



**Federal Communications Commission
Equipment Authorization System
Web User's Manual
*Revised***

Contract Number FCC 96-06
Task 2000-11

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FINAL

Version 2.0

March 2002

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1. INTRODUCTION

This document provides the user with preliminary and general information that will be of assistance in using the Equipment Authorization System (EAS) WEB application. Included are procedures for:

- Applying for a new grantee code
- Completing an application for Equipment Authorization (Form 731)
- Completing an FCC 159 form
- Adding Attachments
- Submitting and responding to correspondence
- Filing a new or renewal test firm
- Checking the status of a pending application
- Performing searches of equipment authorization data bases

1.1 OET Equipment Authorization System Web Site

The OET Equipment Authorization System web site allows the public to electronically obtain a three-character Grantee Code and to complete and submit an application (Form 731) for Equipment Authorization from the FCC, in order to legally import and/or market equipment that is subject to certification in the United States. Applicants must obtain the grantee code prior to submitting the Equipment Authorization request. There are also several on-line search options available, allowing applicants to check the status of an application for Equipment Authorization, perform extensive searches of FCC authorized equipment, display a list of Test Firms that perform work for the general public, and search for a particular Grantee.

The web address is <http://www.fcc.gov>. To access the OET Equipment Authorization Electronic Filing web page, from the FCC's web page, click on the "[E-filing](#)" hyperlink; when the FCC Electronic Filing and Public Access Systems page opens, click on the "[OET Equipment Authorization Electronic Filing](#)" hyperlink. Clicking on the "[Alternate Server](#)" hyperlink in the same paragraph will also access this site.

1.2 System Requirements

The minimum requirements to run the EAS web application are as follows:

486/66 or better microprocessor
8 MB or higher RAM
15" monitor
Netscape 4.03 or higher
Internet Explorer 4.0 or higher

2. EQUIPMENT AUTHORIZATION SYSTEM WEB APPLICATION

Welcome to the World Wide Web based application for the Equipment Authorization System. From this application, users have the ability to:

- Apply for a new Grantee Code (Section 2.1);
- Fill out Form 731 (Section 2.2);
- Complete an FCC Remittance Form 159 (Section 2.3);
- Add Attachments to a pending application (Section 2.4);
- Reply to Correspondence sent by the OET Lab (Section 2.5);
- Register a New Test Firm (Section 2.6);
- Add Exhibits or Renew a Test Firm (Section 2.7); and
- Public Reporting (Section 2.8).

2.1 Applying for A New Grantee Code (Grantee Registration)

Before an application can be filed with the FCC, a company must have a unique FCC assigned grantee code. This code is assigned to a specific company at a specific address and is used as the first three characters of an FCC ID.

To apply for a new grantee code, click on the [Grantee Registration](#) hyperlink. A reminder that the grantee code must be paid within 30 calendar days in order for it to remain valid appears. To proceed, click on the **OK** button.

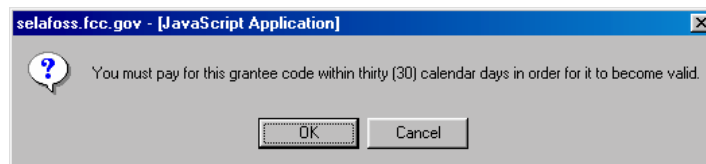


Exhibit 2-1: Grantee Payment Reminder

Once the **OK** button is clicked the FCC Grantee Registration Form opens.

**FCC OFFICE OF ENGINEERING AND TECHNOLOGY
GRANTEE REGISTRATION FORM**

Upon completion of this form, you will receive a three-character Grantee Code to be used when completing the FCC Form 731, Application for Equipment Authorization (there will be no digits zero and/or one in the Code). Please retain this Code for future reference. After successful completion of the Grantee Registration, you will be presented with the Fee Remittance Advice, FCC Form 159. The Form 159 may be submitted electronically (at least 128-bit encryption is required) or in paper form, along with payment to: Federal Communications Commission, Equipment Approval Services, P. O. Box 358315, Pittsburgh, PA 15251-5315.

1. Grantee's complete, legal business name: *

2. Grantee's mailing address:

Line 1: *

Line 2:

P.O.Box:

City: * State:

Country(if foreign address): Zip/Postal Code:

3. Contact Information:

First Name: * Middle Initial:

Last Name: * Telephone Number: Extension:

Title: * Fax Number:

E-mail: * Mail Stop:

4. FCC Registration Number (FRN): *

* - Indicates that this field must be completed before the registration can be submitted

Continue Clear

FCC Home Page Search Commissioners Bureaus/Offices Finding Info

Mail your comments or suggestions (To: btanbe@fcc.gov)
FCC - Federal Communications Commission - Grantee_Registration

Exhibit 2-2: Grantee Registration Form

The following fields appear on the tab:

Field	Definition
<i>The user must fill all fields marked with an asterisk (*).</i>	
Grantee's complete, legal business name	
Legal Business Name*	Enter the applicant's full legal name.
Grantee's mailing address	
Line 1*	Enter the applicant's mailing address.
Line 2	Enter the applicant's mailing address (if applicable).
P.O. Box	If a post office box is provided, enter it into this field.

Field	Definition
City*	Enter the applicant's city.
State	Select the applicant's state from the drop down menu.
Country	If the firm is located outside the United States of America, enter the country name in this field.
Zip/Postal Code	Enter the zip/postal code. This is an alpha-numeric field.

Contact Information	
First Name*	Enter the contact's first name.
Middle Initial	Enter the contact's middle initial, if provided.
Last Name*	Enter the contact's last name.
Telephone Number*	Enter the contact's complete telephone number. This is an alpha-numeric field. Enter the contact's telephone extension.
Title*	Enter the contact's title (e.g., Senior Product Engineer).
Fax Number	Enter the contact's fax number. This is an alpha-numeric field.
E-mail*	Enter the contact's e-mail address. The e-mail address format is as follows: name@company.ext
Mail Stop	Enter the contact's mail stop. This is useful when the mailing address is to a large company and the contact has an office or cubicle within the building that is not a part of the normal mailing address.
FCC Registration (FRN)	
FRN	Enter the 10 digit numeric code obtained when first registered with FCC/CORES8. To obtain an FRN, click on the Get FRN Number button. **This is not the same as a TIN, EIN or a Correspondence Reference Number.

Once all the fields have been filled in, click on the **CONTINUE** button. The application will verify that all the required fields were completed. If any of the required fields were not filled in, a window will appear stating the missing required field(s).

If there are applicants with similar names on file with the FCC, a list of those applicants and their grantee codes appears. Review the list to determine if a grantee code was previously assigned to the applicant for which a code is now being requested. If a grantee code was previously assigned, use that code to submit Form 731 by clicking the "[Form 731](#)" hyperlink. If a grantee code was not previously assigned click on the **CONTINUE SUBMISSION** button.

Filing Options

- Grantee Registration
- Form 731
- Add Attachments
- Submit Correspondence
- Register New Test Firm
- Renew Test Firm/Add Exhibits
- Test Firm Accrediting
- Body Login

Reports

- Pending Application Status
- Generic Search
- Grantee Search
- Test Firms
- Test Firm Accrediting Bodies

Miscellaneous

- Get FRN
- Rule Interpretations
- Download Instructions
- Get Required Software
- FAO

Federal Communications Commission

NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site.

NOTICE

Below is a list of applicant(s)/grantee code(s) on file with the FCC with similar name(s). Please check this list to determine if a grantee code was previously assigned to the applicant for which a code is now being requested. If a code was previously assigned, please use that code to submit the Form 731. Notify btaube@fcc.gov of any applicant and/or contact discrepancies. Do not click "Continue Submission" if a grantee code was previously assigned.

Grantee Code	Applicant Name	Street Address	City
EDK	Charles G Bailey	745 Schumann Drive	Sebastian
EPC	Charles Schwab & Company Inc	101 Montgomery Street	San Francisco
F8P	Charles Industries Ltd	Marine Products Division	Rolling Meadows
ITQ	Charles Machine Works Inc, The	P. O. Box 66	Perry
KTY	Charles Wain Industrial Co Ltd	No 10, Alley 63, Lane 285	Taipei

Continue Submission

FCC Home Page | Search | Commissioners | Bureaus/Offices | Finding Info

Mail your comments or suggestions (To: btaube@fcc.gov)
 FCC - Federal Communications Commission -

Exhibit 2-3: Grantee Code Verification Window

Once the **CONTINUE SUBMISSION** button is clicked, an FCC Grantee Registration Confirmation window appears. This window provides the new grantee code, date of submission and the applicant’s name.

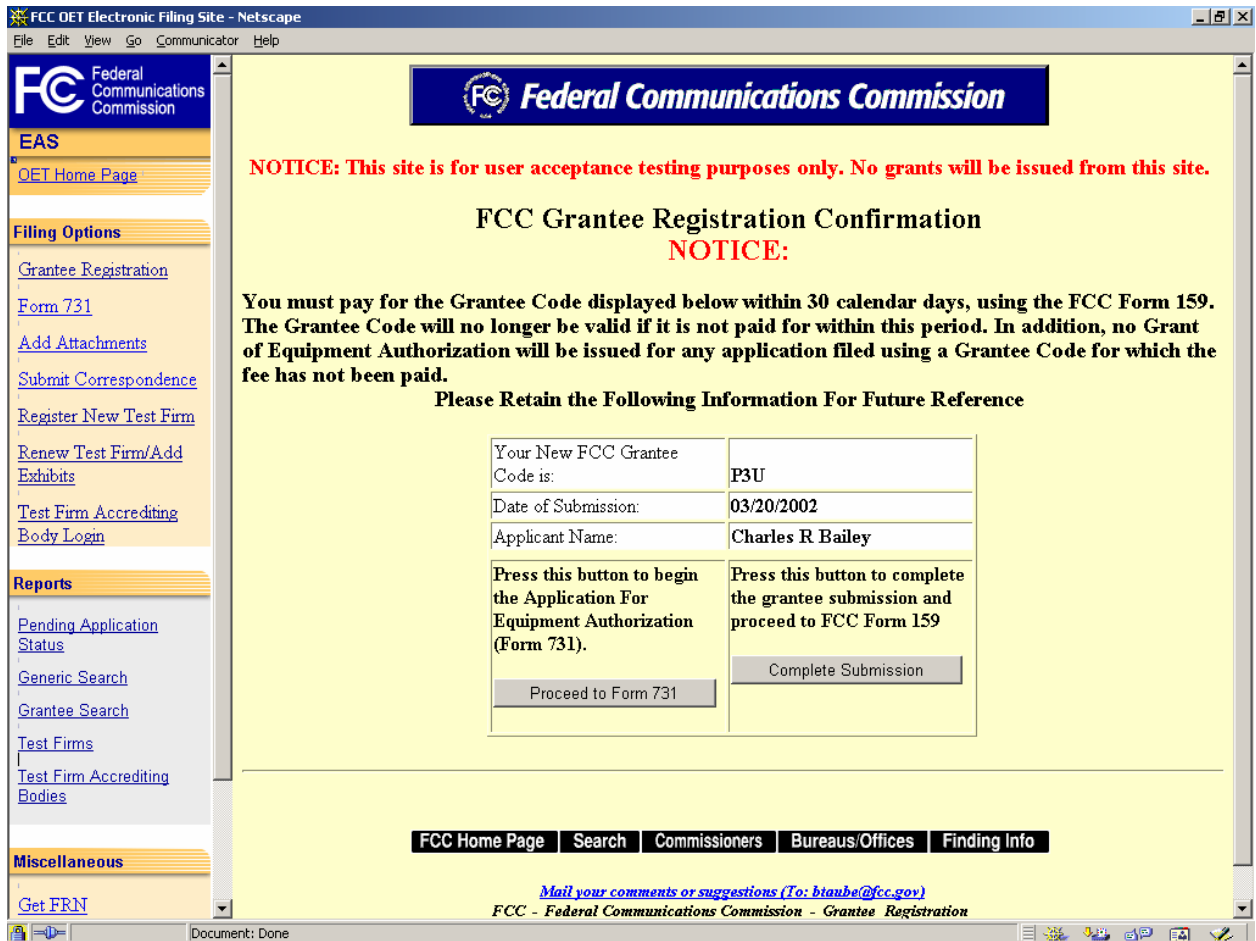


Exhibit 2-4: Grantee Registration Confirmation

The following buttons appear on the form:

Button	Action
Proceed to Form 731	Click this button to immediately begin the application for equipment authorization (FCC Form 731).
Complete Submission	If FCC Form 731 will not be submitted immediately click this button to proceed to FCC Form 159 in order to pay for the Grantee Code assignment. Review Section 2.3 for instructions.

2.2 Completing an Application for Equipment Authorization (Form 731)

Form 731 is used to apply for equipment authorization. Form 731 can be accessed by either completing a Grantee Registration Form, then selecting the **PROCEED TO FORM 731** button or clicking directly on the **FORM 731** hyperlink.

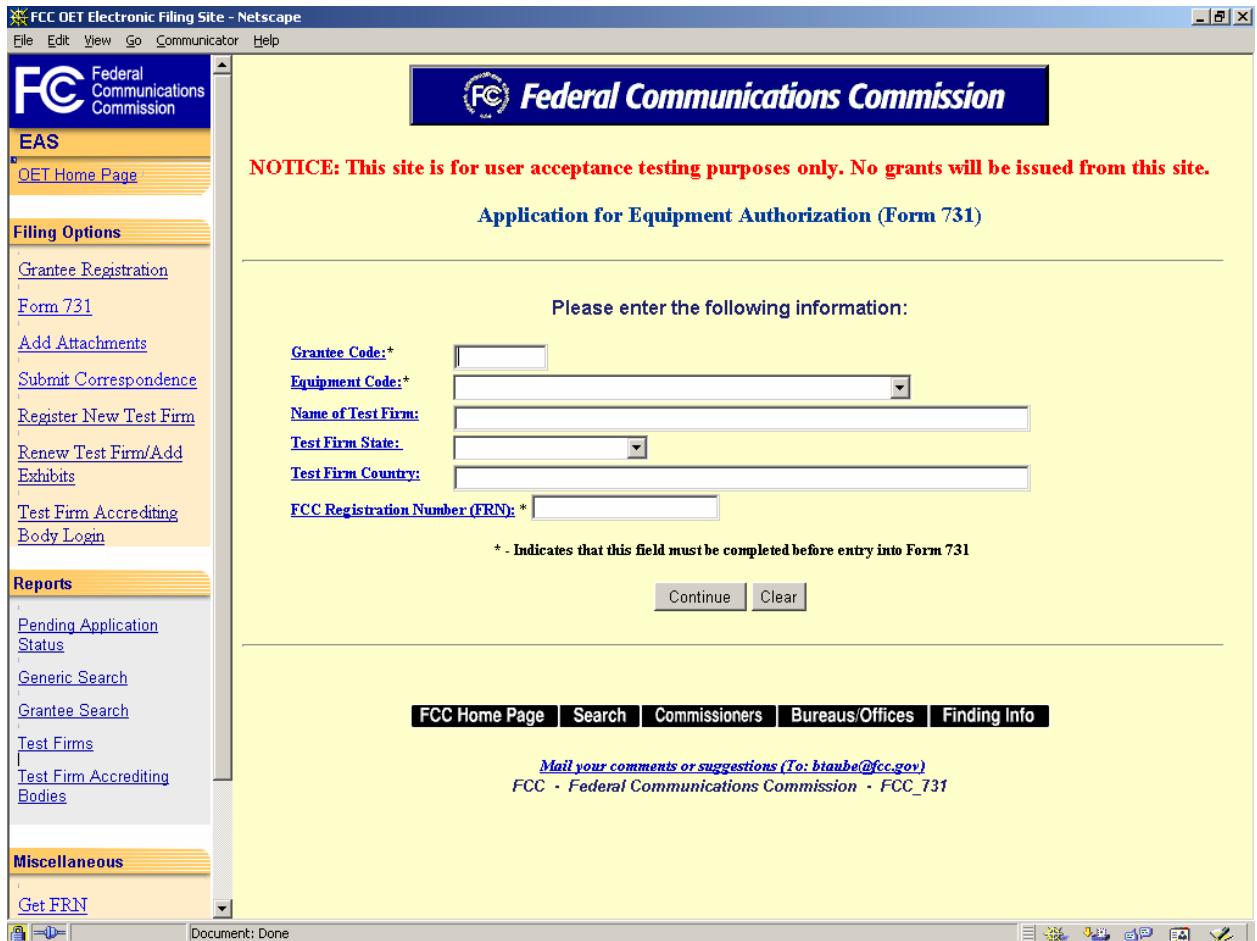


Exhibit 2-5: Form 731 Sign-In Form (For Entry into Form 731)

Field	Definition
<i>The user must fill all fields marked with an asterisk (*).</i>	
Grantee Code*	Enter the three-character grantee code assigned by the FCC. If this sign-in form is completed immediately after obtaining electronic assignment of a Grantee Code, this field will pre-populate.
Equipment Code*	Select from the drop down list the equipment code (type) for which the application is being filed.
Name of Test Firm	Enter the name of the Test Firm. A search for a test firm can be performed based on search criteria with the Test Firm Search option.
Test Firm State	Enter the state of the Test Firm. This will narrow the possible entries for the test firm information fields on Form 731, thereby reducing the amount of time it takes to load and process the Form.
Test Firm Country	Enter the country of the Test Firm. This will narrow the possible entries for the test firm information fields on Form 731, thereby reducing the amount of time it takes to load and

Field	Definition
FRN	process the Form.
**This is not the same as a TIN, EIN or a Correspondence Reference Number.	Enter the 10 digit numeric code obtained when first registered with FCC/CORES. To obtain an FRN, click on the Get FRN NUMBER hyperlink.

Once all the fields have been filled in, click on the **CONTINUE** button. The sign-in form will verify that all the fields have been filled in properly; if so, Form 731 will open.

Form 731 is broken up into five screen shots with a brief description of each of the fields that the user needs to complete.

The first portion of Form 731 contains Items 1 through 5. The majority of the necessary information for Items 1 through 4 will pre-populate with the assigned grantee code information. This information can not be modified. If modifications are required contact the OET Laboratory.

Fax the incorrect and correct information to: (301) 344-2050, Attention: Bette Taube or send an email to btaube@fcc.gov.

FCC OET Electronic Filing Site - Netscape

File Edit View Go Communicator Help

FC Federal Communications Commission

EAS

[OET Home Page](#)

Filing Options

[Grantee Registration](#)

[Form 731](#)

[Add Attachments](#)

[Submit Correspondence](#)

[Register New Test Firm](#)

[Renew Test Firm/Add Exhibits](#)

[Test Firm Accrediting](#)

[Body Login](#)

Reports

[Pending Application Status](#)

[Generic Search](#)

[Grantee Search](#)

[Test Firms](#)

[Test Firm Accrediting Bodies](#)

Miscellaneous

NOTICE: This site is for user acceptance testing purposes only. No grants will be issued from this site.

FEDERAL COMMUNICATIONS COMMISSION - FCC
FORM 731
APPLICATION FOR EQUIPMENT AUTHORIZATION

Approved by OMB
3060 - 0057
Expires 9/30/00

You will be presented with the FCC FORM 159, Fee Remittance Advice after submitting your application and obtaining a confirmation number.

