Filing Comments with the FCC Electronically

A. Complete the Cover Sheet

B. Type Your Comments or Attach Your Document

C. Receive Your Confirmation

Step A: Complete the Cover Sheet

Go to: http://www.fcc.gov/cgb/ecfs/welcome.html

Click **"Submit a Filing"** in the upper right portion of your screen. The Cover Sheet will appear.

Only fields labeled REQUIRED must be completed. If you complete the optional fields your comments will be processed more quickly and can be researched more easily. Use **Tab** to navigate between fields.

Field 1. **Proceeding (required)**
Enter the Proceeding number 12**-106**

Field 2. **Mail Correspondence To: (required)**
Click on the radio button for **Name**.

Field 3. **Name of Applicant/Petitioner (required)**
Enter your name.

Field 6. **Email-id**. Enter your email address to assist the FCC in notifying you if there is a computer-related problem with your filing.

Fields 7, 8, 9, 10:
Enter your **mailing address, city, state and zip**

Field 12. Click the arrow and select **Comment** from the list. **(required)**

Field 13. Review for accuracy, then move on to Step B.

Step B: Type Your Comments OR Attach Your Document

Now that you have completed the cover sheet, you may submit your comments in an attached file or simply type them directly into the brief comment form online.

The Easiest Way: Submitting Typed-In Comments

1. Type your brief comments directly into the box under **"Send a Brief Comment to FCC (typed-in)."** <u>Be sure to enter your name and address in the text</u>. 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 **"Send Brief Comment to FCC"** If an error message pops up, click "Ok" and make the changes. If an error message appears again in a new page, click your browser's "Back" button and fix error(s) accordingly. Once the error(s) are corrected, click **"Send Brief Comment to FCC"** to re-send. The system will navigate to a screen where you can complete your filing.

OR You May Attach a Document

If you choose to send your comments as an attached file, complete the form directly below the cover sheet. You can attach only one document at a time. 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.

The preferred document format is the portable document format (PDF). However, you may submit documents in MS Word, MS Excel, WordPerfect, Lotus, and 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. Edit this information if necessary.

2. **File.** Enter the directory and file name to be attached or use the "Browse" button to locate 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 for accuracy.

5. Click **"Send Attached File to FCC."** If an error message pops up, click "Ok" and make the changes. If an error message appears again in a new page, click your browser's "Back" button and fix error(s) accordingly. Once the error(s) are corrected, click **"Send Attached File to FCC"** <u>only once</u> to re-send. If you click it more than once, the system may generate an error or attach your document more than once.

6. If you have more than one attachment, click **"Enter Additional Attachments"**

Step C: Receive Your Confirmation

Click the **"Finish Transaction and Receive Confirmation"** button. The system will generate a confirmation page listing the details of your filing. Print this page for your files in case you need to troubleshoot problems associated with your filing. This electronic confirmation informs you that the Federal Communications Commission (FCC) has received and accepted your filing.