

## **Register and Associate Username Account to an Existing FCC Registration Number (FRN)**

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Filers wishing to file online should register a Username Account and Associate the Username to an existing FCC Registration Number (FRN) by visiting the Commission Registration System (CORES) at <https://apps.fcc.gov/cores>

Tutorial videos on new CORES/Username Account can be found here - <https://www.fcc.gov/licensing-databases/fcc-registration-system-cores/commission-registration-system-video-tutorials>

Below are instructions on setting up the Username Account:

**Register New FCC Username Account** provides guidance on how to create a Username Account for an individual in the updated FCC Commission Registration System (CORES). Once an individual has a username, it can be used to link existing or new FCC Registration Numbers (FRNs) to the Username Account.

1. Access CORES from the FCC Registration - Login page at this link:

<https://apps.fcc.gov/cores>

2. From the FCC Registration - Login page, click the “REGISTER” link under “Need a Username?” See Figure 1 below.

**Figure 1**



3. Fill in the requested information; items noted with an \* indicate required information. Then click “Create Account”. See Figure 2 below.

Note: Enter a valid email address in the “Username” and “Confirm Username” fields. This email address will be used as your username when logging in to the FCC User Registration System and other systems using an FCC Username Account. Any notifications relating to your Username Account will be sent to the email address provided.

Note: To ensure the email address you provide as a username is available, click “Check Availability” to the right of the “Username” field before entering additional information. Your email address may only be used once. If it has already been registered, you will be notified that the Username is not available.

Note: The Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all of the following criteria: 1 lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character.

**Figure 2**

**FCC** Federal Communications Commission

## FCC User Registration System

### Create New Account [Help](#)

*\* Indicates required field*

#### Enter Username and Password

Please enter a valid email address. This email address will be used as your Username when logging in to the FCC User Registration System and other systems using an FCC Username Account. Any notifications relating to your Username Account will be sent to the email address provided.

\* Username:

\* Confirm Username:

Password must be 12 to 15 characters long, cannot include any part of your Username, and must meet all of the following criteria: 1 lower case letter, 1 upper case letter, 1 number, and 1 punctuation mark/special character.

To see a full list of allowable special characters, please [click here](#).

\* Password:

\* Confirm Password:

#### Enter Additional Contact Information

Prefix/Title:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

The secondary email address provided cannot be used for login purposes.

Secondary Email:

Phone:  Country Code:  \* Phone Number:

Phone Extension:

#### Enter Security Question

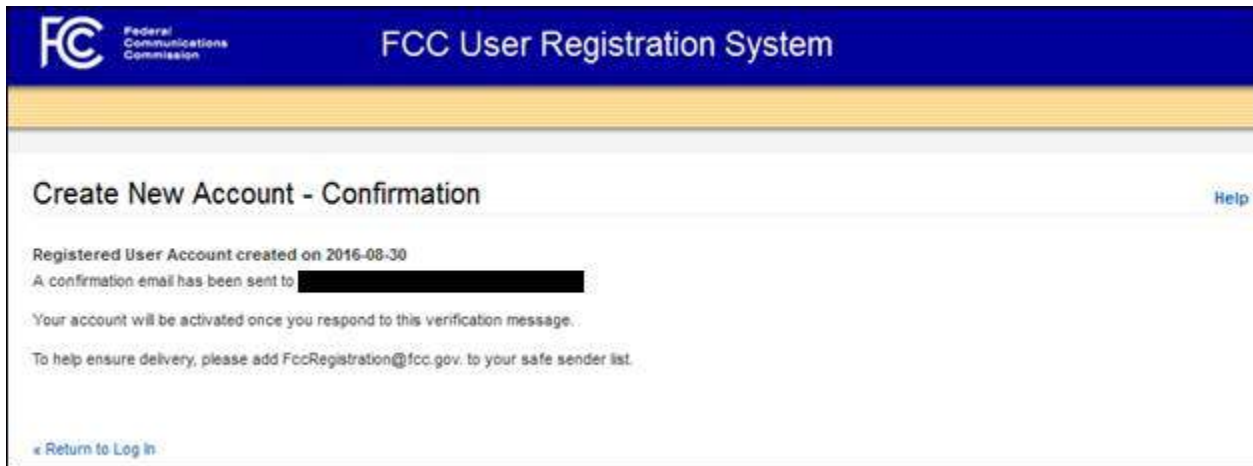
\* Security Question:

\* Answer:

4. Your FCC Username Account has been created and you will be directed to a Create New Account - Confirmation page. See Figure 3 below.

