3   SUBMIT A FILING

The two methods for submitting a filing are via the Internet through the ECFS website (http://www.fcc.gov/cgb/ecfs/welcome.html) or through email (ecfs@fcc.gov).

3.1   FILING VIA THE WORLD WIDE WEB

This process contains three phases: (1) Completing a cover sheet, and (2) Attaching documents or submitting typed comments, and (3) Receiving a Confirmation.

Following the steps to access ECFS, the ECFS Home Page should be in view on your monitor. Click the Submit a Filing link from the **ECFS Main Links** section.

The system will navigate you to the **Electronic Comment File Submission** web page. A Cover Sheet will appear.

This section explains how to complete the cover sheet information prior to sending a comment to the FCC. Only some of the fields are required to be completed by the filer. The fields are labeled clearly and numbered for reference. In addition, the system allows a user to search for all docket and rulemaking (RM) numbers if it is not known at the time of the filing. Fields 1, 2, 3, 7, 8, 9, 10, and 12 are required fields and **must** be completed in order to process a comment. Subsequently, if all the fields including the relevant optional fields on the cover sheet are completed, comments will be processed more quickly and it will give a researcher more criteria to search/query a specific comment. No submissions can be filed against closed proceedings.

✍ You can use the **Tab** key to navigate between the fields.

3.2   COMPLETING A COVER SHEET

1. **Proceeding (required)**
   Enter the Proceeding number. The proceeding number is either the unique assigned Docket Number or Rulemaking Number. Enter only the digits for a docketed proceeding, i.e. 00-221. For a Rulemaking Number use uppercase RM- followed by the digits, i.e. RM-9920. You may click on the underlined word Proceeding for a list of available Docket Numbers (DK#) or Rulemaking Numbers (RM). If you choose to click on the word "Proceeding," follow the directions provided after doing so.

2. **Mail Correspondence To: (required) Name, Law Firm, Attorney**
   Select one of the options by clicking on the radio button.

3. **Name of Applicant/Petitioner (required)**
   Enter the name of the applicant or petitioner. This is the name of the filer. It is the actual applicant for a license, the petitioner of record or party represented, such as an individual, company/agency, etc.

4. **Law Firm Name**
   Enter the name of the law firm. You may enter the name of the law firm or agency [optional]

5. **Attorney Name**
   Enter the attorney's name. You may enter the name of the filer's attorney, the author of the

document or a contact person [optional]

6. **Email-id**
    Enter your email address. Although it is optional to enter your email address, it will assist the FCC in notifying you if there is a technical or computer-related problem with your filing.

7. **Mailing Address for Correspondence (required)**
    Enter the mailing address of the correspondence selected in field 2 (**Mail Correspondence To**).

8. **City (required)**
    Enter the City of the correspondence selected in field 2 (**Mail Correspondence To**).

9. **State (required)**
    Click on the ▼ (arrow) and select a state from the available list.

✎ International filers choose "DC" in the state drop-down list box.

10. **Zip Code (required)**
    Enter the zip code of the correspondence selected in field 2 (**Mail Correspondence To**).

✎ International filers enter "00000" in the zip code field.

11. **Ex-Parte/Late Filed**
    If the filing is late or an ex-parte filing, click the check box.

✖ It is the filer's responsibility to specify in the documentation submitted whether the comment being filed is ex-parte or late filed.

12. Click on the ▼ (arrow) and select a document type from the available list. (required)

✎ The most common document types used are **Comment** and **Reply to Comments**. Please do not select another type unless you are familiar with it and if it applies to your particular filing.

13. Review your entries for accuracy.

You now have completed the Cover Sheet. Click the "Clear Cover Sheet" button to reset the fields in the Cover Sheet.

✎ If you are filing to more than one proceeding, you must complete a new Cover Sheet for each additional filing.

