Fee Payments for all FCC payments and is not maintained directly by the FCC Equipment Authorization System. Password issues for Payor’s FRN’s must be handled thru this website.
When a user selects the return to 159 option to “Pay for an EAS FCC Form 731” the user is prompted to enter an FCCID number and Form 731 Confirmation Number and click the proceed button.

Upon clicking proceed the user will be directed to the Form 159 instructions and then to enter the Payor’s FRN and password. The Fee for a Form 731 will then be calculated and can be for a single Fee type code or multiple Fee type codes in the case of a composite application.
This slide shows the main filing page where the available options are not password protected.
Entering an FCCID in combination with its associated Form 731 Confirmation number and clicking the “start search” button will return information available on applications.

Up to 6 FCCID’s may be searched at one time.
The TCB Designating Authority List link provides a list of all entities recognized by the FCC to designate TCB’s to the FCC.
The Test Firm Accrediting Bodies link provides a list of all entities that are recognized by the FCC to designate accredited test firms to the FCC.
The “TCB Search” link allows users to search multiple parameters for TCB’s with FCC recognized scopes.

Entering the search parameters and clicking the “start search” button will return a list of recognized TCB’s that meet the specified search parameters.
When entering TCB search parameters for TCB’s recognized for Scope A1 and located in Maryland the above search results are returned. The search criteria are shown at the top of the search results list.

The search results for a TCB search are sortable by clicking on the column headers. Browsers newer than Microsoft IE 5 and Netscape Navigator 7 allow columns to be sorted more efficiently and are recommended.
The “authorization search” link provides users a variety parameters to search for granted applications. The search parameters include: grantee code, FCCID, applicant name, grant date range, grant comments, application purpose (original grant, permissive change, or change in ID), SDR, FCC approved, TCB approved, Composite devices, grant notes, test firm, equipment class, frequency range, emission designator, necessary bandwidth, frequency tolerance, power output, rule parts, product description, modular type, TCB name, or TCB scope.

Since this screen is not in the password protected area, information about pending, dismissed, and denied applications is not shown.

Multiple search fields may be entered. Results returned will meet all parameters selected. Searching on more than 9 fields at a time may cause intermittent problems and should be avoided.
This screen image shows the bottom half of the TCB authorization search page. When all search parameters are entered click the "start search" button to initiate the search.
The search results show the Form 731, Exhibits, grant, correspondence, applicant information and frequency of operation.

Under the display exhibits column the summary link lists all exhibits that have been uploaded including confidential and superseded exhibits but doesn’t allow for them to be opened. The Detail link allows for non confidential and non superseded exhibits to be viewed.

The search parameters are shown above the search results.

The authorization search results may be sorted by clicking on the column headers. Browsers newer than Microsoft IE 5 and Netscape Navigator 7 allow columns to be sorted more efficiently and are recommended.

The number of search results shown on each page may be modified to show up to 500 results.
When viewing the Authorization Search results and selecting the View Form 731 a view of the Form 731 opens.
When viewing the authorization search results and selecting to Display Exhibits summary list a page similar to the image above appears.
When viewing the authorization search results and selecting detail view of exhibits a page similar to the above page opens. Exhibits may be viewed by clicking on the link under the view attachment column header.
When viewing the authorization search results and selecting view grant an image of the grant appears. The image has the copy watermark and is not an original. To print an original grant a TCB must be logged in and use the reprint grant link.
When viewing the authorization search results and selecting view correspondence a list of correspondence sent out by the FCC and any replies submitted appears. Each correspondence may be viewed by clicking the link for the specific correspondence under the view correspondence column header. Replies are indicated as “incoming” correspondences.
The “grantee search” link allows users to search for grantee information and limit the search results thru a variety of parameters.
When all of the grantee search parameters are entered click the “start search” button to initiate the search.
When the “start search” button is clicked and the search parameters limit the results to grantees in Maryland, the search parameters are indicated above the search results.

Results columns are sortable by clicking on column headers.

Browsers newer than Microsoft IE 5 and Netscape Navigator 7 allow columns to be sorted more efficiently and are recommended.

Attachments and correspondence for grantees are viewable by clicking the links under the “Attachments and Correspondence” column header. Attachments for grantees are typically related to name change requests.
Enter a grantee code registration number and grantee code and click the search button to review a pending grantee change request.
When a valid combination of grantee code and grantee code registration number are entered, the pending information, current information, status, and reason for change may be viewed.
The “test firms” link allows users to search for test sites that are registered pursuant to 47CFR 2.948 or accredited and recognized by the FCC. Search parameters may be used to limit the returned results.