Item 1. Applicant's complete, legal business name: **Charles W Bailey**

Item 2. Applicant's mailing address
Line 1: 745 Schumann Drive
Line 2:
P.O.Box:
City: Rockville
State: MD Country(if foreign address): Zip/Postal Code: 20903

Item 3. FCC ID: Grantee code: p3v * Equipment Product Code (14 characters maximum):

Item 4. Person at the applicant's address to receive grant or for contact:
First Name: Charles Mail Stop:
Last Name: Bailey Telephone: Ext:
Title: Contact Fax No:
E-mail: cbailey@fcc.gov

Item 5. Instead of Applicant, FCC is authorized to mail original Grant to:
Firm Name:
Address Line 1: P.O.Box:
Address Line 2: City: State:
Country(if foreign address): Zip/Postal Code:
Person at above address to receive Grant:
First Name: Last Name:
Title: Mail Stop:

Exhibit 2-6: Form 731 Items 1 through 5

The following fields appear on the form:

Field	Definition
Item 1 – Applicant’s complete, legal business name:	
Applicant’s Name	The applicant’s name is pre-filled from the Grantee Code entered on the previous page.
Item 2 – Applicant’s mailing address:	
Applicant’s mailing address	The applicant’s mailing address is pre-filled from the Grantee Code entered on the previous page.
Item 3 – FCC ID	
Grantee Code	The Grantee Code is pre-populated.
Equipment Product Code	Enter the Equipment Product Code (EPC) assigned by the applicant for the given product. The EPC can be a maximum of fourteen alpha-numeric characters, contain hyphens or dashes (-) and must be unique to the device.
Item 4 – Person at the applicant’s address to receive grant or for contact:	
First Name	The first name of the recipient of the grant is pre-filled from the FCC database.
Last Name	The last name of the recipient of the grant is pre-filled from the FCC database.
Title	The recipient’s title is pre-filled from the FCC database.
Email	The recipient’s e-mail address is pre-filled from the FCC database.
Item 5 – Instead of applicant, FCC is authorized to mail original grant to:	
<i>If any one of these fields is completed then all fields must be completed.</i>	
Firm Name	Enter the name of the authorized firm that is to receive the original grant for the applicant.
Address Line 1	Enter the address for the firm that is authorized to receive the original grant for the applicant.
P.O. BOX	If a post office box is provided, enter it into this field.
City	Enter the authorized firm’s city in this field.
State	Enter the authorized firm’s state in this field.
Country	If the authorized firm is located outside of the United States of America, enter the country in this field.
Zip/Postal Code	Enter the zip and/or postal code for the firm in this field.
Person at above address to receive grant:	
First Name	Enter the first name of the individual at the authorized firm to receive the grant.
Last Name	Enter the last name of the individual at the authorized firm to receive the grant.
Title	Enter the recipient’s title, if provided.
Mail Stop	Enter the recipient’s mail stop. This is useful when the mailing address is to a large company and the recipient has an office or cubicle within the building that is not a part of the normal mailing address.

The second portion of Form 731 contains Items 6 through 9. This information is not required in order to submit an application to the FCC; however, if a “Firm Name” is entered into the Technical or Non-Technical Contact fields, the rest of the fields must be completed.

The screenshot shows a web browser window titled "FCC OET Electronic Filing Site - Netscape". On the left is a navigation menu with links like "EAS", "OET Home Page", "Filing Options", "Reports", etc. The main content area contains two identical forms, one for "Item 6, Technical Contact" and one for "Item 7, Non-Technical Contact". Each form has the following fields: Firm Name, Telephone, Ext, Fax No, First Name, Middle Initial, Last Name, Address Line 1, P.O. Box, Address Line 2, City, State (dropdown), Country (if foreign address), and Zip/Postal Code. Below the forms are two questions: Item 8 asks if the application includes a request for confidentiality, and Item 9 asks if the applicant requests deferral of the grant. Both questions have radio buttons for "Yes" and "No".

Exhibit 2-7: Form 731 Items 6 through 9

The following fields appear on the form:

Field	Definition
Item 6 – Technical Contact and Item 7 – Non Technical Contact	
Firm Name	Enter the Firm’s name.
Telephone	Enter the technical contact’s complete telephone number. This is an alpha-numeric field. Enter the contact’s telephone extension, if one is provided.
Fax Number	Enter the technical contact’s fax number in this field.
First Name	Enter the technical contact’s first name in this field.
Last Name	Enter the technical contact’s last name in this field.
Address	Enter the technical contact’s address in this field.
P.O. Box	If a post office box is provided, enter it into this field.
City	Enter the technical contact’s city in this field.
State	Enter the technical contact’s state in this field.
Country	If the technical contact is located outside of the United States of America, enter the country in this field.
Zip/Postal Code	Enter the technical contact’s zip and/or postal code in this field.

Field	Definition
Email	Enter the technical contact's e-mail address. The e-mail address format is as follows: name@company.ext
Item 8 – Confidentiality	
Click on the appropriate checkbox in response to the question.	
Confidentiality	If portions of the application being filed are to be considered confidential, click on the YES button. If no portion of the application being filed is to be considered confidential, click on the NO button.
Item 9 – Defer Grant	
Defer	If the application is to be deferred, click on the YES button and enter the date when the grant may be issued. If the application is not to be deferred, click on the NO button.

The third portion of Form 731 contains Items 10 through 13.

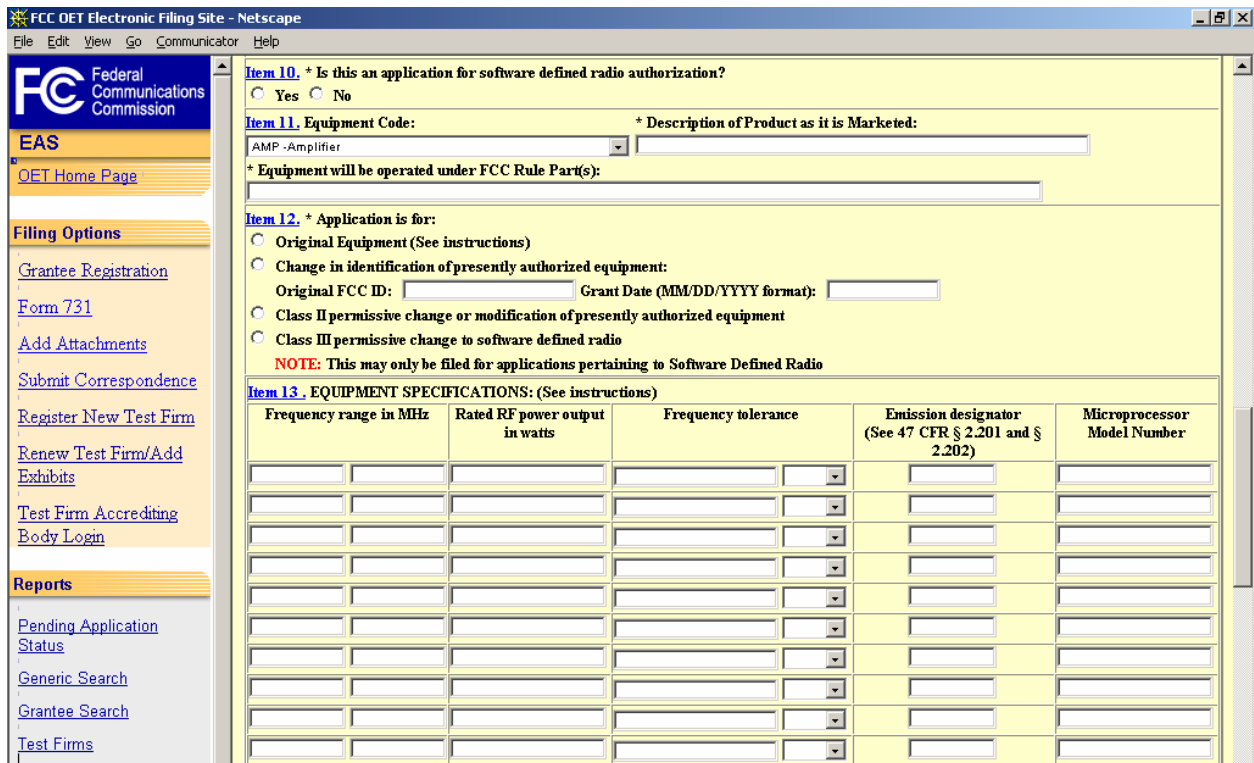


Exhibit 2-8: Form 731 Items 10 through 13

The following fields appear on the form:

Field	Definition
Item 10 – Software Defined Radio	
Software Defined Radio	If the application pertains to a Software Defined Radio click on the YES button, if not click on the NO button.
Item 11 – Equipment Code	

Field	Definition
Equipment Code*	If item is not already pre-populated, or the code needs to be changed, use the drop down list to select the equipment code for which the application is being filed.
Description of Product*	Enter a brief description of the product being marketed.
FCC Rule Part*	Enter all Rule Parts applicable to this application.
Item 12 – Application is for:	
Original Equipment	Click this checkbox only for new equipment that has not been previously authorized by the FCC.
Change in Identification	Click this checkbox if an alternate FCC ID for a presently authorized piece of equipment is being requested. If selected, the original FCC ID and grant date must be provided.
Class II Permissive Change	Click on this checkbox if the application is for a change to a previously authorized piece of FCC equipment.
Class III Permissive Change	Click on this checkbox if the application is for a change to a previously authorized SDR piece of FCC equipment.
Item 13 – Equipment Specifications	
Frequency Range	Enter the frequency/frequency range in megahertz (MHz). Example: If the frequency is 325 kilohertz (kHz), convert it to .325 megahertz.
Rated RF Power Output	This item applies to transmitting equipment with power output that is listed in watts.
Frequency Tolerance	Applies only to equipment that is operated in licensed radio services rule parts.
Emission Designator	Applies only to equipment that is operated in licensed radio services rule parts.
Microprocessor Model Number	Applies only to digital devices that are subject to Certification under Part 15 of the Rules.

The fourth portion of Form 731 contains Items 14 through 15.

Item 14. Is the equipment in this application:
 * (a) a composite device subject to an additional equipment authorization?
 Yes No
 * (b) part of a system that operates with, or is marketed with, another device that requires an equipment authorization?
 Yes No
 If either of the above questions is answered "Yes" complete section 13(c).
 (c) The related application:
 has been filed at same time as this application under the FCC ID listed to the right
 has been granted under the FCC ID listed to the right
 is in the process of being filed under the FCC ID listed to the right
 is pending with the FCC under the FCC ID listed to the right
 FCC ID: _____

Item 15. Name of test firm and contact person on file with the FCC, if different from applicant or contact person:
 Firm Name: _____
 First Name: _____ Last Name: _____
 Telephone: _____ Ext: _____ Fax No: _____ E-mail: _____

Read each certification carefully before answering and signing this application
 WILLFUL FALSE STATEMENTS MADE ON THIS FORM ARE PUNISHABLE BY FINE AND IMPRISONMENT (U.S. CODE, TITLE 18, SECTION 1001), AND/OR REVOCATION OF ANY STATION LICENSE OR CONSTITUTION PERMIT (U.S. CODE, TITLE 47, SECTION 312(a)(1)), AND/OR FORFEITURE (U.S. CODE, TITLE 47, SECTION 503).
Item 16. SECTION 5301 (ANTI-DRUG ABUSE) CERTIFICATION:
 The applicant must certify that neither the applicant nor any party to the application is subject to a denial of Federal benefits, that include FCC benefits, pursuant to Section 5301 of the Anti-Drug Abuse Act of 1988, 21 U.S.C. § 862 because of a conviction for possession or distribution of a controlled substance. See 47 CFR 1.2002(b) for the definition of a "party" for these purposes.
 Does the applicant or authorized agent so certify? * Yes No

Exhibit 2-9: Form 731 Items 14 through 16

The following fields appear on the form:

Field	Definition
Item 14 – Is the equipment in this application	
Click on the appropriate checkbox in response to the question.	
(a) Composite Device	If the equipment in the application is a composite device that is subject to more than one type of equipment authorization, click on the YES button. If it is not subject to more than one type of equipment authorization, click on the NO button. If the answer is yes, complete Item 14C.
(b) Associated Device	If the equipment in the application is part of a system that operates with, or is marketed with another device that requires an equipment authorization, click on the YES button. If it is not part of a system that operates with, or is marketed with another device that requires an equipment authorization, click on the NO button. If the answer is yes, complete information about associated device.
Item 15 – Name of Test Firm and Contact Person	
Firm Name	Select from the drop down list the Test Firm’s name.
First Name	Enter the first name of the Test Firm’s contact.
Last Name	Enter the last name of the Test Firm’s contact.
Telephone	Enter the Test Firm contact’s complete telephone number. This is an alpha-numeric field. Enter the contact’s telephone extension, if

Field	Definition
	one is provided.
Fax Number	Enter the Test Firm contact's fax number in this field.
Email	Enter the Test Firm contact's e-mail address. The e-mail address format is as follows: name@company.ext
Item 16 – Section 5301 (Anti-drug abuse) Certification	
Drug Certification	Click on the appropriate checkbox in response to the question.

The fifth portion of Form 731 contains Item 17. The signature is required but the address information is not required in order to submit an application to the FCC; however, if an agent is signing for the applicant, the rest of the fields must be filled in.

Item 17, APPLICANT/AGENT CERTIFICATION:

I certify that I am authorized to sign this application. All of the statements herein and the exhibits attached hereto, are true and correct to the best of my knowledge and belief. IN accepting a Grant of Equipment Authorization issued by the FCC as a result of the representations made in this application, the applicant is responsible for (1) labeling the equipment with the exact FCC ID specified in this application, (2) compliance statement labeling pursuant to the applicable rules, and (3) compliance of the equipment with the applicable technical rules. If the applicant is not the actual manufacturer of the equipment, appropriate arrangements have been made with the manufacturer to ensure that production units of this equipment will continue to comply with the FCC's technical requirements.

Authorizing an agent to sign this application, is done solely at the applicant's discretion; however, the applicant remains responsible for all statements in this application.

If an agent has signed this application on behalf of the applicant, a written letter of authorization which includes information to enable the agent to respond to the above section 5301 (Anti-Drug Abuse) Certification statement has been provided by the applicant. It is understood that the letter of authorization must be submitted to the FCC upon request, and that the FCC reserves the right to contact the applicant directly at any time.

* Signature of Authorized Person Filing:

Title of authorized signature:

Complete items below if an agent signs the application

Firm Name: Telephone: Ext: Fax No:

First Name: Middle Initial: Last Name:

Address Line 1: P.O.Box:

Address Line 2:

City: State: Country(if foreign address): Zip/Postal Code:

E-mail:

NOTE: An asterisk '*' preceding a field indicates it must be completed before this application can be submitted.

Continue Clear

Exhibit 2-10: Form 731 Item 17

The following fields appear on the form:

Field	Definition
Item 17 – Applicant Certification	
Signature of Authorized Person	Enter the name of the authorized person "signing" the application.
Title of Authorized	Enter the title of the authorized person signing the application (i.e.,

Field	Definition
Person	Senior Product Engineer).
Firm Name	Enter the name of the authorized person's company.
Telephone	Enter the authorized person's complete telephone number. This is an alpha-numeric field. Enter the authorized person's telephone extension, if one is provided.
Fax Number	Enter the authorized person's fax number.
First Name	Enter the first name of the authorized person.
Last Name	Enter the last name of the authorized person.
Address	Enter the authorized person's address.
P.O. Box	If a post office box is applicable, enter it.
City	Enter the authorized person's city.
State	Enter the authorized person's state.
Country	If the authorized person's is located outside of the United States of America, enter the country.
Zip/Postal Code	Enter the authorized person's zip and/or postal code.
Email	Enter the authorized person's address. The e-mail address format is as follows: name@company.ext

After successful submittal of the Form 731 Application, a Form 731 Confirmation Number will be assigned to the application. The confirmation number will be required when checking the status of a pending application; adding exhibit attachments; and replying to correspondence from OET.

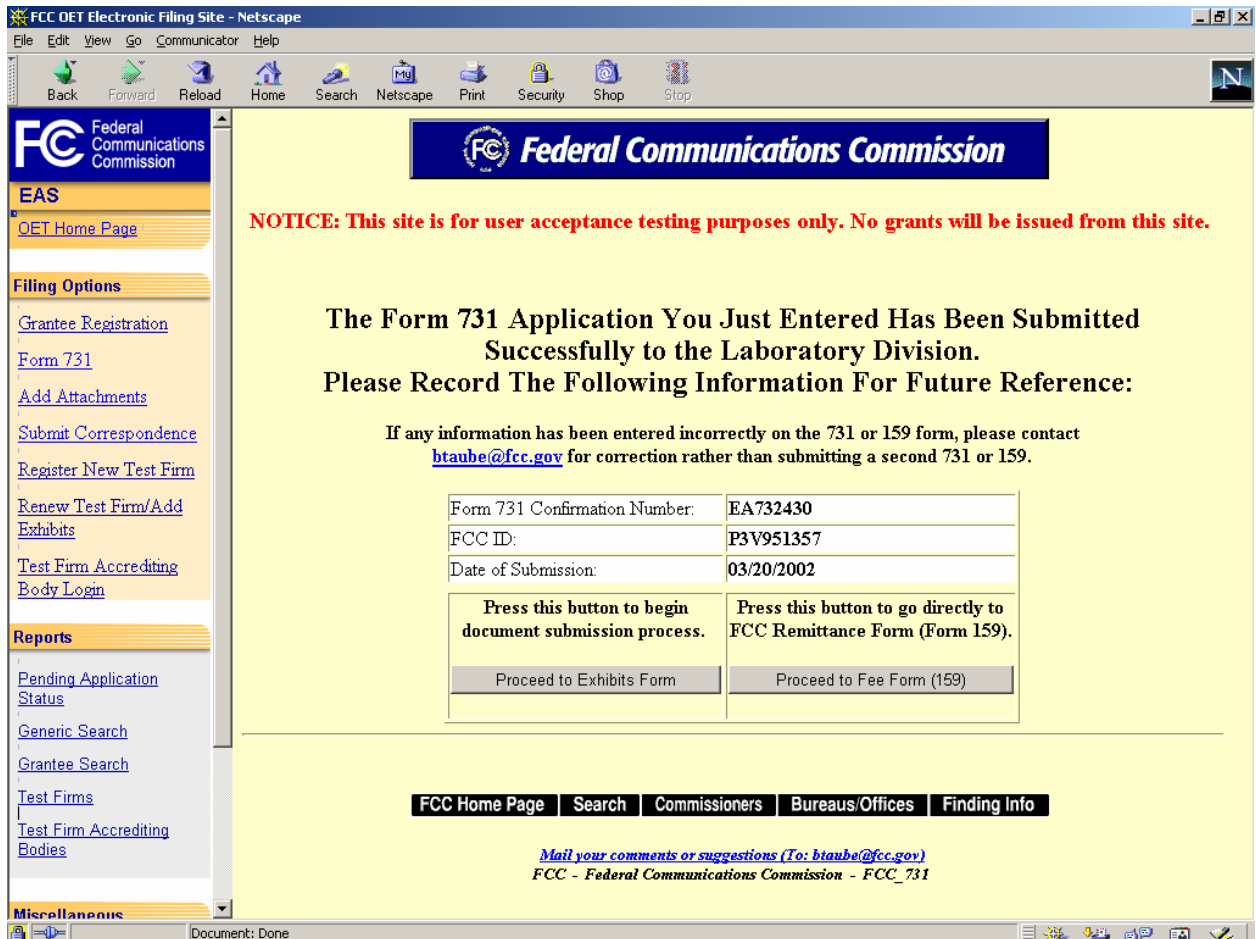


Exhibit 2-11: Form 731 Confirmation

The following buttons appear on the form:

Button	Action
Proceed to Exhibits Form	Click this button to upload exhibit attachments. Refer to Section 2.4 for details.
Proceed to Fee Form (159)	Click this button to initiate the fee payment process. Refer to Section 2.3 for details.

2.3 Completing an FCC Form 159, Fee Remittance Advice

A fee is required for each application and/or assignment of a Grantee Code. This fee may be paid electronically, by mail or hand delivery.

The FCC fee payment process is initiated immediately after completing the Form 731 by clicking on the **PROCEED TO FEE FORM (159)** button.

The Electronic Form 159 log-in window appears.

The screenshot shows a Netscape browser window titled "E-159 - Netscape". The page header features the FCC logo and the text "Electronic Form 159". Below the header, there is a section titled "Enter in your FRN and Password" with two input fields: "FCC Registration Number (FRN)" and "Password". Below these fields are "Continue" and "Clear" buttons. To the right of the input fields, there are two links: "CORES" (To register for a FRN and Password) and "Payer" (To skip registration and fill out Payer information). A large cyan box contains the following text: "To create your Form 159 you must have Acrobat Reader 4.0 or higher. You may click [here](#) if you would like to install it now." Below this text is the "Get Acrobat Reader" logo. Further down, it says: "If help is needed to configure the Acrobat Reader on your machine, you may [click here to find help](#)." At the bottom of the page, there is a note: "If you do not have a FRN you can register for one at [CORES](#). **Note:** Be sure to write down your new FRN and Password after registration so that you can continue with the Electronic Form 159. If you would like to skip registration, go to [Payer](#) to fill out the payer portion of the Form 159."

