



Ham Radio - Dealing with the FCC

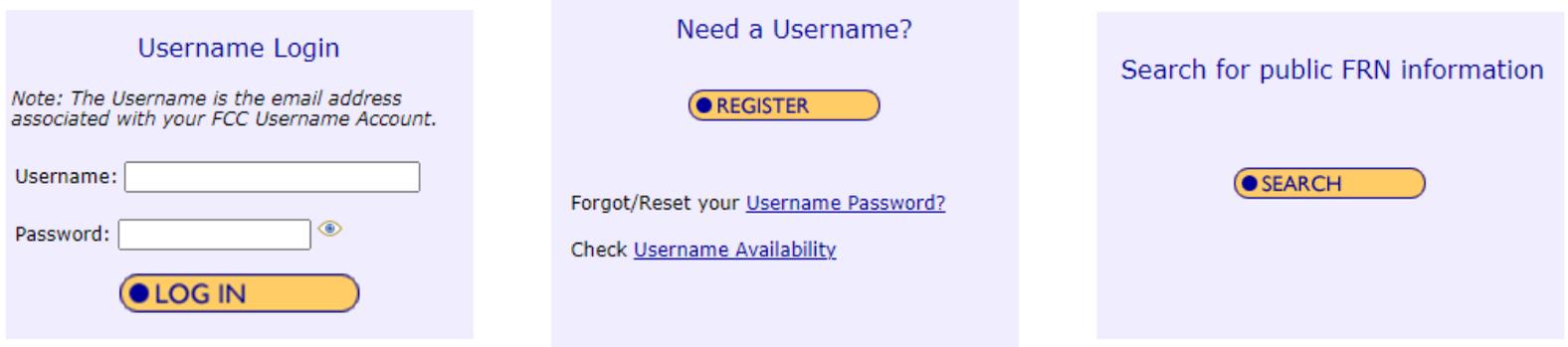
Ham radio operators deal with the FCC using the Universal Licensing Service (ULS) and Commission Registration System (CORES). Users other than hams also use these systems.

CORES

[Commission Registration System (CORES)]

Your journey starts with CORES. This is where you get registered with the FCC to do any business with them. Your existing license has an FRN (FCC Registration Number) that needs to be assigned to your CORES account. If you previously had a CORES account it may need to be either updated, or you may need a new account. If your old username was other than an email address, generate a new account (at least that's what I did and it worked). If you need to reset your password you can do it using the middle box shown in the screen shot shown on the next page. If you need to look up your FRN there is a search option available, but if you are a QRZ.COM member you can do it easier there by logging in and running your own callsign and clicking "View FCC Record" on the second page. It will also take you to your ULS record on the FCC database.

Screen Shot



CORES allows you to:

- Register and manage the 10-digit FCC Registration Number (FRN).
- View financial standing (RED or Green Light Status) with the FCC and make payments.
- Retrieve payments awaiting completion.
- Enter and pay Application fees manually.
- Retrieve and pay ULS fees. (This is IMPORTANT – if you make any changes to your license, like a renewal, that require fees to be paid and you don't pay them – the FCC cancels your request)
- File and pay annual Regulatory Fees.[Non ham users]
- Manage Incentive Auction financials.[Non ham users]

This is where you pay your fees due for issuing or renewing your license, including Vanity Call Sign fees.

VERY IMPORTANT NOTE

DO NOT pay any fees using a **PHONE** or a **TABLET**. The FCC system will appear to take the transaction, and may charge your card, but the system **WILL NOT** update and you will have to start over and may have to pay twice. Use a **DESK TOP** or **LAP TOP** computer **ONLY**.

