



**Federal Communications Commission
Equipment Authorization System
Web User's Manual**

Contract Number FCC 96-06
Task 2000-11

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1. INTRODUCTION

This document provides the user with preliminary and general information that will be of assistance in using the Equipment Authorization System (EAS) WEB application. Included are procedures for:

- Applying for a new grantee code
- Completing an application for Equipment Authorization (Form 731)
- Completing an FCC 159 form
- Adding Attachments
- Submitting and responding to correspondence
- Filing a new or renewal test firm
- Checking the status of a pending application
- Performing searches of equipment authorization data bases

1.1 OET Equipment Authorization System Web Site

The OET Equipment Authorization System web site allows the public to electronically obtain a three-character Grantee Code and to complete and submit an application (Form 731) for Equipment Authorization from the FCC, in order to legally import and/or market equipment that is subject to certification in the United States. Applicants must obtain the grantee code prior to submitting the Equipment Authorization request. There are also several on-line search options available, allowing applicants to check the status of an application for Equipment Authorization, perform extensive searches of FCC authorized equipment, display a list of Test Firms that perform work for the general public, and search for a particular Grantee. The web address is <http://www.fcc.gov>.

To access the OET Equipment Authorization Electronic Filing web page, from the FCC's web page, click on the "[E-filing](#)" hyperlink; when the FCC Electronic Filing and Public Access Systems page opens, click on the "[OET Equipment Authorization Electronic Filing](#)" hyperlink. Clicking on the "[Alternate Server](#)" hyperlink in the same paragraph will also access this site.

1.2 System Requirements

The minimum requirements to run the EAS web application are as follows:

486/66 or better microprocessor
8 MB or higher RAM
15" monitor
Netscape 4.03 or higher
Internet Explorer 4.0 or higher

2. EQUIPMENT AUTHORIZATION SYSTEM WEB APPLICATION

Welcome to the World Wide Web based application for the Equipment Authorization System. From this application, users have the ability to:

- Apply for a new Grantee Code (Section 2.1);
- Fill out Form 731 (Section 2.2);
- Complete an FCC Remittance Form 159 (Section 2.3);
- Add Attachments to a pending application (Section 2.4);
- Reply to Correspondence sent by the OET Lab (Section 2.5);
- Register a New Test Firm (Section 2.6);
- Add Exhibits or Renew a Test Firm (Section 2.7); and
- Public Reporting (Section 2.8).

2.1 Applying for A New Grantee Code (Grantee Registration)

Before an application can be filed with the FCC, a company must have a unique FCC assigned grantee code. This code is assigned to a specific company at a specific address and is used as the first three characters of an FCC ID.

To apply for a new grantee code, click on the **GRANTEE REGISTRATION** button. A reminder that the grantee code must be paid within 30 calendar days in order for it to remain valid appears. To proceed, click on the **OK** button.



Exhibit 2-1 Grantee Payment Reminder

Once the **OK** button is clicked the FCC Grantee Registration Form opens.

Exhibit 2-2 Grantee Registration Form

The following fields appear on the tab:

Field	Definition
<i>The user must fill all fields marked with an asterisk (*).</i>	
Grantee's complete, legal business name	
Legal Business Name*	Enter the applicant's full legal name.
Grantee's mailing address	
Line 1*	Enter the applicant's mailing address.
Line 2	Enter the applicant's mailing address (if applicable).
P.O. Box	If a post office box is provided, enter it into this field.
City*	Enter the applicant's city.
State	Select the applicant's state from the drop down menu.
Country	If the firm is located outside the United States of America, enter the country name in this field.
Zip/Postal Code	Enter the zip/postal code. This is an alpha-numeric field.

Field	Definition
Contact Information	
First Name*	Enter the contact's first name.
Middle Initial	Enter the contact's middle initial, if provided.
Last Name*	Enter the contact's last name.
Telephone Number*	Enter the contact's complete telephone number. This is an alpha-numeric field. Enter the contact's telephone extension.
Title*	Enter the contact's title (e.g., Senior Product Engineer).
Fax Number	Enter the contact's fax number. This is an alpha-numeric field.
E-mail*	Enter the contact's e-mail address. The e-mail address format is as follows: name@company.ext
Mail Stop	Enter the contact's mail stop. This is useful when the mailing address is to a large company and the contact has an office or cubicle within the building that is not a part of the normal mailing address.
FCC Registration Number (FRN)	
FRN Number **This is not the same as a TIN, EIN or a Correspondence Reference Number.	Enter the 10 digit numeric code obtained when first registered with FCC. This field is not required at this time. However, it may be required in future submissions. It is strongly encouraged to obtain and specify the FRN number when completing this application. To obtain an FRN number, click on the Get FRN Number button.

Once all the fields have been filled in, click on the **CONTINUE** button. The application will verify that all the required fields were completed. If any of the required fields were not filled in, a window will appear stating the missing required field(s).

If there are applicants with similar names on file with the FCC, a list of those applicants and their grantee codes appears. Review the list to determine if a grantee code was previously assigned to the applicant for which a code is now being requested. If a grantee code was previously assigned, use that code to submit Form 731 by clicking the "[Form 731](#)" hyperlink. If a grantee code was not previously assigned click on the **CONTINUE SUBMISSION** button.



Exhibit 2-3 Grantee Code Verification Window

Once the **CONTINUE SUBMISSION** button is clicked, an FCC Grantee Registration Confirmation window appears. This window provides the new grantee code, date of submission and the applicant's name.



Exhibit 2-4 Grantee Registration Confirmation

The following buttons appear on the form:

Button	Action
Proceed to Form 731	Click this button to immediately begin the application for equipment authorization (FCC Form 731).
Complete Submission	If FCC Form 731 will not be submitted immediately click this button to proceed to FCC Form 159 in order to pay for the Grantee Code assignment. Please review Section 2.3 for instructions.

2.2 Completing an Application for Equipment Authorization (Form 731)

Form 731 is used to apply for equipment authorization. Form 731 can be accessed by either completing a Grantee Registration Form, then selecting the **PROCEED TO FORM 731** button or clicking directly on the **FORM 731** button.



Exhibit 2-5 Form 731 Sign-In Form (For Entry into Form 731)

Field	Definition
<i>The user must fill all fields marked with an asterisk (*).</i>	
Grantee Code*	Enter the three-character grantee code assigned by the FCC. If this sign-in form is completed immediately after obtaining electronic assignment of a Grantee Code, this field will pre-populate.
Equipment Type*	Select from the drop down list the equipment type for which the application is being filed.
Name of Test Firm	Enter the name of the Test Firm. A search for a test firm can be performed based on search criteria with the Test Firm Search

Field	Definition
	option.
Test Firm State	Enter the state of the Test Firm. This will narrow the possible entries for the test firm information fields on Form 731, thereby reducing the amount of time it takes to load and process the Form.
Test Firm Country	Enter the country of the Test Firm. This will narrow the possible entries for the test firm information fields on Form 731, thereby reducing the amount of time it takes to load and process the Form.
FRN Number **This is not the same as a TIN, EIN or a Correspondence Reference Number.	Enter the 10 digit numeric code obtained when first registered with FCC. This field is not required at this time. However, it may be required in future submissions. It is strongly encouraged to obtain and specify the FRN number when completing this application. To obtain an FRN number, click on the Get FRN NUMBER button.