Exhibit 2-12: Electronic Form 159

To complete Form 159, click on the “[Payer](#)” hyperlink.

Update and verify the Payer’s information including entering the Payer’s Tax Identification Number (TIN). All information must be filled in to proceed. If the Payer is not located in the USA, the TIN field must be completed with “999-99-9999.” To continue click on the **UPDATE** button.

A payment summary window appears with the appropriate amount due. To complete the FCC 159 form, click on the **VIEW FORM 159** button. An Adobe Acrobat Reader window appears. Click in the **OPEN IT** checkbox and click on the **OK** button.

Form 159 will open in Adobe Acrobat Reader pre-filled with all of the payer's and/or applicant's information. This information can not be modified. To complete the process, print out Form 159 by clicking on the Print icon or by selecting Print from the File menu option.

2.3.1 Electronic Payments

To submit payments electronically proceed to Form 159 and follow all the steps in Section 2.3. However, at the payment summary window click on the **PAY NOW** button.

NOTE: If you choose to pay electronically, you must have the 128-bit encryption version of Netscape Navigator or Internet Explorer. Also, the payer TIN and the applicant TIN must be entered.

2.3.2 Paying by Mail

To submit payments by mail proceed to Form 159 and follow all the steps in Section 2.3. Mail the Form 159 and payment to the following address – Do not include any other paperwork:

Federal Communications Commission
Equipment Approval Services
P.O. Box 358315
Pittsburgh, PA 15251-5315

2.3.3 Hand Delivering a Payment

To hand deliver or to use a courier service, proceed to Form 159 and follow all the steps in Section 2.3. Deliver the Form 159 along with payment double enveloped as follows:

1. Address an envelope with the following address:

Federal Communications Commission
Equipment Approval Services
P.O. Box 358315
Pittsburgh, PA 15251-5315

2. Place into an outer envelope with the following address:

Federal Communications Commission
C/O Mellon Bank
Mellon Client Service Center
500 Ross Street, Room 670
Pittsburgh, PA 15262-0001

3. Hand deliver or submit the envelope to the 500 Ross Street address.

2.4 Adding Attachments (Submitting Exhibits)

Attachments may be added to the Form 731 application immediately after completing the Form or at a later time. To add attachments, click on the [Add Attachments](#) hyperlink.

The Add Attachments Sign-In Form appears.

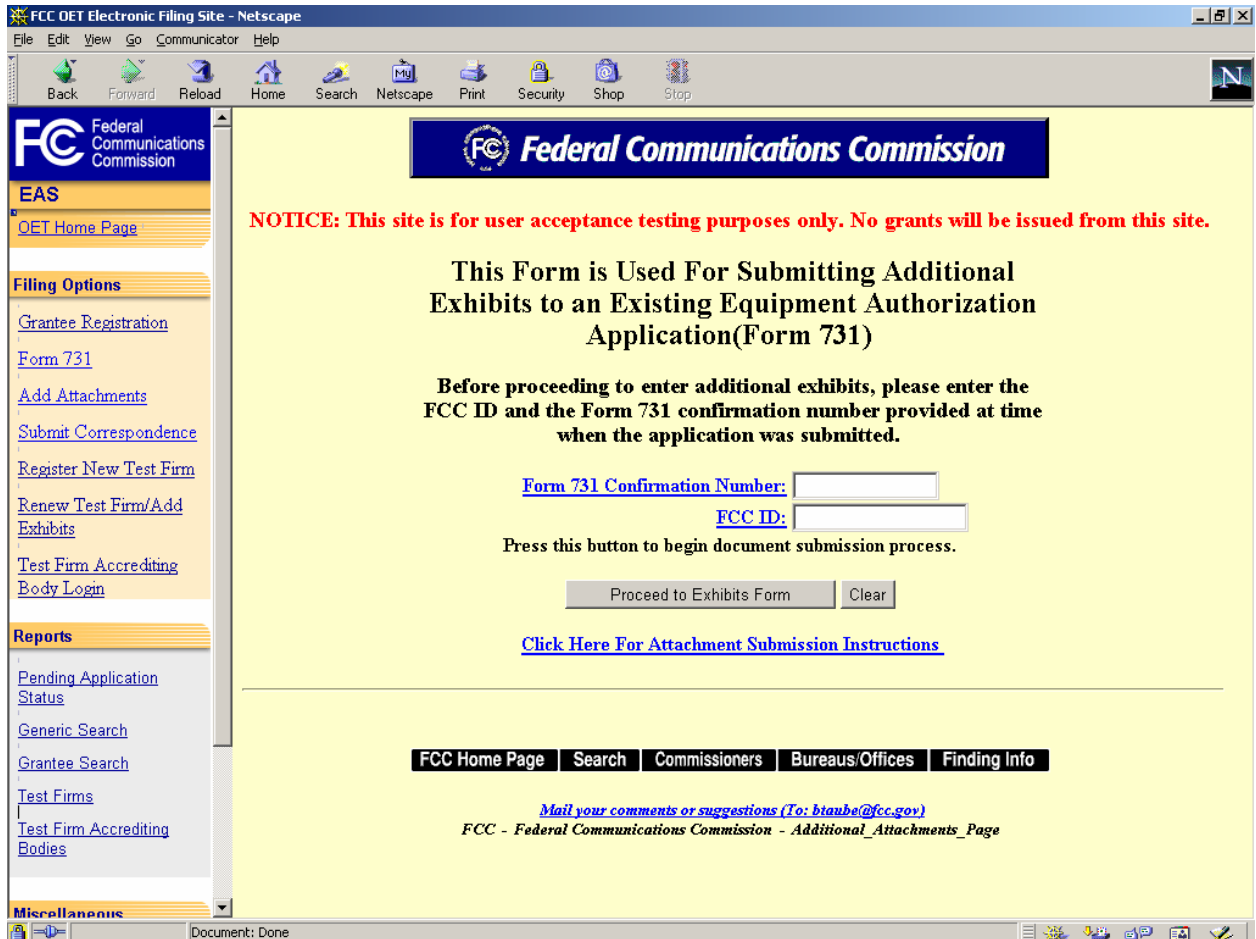


Exhibit 2-13: Add Attachment(s) Sign-In Form

The following fields appear on the form:

Field	Definition
Form 731 Confirmation Number	Enter the Form 731 Confirmation Number. This was provided when Form 731 was submitted.
FCC ID	Enter the FCC ID.

Press the **PROCEED TO EXHIBITS FORM** button to begin the document submission process. Based on the information provided on the Form 731, a list of the minimum required exhibits for the application being filed is found on the Exhibits Requirement Notice page. More than one file per exhibit type is acceptable, but the submittal should be limited to a reasonable number of files. Also, confidential information should be located in the proper exhibit type, but in a separate file. Limiting individual file sizes to as small as possible decreases processing time

and allows for smoother uploading of the file (2) to the Commission, especially if you have a slow Internet connection. All attachments should be divided into the relevant Exhibit types.

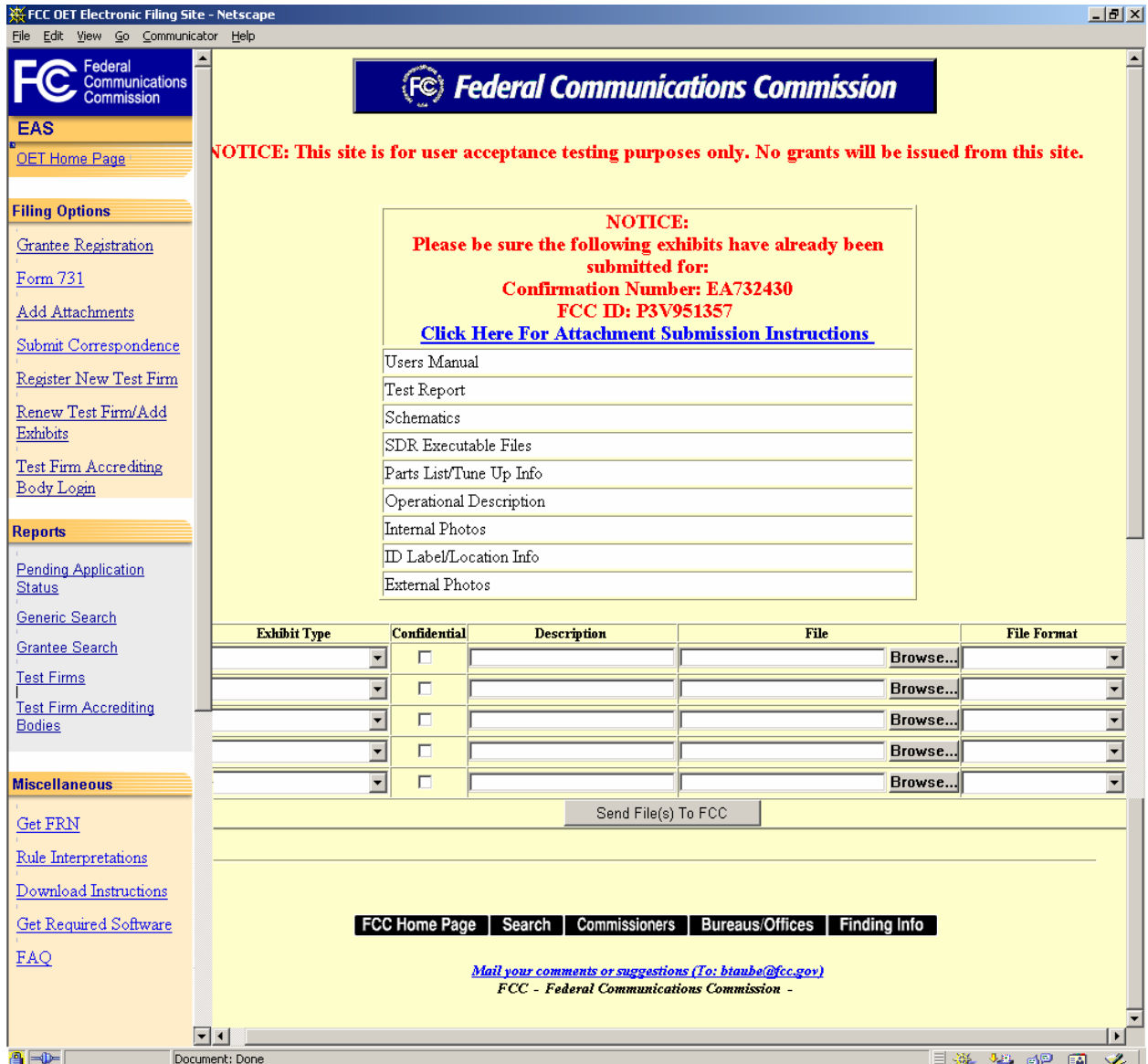


Exhibit 2-14: Exhibits Requirement Notice Form

The following fields appear on the form:

Field	Definition
Exhibit Type	Select the appropriate exhibit type from the drop down list.
Confidential	Select this option if the attachment should be held confidential. Upon selection, one of two messages will appear: 1) Confidentiality may be granted on this exhibit type. 2) The selected exhibit type does not warrant that it be held confidential by the FCC. This option will automatically be de-selected. In addition to checking

Field	Definition
	this box, a justification of this request should be provided as a cover letter exhibit.
Description	Enter a brief specific description of the attachment to be uploaded.
File	Specify the actual file name to upload. Select the BROWSE button to search local or network hard drives for the file.
File Format	Select the type of file that is being uploaded from the drop down list. Do not attempt to send a file type that is not on the list.

Once all the steps are performed properly, and the **SEND FILES TO FCC** button has been clicked, the FCC should receive the files where they will be stored with the corresponding application.

A confirmation window stating that the files were or were not successfully uploaded will appear. The confirmation window will provide a confirmation number, the FCC ID, and the date exhibits were loaded. It will also list each exhibit's status, file size, file description, exhibit type and file format. If unsuccessful, a reason will be provided. Receiving a confirmation of successful receipt indicates that the FCC has saved a file to the database. If the incorrect file format was selected or some other error occurred, the file may not be openable. It is highly recommended that files be viewed on the Internet after submission to verify that they open properly. Successful submission of files can be confirmed by opening and viewing the files through the Pending Application Search.



Exhibit 2-15: Exhibits Confirmation Window

To send additional exhibits click on the **SEND MORE EXHIBITS** button.

2.5 Submitting Correspondence

To respond to a request for additional information from the OET Laboratory click on the [Submit Correspondence](#) hyperlink.

NOTE: Do not use your regular e-mail software to reply to correspondence pertaining to applications.

Before proceeding to reply to correspondence sent by the OET, specify the Form 731 confirmation number provided at the time the application was submitted, and the Correspondence Reference Number noted in the request for information.

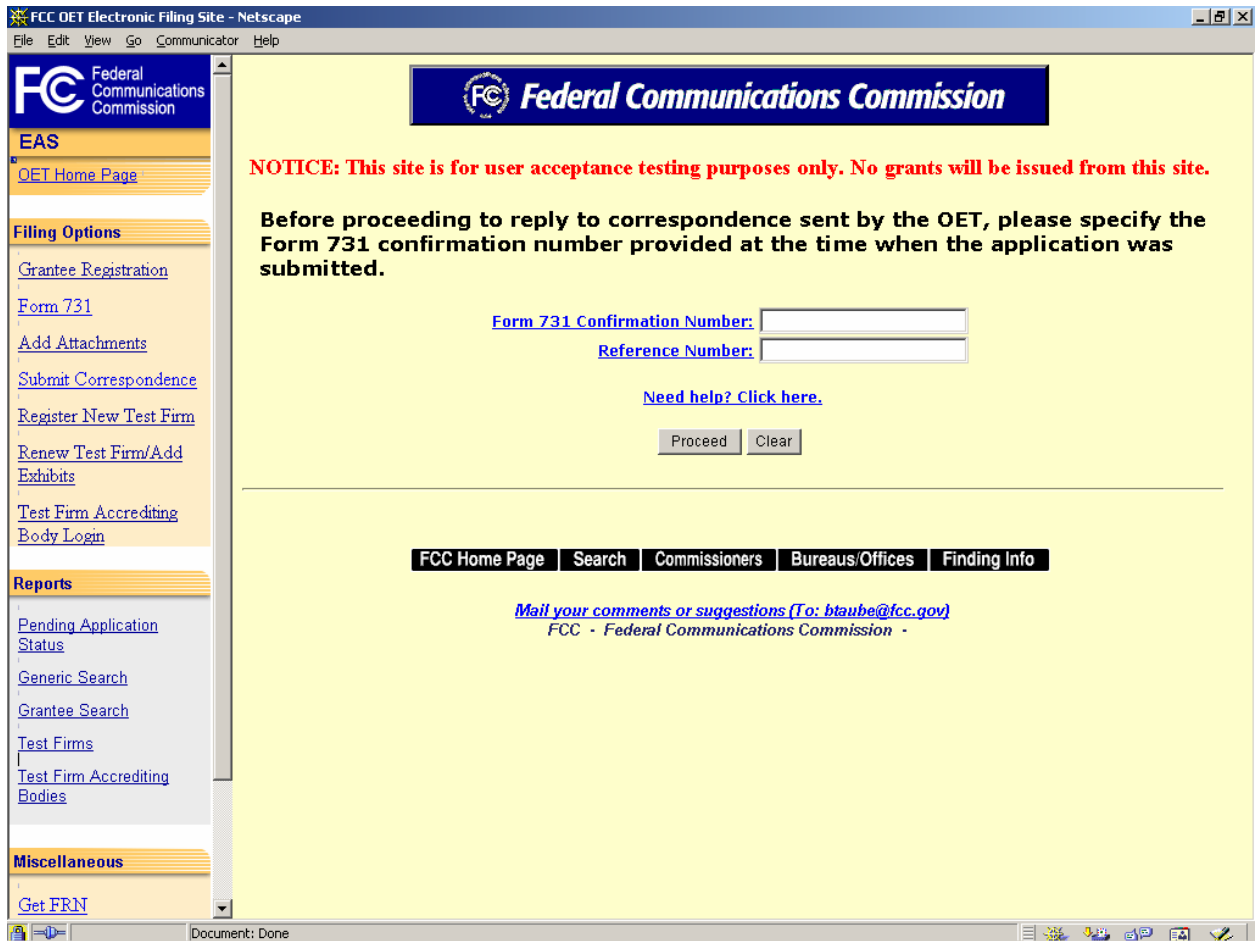


Exhibit 2-16: Correspondence Submission Login Screen

The following fields appear on the form:

Field	Definition
Form 731 Confirmation Number	Enter the Form 731 Confirmation Number. This was provided when Form 731 was submitted.
Reference Number	Enter the reference number provided on all OET created correspondence that requires a reply.

Once all the fields are completed and the **PROCEED** button has been clicked, the Reply to Correspondence form appears.

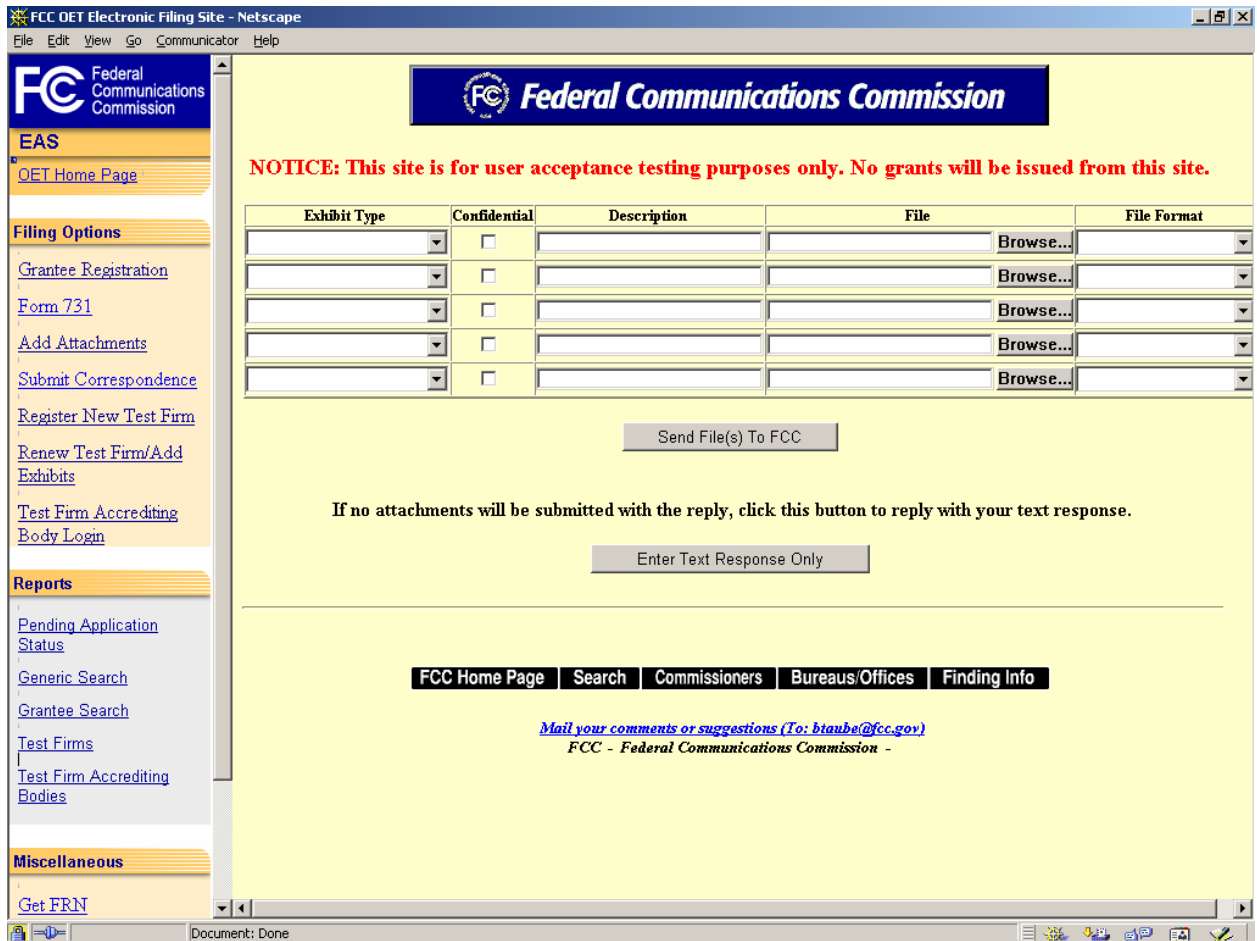


Exhibit 2-17: Reply to Correspondence From OET Page

The following fields appear on the form:

Field	Definition
Exhibit Type	Select the appropriate exhibit type from the drop down list.
Confidential	Select this option if the attachment should be held confidential. Upon selection, one of two messages will appear: 1) Confidentiality may be granted on this exhibit type. 2) The selected exhibit type does not warrant that it be held confidential by the FCC. This option will automatically be de-selected. In addition to checking this box, a justification of this request should be provided as a cover letter exhibit.
Description	Enter a brief, but specific description of the attachment to be uploaded.
File	Specify the actual file name to upload. Select the BROWSE button to search local or network hard drives for the file.
File Format	Select the type of file that is being uploaded from the drop down list. Do not attempt to send a file type that is not on the list.