Enter the search parameters and click “start search” to initiate a search.
Searching for Accredited test firms in Maryland returns the above results. The test firm search results are sortable by clicking on the column headers. Browsers newer than Microsoft IE 5 and Netscape Navigator 7 allow columns to be sorted more efficiently and are recommended. Exhibits and correspondence related to the test firm may be viewed by clicking on the specific links for each return result. Clicking on the link under the Firm name column will show a list of Form 731 applications associated with the test firm.
When viewing test firm search results and clicking on the link for exhibits, the exhibits list page opens. Exhibits may be viewed by clicking on the link under the “view attachment” column header.
When viewing test firm search results and clicking on the link for display correspondence, the correspondence list opens. Correspondences may be viewed by clicking on the link under the “view correspondence” column header.
When viewing test firm search results and clicking on the link for Firm name, a list of Form 731 applications associated with the test firm are returned.
The “TCB Roles and Responsibilities” link information provides guidance to TCBs with regard to what the FCC expects from them.

The Knowledge Database link takes users to the FCC KDB website where policies and procedures related to equipment authorization are publicized. If an answer to a specific question can’t be found an inquiry can be submitted.

The “TCB exclusion List” link identifies what type of devices that a TCB may not authorize.

The “Get FRN” link sends users to a link to obtain or search for an FCC Registration Number on the FCC Commission Registration System web page.

The “users manual” link will allow users to view or download a PDF copy of the Users Manual.

The “get software” link provides links to Adobe, Netscape, and Microsoft’s web sites so that freeware versions of software used to view and interact with the system can be downloaded.

The “TCB FAQ” link is a list of Frequently Asked Questions. It is updated as necessary as new issues arise. The date of the last update is shown on the “Notice” section of the main page.
The TCB Roles and responsibilities link is on the left frame bar in the Miscellaneous group of links.
The “TCB Roles and Responsibilities” link information provides guidance to TCBs with regard to what the FCC expects from them.
The Knowledge Database link is on the left frame bar in the Miscellaneous group of links.
The KDB Web page has links for:

The “Knowledge Database Search” allows a full text search of KDB publications to be performed. At this time the search does not search the contents of attachments associated with publications.

The “Detail Criteria Search” allows a search of the database on a variety or combination of specific parameters.

The “Submit an Inquiry” link allows for a specific question to be sent to the FCC. Some minimal contact information is required with the submission. If the submission is categorized using the three level category system the inquiry will be automatically assigned to the next available reviewer.

The “Reply to an Inquiry Response” link allows a user that has received a response to an inquiry reply back to that response with additional information.

The “Category List” link shows a list of the category system that the FCC uses to assign and group inquiries.

The “FAQ Search” link lists publications that have been identified as being commonly asked.

The “View Instructions” link opens a PDF version of the Inquiry and Publications System Users Manual.

The non frame bar portion of the page:

Has a page index pull down that allows a specific section of the page to be accessed quickly.

Has an RSS feed link for signing up for notification.

Has search boxes to enter and search for a specific text or publication number.
The TCB Exclusion List link is on the left frame bar in the Miscellaneous group of links.
The TCB exclusion list identifies products or groups of products that may not be approved by TCBs. It is updated when exclusions need to be added or removed.
Clicking on the “get FRN” link will take users to the FCC Registration page which allows users to get, update or search on FCC Registration Numbers (FRN)s.
The FCC Registration Number web page has links for registering, updating or search for an FRN. Modifying an FRN associated with a Grantee Code on the FRN web page does not modify the information associated with the Grantee Code in the Equipment Authorization System.
Clicking on the “Users Manual” link opens a PDF version of the TCB Website User Manual. The manual was last revised in July 2001 and is in need of updates. Additional help information can be found by clicking on the links on the webpages.
The “Get Software” link is on the left side of the page on the frame bar in the miscellaneous section.
The “get software” page provides links to the web pages for Internet Explorer, Netscape and Adobe Acrobat Reader where users can download a freeware version of the software.
Clicking the “TCB FAQ” link returns a list of questions commonly asked about TCB related processes and procedures.
Electronic Filing Issues

Tips for Quick Response

- Provide a clear concise description of the issue and steps leading up to it with as many details as possible.
  - Enough information should be provided that the FCC can repeat the problem/process without having to request additional information.
- In addition to description submit screen shots of the error message and web page preceding the error page.
- Only submit question to one person/mailbox at FCC.
  - If sending to multiple address use the CC option and send as one email to reduce duplication of effort at FCC and speed response.
- Contact EASADMIN@FCC.GOV with issues.

When a problem is encountered with the Internet site it is very common for users to send an email to the FCC indicating that there is a problem but not indicating what the problem is. All e-mails submitted should include all information necessary to repeat the problem and the exact text of the error message along with a description of the steps that led up to the error message being received. A screen shot of the error message and the page preceding the error message is preferred.
For Questions Contact
EASADMIN@FCC.GOV