PUBLIC NOTICE

DA 03-873
March 25, 2003

Wireless Telecommunications Bureau Releases Enhanced Attachment Interface for the Universal Licensing System and Ownership Filing
The new user interface for attaching documents to wireless applications and Ownership filings[1] offers greater flexibility, reliability, and usability for customers of the Universal Licensing System.

In a continuing effort to enhance the Universal Licensing System (ULS), the ULS Attachment Utility has been redesigned to improve upload and conversion of documents submitted as attachments to wireless applications and ownership filings. A New **User Interface** provides everything you need to upload, view, manage, or delete attachments. In addition, the system will now accept a greatly expanded list of common computer **File Formats** for upload.

New Interface

The new attachment utility interface offers a simpler design that allows you to upload and manage attachments in a single web browser window, an improvement over the old utility, which used two screens. Improved processing behind the scenes makes the utility more reliable and speeds processing time. The interface is divided into two main sections: Uploading Attachments and Viewing and Managing Attachments.

   Uploading Attachments
   To upload attachments, choose the **Attachment** button that appears at the bottom of appropriate applications in ULS Online Filing. The new Attachments Interface will open in a separate window. At the top of the page, identify the type of attachment you are submitting, the location of the file on *your computer*, and a description of the attachment. Click **Submit**, and your file will be uploaded to ULS. For complete instructions see the ULS website http://wireless.fcc.gov/uls/support/help/help_attach.html.

   Please note: Attachment file-sizes remain limited to a maximum of 10 megabytes. Documents larger than 10 megabytes must be split into smaller files and uploaded as two or more attachments.[2]

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[1] The attachment utility for Antenna Structure Registration (ASR) is not yet available, but will be released later this year.

[2] The improvements discussed in this Public Notice update information previously released to the public regarding attachments in ULS. For more information, see *Public Notice: The Maximum Size for Attachments Submitted via ULS and ASR is 10 megabytes*, DA 01-2707 (November 19, 2001), http://wireless.fcc.gov/uls/releases/da012707.pdf.

Viewing and Managing Current Attachments
Attachments that you have uploaded with your application are available for you to
view and manage in the new attachments interface. Information about each
attachment is displayed horizontally, including the type of attachment, the date you
uploaded the attachment, and the text of the description. Once the attachment utility
is "refreshed," or another attachment is uploaded, the description text becomes a
hyperlink. Click on the description to view the attachment. You can also easily delete
specific attachments by selecting one or more of those listed and clicking the **Delete**
button, or delete all listed attachments by clicking the **Delete All** button.

Please Note: After upload, all attachments are converted to Adobe Portable
Document Format (PDF). You must have Adobe Acrobat Reader installed with your
web browser to view Attachments. You can download a free copy of Adobe Acrobat
Reader from the Adobe website, http://www.adobe.com/products/acrobat/readstep.html.

Acceptable File Formats
Prior to this release of the ULS Attachment Interface, ULS could accept only a limited
number of file-types as attachments. The new interface allows you to upload many common
computer file formats, such as word processing documents, spreadsheets, text files,
PowerPoint presentations, and graphic files. After upload, all of these file types are converted
to Adobe PDF format.

Some of the most common file types accepted are displayed below. For a complete list of
all file types accepted as attachments by ULS go to
http://www.activepdf.com/en/Products/DocConverter/FileFormats.asp.

Note: If the file format of your document is not listed, your attachment must be converted to
PDF prior to uploading it. This type of conversion requires proprietary software from Adobe,
http://www.adobe.com.

Examples of Common File Types Accepted As Attachments in ULS

Microsoft Word	HTML
Microsoft PowerPoint	JPG
Microsoft Excel	GIF
Corel Word Perfect	BMP
Adobe PDF	WPG
TXT	SUN
RTF	TIFF

Filing Attachments Manually
If you need to include an attachment with your application but cannot transmit the file(s)
to the FCC electronically, or you are filing attachments for the Cellular Radiotelephone
Service that requires full-size maps, you may submit your attachments manually to the
Commission.[3]

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[3] For more information on submitting manual attachments (including full-size cellular maps), such as the
appropriate Commission address, see the ULS website,

Federal Communications Commission
445 12th St., S.W.
Washington, D.C. 20554

News Media Information 202 / 418-0500
Fax-On-Demand 202 / 418-2830
TTY 202 / 418-2555
Internet: http://www.fcc.gov
ftp.fcc.gov

For more information, please contact ULS Technical or Licensing support:

FCC Technical Support Hotline: Call 202-414-1250 (TTY 202-414-1255), or send e-mail to ulscomm@fcc.gov. Contact the Technical Support Hotline with questions concerning computer access to ULS, FRNs, file uploads, or submitting attachments. The hotline is available Monday-Friday from 8 a.m. to 6 p.m., Eastern Time (except federal holidays).

ULS Licensing Support and Forms Information: Call 1-888-CALLFCC (225-5322) and select option #2, or call 717-338-2888. Send e-mail to ulshelp@fcc.gov. Contact Licensing Support with questions about application purpose(s), FCC forms or schedules, or other ULS-related licensing matters. ULS Licensing Support is available Monday-Friday, 8:00 a.m. to 5:30 p.m., Eastern Time (except federal holidays).

To provide quality service and ensure security, all calls to the hotlines are recorded.

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http://wireless.fcc.gov/uls/support/help/help_attach.html. For details specific to full-size cellular maps, see *Public Notice: Wireless Telecommunications Bureau Clarifies Procedure For Filing Full-Size Maps In The Cellular Radiotelephone Service*, DA 99-1187 (June 18, 1999), http://ftp.fcc.gov/Bureaus/Wireless/Public_Notices/1999/da991187.txt.