For instructions on how to add attachments (submit exhibits) read Section 2.4.

To send comments/reply to the FCC, click on the **ENTER TEXT RESPONSE ONLY** button. When the system has saved your reply, the system will return the following message “Thank you. We have received your response.”

3. REGISTERING A NEW TEST FIRM

To register a new Test Firm with the FCC click on the [Register New Test Firm](#) hyperlink.

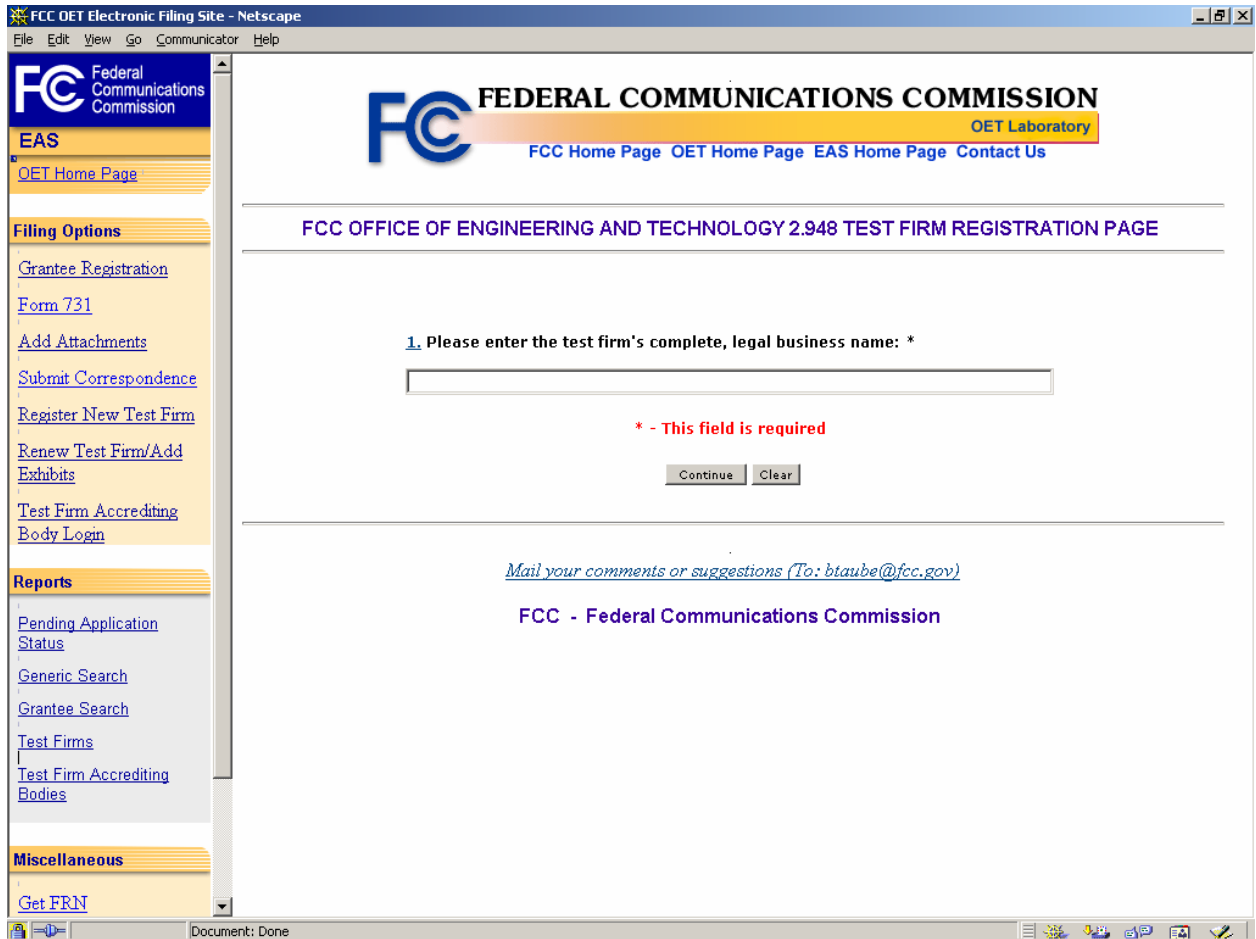


Exhibit 3-1: Test Firm Registration Entry Page

The following field appear on the form:

Field	Definition
Test Firm Name	Enter the complete, legal business name of the Test Firm.

When the complete, legal business name of the Test Firm is entered and the **CONTINUE** button is clicked the first five characters of the Test Firm’s name will now be compared against the Test Firms on file in the EAS.

If matches are found, the Test Firms on File page will show all of the matching firms.

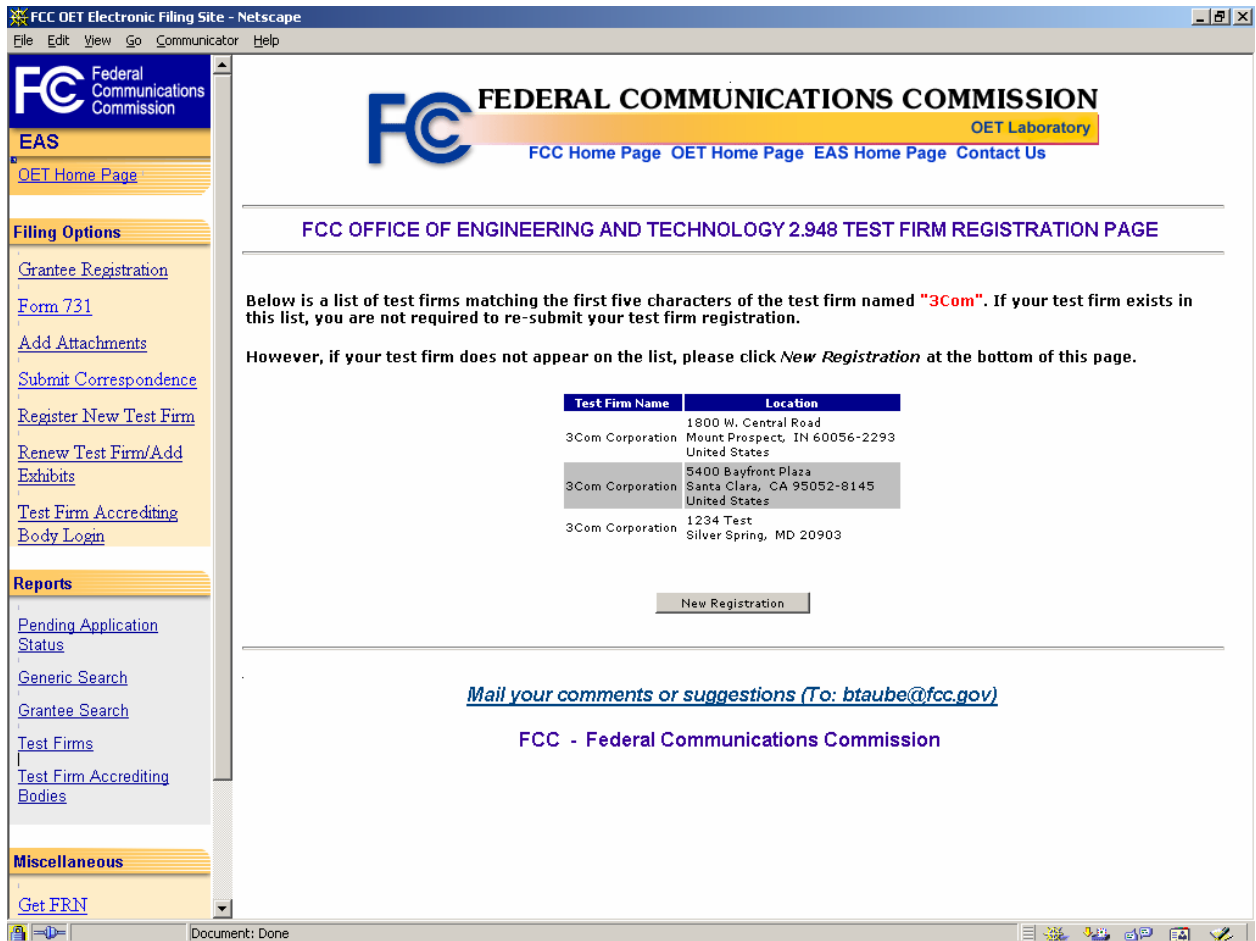


Exhibit 3-2: Test Firms on File Page

If one of these entries matches the Test Firm Name and Location you are attempting to register, then the registration process ends. However, if none of the Test Firms listed do not match the Name and Location of the Test Firm being Registered or Justified then click the **NEW REGISTRATION** button.

The Test Firm Registration form appears.

**FCC OFFICE OF ENGINEERING AND TECHNOLOGY
TEST FIRM REGISTRATION FORM**

1. Test Firm Information
 Firm Name: *
 Location: *
 FCC Registration Number (FRN): *

2. Test Firm Address
 Line 1: *
 Line 2:
 P.O.Box:
 City: * State:
 Country(if foreign address): Zip/Postal Code:

3. Test Firm Contact Information
 First Name: * Middle Initial:
 Last Name: * Telephone Number: Extension:
 Title: Fax Number:
 E-mail: Mail Stop:

* - Indicates that this field must be completed before the registration can be submitted

Continue Clear

Exhibit 3-3: Test Firm Registration Form

The following fields appear on the form:

Field	Definition
Test Firm Information	
Firm Name	Enter the name of the Test Firm.
Location	Enter the test site location.
Level of Accreditation	Select the accreditation level, if applicable from the drop down list.
Measurement Services for the Public on a fee basis	Check YES if measurement services will be provided to the public on a fee basis.
Test Firm Address	
Address Line 1	Enter the Test Firm's address.
P.O. BOX	If a post office box is applicable, enter it into this field.
City	Enter the test firm's city in this field.
State	Enter the test firm's state in this field.
Country	If the firm is located outside of the United States of America, enter the country in this field.

Field	Definition
Zip/Postal Code	Enter the zip and/or postal code for the firm in this field.
Test Firm Contact Information	
First Name	Enter the first name of the contact.
Last Name	Enter the last name of the contact.
Telephone	Enter the contact's complete telephone number. This is an alpha-numeric field. Enter the contact's telephone extension, if one is provided.
Title	Enter the contact's title, if provided.
Fax Number	Enter the fax number.
Email	Enter the contact's e-mail address. The e-mail address format is as follows: name@company.ext
Mail Stop	Enter the contact's mail stop. This is useful when the mailing address is to a large company and the recipient has an office or cubicle within the building that is not a part of the normal mailing address.

After the Test Firm Registration Form has been completed, the following Confirmation Form will appear:

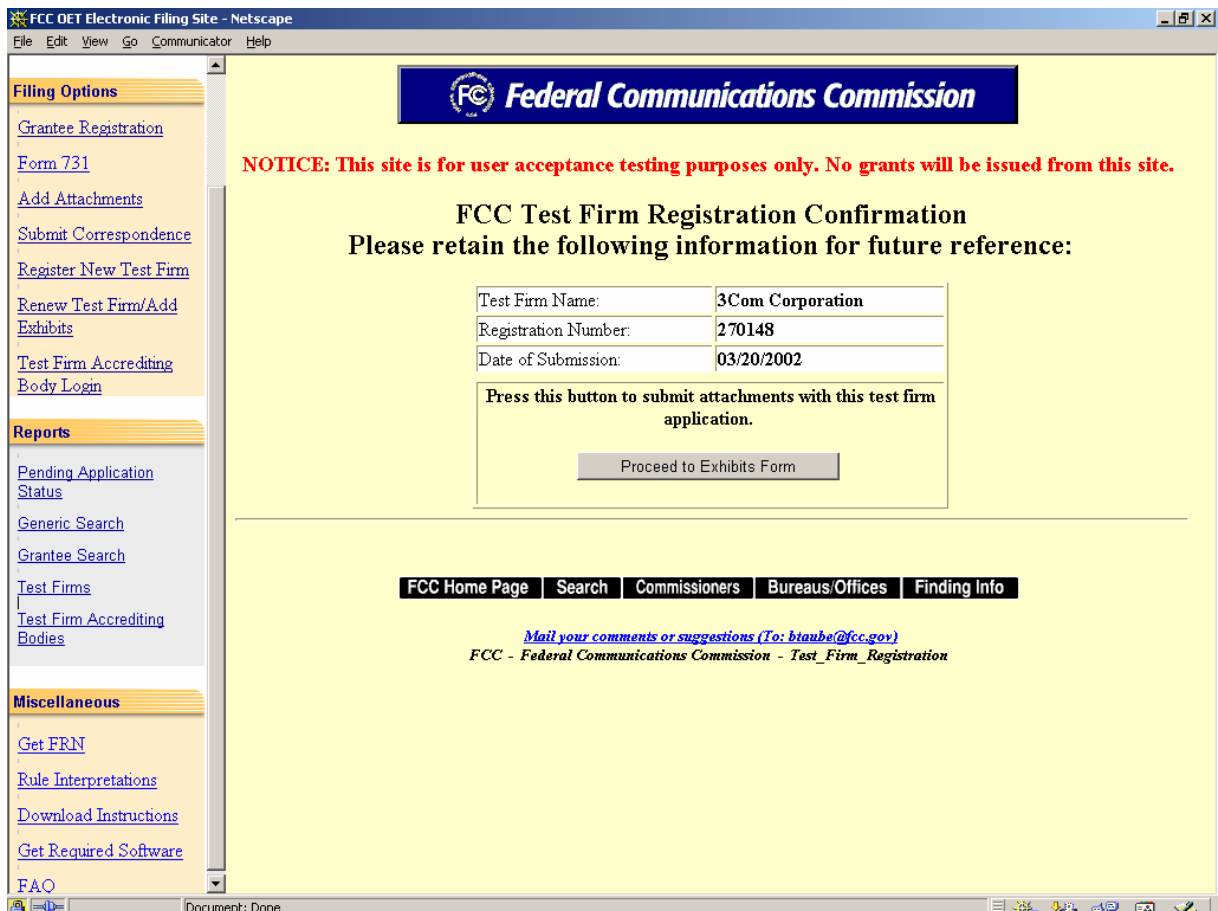


Exhibit 3-4: Test Firm Registration Confirmation

The confirmation window will provide the Test Firm’s name, a Registration Number and the Date of Submission.

Click on the **PROCEED TO EXHIBITS FORM** button to submit exhibits.

The Exhibit Form appears.

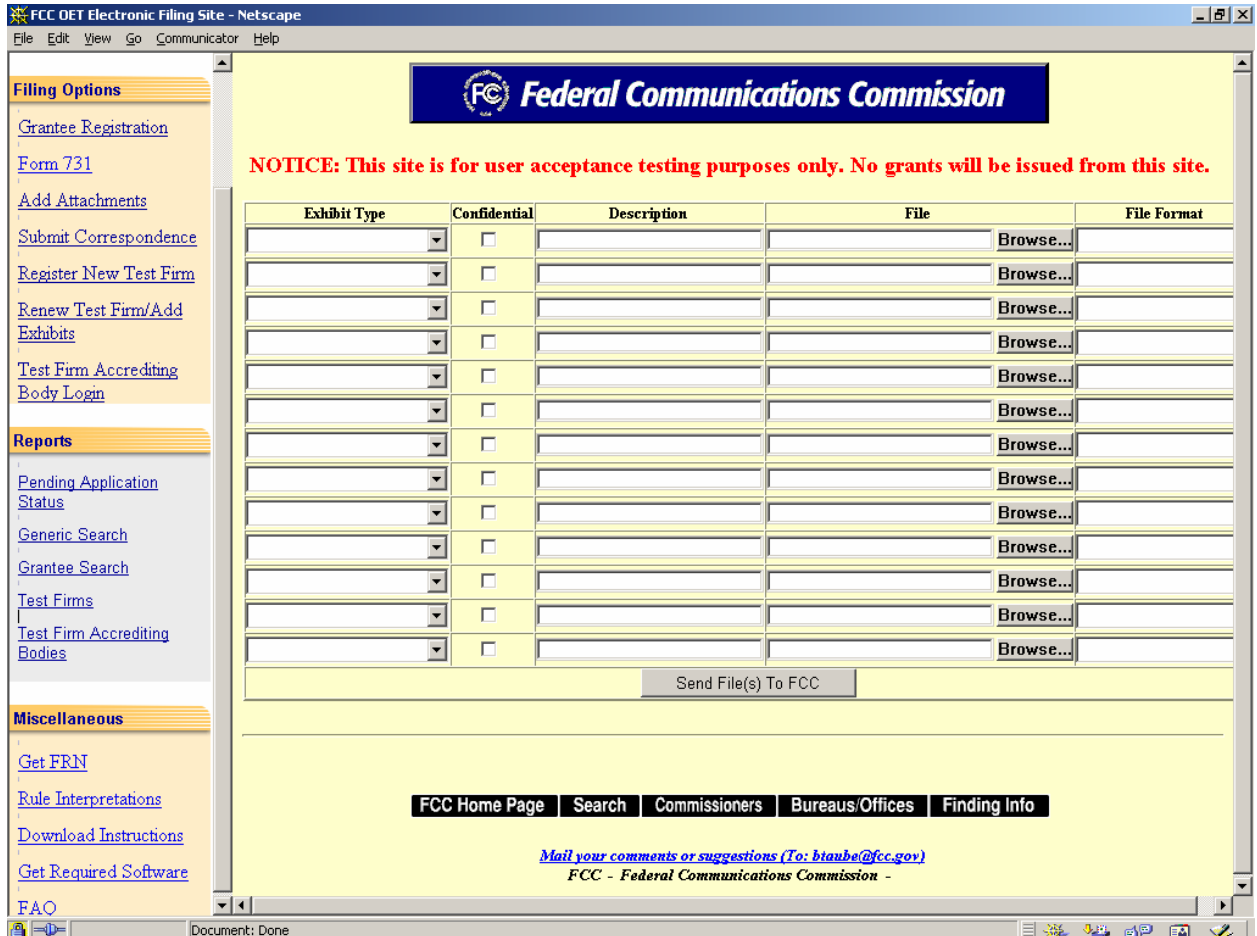


Exhibit 3-5: Exhibits Form

The following fields appear on the form:

Field	Definition
Exhibit Type	Select from the drop down list the appropriate exhibit type.
Confidential	Confidentiality does not apply to Test Firm information.
Description	Enter a brief, but specific description of the attachment to be uploaded.
File	Specify the actual file name to upload. Select the BROWSE button to search local or network hard drives for the file.
File Format	Select the type of file that is being uploaded from the drop down list. Do not attempt to send a file type that is not on the list.

When all the steps are performed properly, and the **SEND FILES TO FCC** button has been clicked, the FCC should receive the files where they will be stored with the corresponding Test Firm.

A confirmation window stating that the files were or were not successfully uploaded will appear. The confirmation window will provide a registration number and the date exhibits were loaded. It will also list each exhibit's status, file size, file description, exhibit type and file format. From the confirmation window additional exhibits may be submitted by clicking on the **SEND MORE EXHIBITS** button.

3.1 Adding Exhibits/Renewing a Test Firm

An authorization period for a 2.948 Listed Test Firm is three years. The three-year period may be renewed by submitting an exhibit (letter) to the FCC requesting renewal of the 2.948 listing.

To add exhibits to a Test Firm application click on the [Renew Test Firm/Add Exhibits](#) hyperlink.