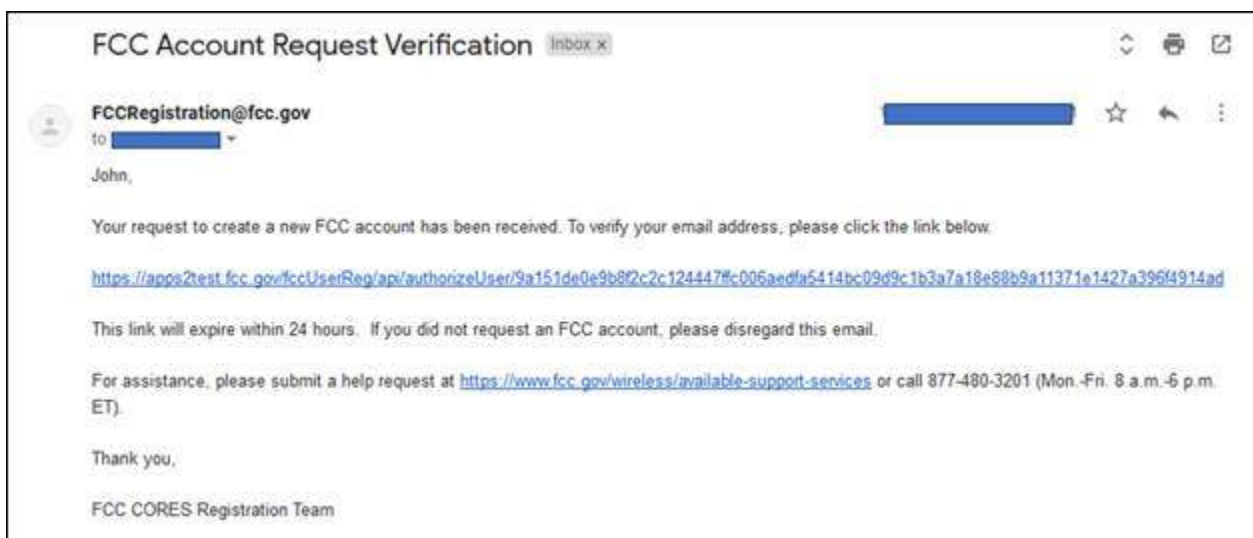
Note: Your FCC Username Account will not be activated until you have verified the email address provided (please see steps 5-7).

**Figure 3**



5. A confirmation email from [FCCRegistration@fcc.gov](mailto:FCCRegistration@fcc.gov) will be sent to the email address provided as the username during the FCC Username Account creation. Access the email and follow the instructions within the email to activate your Username Account.
6. Click on the confirmation link in the email from [FCCRegistration@fcc.gov](mailto:FCCRegistration@fcc.gov) to verify the email address and activate your FCC Username Account. See Figure 4 below.

**Figure 4**



7. You will be directed to the Email Address Verification page. This page confirms that your email address has been verified, and you may now access CORES using your username and password.

Note: An FCC Registration Number (FRN) is not automatically associated with your FCC Username Account. Click “Go to CORES” to access your Username Account and link an existing FRN to your Username Account or to register for a new FRN. See Figure 5 below.

**Figure 5**



Once your username account has been verified, you can then associate it to your existing FRN by going back to CORES at <https://apps.fcc.gov/cores> and entering your username and password at the Username Log In. Step by step instructions are below:

**Associate Username to an Existing FRN** provides guidance on how to link an existing FCC Registration Number (FRN) to your FCC Username Account.

Note: An existing FCC Registration Number (FRN) does not automatically link to your FCC Username Account. In order to do so, you must associate your Username to an existing FRN.