3.3 ATTACHING A DOCUMENT

Once you have completed the cover sheet, you must submit at least one comment. Your comments may be sent as an attached file or as text typed into the brief comment form. If you choose to send comments as an attached file you will complete the form directly below the cover sheet. Attaching a document

requires three steps (1) Confirm/Enter a file description, (2) Enter the path and name of the document, and (3) Select a file type. We have attempted to minimize the burden on the user to complete this portion of the filing. The data fields in this section are automated to facilitate the process and ensure accuracy of data. You can attach only one document at a time.

The preferred document format for submitting filings in ECFS is the portable document format (PDF). However, users can submit documents in MS Word, MS Excel, WordPerfect, Lotus, and American Standard Code for Information Interchange (ASCII) Text file formats.

1.   **File Description**
     The File Description will be populated with information based on your selection from field 12 on the Cover Sheet. If necessary, you may edit this information.

2.   **File**
     Enter the directory and file name to be attached. For example, if you saved your file on drive C and named it "97113fc.wp" then enter "C:\97113fc.wp" in the File field. Or use the "Browse…" button to help in locating your file. A **File Upload** window will appear. Locate your file using the **Look in** drop-down window or double clicking on folders displayed in the window. Once you have located your file, select it and click the "Open" button.

3.   **Select one of these file types or convert your file to one of these**
     Click on the ▼ (arrow) and select a file type. If the file type you used is not available, convert your file to one of the formats listed.

4.   Review information for accuracy.

5.   **Send Attached File to FCC**
     Click on the "Send Attached File to FCC" button. If an error message appears in a pop-up dialog box, click the "Ok" button and perform the recommended changes. If an error message appears again in a new page, click on the browser's "Back" button and fix error(s) accordingly. Once the error(s) are corrected, click on the "Send Attached File to FCC" button to re-send.

✍ Click the "Send Attached File to FCC" button once. If you click it more than once, the system may generate an error or the system will attach your document more than once.

The system will navigate to page where you can continue or complete processing of your filing.

6.   Click the "Enter Additional Attachments" button if you have more than one attachment associated with your current filing. (For example, if you were sending a separate chart or if you divided your attachment into multiple parts such as Cover, Table of Contents, Summary, etc.)

✍ If you are filing in more than one proceeding, you must first complete this filing. Complete a new Cover Sheet after you receive the confirmation for the sent comment submission.

The system will return to the **Send Comments to FCC (Attachments)** window. Then repeat steps 1-5.

-OR-

7. Click the "Finish Transaction and Receive Confirmation" button if you have completed attaching documents.

3.4 SUBMITTING TYPED-IN COMMENTS

ECFS also allows user to type in brief comments directly into a form on the Internet to send to the FCC.

✍ Please include your name and address in the text of your brief comment. This will ensure that your comments are clearly identified if printed from ECFS.

1. Press the **ENTER** key at the end of each line. If you wish to clear your comments and begin again click on the "Clear Comment" button to delete everything typed in the box.

2. Click on the "Send Brief Comment to FCC" button to send your comment. If an error message appears in a pop-up dialog box, click the "Ok" button and perform the recommended changes. If an error message appears again in a new page, click on the browser's "Back" button and fix error(s) accordingly. Once the error(s) are corrected, click on the "Send Brief Comment to FCC" button to re-send.

3. The system will navigate to a screen where you can continue or complete processing of your filing.

4. Click the "Enter Additional Attachments" button if you have more than one attachment associated with your current filing. (For example, if you were sending a separate chart or if you divided your attachment into multiple parts such as Cover, Table of Contents, Summary, etc.)

✍ If you are filing in more than one proceeding, you must first complete this filing. Complete a new Cover Sheet after you receive the confirmation for the sent comment submission.

The system will return to the **Send Comments to FCC (typed-in)** window. Then repeat steps 1-4.

-OR-

5. Click the "Finish Transaction and Receive Confirmation" button if you have associated all text and comments to your filing.

The system will generate a confirmation page that will list details about your filing. It is recommended to print this page for reference in order to aid in researching the filing and troubleshooting problems associated with your filing.

3.5 FINISHING THE COMMENT SUBMISSION

This electronic confirmation informs you that the Federal Communications Commission (FCC) has received and accepted your filing. This receipt serves the same purpose as the Office of the Secretary's stamp on a paper filing.

