Ham radio operators deal with the FCC using the **U**niversal **L**icensing **S**ervice (ULS) and **CO**mmission **RE**gistration **S**ystem (CORES). Users other than hams also use these systems.

CORES
[COmmission **RE**gistration **S**ystem (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

Username Login

Note: The Username is the email address associated with your FCC Username Account.

Username: [   ]

Password: [   ] 👁

● LOG IN

Need a Username?

● REGISTER

Forgot/Reset your Username Password?

Check Username Availability

Search for public FRN information

● SEARCH
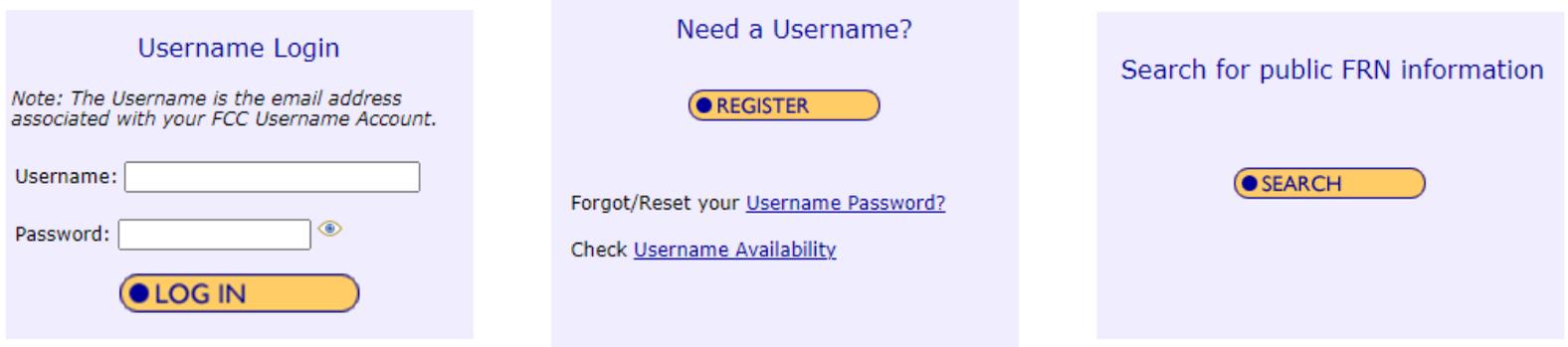
CORES allows you to:
- Register and manage the 10-digit FCC Registration Number (FRN).
- View financial standing (RED or Green Light Status) with the FCC and make payments.
- Retrieve payments awaiting completion.
- Enter and pay Application fees manually.
- Retrieve and pay ULS fees. (This is IMPORTANT – 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

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]

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)

