

FREQUENTLY ASKED QUESTIONS ABOUT THE EMERGENCY ALERT SYSTEM (EAS) TEST REPORTING SYSTEM (ETRS)

General questions

How do I access ETRS?

ETRS can be found at <https://fcc.appiancloud.com/>. A link to ETRS is available from the ETRS Landing Page on the FCC's website at <https://www.fcc.gov/general/eas-test-reporting-system>.

How to I register an ETRS account?

You can register an ETRS account by completing the form that is available at <https://www.fcc.gov/eform/submit/etrs-registration>.

Who needs to register and file in ETRS?

All EAS Participants are required to register and file Forms One, Two, and Three in ETRS.

Are LPFM (low power FM stations) and Class D (small student radio stations) required to register and file in ETRS?

LPFM stations and Class D non-commercial educational FM stations are generally required to register and file in ETRS.

Are LPFM televisions stations that operate as television broadcast translator stations required to register and file in ETRS?

Analog and digital LPTV stations that operate as television broadcast translator stations are not required to register and file in ETRS.

Are FM broadcast booster stations or translator stations that entirely rebroadcast the programming of other local FM broadcast stations required to register and file in ETRS?

FM broadcast booster stations and FM translator stations which entirely rebroadcast the programming of other local FM broadcast stations are not required to register and file in ETRS.

Are satellite stations or repeaters of a hub station required to register and file in ETRS?

Analog and digital broadcast stations that operate as satellites or repeaters of a hub station (or common studio or control point if there is no hub station) and rebroadcast 100 percent of the programming of the hub station (or common studio or control point) are not required to register and file in ETRS. However, the hub station (or common studio or control point) is required to register and file in ETRS.

I have a broadcast station with multiple HD stations (HD2, HD3, etc.). Do I need to file separately for each HD?

Please register and file ETRS Form One for each HD station with its own EAS equipment. If only the main station has HD equipment, you only need to file for that station. If each HD has its own equipment, file a copy of Form One for each.

Where can I find previously recorded ETRS webinars?

A link to a previously recorded ETRS webinar can be found on the ETRS Landing Page on the FCC's website at <https://www.fcc.gov/general/eas-test-reporting-system>.

Registration

I want to file for multiple stations. Should I file for them using the same account?

If the stations share the same FRN, we recommend that multiple copies of Form One be filed using a single ETRS account for that FRN. If the stations have different FRNs, we recommend registering a separate ETRS account for each station. If you are filing for multiple EAS Participants that share the same parent company, you may file for all of those EAS Participants' facilities using an ETRS account that was registered using the parent company's FRN.

Can I register multiple accounts for the same EAS Participant?

Yes.

What should I enter as the Legal Name of EAS Participant on the registration page?

For the Legal Name of EAS Participant, please enter the name of the licensee that is on file with the FCC.

What should first name/last name/contact information should I enter on the registration page?

Please enter the name and contact information (office) for the person that will be using the ETRS account to fill out Forms One, Two, and Three.

I need an FRN to register for ETRS. How do I get one?

Your EAS Participant should already have an FRN. Please check with others in your organization to obtain your FRN and Password. If you need additional assistance, we recommend that you contact FRN Help Line at 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET).

I don't remember my FRN.

We recommend that you contact FRN Help Line at 877-480-3201 (Mon.-Fri. 8 a.m.-6 p.m. ET). They may be able to assist.

I don't remember my FRN password.

You may reset your FRN password using a link available at <https://apps.fcc.gov/coresWeb/publicHome.do>.

I know my FRN and password, but the registration page says it is invalid.

We ask that you try resetting the password for that FRN. You may reset your FRN password using a link available at <https://apps.fcc.gov/coresWeb/publicHome.do>.

Others in my organization are not willing to share its FRN and password with me.

If others in your organization do not want to share the FRN and associated password, they can register an ETRS account on your behalf by completing the registration page using your contact information.