Universal Licensing System [(ULS)]

Log in at:

<https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp>

Federal Communications Commission License Manager
FCC > Wireless > Licensing > Online Systems > License Manager

Use of This System is for FCC-Authorized Purposes Only.
You are accessing a U.S. Government information system provided by the Federal Communications Commission for FCC-authorized users only. All communications occurring on this information system are subject to be monitored, recorded, and audited, therefore you have no reasonable expectation of privacy regarding any communications or data transmitted or stored on this information system.
Unauthorized or improper use of the information system or information stored on this information system is prohibited and subject to criminal, civil, and/or administrative penalties. Any data transmitted or stored on this information system may be disclosed to law enforcement or other Federal agencies or their contractors in the course of conducting an investigation or other forensic analysis.
USE OF THIS INFORMATION SYSTEM INDICATES CONSENT TO MONITORING AND RECORDING

Log In Help

Log in to the License Manager to view and manage your licenses and applications, apply for a new license, and perform other license and application management tasks based on your FCC Registration Number (FRN). 10-digit FRN is required.

PLEASE NOTE: Per Public Notice DA 15-72, the FCC no longer mails license authorizations. If you provide an email address on your application, an official copy of your license will be automatically emailed to you after the application has granted.

FCC Registration Number (FRN)
Password (FRN password or password for an associated FCC Username)

- ▶ **Forgot your password?** [Contact Tech Support](#)
- ▶ **Need an FRN?** [Register with the FCC](#)
- ▶ **Not sure if you have an FRN?** [Check your licenses](#) to determine if they've been assigned an FRN
- ▶ **Are you a certified Land Mobile frequency coordinator?** [Log in](#) using your coordinator login and password
- ▶ **Are you narrowbanding a Land Mobile license?** [Log in](#) using your access code

About the FCC Registration Number (FRN)
An FRN is a 10-digit number that is assigned to a business or individual registering with the FCC. This unique FRN is used to identify the registrant's business dealings with the FCC. The FCC will use the FRN to determine if all of a registrant's fees have been paid. You are encouraged to register with the Commission as soon as you expect to do business with the FCC. This way, you will be ready to access any of the electronic licensing systems without having to go through the registration process at the time you submit an application.
For more information, see [Public Notice DA 01-2452](#).

There is a link to assist you if you have forgotten your password.

This is the screen you will see after you log in:

[Down Arrow shown for emphasis]

The screenshot displays the FCC License Manager interface. At the top, the FCC logo and 'License Manager' title are visible. The user is logged in as 0001988427. The main heading is 'My Licenses License KA6IYS At A Glance'. A green banner contains a download link for electronic authorizations. The license details are shown in a table with columns for Call Sign, Radio Service, and Applicant Name & Address. A 'Dates' section lists Grant, Effective, and Expiration dates. A 'Work on this License' sidebar offers options like 'Update Licensee Name and Mailing Address' and 'Request Vanity Call Sign'. A blue arrow points to the 'Help' icon in the top right corner.

My Licenses License KA6IYS At A Glance

Download your official electronic authorizations [here](#).
Note: ULS allows users to download multiple authorizations, however, each PDF is limited to 100 pages.

Call Sign	KA6IYS	Radio Service	Amateur (HA)
<input type="checkbox"/> Applicant Name & Address			
HIGGINS, MICHAEL A 5413 MARJORIE ST WELDON, CA 93283		P: (760)378-1028 E: ka6iys@arrl.net	
<input type="checkbox"/> Dates			
Grant	03/14/2017		
Effective	03/14/2017		
Expiration	06/10/2027		

Work on this License

- Update Licensee Name and Mailing Address
- Request Vanity Call Sign
- Request Systematic Call Sign

Your station will be issued the next systematically available call sign.

[View Complete License](#)

Don't See Your Licenses Here?
It's possible that your licenses have not been associated with your FRN. In order to manage a license using the License Manager, you must first [associate the license with your FRN](#).

This is where you manage your license, you can:

- Obtain an Official Copy
 - Click on the link the highlighted box just below the License CALL At A glance.
 - The FCC no longer provides a paper copy of your license. You must download and print your own copy. (If you use the W5YI service discussed later they will provide a paper copy for you) Your call sign should already be in the “Filter by Radio Service” box, highlight it and click the “ADD” button between the boxes and then click “Download” in the lower right-hand corner of the screen (does not show on the screenshot)

The screenshot shows the FCC License Manager interface. At the top, there is a navigation bar with the FCC logo and the text "Federal Communications Commission License Manager". Below this, there is a breadcrumb trail: "FCC > Wireless > Licensing > Online Systems > License Manager". The user is logged in as "0001988427" and can click "Log Out".