Once all the fields have been filled in, click on the **CONTINUE** button. The sign-in form will verify that all the fields have been filled in properly, if so, Form 731 will open.

Form 731 is broken up into five screen shots with a brief description of each of the fields that the user needs to complete.

The first portion of Form 731 contains Items 1 through 5. The majority of the necessary information for Items 1 through 4 will pre-populate with the assigned grantee code information. This information can not be modified. If modifications are required contact the OET Laboratory with the incorrect and correct information, at the following address:

Federal Communications Commission

7435 Oakland Mills Road
Columbia, Maryland 21046
Attention: Bette Taube

Or fax the incorrect and correct information to: (301) 344-2050, Attention: Bette Taube or send an email to btaube@fcc.gov.

Exhibit 2-6 Form 731 Items 1 through 5

The following fields appear on the form:

Field	Definition
Item 1 – Applicant’s complete, legal business name:	
Applicant’s Name	The applicant’s name is pre-filled from the Grantee Code entered on the previous page.
Item 2 – Applicant’s mailing address:	
Applicant’s mailing address	The applicant’s mailing address pre-filled from the Grantee Code entered on the previous page.
Item 3 – FCC ID	
Grantee Code	The Grantee Code is pre-populated.
Equipment Product Code	Enter the Equipment Product Code (EPC) assigned by the applicant for the given product. The EPC can be a maximum of fourteen alpha-numeric characters, contain hyphens or dashes (-) and must be unique to the device.
Item 4 – Person at the applicant’s address to receive grant or for contact:	
First Name	The first name of the recipient to receive the grant is pre-filled from the FCC database.
Last Name	The last name of the recipient to receive the grant is pre-filled from the FCC database.
Title	The recipient’s title is pre-filled from the FCC database.
Email	The recipient’s e-mail address is pre-filled from the FCC database.
Item 5 – Instead of applicant, FCC is authorized to mail original grant to:	
<i>If any one of these fields is completed then all fields must be completed.</i>	
Firm Name	Enter the name of the authorized firm that is to receive the original

Field	Definition
	grant for the applicant.
Address Line 1	Enter the address for the authorized firm that is to receive the original grant for the applicant.
P.O. BOX	If a post office box is provided, enter it into this field.
City	Enter the authorized firm's city in this field.
State	Enter the authorized firm's state in this field.
Country	If the firm is located outside of the United States of America, enter the country in this field.
Zip/Postal Code	Enter the zip and/or postal code for the firm in this field.
Person at above address to receive grant:	
First Name	Enter the first name of the recipient at the authorized firm to receive the grant.
Last Name	Enter the last name of the recipient at the authorized firm to receive the grant.
Title	Enter the recipient's title, if provided.
Mail Stop	Enter the recipient's mail stop. This is useful when the mailing address is to a large company and the recipient has an office or cubicle within the building that is not a part of the normal mailing address.

The second portion of Form 731 contains Items 6 through 9. This information is not required in order to submit an application to the FCC; however, if a name is entered into the Technical or Non-Technical Contact Firm Name fields, the rest of the fields must be completed.

Exhibit 2-7 Form 731 Items 6 through 9

The following fields appear on the form:

Field	Definition
Item 6 – Technical Contact and Item 7 – Non Technical Contact	
Firm Name	Enter the Firm’s name.
Telephone	Enter the technical contact’s complete telephone number. This is an alpha-numeric field. Enter the contact’s telephone extension, if one is provided.
Fax Number	Enter the technical contact’s fax number in this field.
First Name	Enter the technical contact’s first name in this field.
Last Name	Enter the technical contact’s last name in this field.
Address	Enter the technical contact’s address in this field.
P.O. Box	If a post office box is provided, enter it into this field.
City	Enter the technical contact’s city in this field.
State	Enter the technical contact’s state in this field.
Country	If the technical contact is located outside of the United States of America, enter the country in this field.
Zip/Postal Code	Enter the technical contact’s zip and/or postal code in this field.

Field	Definition
Email	Enter the technical contact's e-mail address. The e-mail address format is as follows: <u>name@company.ext</u>
Item 8 – Confidentiality Click on the appropriate checkbox in response to the question.	
Confidentiality	If portions of the application being filed are to be considered confidential, click on the YES button. If no portion of the application being filed is to be considered confidential, click on the NO button.
Item 9 – Defer Grant	
Defer	If the application is to be deferred, click on the YES button and enter the date when the grant may be issued. If the application is not to be deferred, click on the NO button.

The third portion of Form 731 contains Items 10 through 13.

Exhibit 2-8 Form 731 Items 10 through 13

The following fields appear on the form:

Field	Definition
Item 10 – Equipment Code	
Equipment Code*	If item is not already pre-populated, or the code needs to be changed, use the drop down list to select the equipment code for which the application is being filed.
Description of Product*	Enter a brief description of the product being marketed.
FCC Rule Part*	Enter all Rule Parts applicable to this application.
Item 11 – Application is for:	
Original Equipment	Click this checkbox only for new equipment that has not been previously authorized by the FCC.
Change in identification	Click this checkbox if an alternate FCC ID for a presently authorized piece of equipment is being requested. If selected, the original FCC ID and grant date must be provided.
Class II permissive change	Click on this checkbox if the application is for a change to a previously authorized piece of FCC equipment.
Item 12 – Equipment Specifications	
Frequency Range	Enter the frequency/frequency range in megahertz (MHz).

Field	Definition
	Example: If the frequency is 325 kilohertz (kHz), convert it to .325 megahertz.
Rated RF power output	This item applies to transmitting equipment with power output that is listed in watts.
Frequency Tolerance	Applies only to equipment that is operated in licensed radio services rule parts.
Emission Designator	Applies only to equipment that is operated in licensed radio services rule parts.
Microprocessor Model Number	Applies only to digital devices that are subject to Certification under Part 15 of the Rules (computers and computer peripherals).
Item 13 – Is the equipment in this application Click on the appropriate checkbox in response to the question.	
Composite Device	If the equipment in the application is a composite device that is subject to more than one type of equipment authorization, click on the YES button. If it is not subject to more than one type of equipment authorization, click on the NO button. If the answer is yes, complete Item 13C.
Associated Device	If the equipment in the application is part of a system that operates with, or is marketed with another device that requires an equipment authorization, click on the YES button. If it is not part of a system that operates with, or is marketed with, another device that requires an equipment authorization, click on the NO button. If the answer is yes, complete information about associated device.

The fourth portion of Form 731 contains Items 14 through 15.

