**Study Area Boundary TIP SHEET**

**Accessing the Study Area Boundary Application**

1. [To log into the application with an existing Username/Password](https://www.fcc.gov/licensing-databases/fcc-user-login?fromURI=https%3A%2F%2Ffcc-ext.okta.com%2Fapp%2Fservicenow_ud%2Fexkfhf7wsY5PvdJv4296%2Fsso%2Fsaml%3FSAMLRequest%3DnVNdj9MwEPwrkd%252FzeZeUWE2l0gpRdBxRW5DgBbn25mpdYgevk5Z%252Fj5P27orEFcGrd3Z2ZnY9RdbUSUvnnd2rNfzoAK13bGqF9FQpSGcU1QwlUsUaQGo53cw%252F3tEkiGhrtNVc18SbI4KxUquFVtg1YDZgesnh8%252FquIHtrW6RhWHHuOkSAp5qv9CHgugkV61v2AIHQxFs6BVKxgeq3Rh%252BONtCPlo0drG3DM4sj%252Bd6JEI6P1b6aHPBrWvbiQ3%252Bb5FmIqMPBB%252FHeacNhdFmQitUIxFstC7K5X9zmu4jdMJanEOVxljGeVVUKuyjNJ2KScAfEkiHKHl5aETtYKbRM2YIkUZz7UebHk22c0jSj0U0QJ2%252B%252BEa885%252FNWKiHVw%252FUwdycQ0vfbbemXnzbbkaCXAsy9Q%252F9bjl%252FA4Jihoyaz6bhNOuo2lwu%252BLok9bZXM%252FjJ7Gl5OOM9r6aB7tSx1LflPb17X%252BrAwwKzzYk0H41oaZl8XEQfx%252BCKFX41QCg2T9VwIA4gkfB50vl0Q447dEVp3L95CNy0zEocc4Mi4fU7iEraonc81VP%252BVy1UYp3zgds%252FDBR20EcNFAHc6t4YpbLWxT8n9SdHsXHzF30v58v%252FOfgE%253D%26RelayState%3Dhttps%253A%252F%252Ffccprod.service-now.com%252Fnavpage.do)
2. [To create a new account for the application](https://apps2.fcc.gov/fccUserReg/pages/createAccount.htm)

**Create and Submit a New Recertification**

1. Once inside the application, click the ***Study Area Codes*** (SAC) icon (see below).



1. You can also create a new recertification by clicking the ***Study Area Boundary*** menu item on the navigation panel located on left side of the screen:



1. Click the ***New*** button at the top of the page:



1. Fill in all the required fields in the form. Note: The ***User*** field will auto populate; click the magnifying glass to choose the correct ***FRN***.



1. Fill in the Study Area Codes,***SACs to be Recertified*** fields as needed:



1. Filers recertifying more than 20 SACs for this FRN are asked to upload a CSV file listing the SACs. Attach the file by clicking on the Paperclip located on the top right of the screen.



1. When you have completed all information check the ***Attest*** box and click ***Submit*** to file your recertification.