The following exhibit formats are acceptable for text exhibits:

- Microsoft Word (97 or earlier)
- Microsoft Excel (97 or earlier)
- WordPerfect (6.0 or earlier)
- Lotus 123

The following graphic types are accepted:

- Joint Photographic Experts Group (.jpg)
- Portable Document Format (.pdf)
- American Standard Code for Information Interchange (.txt)

The Exhibits/Test Firm Renewal form appears.

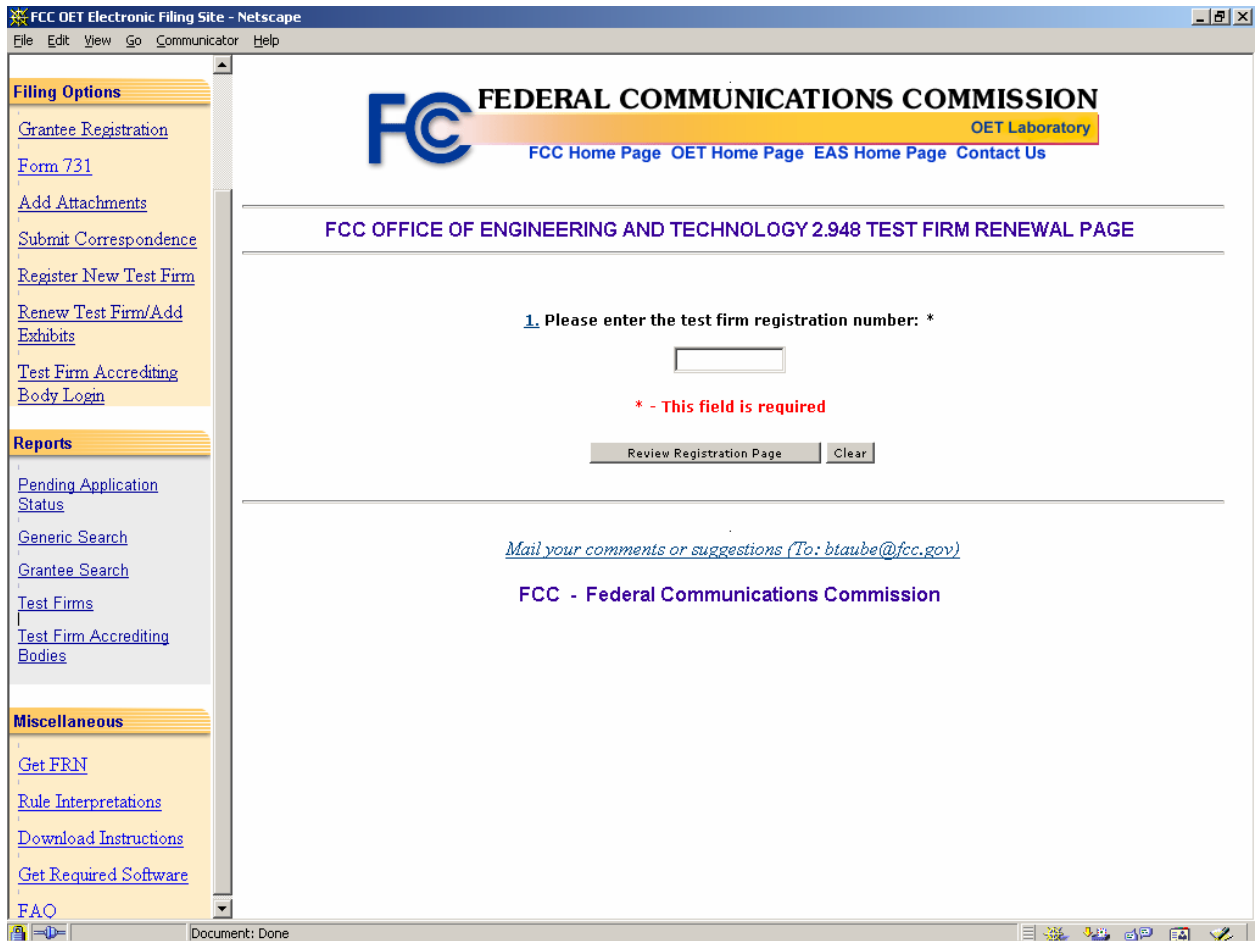


Exhibit 3-6: Exhibits/Test Firm Renewal form

The following fields appear on the form:

Field	Definition
Test Firm Registration Number	Enter the Test Firm's registration number. This number was assigned when the Test Firm Registration form was completed; or was identified in the renewal notice letter. Click on the REVIEW REGISTRATION PAGE button.

The Test Firm Registration Page appears containing the business name, mailing address and contact information for the Test Firm registration number entered.

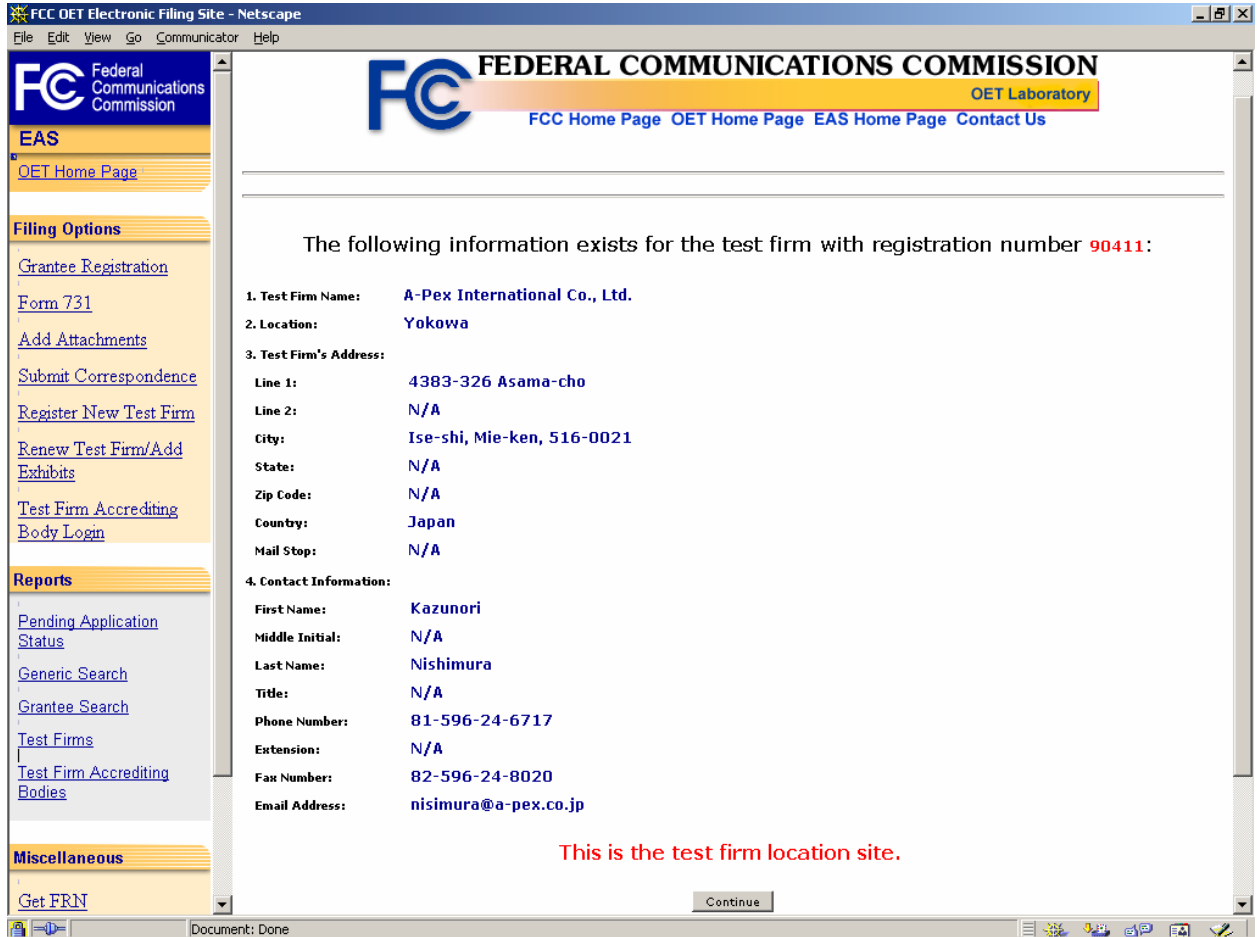


Exhibit 3-7: Review Registration Page

If the existing information needs to be modified follow the instructions provided on the Review Registration page.

Otherwise, click on the **CONTINUE** button to proceed.

The Exhibit's Form appears.

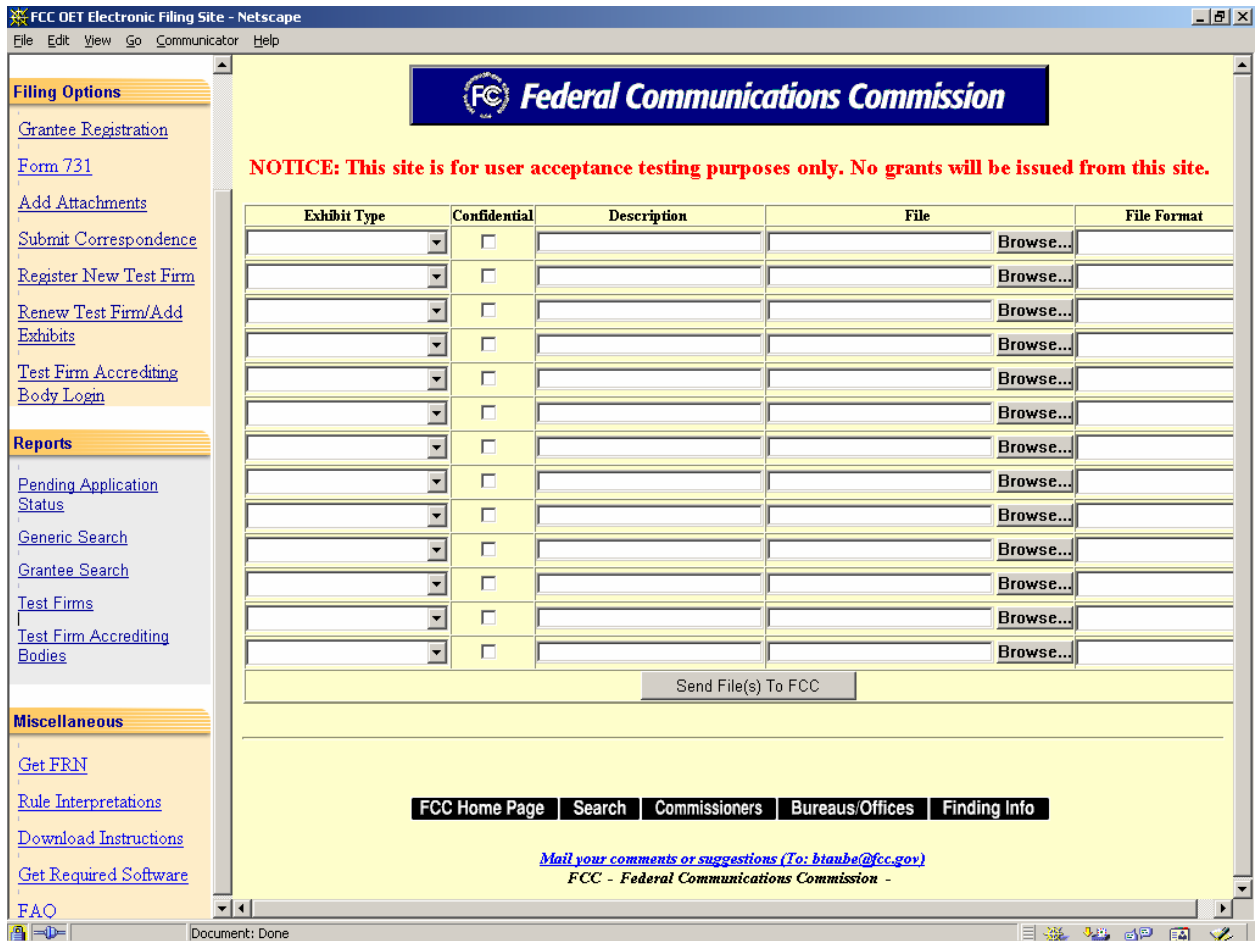


Exhibit 3-8: Exhibits Form

For instructions on how to submit exhibits read Section 2.4.

4. REPORTS

The EAS web application allows users to perform the following searches:

- Pending Application Status – Obtain the current status of a specific application.
- Generic Search – Searches granted applications based on entered search criteria.
- Grantee Search – Searches for assigned Grantee Codes based on entered search criteria.
- Test Firm Search – Searches for approved Test Firms based on entered search criteria.
- Test Firm Accrediting Body Search – Provides a list of active Test Firm Accrediting Bodies listed with the FCC.

4.1 Pending Application Status

Obtain the current status of a specific application by clicking on the [Pending Application Status](#) hyperlink.

The Pending Application Search window appears.

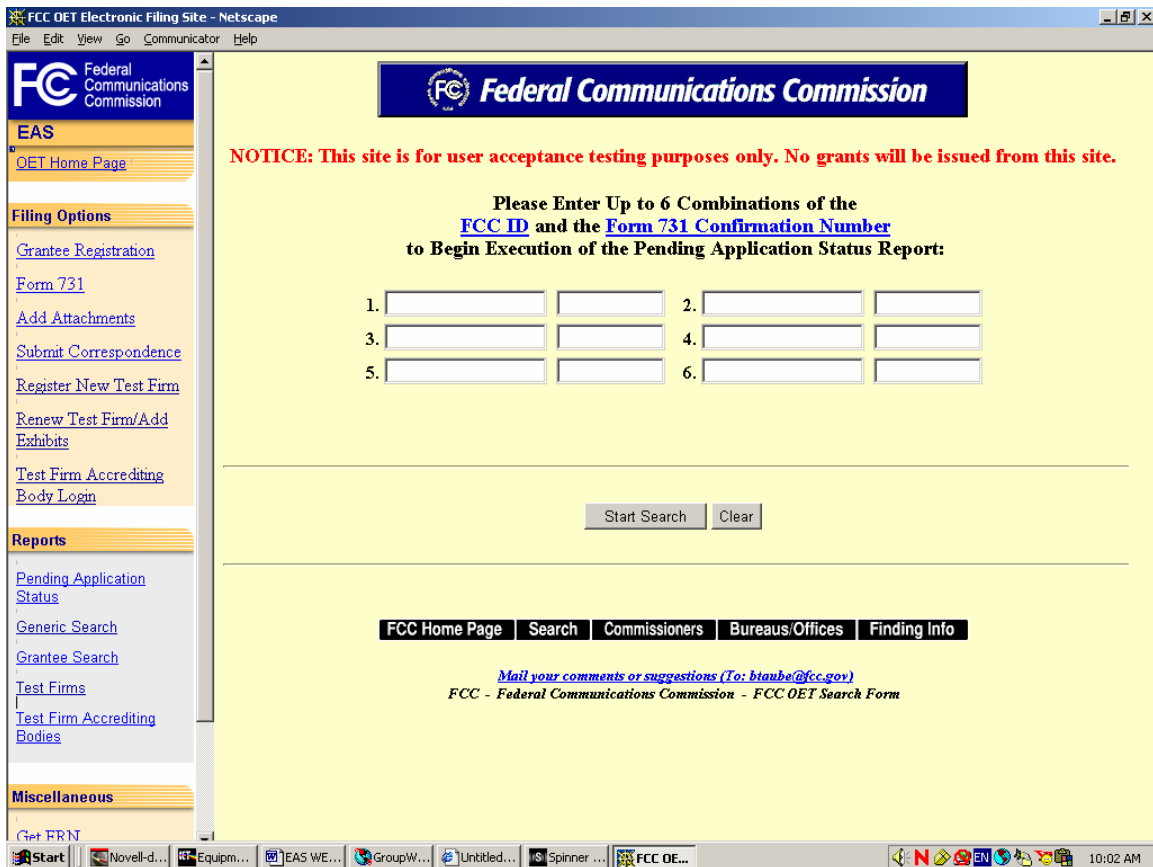


Exhibit 4-1: Pending Application Status Search window

Up to 6 combinations of the FCC ID and the corresponding Form 731 Confirmation Number can be entered. To perform the search, click on the **START SEARCH** button.

The Pending Application Status Report window appears. The report includes fields for the grantee’s name, date of request, engineer’s name, status and date, the FCC ID, and the examiner’s name, status and date. The report also includes a link to view forms submitted, exhibits and a copy of the grant. Confidential exhibits are not viewable at any time. If an application is pending some of the information may not be available.

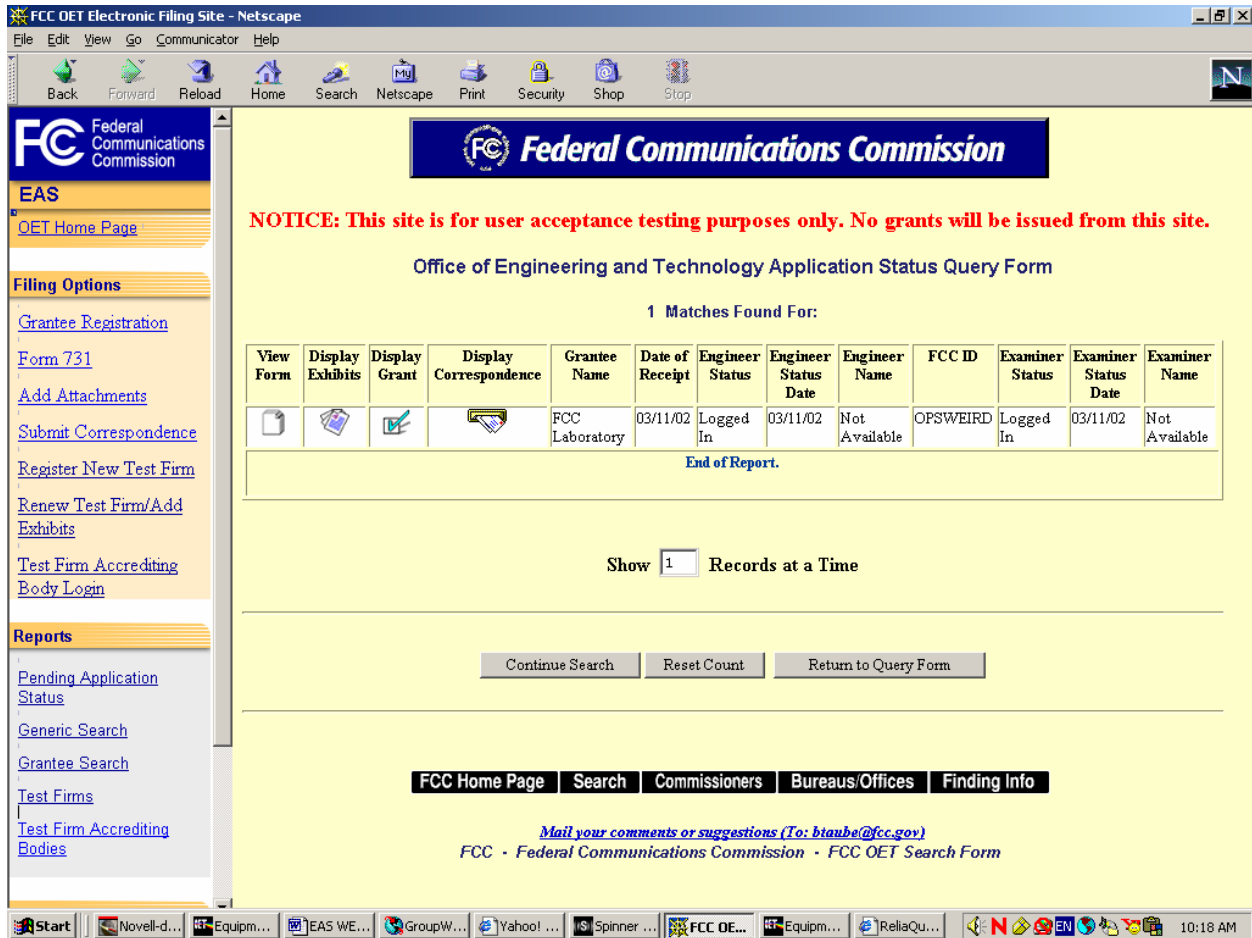


Exhibit 4-2: Pending Application Status Report window

The following buttons appear on the form:

Button	Action
Continue Search	Click this button to perform another search with the same criteria.
Reset Count	Click this button to reset the number of records shown to one. *
Return to Query Form	Click this button to return to the Pending Application Search window.