Exhibit 2-9 Form 731 Items 14 through 15

The following fields appear on the form:

Field	Definition
Item 14 – Name of Test Firm and Contact Person	
Firm Name	Select from the drop down list the Test Firm’s name.
First Name	Enter the first name of the Test Firm’s contact.
Last Name	Enter the last name of the Test Firm’s contact.
Telephone	Enter the Test Firm contact’s complete telephone number. This is an alpha-numeric field. Enter the contact’s telephone extension, if one is provided.
Fax Number	Enter the Test Firm contact’s fax number in this field.
Email	Enter the Test Firm contact’s e-mail address. The e-mail address format is as follows: name@company.ext
Item 15 – Section 5301 (Anti-drug abuse) Certification	
Drug Certification	Click on the appropriate checkbox in response to the question.

The fifth portion of Form 731 contains Item 16. The signature is required but the address information is not required in order to submit an application to the FCC; however, if an agent is signing for the applicant, the rest of the fields must be filled in.

Exhibit 2-10 Form 731 Item 16

The following fields appear on the form:

Field	Definition
Item 16 – Applicant Certification	
Signature of Authorized Person	Enter the name of the authorized person.
Title of Authorized Person	Enter the title of the authorized person signing the application (i.e., Senior Product Engineer).
Firm Name	Enter the name of the authorized person’s company.
Telephone	Enter the authorized person’s complete telephone number. This is an alpha-numeric field. Enter the authorized person’s telephone extension, if one is provided.
Fax Number	Enter the authorized person’s fax number in this field.
First Name	Enter the first name of the authorized person.
Last Name	Enter the last name of the authorized person.
Address	Enter the authorized person’s address in this field.

Field	Definition
P.O. Box	If a post office box is applicable, enter it into this field.
City	Enter the authorized person's city in this field.
State	Enter the authorized person's state in this field.
Country	If the authorized person's is located outside of the United States of America, enter the country in this field.
Zip/Postal Code	Enter the authorized person's zip and/or postal code in this field.
Email	Enter the authorized person's address. The e-mail address format is as follows: name@company.ext

After successful submittal of the Form 731 Application, a Form 731 Confirmation Number will be assigned to the application. The confirmation number will be required when checking the status of a pending application; adding exhibit attachments; and replying to correspondence from OET.

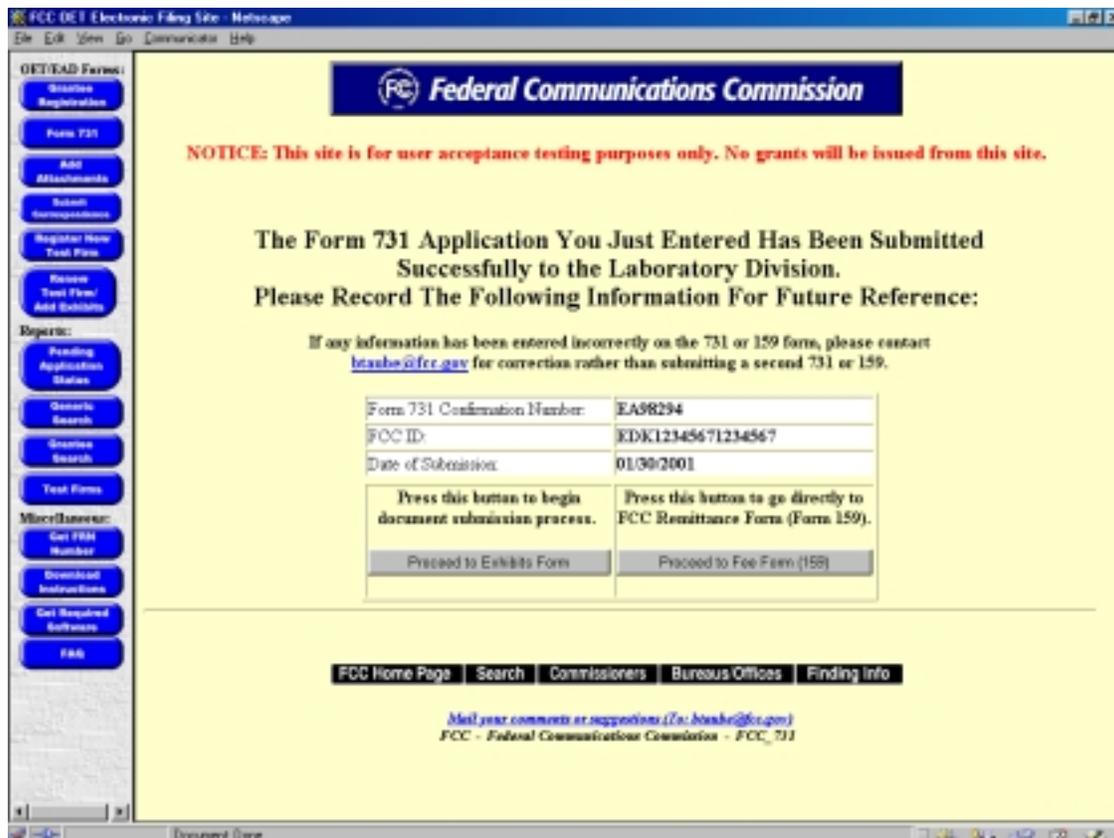


Exhibit 2-11 Form 731 Confirmation

The following buttons appear on the form:

Button	Action
Proceed to Exhibits Form	Click this button to upload exhibit attachments.
Proceed to Fee Form (159)	Click this button to initiate the fee payment process. Refer to Section 2.3 for details.

2.3 Completing an FCC 159, Fee Remittance Advice

A fee is required for each application and/or assignment of a Grantee Code. This fee may be paid electronically, by mail or hand delivery.

The FCC fee payment process is initiated immediately after completing the Form 731 by clicking on the **PROCEED TO FEE FORM (159)** button.

The Electronic Form 159 log-in window appears.

FCC **Electronic Form 159**

Enter in your FRN and Password

FCC Registration Number (FRN)

Password

CORES
To register for a FRN and Password

Payer
To skip registration and fill out Payer information.

To create your Form 159 you must have Acrobat Reader 4.0 or higher. You may [click here](#) if you would like to install it now.



If help is needed to configure the Acrobat Reader on your machine, you may [click here to find help](#).

If you do not have a FRN you can register for one at [CORES](#).

Note: Be sure to write down your new FRN and Password after registration so that you can continue with the Electronic Form 159.

If you would like to skip registration, go to [Payer](#) to fill out the payer portion of the Form 159.

Exhibit 2-12 Electronic Form 159

To complete Form 159, click on the "[Payer](#)" hyperlink.

Update and verify the Payer's information including entering the Payer's Tax Identification Number (TIN). All information must be filled in to proceed. If the Payer is not located in the USA, the TIN field must be completed with "999-99-9999". To continue click on the **UPDATE** button.

A payment summary window appears with the appropriate amount due. To complete the FCC 159 form, click on the **VIEW FORM 159** button. An Adobe Acrobat Reader window appears. Click in the **OPEN IT** checkbox and click on the **OK** button.

Form 159 will open in Adobe Acrobat Reader pre-filled with all of the payer's and/or applicant's information. This information can not be modified. To complete the process, print out Form 159 by clicking on the Print icon or by selecting Print from the File menu option.