Forms

When is Form One due?

Form One is due on or before August 26, 2016.

When is Form Two due?

Form Two is due before 11:59 pm EDT on September 28, 2016.

When is Form Three due?

Form Three is due on or before November 14, 2016.

I need to correct an error. How do I update forms that I have previously filed?

You can update previously filed forms by visiting the record for that facility. You can access that record by taking the following steps:

Click on the Records tab.

Click on EAS Test Records.

Choose the record you want to update.

Click on the appropriate Update button in the top-right corner of the page.

Alternatively, the record can be reached by clicking on the link provided in the confirmation e-mail that you received when you successfully filed the form.

I cannot find Forms Two and Three

Forms Two and Three will be made available at the time of the nationwide EAS test, which is 2:20 pm on Wednesday, September 28, 2016.

How do I access Forms Two and Three after 2:20 pm on Wednesday, September 28, 2016?

You can file Forms Two and Three for a facility by visiting the record for that facility. You can access that record by taking the following steps:

Click on the Records tab.

Click on EAS Test Records.

Choose the record you want to update.

Click on the appropriate Update button in the top-right corner of the page.

Alternatively, the record can be reached by clicking on the link provided in the confirmation e-mail you received when you successfully filed the form.

How do I change FRN on Form One?

The FRN number on Form One reflects the FRN number you used when registering your ETRS account. For security reasons, the FRN number for your account cannot be changed.

We recommend that you create a separate ETRS account for each EAS Participant with a different FRN. Alternatively, you may file for all of an EAS Participants' facilities using an ETRS account that was registered using the parent company's FRN.

I am a cable operator. Each of my headends has multiple CUIDs. How do I submit multiple CUIDs?

At this time, only one PSID/CUID combination can be submitted per form. If there are only a few combinations, you can submit them on separate copies of Form One. If you have several combinations or are filing for several headends, we recommend that you batch file your forms. Each PSID should be on its own line on the batch filing spreadsheet. You can provide multiple CUIDs for each PSID by typing them all into the appropriate cell, separated by commas.

Do all communities (CUID's) need to be accounted for in ETRS?

Yes. Please provide all CUIDs in ETRS. If you need to file for several CUIDs, we recommend that you batch file.

The pre-populated data for my facility is incorrect.

The pre-populated data that is pulled from the FCC's other database may be incomplete or need updating. If the pre-populated data is incorrect, please correct it before filing your form. Each EAS Participant is ultimately responsible for the accuracy of the data it files in ETRS.

What is my Geographic Zone of Service?

Your Geographic Zones of Service are the geographic areas that your facility serves. To find your Geographic Zones of Service, review your state's EAS plan. Each state EAS plan organizes the state into

several operational areas. Each operational area in which the facility provides service should be submitted as a Geographic Zone of Service.

My Geographic Zone of Service/operational area does not appear to be in the Commission's database.

If the operational area is not already in our database, you can add it to our database by clicking on the "Click here to add new geographic zones to the picker" link, which will let you type it in. Please enter it exactly as it appears in your state's EAS plan.

Should I submit the latitude/longitude of my studio or my antenna?

You should submit that latitude/longitude of your antenna.

My pre-populated latitude/longitude is incorrect.

Please enter the correct latitude/longitude from your own records.

I've typed in latitude/longitude and the map is showing an incorrect location.

Please ensure that your latitude/longitude is in NAD83 and decimal format.

How do I convert my latitude/longitude to NAD83 and/or decimal format?

The Commission has tools on its website that can assist you. Please visit <https://www.fcc.gov/media/radio/dms-decimal>.

How do I find my EAS designation?

Your station's EAS designation should be indicated in your state's EAS plan. Most EAS Participants will be Participating Nationals.

Where can find my monitoring assignments?

Your EAS monitoring assignment can be found in your state's EAS plan. Please use the search tool on Form One to find your monitoring assignments in our database, then enter the call signs for your monitoring assignments in the appropriate fields. In addition, please ensure that your EAS equipment is monitoring these EAS sources.