1. Access CORES from the FCC Registration - Login page at this link:

<https://apps.fcc.gov/cores>

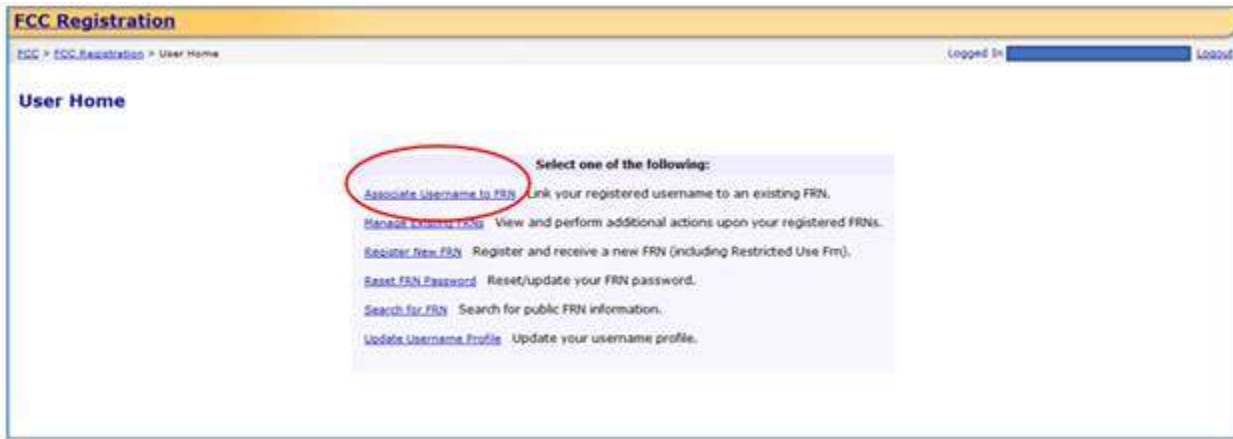
2. From the FCC Registration - Login page, enter your registered Username and Password under “Username Login”. Click “LOG IN”. See Figure 1 below. If you do not have a Username, click “REGISTER”.

**Figure 1**



3. Once logged in, click the “Associate Username to FRN” link. See Figure 2 below.

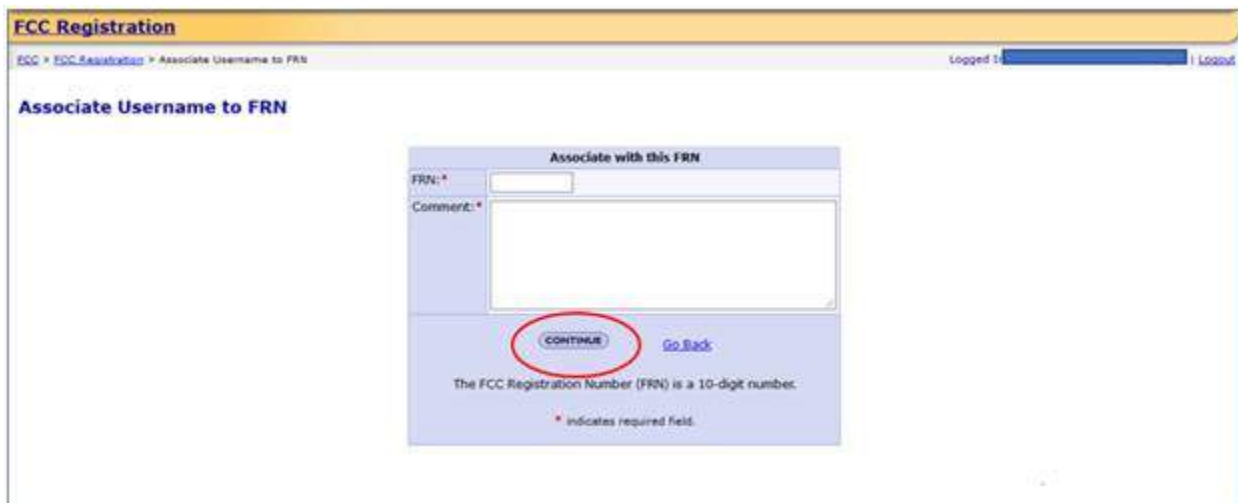
**Figure 2**



4. Enter the Existing FCC Registration Number (FRN) and a comment. Click “CONTINUE”. See Figure 3 below.

Note: The comment you provide will be visible to the FRN Administrator of the FRN, if the FRN already has an Administrator associated with it, so that he or she can decide whether to grant your FRN Association Request. An Administrator can assign/approve permission levels for an FRN to other users. If the FRN does not have an Administrator yet, then the comment will only be visible to you and saved for your records.