2.3.1 Electronic Payments

To submit payments electronically proceed to Form 159 and follow all the steps in Section 2.3. However, at the payment summary window click on the **PAY NOW** button.

NOTE: If you choose to pay electronically, you must have the 128-bit encryption version of Netscape Navigator or Internet Explorer. Also, the payer TIN and the applicant TIN must be entered.

2.3.2 Paying by Mail

To submit payments by mail proceed to Form 159 and follow all the steps in Section 2.3. Mail the 159 form and payment to the following address:

Federal Communications Commission
Equipment Approval Services
P.O. Box 358315
Pittsburgh, PA 15251-5315

2.3.3 Hand Delivering a Payment

To hand deliver or to use a courier service, proceed to Form 159 and follow all the steps in Section 2.3. Deliver the 159 form along with payment double enveloped as follows:

1. Address an envelope with the following address:

Federal Communications Commission
Equipment Approval Services
P.O. Box 358315
Pittsburgh, PA 15251-5315

- Place in an outer envelope with the following address:

Federal Communications Commission
 C/O Mellon Bank
 Mellon Client Service Center
 500 Ross Street, Room 670
 Pittsburgh, PA 15262-0001

- Hand deliver or submit the envelope to the 500 Ross Street address.

2.4 Adding Attachments

Attachments may be added to the Form 731 application immediately after completing the Form or at a later time. To add attachments, click on the **ADD ATTACHMENTS** button.

The Add Attachments Sign-In Form appears.



Exhibit 2-13 Add Attachment(s) Sign-In Form

The following fields appear on the form:

Field	Definition
Form 731 Confirmation Number	Enter the Form 731 Confirmation Number. This was provided when Form 731 was submitted.

Field	Definition
FCC ID	Enter the FCC ID.

Press the **PROCEED TO EXHIBITS FORM** button to begin the document submission process. Based on the information provided on the Form 731, a list of the minimum required exhibits for the application being filed is found on the Exhibits Requirement Notice page. More than one file per exhibit type is acceptable, but the submittal should be limited to a reasonable number of files. Also, confidential information should be located in the proper exhibit type, but in a separate file Limiting individual file sizes to as small as possible decreases processing time and allows for smoother uploading of the file to the Commission, especially if you tend to have a slow Internet connection. All applications should be divided into the relevant Exhibit types. Based on the information entered into Form 731, the Exhibits Requirement Notice Form will display all required exhibits.



Exhibit 2-14 Exhibits Requirement Notice Form

The following fields appear on the form:

Field	Definition
Exhibit Type	Select from the drop down list the appropriate exhibit type.
Confidential	Select this option if the attachment should be held confidential. Upon selection, one of two messages will appear: 1) Confidentiality may be granted on this exhibit type. 2) The selected exhibit type does not warrant that it be held confidential by the FCC. This option will automatically be de-selected. In addition to checking this box, a justification of this request should be provided as a cover letter exhibit.
Description	Enter a brief specific description of the attachment to be uploaded.
File	Specify the actual file name to upload. Select the BROWSE button to search local or network hard drives for the file.
File Format	Select the type of file that is being uploaded from the drop down list. Do not attempt to send a file type that is not on the list.

Once all the steps are performed properly, and the **SEND FILES TO FCC** button has been clicked, the FCC should receive the files where they will be stored with the corresponding application.

A confirmation window stating that the files were or were not successfully uploaded will appear. The confirmation window will provide a confirmation number, the FCC ID, and the date exhibits were loaded. It will also list each exhibit's status, file size, file description, exhibit type and file format. If unsuccessful, a reason will be provided. Receiving a confirmation of successful receipt indicates that the FCC has saved a file to the database. If the incorrect file format was selected or some other potential error occurred, the file may not be openable. It is highly recommended that files be viewed on the Internet after submission to verify that they open properly.

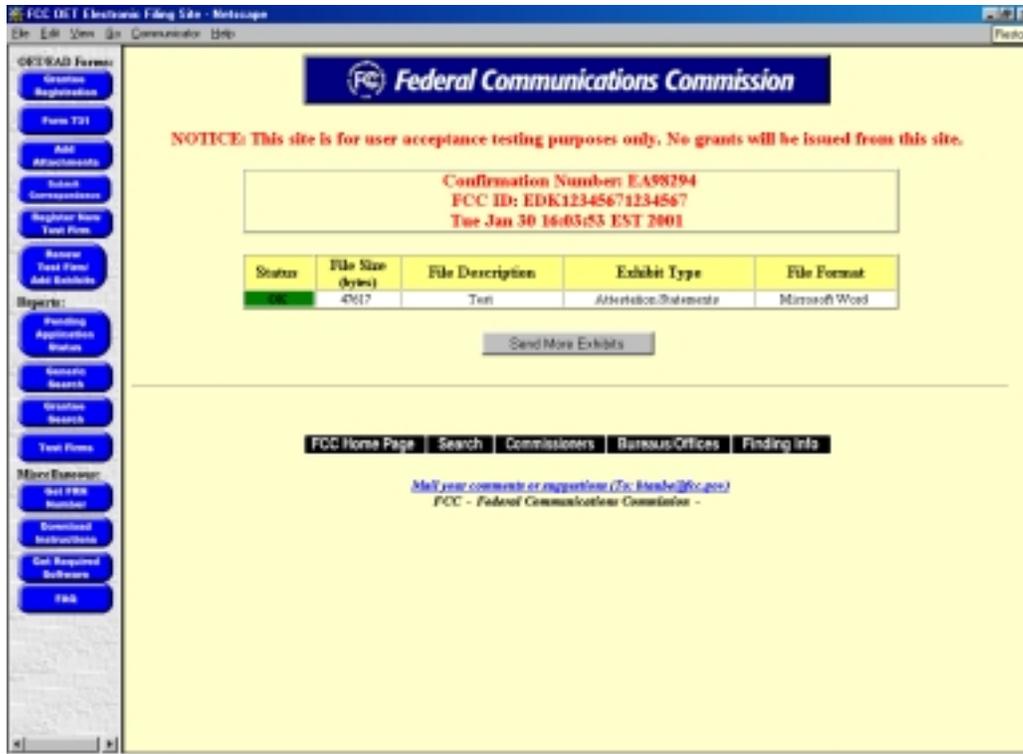


Exhibit 2-15 Exhibits Confirmation Window

To send additional exhibits click on the **SEND MORE EXHIBITS** button.

2.5 Submitting Correspondence

To respond to a request for additional information from the OET Laboratory click on the **SUBMIT CORRESPONDENCE** button.

NOTE: Do not use your regular e-mail software to reply to correspondence pertaining to applications.

The Reply to Correspondence form appears.



Exhibit 2-16 Reply to Correspondence From OET Page

The following fields appear on the form:

Field	Definition
Form 731 Confirmation Number	Enter the Form 731 Confirmation Number. This was provided when Form 731 was submitted.
Reference Number	Enter the reference number provided on all OET created correspondence that requires a reply.
Comments	Enter text comments/reply.