The main content area is titled "Download Authorizations". It includes a "Search Options" section with the instruction: "Enter search criteria in either of the options and then click SEARCH. Use RESET to clear your search criteria." There are two search boxes: "Enter Callsign:" with a "SEARCH" button, and "Enter Date (mm/dd/yyyy)" with "From:" and "To:" fields and a "SEARCH" button. A "RESET" button is also present.

Below the search options, there is a note: "Select the authorizations you wish to download, 'add' them to the 'Authorizations to Download' box, then click the 'Download' button." Another note states: "Licenses in termination pending status will not appear in this list. If a license is active but one or more components is in termination pending status, the term pending components will not be included on the authorization." A final note says: "Note: The total number of selected authorizations must be limited to maximum of 100 pages. If necessary print multiple files."

At the bottom, there are two panels. The left panel is titled "Filter by Radio Service" and has a "Show all" dropdown menu. Below it, there is a list of "My Authorizations" with one entry: "HA-KAGIYS". The right panel is titled "Authorizations to Download" and is currently empty. Between the two panels are "ADD" and "REMOVE" buttons. At the bottom of the right panel is a "SELECT ALL" button.

On the right side of the page, there is a "Common Questions" section with a link: "Which date am I searching my callsigns by?".

- Renew your license
 - You can only do this between 90 days before or up to 2 years after your expiration date.
 - You will be notified when it is time to pay and you will then log into CORES to pay the required fee.

- Get a new sequential call sign.
 - This option is in the box to right of the screen displaying your current license information.
 - You would use this to change a call sign you do not like and exchange it for the next in line regular call sign. You avoid the vanity fee this way and still get different call sign.

- Apply for a Vanity call sign.
 - This option is also in the box to right of the screen displaying your current license information.
 - Follow the link and request your desired new call sign(s) in the order you would like if the first one is not available.
 - When it is issued you will need to log into CORES and pay the required fee or the application will be cancelled.

- Update information on your license
 - This option is also in the box to right of the screen displaying your current license information.
 - Name
 - Address

- Email
- Phone
- etc

- Cancel your license.
 - If you wish to quit ham radio. [Caution: If you do this you will have to retest and start over if you change your mind later.]
 - If you are a trustee of a club call sign and the club is disbanding.