* The “Show ____ Records at a Time” can be increased to 99.

4.2 Performing a Generic Search

Perform a search of granted applications by clicking on the [Generic Search](#) link. A search may be performed using any of the following criteria.

The Generic Search window appears.

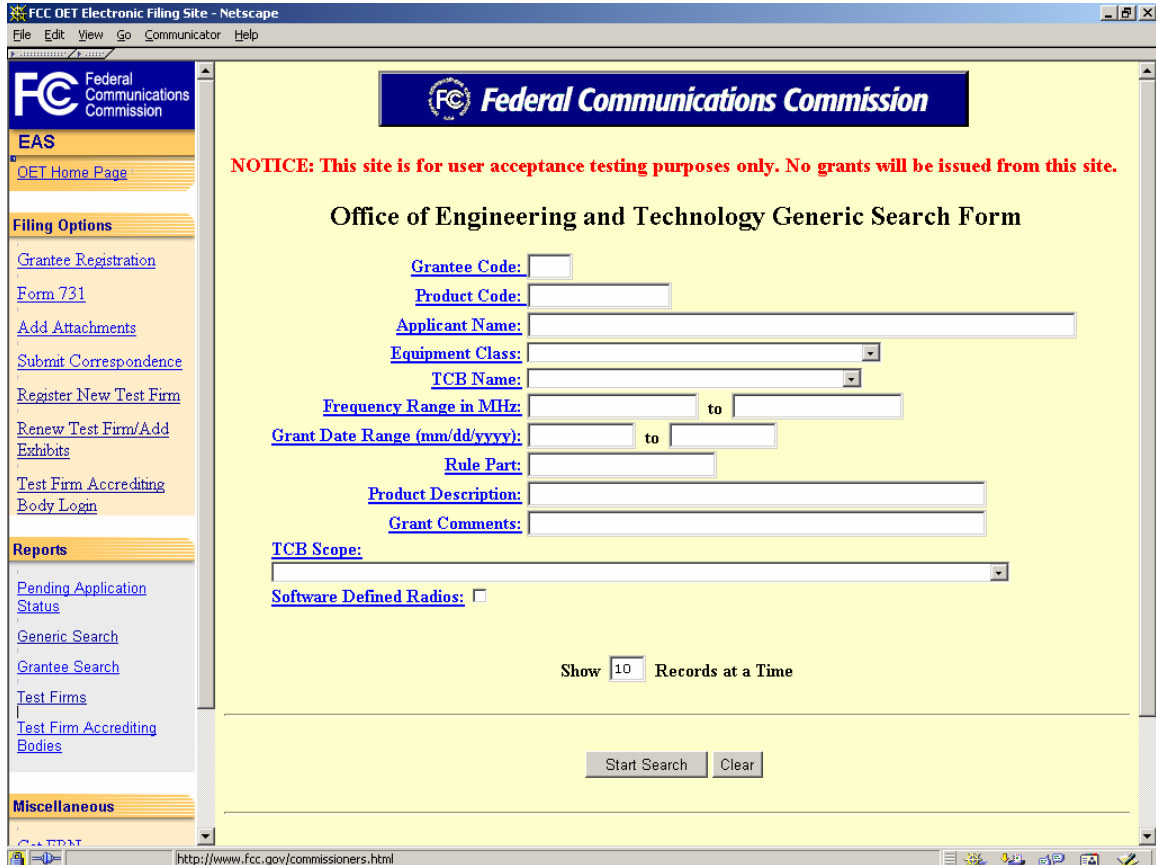


Exhibit 4-3: Generic Search Window

The following fields appear on the form:

Field	Definition
Grantee Code	Enter the three-character grantee code assigned by the FCC (the first three characters of the FCC ID). There are no numbers one and/or zero in a Grantee Code.
Equipment Product Code	Enter the equipment product code, including any dashes (the remaining characters of the FCC ID following the grantee code).
Applicant Name	Enter the applicant's name.
Equipment Class	Select the appropriate equipment class from the drop down list.
TCB Name	Select the TCB's name from the drop down list. (Applies to TCB applications only)

Field	Definition
Frequency Range in Mhz	Enter the frequency range in Mhz.
Grant date range	Enter the date range (mm/dd/yyyy) the grant may have been issued.
TCB Scope	Select the TCB Scope search criteria from the drop down list. (Applies to TCB applications only)
Software Defined Radio (SDR)	Click on this check box to search for applications that the applicant has identified as SDR.

Once any one of the search criteria fields are complete and the **START SEARCH** button has been clicked, the Generic Search Query Results window appears.

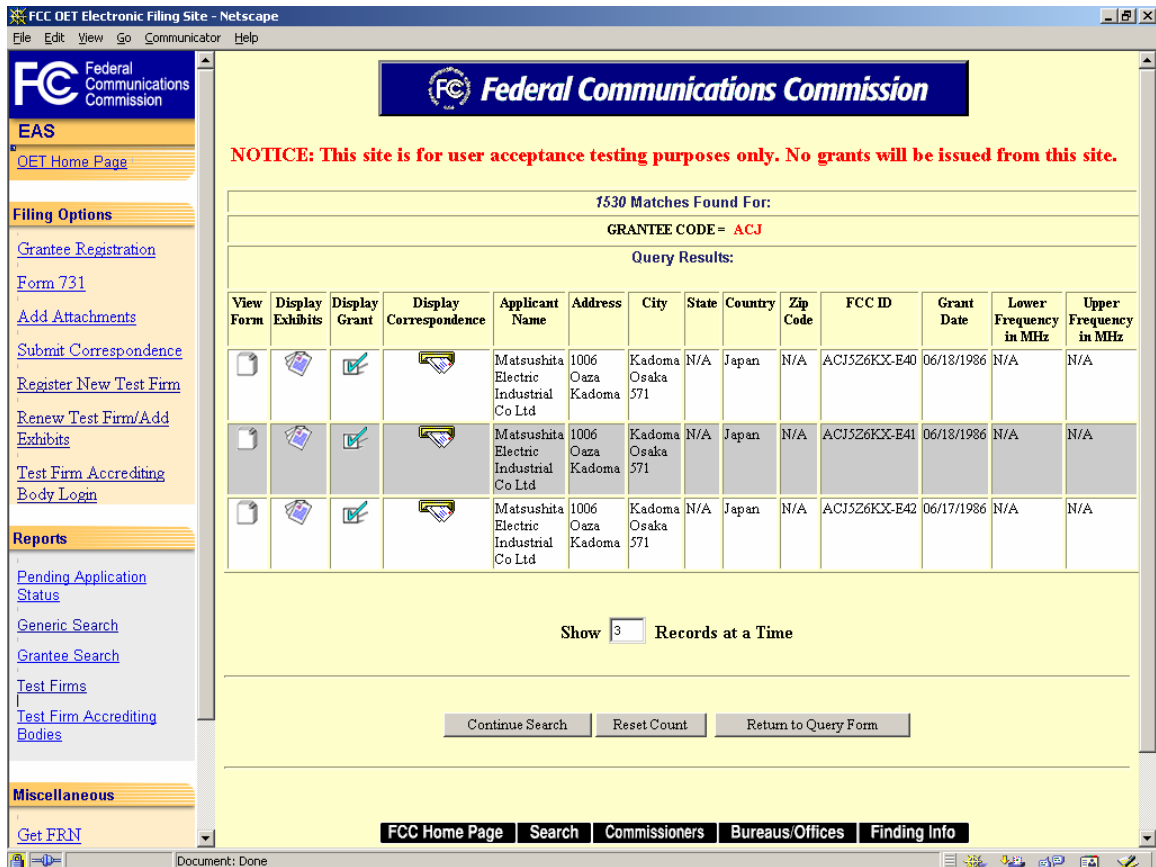


Exhibit 4-4: Generic Search Query Results Window

This report includes a list of all granted applications matching the search criteria.

The following buttons appear on the form:

Button	Action
Continue Search	Click this button to perform another search with the same criteria.
Reset Count	Click this button to reset the number of records shown to one.

Button	Action
Return to Query Form	Click this button to return to the Pending Application Search window.

4.3 Performing a Grantee Search

Perform a grantee search by clicking on the [Grantee Search](#) hyperlink.

The Grantee Search window appears.

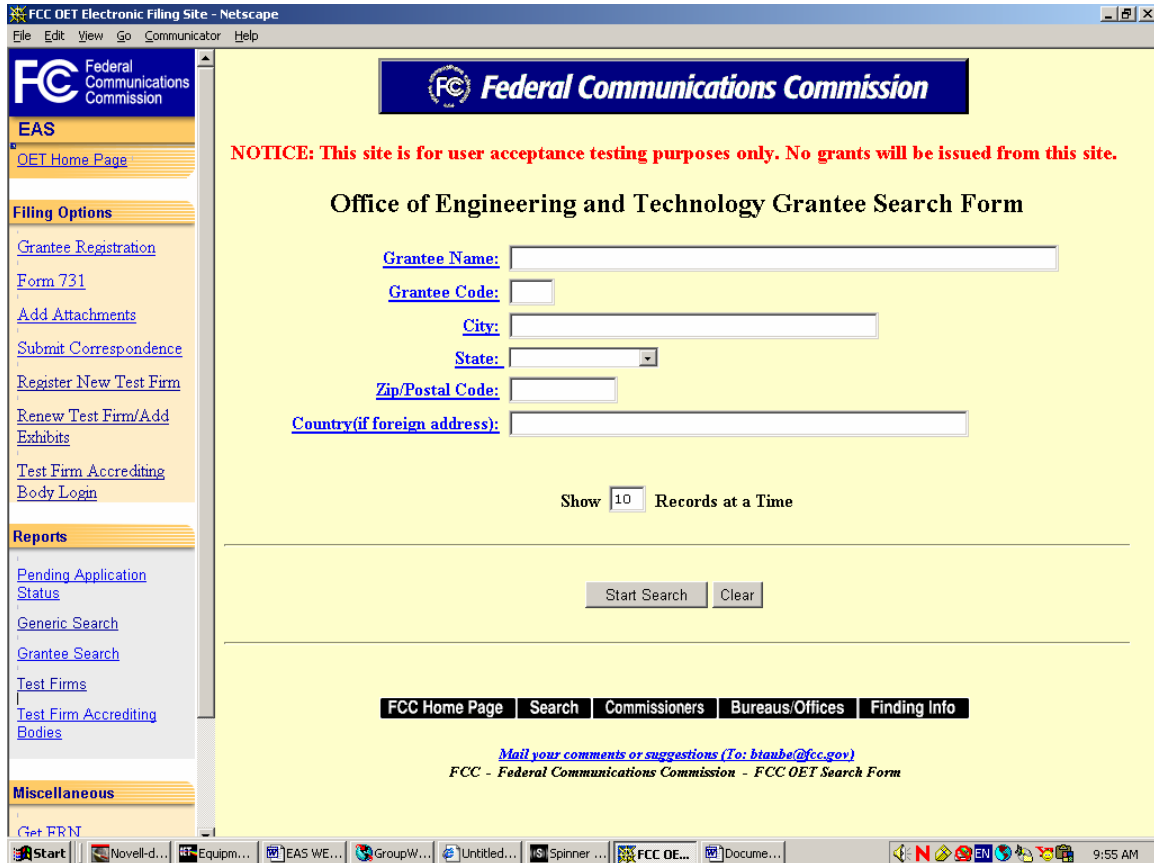


Exhibit 4-5: Grantee Search Window

The following fields appear on the form:

Field	Definition
Grantee Name	Enter the name of the applicant.
Grantee Code	Enter the three-character grantee code assigned by the FCC (the first three characters of the FCC ID). There are no numbers one and/or zero in the Grantee Code.
City	Enter the city.
State	Select the state from the drop down menu.
Zip/Postal Code	Enter the zip/postal code. This is an alpha-numeric field.
Country (if foreign address)	If located outside the United States of America, enter the country's name in this field.

Once any of the search criteria fields are complete and the **START SEARCH** button has been clicked, the Grantee Search Query Results window appears.

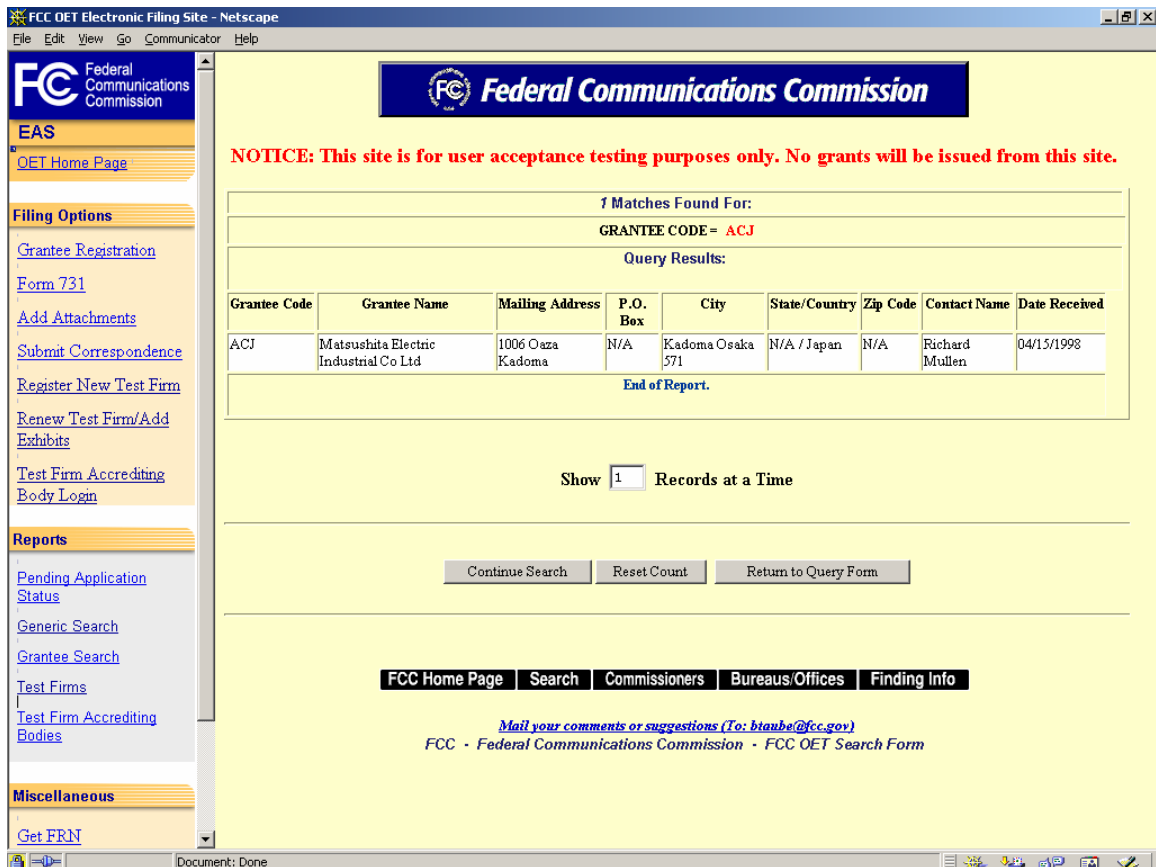


Exhibit 4-6: Grantee Search Query Results Window

This report includes a list of all Grantees matching the search criteria.

The following buttons appear on the form:

Button	Action
Continue Search	Click this button to perform another search with the same criteria.
Reset Count	Click this button to reset the number of records shown to one.
Return to Query Form	Click this button to return to the Pending Application Search window.

4.4 Performing a Test Firm Search

This search allows the applicant to search for one or more Test Firms listed with the FCC which are available to the public on a contract basis. Perform a search of contract Test Firms by clicking on the [Test Firms](#) link.

The Test Firm Search window appears.

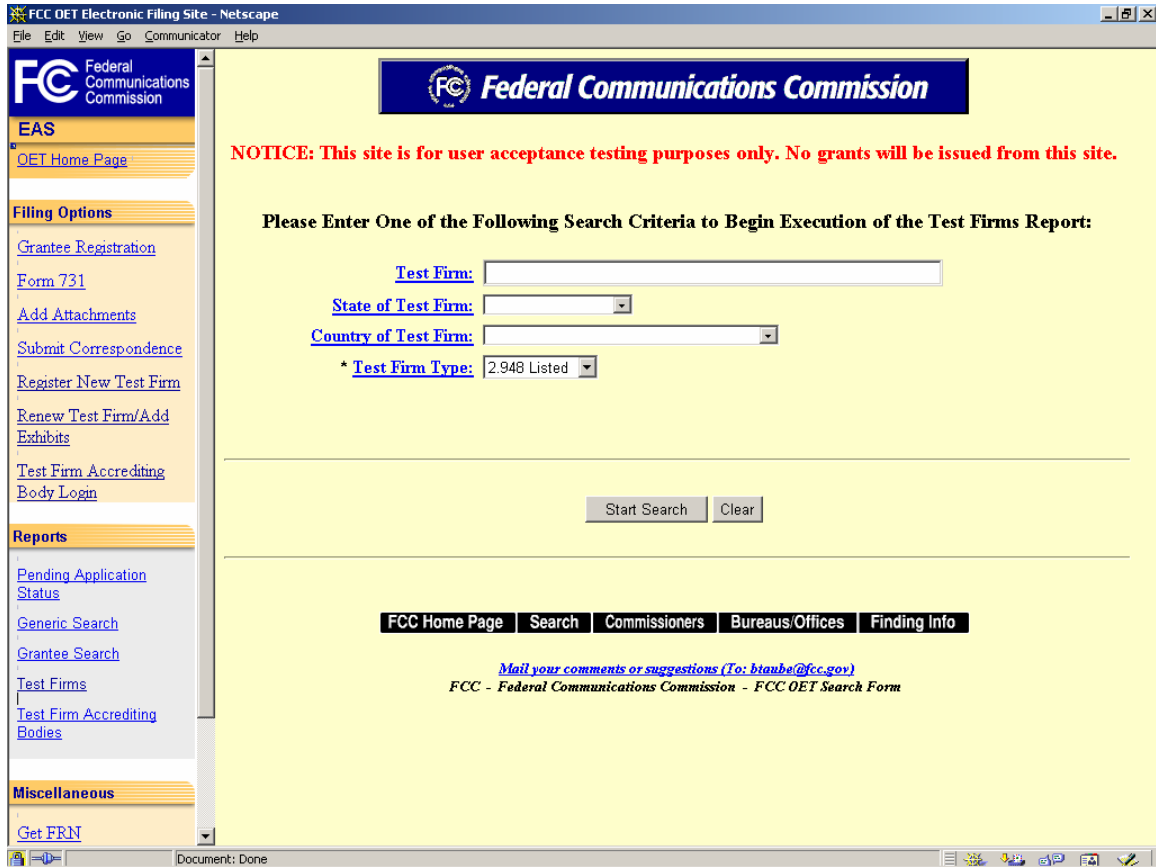


Exhibit 4-7: Test Firm Search Window

The following fields appear on the form:

Field	Definition
Test Firm	Enter the Test Firm's name.
State of Test Firm	Select the Test Firm's state.
Country of Test Firm	Select the Test Firm's country.
Test Firm Type	Select the Test Firm type (2,948 listed or Accredited).

Once any of the search criteria fields are complete and the **START SEARCH** button has been clicked, the Test Firm Query Results window appears.