To send the comments/reply to the FCC, click on the **CONTINUE** button. Once the system has saved your reply, the system will return the following message “Thank You. We have received your response.”

3. REGISTERING A NEW TEST FIRM

To register a new Test Firm with the FCC click on the **REGISTER NEW TEST FIRM** button.

The Test Firm Registration form appears.

Exhibit 3-1 Test Firm Registration Form

The following fields appear on the form:

Field	Definition
Test Firm Information	
Firm Name	Enter the name of the Test Firm.
Location	Enter the test site location.
Level of Accreditation	Select from the drop down list the accreditation level, if applicable.

Field	Definition
Measurement Services for the Public on a fee basis	Check YES if measurement services will be provided to the public on a fee basis.
Test Firm Address	
Address Line 1	Enter the Test Firm's address.
P.O. BOX	If a post office box is applicable, enter it into this field.
City	Enter the test firm's city in this field.
State	Enter the test firm's state in this field.
Country	If the firm is located outside of the United States of America, enter the country in this field.
Zip/Postal Code	Enter the zip and/or postal code for the firm in this field.
Test Firm Contact Information	
First Name	Enter the first name of the contact.
Last Name	Enter the last name of the contact.
Telephone	Enter the contact's complete telephone number. This is an alpha-numeric field. Enter the contact's telephone extension, if one is provided.
Title	Enter the contact's title, if provided.
Fax Number	Enter the fax number.
Email	Enter the contact's e-mail address. The e-mail address format is as follows: name@company.ext
Mail Stop	Enter the contact's mail stop. This is useful when the mailing address is to a large company and the recipient has an office or cubicle within the building that is not a part of the normal mailing address.

After the Test Firm Registration Form has been completed, the following Confirmation Form will appear:

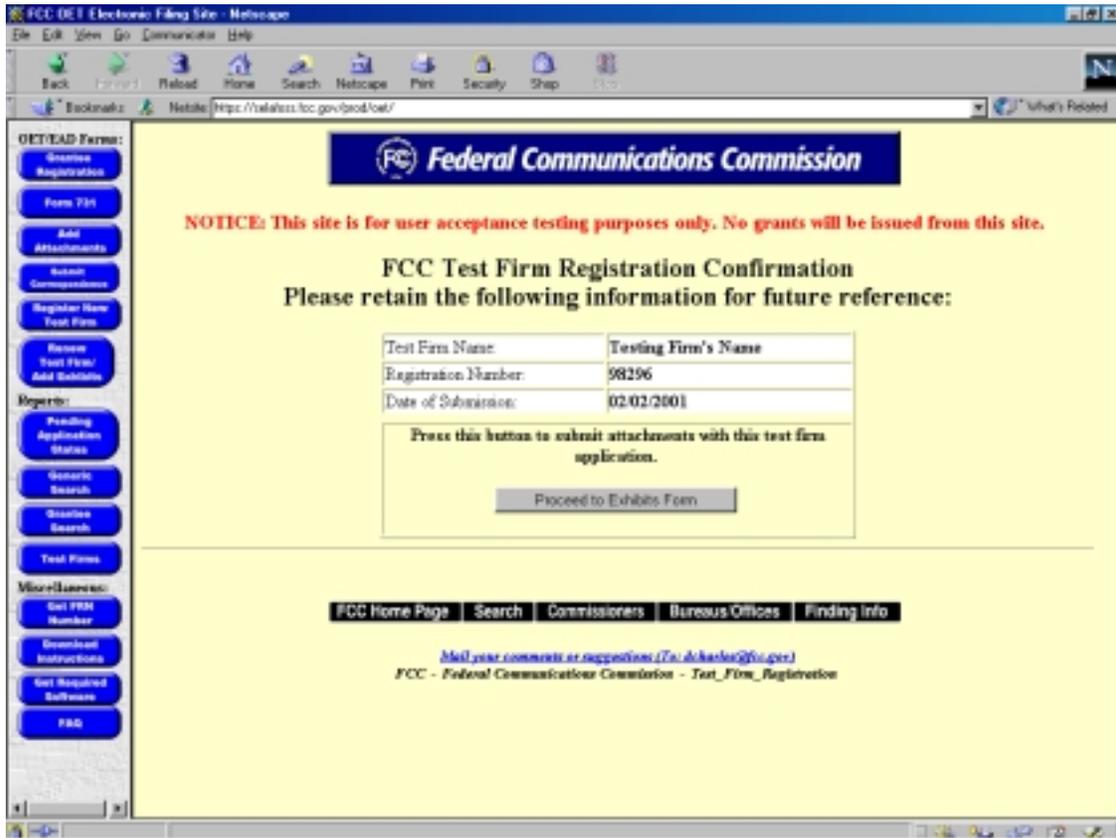


Exhibit 3-2 Test Firm Registration Confirmation

The confirmation window will provide the Test Firm's name, a Registration Number and the Date of Submission.

Click on the **PROCEED TO EXHIBITS FORM** button to submit exhibits.

The Exhibit's Form appears.

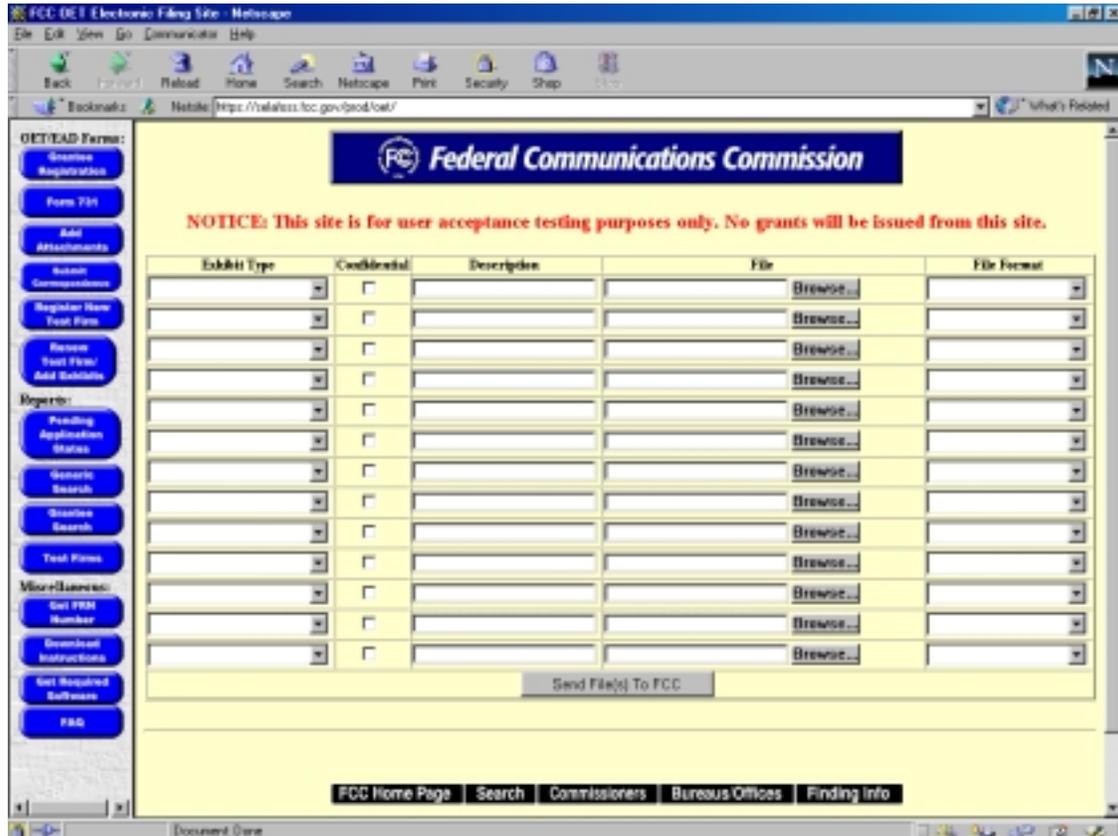


Exhibit 3-3 Exhibit's Form

The following fields appear on the form:

