

**INSTRUCTIONS FOR REGISTERING TIN AND CALL SIGNS WITH FCC  
AND FILING FCC FORMS 601, 603, AND 604 ELECTRONICALLY**

Following are instructions for electronically registering a Taxpayer Identification Number (TIN) and call signs with the FCC and electronically filing FCC Forms 601, 603, and 604.

To perform either of these procedures, you must first connect to the FCC Network as follows:

- Attachment E describes how Windows 95 users can connect to the FCC Network using the Dial-Up Networking features of Windows 95.
- Attachment F describes how Windows 3.1 and Windows for Workgroups 3.11 users can connect to the FCC Network using a PPP Dialer application that is available for downloading.

You also need Internet Web Browser software to electronically register and file FCC Form 601. Netscape Communicator 4.05 with JDK 1.1, Netscape Navigator 3.01, and Microsoft Internet Explorer 3.02 with the file upload patch were used during FCC internal testing.

***Important:*** You must use Netscape Communicator 4.05 with JDK 1.1 to file Forms 603, 604, and Modifications or Renewal/Modifications on Form 601. Download Netscape Communicator 4.05 with JDK 1.1 free of charge at <http://www.netscape.com/download>.

**Conventions**

The instructions in this attachment use the following typographical conventions:

**bold** Represents objects on the screen that you click with the mouse pointer, including buttons, Internet links, icons, tabs, menu items (e.g., **Cancel** button, **Auctions** link, **Save** option in the File menu).

*italic* Represents field names or areas of a screen (e.g., *Licensee Name* field, *Applicant Information* area of a screen).

***bold italic*** Represents characters that you must type exactly as they appear in the instructions. For example, if you are instructed to type ***http://www.fcc.gov***, you should type all of the characters shown in bold italic exactly as they are printed.

**SMALL CAPS** Represents keys on the keyboard (e.g., ENTER, CTRL, ESC).

## Registering TIN and Call Signs with the FCC Electronically

Before filing FCC Forms 601, 603, and 604, the applicant's Taxpayer Identification Number (TIN) and call signs must be registered with the FCC's Universal Licensing System (ULS). If you have already registered your TIN and call signs with the ULS, proceed to the "Filing FCC Forms 601, 603, and 604 Electronically" instructions.

To register a TIN and its associated call signs, do the following:

1. Connect to the FCC Network using one of the following options:

*Note: If your PC is connected to a network, you must use a secure proxy to access the FCC Network. Consult your Network Administrator.*

### Dial-Up Access

- a. Use Dial-Up Networking in Windows 95 or the FCC-supplied PPP Dialer in Windows 3.1x.
- b. Start your web browser. In the *Location* field (Netscape 3.x), *Netsite* field (Netscape 4.x), or *Address* field (Internet Explorer) of the web browser screen, type ***http://wtbwww05.fcc.gov***. Then press the ENTER key.

### Internet Access

- a. Start your web browser and connect to the Internet using your Internet Service Provider.
  - b. In the *Location* field (Netscape 3.x), *Netsite* field (Netscape 4.x), or *Address* field (Internet Explorer) of the web browser screen, type ***http://www.fcc.gov/wtb/uls***. Then press the ENTER key.
2. Verify that Java and JavaScript are enabled in your web browser preferences. Refer to your web browser Help facility for more information.
  3. Once you have accessed the Universal Licensing System home page, click the **ULS Call Sign Registration** button.
  4. On the ULS TIN/Call Sign Registration screen, click **Register Now** to select it, then click the **Continue** button.
  5. On the next screen, identify whether you are registering as a business entity (e.g., corporation, partnership, government entity, etc.) or an individual. Click the desired option to select it, then click the **Continue** button to access the registration form.

*Note: The TIN provided must be that of the licensee and not of an agent or representative of the licensee (e.g., law firm or consultant).*

6. Complete the registration form. Click the **Help** button at anytime for additional information on completing the online registration form.
7. Specify the password and personal or corporate identifier that you will use in conjunction with your TIN. In the *New Password* field, enter a password of at least 5 characters.

