

Form 5610 Filing Instructions

This document provides instructions on submitting FCC Form 5610, an application to participate in the rural broadband experiments (Auction 501).

I. Application Preparation and Submission

Among other requirements, each applicant to participate in this auction must submit its application (FCC Form 5610) electronically, via the FCC Auction System. **Applications must be submitted and bid forms must be processed successfully prior to 6:00 p.m. EST on Friday, November 7, 2014.** Late applications or bid forms not processed successfully will not be accepted.

Applicants may make multiple changes to their applications or may upload updated attachments until the close of the filing window. However, they must press the **SUBMIT** button in the FCC Auction System for the changes to be submitted and considered by the Commission.

A. Minimum Software Requirements

The following software, at a minimum, is required to use the FCC Auction System:

- Web Browser, either of the following is recommended:
 - Microsoft® Internet Explorer 8.0.
 - Mozilla® Firefox® 3.5.
- PDF Viewer: Adobe Acrobat Reader 5.0 or higher (available at <http://www.adobe.com>)
- Minimum Screen Resolution: 1024 x 768

B. Logging On

To submit an application (FCC Form 5610) electronically via the Internet, an applicant should visit the rural broadband experiments web page (<http://www.fcc.gov/encyclopedia/rural-broadband-experiments>) and click on the link titled “File a Rural Broadband Experiment Application.” Alternatively, an applicant may navigate to <http://auctions2.fcc.gov/>. Once on the FCC Auction System page, the applicant may log in to create an application using its FCC Registration Number (“FRN”) and password.

After logging in with your FRN and password, the system will forward you to the “My Auctions” page. From this page, select the link under the Rural Broadband Experiments section titled “File new or modify an existing Form 5610 application.”

C. Application Filing Instructions

The application (FCC Form 5610) requests information needed to determine winning bidders for the rural broadband experiments. The screens comprising FCC Form 5610 request five separate types of information: 1) *Applicant Information*, 2) *Agreements*, 3) *Ownership*, 4) *Attachments* and 5) *Certify and Submit*. In addition, a *Summary* screen appears prior to the *Certify and Submit* screens. The *Summary* screen provides an overview of an applicant’s FCC Form 5610 that facilitates reviewing and revising specific information, as well as an automated check for certain inconsistencies and omissions in submitted information.

To simplify filling out FCC Form 5610, certain initial information applicants provide is used to determine what additional information is needed, and what subsequent screens will appear to collect that information. For example, a corporate applicant, unlike an individual applicant, must identify a corporate officer or director responsible for the application (sometimes called a responsible party). If an applicant

identifies itself as an individual, no additional information is needed regarding an additional responsible party, and screens requesting responsible party information will not appear. However, if the applicant identifies itself as a corporation, subsequent screens in the FCC Form 5610 will ask for responsible party information.

II. Application Assistance

A. In-Application Support

Additional help in filling out FCC Form 5610 can be accessed in two ways: 1) by clicking on the **Help** link in the upper right of any screen, which will open Auction Application Online Filing Help; or 2) by clicking on the text of any **Common Question** link appearing on the right side of the screen. The common questions displayed relate to the current screen and vary from screen to screen. In the event the assistance provided by these sources is insufficient, applicants should review the materials posted on the rural broadband experiments web page for additional assistance.

B. Technical Support

For technical assistance with using FCC software, contact the FCC Technical Support Hotline at (877) 480-3201, option nine; (202) 414-1250; or (202) 414-1255 (TTY). The FCC Technical Support Hotline is available Monday through Friday from 8 a.m. to 6 p.m. ET.