Download Button Appears here ⬇

- 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

- o Email
- o Phone
- o etc

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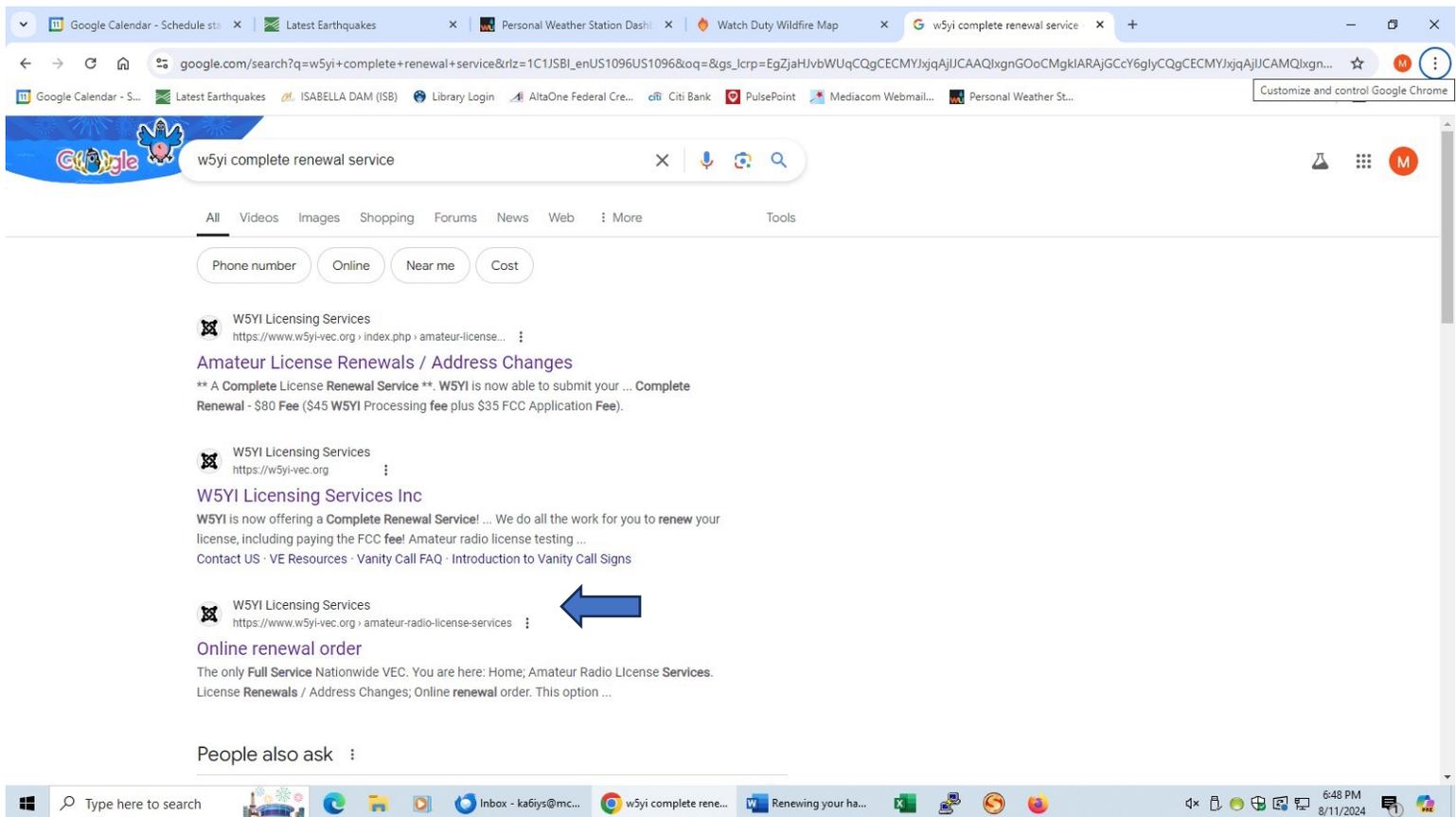
Option 2: In a browser other than Firefox (Chrome, Edge, Safari etc.) [Firefox has known issues using online forms]
Go to https://w5yi.org/

In the left menu select "Online renewal order"