Basic guidelines for selecting your self-assigned password:

- Specify a password that you will be able to remember easily. For security purposes, avoid selecting an obvious password that someone else could easily guess, such as spouse's name, child's name, etc.
  - Your password must be at least 5 characters but no more than 30 characters.
  - You may use letters, numbers, or symbols in your password.
  - Write down your password and keep it in a secure place.
  - Note that your password is case sensitive. For example, if you specify "station" (lowercase) as your password, you must always enter "station" in lowercase during ULS login. "Station" or "STATION" will not be accepted.
8. Re-enter your password in the *Verify Password* field. This entry must be an exact replication of the password entered in the *New Password* field.
  9. In the *Personal Identifier* or *Corporate Identifier* field, enter a word (of your choice) to serve as your personal identifier (if individual) or corporate identifier (if business entity).

*Note: For security purposes, you will be required to correctly enter your TIN and password prior to accessing the ULS for filing applications online or updating your registration information. If you forget your password, contact FCC Technical Support at (202) 414-1250. The FCC support staff will ask for your personal or corporate identifier to verify your identity before resetting your password.*

10. When you have completed the registration form, click the **Submit** button.

If you have entered any incomplete or erroneous information, an Errors screen lists the errors. Click **Return**, make your corrections, then click **Submit** again. Note that an application cannot be submitted until all errors have been corrected.

11. A screen appears requesting you to identify the call signs (if any) to be associated with your TIN. Even though you already have FCC licenses, you must identify to the ULS

the call signs that are to be associated with your TIN. Then, in subsequent online filing sessions, the ULS will recognize your TIN and authorize you to update the license information and file for renewal of the call signs you registered with the ULS. The ULS will not permit you to update license information or file for renewal unless you have registered your call signs with the ULS.

12. Follow the instructions on the screen to select a call sign entry method. Note: You must use the **Upload Call Signs** option if you have *more than 100 call signs*.

*Click the **Help** button for additional call sign entry instructions.*

13. After entering your call signs, click the **Submit** button.
14. When your registration has been successfully submitted to the FCC, a confirmation message screen appears. This screen shows the TIN, password, and personal or corporate identifier that you just registered.

**Important:** Your registration has not been successfully submitted to the ULS unless this confirmation screen appears.

15. From the confirmation screen, click the **Home** button to return to the ULS home page.

### **Filing FCC Forms 601, 603, and 604 Electronically**

After the applicant's TIN is registered with the FCC, the FCC Form 601, 603, and 604 can be filed electronically. Do the following:

1. Connect to the FCC Network using Dial-Up Networking in Windows 95 or the FCC-supplied PPP Dialer in Windows 3.1x.
2. Start your web browser. In the *Location* field (Netscape 3.x), *Netsite* field (Netscape 4.x), or *Address* field (Internet Explorer) of the web browser screen, type ***http://wtbwww05.fcc.gov***. Then press the ENTER key. This will access the Universal Licensing System home page.
3. Click the **Online Filing** button.
4. On the ULS Online Filing screen, click **Log into ULS Online Filing System** to select it, then click the **Continue** button.
5. On the login screen, type your Taxpayer Identification Number (TIN) in the login field.

6. In the *Password* field, type the password you selected during TIN registration.

This field is case sensitive; be sure to type the password exactly as you specified it when you registered with the FCC. For example, if you registered with the password **PASSWD**, do not type *passwd*.

7. Click the **Continue** button.

If you entered an incorrect TIN and/or password, an error message appears. You must then type the correct information and click **Continue** again. (If you have not yet registered your TIN with the FCC, you must do so before filing.)

8. After you have entered your TIN and password correctly, one of the following screens appears:

- If you have existing incomplete applications or completed applications filed this business day, an intermediate screen appears listing these applications. You may finish an incomplete application or modify a completed application by clicking on it. Once the application is opened, follow the basic guidelines for filing provided below. To create a new application to submit, click the **Select New Filing**.
- If you do not have existing incomplete applications or completed applications filed this business day, a screen appears requesting you to select an application purpose.

9. Click the down-arrow button at the end of the *Purpose of Application* field to obtain the drop-down menu, and click on the purpose of filing (e.g., Renewal Only, Transfer of Control, Modification, etc.)