My monitoring assignments do not appear to be in the Commission's database.

We have recently added a search tool for monitoring assignments. Please use that tool to find your monitoring assignments in our database.

If your monitoring assignments are not already in our database, you can add them to our database by clicking on the "Click here to add new monitoring sources to the picker" link, which will let you type it in. Please enter the monitoring assignments exactly as it appears in your state's EAS plan.

What is a waiver? Do I need a waiver?

Some EAS Participants may find that they have difficulty monitoring one or more of the EAS sources assigned by their state EAS plan. If those EAS Participants plan to monitor different EAS sources than those assigned in their state EAS plan, they must seek a waiver of the Commission's Part 11 rules regarding EAS Participants' monitoring obligations. EAS Participants that monitor the EAS sources assigned by their state EAS plan do not need a waiver and should choose "no" to answer the Form One question related to waivers.

How do I find out the make and model of my EAS equipment?

For assistance in finding the make and model of your EAS equipment, please contact your EAS equipment vendor.

How do I find out the software version of my EAS equipment?

For assistance in finding the software version of your EAS equipment, please contact your EAS equipment vendor.

How do I determine if our equipment is interfacing with FEMA's IPAWS?

To determine if your EAS equipment is interfacing with FEMA's IPAWS, contact your EAS equipment vendor.

I returned to an uncompleted form after several hours and received a message that said it was already submitted.

This message indicates that the form has timed out. Please create and submit a new form. A form is correctly filed only if you receive a confirmation e-mail.

I returned to an uncompleted form after several hours, and I had to start over.

Forms must be completed with eight hours, or else you will have to start over. Please make sure you have all of the required information available to you before you begin to fill out the form.

I've clicked on "continue" but nothing happens.

When you click "continue," on the form, you should move forward to the Review and Certification Page. If you do not move forward, there is an inputting error somewhere on the form. Please review the form for any red text. Also, please check to see whether you have red boxes around extra fields for the Geographic Zone of Service and Other Monitored Sources. You will need to delete those extra fields.

If you are still unable to move forward to the Review and Certification page, please send us screenshots of your form so we can further investigate the issue.

State EAS Plans**I can't find my operational area(s) in my state's EAS plan.**

If you have any questions about your state's plan, please contact your state's SECC chair. If you cannot reach your state's SECC chair, please contact your state's broadcasters association.

I can't find a copy of my state's EAS plan.

Please contact your state's SECC chair. If you cannot reach your state's SECC chair, please contact your state's broadcasters association.

Who is my state's SECC chair?

A list of state SECC chairs is available at <https://www.fcc.gov/public-safety-and-homeland-security/policy-and-licensing-division/alerting/general/state-eas-plans>. However, this list may need updating. If the contact information is inaccurate, please contact your state's broadcasters association.

Batch filing**I do not see a batch filing option in ETRS.**

You are likely registered as an ETRS inputter. Batch filing is only available to ETRS coordinators.

How do I become an ETRS coordinator?

Send a request to become a coordinator to ETRS@fcc.gov, along with your username and EAS Participant name.

How do I submit a batch filing?

Click on the Actions tab, then click on Submit New Batch Filing. Select the form you would like to submit. Download and complete the spreadsheet template. E-mail the batch filing spreadsheet to ETRS@fcc.gov so that FCC staff can review your filing and ensure the database is prepared for you to file. Once FCC staff confirms you are ready to file, they will give you further instructions.

I received an error message when attempting to upload my spreadsheet.

Check the indicated fields and attempt to correct any errors on your form. The spreadsheet will successfully upload when all errors are resolved.

Profile**How can I change the contact information on my account?**

Click on your name on the top-right corner of the screen, then click on Profile. On the profile page, there is a link on the column on the left for "FCC User Information." Click on that link. The option to edit your profile can be found on the top-right corner of that page.