**Figure 3**



5. This page gives you options on how to associate the FRN to your Username: entering the Password for the FCC Registration Number (FRN) or sending a request to the FRN Administrator for association approval. If the FRN has a Personal Security Question (PSQ) set, you may also enter the PSQ response. See Figure 4 below.

Option 1: Select the “Yes. Here is the password:” radio button, type in the Password for the FRN, and click “SUBMIT”.

Option 2: Select the “Or, enter the answer to the Personal Security Question, “[PSQ]””: radio button, type in the PSQ response, and click “SUBMIT”.



Option 3: Select the “No. Send a request to the FRN Administrator for association approval” radio button and click “SUBMIT”.

Note: IF the FRN has not been associated with another Username, it will not have an Administrator. IF you choose Option 3 and an Administrator does not exist, you will receive an error message.

Note: If the FRN was registered through the updated CORES system, then a request will automatically be sent to the FRN Administrator for association approval. You will not be prompted to enter the PSQ response or FRN password.

**Figure 4 (THIS IS WHERE YOU CHOOSE OPTION 2 AND CAPITALIZE F)**

FCC Registration

FCC > FCC Registration > Associate Username to FRN

Logged In: [User Name] Logout

**Associate User to FRN - Enter Password**

Please select one of the following:

- Enter the password for FRN 0027382381:\*
- Or, enter the answer to Personal Security Question, "Pet's name":\*
- Or, send a request to the FRN Administrator for association approval

**SUBMIT** **CANCEL**

[Forgot FRN Password](#)

\* indicates required field if the "Yes" option is selected.

6. If selecting Option 1 or Option 2 you will be directed to the Associate User to FRN Confirmation page. This page confirms that you have successfully associated your Username to an existing FCC Registration Number (FRN). See Figure 5 below.

**Figure 5**

FCC Registration

FCC > FCC Registration > Associate Username to FRN

Logged In: [User Name] Logout

**Associate User to FRN Confirmation**

Success! You now have Administer role to FRN 0027382381.

**CONTINUE**

If selecting Option 3, you will be directed to the Associate User to FRN Confirmation page. This page confirms that you have successfully sent a request for approval to the FRN Administrator to associate the given FRN to your Username. A notification email will be sent to you when the FRN Administrator decides within CORES whether to grant this FRN association request; you can check the status in the “FRN Association Requests” tab in CORES. See Figure 6 below.

Figure 6



7. In order to check the status of the request for approval to the FRN Administrator to associate the given FRN to your Username, click the “Manage FRN(s)” link. See Figure 7 below.

Figure 7



8. Click the “Manage FRN(s) link. See Figure 8 below.

Figure 8



9. Click the “FRN Association Requests” tab, where you can view the status of your request and cancel or “Remove FRN Association Request” if you choose to do so. See Figure 9 below.

Figure 9



The screenshot shows the 'FCC Registration' interface. At the top, there is a navigation breadcrumb: 'FCC > FCC Registration > Manage Existing FRNs > Manage FRNs'. A 'Logged In' status bar is visible in the top right corner. The main heading is 'Manage FRNs'. Below this, there are several tabs: 'Administer', 'Manage', 'View', and 'FRN Association Requests', which is highlighted with a red circle. A search bar is located to the right of the tabs. Below the search bar is a table with the following columns: 'FRN', 'FRN Name', 'Username', 'Date Requested', and 'Action'. The table contains one row with the following data: '0027382407', 'FCC Test 2', 'fctestemail123+b@gmail.com', '02/25/2019', and a link 'Remove FRN Association Request'. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom of the table area, there are 'Previous' and 'Next' navigation buttons, and a 'Go Back' button centered below the table.

PLEASE NOTE: If sending a request to the FRN Administrator for association approval and you receive a message that there is no FRN Administrator, OR, you have not received a response from the FRN Administrator, please contact FCC Licensing Support at (877) 480-3201, option 1.

If you have any further questions or need additional information, please submit a help request at <https://www.fcc.gov/wireless/available-support-services> or call the FCC Licensing Support Center at (877) 480-3201.

Sincerely,

FCC Licensing Support Center  
8:00 AM – 6:00 PM EST, M - F

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Ref:MSG14775317