10. Click the **Continue** button. The ULS screens will step you through the filing process specific to your purpose of application. Basic guidelines for filing each form are provided below. Refer to Attachment B for specific instructions for filing for Renewal applications.

*Click the ? (Help) button at any time for specific filing instructions for each application purpose.*

*Basic Guidelines for Filing Form 601 (excluding Modifications) Online:*

- Some of the data entry fields on the online application form may be pre-filled with information from the TIN registration process.
- The online application consists of data entry fields as well as "yes or no" questions. You must respond to all of the "yes or no" questions on the application.

If you respond Yes to a question, you may be required to file an attachment explaining the specific circumstances (see form for specific instructions).

- An **Attachments** button is provided for uploading attachment files. You are responsible for filing all required attachments.
- If you have entered any incomplete or erroneous information, an Errors screen lists the errors. Click **Return**, make your corrections, then click **Continue** again. The system does not allow you to proceed to the next page in the application until you correct all errors. However, you can **Save** your application and complete it at a later date, if necessary. Saved applications must be completed within 30 days.
- If you are filing Form 601 for a Modification, refer to “Basic Guidelines for Filing Forms 603, 604, and Modifications Online” below.

*Basic Guidelines for Filing Forms 603, 604, and Modifications Online:*

- You must use Netscape Communicator 4.05 with JDK 1.1 support to file Forms 603 and 604. You can download Netscape Communicator 4.05 with JDK 1.1 free of charge at <http://www.netscape.com/download>.
- Java and JavaScript must be enabled in your web browser preferences to file Forms 603 and 604. To enable Java and JavaScript in Netscape Communicator 4.05, click the **Edit** menu heading and select **Preferences**. In the *Category* section, click **Advanced**. Verify that both *Enable Java* and *Enable JavaScript* are checked.
- The online application contains several pages, each represented by a tab at the top of the electronic form.
- To fill out the application, complete each page separately. After you complete a page, click on the **Next** button at the bottom of the screen. If you did not enter data into required fields, an error message appears identifying the missing data. Click on **Return** to go back to the page, correct your information, and click **Continue** again.. The system does not allow you to proceed to the next page in the application until you correct all errors. However, you can **Save** your application and complete it at a later date, if necessary. Saved applications must be completed within 30 days.
- To view a completed page, use the **Previous** button to page back through completed pages of the application or click on its tab at the top of the screen.
- The online application consists of data entry fields as well as "yes or no" questions. You must respond to all of the "yes or no" questions on the application.

If you respond Yes to a question, you may be required to file an attachment explaining the specific circumstances (see form for specific instructions).

- An **Attachments** button is provided for uploading attachment files. You are responsible for filing all required attachments.

11. When your application has been successfully submitted to the FCC, a confirmation message screen appears. This screen shows a file number for the application, the payment type code, and the fee amount (if applicable). You may print the screen and use this information when completing FCC Remittance Advice, FCC Form 159. The FCC Form 159 must be mailed or delivered, along with appropriate payment to:

Federal Communications Commission  
Common Carrier Land Mobile  
P. O. Box 358130  
Pittsburg, PA 15251-5130

**Important:** Your application has not been successfully submitted to the FCC unless you have received a file number assigned by the Universal Licensing System.

12. To print a copy of the submitted application:
  - a. Click the **Print Preview** button to see the formatted version of the application.  
  
Note that the file number is at the top of the form. If there is no file number present, this application has not been successfully submitted to the FCC.
  - b. Print the application by clicking your browser's **Print** button.
  - c. To return to the confirmation screen, click your browser's **Back** button.
13. From the confirmation screen, you can click the **Home** button to return to the ULS home page or the **Online Filing Menu** button if you wish to submit another application.

### **Technical Support**

For technical assistance in registering or filing the FCC Forms 601, 603, and 604 electronically, contact the FCC Technical Support Hotline at (202) 414-1250. The FCC Technical Support Hotline generally will be available Monday through Friday, from 8 a.m. to 6 p.m. ET. *All calls to the FCC Technical Support Hotline are recorded.*