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

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

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

Note: The Username is the ema associated with your FCE Usern	I address ann Account.	Search to	r public FRN information
Username:			( SEARCH
LOG IN			
			+ -

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.

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Select					
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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).



5. A confirmation email from <u>FCCRegistration@fcc.gov</u> 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 <u>FCCRegistration@fcc.gov</u> 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.

Help

Once your username account has been verified, you can then associate it to your existing FRN by going back to CORES at <u>https://apps.fcc.gov/cores</u> 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

Username Login Note: The Username is the email address associated with your PCC Username Account.	(REGISTER )	Search for public FRN information
Usemame: Password:	Forgot/Reset your <u>Username Password?</u> Check <u>Username Availability</u>	(OSLARCH

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

FCC Registration			
ECC > ECC.Resistration > User Home		Logged In	Leasu
User Home			
	Select one of the following:		
	Associate Username to TBM curk your registered username to an existing HML. Hanad Drame TSM. View and perform additional actions upon your registered FRNs.		
	Secure few Rey Register and receive a new FRN (including Restricted Use Fm).		
	Search for First Search for public FRN information.		
	Lodde Usemane Profile Update your usemane profile.		
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

FCC Registration		
TCC + ECC.Resistantian + Associate Usermanne to FR1		togged to
Associate Username to FRN		
	Associate with this FRN	
	FRN:*	
	(contranue) Go.Back The FCC Registration Number (FRN) is a 10-digt number * indicates required field.	•
		025

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.

<u>Option 1</u>: Select the "Yes. Here is the password:" radio button, type in the Password for the FRN, and click "SUBMIT".

<u>Option 2</u>: Select the "Or, enter the answer to the Personal Security Question, "[PSQ]": radio button, type in the PSQ response, and click "SUBMIT".

<u>Option 3</u>: 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			1
ECC > ECC. Annubation > Associate Unername to FRI		Logged 2n	Losod
Associate User to FRN - Enter P	assword		
P	lease select one of the following:		
	Enter the password for FRN 0027382361:*		
c	Oc. send a request to the FRN Administrator for association approval		
	* indicates required field if the "Yes" option is selected.		

6. If selecting <u>Option 1</u> or <u>Option 2</u> 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		
500 > FCC.Separatizetion > Associate Usermanne to FRA	Logged fr	1 Looput
Associate User to FRN Confirmation		
Success! You now have Administer role to FRN 0027362	1381.	
CONTINUE		

If selecting <u>Option 3</u>, 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

FCC Registration	
FCC > FCC.Excitation > Associate Username to FRN	Logged in A
Associate User to FRN Confirmation	
Your request to associate with FRN 0027382407 has been sent to the Administrator for approval. A rejects your request. You can also check the status in the TRN Association R	notification email will be sent to you when the Administrator approves or iguests' tab on the Manage FINis page in CORES.
CONTINUE	

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

FC III	Commission Registration System (CORES)	Associate Username To FFN   Manage FFN(s) Register New FFN Reset FFN Password Toeword OF FFN
FCC Registration		
ECC > ECC.Resultation > Veer Home		Logged in As: footesternal123+b@gmail.com ) Logout
User Home		
	Select one of the following:	
	Associate Username to Fish Link your registered username to an existing FRN.	
	Manage Existing FENs Here and perform additional actions upon your registered FRNs	• ·
	Ecoater New FRN Register and receive a new FRN (including Restricted Use Fm).	
	Reset/IRN Pesseord Reset/update your FRN password.	
	Search for FBM Search for public FRN information.	
	Update Usemame Profile Update your usemame profile.	

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.

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quests		
	Search:	4
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	Previ	inus 1 Next
Go Back		
	Date Requested 02/25/2019	Search: Date Requested Action 02/25/2019 <u>Remove FRN Association Recue</u> Prev Go Reck

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 <u>https://www.fcc.gov/wireless/available-support-services</u> 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

Ref:MSG14775317