# Part 43 Data Collection Information Sheet

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Log into the System

The Part 43 Data Collection is an online file system available at https://apps2.fcc.gov/section4362/login.xhtml.

Login using the FCC Registration Number (FRN) and password established at the Commission Registration System (CORES) page (www.fcc.gov/cores).
Create a New Filing

Select the Filing Period (default is the current year)
Select the type of Filing
Select Create
Filing Entity Page

Enter 499 ID, if applicable

Entity Information prefills from CORES. Certain fields remain editable here. If the Entity Information needs to be updated, update in CORES (http://www.fcc.gov/cores). Only phone, fax and email are editable in this system.

Save button: Saves information and remains on the page (if there are errors, Save will display them on this page)

Continue button: Saves the information and continues to the next page. If there are errors, there will be a red X next to the Filing Steps list. You may correct the errors using the Back button or by clicking the appropriate Filing Steps link.
Filing Entity Page

Filing entity information is prefilled from CORES and includes the information associated with the FRN. Phone, Fax, and email fields are editable.

DO NOT include a U.S. phone number with a Foreign Entity, this page and subsequent pages will not save.

DO NOT include a Foreign Phone number with a U.S. entity or address, this and subsequent pages will not save.
Preparer Contact Page

Fill in Preparer Contact Information. Fields marked with an asterisk (*) are required. FCC staff may use the information on this page in the event questions arise concerning the filing.
**Authorizations Page**

Use the File Number(s) of the current authorization in IBFS on this screen.

Enter File Number(s) one at a time. First time filers will enter all the authorizations during the first year of filing. In subsequent years, only new file numbers will need to be entered. Filers will be able to delete authorizations that have expired or have been surrendered, if needed.

Note: You may verify current authorizations at MyIBFS (http://licensing.fcc.gov/myibfs/).
**Please note:** The File Number of the current authorization should be used. If the File Number you enter is not the current authorization, a soft warning will appear, as below. You may leave the file number in the field and submit your filing. This warning will NOT prevent the successful filing of your Report(s).
Submarine Cables: Operators

Download the template, fill and save to prepare for uploading. File Name should not exceed 50 characters and should not include special characters or spaces. (See note on the screenshot)

Upload the file. The File is evaluated before displaying on the screen. Depending on the size of the file, this may take some time.

Data warnings and errors are displayed by field after the upload and evaluation are complete.
Submarine Capacity Holders

Download the template, fill and save to prepare for uploading. File Name should not exceed 50 characters and should not include special characters or spaces. (See note on the screenshot)

Upload the file. The File is evaluated before displaying on the screen. Depending on the size of the file, this may take some time.

Data warnings and errors are displayed by field after the upload and evaluation are complete.
Certification and Submission Page

Check Confidentiality boxes, if appropriate.

Certification

I certify that I am an officer of the above-named filing entity; that I have examined the accompanying report and to the best of my knowledge, information, and belief, all statements of fact contained in the report are true and that the report is an accurate statement of the affairs of the above-named company for the reporting period indicated above.

Confidentiality

I certify that the data contained in the accompanying reports are privileged and confidential and that public disclosure of such information would likely cause substantial harm to the competitive position of the company. I request nondisclosure of the information contained in the report pursuant to section 0.459 of the Commission’s Rules. Check if applicable to:

- [ ] Submarine Cable – Cable Operators
- [ ] Submarine Cable – Capacity Holders

Filing Steps

- Filing Entity Information
- Preparer Contact Information
- Authorizations
- Submarine Cables (Operators)
- Submarine Capacity Holders

Certify and Submit

Confirmation and Error Summary
Input Certifying Official’s information. All data fields marked with an asterisk are required.
Enter Filing Entity’s or Attorney of Record’s Contact information. This information can be prefilled by clicking the Pre-fill button if this section and the Certifying Official contain the same information

**Save** will save your data for future submission and permit you to review any section marked with a red X indicating errors.

**Submit** will submit the filing to the FCC.
**Error Review**

To review any errors before submitting, save the filing and go to the Confirmation and Error Summary page, linked on the right side of the screen in the navigation panel. Red errors STOP the submission of your filing. Filings may be submitted with yellow warnings and you may submit comments to the FCC using the My Filings area.
Error Samples

Preparing your filing for submission:

Red Box indicates an error which will prevent the submission. Any errors in this condition must be corrected prior to submitting the filing.
Warning Samples

Yellow warning box – these are warnings. **Warnings do not prevent the submission of the filing.** However, the filing will be under review until the warnings have been reviewed and either accepted by the FCC or corrected by the filer.
Errors Commenting

To send a comment/explanation to the FCC regarding warnings on submitted filings:
Select the Errors button from your My Filings page, then select the Comments button.
Enter explanations/comments in the space provided. You will receive confirmation and the number count of associated messages will reflect the message.
Filing Error Comments

FRN: 0023548316
Error Type: Warning
Error Message: File number is not a current authorization.
Error Desc: CC Authorizations
Value: SCL-UIC-20140004-00023
Error Row Reference: N/A

Message Center

New Message

There is are 1 messages associated with this request.

Filer Message
Betty White 02/21/2020 12:32:18 PM EST message
Check the Status of Your Filing

Login to the website and you will see your recent filings.

The Status Column will state: In Progress, Submitted – in Review, or Submitted – Accepted.