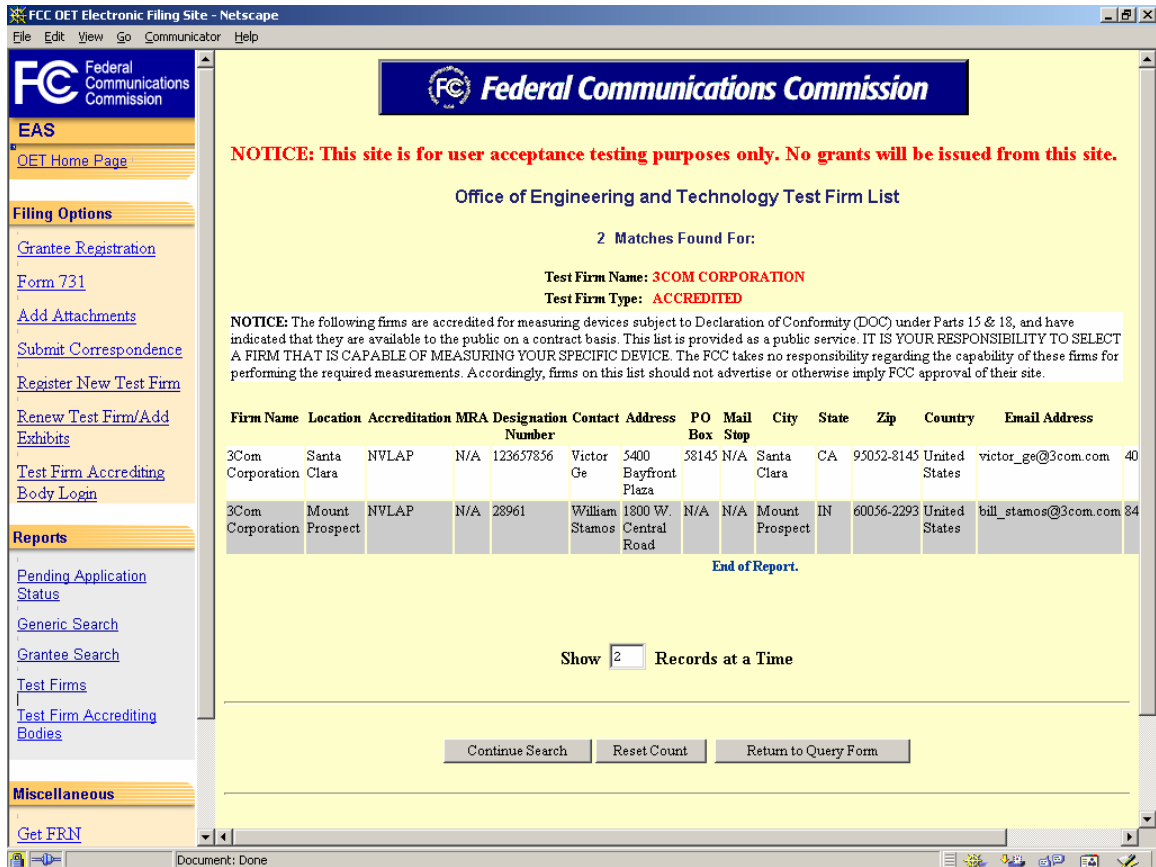


Exhibit 4-8: Test Firm Query Results Window

4.5 Performing a Test Firm Accrediting Bodies Search

This search provides the public with a list of active Test Firm Accrediting Bodies (TFAB) on file with the FCC. To view the report click on the [Test Firm Accrediting Bodies](#) link.

The Test Firm Accrediting Body window appears.

**FCC Office of Engineering & Technology
Active Test Firm Accrediting Bodies (TFAB)**

Name	Address	Country	Contact	Phone Number	Fax Number	Email
A2LA	12345 Oakview Road s Silver Spring, MD 20903 US	United States	Frank Chapman	(301)666-8721	N/A	fchapman@a2la.com
NVLAP	123456 Testing Street Silver Spring, AZ 20903 US	United States	Tess Tester	3016815296	N/A	ttester@testing.com
Bulgaria Testing labs	7345 Oak road Bulg, 21045 BG	Bulgaria	G T	301-362-3026	N/A	g@f.com
Deutsche Akkreditierung	Siegplatz Berlin, DE	Germany	Hermann Goering	49-1234-5678	N/A	fatboy@luftwaffe.de
Chow Mein Testing	7435 Oakland Mills Rd Sydney, AU	Australia	Bette Taube	301-362-3028	301-344-2050	btaube@fcc.gov
Haase Accreditor 2	7435 Oakland Mills Road Columbia, MD 21044 US	United States	Sandra Haase	3013623013	N/A	shaase@fcc.gov
Armenia TFAB	1 oak road columbia, AZ 21001 AM	France	G T	301-362-3026	N/A	g@d.c
Armenia TFAB2	4 Oak Road Columbia, ME 21047 AM	Armenia	G T	301-362-3026	N/A	g@f.c
Won Ton Testing	7435 Oakland Mills Road Columbia, MD 21046 GO	USA Government	Bette Taube	301-362-3028	301-344-2050	btaube@fcc.gov
Haase Testing	11113 Cricket Hollow Columbia, 212121212 CH	Switzerland	Sandra Haase	2121212121	N/A	shaase@fcc.gov
Georges TFAB	756 Oak ROad Columbia, 21099 AU	Australia	G T	301-362-3026	N/A	g@f.co
test	test atest, AL	Albania	test test	1234567123	N/A	test@test.com
test	test test, AS 20903 US	United States	test test	3012345678	N/A	t@f.c

Mail your comments or suggestions (To: btaube@fcc.gov)

Exhibit 4-9: Test Firm Accrediting Bodies Report

5. TEST FIRM ACCREDITING BODIES (TFAB) WEB SITE

The OET Test Firm Accrediting Body web site allows approved TFABs to electronically complete and submit an application for a new test firm, modify accredited test firms, renew 2,948 test firms and respond to OET correspondence.

5.1 Test Firm Accrediting Body Login

To log into the TFAB’s web site click on the [Test Firm Accrediting Body Login](#) hyperlink.

The TFAB Login window appears:

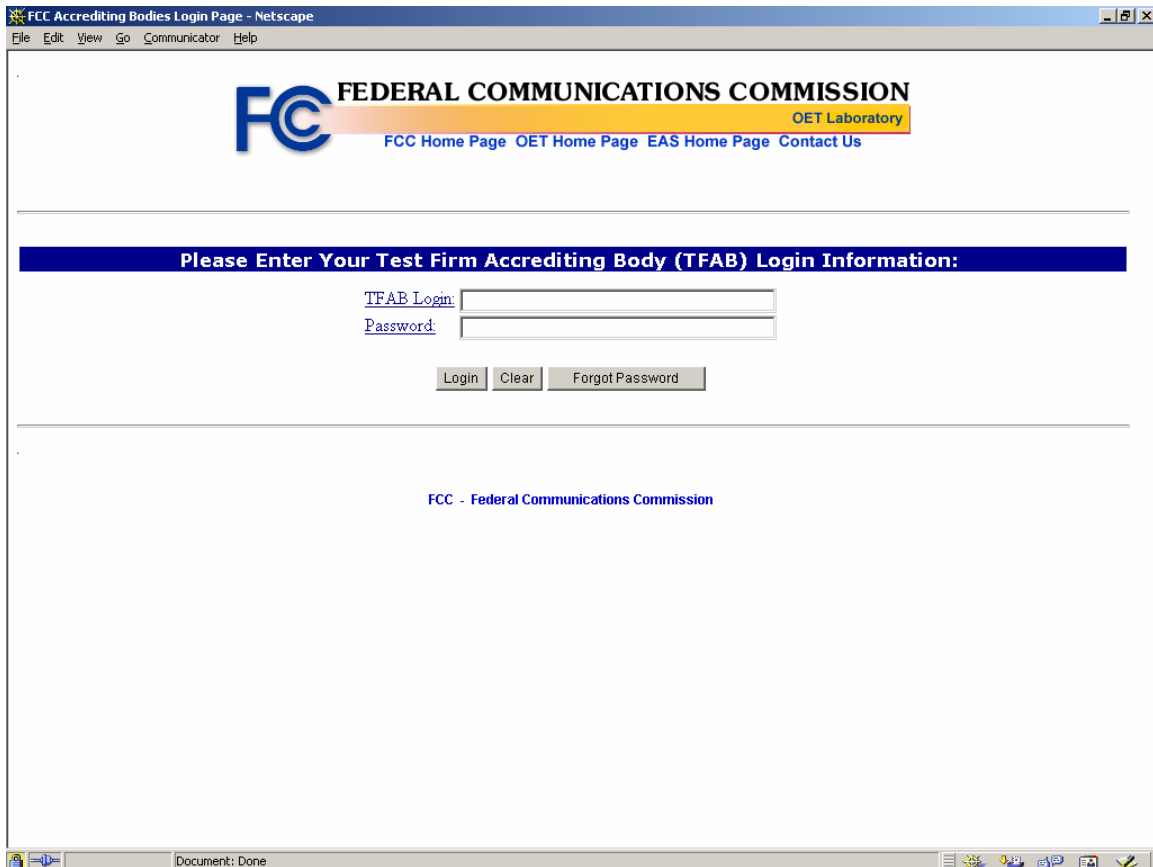


Exhibit 5-1: TFAB Login

The following fields appear on the form:

Field	Definition
TFAB Login	Enter the login assigned when the TFAB was registered by the OET.
Password	Enter the password associated with this Accreditor.

The following buttons appear on the form:

Button	Action
--------	--------

Button	Action
Login	Click on this button when ready to log to the web site after the login and password are entered.
Clear	Click on this button to delete information entered into the fields.
Forgot Password	Click on this button if you can not remember your password. A form will appear requesting the TFAB's login and the reset password phrase on record with the Commission.

5.2 Modifying an Accredited Test Firm

To modify the contract services or expiration date of an accredited Test Firm with the FCC click on the [Modify Accredited Test Firm](#) hyperlink.



Exhibit 5-2: Test Firm Name Entry Page

The following fields appear on the form:

Field	Definition
Test Firm Name	Enter the complete, legal business name of the Test Firm.

When the complete, legal business name of the Test Firm is entered and the **CONTINUE** button is clicked a list of matching Test Firms on file along with their location will appear.

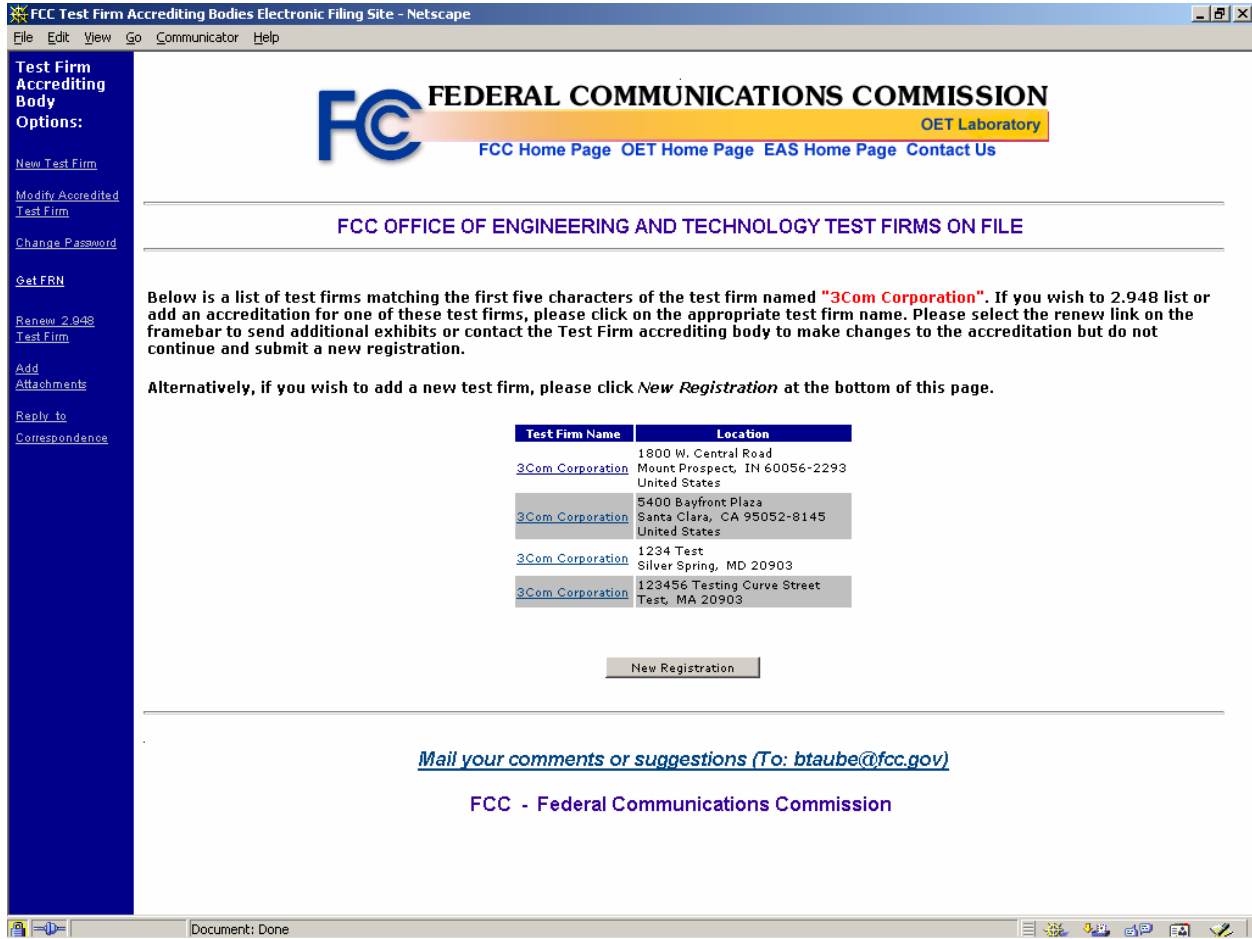


Exhibit 5-3: Test Firms on File Page

Click on the Test Firm name from the list that matches the Test firm you are planning to modify. The Test Firm Validation page appears. If none of the Test Firms listed match the Name and Location of the Test Firm being Registered or Listed then click the **NEW REGISTRATION** button.

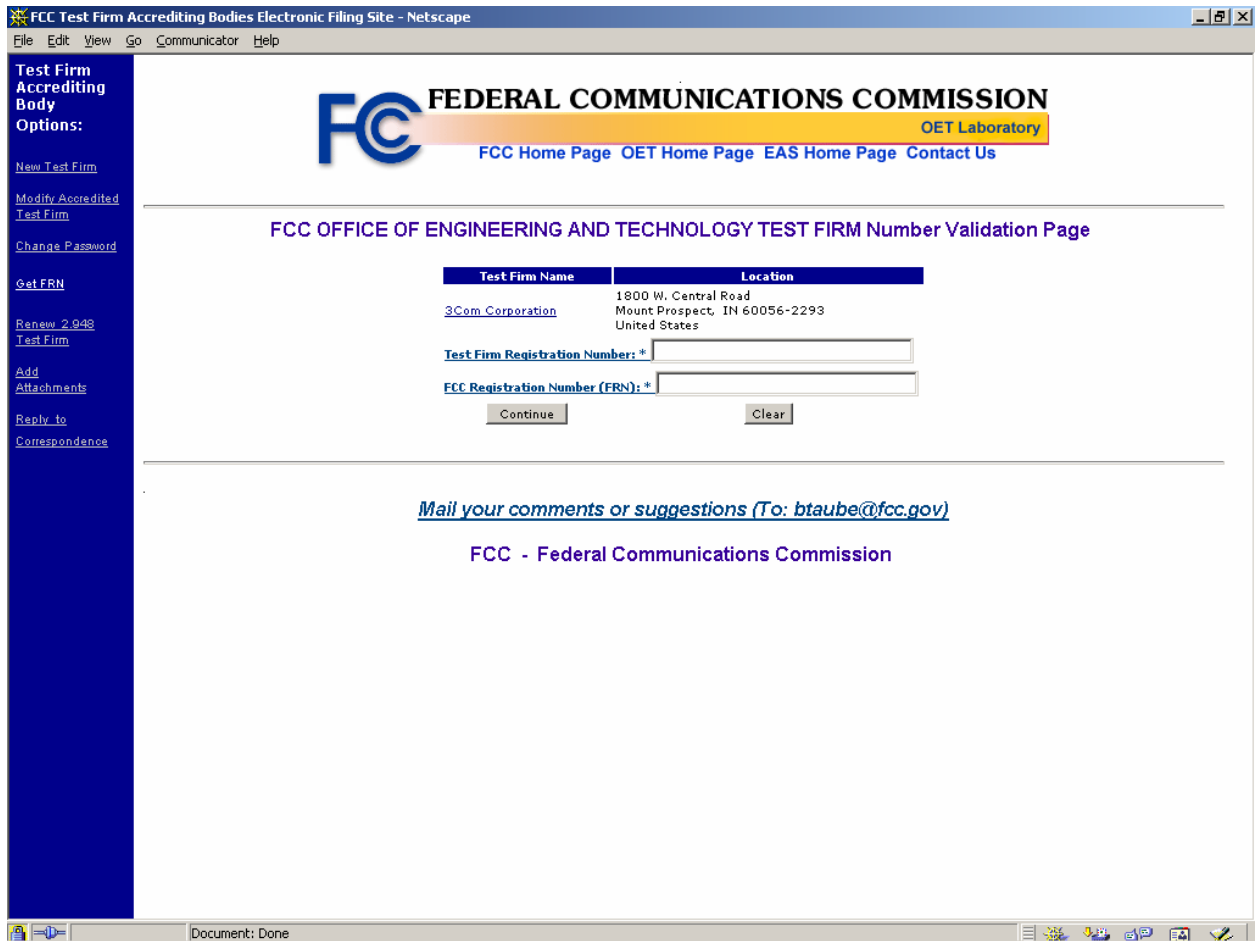


Exhibit 5-4: Test Firm Validation Page

The following fields appear on the form:

Field	Definition
Test Firm Registration Number	Enter the Test Firm Registration Number. This was provided when the Test Firm Registration form was submitted.
FRN	Enter the 10 digit numeric code obtained when first registered with FCC/CORES. This is not the same as a TIN, EIN or a Correspondence Reference Number.

Click the **CONTINUE** button. If a Test Firm exist on file with the matching Test Firm Registration number and location then the Test Firm Data Entry page will display.

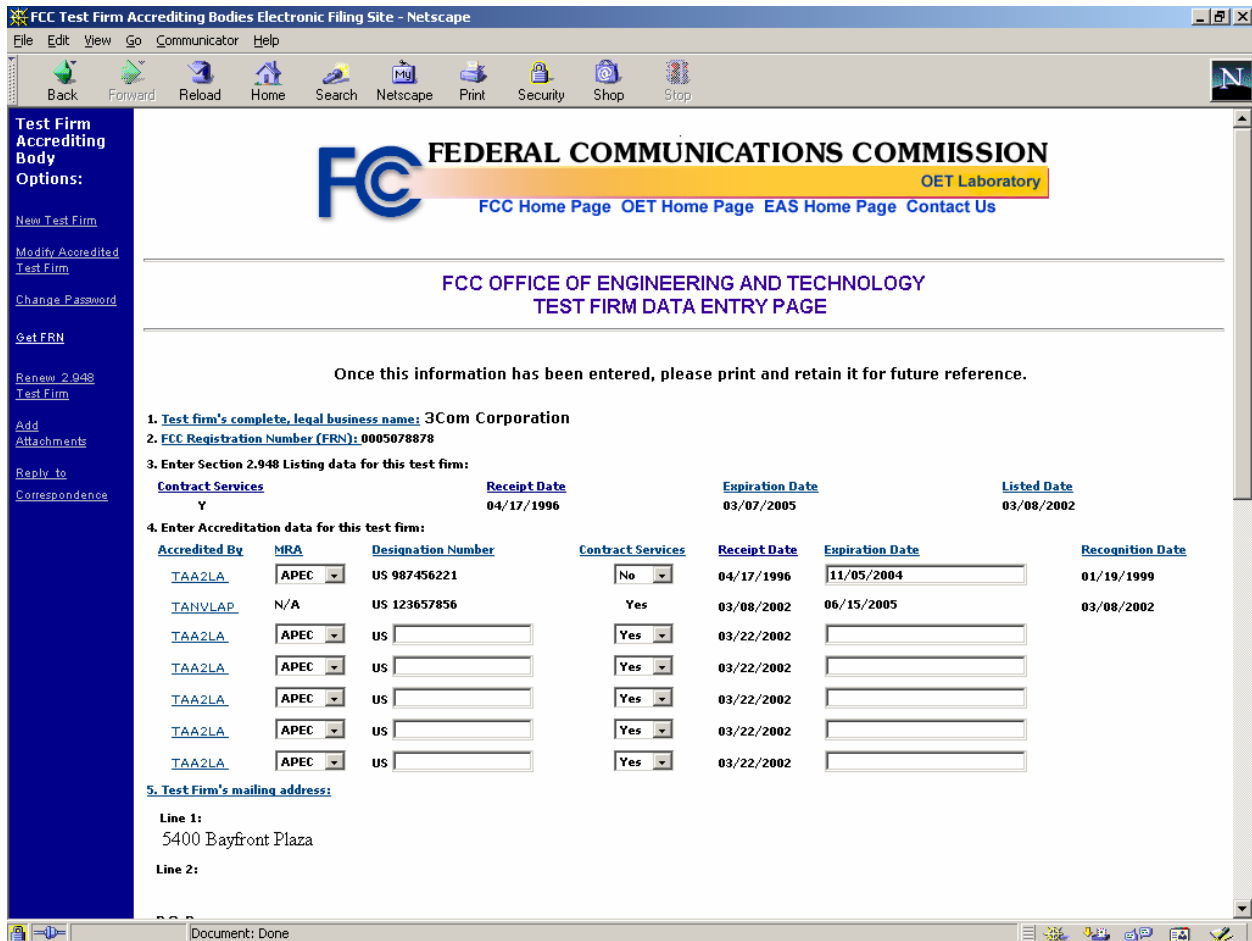


Exhibit 5-5: Test Firm Data Entry Page

No field in the 2.948 listed section is editable. Modifications can only be made by sending a cover letter using the [Add Attachments](#) hyperlink from the TFAB homepage (refer to section 2.4) or by selecting [Renew Test Firm/Add Exhibits](#) hyperlink from the EAS homepage (refer to section 3.1).