Field	Definition
Exhibit Type	Select from the drop down list the appropriate exhibit type.
Confidential	Confidentiality doesn't apply to Test Firm information.
Description	Enter a brief, but specific description of the attachment to be uploaded.
File	Specify the actual file name to upload. Select the BROWSE button to search local or network hard drives for the file.
File Format	Select from the drop down list the type of file that is being uploaded. Do not attempt to send a file type that is not on the list.

Once all the steps are performed properly, and the **SEND FILES TO FCC** button has been clicked, the FCC should receive the files where they will be stored with the corresponding Test Firm.

A confirmation window stating that the files were or were not successfully uploaded will appear. The confirmation window will provide a registration number and the date exhibits were loaded. It will also list each exhibit's status, file size, file description, exhibit type and file format. From

the confirmation window additional exhibits may be submitted by clicking on the **SEND MORE EXHIBITS** button.

3.1 Adding Exhibits

To add exhibits to a pending Test Firm application click on the **RENEW TEST FIRM/ADD EXHIBITS** button.

The following exhibit formats are acceptable for text exhibits:

- Microsoft Word (97 or earlier)
- Microsoft Excel (97 or earlier)
- WordPerfect (6.0 or earlier)
- Lotus 123

The following graphic types are accepted:

- Joint Photographic Experts Group (.jpg)
- Portable Document Format (.pdf)
- American Standard Code for Information Interchange (.txt)

The Exhibits/Test Firm Renewal form appears.

The screenshot shows a Netscape browser window displaying the FCC OET Electronic Filing Site. The page features the Federal Communications Commission logo and a prominent notice: "NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site." Below the notice, the main heading reads: "This Form is Used to Submit Exhibits to a Pending Test Firm Application and to Request Renewal of an Existing Test Firm". A sub-heading instructs users: "Before proceeding to enter exhibits, please enter test firm registration number provided at time when the application was submitted." A text input field for "Test Firm Registration Number:" is followed by a "Proceed to Exhibits Form" button and a "Clear" button. The page also includes a navigation bar with links for "FCC Home Page", "Search", "Commissioners", "Bureaus/Offices", and "Finding Info". A footer contains contact information: "Mail your comments or suggestions (To: htmsh@fcc.gov)" and "FCC - Federal Communications Commission - Additional Attachments Page".

Exhibit 3-4 Exhibits/Test Firm Renewal form

The following fields appear on the form:

Field	Definition
Test Firm Registration Number	Enter the Test Firm’s registration number. This number was assigned when the Test Firm Registration form was completed; or was identified in the renewal notice letter.

Click on the **PROCEED TO EXHIBITS FORM** button.

The Exhibit’s Form appears.

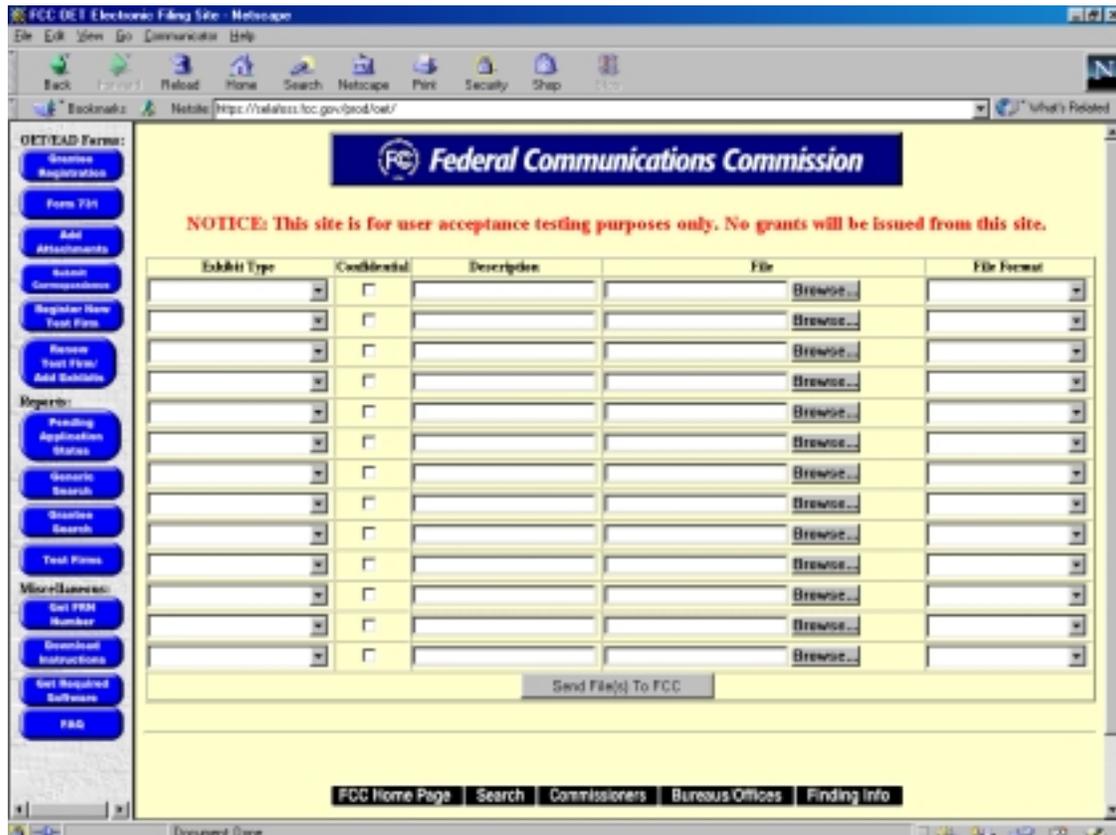


Exhibit 3-5 Exhibit’s Form

For instructions on how to submit exhibits please read Section 3.

3.2 Renewing a Test Firm

An authorization period for a Test Firm is three years. However, after the three-year period submitting an exhibit (letter) to the FCC requesting a renewal may renew an authorization.

3.3 Pending Application Status

Obtain the current status of a specific application by clicking on the **PENDING APPLICATION STATUS** button.

The Pending Application Search window appears.