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

Make sure that "Complete renewal …… etc." is checked
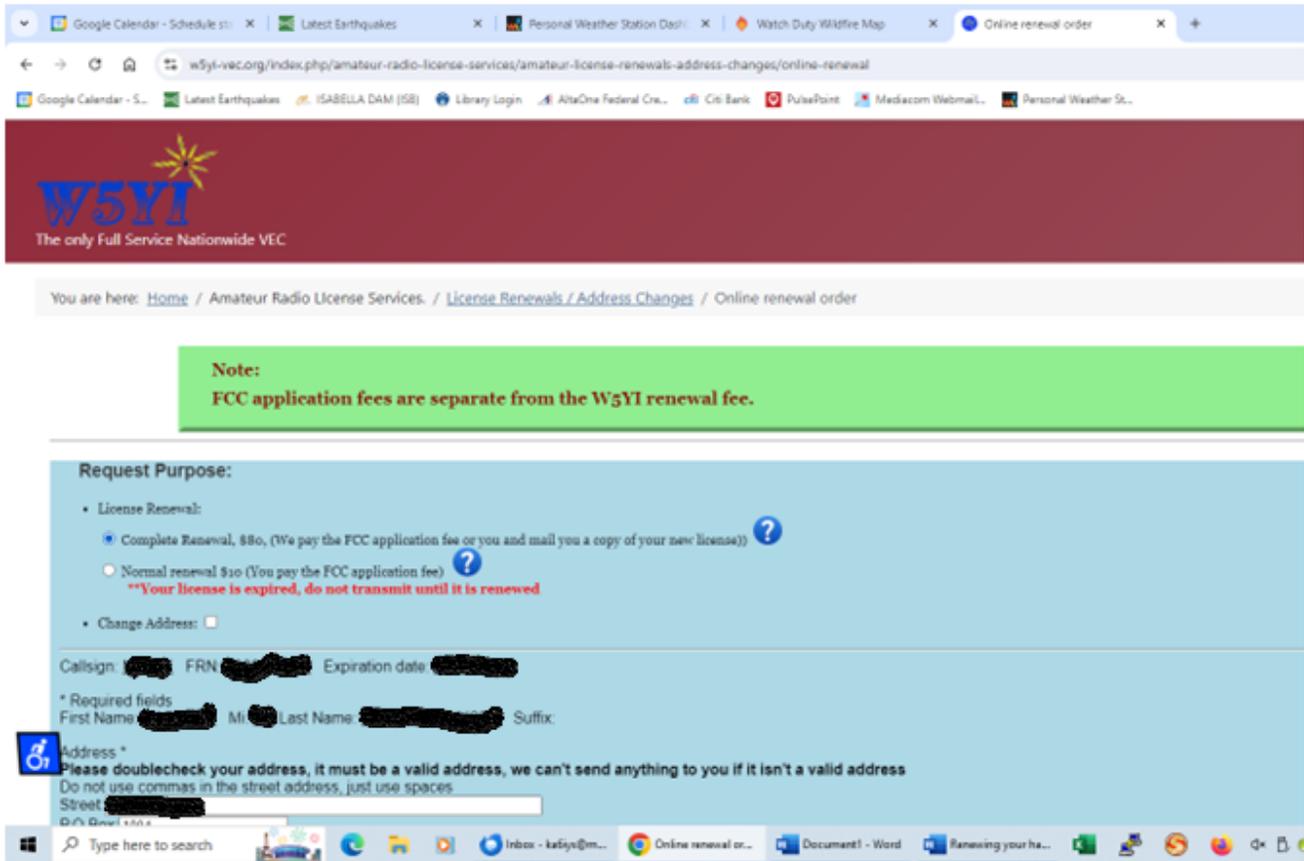
The website says it will take around 2 weeks before you get your copy of your new license in the mail. If your license has expired you can legally begin transmitting again after the FCC record updates. You can check your license status here:

https://wireless2.fcc.gov/UlsApp/UlsSearch/searchLicense.jsp

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/cores/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.

[a] Username Login

Note: The Username is the email address associated with your FCC Username Account.

Username:
Password: *

● LOG IN

[b] Need a Username?

● REGISTER

Forgot/Reset your Username Password?
Check Username Availability

[c] Search for public FRN information

● SEARCH

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

Select one of the following:

Associate Username to FRN   Link your registered username to an existing FRN.

Manage Existing FRNs / FRN Financial | Bills and Fees   View & Pay Regulatory Fees, Application Fees, and Bills | View Red & Green light status.

Register New FRN   Register and receive a new FRN (including Restricted Use Frn).

Reset FRN Password   Reset/update your FRN password.

Search for FRN   Search for public FRN information.

Update Username Profile   Update your username profile.

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 FASSWORD? 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.

[d] Associate with this FRN

FRN: *
Comment: *   Enter comments to justify your request to be associated with this FRN, e.g., "I am the CEO of Company X."

CONTINUE   Go Back

The FCC Registration Number (FRN) is a 10-digit number.

* indicates required field.

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.

[e]
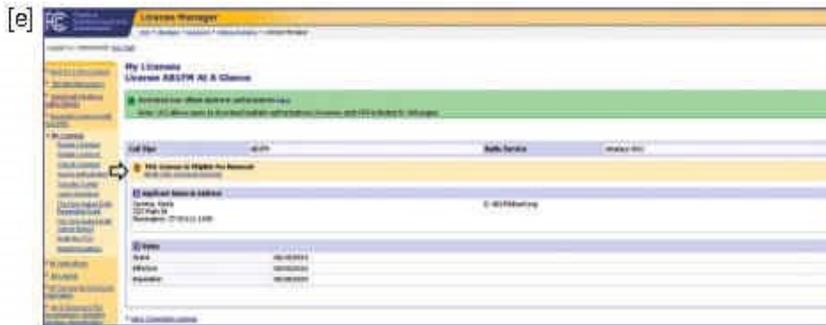
Get More Help in the Digital Edition

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&csfrToken**.

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**.