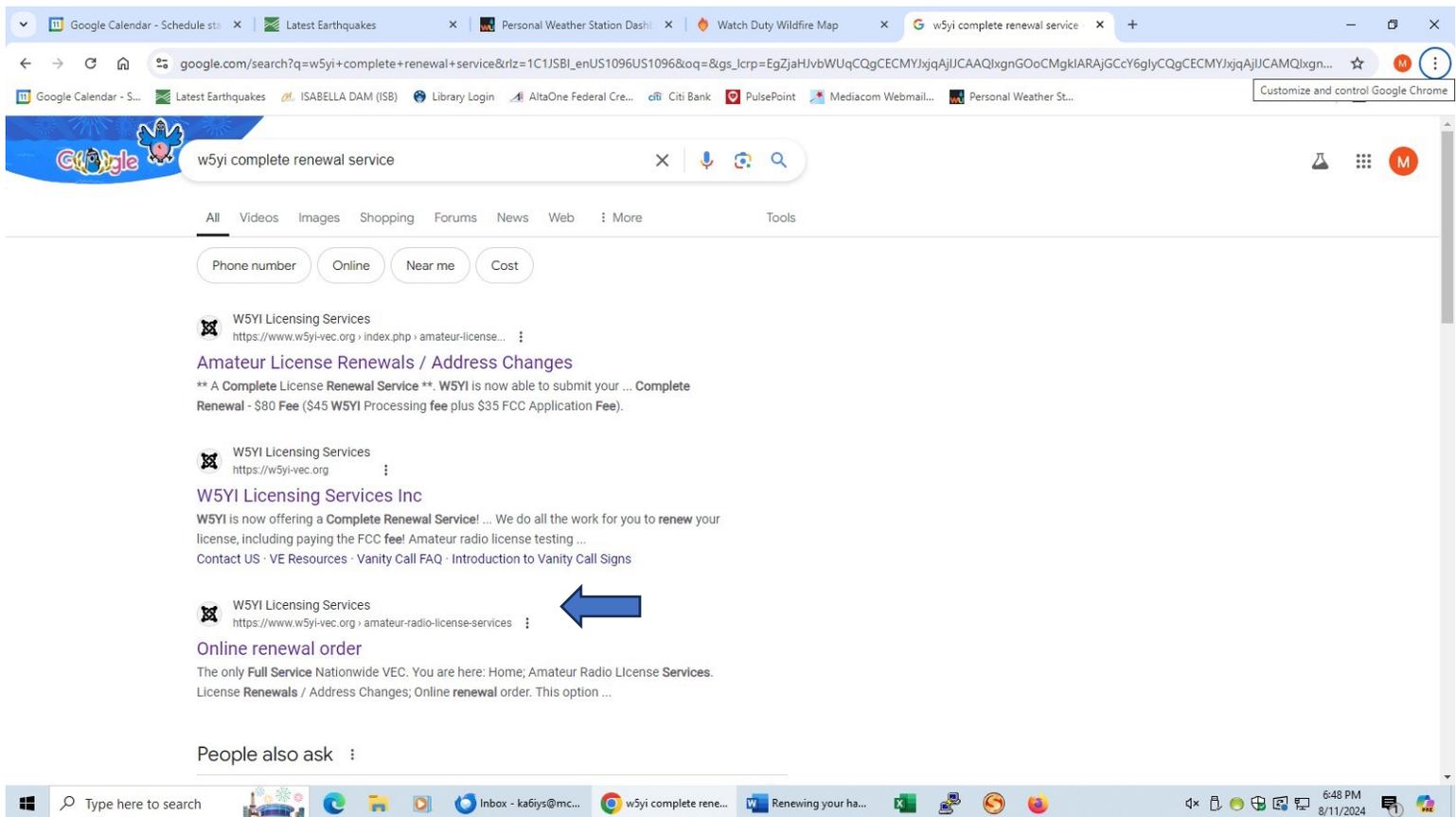
The ARRL has covered this same information in QST in the October 2023 issue on pages 62 and 63. Their article is reprinted at the end of this handout with a link shown to the original document.

W5YI

VEC (Volunteer Exam Coordinator) W5YI has for many years offered, for a fee, to renew your license. Even when it was free if you did it yourself. They now have a couple of different plans to assist you through the FCC maze of renewal and changes. A summary of how to use their Complete Renewal Service follows on the next few pages. For other plans check their website at <https://w5yi.org/>. If you need assistance with a vanity call or club station application, they are one of the few VECs that offer those services.

Renewing your ham radio license using the W5YI Complete Renewal Service.

Option 1: Do an internet search (Google, etc.) for W5YI Complete Renewal Service. In the results look for “Online Renewal Order”. Click the link, enter your call sign and follow as directed by the W5YI site. Follow the cautions listed in Option 2.