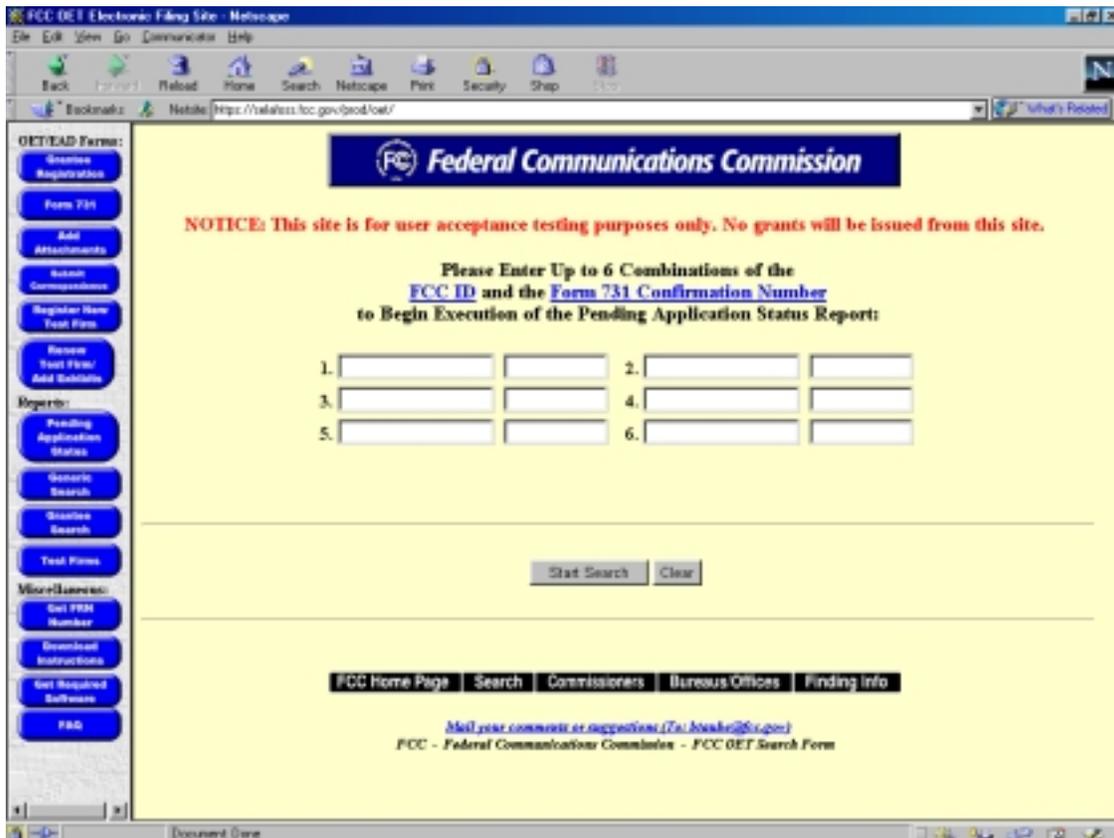


Exhibit 3-6 Pending Application Status Search window

Up to 6 combinations of the FCC ID and the corresponding Form 731 Confirmation Number can be entered. To perform the search, click on the **START SEARCH** button.

The Pending Application Status Report window appears. The report will include the grantee’s name, date of request, engineer’s name, status and date, the FCC ID, and the examiner’s name, status and date. The report will also include a link to view forms submitted, exhibits and a copy of the grant. Confidential exhibits are not viewable at any time.



Exhibit 3-7 Pending Application Status Report window

The following buttons appear on the form:

Button	Action
Continue Search	Click this button to perform another search with the same criteria.
Reset Count	Click this button to reset the amount of records to be shown at the same time back to one.
Return to Query Form	Click this button to return to the Pending Application Search window.

The “Show ____ Records at a Time” can be increased to 99.

4. PERFORMING SEARCHES

The EAS web application allows users to perform the following searches:

- Generic Search – Searches granted applications based on entered search criteria.
- Grantee Search – Searches for assigned Grantee Codes based on entered search criteria.
- Test Firm Search – Searches for approved Test Firms based on entered search criteria.

4.1 Performing a Generic Search

Perform a search of granted applications by clicking on the **GENERIC SEARCH** button.

The Generic Search window appears.

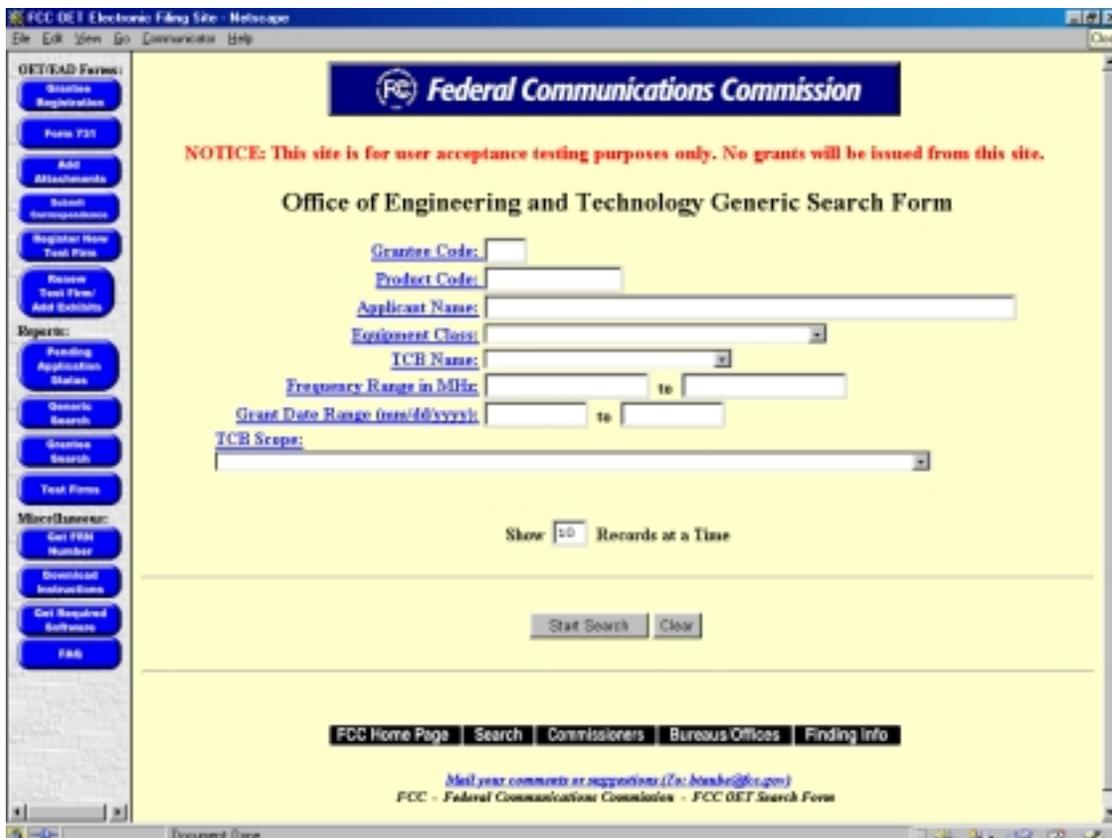


Exhibit 4-1 Generic Search Window

The following fields appear on the form:

Field	Definition
Grantee Code	Enter the three-character grantee code assigned by the FCC (the first three characters of the FCC ID). There are no numbers one and/or zero in a Grantee Code.
Equipment Product Code	Enter the equipment product code, including any dashes (the remaining characters of the FCC ID following the grantee code).

