



WIRELINE **C**OMPETITION **B**UREAU

Frequently Asked Questions (FAQ) about the Electronic Tariff Filing System (ETFS)

Why are Competitive Local Exchange Carriers (CLECs) and other non-ILEC carriers now required to file electronically?

In June 2010, the Commission launched the Data Innovation Initiative to continue modernizing and streamlining how the Commission collects, uses, and disseminates data. As part of that initiative, as well as an agency-wide transition from paper to electronic filing, this [Report and Order](#) enables all tariff filers to use ETFS to electronically file tariffs over the Internet. Previously, only incumbent local exchange carriers (ILECs) filed their tariffs and associated documents using ETFS.

ETFS has improved the usefulness of tariff filings for filers, the public, and the Commission. ETFS reduces the burden of filing tariffs for small carriers and allows them to save many of the costs associated with manual filing. Electronic filing also will create a more open, transparent and efficient flow of information to the public. These benefits will help the public, carriers, and the Commission by creating a uniform system that provides online access to all carrier tariffs filed with the Commission.

I am unable to log on to ETFS. I entered my ETFS log in ID, FRN, and FRN password and pressed the "Log In" button, but I get an error message in return.

If the ETFS Log In ID is invalid, a message of "XXXX is not a valid ETFS Account" will appear. If you don't have an ETFS Log In ID or if you have forgotten your ID, please contact ETFS staff at etfs@fcc.gov for assistance.

If the FRN or FRN password is invalid, you will get an error of "ETFS Account and FRN don't match, please try again." Click on the "Need FRN?" link to go to the Commission Registration System and create an FRN. If you have simply forgotten your FRN password then click the "Forgot Password?" link and you will be directed to reset your password.

How should I attach my Lotus 1-2-3 form (.FM3) files?

At this time, ETFS does not accept Lotus spreadsheets. The required file format is PDF.

How do I convert my documents to PDF before filing them in ETFS?

There are several ways to create a PDF file from a Microsoft Word document or other word processing document type. Examples of some of your options for doing so are provided below. Please note that the listing of these methods does not constitute an endorsement by the FCC of any particular product or service .

Adobe Acrobat: The Adobe Acrobat family of software applications allows for creation and manipulation of PDF files. Acrobat is available at www.adobe.com .

Freeware: Free, downloadable programs such as PrimoPDF, doPDF, and Solid PDF Creator enable conversion of Word documents to PDF format. Such products are available for free, secure download at www.cnet.com .

Gmail: Google's free webmail service enables creation of PDF documents. From your Gmail inbox, click on the "Documents" link located in the top left hand corner of the screen to visit your Google Documents home page. From

there, use the “Upload” button to select the file you want to convert and add it to your Google Documents list. After it’s uploaded, click on the file name. The document will appear for viewing. Select File > Download As > PDF and save the PDF to your computer’s hard drive.

How do I save a PDF document?

ETFS provides an easy method to save a PDF. When browsing tariff documents on the “Tariff Documents Available for Public Viewing” screen, click on the “View / Download File” link for the document you want to save. You will be presented with two options: Open, to view the file immediately; or Save, to save the file to your computer’s hard drive for later viewing. Alternatively, open the document for viewing and then use the File/Save A Copy... option in Adobe Reader.

How do I delete attachments I filed by mistake?

Because submissions are considered official copies, ETFS does not allow filers to later edit their submissions to remove unwanted attachments or correct information provided.

Am I required to pay a fee along with my filing?

The following filing types require a payment:

- Create/File New Tariff
- Revised Tariff
- File New Informational (OSP) Tariff
- Revised Informational (OSP) Tariff
- Application For Special Permission

If a payment is required, after submitting your filing the system will prompt you to complete Electronic Form 159 and submit payment electronically.

When filed individually, each tariff requires a fee. When multiple tariffs are filed together, the fee is based on the transmittal number for the filing.

Can I issue a log in or account to a third party to file for me?

Yes. A carrier is permitted issue a log in or account to a third-party, for example a legal representative, to file on behalf of the carrier.

How can I save a filing that’s in progress, in order to return and complete it at a later time?

ETFS does not allow you to save an in progress filing and return to it later. When initiating a filing, you must complete the filing in one session or your work will be lost.

If you completed a filing that requires a payment but did not yet submit the payment, you will receive a notice upon logging into ETFS. Click on the relevant filing name to go to the Commission Registration System (CORES) and submit your payment.

Where can I learn more about tariffs?

To learn more about tariffs, see Part 61 of the [FCC’s Rules and Regulations](#) .

If you have questions not answered in this FAQ or in the ETFS User Manual available on the Help page, contact ETFS staff at etfs@fcc.gov .