You can click on the Initiate a Submission link to prepare another filing for a different proceeding or client. In addition, you can Search ECFS for comments or Return to the ECFS Home Page. Filings become available every business day, online, as they are disseminated. See Section 4.2 for instructions on finding comments in ECFS.

3.6 SENDING COMMENTS VIA EMAIL

A second alternative in using ECFS is submitting comments via email. There are two options to submitting comments via email. For technical support contact the ECFS Help Desk at ecfshelp@fcc.gov or (202) 418-0193.

✍ You cannot attach files with this option. You must enter the comments on the email form.

✍ Please include your name and address in the text of your email filing. This will ensure that your comments are clearly identified if printed from ECFS.

3.6.1 Option 1

1. Click on the Email Filing Instructions link found on the ECFS Home Page.

2. You may obtain a copy of the email form by clicking on the HERE (http://www.fcc.gov/cgb/ecfs/form-et.txt) link.

3. Use the copy function by highlighting and copying all the tagged fields and placing them into a text editor program such as Notepad.

   Because email filings are automatically processed, they must include specific ECFS Document Index Terms, and must be computer readable. To this end, FORM-ET includes Standard Generalized Markup Language (SGML) tags (similar to HyperText Markup Language (HTML) tags).

4. Complete FORM-ET using Windows Notepad, any ASCII Text editor, or a word processing program that can save files as plain text. Fill in each line of the form by entering your specific information after each **<TAG>**. Do not remove or modify any of the tags. Type the body of your comment after the **<TEXT>** tag.

✍ To ensure that your comments will be fully indexed, please complete as many of the tagged fields as possible. It is required that the following fields must be completed: **<PROCEEDING>**, **<NAME>**, **<ADDRESS1>**, **<CITY>**, **<STATE>**, **<ZIP>**, **<DOCUMENT-TYPE>**, and **<TEXT>**.

5. Save the completed FORM-ET as an ASCII Text (plain text) formatted file.

6. Copy the completed FORM-ET into the body of a new email message.

7. Email the form to ecfs@fcc.gov. Please do not reply to ECFS messages.

Email filers will be notified of receipt and either acceptance or rejection and any associated errors via email to the sender only as a reply. If once the email is received and processed any problems with your filing is detected you will be contacted at the email address listed in the <CONTACT-EMAIL> tag.

3.6.2 Option 2

✍ You cannot attach files with this option. You must enter the comments on the email form.

✍ Please include your name and address in the text of your email filing. This will ensure that your comments are clearly identified if printed from ECFS.

1.   You can request a copy of FORM-ET by sending a blank email message with the following words in the subject line or body of the message:

      Get Form <your email address>

      Example get form jsmith@domain.com

2.   You will receive in return a completed sample form and instructions on how to submit a comment using email, in addition to the actual form. Because email filings are automatically processed, they must include specific ECFS Document Index Terms, and must be computer readable. To this end, FORM-ET includes SGML tags (similar to HTML tags).

3.   Complete FORM-ET using Windows Notepad, any ASCII Text editor, or a word processing program that can save files as plain text. Fill in each line of the form by entering your specific information after each **<TAG>**. Do not remove or modify any of the tags. Type the body of your comment after the **<TEXT>** tag.

✍ To ensure that your comments will be fully indexed, please complete as many of the tagged fields as possible. It is required that the following fields must be completed: **<PROCEEDING>**, **<NAME>**, **<ADDRESS1>**, **<CITY>**, **<STATE>**, **<ZIP>**, **<DOCUMENT-TYPE>**, and **<TEXT>**.

4.   Save the completed FORM-ET as an ASCII Text (plain text) formatted file.

5.   Copy the completed FORM-ET into the body of a new email message.

6.   Email the form to ecfs@fcc.gov. Please do not reply to ECFS messages.

Email filers will be notified of receipt and either acceptance or rejection and any associated errors via email to the sender only as a reply. If once the email is received and processed any problems with your filing is detected you will be contacted at the email address listed in the <CONTACT-EMAIL> tag.