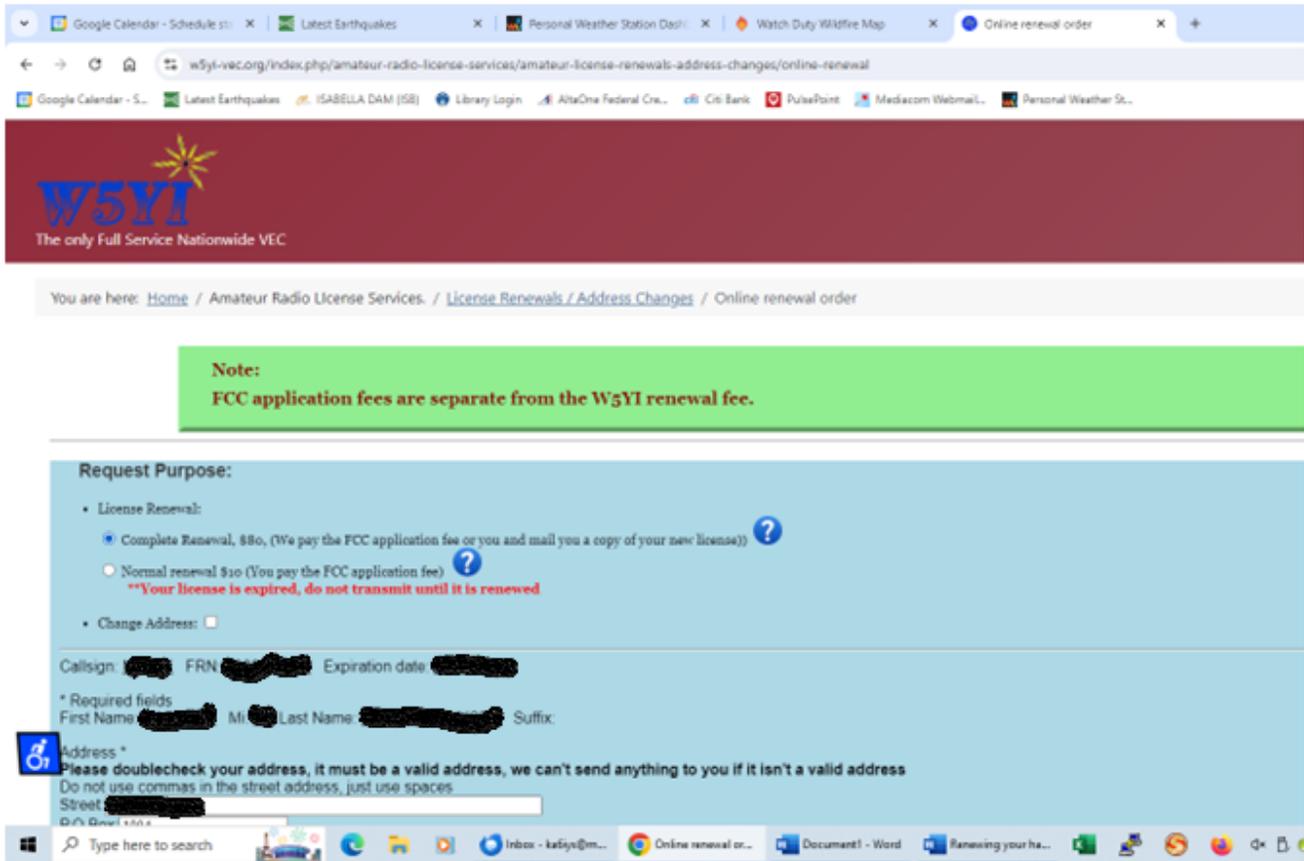
Option 2: In a browser other than Firefox (Chrome, Edge, Safari etc.) [Firefox has known issues using online forms]
Go to <https://w5yi.org/>

In the left menu select “Online renewal order”

Enter your callsign and follow as directed by the W5YI site.

The screenshot shows a web browser window with the URL [w5yi-vec.org/index.php/amateur-radio-license-services/amateur-license-renewals-address-changes/online-renewal](https://w5yi.org/index.php/amateur-radio-license-services/amateur-license-renewals-address-changes/online-renewal). The page features the W5YI logo and the tagline "The only Full Service Nationwide VEC". A breadcrumb trail indicates the current location: Home / Amateur Radio License Services / License Renewals / Address Changes / Online renewal order. A green banner reads "We hope you like our new renewal process". Below this is a light blue form with the label "Enter your callsign:" and a text input field. A "Submit" button is positioned below the input field. The browser's taskbar at the bottom shows various open applications, including an email client, a Word document, and a file explorer, along with the system clock showing 6:53 PM on 8/11/2024.

Make sure that “Complete renewal etc.” is checked



The website says it will take around 2 weeks before you get your copy of your new license in the mail. If your license has expired you can legally begin transmitting again after the FCC record updates. You can check your license status here:

<https://wireless2.fcc.gov/UIsApp/UIsSearch/searchLicense.jsp>

<https://www.arrl.org/files/file/QST/This%20Month%20in%20QST/2023/10%20October%202023/10%202023%20Somma%20renew%20license%20online.pdf>

LINK ABOVE IS TO THE ORIGINAL DOCUMENT

How to Renew Your License Online

The ARRL VEC provides instructions on how to file an amateur radio license renewal application and make a payment via the FCC's new COMmission REGistration System (CORES).