Field	Definition
Applicant Name	Enter the applicant's name.
Equipment Class	Enter the appropriate equipment class.
TCB Name	Enter the TCB's name. (Applies to TCB applications only)
Frequency Range in Mhz	Enter the frequency range in Mhz
Grant date range	Enter the date range (mm/dd/yyyy) the grant may have been issued.
TCB Scope	Select from the drop down list the TCB Scope search criteria. (Applies to TCB applications only)

Once the search criteria fields are complete and the **START SEARCH** button has been clicked, the Generic Search Query Results window appears.



Exhibit 4-2 Generic Search Query Results Window

This report includes a list of all granted applications matching the search criteria.

The following buttons appear on the form:

Button	Action
Continue Search	Click this button to perform another search with the same criteria.
Reset Count	Click this button to reset the amount of records shown at the same time back to one.

Button	Action
Return to Query Form	Click this button to return to the Pending Application Search window.

4.2 Performing a Grantee Search

Perform a grantee search by clicking on the **GRANTEE SEARCH** button.

The Grantee Search window appears.



Exhibit 4-3 Grantee Search Window

The following fields appear on the form:

Field	Definition
Grantee Name	Enter the name of the applicant.
Grantee Code	Enter the three-character grantee code assigned by the FCC (the first three characters of the FCC ID). There are no numbers one and/or zero in the Grantee Code.
City	Enter the city.
State	Select the state from the drop down menu.
Zip/Postal Code	Enter the zip/postal code. This is an alpha-numeric field.

Field	Definition
Country (if foreign address)	If located outside the United States of America, enter the country's name in this field.

Once the search criteria fields are complete and the **START SEARCH** button has been clicked, the Grantee Search Query Results window appears.



Exhibit 4-4 Grantee Search Query Results Window

This report includes a list of all Grantees matching the search criteria.

The following buttons appear on the form:

Button	Action
Continue Search	Click this button to perform another search with the same criteria.
Reset Count	Click this button to reset the amount of records shown at the same time back to one.
Return to Query Form	Click this button to return to the Pending Application Search window.

4.3 Performing a Test Firm Search

This search allows the applicant to search for one or more Test Firms listed with the FCC which are available to the public on a contract basis. Perform a search of contract Test Firms by clicking on the **TEST FIRMS** button.

The Test Firm Search window appears.



Exhibit 4-5 Test Firm Search Window

The following fields appear on the form:

Field	Definition
Test Firm	Enter the Test Firm's name.
State of Test Firm	Select the Test Firm's state.
Country of Test Firm	Enter the Test Firm's country.

Once the search criteria fields are complete and the **START SEARCH** button has been clicked, the Test Firm Query Results window appears.

Federal Communications Commission

NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site.

NOTICE: The following firms have submitted the information required by Section 2.948 of the FCC Rules for measuring devices subject to Certification under Parts 15 & 18 and have indicated that they are available to the public on a contract basis. This list is provided as a public service. **IT IS YOUR RESPONSIBILITY TO SELECT A FIRM THAT IS CAPABLE OF MEASURING YOUR SPECIFIC DEVICE.** The FCC takes no responsibility regarding the capability of these firms for performing the required measurements. Accordingly, firms on this list should not advertise or otherwise imply FCC approval of their site. An up-to-date listing is available on the FCC website (<http://www.fcc.gov>). Questions concerning this list may be directed to 301-362-3080.

A "*" indicates the firm is accredited by the National Institute of Standards and Technology (NIST) under the National Voluntary Laboratory Accreditation Program (NVLAP), "A" indicates accreditation by the American Association For Laboratory Accreditation (A2LA) and "F" indicates Accreditation by a Foreign Accreditor, to perform testing under the Declaration of Conformity procedure. For further information, contact NIST at 301-975-3003 or A2LA at 301-644-3248. NOTE: A firm indicated by "F" may not be a contract test firm which has met the requirements of Section 2.948 for Certification testing.

Firm Name	Contact	Address One	Address Two	PO Box	Mail Stop	City	State	Zip	Country	Email Address	Phone Number	Extension	Fax Number	Acc
F2 Engineering	Wendy Foster	1880 Mosley Road		N/A	N/A	Danvers MD		2872	USA	N/A	301-253-4308	H/A	301-253-5179	A
National Certification Laboratory	Sherrin Dayhoff	8373 Crest Ave, Suite B-1		N/A	N/A	Ellicott City MD		21043	USA	N/A	410-481-5348	H/A	410-481-5348	H/A
PCTEST Engineering Laboratory, Inc	Janey Orsini	660-B Dobbin Road		N/A	N/A	Columbia MD		21045	USA	N/A	410-280-6652	H/A	410-280-6654	F
Windness Information Technology Systems	William Bencher	401 Defense Highway		N/A	N/A	Annapolis MD		21401	USA	Wbencher@windnessgroup.com	410-265-1700	H/A	410-265-1750	F

End of Report.

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[Mail your comment or suggestion \(To: \[ksheik@fcc.gov\]\(mailto:ksheik@fcc.gov\)\)](#)
 FCC - Federal Communications Commission - FCC OET Search Form

Exhibit 4-6 Test Firm Query Results Window

5. MISCELLANEOUS FUNCTIONS

Following are additional functionalities available in the EAS web application.

5.1 Frequently Asked Questions

Frequently Asked Questions (FAQ's) have been provided to address common problems. To access the FAQ's click on the **FAQ** button available at the OET Equipment Authorization Electronic Filing web page.

5.2 FCC Registration Number

Every entity doing business with the FCC that wishes to obtain a license, certificate, or submit FCC Remittance Advice Form 159 must obtain an FCC Registration Number (FRN) from the Commission's Entity Registration System (CORES)

If you do not have an FRN, you must register with CORES. Enter information about the entity and CORES will assign an FRN. The FRN and password will be displayed on the registration confirmation page. Print the registration confirmation for future reference.

NOTE: The FRN is not the same as the TIN, EIN or Correspondence Reference Number.

5.3 Downloading Instructions

To download instructions on how to use the EAS web application click on the **DOWNLOAD INSTRUCTIONS** button. Adobe Acrobat Reader will open the EAS web application user manual. The manual may be viewed on-line or it can be printed.

5.4 Downloading Required Software

The EAS web application uses the following software:

- Adobe Acrobat Reader
- Internet Explorer
- Netscape

NOTE: If you choose to pay electronically, you must have the 128-bit encryption version of Netscape Navigator or Internet Explorer.

To download any of the above necessary software click on the **DOWNLOAD SOFTWARE** button.