For an existing Accreditation, only the Contract Services and Expiration Date field are editable.

Once all modifications are made click on the **CONTINUE** button and the Confirmation Page appears.

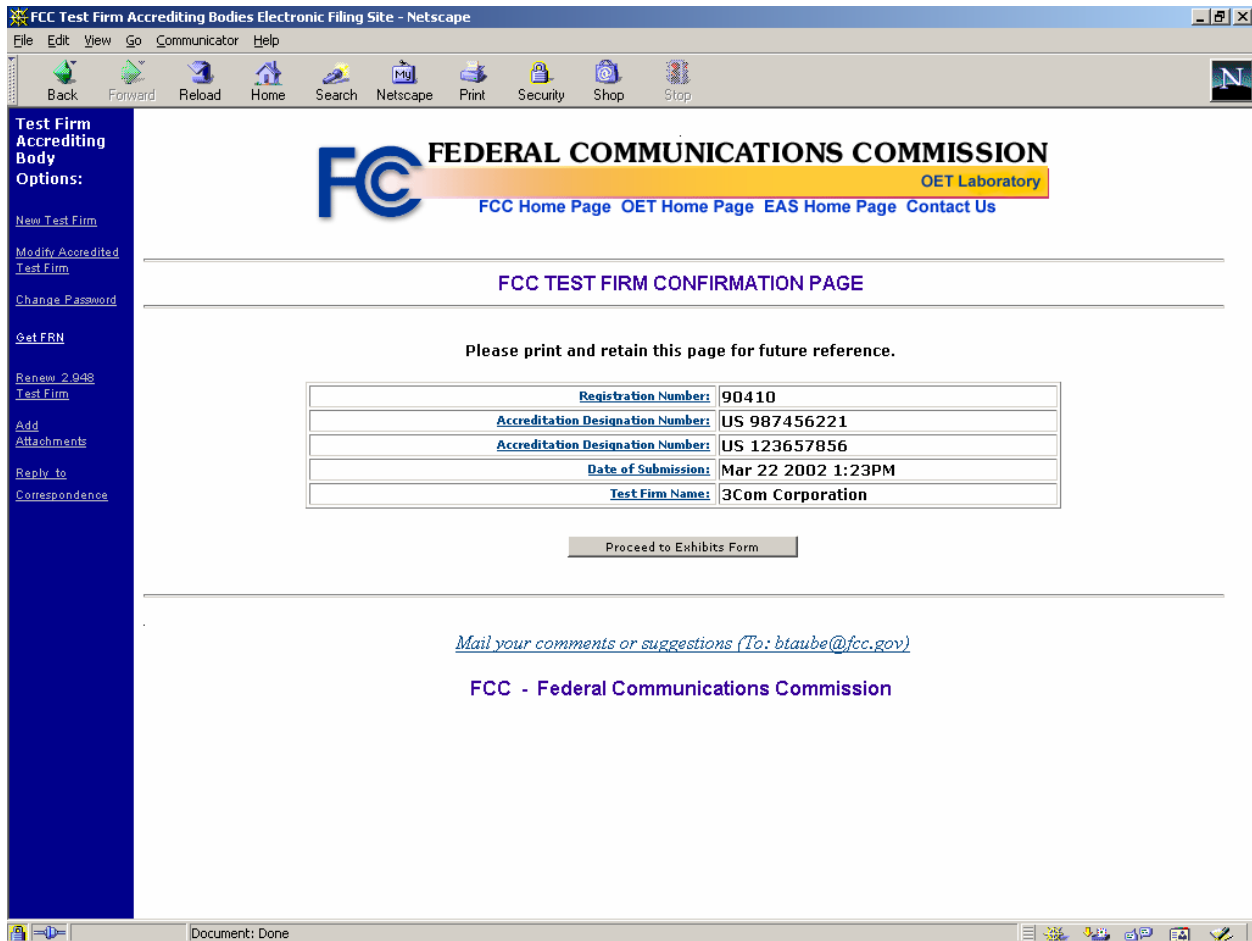


Exhibit 5-6: Confirmation Page

5.3 Changing the Password

The Change Password option allows a user to modify the login password. To change the password, click on the [Change Password](#) hyperlink.

The first TFAB Password reset form appears:

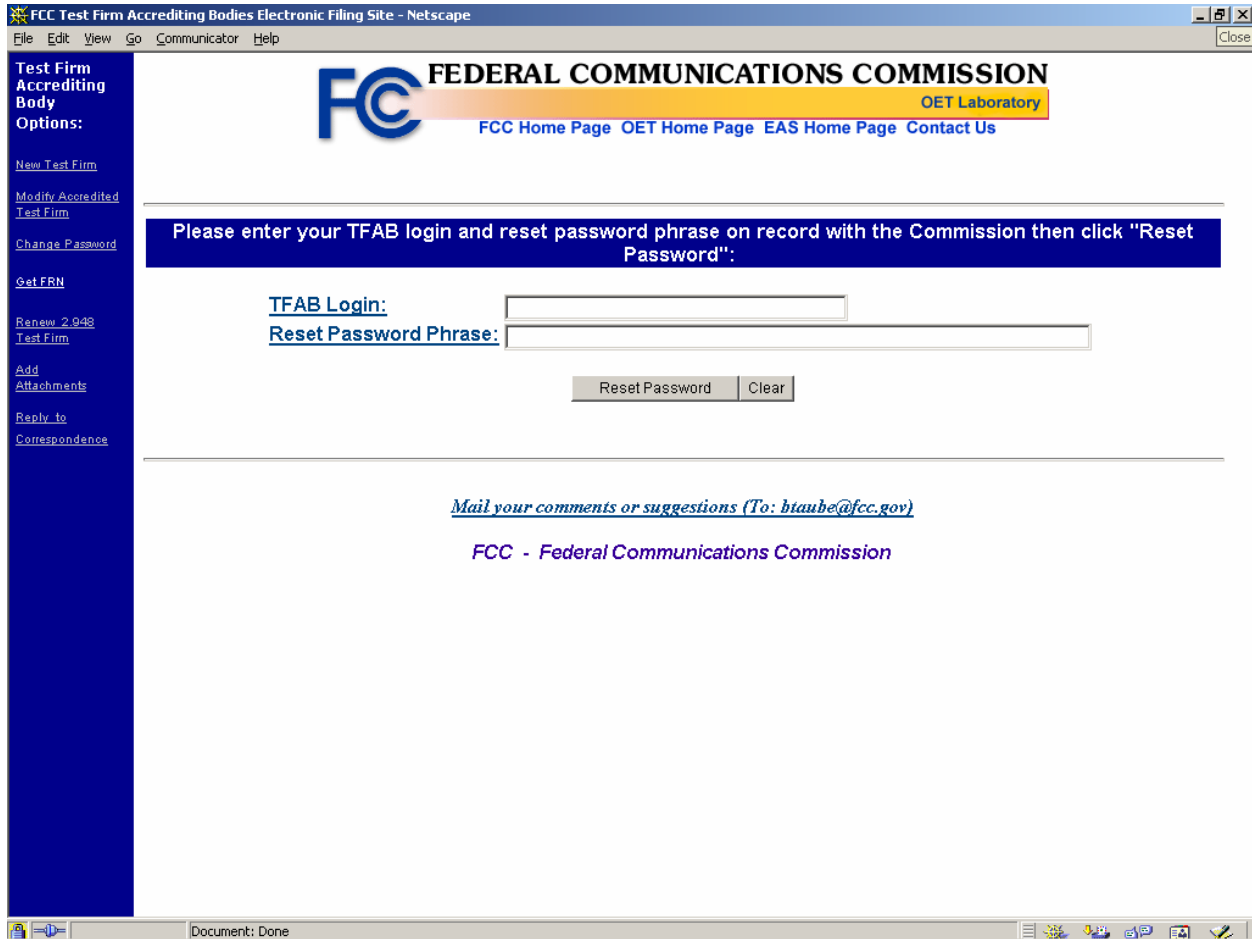


Exhibit 5-7: TFAB Password Reset (Form 1)

The following fields appear on the form:

Field	Definition
TFAB Login	Enter the login assigned when the TFAB was registered by the OET.
Reset Password Phrase	Enter the reset password phrase selected when the login was first setup.

The following buttons appear on the form:

Button	Action
Reset Password	Click on this button when ready to login and change the password.
Clear	Click on this button to delete information entered into the fields.

When the **RESET PASSWORD** button is clicked the following form appears:

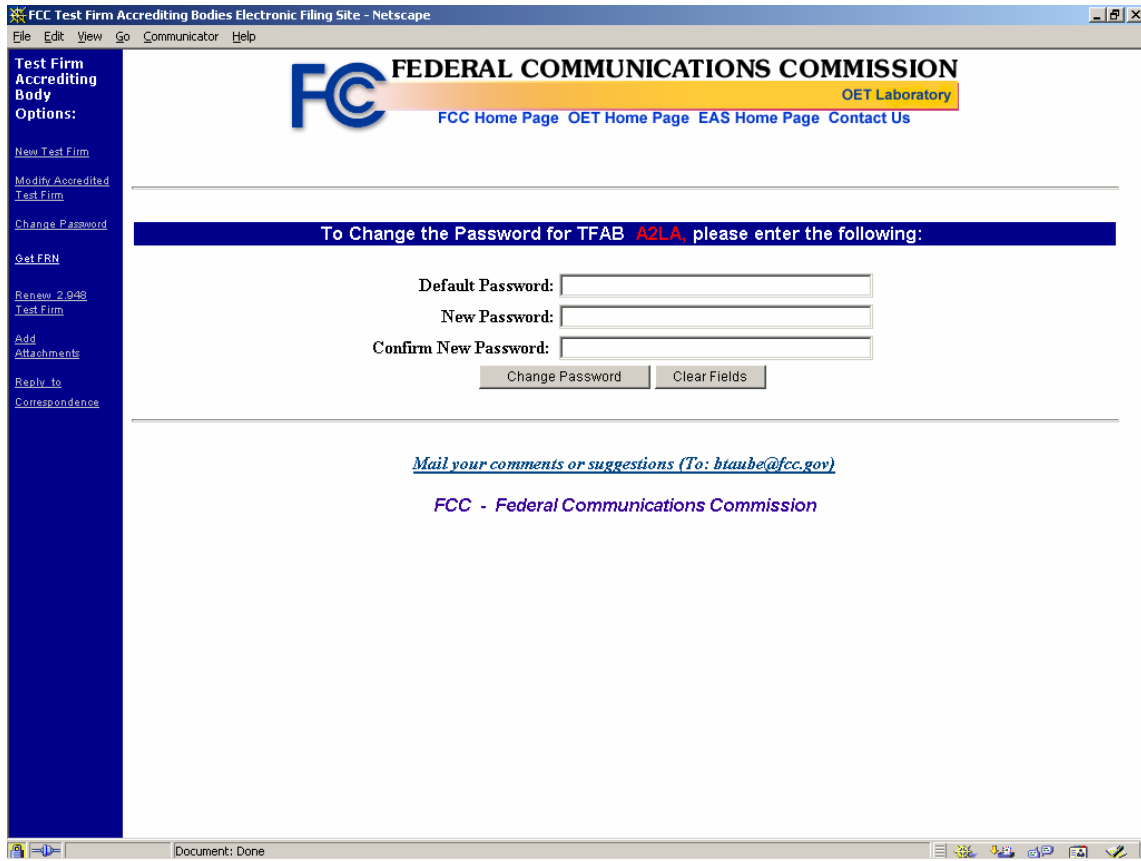


Exhibit 5-8: TFAB Password Reset (Form 2)

The following fields appear on the form:

Field	Definition
Default Password	Enter the default password “change pass.”
New Password	Enter the new desired password.
Confirm New Password	Re-enter the new desired password.

When all fields are filled click on the **CHANGE PASSWORD** button. A confirmation window will appear if the change was successful.



Exhibit 5-9: Password Confirmation Window

5.4 Replying to Correspondence

Test Firms seeking 2.948 listing and Test Firm Accrediting Bodies requesting accreditation have the ability to reply to correspondence sent to them by the OET.

To respond to a request for additional information from the OET Laboratory click on the [Reply to Correspondence](#) hyperlink from the TFAB or TCB Home page.

NOTE: Do not use your regular e-mail software to reply to correspondence pertaining to applications.

Before proceeding to reply to correspondence sent by the OET, specify the Test Firm Registration number provided at the time when the application was submitted and the Correspondence Reference Number included in the information request.



Exhibit 5-10: Correspondence Submission Login Screen

The following fields appear on the form:

Field	Definition
Test Firm Registration	Enter the Test Firm Registration Number. This was provided when

Field	Definition
Number	the Test Firm Registration form was submitted.
Correspondence Reference Number	Enter the reference number provided on all OET created correspondence that requires a reply.

Once all the fields are completed and the **PROCEED** button has been clicked, the Reply to Correspondence form appears.

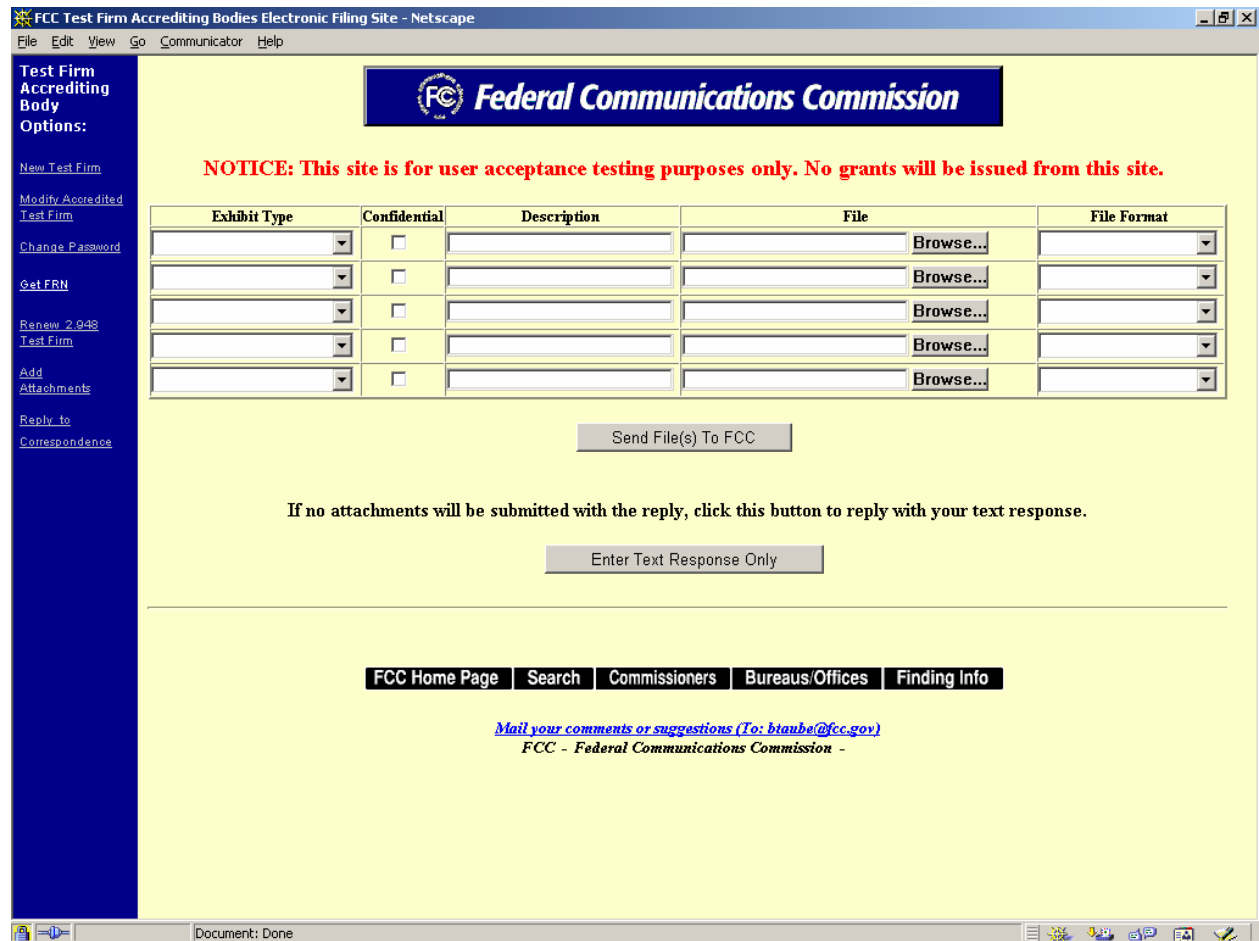


Exhibit 5-11: Reply to Correspondence From TFAB Page

The following fields appear on the form:

Field	Definition
Exhibit Type	Select the appropriate exhibit type from the drop down list.
Confidential	Confidentiality does not apply to Test Firm information.
Description	Enter a brief, but specific description of the attachment to be uploaded.
File	Specify the actual file name to upload. Select the BROWSE button to search local or network hard drives for the file.
File Format	Select from the drop down list the type of file that is being uploaded. Do not attempt to send a file type that is not on the list.

For instructions on how to submit exhibits read Section 2.4.

To send comments/reply to the FCC, click on the **ENTER TEXT RESPONSE ONLY** button. Once the system has saved your reply, the system will return the following message “Thank You. We have received your response.”

6. MISCELLANEOUS FUNCTIONS

Following are additional functionalities available in the EAS web application.

6.1 Frequently Asked Questions

Frequently Asked Questions (FAQs) have been provided to address common problems. To access the FAQs click on the **FAQ** button available at the OET Equipment Authorization Electronic Filing web page.

6.2 FCC Registration Number

Every entity doing business with the FCC that wishes to obtain a license, certificate, or submit FCC Remittance Advice Form 159 must obtain an FCC Registration Number (FRN) from the Commission's Registration System (CORES)

If you do not have an FRN, you must register with CORES. Enter information about the entity and CORES will assign an FRN. A PIN will also be assigned to a foreign entity. The FRN and password will be displayed on the registration confirmation page. Print the registration confirmation for future reference.

NOTE: (1) The FRN is not the same as the TIN, EIN or Correspondence Reference Number.
(2) The abbreviation TIN and EIN are used interchangeably in CORES.

6.3 Downloading Instructions

To download instructions on how to use the EAS web application click on the **DOWNLOAD INSTRUCTIONS** button. Adobe Acrobat Reader will open the EAS web application user manual. The manual may be viewed on-line or it can be printed.

6.4 Downloading Required Software

The EAS web application uses the following software:

- Adobe Acrobat Reader
- Internet Explorer
- Netscape

NOTE: If you choose to pay electronically, you must have the 128-bit encryption version of Netscape Navigator or Internet Explorer.

To download any of the above necessary software click on the **DOWNLOAD SOFTWARE** button.

6.5 Rule Interpretations

A searchable database of letters, memos and notices that describe interpretations of the equipment authorization rules.