Before you renew your license, you will need to create a new FCC CORES username account, and then link your FCC Registration Number (FRN) to your new account. As of April 2022, the FCC charges a \$35 fee to renew amateur radio licenses. You must create the new account to pay the fee. Follow the steps below to create a new CORES account, and then after you complete the license renewal application, the License Manager system will automatically direct you to the CORES system. Log in and pay the fee.

Setting Up Your New FCC CORES Username Account

1 If you haven't already created a CORES account, you must register a username (your email address) and a password (see [a] and [b]). Visit the FCC CORES web page at <https://apps.fcc.gov/core/userLogin.do> to set up your account. If you don't know your FRN, you may search for it on that web page (see [c]). You will need your FRN for the next step.



2 Log in to your new account and click the first option, ASSOCIATE USERNAME TO FRN.



3 Enter your FRN and comment. An example of a comment is "Associating FRN" (see [d]).



4 Click CONTINUE.

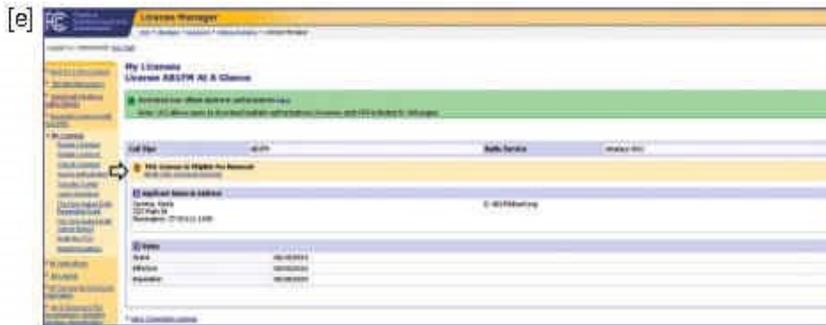
5 If you know the password for your FRN, enter it now. This password will likely be different from the one used for your username account. If you do not know your FRN password, click the CONTACT TECH SUPPORT link, which is next to the FORGOT YOUR PASSWORD? option and underneath the SUBMIT button. **Please do not try more than twice, as you will be locked out of your account after repeated failed attempts.** You can also call the FCC at 877-480-3201 to have them reset your password for you.

6 Once you have completed these steps and your FRN has been associated with your username, the site should bring you back to the main menu. **Log out.**

Apply for License Renewal

7 File your renewal application by using the FCC ULS License Manager system at <https://wireless2.fcc.gov/UlsEntry/licManager/login.jsp>. License renewals are allowed at 90 days or less before the license expires, as well as after the license has expired while still being within the 2-year grace period.

8 When you are logged in to the FCC License Manager system and your license is in the renewal window, a box will be displayed stating **THIS LICENSE IS ELIGIBLE FOR RENEWAL**. Click the **BEGIN THE RENEWAL PROCESS** link (see [e]). Follow the steps of the FCC renewal and payment process to pay the \$35 application fee. Print or save the payment confirmation page, and then log out. You (the license holder) will receive an email from the FCC with a link to your official license, or in rare instances, an explanation for why the renewal application was dismissed or denied. The license link will be valid for 30 days. Print out the license or download the PDF of the license to your computer.



Get More Help in the Digital Edition

Access the digital edition of *QST* (www.arrl.org/qst) to watch ARRL VEC Manager Maria Somma, AB1FM, take the steps outlined here to renew her license.



Additional FCC ULS registration and payment instructions are located on the FCC Registration Help web page at <https://apps.fcc.gov/cores/publicHome.do?help=true&csrfToken>.

Visit the ARRL FCC Application Fee web page at www.arrl.org/fcc-application-fee for more information about the \$35 fee.

For assistance, call the FCC at 877-480-3201 on Monday – Friday at 8:00 AM – 6:00 PM ET. Submit a help request or reset your password on the FCC's Available Support Services web page at www.fcc.gov/wireless/available-support-services.